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CITY AND COUNTY OF HONOLULU



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Departmental and Agency

Reports

of the City and County of Honolulu

for Fiscal Year
July 1, 1976 —
June 30, 1977

Includes Legislative Branch Report

For Reference

Not to be taken from this room

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OFFICE OF THE MAYOR
CITY AND COUNTY OF HONOLULU

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JS 13
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1976/77

FRANK F. FASI
MAYOR



November 1, 1977

The contents of the major section of this reference work represent the collected annual reports of agencies within the Executive Branch of the City and County of Honolulu for the fiscal year which commenced on July 1, 1976, and ended on June 30, 1977.

This collection is not intended to represent or replace the Mayor's Annual Report as required under Section 12-104.2 of the Revised Charter of the City and County of Honolulu. However, excerpts and data from the contents of this collection will be used in the preparation of the Mayor's Annual Report, which will be published as a special television program.

A copy of the Mayor's Annual Report will be placed on file in the Office of the City Clerk.

Frank F. Fasi

FRANK F. FASI
Mayor

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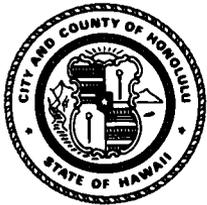
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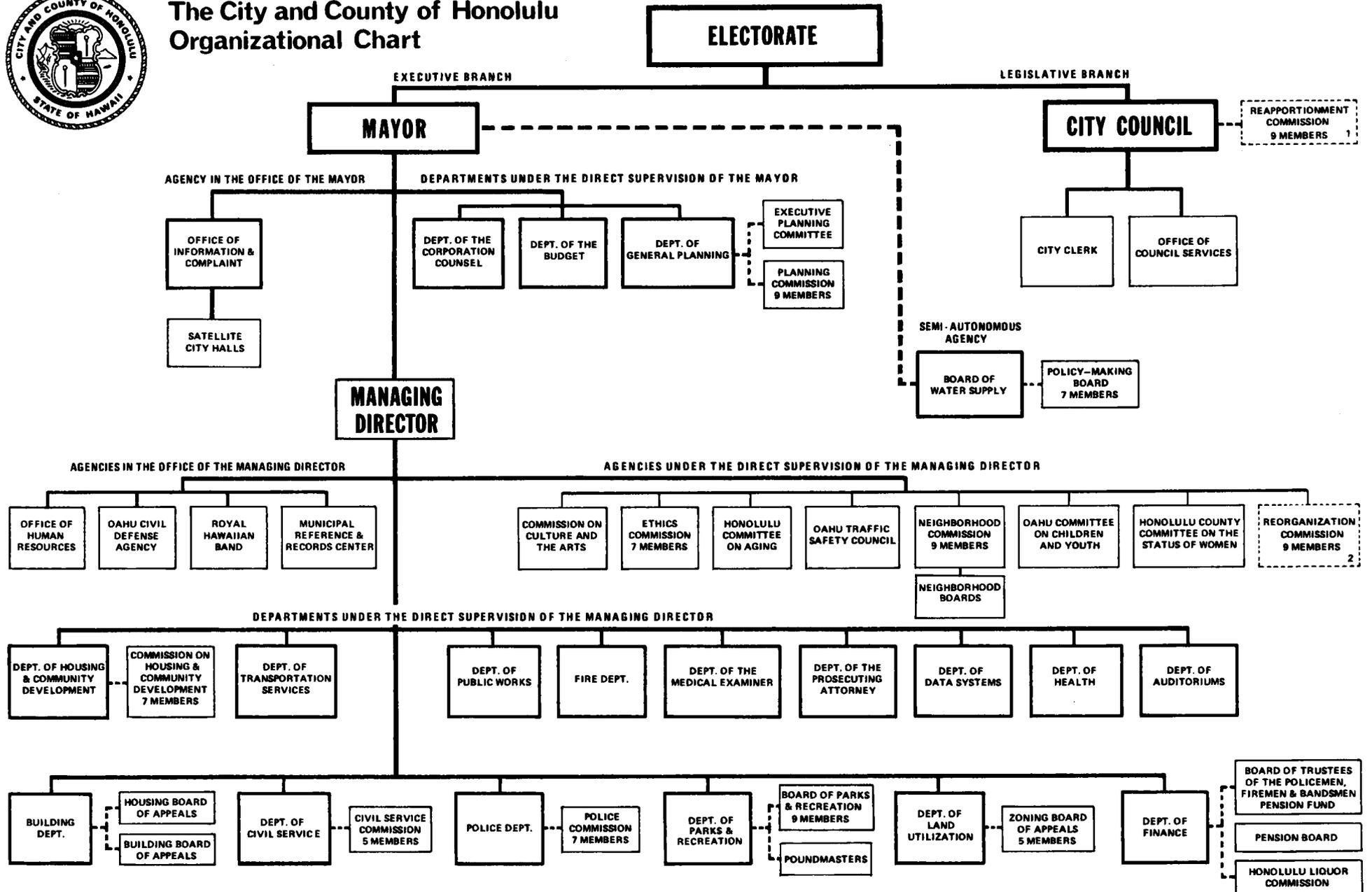
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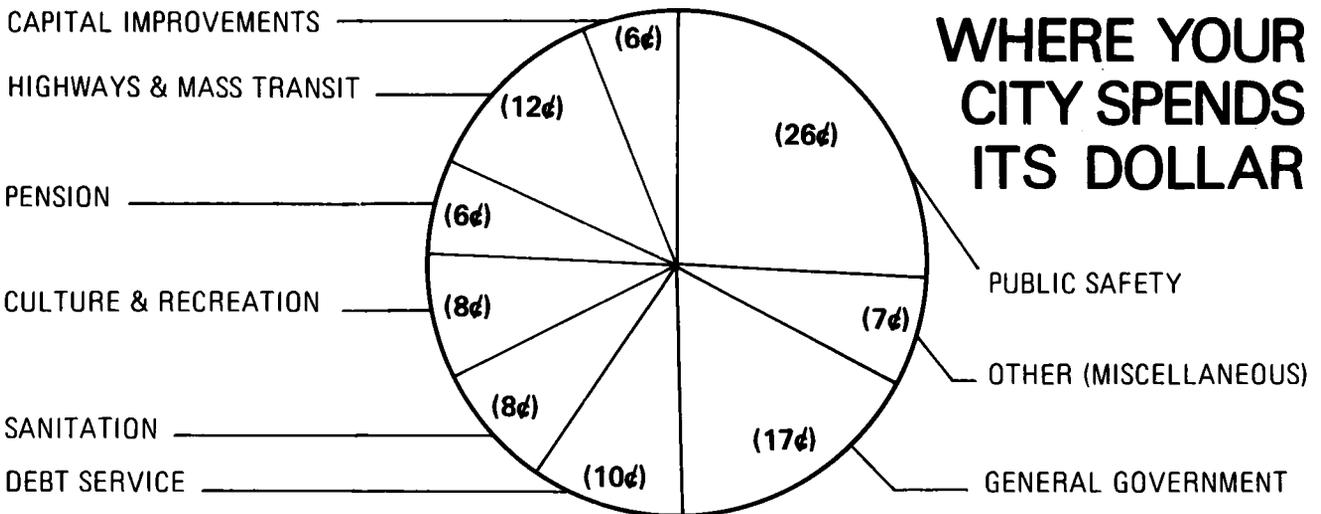
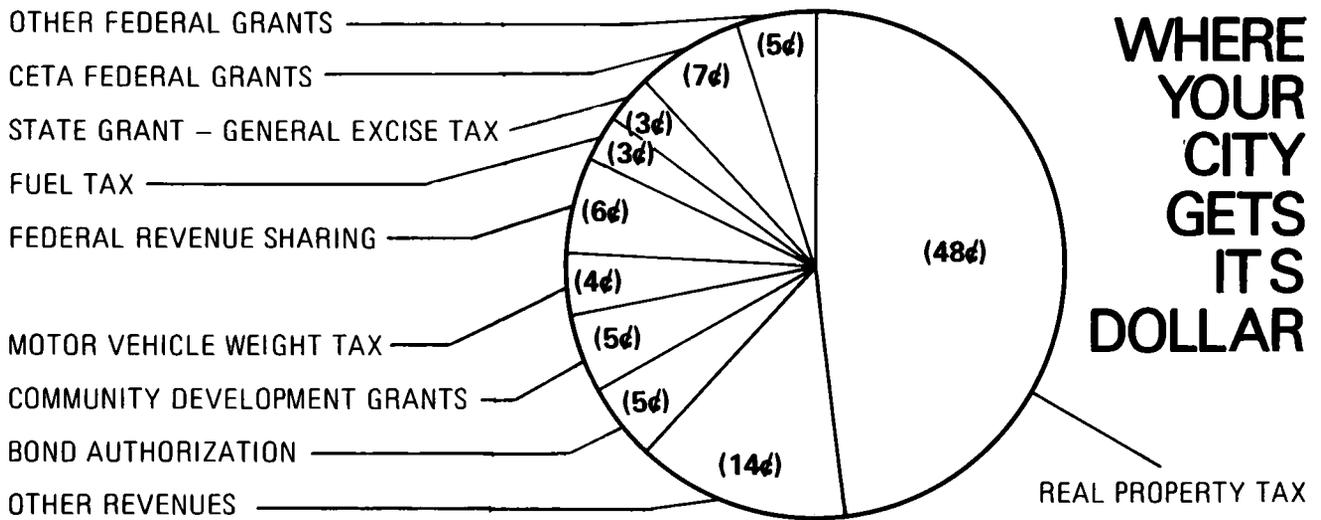
The City and County of Honolulu Organizational Chart



¹Inactive until 1981.

²Inactive until 2 years prior to appointment of a charter commission.

FINANCIAL STATEMENT FOR FISCAL YEAR 1976 – 1977



THE BUDGET DEPARTMENT, UNDER THE DIRECTION OF SAMUEL T. HATA, PREPARED THE ABOVE PIE CHARTS SHOWING THE SOURCES OF REVENUE AND EXPENDITURES. THE BUDGET DEPARTMENT ALSO

PREPARED THE ORDINANCES AND EXPENDITURE SCHEDULES FOR THE EXECUTIVE BUDGET AND THE CAPITAL IMPROVEMENTS PROGRAM FOR 1977-1978.

REVENUES			APPROPRIATED/EXPENDED		
	Total	%Budget Dollar		Total	%Budget Dollar
Real Property tax	\$114,326,276	48	General Government	\$37,272,051	17
Fuel Tax	8,337,752	3	Public Safety	58,804,805	26
Motor Vehicle Weight Tax	10,536,314	4	Highways & Mass Transit	25,886,906	12
State Grant (General Excise Tax)	7,734,416	3	Sanitation	16,976,332	8
Other Revenues	33,512,274	14	Recreation	16,770,900	8
Community Development Grants	11,236,838	5	Pension	13,184,339	6
CETA Federal Grants	15,904,066	7	Debt Service	23,278,476	10
Federal Revenue Sharing	14,871,066	6	*Capital Improvements	14,443,976	6
Other Federal Grants	11,778,311	5	Other (Micellaneous)	15,031,717	7
Bond Authorization	12,010,833	5			
TOTAL	\$240,248,146	100	TOTAL	\$221,649,502	100

*Actual as of June 30, 1977
(CIP Budget period ends December 31, 1977)

DEPARTMENT OF AUDITORIUMS

DEPARTMENT OF AUDITORIUMS

Hazel M. Inouye, Director
Brian Casey, Deputy Director

POWERS, DUTIES, AND FUNCTIONS

The Department of Auditoriums, with a permanent staff of 74, operates and maintains the Neal S. Blaisdell Center complex and the Waikiki Shell, including the operations of the Box Office. The facilities are rented to tenants to present stage shows, sporting events, pageants, concerts, and other cultural events as well as conventions, trade shows, ice shows, fairs, circuses, and a wide variety of banquets, receptions, and seminars. The Department, following established City policies, negotiates and contracts with prospective tenants the terms and conditions for rental of the facilities, equipment and personnel services. It directs and controls the parking, food and beverage concessions at the N.B.C. complex and the camera shop, lei vendors, chair rental, and hula show concessions at the Waikiki Shell.

The Department formally became a chartered department with the passage of the revised City Charter in 1973.

ADMINISTRATION

This activity provides booking, administrative and clerical services and also promotes the use of the facilities by soliciting and encouraging a diversification of attractions. These services are so coordinated and directed to assure and lend every assistance to the tenant whose main objective is to present a successful event.

Accomplishments:

Renovation of the booking office.

Made parking available at the N.B.C. lot to City employees displaced by construction projects.

Instituted new booking policies and procedures to increase the utilization of all facilities.

Submitted proposed new rental policies to the City Council.

Relocated the Honolulu City Ballet Company to the Kakaako Fire Station.

OPERATION AND MAINTENANCE

This activity is responsible for the stage and seating arrangements, cleaning up after events, providing supervision and technical services before and during performances. In addition, it provides ushering services for events. It also is responsible for the maintenance and repair of buildings, plant equipment and groundskeeping.

Accomplishments:

Complete modification of the water system in the Exhibition Building.

Major overhaul and modification of the air conditioning system in the Meeting Rooms, Assembly Hall and Business Office.

Re-roofed three sections of the Concert Hall roof.

Repainted Concert Hall proscenium.

Repainted all chairs at Waikiki Shell.

Established preventive maintenance schedules for all operations, such as air conditioning, sound, stage lighting, electrical and janitorial.

Completed re-landscaping of areas adjacent to the Box Office and in front of the Business Office.

Installed sodium lights on the King Street side of the N.B.C. parking lot to improve security.

Installed wooden benches in the Arena concourse for the convenience of patrons.

BOX OFFICE OPERATIONS

This activity provides Box Office services at the Neal S. Blaisdell Center and the Waikiki Shell for all events that charge admission.

It arranges with promoters for all printing and selling of tickets, including dates, time and staffing for ticket sales. It strives to serve the ticket buyers in the best possible manner and lends full assistance to promoters whose objective is to present a financially successful production.

Accomplishments:

Revised and updated the fiscal procedures to meet the ever constant changes and the need for rigid controls that arise from this complex operation. Gross ticket sales for the year were \$4,631,105.

FISCAL SERVICES

This activity controls all accounting and fiscal functions including accounting for Box Office ticket receipts and preparing financial settlement with promoters. It maintains budgetary and proprietary records, evaluates expenditures and revenues and prepares financial statements and reports.

Accomplishments:

Administered expeditious financial settlement with promoters for all events for which admission was charged. Promoters were most pleased by the methods used to expedite settlement.

OUTSTANDING ENTERTAINMENT PRODUCTIONS

Arena

University of Hawaii Basketball (Season), gross ticket sales \$361,348, attendance 105,517, revenues to the City \$48,949.

Ice Capades, gross ticket sales \$316,638, attendance 75,145, revenues to the City \$49,684.

International 3 Ring Circus, gross ticket sales \$214,322, attendance 79,139, revenues to the City \$35,426.

Rainbow Classic, gross ticket sales \$130,245, attendance 36,525, revenues to the City \$18,522.

Neil Diamond, gross ticket sales \$142,835, attendance 16,546, revenues to the City \$15,695.

Loggins & Messina, gross ticket sales \$114,695, attendance 16,804, revenues to the City \$14,550.

Harlem Globetrotters, gross ticket sales \$111,815, attendance 24,392, revenues to the City \$16,304.

Aerosmith, gross ticket sales \$108,448, attendance 16,562, revenues to the City \$13,889.

Aloha Classic, gross ticket sales \$96,312, attendance 17,832, revenues to the City \$13,136.

Closed Circuit Television-Ali vs. Norton, gross ticket sales \$61,745, attendance 4,567, revenues to the City \$7,739.

Bread, gross ticket sales \$59,641, attendance 8,721, revenues to the City \$7,585.

Average White Band, gross ticket sales \$57,576, attendance 8,721, revenues to the City \$7,669.

Cecilio & Kapono, gross ticket sales \$56,091, attendance 8,721, revenues to the City \$7,560.

Concert Hall

Honolulu Symphony Society Concerts (Season), gross ticket sales \$320,071, attendance 61,658, revenues to the City \$39,012.

Irene, gross ticket sales \$105,469, attendance 16,381, revenues to the City \$11,339.

Fiddler on the Roof, gross ticket sales \$100,280, attendance 15,041, revenues to the City \$12,753.

Barber of Seville, gross ticket sales \$60,436, attendance 6,944, revenues to the City \$6,668.

Turandot, gross ticket sales \$52,072, attendance 5,796, revenues to the City \$6,056.

The Pearl Fishers, gross ticket sales \$50,933, attendance 5,598, revenues to the City \$5,600.

Waikiki Shell

Jazz Heritage Festival, gross ticket sales \$47,631, attendance 9,260, revenues to the City \$9,865.

Star Trek, gross ticket sales \$34,954, attendance 6,378, revenues to the City \$4,539.

Blue Hawaii Moonlight, gross ticket sales \$20,891, attendance 5,292, revenues to the City \$3,078.

Henry Mancini, gross ticket sales \$17,210, attendance 2,949, revenues to the City \$2,952.

Kodak Hula Show, attendance 553,900, revenues to the City \$31,050.

Exhibition Pavilion

Hawaii World of Wheels, gross ticket sales \$54,306, attendance 19,592, revenues to the City \$7,044.

37th Annual Orchid Show, gross ticket sales \$20,097, attendance 13,398, revenues to the City \$3,348.

Boat and Sport Show, gross ticket sales \$14,815, attendance 8,846, revenues to the City \$4,196.

2nd Annual Plant & Garden Show, gross ticket sales \$14,712, attendance 15,712, revenues to the City \$4,099.

New Products & Food Show, attendance 46,213, revenues to the City \$10,345.

STATEMENT OF REVENUES AND EXPENDITURES

	<u>FY 1976-77</u>	<u>FY 1975-76</u>	<u>Increase (Decrease)</u>
Revenues (All Sources)	\$1,391,227	\$1,425,913	(\$ 34,686)
Expenditures (Net)	<u>1,417,468</u>	<u>1,340,111</u>	<u>77,357</u>
Revenues Over (Under) Expenditures	<u>(\$ 26,241)</u>	<u>\$ 85,802</u>	<u>(\$112,043)</u>

DEPARTMENT OF BUDGET

Municipal Reference & Records Center
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DEPARTMENT OF THE BUDGET

Samuel T. Hata, Chief Budget Officer
Frank T. Inouye, Deputy Chief Budget Officer

POWERS, DUTIES AND FUNCTIONS

The department is headed by a chief budget officer who is appointed and may be removed by the Mayor.

The Department of the Budget with 24 positions has two major divisions, Fiscal/CIP Analysis Division and Budget Analysis Division. It is charged with the following powers, duties and functions:

1. Under the direction of the Mayor, prepare the annual operating budget ordinance and amendments or supplements thereto, and the annual capital budget, ordinance, amendments or supplements thereto. The Revised Charter specifies the following:
 - a. An integrated executive operating and capital budget for the ensuing fiscal year with comprehensive information relative to the total anticipated costs of all City programs in the next six fiscal years with a description of the relationship between operating and CIP items. The Revised Charter also sets a new deadline for the preparation and submission of the annual budget for the executive branch to be not less than 120 days prior to the end of the fiscal year.
 - b. With the approval of the Mayor, review operating and capital budget work program schedules and make budgetary allotments for their accomplishments.
2. Review all departmental or executive agency requests for the creation of new positions and make recommendations thereon to the Mayor.

The Revised Charter also specifies the following:

1. Capital Improvement Project Authorization.

Appropriations authorized in the capital budget ordinance are valid for the fiscal year plus six months thereafter. Therefore, the authorization for projects has been extended from 12 to 18 months.

2. Operating and Capital Budget to Conform to General and Development Plans

Prior to the submission of the executive program and budget to the Council, the Chief Planning Officer must review the executive operating and capital program and budget for conformance to the purposes of the General Plan and Development Plans.

3. Separate Legislative Budget

The Revised Charter provides that the legislative branch annual budget shall be prepared and available for public view not later than one hundred twenty days prior to the end of the current fiscal year. Appropriations to fund activities of the legislative branch shall only be made through the annual legislative budget ordinance and amendment or supplements thereto. Appropriations authorized by the Council shall be allotted and warrants issued by the executive branch.

ACCOMPLISHMENTS

REVENUES

Operating revenues, excluding carryover savings and bonds, for the fiscal year ended June 30, 1977 amounted to \$223.9 million as compared with the \$213.1 million for the fiscal year 1975-1976. This increase of \$10.8 million was due primarily to institution of sewer charges and to receipt of federal grants under anti-recession fiscal assistance.

General Fund

General Fund collections for the 12 months ended June 30, 1977 totaled \$144.6 million, which is \$2.1 million or 1.5 per cent more than the \$142.5 million collected during the 1975-1976 fiscal year. The major gain was in federal grants of \$5.5 million, an increase of \$4.0 million over the \$1.5 million collected during the prior fiscal year. However, real property tax collections decreased by \$2.9 million from \$117.2 million in fiscal year 1975-1976 to \$114.3 million in fiscal year 1976-1977. This decrease in real property tax was the result of 1) increase in the basic home exemption from \$8,000 to \$12,000 and 2) reduction in the assessment ratio from 70 per cent to 60 per cent.

Highway Fund

Highway Fund collections for the fiscal year ended June 30, 1977 totaled \$29.3 million, up \$2.2 million or 8.1 per cent from the previous year's \$27.1 million.

Public utility franchise tax collection which is based on 2½ per cent of 1976 gross operating income of Hawaiian Electric Company and Honolulu Gas Company amounted to \$5.0 million, up 6.4 per cent from the \$4.7 million for fiscal year 1975-1976.

Federal Revenue Sharing Fund

General revenue sharing grants received during the fiscal year ended June 30, 1977 totaled \$14.8 million. Of this amount \$7.4 million is for the seventh entitlement period, \$3.4 million for the fourth quarter of the sixth entitlement period and \$4.0 million for the first quarter of the eighth entitlement period. Federal grants under Title I of the General Revenue Sharing Act have been extended to September 30, 1980.

Community Development Fund

Title I (Community Development) of the Housing and Community Development Act of 1974 consolidated several existing categorical programs for community development into a new single program of community development block grants. For the fiscal year ended June 30, 1977, federal grants received under this new act totaled \$11,236,838.

OPERATING BUDGET

Execution of Fiscal Year 1976-1977 Operating Budget

Four supplementary operating budget requests were processed during the fiscal year.

The first one was for \$8.65 million to release general funds with Federal Revenue Sharing funds in the Police and Fire Departments due to short fall in real property tax revenues and to replace \$2.96 in general funds with sewer funds for the Sewer Division of the Department of Public Works.

The ordinance on the utilization of sewer funds derived from the sewer collection fees for operations and maintenance of the sewer systems was effective January 1, 1977.

The second supplementary was for \$500,000 Community Development Block Grant funds to the Department of Housing and Community Development for the Rehabilitation and Loan fund.

The third supplementary was for \$3.0 Title II Anti-Recession federal funds to the Police Department to fund collective bargaining pay raises. This ordinance also appropriated an additional \$4.9 million Comprehensive Employment and Training Act funds (CETA) received from the federal government. In addition, \$2.3 million highway funds were appropriated to MTL Inc. for additional bus subsidy.

The fourth supplementary appropriated an additional \$259,767 general funds to the Debt Service account.

Overall, the departmental expenditures were within the planned amounts. (Table at end of report.)

Slightly over \$1.4 million of the total lapses of \$2.6 million in City funds occurred in the central provisional accounts controlled by the Budget Department. This amount may be broken down as follows:

Retirement and Pension Contributions (including FICA).....	\$.8 million
Worker's Compensation and Unemployment Compensation.....	.2 million
Hawaii Public Employees' Health Fund.....	.2 million
Other Central Miscellaneous Accounts.....	<u>.2 million</u>
TOTAL.....	<u>\$ 1.4 million</u>

1977-1978 Fiscal Year (Preparation)

The department received, reviewed, evaluated and finalized the Mayor's balanced operating budget of \$217.5 million and a capital improvements budget of \$17.8 million (no City funds). Extensive review resulted in the trimming of approximately \$16.0 million from the operating budget and \$71.8 million from the capital improvements budget requests. The departmental requests asked for an increase of 541 new positions. Review and analysis resulted in a total of 37 new positions being recommended to the City Council.

The total City operating budget as approved by the City Council in Ordinance No. 77-52 totals \$223,099,894. The City Council added \$5.6 million to the operating budget. Twenty-nine of the 37 additional positions were deleted by the City Council. These additional positions were for the Rapid Transit program which the Council had not yet approved.

CAPITAL IMPROVEMENTS PROGRAM

Execution of Fiscal Year 1976-1977 Capital Improvements Program

The City capital budget for the 1976-1977 fiscal year totaled \$36,777,703. These funds are appropriated to some 207 projects. The beginning year budget of \$32,249,920 was increased by actions taken on seven supplementary amendments to the CIP budget. These supplementaries were prepared by the Budget Department.

In addition to monitoring and reporting on the progress of the 207 City projects, Budget Department also monitored the progress of some 400 other CIP projects for which over \$80,000,000 in funds were appropriated by the State Legislature.

1977-1978 Fiscal Year (Preparation)

The department prepared for submission to the City Council the Mayor's recommended capital improvements program and budget. The budget as submitted to Council totaled \$17,818,000 for 132 projects. The budget as adopted by the City Council amounted to \$27,818,000 in funds allotted to 192 projects. The Council added additional funds for eight projects and added 60 new projects of which 44 were recreation projects.

Data on the funding and departmental allocations for fiscal year 1976-1977 and fiscal year 1977-1978 are as follows:

<u>Funding</u>	<u>Fiscal Year</u>	
	<u>1976-1977</u>	<u>1977-1978</u>
General.....	\$ 4,309,870	\$ ---
Highway.....	2,431,000	---
Bikeway.....	25,000	80,000
Federal Revenue Sharing.....	7,538,000	---
Community Development.....	10,463,000	14,003,000
General Obligation Bonds.....	<u>12,010,833</u>	<u>13,735,000</u>
Total.....	<u>\$36,777,703</u>	<u>\$27,818,000</u>

<u>Departments</u>	<u>Fiscal Year</u>	
	<u>1976-1977</u>	<u>1977-1978</u>
Building.....	\$ 798,650	\$ 116,000
Finance.....	75,000	75,000
Fire.....	25,000	85,000
Housing and Community Development..	5,100,000	1,115,000
Parks and Recreation.....	13,022,133	12,815,000
Police.....	120,000	158,000
Public Works.....	13,762,600	12,692,000
Transportation Services.....	3,874,320	762,000
Total.....	<u>\$36,777,703</u>	<u>\$27,818,000</u>

POSITION CONTROL

The department has continued to monitor the position control program for reducing the cost of City operations.

OVERTIME

We continued to monitor the overtime program. Non-holiday overtime was the lowest in six years. Non-holiday overtime for the past six fiscal periods was:

<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>	<u>Hours</u>
196,647	215,673	225,522	212,295	185,430	198,290

MISCELLANEOUS

During the fiscal year the Budget Department processed:

1. 326 reallocation requests.
2. 625 requests to fill positions.
3. 104 requests to purchase unbudgeted equipment.
4. 63 requests to reclassify positions.

Charts

Following are charts showing revenues and expenditures for the fiscal year 1977 operating budget.

TABLE I
 OPERATING BUDGET FINANCIAL REPORT
 FOR FISCAL YEAR ENDING JUNE 30, 1977

	<u>Appropriated</u>	<u>Expended and Encumbered</u>	<u>Lapsed Balance</u>	<u>Per Cent Lapsed</u>
Auditoriums...\$	1,387,118	\$ 1,367,268	\$ 19,850	1.4
Budget.....	446,041	445,069	972	.2
Building.....	6,774,749	6,756,990	17,759	.3
Civil Service.	1,272,416	1,267,205	5,211	.4
Corporation				
Counsel.....	1,039,007	1,020,652	18,355	1.8
Data Systems..	1,785,004	1,767,953	17,051	1.0
Finance.....	5,025,659	4,900,329	125,330	2.5
Fire.....	16,937,060	16,893,048	44,012	.3
General				
Planning....	573,166	559,425	13,741	2.4
Health.....	2,743,587	2,718,148	25,439	.9
Housing and Community Development.	994,324	857,148	137,176	13.8
Land Utili- zation.....	1,272,752	1,272,402	350	-
Mayor.....	246,129	245,225	904	.4
Information and Complaint.	766,301	761,652	4,649	.6
Managing Director....	332,563	325,577	6,986	2.1
Civil Defense...	155,433	149,339	6,094	3.9
Human Resources.	529,753	516,715	13,008	2.5
Municipal Reference and Records...	118,591	114,505	4,086	3.4
Neighbor- hood Comm.....	106,259	106,216	43	-
OMPO.....	20,410	20,410	---	-
Royal Haw'n Band.....	568,574	568,103	471	.1
Medical Examiner....	287,717	286,787	930	.3
Parks and Recreation..	14,905,630	14,835,534	70,096	.5
Police.....	34,659,791	34,423,098	236,693	.7

	<u>Appropriated</u>	<u>Expended and Encumbered</u>	<u>Lapsed Balance</u>	<u>Per Cent Lapsed</u>
Prosecuting				
Attorney....	1,288,133	1,262,191	25,942	2.0
Public Works..	28,548,474	28,290,712	257,762	1.0
Transporta- tion.....	21,315,204	21,186,064	129,140	.6
Humane Society.....	<u>190,585</u>	<u>190,585</u>	<u>---</u>	<u>-</u>
Total Execu- tive Depart- ment....	144,290,400	143,108,350	1,182,050	.8
Debt Service..	23,278,477	23,278,477	---	-
Miscellaneous.	<u>25,757,057</u>	<u>24,373,374</u>	<u>1,383,683</u>	<u>5.4</u>
Total City Funds...	193,325,934	190,760,201	2,565,733	1.3
CETA and CDBG.	<u>19,389,280</u>	<u>17,214,267</u>	<u>2,175,013</u>	<u>11.2</u>
TOTAL EXECU- TIVE BUDGET..	<u>212,602,068</u>	<u>207,924,468</u>	<u>4,740,746</u>	<u>2.2</u>
Legislative Budget-- City Funds..	2,713,328	2,517,198	196,130	7.2
Legislative Budget-- CDBG.....	<u>250,000</u>	<u>---</u>	<u>250,000</u>	<u>100.0</u>
TOTAL LEGIS- LATIVE BUDGET..	<u>2,963,328</u>	<u>2,517,198</u>	<u>446,130</u>	<u>15.1</u>
GRAND TOTAL...	<u><u>\$215,678,542</u></u>	<u><u>\$210,491,666</u></u>	<u><u>\$5,186,876</u></u>	<u><u>2.4</u></u>

BUILDING DEPARTMENT

BUILDING DEPARTMENT

Ernest T. Yuasa, Director
Howard M. Shima, Deputy

POWERS, DUTIES, AND FUNCTIONS:

The Building Department administers and superintends planning, designing and construction of building. It directs and enforces the building, electrical, plumbing and all other related codes and ordinances for all private and commercial construction. It interprets and applies the policies of the Administration and the City Council on the overall use of City Buildings.

BUILDING SAFETY DIVISION

Functions

Enforce the Building, Housing, Plumbing and Electrical Codes and other pertinent ordinances; check and approve all plans submitted for compliance with code requirements; issue permits, inspect new and existing buildings for compliance with various codes and for the rehabilitation and conservation or elimination of substandard buildings; review, update, and recommend changes to the various codes; process appeal applications to the Building Board of Appeals.

Activities for Fiscal Year 1976-1977

The Building Safety Division worked to amend and update the codes it administers and enforces. The 1976 editions of the Uniform Building Code and the Uniform Plumbing Code were reviewed and code amendments drafted preparatory to the adoption of these latest editions of model codes.

A draft of amendment to incorporate energy conservation provisions in the building code was prepared. The draft is based on a new Chapter 53 - Energy Conservation which will be part of the appendix in the Uniform Building Code. In the draft prepared, Chapter 53 is amended to include factors applicable to Hawaii.

We plan to submit the drafts of code amendments to the City Council for consideration and adoption during the first quarter of Fiscal Year (FY) 1977-1978.

Building Department staff members participated in the annual business meeting of the Hawaii Association of County Building Officials held on June 2 and 3, 1977 on the Island of Kauai. This meeting was attended by building officials from all the counties within the State of Hawaii. Emphases at this meeting were on the proposed amendments in conjunction with the adoption of the 1976 editions of the Uniform Building Code and the Uniform Plumbing Code and on proposals for conservation of energy in buildings through regulations in building codes.

Oahu's building permit statistics for FY 1976-1977 show that while there was a slight drop in the number of permits issued, the permit valuation figures rebounded to a respectable level.

The number and valuation of all permits issued during FY 1976-1977 were 15,924 and \$481,323,924 respectively, compared to 16,362 and \$414,722,037 last year.

Total fee collections from building, sign, and relocation permits increased to \$937,157.08 from the previous fiscal year total of \$820,958.90. This represents an increase of \$117,199.18, or 14.3% above last year's total.

Permits were issued for a total of 60 projects having a valuation of \$1 million or greater. This compares with 58 such projects for the previous fiscal year.

The rebound in the permit valuation figures can be explained by two deadlines that had to be met during the fiscal year. The first deadline was the September 30, 1976 permit issuance cut-off date for all projects grandfathered from the Waikiki Special Design District Ordinance (Ord. #4573). The second deadline involved the April 15, 1977 cut-off date for the issuance of all permits grandfathered under the Park Dedication Ordinance (Ord. #4621).

Building permit service to homeowners was provided at five Satellite City Halls for the entire fiscal year according to the following schedule:

<u>Station</u>	<u>Location</u>	<u>Day of Week Service Provided</u>
Kaneohe	46-018 Kamehameha Highway	Monday
Kailua	302 Kuulei Road	Tuesday
Waipahu	94-300 Farrington Highway	Wednesday
Waianae	85-555 Farrington Highway	Thursday
Wahiawa	830 California Avenue	Friday

A total of 1,526 permits were issued at these stations during the fiscal year, which is an increase of 340, or 28.6% above the 1,186 permits issued during the previous fiscal year.

The Inspection Unit made a total of 85,992 inspections relating to codes under our jurisdiction, compared to 89,657 inspections during the previous fiscal year. The drop in the number of inspections is due to two positions which became vacant and remained vacant due to the lack of authorization to fill them.

Complaints handled by the Inspection Unit dropped to 1,591 in FY 1976-1977 from 1,783 last year.

The Zoning Code Section reviewed 2,503 plans in conjunction with building permit applications and 495 sign permit applications during FY 1976-1977, an increase from the previous year figures of 2,459 and 484 respectively.

The Electrical Code Section checked 1,080 plans, a decrease of 38 plans from the previous fiscal years, and made 54,633 inspections including 50 of existing commercial buildings. The total number of inspections decreased 288 from the previous fiscal year.

The paid inspections for dwellings which were initiated by an electrical union are still going on at a good rate. There were 953 inspections of this type for the past fiscal year.

The Electrical Code amendment relating to electrical work in flood areas is being worked on.

The Mechanical Code Section 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. A total of 1,193 plans were checked and 32,244 inspections were made by this section.

A plumbing code study group composed of representatives from various agencies and organizations was formed by the Mechanical Code Section. This group has held several meetings to assist in the preparation of an updated Plumbing Code based on adoption of the Uniform Plumbing Code, 1976 Edition. The proposed ordinance is scheduled for adoption by the end of calendar year 1977.

The Substandard Building Inspection Unit of the Existing Building Section inspected 224 dilapidated and extensively

burned buildings referred to this section by other sections in this department and by other agencies as well as through complaints from the general public. Inspectors from this unit have also inspected sidewalks for hazardous conditions and littering in private properties.

The Occupancy Inspection Unit of the Existing Building Section has been inspecting more new care homes, day care centers, dance houses and private schools at the request of City and State of Hawaii licensing agencies as well as servicing an increasing number of complaints.

The fiscal year statistics for these inspections are as follows:

	<u>No. Inspected</u>
Care Homes	40
Day Care Centers	59
Homes for Children	2
Private Schools	49
Dance House Licenses	41
Complaints	106
Sidewalks (No. of deficiencies found)	11

The inspectors in this unit have also been involved in clearing backlog of old cases for issuance of certificates of occupancy.

The Housing Code Section is conducting regular house-to-house inspections in the City and County of Honolulu. These are second-round inspections.

The Housing and Zoning Code inspectors spend approximately 30% of their time in the enforcement of the Zoning and Vacant Lot Ordinances in addition to their main mission of enforcing the Housing Code.

Relocation assistance in the form of aid in locating and moving to replacement housing and/or monetary payment was provided for 14 families, 16 individuals and 1 business displaced as a result of code enforcement activities. This service was provided in accordance with the Hawaii Relocation Assistance Act. The monetary expenditure by the Building Department for this service amounted to \$5,913.77 in FY 1976-1977.

During the past fiscal year the City contracted for the clearing of 8 privately owned vacant lots where the owners refused or were unable to clear their lots in conformance with

the vacant lot ordinance. The City pays for the contractual services under this program and in turn seeks reimbursement from the owners of the properties that have been cleared.

No hearing was held before the Housing Board of Appeals during FY 1976-1977.

Two men from the Research Section, in conjunction with the field inspectors from various sections in the Building Safety Division, began a special program in October 1973 to enforce the maintenance regulations of the Sidewalks, Curbs and Driveways Construction Code. The purpose of the program is to detect and cause correction of conditions in public sidewalk areas which are hazardous to pedestrians. This will hopefully result in the reduction in number of sidewalk accidents and hence in the amount of claims against the City.

During FY 1976-1977 inspection of 72 percent of the public sidewalk areas in the McCully-Sheridan-Ala Moana District was completed. The sidewalk surveys have been upgraded by follow-up as to violations and deficiencies that have been corrected. The statistics for this year are as follows:

No. of Violation Notices Issued	26
No. of Violations Corrected	12
No. of Deficiencies Referred to State	16
No. of Deficiencies Referred to City and County Public Works Department	54
No. of Deficiencies Referred to City and County Public Works that were Corrected	42
No. of Deficiencies Corrected by Owners Prior to Issuance of Notice of Violations	25

The Zoning Research Sector of the Research Section has continued to service the inspection units through increasingly large volume of zoning research reports. It provides the Department of Land Utilization with information on any violations which have been cited by our inspectors on any property for which a zoning variance application is pending -- a service begun last year. This Sector has continued to add to and update its compilation of interpretations of the Comprehensive Zoning Code.

Additional information for FY 1976-1977 showing summary of performance compared with that for FY 1975-1976 and information pertaining to the activities of the Building Board of Appeals are attached.

BUILDING SAFETY DIVISION
 PERFORMANCE REPORT FOR FISCAL YEAR '75-'76 and '76-'77

I. Plans Examining

A. Permits Issued

	No. of Permits		Estimated Value		Permit Fees	
	'75-'76	'76-'77	'75-'76	'76-'77	'75-'76	'76-'77
Buildings	16,266	15,403	\$414,308,314	\$480,517,029	\$817,098.40	\$932,610.10
Signs	337	380	256,768	314,357	1,936.10	2,277.30
Relocation	96	141	413,723	492,583	1,924.40	2,269.68

B. Major Plans (\$100,000 and More) Under Review

	'75-'76	'76-'77
No. Carried Over	87	81
No. Received	354	321
Review Completed	358	* 359
Carry Over	81	40
Projects Dropped	2	3

II. Inspection

	<u>No. of Permits &/or Requests Carried Over</u>	<u>No. of Permits &/or Requests Received</u>	<u>No. Com- pleted</u>	<u>No. Voided &/or Denied</u>	<u>No. Carry Over</u>	<u>Total No. of Inspec- tions</u>	<u>Total Mileage</u>
<u>Building</u>							
Bldg. Permits							
'75-'76	8,113	17,876	17,528	330	8,131	89,457	218,205
'76-'77	8,131	17,609	16,543	233	8,964	85,992	202,274
<u>Electrical</u>							
'75-'76	7,405	8,933	9,704	55	6,579	54,921	169,484
'76-'77	6,579	9,463	9,253	110	6,679	54,633	166,775
<u>Plumbing</u>							
'75-'76	3,415	7,838	7,952	72	3,229	33,488	117,311
'76-'77	3,229	6,955	6,679	161	3,344	32,244	115,202
<u>Occupancy</u>							
'75-'76	433	114	129	37	367	3,990	24,043
'76-'77	367	72	81	19	339	4,349	20,074

III. Substandard Buildings

	<u>'75-'76</u>	<u>'76-'77</u>
No. of Structures Inspected	244	224
No. of Notices Issued	117	92
No. Repaired	58	56
No. Demolished	156	102
No. Referred to Corporation Counsel	15	9
Mileage	21,558	22,756

IV. Housing Code

	<u>'75-'76</u>	<u>'76-'77</u>
No. of Initial Inspections (Housing Units)	7,535	6,222
No. of Units with Housing Code Deficiencies	839	591
No. of Units with Housing Code Deficiencies Corrected	788	526
No. of Units Demolished	19	37
No. of Units Cleared	7,503	6,194
No. of Properties for which Zoning Violation Notices Issued	242	223
No. of Zoning Violations Cleared	181	163
No. of Inspections of Vacant Lots	292	437
No. of Vacant Lots for which Notices Issued	153	213
No. of Vacant Lot Violations Cleared	220	224
Mileage	130,207	143,489

BUILDING BOARD OF APPEALS

The Building Board of Appeals was created by an Ordinance established in October, 1966. The nine members are appointed by the Mayor, with the approval of the City Council, for a term of five years. The terms are staggered to provide continuity in carrying out the business of the Board without disruption. Members must be qualified by experience and training to pass upon matters pertaining to building construction. Four members must be registered engineers or architects, one must be from the electrical field and one from the plumbing field.

In 1972 authority of the Board was extended to matters pertaining to the Electrical and Plumbing Codes. In Fiscal Year 1974-1975 the Board's authority was further extended to hear appeals from suspension or revocation of building permits.

The membership of the Building Board of Appeals as of July 1977 is as follows:

Warren M. LaFrance, Chairman
Gilbert Scott, Sr., Vice Chairman
George S. Ishida
Hideshi Iwamoto
George Kaneko
Robert Y. Katsura
Edmund I. Kellett
Michael M. H. Moon
Jane Okamura

The powers and duties of the Board are to hear and determine appeals from the decisions of the Building Official in the administration of the Building, Electrical and Plumbing Codes and R. O. Section 18-5.4, including suspension or revocation of building permits, denial of the use of new or alternate materials, types of construction, equipment, devices, or appliances; and to hear and determine petitions for varying the application of the Building, Electrical and Plumbing Codes.

The first permit revocation case was heard in Fiscal 1976. The hearings on these cases are lengthy and involved. The Board heard eleven of these cases in Fiscal 1977.

ACTIVITIES OF BUILDING BOARD OF APPEALS
STATISTICAL REPORT FOR FISCAL YEAR 1976-1977

No. of Appeals Carried Over	2
No. of Appeals Processed	37
No. of Appeals Heard	37
No. of Appeals Settled	36
No. of Appeals Pending	3

PUBLIC BUILDING PLANNING AND CONSTRUCTION DIVISION

Functions

To master plan, design and construct all municipal buildings and communications facilities that are required for general government and public safety. In addition, this division has been assigned the responsibility to design and to construct structures for Department of Auditoriums, Department of Health, Department of Medical Examiner, Office of Human Resources, Department of Transportation Services, Department of Public Works, Fire Department and Police Department.

This Division was involved with projects carried over from the previous year plus Fiscal Year 1976-1977 CIP and maintenance work program funds totaling \$4,292,000 of which \$517,000 was for planning and engineering, \$3,765,000 for construction and \$10,000 for land acquisition. Of these appropriated amounts, \$489,000 was encumbered or will soon be encumbered for planning and engineering, \$2,727,000 for construction and \$7,000 for land acquisition.

Outstanding accomplishments during Fiscal Year 1976-1977 are summarized below:

1. Civic Center Parking Structure

Design for this underground parking facility was substantially completed. It will provide approximately 939 parking stalls for the Honolulu Civic Center area. Thirty percent of the parking will be allocated to public use with the remainder being assigned to City and County government and employees. The underground parking will consist of two concrete parking levels covered by a landscaped roof deck. The structure will also house storage rooms for grounds maintenance equipment.

2. Police Communications Project

The five-year Law Enforcement Assistance Administration (LEAA) supported 1.5 million dollar project to upgrade the Honolulu Police Department's communication systems and provide an islandwide microwave distribution system was awarded during FY 1977. More than two years of intensive studies, research, and planning preceded the award of this contract.

This project will improve police communications throughout the island and will offer the City increased flexibility and reliability in its communications planning.

The initial phase will concentrate on the development of an islandwide microwave backbone system that will distribute vital communications throughout the island for the next twenty years. This phase will cost \$698,000.

3. Alternate Communications System

The contract for this project was awarded in FY 1977 after much study and planning. The project will provide a much-needed backup system for the communications now handled at the Pawaa Annex.

Pawaa Annex is the hub for requests from the public for emergency services. The 911 telephone system receives emergency calls and distributes them to the various public safety agencies. The police and ambulance radio dispatch centers are located in the building.

The Alternate Communications System will provide responsive public safety communications should the Pawaa Annex become disabled for whatever reason.

The Alternate Communications System will be located in the basement of the Honolulu Municipal Building and will provide short and long term backup for the 911, police and ambulance operations.

Other work accomplishments for this fiscal year are summarized as follows:

A. Planning

The essential work accomplished by this section was the advanced planning work for each major project. This section's responsibilities also include the preparation of a capital improvement program, an operating budget, a land acquisition and office space program and other pre-design administrative work such as preparation of Environmental Impact Statements (EIS).

Major projects in the advanced planning stage include the Pawaa Annex Multi-Deck Parking and Office Structure, the Halawa Corporation Yard, Olomana Fire Station, the Kahuku-Laie Police Station and the Wahiawa Police Station.

B. Communications and Power

The functions of this branch involves: (1) the coordination and review of communications and power planning for the City, (2) the preparation and review of the department's utility budget, and (3) the development of an energy management program.

The Waianae-Nanakuli Education and Recreation Media (TV) project was a major project completed. Other major projects in progress include the Police Communications and the Public Safety Alternate Communications System projects. Also, a program to conserve energy generated by fossil fuel was started in FY 1977. This continuing program is geared to reducing the consumption of energy in City buildings.

C. Project Management

This section was responsible for coordinating the planning, design and bidding phases of projects which were contracted out to architectural and engineering consultants. Ten projects were completed by consultants and ten projects are in progress. The construction cost for the twenty projects is estimated at \$41,841,000.

The major projects completed include the City Hall Renovation, Phase II, the Neal Blaisdell Center Water System Replacement and the Civic Center Parking Structure. Major projects in progress include the Hauula Civic Center and the Fire and Police Training Facility.

D. Design

This section was responsible for the awarding of \$687,000 worth of capital improvements and maintenance contracts during Fiscal Year 1976-1977.

A total of 80 bid documents for capital improvement and maintenance projects were completed by the staff members. In addition, staff members prepared drawings or conducted studies for 141 miscellaneous assignments.

Projects of significance designed by staff members include the Medical Examiner's Building Mechanical Room and the air conditioning improvements at Pawaa Annex.

E. Construction

This section inspected and administered 110 public building construction and maintenance contracts amounting to \$2,455,000 during Fiscal Year 1976-1977. Thirteen of these capital improvement and maintenance projects will continue into Fiscal Year 1977-1978.

The outstanding projects completed by this section include the Kahaluu Fire Station, Waianae Neighborhood Community Center and the Waimanalo Fire Station.

As was done in the previous year, this section continued its preventive program by reviewing bid documents prior to bid opening from the construction viewpoint and by evaluating building materials and equipment for performance durability upon occupancy of a new building.

The Public Building Planning and Construction Division will continue to strive to improve the planning and construction of all municipal facilities during Fiscal Year 1977-1978. Our overall aim would be to obtain the most adequate and maintenance free facility at least cost for all using agencies.

PUBLIC BUILDING MAINTENANCE DIVISION

Functions

To repair and maintain all municipal buildings and appurtenances on the island of Oahu that are under the jurisdiction of the Building Department; to program and budget all major maintenance projects for contract bidding; to provide daily custodial and groundskeeping services for a number of these facilities with our own staff.

Contractual Projects

We budgeted and administered a total of 76 R & M contractual projects through our Work Program totalling more than \$555,000 with funds allocated for the fiscal year, with the assistance of our Planning and Construction Division.

The total expenditure figure on R & M contractual projects is slightly more than 10% of last year's figure of \$502,000. The increase was largely due to the addition of a number of priority projects dealing with health and safety requirements for our public buildings.

The total divisional expenditure (Table III) of \$1,913,000 is only 2.7% higher than last year's figure due to the very austere nature of our operational budget and the administration's desire to hold spending at minimum levels.

However during the past ten years the figure has increased by 83% and is primarily due to the inflationary aspects of the economy such as rising wages, materials and operational costs.

Major Contractual Projects for Fiscal Year 1976-1977

FIRE DEPARTMENT

Hauula - Reroofing	\$ 8,541
Kaimuki - Reroofing	22,092
Kalihi Uka - Reroofing	14,497
Kuakini - Reroofing	11,666
Aikahi - Sewer Connection	4,439

POLICE DEPARTMENT

JCPD Bldg - Improvement to Air Conditioning System	\$34,800
Pawaa Annex - Security System	4,650
Pearl City - Construction of Storage Room	4,087
Waianae - Interior renovations	9,939
Kaneohe - Receiving desk enclosure	8,366
Pearl City - Replacement of cell light fixtures	5,500
Pawaa Annex - Evidence Storage Room renovation	14,880
Wahiawa - Repaving parking lot	4,533
Pawaa Annex - Dual fuel pumps for vehicle maint	6,414

OTHER FACILITIES

City Morgue - New mechanical room addition	28,400
NBC Concert Hall - Reroofing, Phase II	37,446
Civic Center Site - Installation of Automatic pump	18,450
NBC - Chain link fence	6,119
Civil Service - Reroofing	52,419
City Hall - Rain gutters repair	6,677
Pawaa Annex - Cleaning of air conditioning duct	14,742
HMB - Catwalk for water cooling tower system	10,977
HMB - Passenger Elevator's Machine room ventilation	7,927
Pawaa Annex - Extension of fire alarm system	7,350
Waipahu Incinerator - Installation of louvers	5,297
Waianae Neighborhood Community Center - Addition to Equipment room	6,190
Pawaa Annex - Improvement to AC system, Phase IV	80,777
Pawaa Annex - Office improvements to Licensing Div.	12,513
HMB - Roof Planters	13,997

Repair and Maintenance Services

The work performance of our skilled tradesmen in the Repair and Maintenance Section is summarized below. (See Table I and Table II.)

There was a slight 4.5% increase in the total work volume during the past fiscal year but it has nearly quadrupled during the last nine years as illustrated on Table I. The total volume of completions during the past fiscal year increased substantially more than 13%. That is a significant accomplishment, because in addition to providing their normal repair and maintenance services, many major projects (listed below) were undertaken and

accomplished by our staff because adequate funds were not available in our operating budget to contract these jobs.

Major Projects Completed by our R & M Staff

HMB - Installation of Simplex clocks
Honolulu Corporation Yard - Installation of roll-press for
AES Division
Pawaa Annex - Renovation for new Police Museum
Kaneohe Satellite City Hall - Office renovation
City Hall - Installation of shelving for 7th floor storage
Kailua Corporation Yard - Complete painting of office bldg.
Hawaii Kai Fire Station - Repainting of metal lockers
Honolulu Corporation Yard - Construction of office storage
room for Field Survey Section
Palolo Fire Station - Installation of protective screens
District Court - Interior repainting
District Court - Electrical installation work for computer
Pawaa Annex - Construction of new counters for HPD Records
Division
HMB - Construction of storage cabinets for Building Dept.
City Hall - Construction of cabinets for Finance Dept.
Pawaa Annex - Office renovation for Police Commission
HMB - Construction of worktables and bookshelves for
Refuse Division
HMB - Construction of cabinets for various divisions

Groundskeeping Services

Effective July 1, 1976, the Custodial and Groundskeeping Services Section was divided into two separate activities to improve operational efficiency and also to improve fiscal and budgetary controls.

The Waianae Neighborhood Community Center complex was constructed on a 3-acre site in Waianae in October 1976. The structure has 10,000 square feet of office space, and the balance of the property consists of landscaped, grassed and paved areas. This complex is presently being maintained by our Groundskeeping Services Section.

Our present staff of fifteen now maintains an overall total of slightly more than 930,000 square feet of grassed, landscaped and paved areas at various facilities located

throughout the island of Oahu.

Custodial Services

Our current staff of 39 is responsible for the daily maintenance of a total of 567,000 square feet of floor area and appurtenances for various public buildings under our jurisdiction.

TABLE I

Work Orders Issued

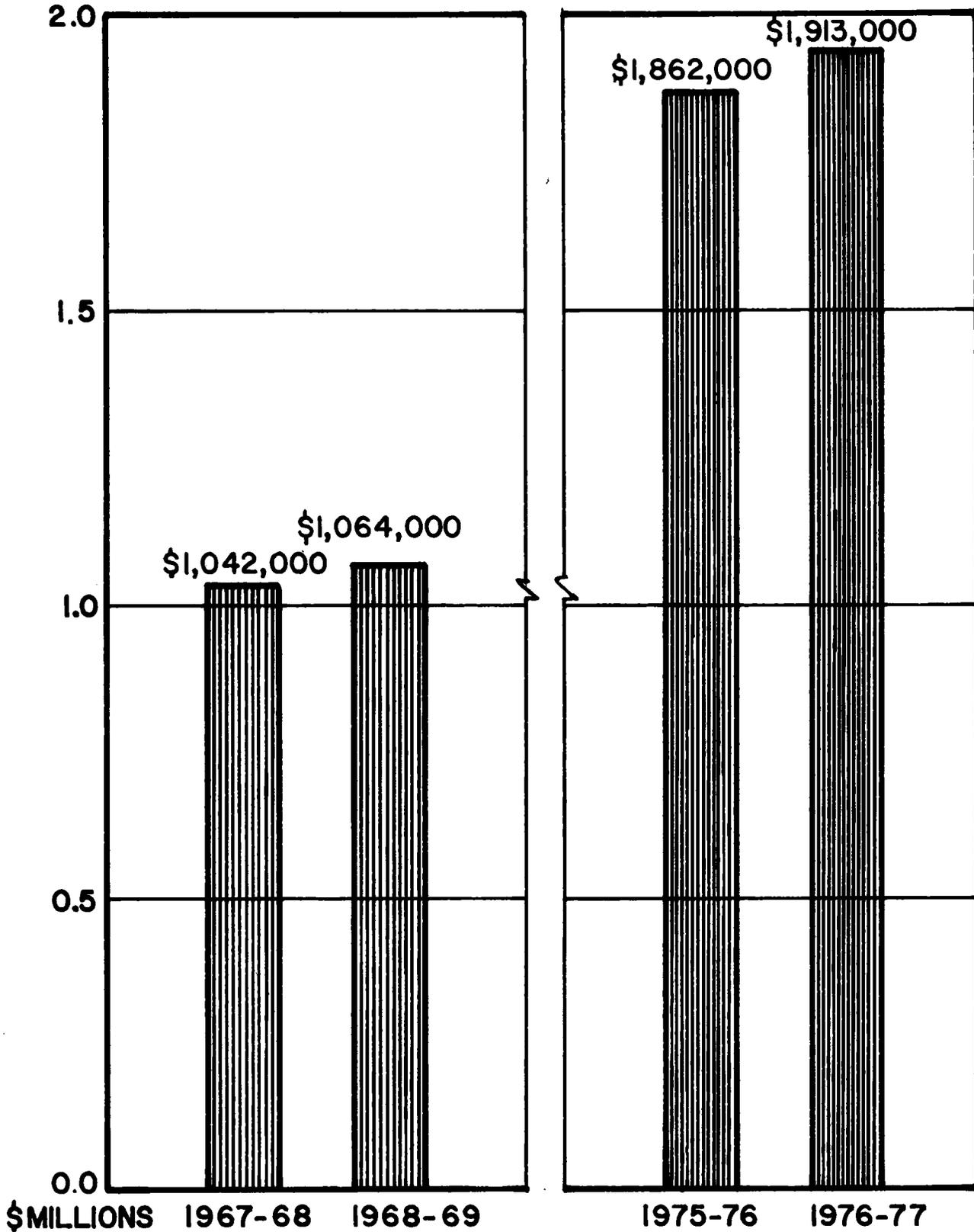
Quarters	<u>Fiscal Year</u>					<u>% Change</u>			
	76-77	75-76	73-74	70-71	67-68	From 1 Year Ago	From 3 Years Ago	From 6 Years Ago	From 9 Years Ago
1st	1461	1342	1398	732	262	+ 8.9	+ 4.5	+ 99.4	+457.7
2nd	1302	1277	1123	631	365	+ 2.0	+ 15.9	+106.3	+256.7
3rd	1583	1509	1078	694	402	+ 4.9	+ 46.8	+128.1	+293.7
4th	1521	1484	1204	810	490	+ 2.5	+ 26.3	+ 87.8	+210.4
Total	5867	5612	4803	2867	1519	+ 4.5	+ 22.2	+104.6	+286.2

TABLE II

Work Orders Completed

Quarters	<u>Fiscal Year</u>					<u>% Change</u>			
	76-77	75-76	73-74	70-71	67-68	From 1 Year Ago	From 3 Years Ago	From 6 Years Ago	From 9 Years Ago
1st	1570	1246	1145	658	226	+ 26.0	+ 37.1	+138.6	+594.6
2nd	1293	1168	1094	582	344	+ 10.7	+ 18.2	+122.2	+275.9
3rd	1512	1590	1098	648	525	- 4.9	+ 37.7	+133.3	+188.0
4th	1583	1242	1429	765	467	+ 27.5	+ 10.8	+106.9	+238.9
Total	5958	5246	4766	2653	1562	+ 13.6	+ 25.0	+124.6	+281.4

TABLE III



**TOTAL EXPENDITURES OF THE
PUBLIC BUILDINGS MAINTENANCE DIVISION**

OAHU CIVIL DEFENSE AGENCY

OAHU CIVIL DEFENSE AGENCY

John Bohn, Administrator
Robert B. Moore, Assistant Administrator

POWERS, DUTIES AND FUNCTIONS

The Mayor of the City and County of Honolulu is the Deputy State Director of Civil Defense for the island of Oahu. As such, he is responsible for the establishment and operation of a local civil defense organization. The organization is designated the Oahu Civil Defense Agency. The function of the agency is to plan for reaction to emergencies of all types, and to coordinate operations of the various City and County departments throughout the actual emergency condition. Such emergencies encompass enemy attack against the United States, to include nuclear bombing or other acts of war; natural disasters such as earthquakes, tsunamis, high surf, high wind, heavy rain, flooding and mudslides; man-caused disasters such as aircraft and major auto/truck crashes, radiological accidents, and massive oil spills. The establishment of the Oahu Civil Defense Agency is directed by the State of Hawaii Revised Statutes (amended) and is supported by City and County of Honolulu Ordinances and the City Charter. Approximately 50 percent of the annual civil defense budget is reimbursed to the City and County in the form of a Federal matching fund grant.

ORGANIZATION

The agency staff consists of an Administrator, an Assistant Administrator, a Logistics Officer, a Communications Officer, a Secretary, and a Clerk Typist. All staff members are permanent civil service employees.

FACILITIES

The Oahu Civil Defense Agency occupies a portion of the basement in the new Honolulu Municipal Building. This area includes both office space and the Emergency Operating Center. Movement to this location was completed in April 1975. Communications equipment includes a three-position console for the Police, City and County, and Fire Department radio nets. Siren controls are added to the Police console, and Medicom and the Ambulance nets are included in the City and County console. The Fire console includes a Military Fire radio monitor. Two separate banks of radio operating positions are provided: one for four utility companies, Telephone, Gas, Electric, and the Board of Water Supply; and another for communications to our three District (rural) Emergency Operating Centers. Additional positions are also provided for the Civil Air Patrol, Radio Amateur Civil Emergency

Service (RACES) and the State Civil Defense Division. Three District EOC's serve areas outside of Honolulu proper. Two were built in 1964 with Federal matching funds. The third is a former Army communications/signal building located at Ft. Barrette, Ewa. This facility was acquired on a five-year license pending construction of a new combination Waianae Fire Station/Civil Defense EOC in FY 1983. All facilities have the necessary communications, food, and emergency power to conduct operations in a radiation-protected environment for a 14-day period.

During the year extensive improvements were made at both the District II EOC at Waialua and the District III EOC at Ft. Barrette. At the District II EOC power supplies were procured to enable use of surplus mobile police radios as an interim communications system pending availability of more powerful equipment. These radios replace those lost in the flooding of this EOC in 1975.

At Ft. Barrette extensive modifications were made to the old bunker to enable its use as a temporary EOC pending construction of a more suitable joint-use facility. Radio communications were provided by the same type radios as at District II EOC.

The adaptation of surplus equipment and minimum cost modification to existing structures enabled the renovation of Districts II and III support EOC's at a very nominal cost to the City and County.

PLANS

The Oahu Civil Defense Plan, which is the basic plan, is designed principally to cover wartime or large scale natural disasters. An Emergency Operations Manual, Annex N to this plan, covers a variety of possible localized disasters. Both documents are in a loose-leaf format for ease of revision. These plans have been simplified to the greatest extent possible consistent with Federal requirements and are revised annually against a state requirement for revision every other year. Separate operational checklists have been provided for each type of emergency. The checklists are internal management tools used to record when each step pertaining to emergency operations is taken and to assure that all proper action is accomplished.

Another major plan is our Fallout Shelter Plan. When this plan was first developed it was produced and distributed in newspaper format with routine newspaper deliveries. In view of the realization that people were not retaining the plan it was decided three years ago to prepare it in a "camera-ready"

format from which it could be printed and distributed any time within a 24-hour period. It is revised on a 3 year basis with the next revision due in FY 1978.

TRAINING

The following civil defense related training was conducted during the 1976-1977 fiscal year:

	<u>No. of Persons</u>
Radiological Monitoring	65
Medical Self-Help	1,333
Red Cross First Aid	6,855
Red Cross Water Safety	7,996
Home Study Courses	10

EXERCISES

The annual Civil Defense exercise involving all four Civil Defense EOC's employed a scenario which called for a D+5 situation following a 5-megaton surface burst on Pearl Harbor. The three-hour exercise was preceded by a two-hour orientation session for each EOC. Approximately 200 persons from 15 city agencies, four state agencies, the Red Cross, CB and amateur radio operators, Seventh-Day Adventists, the National Defense Transportation Association, and the military services participated.

A Joint Airport Metropolitan Disaster exercise was staged to test airport disaster plans and mass casualty plans for the three participating hospitals. The Oahu Civil Defense Agency, Coast Guard, and Honolulu Airport were joint sponsors. Approximately 600 persons took part. The scenario called for the crash of an inbound 747 aircraft on takeoff. The aircraft came to rest in the water at the end of the new reef runway and generated 80 casualties of various types. Procedures were greatly improved over a similar exercise held a year previous.

Various exercises and tests were held during the year to test the response time and operational capabilities of volunteer communicators in providing emergency communications during civil defense emergencies.

COMMUNICATIONS AND WARNING SYSTEMS

The Communications Planning Report, now known as the Emergency Communications Development Plan, upon which determination of Federal funding assistance for communications facilities and equipment is based, was revised and forwarded to State Civil Defense on September 9, 1977.

Islandwide organization of volunteer radio operators continues. Some 100 Radio Amateur Civil Emergency Service (RACES) and 250 Citizens Band radio operators can now provide on-the-spot reporting of weather conditions and other emergency information from various locations covering the island of Oahu to the EOC on an around-the-clock basis throughout the emergency situation.

The RACES radio system was significantly improved by the installation, relocation or upgrading of repeaters of the Emergency Amateur Radio Club (EARC) which operates and maintains the 2-meter radio repeater system for OCDA. A new repeater was installed on the Honolulu Municipal Building for use as a RACES local area repeater for the City and County EOC. A local area repeater was installed in the District IV EOC at Kailua to serve the Windward RACES operators. The Leeward repeater was moved from Ewa to Mauna Kapu to increase its coverage. The Diamond Head repeater was completely rebuilt and modernized by the addition of a duplexer and a rebuilt transmitter and receiver now operating at the same site. This improvement increased the reliability and efficiency of the system.

EMERGENCY OPERATIONS

During this fiscal year the Emergency Operating Center was activated six times for a total of 155 hours. The following types of emergency situations occurred:

	<u>Number</u>
Hang glider crashes	1
Brush fires	2
Shark warnings	3
Flash flood warnings	1
Tsunami watches	2
High surf watches & warnings	7
Multiple alarm fires	2
Oil spills	2
High wind watches & warnings	1
Aircraft distress	2
Dump fires	1
Search and rescue cases	1

Maximum use was made of the Civil Defense Emergency Van in warning, crowd control, evacuation, road clearance, and on-scene reporting. In the 25 emergency situations recorded, property damage was estimated to be \$208,300; one person was killed, and 9 were injured.

PUBLIC RELATIONS

Improvement in public awareness concerning civil preparedness is of principal concern to this agency.

Through briefings, orientations, participation in meetings and conferences, and maximum use of available mass media, constant effort is made to keep the public informed of civil defense procedures for community protection during emergency situations. The Agency's 35mm slide presentation was revised and improved during the past year.

The following are examples of participation in this sort of effort by staff members of OCDA:

Briefings

Verne Paul, Region VII DCPA
Paul Haraguchi, National Weather Service
R. L. Southern, Bureau of Meteorology, Perth Australia
Meyer Haber, Tinley Park, Ill. CD Coordinator
Hawaii Five-O Production staff
Habilitat
Aikahi Elementary School
BYU-Hawaii
Diamond Head TV Program staff
Hawaii-Kai Rotary Club
University of Hawaii students
Students in Government

The Emergency Van assisted in crowd control and communications at the following functions:

Red Cross Walkathon
Pacifica '76 Parade
Dedication of Waianae Community Center
Hawaii-Kai Health Fair
Honolulu Marathon
Carole Kai Bed Race
Mayor's Memorial Day Service
Cerebral Palsey Fund Raising Display, Kahuku

The agency was awarded First Place in the annual U. S. Civil Defense Council Contest for the best news story featuring Civil Defense.

Conference Participation

Honolulu County Medical Society
Hawaii Medical Association
Medical Disaster Preparedness Committee

National Defense Transportation Association
National Flood Insurance Administration
National Weather Service
U. S. Army Support Command, Hawaii
United States Coast Guard
State Health Services Coordination Committee
15th Air Base Wing, U. S. Air Force
Honolulu International Airport
State Civil Defense Division
Hospital Association of Hawaii

SPECIAL PROJECTS

National Flood Insurance Program

OCDA is the City and County coordinating agency for the National Flood Insurance Program. This is a cooperative endeavor of the Federal government and the private insurance industry to provide low cost insurance (approximately 90% subsidized coverage) for flooding, erosion, and mudslides. Mayor Frank F. Fasi sent about 5,000 letters to owners or residents in selected portions of the 100-year flood plain to assure public awareness of the program. As of June 30, 1977, a total of 3,235 persons had taken out the insurance.

When communities are accepted in this program by the Federal Insurance Administration (FIA), they must agree to undertake land use and control measures that will guide land development in flood-prone areas to avoid or reduce future flood damage. During fiscal 1977 four informational meetings were held on draft amendments to the CZC and the Building, Plumbing, and Electrical Codes. When adopted by the City Council these amendments will insure the City's continued eligibility in the program.

Surplus Property Program

In connection with the Federal surplus property program which is handled by this agency, 662 items representing a replacement value of \$770,847.11 were obtained for the use of various City and County agencies at a cost of only \$14,230.03. Such items include water tankers, forklifts, generator, etc.

Mayor's Annual Memorial Day Services

The Oahu Civil Defense Agency again coordinated the Mayor's Annual Memorial Day Service. As in past years the school children throughout the State made some 50 thousand leis which were placed on the graves by local Boy Scouts.

Additional leis were made by the Girl Scouts to decorate the Chapel altar and railing. The Matson Navigation Company provided three refrigerated containers to keep the flowers fresh from Friday pickup until Memorial Day (Monday). Free bus service was extended by Mayor Fasi and attendance this year was estimated to be over 2,000 persons.

School Surveillance Program

In cooperation with the Department of Education, Honolulu Fire Dept. and Honolulu Police Dept. OCDA developed and established a "School Surveillance and Emergency Deterrence Program" using volunteer CD Citizens Band Communicators to make periodic and random checks at schools and report any suspicious activity, vandalism, burglary, or fires to HPD through the CB communications net.

The pilot program was started on October 1, 1976 for 27 schools in the Kaneohe-Kailua area. After a six months trial period the program was adopted on a regular basis and additional CB volunteers recruited to expand the program islandwide.

Present coverage includes 125 schools throughout Oahu. There are 86 trained CB observers and 34 undergoing training. (Requires 20 hour training program.) The volunteer CB operators carry out the entire program at no cost to the City.

Fallout Shelter Supplies

A contract was awarded for the removal of outdated shelter supplies located in 120 buildings on Oahu. Useable water drums, sanitary kits and medical kits removed from the shelters were stored in a tunnel in Diamond Head. Supplies were originally made available by the Federal government between 1963 and 1967. Useable supplies will be retained for future emergency use.

FISCAL SUMMARY

The following expenditures were made during the fiscal year as compared to budgeted amounts:

	<u>Actual expenditure</u>	<u>Budgeted amount</u>
Salaries	\$ 110,467	\$ 105,316
Current expense	34,636	50,117
Equipment	<u>4,235</u>	<u>--</u>
Total	\$ 149,338	\$ 155,433

Federal matching funds for OCDA received by the City and County during this period totaled \$64,830.

Additional Federal matching funds for civil defense related expenditures were received by the City and County during this period as follows:

Police Department (Civil Defense Coordinator)	\$ 7,600
Transportation Services (Siren maintenance)	4,242
Building Department (Construct EOC in HMB)	<u>192,267</u>
	\$ 204,109

DEPARTMENT OF CIVIL SERVICE

DEPARTMENT OF CIVIL SERVICE

Harry Boranian, Director
Wallace Kunioka, Assistant Director

POWERS, DUTIES AND FUNCTIONS

The Department of Civil Service serves as the central personnel agency for the City and County of Honolulu. Its primary purpose as a staff agency and 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 officers and employees. It is further charged with the responsibility of building a career service designed to attract, select and retain, on a merit basis, the best qualified civil servants.

The Director of Civil Service, as the official representative of the Mayor in collective bargaining processes, directs and coordinates the labor-management relations program for the City. In this respect, he and his staff participate in the negotiations of collective bargaining agreements with the unions affecting City employees, and the department coordinates the proper administration of the provisions in the nine separate collective bargaining contracts covering City employees.

In addition to the foregoing responsibilities, the department carries out programs in the areas of training, safety, workers' compensation, incentives and awards, and employee management relations.

The department operates with a staff of 76 employees serving 7,139 permanent and 7,253 part-time and other classifications of employees, and is organized into six major functional divisions; i.e., Administration, Classification and Pay, Employment Services, Labor-Management and Employee Relations, Personnel Development and Training, and Industrial Safety and Workers' Compensation.

CIVIL SERVICE COMMISSION

Major Functions

Advise the Mayor and the Director of Civil Service on issues relating to personnel administration;

Advise and assist the Director in fostering the interest of the community as well as civic, professional and

employee organizations in the improvement of personnel standards;

Hear appeals;

Prescribe rules and regulations to carry out the provisions of the City Charter.

Mr. Ray N. Tanaka was elected Chairperson for the year, and Mr. Joseph Hunter, Vice Chairperson. Other members of the Commission are Mrs. Lydia Escudro, Mr. Hiroo W. Miyagi, and Mrs. Lizzie Wong.

COMMISSION ACTIVITIES

Number of meetings held 17
 (Including 1 public hearing: Amendments to Rules and Regulations)

<u>Appeals</u>	<u>Appealed</u>	<u>Granted</u>	<u>Denied</u>	<u>Actions Pending</u>
Against Classification Actions	46	5	32	9
Against Medical Examination Results	6	6		
Against Examination Results	7	2	3	2
Against Rejection of Applications	3	1	2	
Against Rejection and Rating Received	1		1	
Against allowing military time to be substituted for minimum qualification requirements	1			1
Against denying a request for adjustment in compensation relating to Military Leave	1		1	
Against Transfer (demotion)	1			1
Against Dismissal	1		1	(no jurisdiction)
Against Termination of Employment	2		2	(no jurisdiction)

<u>Appeals</u>	<u>Appealed</u>	<u>Granted</u>	<u>Denied</u>	<u>Actions Pending</u>
Against Non-Selection	1		1	
Requests to remove names from eligible lists	<u>3</u>	<u>3</u>	—	—
Total	73	17	43	13

CLASSIFICATION AND PAY DIVISION

Major Functions

Plan, develop and administer the classification and pay plans;

Conduct research on classification and annual pay rates;

Coordinate classification and pay activities with other personnel and related management processes.

Classification

We began the fiscal year with a backlog of 82 position classification requests and received 918 new requests during the year. A total of 968 classification actions were processed as follows: 123 initial allocations, 707 reallocations, 125 "no change" actions, and 13 returned without action. The foregoing resulted in the establishment of 39 new, 21 amended and 26 abolished classes.

In addition to day-to-day classification activities, we conducted special studies to review (a) the classifications of certain top-level positions within the Field Operations, Plant Operations and Automotive Divisions (formerly all part of the Operations Division) of the Board of Water Supply, and (b) the reorganization and realignment of the Department of Finance's Fiscal Services positions. In May 1977, in anticipation of the opening of the new Sand Island Wastewater Treatment Facility, several key position studies were conducted to assure adequate staffing on a timely basis. We are resuming our review of the Water Safety classes and are presently in the process of completing a major reevaluation of the Sewage Treatment Plant Operator series. Finally, our staff initiated a review of driver's license requirements for all classes within the City and County to ensure that driver's license requirements are properly reflected in the class specifications. We will continue to conduct maintenance and special organizational review studies in order to ensure an equitable and systematic classification plan.

In January 1975, the Classification and Pay Division instituted the Periodic Maintenance Review (PMR) program. This program, suggested by federal auditors, establishes closer control in assuring the accuracy and currency of every position description in the City's Classification Plan. During the past fiscal year, 1,323 revised position descriptions or certifications of currency were received under the program. This was in addition to a backlog of 43 position reviews carried over from the previous year. Of these, a total of 1,193 were reviewed and processed as follows: 6 positions upgraded, 3 positions reclassified with no change in salary range, 1,161 positions resulting in "no change" actions, and 23 returned without action. The PMR program, which has as its objective the review of each position in the City and County once every three years, will continue as a major, on-going project for our staff.

In addition to the above, and as part of our day-to-day activities, we continue to determine the appropriate collective bargaining units to which positions belong.

Forty-six classification appeals were filed with the Civil Service Commission by employees exercising their right to appeal. Five were upheld and thirty-two were denied. Nine were pending at the end of the fiscal year.

Pay

We reviewed the pricing proposals for 115 new classes established by the State of Hawaii and the Counties of Hawaii, Maui, Kauai for comparability with City and County of Honolulu classes in accordance with the "equal pay" provisions of the State statutes (Act 188, SLH 1961). The law mandates uniformity of compensation rates among the state and local jurisdictions for like or similar kinds of work.

Our technical staff once again participated in the annual Pay Rates Survey conducted jointly by the Hawaii Employers Council, the State of Hawaii, the City and County of Honolulu, and the Counties of Hawaii, Maui, and Kauai. This project represents our continuing effort to assess prevailing rates for specific "white" and "blue" collar benchmark classes of interest to both government and private industry throughout the State of Hawaii.

EMPLOYMENT SERVICES DIVISION

Major Functions

Plan, coordinate and administer the City's personnel recruitment, examinations, placement, transactions,

recordkeeping, personal services contracts, and equal employment opportunity programs in accordance with applicable Federal and State laws, City Charter provisions, Civil Service Rules and Regulations, and collective bargaining agreements.

Recruitment

As part of our recruitment outreach efforts, we continued our career information presentations at high schools, business schools and colleges. We also participated in "Career Day" activities at the Leeward Community College and the University of Hawaii, Manoa Campus. In the coming year, we plan to update and expand our list of community organizations and agencies with which we maintain liaison relationships.

We recruited for several key administrative positions during the fiscal year. These included recruitment for Liquor Control Administrator, Assistant Chief of Treasury, Chief of Refuse Collection and Disposal, and Superintendent and Assistant Superintendent for the Sand Island Sewage Treatment Plant.

In other activities, we received and screened 2,714 applications for the Summer College Student Employment Program which resulted in 822 placements.

To strengthen our recruitment and examination program, we developed and initiated a Job Analysis System. Under this system, critical elements of the classes are analyzed with departmental officials for job relatedness prior to recruiting and examining for the position. This system helps us in eliminating artificial requirements and assuring job-related examinations. We also revised our employment application form to capture Equal Employment Opportunity data at the point of application. The staff worked with Data Systems staff to develop an applicant flow analysis program.

Our recruitment plans for the next year include opening such entry level classes as: Fire Fighter, Police Services Officer, Police Radio Dispatcher and several clerical classes. This should substantially increase the number of applications received over fiscal year 1976-77.

Examinations

The focus of our test validation and research program this year has been to continue to improve the quality of our selection methods and to streamline our procedures. We have received excellent cooperation from City agencies and personnel who provided information and services essential for the success of our projects, studies, and examinations.

To capitalize on our computerized written test scoring and analysis program which provides us test item statistics, we have designed an item filing and retrieval system utilizing a magnetic card typewriter. This integrated system will enable us to efficiently use and maintain a large pool of written test items. We have begun sorting and coding thousands of items in preparation for entering them onto magnetic cards. When the system is operational, it will significantly reduce time and effort in the development and reproduction of our written tests.

A state-wide study of entry-level police selection standards was completed in November. This one-year project was funded by an Intergovernmental Personnel Act grant from the U.S. Civil Service Commission. As project coordinator, we arranged and participated in the final Honolulu seminar with the mainland consultants and representatives from the Honolulu Police Department and the neighbor island counties' civil service and police staffs. We are evaluating the extensive materials prepared by the consultants and will be working closely with our police department to determine the course of action for suitable implementation of the project recommendations.

As an adjunct to the Police Selection Standards Project, we conducted a survey of physical activities performed on the job by patrol and line duty officers. Participating in this April, 1977 survey were 200 Honolulu officers and approximately 250 officers from the Counties of Kauai, Hawaii, and Maui. With the cooperation of the Data Systems Department, we processed 3,000 questionnaires to obtain cross tabulations for analysis. The results will help us assure that sample tasks used in entry-level police officer physical condition tests are truly representative of police work.

Our examination workload was intensified by five multi-phased Police and Fire promotional examinations which required considerable staff time for written tests, oral interviews, promotion potential ratings, individual training and experience evaluations, review of test results by candidates, union inquiries, and reports for appeals to the Civil Service Commission.

In addition to efforts expended in examinations for the establishment of eligible lists this year, we administered physical condition tests to 136 entry-level police officer candidates and 50 fire fighter candidates from previously established lists. As a service to neighbor island counties, we administered 17 written tests in Honolulu for 81 candidates for Hawaii, Kauai, and Maui counties. These counties in turn administered some examinations for us.

For examinations requiring a driving performance test, we inaugurated a program to accept completion of the City's Driver Training and Certification Program in lieu of Civil Service testing. This has eliminated expensive duplication of effort and significantly reduced the number of driving tests we conducted this year.

In May, our professional staff participated in a three-day test validation seminar conducted in Honolulu by the U.S. Civil Service Commission, San Francisco Region. This training, funded by the Intergovernmental Personnel Act, will assist us in meeting federal guidelines in our recruitment and examination programs.

Placement

During the year, we assisted in filling 742 vacancies. Of particular significance was the assistance provided in filling the sixty new positions which were created for the expanded sewage treatment plant operations. By working closely with departmental officials and planning early medical clearances, most of the positions were filled without delay. In addition to placement in regular civil service positions, we assisted in processing 4,456 personal services contracts.

Equal Employment Opportunity Affirmative Action (EEOAA)

We developed and distributed a comprehensive handbook containing a resolution supporting the program by the City Council and a message by the Mayor pledging full commitment to the program. In addition, the handbook included the City's program, each individual departmental programs, EEOAA training guides, selection interview guides and EEOAA appeal and grievance procedures. At the request of the line agencies, training sessions on affirmative action were held for supervisors.

The staff attended a public hearing on Federal legislation concerning the employment of the handicapped. We participated in planning a conference on Hiring Hawaii's Handicapped sponsored by the Governor's Jobs for Veterans Advisory Council. More than 30 key administrative staff members from all City agencies attended the conference.

In the coming year, we plan to review our medical standards in light of new Federal legislations. In addition, we plan to develop an affirmative action program for the handicapped to complement our EEOAA program.

Personnel Transactions and Records

A major project completed was the processing of the Blue

Collar Unit 1 retroactive salary increases. In addition to making final corrections, the salary increases retroactive to July 1, 1976 necessitated cancelling and correcting 3,103 Unit 1 transactions for the period July 1, 1976 to May 31, 1977.

Another project which increased our total transactions processed was the SHOPO Unit 12 salary adjustments which called for four incremental adjustments during the year.

Other significant projects completed during the year were to computerize the monthly reporting of separated employees by collective bargaining units and the revisions of forms CS 13C (Notification of Personnel Action) and CS 14 (Personnel Action Authorization). The computerized system of reporting separated employees eliminated the need to maintain daily tally and to type reports. The changes in the forms resulted in clearer copies and altered priority in copies.

Most of the year-end activities were devoted to completing the July 1, 1977 pay adjustments for all employees except the Fire Fighters.

We met with State and other county representatives and agreed upon uniform designations for those employees whose pay adjustments would place them in an off-schedule rate. With a minimum of overtime, the staff, with excellent cooperation from Data Systems and Finance Department personnel, were able to complete timely processing of all pay adjustments.

Community Service

Our staff continued to serve on the State of Hawaii Commission on the Handicapped, Governor's Jobs for Veterans Advisory Council, State Manpower Services Council, Honolulu Manpower Planning Council, and the Board of Honolulu Community Action Program. We participated in a seminar to aid the Waipahu High School Adult Education Program develop a new experimental curriculum for GED certificates.

We plan to continue these on-going community service participations.

Recruitment, Examinations and Placement Statistics

Recruitment Statistics

	1976-77	1975-76
No. of Classes recruited	82	94
Applications Processed	14,133	15,630

Examinations Statistics

Kinds of Examinations	1976-77	1975-76
Competitive	84	105
Open	(46)	(55)
Promotional	(38)	(50)
Non-Competitive	<u>159</u>	<u>184</u>
Total No. of Exams Completed	243	289
Total No. of Candidates Tested in all Examination Phases	4,853	8,545

Types of Competitive Tests

Job Element	4	8
Oral Interview	4	5
Performance Test	9	20
Promotion Potential Rating	1	3
Training and Experience	66	68
Written Test	48	65
Total No. of Candidates on Eligible Lists Established	2,085	3,703

Placement Statistics

	1976-77	1975-76
Placements Made	742	776
Medicals Processed	838	821

Personnel Transactions Data

	1976-77	1975-76
Accession to the Service	5,744	4,993
Changes in Status	2,434	2,623
In-Service Movements	2,443	2,257
Other Transactions	13,032*	17,407
Salary Adjustments	13,949**	5,786
Separations	<u>1,653</u>	<u>1,647</u>
Total	39,255	34,713

*Includes 3,103 cancel and corrects for BU 01 retroactive pay.

**Police, BU 01 7/1/76 and general salary adjustments, except Fire.

	1976-77	1975-76
Exempt Hires	690	461
Personal Services	4,456	3,937
Limited Term	35	33
Provisional	8	10
Short Term	84	78
Initial Probation	448	455
New Probation	<u>23</u>	<u>19</u>
Total	5,744	4,993

NUMBER OF EMPLOYEES AS OF JUNE 30, 1977

	<u>PERM.</u>	<u>TEMP.</u>	<u>EXEMPT</u>	<u>PERS. SERV.</u>	<u>TOTAL</u>
Auditoriums	56	--	4	115	175
Board of Water Supply	608	--	2	67	677
Budget	19	--	2	--	21
Building	281	--	3	52	336
City Clerk	38	--	3	2	43
City Council	10	--	25	14	49
Civil Service	60	--	3	13	76
Corporation Counsel	19	1	28	11	59
Data Systems	64	--	2	--	66
Finance	213	3	2	21	239
Fire	952	--	4	--	956
General Planning	20	--	3	7	30
Health	122	--	2	8	132
Housing & Community Development ...	65	--	6	4	75
Land Utilization	64	--	3	4	71
Mayor	48	--	734*	4772**	5554
Medical Examiner	10	--	1	--	11
Oahu Civil Defense Agency	6	--	--	--	6
Parks and Recreation	807	2	3	1138	1950
Police	1836	2	3	28	1869
Prosecuting Attorney	23	--	30	10	63
Public Works:					
Chief Engineer's Office	16	--	3	1	20
Auto. Equip. Service	93	--	--	--	93
Engineering	128	--	--	18	146
Land	59	--	--	5	64
Refuse	507	--	--	1	508
Road	359	--	2	10	371
Sewers	412	--	--	15	427
Royal Hawaiian Band	34	--	1	3	38
Transportation Services	210	1	4	52	267
TOTAL	7139	9	873	6371	14392

*Includes Federally-Funded CETA Public Service Employment employees.

**Includes Mayor's Summer Youth Program Enrollees, SCET and CETA Title I (Training) employees (approximately 4,663).

LABOR-MANAGEMENT AND EMPLOYEE RELATIONS DIVISION

Major Functions

Research, develop and interpret personnel policies, practices, rules and regulations;

Assure uniform administration of collective bargaining contracts within the City and coordinate contract administration with other jurisdictions;

Provide assistance to management relative to employee-employer relations and collective bargaining;

Research and evaluate employment conditions and practices in the City;

Research and develop cost and other data on existing practices and evaluate impact of collective bargaining proposals;

Participate in collective bargaining negotiations;

Plan, direct and evaluate the application of personnel management programs;

Provide direct counseling services to "troubled" employees;

Coordinate employee communications program including publishing a monthly newspaper and other communications, as required.

Activities connected with collective bargaining continued to be our primary concern this fiscal year. However, we were able to maintain our on-going programs and participated in new activities to add to the variety of programs conducted by this division.

Contract Negotiations and Administration

At the beginning of the fiscal year, contract talks with two bargaining units carried over from the preceding year were at impasse. Agreement with the Police, Unit 12, was reached through mediation on July 16, 1976. The Blue Collar Non-Supervisors, Unit 1, was the last to settle. Six issues (including wages) remained at impasse after many months of bargaining, mediation, and factfinding. The UPW union had given public notice of their intent to strike which alarmed the press and the public.

After two contract extensions and a second try at mediation--an unprecedented retroactive wage settlement was agreed upon in August. The narrowly averted strike also provided

needed impetus for finalizing the City's strike readiness plan. The hundreds of manhours expended in the development of a workable plan to ensure continuation of essential public services during a work stoppage was an investment which, if kept current, will provide a measure of strike insurance and enhance our position during future negotiations.

During fiscal year 1976-77, we negotiated ten contracts, with the Fire Fighters agreement still at impasse at the close of the year.

Prerenegotiation preparations for 1977 began shortly after the 1976 contracts had been settled. Contract implementation of 1976 revisions and analysis of the union demands for 1977 occurred simultaneously.

In several ways the negotiations during this year were unusual. HGEA, UPW and HNA (and also the unions representing the teachers and professors) formed a joint negotiating team for wages for their bargaining units. We reached final accord on cost items (wages) in April 1977 with these unions on two-year contracts. Negotiations for non-cost items continued with individual unions and were completed in May 1977. This unusual procedure was initiated by the unions in view of the time restraints and by the law (ACT 162, SLH 1975) which requires all contracts to end on odd numbered years. We reached agreement with SHOPO, representing the police officers, on June 6, 1977; the wage settlement was the same as for the HGEA, UPW and HNA unions.

As of June 30, 1977, negotiations with the Fire Fighters were still at impasse despite mediation and factfinding. The proposal on wages which was accepted by all the other public employee unions were rejected by the Fire Fighters. They have announced their intent to strike September 1, 1977 whether or not a strike is ruled legal.

At the end of the year, we were compiling and presenting evidence to the Hawaii Public Employees Relations Board in cooperation with Corporation Counsel to exclude certain Fire Fighters from the right to strike because of the imminent danger to public health and safety posed by such a strike.

Meanwhile, we are implementing the 1977 contract revisions, while prerenegotiation preparations are beginning for the next round of bargaining on reopeners beginning in October, 1977.

During these collective bargaining negotiations, our staff spent many hours evaluating proposals and counter proposals; preparing wage and cost data; preparing exhibits,

reports, and minutes of proceedings; developing employer proposals and negotiation strategies; and making cost reports to the City Council.

We spent substantial time in assisting supervisors and managers in interpreting existing agreements and in resolving problems and grievances. Five staff members made over 1800 interdepartmental contacts and were responsible for formulating a number of written contract interpretations. We participated in quarterly meetings to coordinate statewide uniform contract interpretations.

The division's role in grievance handling became more significant with staff members conducting all grievance hearings at the employer's level for the City.

The volume of grievance cases continued to increase. We conducted hearings on seventy-nine (79) grievances and resolved thirty-eight (38) cases. The remaining forty-one (41) cases are awaiting arbitration. The backlog of arbitration cases has reached fifty-six (56) by the end of the year, although sixteen (16) arbitration cases were resolved this year. In five (5) arbitration cases the employer's actions were upheld, in six (6) cases the arbitrator decided in favor of the grievant, and the other five (5) cases were resolved by withdrawal or modification before arbitration.

Our staff assisted in the "Introduction to Supervision" training classes by conducting fourteen (14) Labor-Management Relations sessions involving 168 participants.

Special Reports

We participated in several inter-jurisdictional projects including conducting a series of management training classes in Hilo in conjunction with the University of Hawaii's Industrial Relations Center and the State's Department of Personnel Services.

We also assisted the State in developing a Collective Bargaining Information System Factbook, an IPA grant project to update, refine and standardize the content and format of the inter-jurisdictional data collection required for negotiations.

This year, we completed a staff project to develop a City-wide discipline policy based on the principles of corrective and progressive disciplinary procedures which are universally used in modern labor-management relations. The guidelines have been promulgated and we are assisting in their implementation.

We are continuing our efforts to monitor and help control sick leave usage. This year the City's sick leave statistics showed a noticeable decrease and we are planning new programs to further reduce sick leave usage.

The Troubled Employee Assistance Program

This innovative program, partially supported by federal funds, has now completed 31 months of successful service to City employees. During this period, 680 clients have been counseled. In addition, 243 others have received consultation as case collaterals.

A total of over 2,000 contacts have taken place. Two research/evaluation projects were completed by graduate students in the Public Administration Internship Program. The first, entitled "A Survey of Program Effectiveness," establishes that more than an 85% effectiveness and client satisfaction was achieved. The second report, on the supervisors' evaluation of clients and the sick leave record of clients, reveals a significant decrease in sick leave as a result of employees' use of the Troubled Employee Program. These surveys indicate that the program has positive benefits to the City as well as to the employees.

Personnel Rules and Laws

We coordinated the review and revision to the personnel rules and regulations. The need for rule changes continued as a result of legislative mandates, court rulings, and the changing needs of the service.

We also developed and reviewed proposed legislation concerning labor-management and employee relations.

Internal Communications

For the sixth consecutive year, the eight-page monthly newspaper, the Honolulu Employee Journal, has been sent to City employees and members of boards and commissions. It carries pertinent information on labor relations, management policies, safety, personnel rules and regulations, classification and pay, promotional opportunities, special programs such as affirmative action, and many other items of interest to employees.

We continued to publish a periodic bulletin entitled, Personnel Information, A Report to Management. This bulletin provides supervisors and other management personnel with timely information on labor relations and matters related to personnel administration.

PERSONNEL DEVELOPMENT AND TRAINING DIVISION

Major Functions

Plan, develop, coordinate and administer government-wide personnel development and training programs;

Establish and implement training and development programs based on identified needs of employees, and conduct follow-up evaluations on training conducted;

Provide advice and assistance to operating departments and agencies on personnel development and training;

Develop and conduct accession, orientation, counseling, exit, pre-retirement, incentives, awards, photo identification, and other special programs for City employees.

A major increase in the activities of the Personnel Development and Training Division this fiscal year resulted from the addition of the Employee Services Branch function which was transferred from the Labor-Management and Employee Relations Division. This added responsibility resulted in the consolidation of the training, orientation, and other related employee services programs for more effective administration.

Labor-Management Relations Training

Training of blue-collar working foremen and employees under the Labor-Management Relations training program, initiated in fiscal year 1975, continued to increase in the number of enrollees and classes offered. In addition to the supervisory training for these employees, a "Power Lawn Mower Equipment Operators' Training" program was instituted for the groundskeepers in the Parks and Recreation Department under the LMR training program. This training provided the groundskeepers with an awareness of their responsibilities in relation to the departmental functions. The objectives of the training were to insure that the quality of work performance was maintained, as it related to the health, safety and welfare of the workers and the public, and to develop preventive maintenance skills to reduce equipment breakdown.

Another significant accomplishment was the training in "Herbicides and Insecticides" with emphasis on safety and the proper handling and use of pesticides and herbicides.

We continued to offer training to employees in the rural areas which helped to reduce the lost time and cost of transporting these employees into Honolulu for training. The

establishment of these centers at Waipahu and Kaneohe provides for one instructor going to the area instead of requiring 25 or more employees coming into Honolulu for training. This arrangement helped to increase productive time and lessened the employees' exposure to possible accidents on the highway, thus reducing workers' compensation costs.

Trades Apprenticeship Training

The City's trades apprenticeship training program, jointly instituted with the UPW Union in 1974, had more than tripled from the original enrollment of 15 on June 30, 1976 to 51 apprentices on June 30, 1977, as follows: Board of Water Supply - 38; Parks and Recreation - 4; Public Works - 3; Transportation Services - 6.

Other Training Programs

A significant and valuable addition to our training programs was the establishment of a Manager Development course, provided initially to Department of Public Works managers and administrators at their request, and, subsequently offered City-wide to other City managers.

Some of the more significant activities undertaken include:

Manager Development

"Hearings Officer"

A seminar to define the divisional role and respective responsibilities of Labor-Management and Employee Relations personnel in Step 3 grievance proceedings for 22 City administrators, personnel officers and labor-management specialists. (88 trainee hours)

"Zero Base Budgeting"

An orientation seminar on Zero Base Budgeting attended by 65 department heads, deputies and key personnel. (260 trainee hours)

"Manager Development"

A training program to develop the five major managerial skills for middle managers. (1560 trainee hours)

"Federal Register"

A one-day workshop conducted by the Office of the Federal Register for those personnel responsible for the administration of Federal funds and federally-funded programs. (117 trainee hours)

"Trainee and employee Development"

A two-and-a-half-day seminar conducted by the U.S. Civil Service Commission designed to provide a forum for ideas around the concept of Training Leadership. (180 trainee hours)

"Symposium on the Merit Principle and Collective Bargaining in Hawaii"

A one-day symposium conducted by the State of Hawaii on the outgrowth of a study completed on the Merit Principle and Collective Bargaining in Hawaii for executives, personnel officers and contract negotiators. (328 trainee hours)

Supervisory Development

"Introduction to Supervision"

A labor-management relations training program for blue-collar employees who periodically receive assignments to supervisory positions. (380 trainee hours)

A City-wide program for all newly promoted supervisors as directed under Mayor's Directive 115. (1,044 trainee hours)

"Fundamentals of Supervision, Parts 1, 2, and 3"

A labor-management relations training program for blue-collar employees who have completed the "Introduction to Supervision" course. (2,933) trainee hours)

The advance course in supervisory development series for all supervisors, City-wide (4,559 trainee hours)

"Fundamentals of Supervision, Part 2" - Police Officers

A Police Department supervisory training specially designed for police officers. This program allows for academic credit should one enroll for a degree program at the Chaminade College, Hawaii. (416 trainee hours)

Specialized Personnel Development

"Telephone Courtesy"

Training in the proper use of the telephone for office personnel. (176 trainee hours)

"Instructor Training"

A course designed for supervisory and professional personnel to develop instructor skills. (800 trainee hours)

"Meeting the Public"

A program on human relations and effective communications utilizing the concepts of Transactional Analysis. This training has begun to receive wide acceptance through the City. (2,464 trainee hours)

"Traffic Engineering Seminar"

A two-week Traffic Design Seminar conducted by the Northwestern University Traffic Institute for engineers in the Transportation Services Department. (920 trainee hours)

"Effective Presentations"

A four-day program conducted by the University of Hawaii. (256 trainee hours)

"Herbicide and Insecticide"

A refresher course in the proper use of chemicals. (677 trainee hours)

"Equipment Operator's Training"

A six-hour labor-management relations training refresher course on the role and responsibility of power lawn and tractor mower operators. (2,074 trainee hours)

"Legislative Bill Drafting"

Training in the proper styles of legislative bill drafting. (56 trainee hours)

"Introductory Statistical Analysis"

A program conducted by the Hawaii Institute for Management Analysis for City employees. (16 trainee hours)

"Test Validation"

A three-day seminar conducted by the U.S. Civil Service Commission designed for personnel management specialists in developing recruitment and examination programs. (216 trainee hours)

Other Activities

Monitored the Medical Intensive Care Technician (MICT) training course conducted by the Emergency Medical Services, Queen's Medical Center. This training is jointly sponsored by the City and County of Honolulu and the Hawaii Medical Association. At year's end, 13 Health Department employees were certified as MICT's. Class number 12 is now in progress and should be completed in the next fiscal year with more classes to follow.

Coordinated the City's Aloha United Way Drive for 1977 funds. The drive totalled \$174,872. We were \$16,018 short of our goal.

Provided accession services to 1,836 new City employees, including 874 summer hire employees. We interviewed 59 employees who left City employment and provided notary, counseling, and other services to 484 other employees.

Coordinated the City's annual Aloha Week Program and Awards Ceremony held at the Neal Blaisdell Center Concert Hall, October 22, 1976. The Employee of the Year Award was presented to Juliette Galuteria of the General Planning Department. Mrs. Galuteria was selected from among twenty-three departmental employee of the year nominees. A committee of Honolulu citizens, Mrs. Daisy Kiakona, Mr. Rudy Loftis, and Mr. Harry Yamashiro comprised the Employee of the Year Selection Panel.

Also honored at this ceremony were the Departmental Employee of the Year nominees, 144 employees with 25 years of service, 14 employees with 35 years of service, and 204 retirees.

A total of 46 suggestions were received and processed under the Employee Suggestion Program. Eighteen suggestions were not eligible for an award, twenty suggestions are pending, and eight suggestions received cash awards totaling \$150.00.

Coordinated eight Retirement Planning Program classes for 241 employees who are 45 years old and above.

Assisted Maui County Police Department with training in the "Fundamentals of Supervision" course.

Administered the "Public Administration Internship Training" program--one intern assigned to Corporation Counsel and the other to the Department of Civil Service.

Conducted an evening course in supervision for seven members of the Beretania Neighborhood Community Center Motorcycle School as a service to the community.

Coordinated and conducted career orientations to Civil Service functions to eleven high school and ten University of Hawaii students.

Conducted "General Orientation" of the City's activities and functions to 230 new employees who had completed their initial probationary periods.

Conducted nine "special Orientation" meetings to 874 employees for the Mayor's Summer Programs.

Summary of Future Programs

We will continue to plan and establish those employee development and training programs with the highest priority based on specified training needs.

We shall continue to explore jointly with the UPW Training Coordinator under the Labor-Management Relations Training Program, training and development programs for blue-collar non-supervisory employees.

We anticipate an increase in the number of trades apprentices in this next fiscal year. We can also expect a greater number of our present apprentices to be completing their apprenticeship training. The City and County of Honolulu, with the exception of the federal government, remains to be the only government jurisdiction with a trades apprenticeship program in the State of Hawaii.

We lost one Training Specialist (CETA) who accepted a permanent position with the Labor-Management Relations Division, Department of Civil Service. We are hopeful that this loss of the CETA position will be filled in order to meet the increased demands for training.

INDUSTRIAL SAFETY AND WORKERS' COMPENSATION DIVISION

Major Functions

Develop, promote, coordinate, and maintain a City-wide safety program in compliance with the standards established by the State Division of Occupational Safety and Health;

Administer the centralized City and County workers' compensation program in compliance with the Hawaii Workers' Compensation and related laws.

Safety

We administered the City's Accident Prevention Program throughout the year with emphasis on individual responsibility for safety plus an effort through the training of supervisors to develop a greater feeling of acceptance of their role in accident prevention.

The Summer Youth Workers Handbook developed for use by all summer youth workers and their supervisors was a success.

A 50% reduction in accidents was experienced in the 1976 program over the previous year. The handbook detailed safety rules and responsibilities for administration of the program. An up-dated version of the handbook was prepared for the 1977 program.

We developed and implemented an incentive plan for safe driving. Eligible employees are specified by class title and are generally limited to those that require regular operation of a motor vehicle as a major and integral element of their work and such operation is reflected in the pricing of the class. Awards progress from a \$25.00 savings bond for three years of accident-free driving to a maximum of a \$100.00 savings bond after ten years of safe driving.

A computerized program for meeting the City-wide requirements for trained personnel in first aid was developed and implemented. Training requirements are identified by department and agency; bargaining unit; blue-collar employees to receive training in the Industrial First Aid course and white-collar employees training in the Red Cross Multi-Media First Aid course.

Training in Standard Roadway Worksite Marking and Flag-person duties continued throughout the year. Training was given to selected personnel in the Board of Water Supply, Parks and Recreation, Public Works, and Transportation Services departments.

The Honolulu Police Department was assisted in developing a course of instruction and performance standards for motorcycle operation. Planning is completed and the program implemented.

A mobile crane inspection program was developed and an operator's handbook devised. This project is in the process of implementation pending final approval of the State Division of Occupational Safety and Health of the proposed handbook.

The policy on Personal Protective Safety Equipment was revised to conform to the provisions of the various union contracts.

We assisted the Department of Parks and Recreation in developing work practices and personal protective safety equipment for a project to clean up the litter on the slopes of Diamond Head Lookout.

The upgraded driver training plan developed to conform to Act 214 was rejected as being too costly. A more modest approach to meeting the requirements is under study.

In addition to the above new safety activities, the Safety Branch continued to coordinate activities with other safety resource agencies such as the National Safety Council, Federal and State agencies and those in the private sector. The major goal of these activities was to reduce accidents through the promotion of safe work practices and elimination of recognized hazards.

Other activities which contributed to this goal included safety education and training, inspections, and investigations. Highlights of these and other activities for the year included:

"Driver Training" - Coordinated and conducted driver training to meet the requirements of Mayor's Directive No. 86. (5,914 trainee hours; 740 enrollees)

"Driver Road Tests" - Coordinated road tests required by Mayor's Directive No. 86. (350 trainee hours; 105 enrollees)

"First Aid Training" - Conducted first aid training as requested by the departments and agencies to meet the requirements of the Hawaii Occupational Safety and Health Law. (American Red Cross Multi-Media, 784 trainee hours; 99 trainees. Industrial First Aid, 580 trainee hours; 90 trainees)

"Supervisory Training" - Conducted the safety portion of the supervisory training courses coordinated by the Personnel Development and Training Division. (664 trainee hours; 72 trainees)

"Electricity for Layman" - Developed and conducted a training class in fundamentals of electricity in the Police and Fire Departments to enable their personnel to recognize potential electrical hazards. (14 trainee hours; 14 trainees)

"Roadway Worksite Marking and Flagperson" - Developed and conducted training in marking of roadway worksites and flagperson duties to assure a safe working environment for our workers and the public. (444 trainee hours; 186 trainees)

"Excavation and Trenching" - Coordinated and participated in a class in proper shoring of trenches and excavations. (65 trainee hours; 32 trainees)

"Safe Lifting" - Developed and presented course to teach employees how to lift properly and to avoid further aggravation once they have been injured. (32 trainee hours; 26 trainees)

"Hazard Abatement" - Developed and presented training to supervisors in techniques of hazard identification and abatement including inspection procedures. (236 trainee hours; 174 trainees)

"Cardiopulmonary Resuscitation" - Conducted training in CPR for pool managers and other selected Parks and Recreation employees. (112 trainee hours; 14 trainees)

"Personal Protective Safety Equipment Orientation" - Provided instructions in selection and use of PPE. (40 trainee hours; 40 trainees)

"Safety Specialist In-Service Training" - Safety Specialists in the Safety Branch attended training in Cardiopulmonary Resuscitation, Instructor Training, I.P.A. sponsored safety training and follow-up, Radiological Training, Industrial Hygiene, Handicapped Seminar, and Driving Training.

"Safety Inspections" - Designed to identify safety hazards, recommend corrective action, and to assist departments in developing their own continuing program of safety inspection. (167 inspections including walk through with department personnel for training purposes)

"Accident Investigations" - Investigations of serious lost time accidents for the purpose of finding causes and preventing recurrences of similar accidents. (105 investigations)

"Vehicle Accident Review Committee" - This committee's functions are to determine causes of vehicle accidents and to prevent recurrences of similar accidents. (24 hearings were held involving 264 cases)

"Police Vehicle Accident Investigation Committee" - This committee functions similar to the City VARC exclusively for HPD personnel. (5 hearings held involving 230 cases)

"Hazard Pay Studies" - Accomplished to evaluate temporary hazard conditions as a determinate in the Award of hazard pay. (30 studies completed)

"Personal Protective Safety Equipment" - Evaluated departmental requests for use of personal protective equipment within the City. (112 requests processed including studies where required)

"Additional Safety Studies" - Accomplished to assist the departments in eliminating or reducing existing hazards in specific work situations. (50 studies completed)

The lost time accident frequency rate increased in 1976-77 to 72.5 lost time accidents for every million man hours worked. The high of 76.12 was recorded in 1972-73 with a steady decline to 62.00 experienced in 1975-76. One possible explanation for the increase is the greater awareness of the potential for coverage under workers' compensation of illnesses such as ulcers, nervous disorders, emotional stress, heart and lung diseases.

Analysis of this year's statistics show the highest frequency rate of 241.5 attributed to the Public Works, Refuse Division followed by the Automotive Equipment Services Division at 156.5. Other agencies above the City-wide average included the Health Department at 117.5, Department of Parks and Recreation at 116.5, Road Division of the Department of Public Works at 116.5, the Honolulu Police Department at 73.0 and the Fire Department at 66.0. On a percentage basis, the highest increase over the immediate preceding year was the Department of Public Works, Automotive Equipment Services Division at 112% followed by the Health Department at 54% and the Parks and Recreation Department at 53%.

Workers' Compensation

The Workers' Compensation Branch continued in its efforts to provide benefits to injured workers in accordance with the Workers' Compensation and related laws and to inform all City employees of their rights and responsibilities under these laws.

Coordination with the Department of Data Systems was initiated to convert their output to meet the newly imposed requirements of the State Department of Labor and Industrial Relations. Coincidental to this project, effort will be resumed to computerize the overall Workers' Compensation process. This project had been deferred pending completion of the State reorganization of the administrative requirements.

The Workers' Compensation follow-up and light duty program continued. A total of 126 employees were processed for early return to duty through light work arrangement. Of these, 53 were either returned to full or limited work. Thirty-eight employees were unable to return in a light duty status because of lack of suitable positions in the department.

The department, through this program, is in the process of incorporating provisions to relieve the inability of the agencies to place their temporarily impaired employees.

During the year, 192 City cases were heard by the State Disability Compensation Division. 112 of these hearings were

for the evaluation of permanent partial disability and disfigurement, and to determine dependent's benefits; 40 were held for the determination of liability. Of the contested cases, the Director of Labor and Industrial Relations found 10 compensable and 7 not compensable. 9 were deferred, 2 withdrew and 12 claimants did not show up for hearings.

The City's Workers' Compensation payments, including the Board of Water Supply, for the fiscal year ending June 30, 1977 totaled \$1,935,330.00.

WORKERS' COMPENSATION STATISTICS

	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Active cases on hand as of July	1,397	1,681	2,040	2,161
New cases during the year	2,150	2,331	2,672	2,881
Cases closed	1,866	1,972	2,472	2,436
Active cases on hand as of June 30	1,681	2,040	2,240	2,606
Payments vouchered	5,498	7,211	7,596	7,877
Temporary total disability certifications	1,888	1,940	2,333	2,524

WORKERS' COMPENSATION DIRECT COSTS

<u>FY</u>	<u>Cost</u>	<u>% Change</u>
1970-71	\$ 578,471	
1971-72	642,349	11.04+
1972-73	826,485	28.66+
1973-74	1,120,523	35.57+
1974-75	1,315,209	17.37+
1975-76	1,536,568	16.83+
1976-77	1,935,330	25.95+

Transactions in the Workers' Compensation Branch increased from 13,454 in 1974-75 to 15,073 in 1975-76, and 15,718 this fiscal year.

The fiscal year ended with a backlog of 1,865 unpaid invoices for medical services rendered. First priority for payment remains to the worker for wage replacement benefits.

SUMMARY OF PERSONNEL LEGISLATION

<u>Act</u>		<u>Effective Date</u>
44	Presumes that a police officer who dies due to disease of the heart, lungs or respiratory system died in the performance of duty.	5/6/77
52	Permits only employees who have tenure or permanent status to be granted leave for loan to another government jurisdiction.	5/6/77
62	Authorizes the council of any county to appoint employees and fix their compensation, such employees to be exempted from civil service and the position classification plan.	5/9/77
64	Permits the governor to modify office hours of state offices to meet needs of the public and to permit staggered or variable time hours.	5/9/77
82	Waives the 30-day waiting period and provides for procedures for the effectuation of death benefit payments under the mode of retirement selected by the member in the event that death is due to a terminal illness.	5/12/77
87	Allows the payment of up to \$1500 for funeral and burial expenses directly to surviving spouse or estate of deceased worker instead of to the mortuary, provided that the deceased worker had a prepaid funeral and burial plan.	5/12/77
123	Permits an employee absent from work because of a work connected injury to have his retirement contribution deducted from his workers' compensation checks.	5/31/77
159	Makes the personnel system of the judiciary more independent from that of the executive branch excepting for collective bargaining purposes; creates a civil service system for the judiciary branch, including development of a classification and pay plan and an appeals system.	7/1/77
186	Permits an employee who serves on a jury or as a witness to retain his fees for such service.	6/8/77

<u>Act</u>		<u>Effective Date</u>
191	(1) Changes designation of "firemen" to "fire fighters" and "policemen" to "Police Officers." (2) Permits unions which merge to retain their exclusive representative status without need for new elections.	6/8/77
194	Establishes a procedure for adjusting the compensation, hours, benefits and conditions of employment for employees excluded from collective bargaining.	6/8/77
211	Requires that all employees be residents of the State for at least one year immediately preceding their application for employment, except for instructional staff of the university.	6/21/77

DEPARTMENT OF THE CORPORATION COUNSEL

DEPARTMENT OF THE CORPORATION COUNSEL

Barry Chung, Corporation Counsel
Yoshiaki Nakamoto, First Deputy

POWERS, DUTIES AND FUNCTIONS

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

The operations of this office generally break down into four divisions, namely:

1. Counselling and Drafting
2. Trials
3. Land
4. Family Support

The accomplishments of each division for the fiscal period July 1, 1976 to June 30, 1977 are as follows:

I. COUNSELLING AND DRAFTING

Some of the services provided by this Division are: (a) drafting ordinances and resolutions; (b) proposing state legislation which affects City rules and regulations, policies, contracts and other legal documents; (c) approving legal documents, rendering oral and written legal opinions to the Mayor, City Council and to all City departments, including officers and employees, in matters relating to all official powers and duties; (d) attending all City Council and Committee meetings to serve as legal adviser; and (e) meeting weekly or at the call of the chair with the various City departments and boards.

Summary of Accomplishments

A summary of this Division's performance follows:

	<u>Back- log</u>	<u>Total Referred</u>	<u>With- drawn, Trsfd. or Added</u>	<u>Total for Year</u>	<u>No. Com- pleted</u>	<u>Pend- ing</u>
COUNSELLING						
Memoranda of Law	19	87	-15	91	74	17
Other Assignments	54	548	-13	589	492	97
DRAFTING						
Ordinances Res., etc.	5	76	+ 1	82	77	5
Approval of Documents	53	4,511	0	4,564	4,538	26
	<u>131</u>	<u>5,222</u>	<u>-27</u>	<u>5,326</u>	<u>5,181</u>	<u>145</u>

An overall comparative summary of this Division's assignments between the 1975-76 and 1976-77 fiscal period follows:

	<u>Year</u>	<u>Total for Year</u>	<u>Number Completed</u>
COUNSELLING			
Memoranda of Law	1975-76	165	146
	1976-77	91	74
Other Assignments	1975-76	633	579
	1976-77	589	492
DRAFTING			
Ordinances, Res., etc.	1975-76	146	141
	1976-77	82	77
Approval of Documents	1975-76	3,730	3,677
	1976-77	4,564	4,538

Attorneys in the Department of the Corporation Counsel attend and advise the Council, Boards and Commissions and Committees listed below:

1. Administrative Committee
2. Building Board of Appeals
3. City Council
4. Civil Service Commission
5. Commission on Culture & Arts
6. Employee Management Committee
7. Ethics Commission
8. Executive Planning Committee
9. Finance, Expenditure & Operations Committee
10. Honolulu Committee on Aging
11. Housing Board of Appeals
12. Intergovernmental Relations Committee
13. Legislative Committee
14. Liquor Commission
15. Oahu Committee on Children & Youth
16. Oahu Traffic Safety Council
17. Planning Commission
18. Police Commission
19. Police Motor Vehicle Accident Investigation Board
20. Planning & Zoning Committee
21. Standardization Committee
22. Status of Women
23. Workmen's Compensation Hearings
24. Zoning Board of Appeals

In addition to the above, attorneys also attend and advise the Mayor and department heads at special meetings which are held at various times during the year.

Highlights by quarters of this Division's activities for the fiscal period 1976-77 follow:

FIRST QUARTER

(July, August, September, 1976)

Two submissions were made to the U. S. Department of Justice which were necessitated by the coverage of the City and County of Honolulu by the Voting Rights Act of 1965. The first submission covered all "changes affecting voting" which occurred between 1965 and 1975 and needless to say, included a good deal of statutory material, reapportionment plans, etc. The second submission covered efforts of State and City officials to comply with the multilingual requirements of the 1975 Act amendments. We have not as yet heard from the Department of Justice as to whether our efforts to comply with the 1975 Act amendment were in their view sufficient.

We reviewed and advised the members of the Police Commission in their consideration and findings of 47 investigative reports stemming from said number of public complaints filed against officers of the Honolulu Police Department at their executive and regular meetings.

We reviewed materials pertaining to and advised the members of the Building Board of Appeals in their consideration and conducting of contested hearings of eleven appeals from the decisions of the Building Superintendent and petitions for variance relative to various codes of the Building Department.

We attended and advised the Liquor Commission at their twice weekly hearings pertaining to the administration of the liquor laws in the City including applications and transfers of licenses, and prepared and represented the Commission at 157 citation hearings (a percentage of which was contested) concerning violations of the liquor laws, rules and regulations by the licensees.

We continued to attend lengthy hearings at Hawaii Public Employment Relations Board in the petition of HGEA to organize the employees of MTL, Inc. This hearing is expected to continue indefinitely.

A fair amount of oral advice has been sought by and given to various City agencies.

With regards to the Kukui Plaza City Council investigation, we participated as a witness to explain the legality of various legal documents for the City Council. We also acted as legal counsel for the officers of Housing & Community Development in their testimony before the City Council.

In assisting the Trials Division, the following cases were handled by Counselling & Drafting deputies:

1. City v. Brilhante. The City successfully obtained a judgment for nonpayment of rent.
2. Merrill v. City involved police brutality. Discovery was had prior to trial.
3. Gunn v. City. We assisted in obtaining a settlement in a related case involving a payment for easement.
4. Aikau v. City. The case was settled just prior to trial.
5. Rosell v. Church, et al. (police officers). We prepared a brief to the Supreme Court.

During this First Quarter there was a total of 25 memoranda of law rendered. Of this total 20 were rendered by the Counselling and Drafting Division deputies, three were rendered by Trials Division deputies and two were rendered by Land Division deputies. A digest of some of the memoranda are listed below. This Division completed 131 legal research reports, letters and miscellaneous assignments, approved 1,400 documents and drafted 11 ordinances, resolutions and other documents. Also, the attorney from our Division who is assigned to the Housing & Community Development continued to approve land documents which included deeds, mortgages, promissory notes and certification for community development block grant funding.

In M 76-74 we answered in the negative on the question of whether the Waianae Coast Neighborhood Board No. 24 is an "agency" of the City and County of Honolulu for the purpose of intervention in the proceedings of the State Land Use Commission.

We concluded in M 76-75 that both the applicable retail excise tax and the fifteen percent differential must be applied to bids received from out-of-state printers.

In M 76-76 we answered in the negative on the question of whether the Honolulu Fire Department can promulgate rules and regulations pertaining to combustibles.

In M 76-79 we stated that as long as the Community Gardening Program provides the City with the option to re-take the land at any time, the land is not leased and therefore not subject to the leasing policies of the Council.

In M 76-80 we summarized that the Building Department is primarily responsible for the enforcement of the Building Code. However, if the Department is not able to secure voluntary compliance of the Code in case of violation, it may refer such violation to other appropriate departments or agencies of the City for legal or administrative action.

In M 76-83 we concluded that the Director of Finance may not use his opinion that the contents of a newspaper are undesirable as the basis for a finding pursuant to Section 26-7.6, R. O. 1969, that the public convenience and necessity will not be served by the issuance of a newsstand permit.

The question of whether the Department of Auditoriums may assess an additional rental charge equal to 10 percent of the gross receipts which exceeds the applicable minimum rental rate against proceeds of concessionaire-assignees operating game booths or similar activities in facilities rented to a tenant-assignor was answered in the affirmative in M 76-86.

In M 76-91 we answered in the affirmative on the question of whether apartment units at Kukui Plaza may be used for business purposes.

The question of whether the operation of Habilitat is a public use of property and therefore a permitted principal use in a residential district under the CZC was answered in the negative in M 76-93.

SECOND QUARTER

(October, November, December, 1976)

During the Second Quarter, deputies in Counselling and Drafting reviewed a number of proposed City legislative bills which are to be introduced in the Ninth State Legislature.

We represented and advised:

1. The Police Commission in their consideration and findings of 63 investigative reports;
2. The Building Board of Appeals in their consideration and conducting contested hearings of 13 appeals; and
3. The Liquor Commission at 49 citation hearings.

In the area of labor law, we represented the City and County in three cases before the Hawaii Public Employment Relations Board: the first dealing with a case between the State of Hawaii Organization of Police Officers regarding overtime pay; the second involving a former police officer, Bruce Ching, contesting his dismissal from the Honolulu Police Department; and a third involving a prohibited practice charge dealing with the negotiability under the Collective Bargaining Act of installing two-way radio system in the vehicles of liquor inspectors. We also handled two dismissal cases involving Liquor Commission inspectors for the Honolulu Liquor Commission, and a suspension case involving a refuse collection crew leader.

In an arbitration decision rendered on December 8, 1976, Arbitrator Stuart Cowan sustained the position of the City and County with respect to the suspension of a police officer for the offense of excessive use of force.

Deputies also attended several Civil Service Commission hearings as well as numerous Step III hearings involving grievances brought by SHOPO and United Public Workers.

Additionally, Counselling and Drafting deputies, other than those ordinarily assigned to arbitration matters, assumed responsibility for certain arbitration matters due to an exceedingly heavy load of the same.

Assistance was given to the Trials Division in drafting Supreme Court briefs in the cases of Iuli v. Fasi and Siebel, et al. v. City. Also, we were assigned the following court cases in which we participated in hearings and in the submission of memoranda:

1. Montelho v. City. This case involved a class action by Honolulu police officers demanding overtime pay for physical examinations.

2. SHOPO v. City. This complaint alleged that the City had violated the Sunshine Law in conducting evaluations of Honolulu police officers applying for promotions. The court ruled in our favor on our Motion for Summary Judgment.

3. Honolulu Police Department v. State Department of Labor and Industrial Relations. This was an appeal of an unemployment compensation referee's decision involving an application for unemployment compensation by a discharged Honolulu police officer.

4. Joshua v. City. This is a police brutality complaint which was assigned to us from Trials Division.

5. The case of HGEA v. Teamsters and City was concluded. Final decision will await the preparation of briefs by the various parties.

Work was also done in connection with the bankruptcy of Rainbow Golf Supply, Inc.

We also continued to advise the Department of Auditoriums in various matters dealing with the operation of the Blaisdell Center and continued to counsel the Department on revisions of its rules and regulations governing the rental of NBC facilities.

During this Second Quarter there was a total of 14 memoranda of law rendered. Of this total 11 were rendered by the Counselling and Drafting Division deputies, and three were rendered by Land Division deputies. A digest of some of the memoranda are listed below. This Division completed 128 legal research reports, letters and miscellaneous assignments, approved 966 documents and drafted 25 ordinances, resolutions and other documents. Also, the attorney from our Division who is assigned to the Housing & Community Development continued to approve land documents.

In M 76-101 we summarized that the 1976 amendment to HRS Chapter 92 does not extend the coverage of the Sunshine Law to the Promotion Potential Review Panel.

In M 76-104 we opined that all new bus routes and any change in routing to existing routes must be submitted to the Chief Planning Officer for his approval prior to implementation.

On the question of whether the City's proposal to institute a handicapped van bus service would be a violation of the Federal Urban Mass Transportation Act by being in conflict with private carriers was answered in the negative in M 76-106.

In M 76-109 we answered in the affirmative on the question of whether the Department of Housing & Community Development, through its contractor, can undertake site improvement work on privately-owned roads in the Hoolulu Project.

It was our opinion in M 76-111 that the release of criminal abstracts to the Industrial Relations Board for purposes of granting explosive permits is not permitted by Act 113, 1976.

THIRD QUARTER

(January, February, March, 1977)

Counselling and Drafting deputies assisted the various

City agencies in drafting and reviewing legislative bills. They also rendered oral and written testimonies before the various committees in the Legislature on bills affecting the City and County. The preparation of the bills, testimonies and position papers took priority over the counselling work since there was a deadline to be met on legislative matters.

We represented and advised:

1. The Police Commission in their consideration and findings of 37 investigative reports;
2. The Building Board of Appeals in their consideration and conducting contested hearings of 11 appeals; and
3. The Liquor Commission at 90 citation hearings.

Deputies also attended Civil Service Commission hearings as well as numerous Step III and Arbitration hearings involving grievances brought by SHOPO and United Public Workers.

We provided a speaker to lecture classes in the Legal Secretary program at Kapiolani Community College.

A fair amount of oral advice has been sought by and given to various City agencies.

A deputy was assigned to meet with Department of Public Works on rescheduling routes for refuse workers. This matter is still pending.

We also represented the Department of General Planning in several major and extended hearings before the Land Use Commission.

We assisted the Trials Division on the following cases:

1. First Insurance Company, et al. v. City and County, et al. This case arose out of the 1970 fire at the Financial Plaza of the Pacific. The matter is now being prepared for anticipated trial in late summer.

2. City and County of Honolulu v. Kekoa (Judgment for \$5,000). We prepared Summary Possession and Assumpsit in the District Court.

Also, one of the deputies in Counselling and Drafting was assigned the duty of setting up form files for Assumpsit, Tort and Summary Possession Actions to be used by deputies handling District Court cases.

During this Third Quarter there was a total of 28 memoranda of law rendered. Of this total 22 were rendered by the Counselling and Drafting Division deputies, one was rendered by a Trial Division deputy, and five were rendered by Land Division Deputies. A digest of some of the memoranda are listed below. This Division completed 110 legal research reports, letters and miscellaneous assignments, approved 1,240 documents and drafted 26 ordinances, resolutions and other documents.

In M 77-3 we concluded that the Civil Service Commission may hear the appeal brought by the pipefitters employed by the Board of Water Supply.

We concluded in M 77-5 that HRS Section 46-14, as it presently reads, precludes the City from recovering its costs both from the recipient of the services and from his insurance company when ambulance services are rendered in an emergency arising out of accidental injury.

The question of whether the City can rent or lease public property for coin-operated lockers without soliciting bids pursuant to the appropriate bidding procedures was answered in the affirmative in M 77-6.

In M 77-10 we concluded that contributions to the AFSCME PEOPLE Committee cannot be made through payroll deductions.

In M 77-17 we answered in the negative the question of whether a resident of the State of Michigan who has been stationed in Hawaii since 1973 pursuant to military orders is entitled to a refund of the motor vehicle weight tax which he paid in 1974.

In M 77-24 we summarized that, while we find no provision which would enable the Council to take affirmative action to remove a member of a board or commission once that person is confirmed, such an authority is unnecessary when the reason for removal is that the person in question has been convicted of a felony.

The question of whether a dealer of antiques is a dealer or trader in secondhand articles within the meaning of HRS Section 445-171, and thereby subject to the provisions of the latter statute was answered in the affirmative in M 77-26.

In M 77-28 we concluded that private security guards should not be allowed to eject smokers from the Neal Blaisdell Center Arena and that ejection should be the responsibility solely of police officers and special police officers as provided for under the ordinance.

FOURTH QUARTER

(April, May, June, 1977)

During this Fourth Quarter, we represented and advised:

1. The Police Commission in their consideration and findings of 73 investigative reports;
2. The Building Board of Appeals in their consideration and conducting contested hearings of nine appeals; and
3. The Liquor Commission at 67 citation hearings.

We also assisted the Building Department in drafting and adopting rules governing the operation and use of the building facilities of the City.

Deputies in Counselling and Drafting Division continued to attend Civil Service Commission hearings as well as numerous arbitration hearings involving grievances brought by SHOPO and United Public Workers.

Numerous requests for oral advice have been sought by and given to various City agencies.

A deputy also represented the Department of General Planning in several hearings before the Land Use Commission.

We assisted Trials Division as follows:

1. First Insurance Co. v. City, et al. We completed negotiations which resulted in a satisfactory settlement.

2. Bachiller v. Waialua Sugar, et al. We represented the City in depositions held at Waialua.

3. We also submitted first briefs in the matter of the petition of HGEA to organize the employees of MTL, Inc.

The Fourth Quarter reflected a total of 31 memoranda of law rendered. Of this total 21 were rendered by the Counselling and Drafting Division deputies, one was rendered by a Trial Division deputy, and nine were rendered by Land Division deputies. A digest of some of the memoranda are listed below. This Division completed 123 legal research reports, letters and miscellaneous assignments, approved 932 documents and drafted 15 ordinances, resolutions and other documents.

In M 77-34 we concluded that HRS Section 46-14, which provides for the rendering of free ambulance service, should also include provision of any necessary supplies in conjunction with this service. No additional charge should be made to the person in need of this service for the use or provision of such supplies.

The question of whether the Bikeway Fund can be used to pay a percentage of the cost to resurface and repair City roads and gutters which are not specifically designated as bikeways was answered in the negative in M 77-37.

In M 77-38 we answered in the negative the question of whether the Department of Parks and Recreation should permit the Pacific Handcrafters Guild to use Thomas Square Park for a crafts fair.

The question of whether preapproval of site request must be formally submitted and approved by the City Council prior to submission to the Department of Housing and Urban Development was answered in the negative in M 77-39.

In M 77-41 we concluded that the prospective candidate currently employed at the Hale Koa Hotel is not an employee of the United States and is thereby eligible to serve on a City board, commission or committee.

In M 77-43 we concluded that it is not necessary for persons doing low voltage remote control wiring for the City's sprinkler systems having an electromotive force of 24 volts to be licensed electricians under Chapter 448E, HRS, and the rules and regulations of the Department of Regulatory Agencies, relating to the board of electricians and plumbers.

In M 77-49 we concluded that while the federal government preempts regulations of public airwaves by the City, the City retains some authority to regulate transmission facilities in the interest of the advancement of the general welfare, health and safety, so long as the regulations are not contrary to, or repugnant to the federal scheme.

On the question of whether operating budget funds can be transferred from the Office of the City Clerk to the City Council by adjustment voucher, we answered in the negative in M 77-50.

The question of whether a proposed deferred compensation plan for the employees of the City and County of Honolulu may be implemented without enabling state legislation was answered in the negative in M 77-52.

In M 77-58 we concluded that the Neighborhood Commission is acting within the scope of its authority when it finds that a petition for publication of a hearing notice may be denied when the matter under consideration would, if adopted, be outside the scope and authority of the Neighborhood Board.

II. LAND ACQUISITION

This division acquires any and all interests in land by eminent domain or negotiations required for City projects; negotiates terms and conditions of any and all interests in land owned by or under the control of the City; disposes of any and all interests in land for the City; and advises various City agencies involving land matters.

Summary of Accomplishments

	<u>Backlog</u>	<u>Total Referred</u>	<u>Withdrawn Trsfd or Added</u>	<u>Total for Year</u>	<u>Number Completed</u>	<u>Pending</u>
LAND ACQUISITION						
(a) Requests	29	172	-1	200	156	44
(b) Eminent Domain Suits Filed	60	81		141	35	106
OTHER LAND CASES	25	29	-1	53	19	34
LAND COURT APPLICATIONS	8	6		14	8	6
DRAFTING	9	12	-1	20	12	8
COUNSELLING	28	175	+1	204	162	42
APPROVAL OF LAND DOCUMENTS	22	1,060		1,082	1,045	37
TOTAL	181	1,535	-2	1,714	1,437	277

An overall comparative summary of this division's assignments between the 1975-76 and 1976-77 fiscal period follows:

	<u>Year</u>	<u>Total for Year</u>	<u>Number Completed</u>
LAND ACQUISITION			
(a) Requests	1975-76	174	145
	1976-77	200	156
(b) Eminent Domain Suits filed	1975-76	109	49
	1976-77	141	35

		<u>Total for Year</u>	<u>Number Completed</u>
OTHER LAND CASES. . . .	1975-76	107	82
	1976-77	53	19
LAND COURT APPLICATIONS	1975-76	15	7
	1976-77	14	8
DRAFTING	1975-76	28	19
	1976-77	20	12
COUNSELLING	1975-76	153	125
	1976-77	204	162
APPROVAL OF LAND DOCUMENTS	1975-76	1,327	1,732
	1976-77	1,082	1,045

CATEGORIES OF LAND ACQUISITION
CASES, AREA AND AMOUNT

Real property, including easements, were acquired either through condemnation proceedings or negotiations. The total area and amount for the various categories of land acquisition through eminent domain proceedings for this 1976-77 report are as follows:

<u>Project</u>	<u>Number of Cases</u>	<u>Acres</u>	<u>Cost</u>
Park Sites	3	4.100	\$2,212,259.12
Sewer Easements	6	1.134	1,534,920.00
Flood Control and Drainage	4	3.747	261,206.00
Road Acquisitions or Street Widening	5	6.292	7,703.00
Miscellaneous Sites	<u>2</u>	<u>1.301</u>	<u>669,322.01</u>
TOTAL	<u>20</u>	<u>16.574</u>	<u>\$4,685,410.13</u>

Highlights by quarters of this division's activities for the fiscal period 1976-77 follow:

FIRST QUARTER
(July, August, September 1976)

This Division's performance at the end of the First Quarter as compared to last quarter shows no significant change, with the exception of a slight increase in the number of referrals. There were 352 new referrals as compared to 322 last quarter. The attorneys in the Land Division completed 337 assignments out of a total of 533 old and new assignments, leaving 196 assignments yet to be completed.

A comparison with prior quarter's performance is as follows:

	<u>No. Referred</u>	<u>Total Workload</u>	<u>Completed</u>	<u>Pending</u>
4th Qtr., 1975-76	322	584	403	181
1st Qtr., 1976-77	352	533	337	196

Land Acquisition

During this quarter, there were 9 eminent domain cases closed. Noteworthy are the following cases:

	<u>Area</u>	<u>Cost</u>
1. PAUAAHI PROJECT NO. HAWAII R-15, Par. A-3	12,941 s.f.	\$591,950.00
2. PIIKOI-RYCROFT MINI PARK	4,789 s.f.	163,400.00
3. HOOLULU PROJECT NO. HAWAII NO. R-11, Parcel 17-34	250 s.f.	4,005.00
4. SHERIDAN TRACT, I.D. NO. 211	38,088 s.f.	147,822.01
5. WAIALUA 2nd ELEM. SCHOOL	8.079 acres	122,396.00

In the land acquisition category, out of 12 suits filed in Court there were 8 eminent domain proceedings instituted for the KAHALUU MULTI-PURPOSE CHANNEL SYSTEM KA-1B (Watershed Protection and Flood Prevention) project for the Department of Public Works. The City deposited into Court a total sum of \$1,200,201.00 for possession of the parcels involved in the 8 suits. We expect to file 3 more complaints within a short time for the conclusion of acquisition of all of the parcels required for Phase II of the project.

The City received a favorable verdict in Civil No. 41304, C&C v. Bonded Investment Co., Ltd., an eminent domain proceeding involving the acquisition of Lots 22-36 (12.6 acres) for the expansion of MAILI BEACH PARK which was tied in the Circuit Court from July 12 - 19, inclusive. The owner claimed that the property was worth \$5.5 million or \$10.00 per square foot. The City's value was \$3.45 million (\$6.28 per square foot) or \$2,050,000 below the owner's valuation. The jury verdict was for \$3.45 million -- City's exact appraisal figure. Lots 22 - 36 were the last lots to be acquired for the MAILI BEACH PARK project which began since July 1966. The owner has appealed the Judgment to the Supreme Court and the City must now await the Supreme Court's decision on appeal.

SECOND QUARTER
(October, November, December 1976)

This Division's performance as compared to First Quarter's performance reflects an increase in workload in the land acquisition category. There were 60 new requests for condemnation which involve acquisition of parcels of land for the following projects:

1. Kuhio Avenue Widening
2. Kamooalii-Kaneohe Stream Flood Control
(Downstream Requirements)
3. Barbers Point Ocean Outfall
4. Maunawili Neighborhood Park
5. Nanakuli Interceptor Sewers
6. Nuhelewai Stream Flood Control
7. Piikoi Street Widening, (South Beretania St. to
Young St.)
8. Lilipuna Road-Kahanahou Circle Relief Drain
9. Moanalua Gardens, Unit 7 Subdivision Relief Drain.

Referrals last quarter for condemnation only totaled 17 as compared to 60 this quarter which is an increase of 43 potential eminent domain cases.

Out of a total of 547 assignments, the attorneys in the Land Division completed a total of 326 assignments, leaving 221 assignments yet to be completed. The comparative breakdown is as follows:

	<u>Backlog</u>	<u>Total Referred</u>	<u>Total Workload</u>	<u>Completed</u>	<u>Pending</u>
1st Qtr. 1976-77	181	352	533	337	196
2nd Qtr. 1976-77	196	352	547	326	221

During this quarter, some of the more significant sites acquired through eminent domain proceedings were:

	<u>Area</u>	<u>Amount</u>
1. Pauahi Project, Par. B-9	96 s.f.	\$2,000.00
2. Pauahi Project, Par. B-12	23,248 s.f.	\$932,825.00
3. Kamooalii-Kaneohe Stream Flood Control, Par. 22. . .	29,823 s.f.	
Par. 23. . .	59,031 s.f.	
Par. 24. . .	1,592 s.f.	\$117,070.00
4. Kamooalii-Kaneohe Stream Flood Control, Par. 3 . . .	7,806 s.f.	
Par. 4 . . .	28,909 s.f.	
Par. 5 . . .	8,178 s.f.	
Par. S-1 . . .	1,111 s.f.	\$100,775.00
5. Sewer Extension and Drainage System Improvements Along MAILI CHANNEL and MAIPALAOA ROAD		
Par. SD-1. . .	6,662 s.f.	
Par. P-3 . . .	5,664 s.f.	\$7,000.00

THIRD QUARTER
(January, February, March 1977)

This Division's performance as compared to Second Quarter's performance reflects an increase in workload in the land acquisition category. There were 70 new requests for condemnation as compared to 60 last quarter. The attorneys in the Land Division completed 428 assignments out of a total of 678 old and new assignments, leaving 250 assignments yet to be completed.

The comparative breakdown is as follows:

	<u>Backlog</u>	<u>Total Referred</u>	<u>Total Workload</u>	<u>Completed</u>	<u>Pending</u>
2nd Qtr. 1976-77	196	352	547	326	221
3rd Qtr. 1976-77	221	454	678	428	250

Some of the significant land acquisition cases which are being processed towards final order of condemnation are:

1. MAKIKI STREAM FLOOD CONTROL
Unit I, Parcel 104
2,718 square feet \$ 214,050
2. WAIPAHAU GARDEN PARK,
Parcels 12 and 17 125,220
3. HONOLULU DIVISION BUS MAINTENANCE
AND SERVICING FACILITY (BOWLING
CITY), Parcels 4-A (55,118 square
feet) and 5-A (8,092 square feet) 2,722,300

FOURTH QUARTER
(April, May, June 1977)

There were 25 new requests this quarter of which 15 were for the Kaneohe Sewers Improvement District Project. The attorneys in the Land Division completed 346 assignments out of a total of 623 old and new assignments, leaving 277 assignments.

The comparative breakdown is as follows:

	<u>Backlog</u>	<u>Total Referred</u>	<u>Total Workload</u>	<u>Completed</u>	<u>Pending</u>
3rd Qtr. 1976-77	221	454	678	428	250
4th Qtr. 1976-77	250	378	623	346	277

Some of the more significant sites acquired through eminent domain proceedings were:

	<u>Area</u>	<u>Amount</u>
1. Piikoi-Rycroft Mini Park Pars. 1, 2, 3, 4 and 7	53,345 s.f.	\$1,323,859.12
2. Na Pueo Park, Alewa Heights, Pars. 1 and 2	128,478 s.f.	\$ 725,000.00
3. Pauahi Project No. Hawaii R-15, Par. B-4	20,587 s.f.	\$ 521,500.00

III. TRIALS

This Division represents the City and County of Honolulu before all of the Courts in the State of Hawaii; processes and litigates personal injury and property damage claims by or against the City; seeks collections for monies owed to the City for various services rendered by the City; and represents the City in worker's compensation cases.

Summary of Accomplishments

A summary of this Division's performance follows:

	<u>Back- log</u>	<u>New Referrals and Reopened</u>	<u>With- drawn Trsfd or Added</u>	<u>Total Work- load</u>	<u>Assign- ments Completed</u>	<u>Pending</u>
CLAIMS FOR THE CITY						
Suit Level	105	49	--	154	28	126
Pre-suit Level	752	424	--	1,176	342	834
CLAIMS AGAINST THE CITY						
Suit Level	249	109	--	358	117	241
Pre-suit Level	264	303	--	567	311	256
OTHER CLAIMS OF CITY INTEREST						
Suit Level	85	59	--	144	60	84
Pre-suit Level	71	55	--	126	54	72
COUNSELLING	25	45	-6	64	42	22
DRAFTING	--	10	--	10	10	--
TOTAL	1,551	1,054	-6	2,599	964	1,635

An overall comparative summary of this Division's work performance between the 1975-76 and 1976-77 fiscal period:

		<u>Total for Year</u>	<u>Number Completed</u>
CLAIMS FOR THE CITY			
Suit Level	1975-76	120	15
Pre-suit Level		1,125	373
Suit Level	1976-77	155	28
Pre-suit Level		1,176	342
CLAIMS AGAINST THE CITY			
Suit Level	1975-76	331	82
Pre-suit Level		477	213
Suit Level	1976-77	358	117
Pre-suit Level		567	311
OTHER SUITS OF CITY INTEREST			
Suit Level	1975-76	128	43
Pre-suit Level		114	43
Suit Level	1976-77	144	60
Pre-suit Level		126	54
COUNSELLING	1975-76	66	41
	1976-77	64	42
DRAFTING	1975-76	138	138
	1976-77	10	10

This Division assisted the Counselling and Drafting Division in rendering the following services:

- (a) Counselling. 64 total requests
(Opinions, study & referred
reports, memoranda 42 requests completed
& reports and other
assignments)
- (b) Drafting 10 total requests
(Ordinances, resolutions, referred
approval of documents) 10 requests completed

Other services provided by the Trials Division:

- (a) Counsellled and advised the Police Commission, Police Department, Police Motor Vehicle Accident Board, Building Department, Building Board of Appeals, Housing Board of Appeals, Department of Civil Service (Worker's Compensation Cases) and Hawaii Public Employment Relations Board.

Following is a report on cases handled by the Trials Division for the fiscal year 1976-1977:

Supreme Court Cases

Sup. Ct. 5793, (Civ. 41835), Gomes vs. Tyau

\$150,000 suit for professional misconduct, gross carelessness of Plaintiff's rights, humiliation, etc. due to a penile wash in a rape case. Supreme Court rendered a decision in favor of the City on July 13, 1976. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

Cases Settled Out of Court

1. Civil 45283, Beauchamp, Jr. vs. Kaulu and City

\$265,000 suit for assault and battery by a police officer. Stipulation for Dismissal with Prejudice was filed on July 19, 1976. (Deputy Corporation Counsel Wesley F. Fong)

2. Civil 41306, Townsend, et al. vs. City, et al.

\$240,000 suit for personal injuries due to an automobile accident. Plaintiffs alleged that the City negligently failed to render prompt assistance, failing to send an ambulance promptly. Stipulation for Dismissal with Prejudice was filed on July 12, 1976. (Deputy Corporation Counsel Berton T. Kato)

3. Civil 46690, Browns vs. City, et al.

\$110,000 suit for personal injuries due to faulty gym set grips. Stipulation for Dismissal with Prejudice filed on July 15, 1976. (Deputy Corporation Counsel William M. Kahane)

4. Civil 43586, Hayasaka vs. Yamashiro & City

\$10,000 suit for assault and battery by a police officer. Stipulation for Dismissal with Prejudice was filed on July 14, 1976. (Deputy Corporation Counsel James E. Ross)

5. Civil 43410, Ragsac, Jr. vs. City, et al.

\$1,000,000 suit for slander, deprivation of his liberty, denial of due process of law, etc. Stipulation for Dismissal with Prejudice was filed on July 30, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

6. Civil 46129, Young vs. Miyasato & City

\$15,000 suit for personal injuries due to negligent maintenance of traffic devices. Settled out of Court for \$200.00. Stipulation for Dismissal with Prejudice filed on March 5, 1976. (Deputy Corporation Counsel William M. Kahane)

7. Civil 44435, Naki et al. vs. City

\$25,000 suit against the City and County of Honolulu for assault and battery by a police officer. Offer of Judgment As to Defendant City and County of Honolulu was filed January 14, 1976 and Acceptance of Offer of Judgment was filed January 22, 1976 for the amount of \$2,500. Judgment was filed February 17, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

14. Civil 46351, Young et al. vs. City

\$10,000 suit for personal injuries sustained at a City park. Settled out of Court for \$1,000. Stipulation for Dismissal with Prejudice filed July 31, 1976. (Deputy Corporation Counsel James E. Ross)

15. Civil 44553, Pettersons vs. Fung, Yuen and City

\$30,000 suit for assault and battery by police officers. Settled for \$1,250. Stipulation for Dismissal with Prejudice filed May 21, 1976. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

16. Civil 37924, Orso vs. Chung, Moon, Young and Kaaa

\$450,000 suit for compensatory damages, false arrest, false imprisonment, malicious prosecution, abuse of process and defamation of character. Stipulation for Dismissal with Prejudice filed July 12, 1976. (Deputy Corporation Counsel Richard D. Wurdeman)

17. Civil 44608, Teradas & Hokes vs. Board of Water Supply

\$352,000 suit against the Board of Water Supply for property damages due to the water mains. Settled out of Court for \$1,650. Stipulation for Dismissal with Prejudice filed on June 28, 1976. (Deputy Corporation Counsel Berton T. Kato)

18. Civil 36611, Edwards vs. City

\$50,000+ suit for assault and battery by police officers. Stipulation for Dismissal with Prejudice filed on July 31, 1976. (Deputy Corporation Counsel William M. Kahane)

19. Civil 46370, Grace vs. City

\$50,000 suit for assault and battery by a police officer. Settled out of Court for \$500. Stipulation for Dismissal with Prejudice filed July 14, 1976. (Deputy Corporation Counsel William M. Kahane)

8. Civil 45998, Miyasaki vs. City

\$25,000 suit for personal and property damages due to the negligent operation of a motor vehicle by an employee of the City and County of Honolulu. Stipulation for Dismissal without Prejudice was filed May 18, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

9. Civil 46246, Hernandez et al. vs. City, et al.

\$5,000 suit for personal and property damages due to a collapsed sewer manhole cover which allegedly caused an accident. Stipulation for Dismissal with Prejudice filed on June 3, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

10. Civil 44436, Hassard vs. City

\$15,000 suit for assault and battery by police officers. Order of Dismissal filed on July 2, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

11. U.S. Civ. 75-0062, Naki et al. vs. City

\$30,000 suit for assault and battery by a police officer. Settled out of Court for \$2,500. Stipulation for Dismissal with Prejudice filed on June 7, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

12. Civil 44434, Rucker vs. City

\$35,000 suit for assault and battery by police officers. Settled out of Court for \$10,000. Stipulation for Dismissal with Prejudice filed July 29, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

13. Civil 44873, Egami et al. vs. Kawamura, et al.

\$5,000 suit brought by Plaintiffs who are and were residents and owners of a parcel of land in the "Woodland Tract". Property damages due to negligent construction of storm drain or sewer drain. Settled for \$1,000. Stipulation for Dismissal with Prejudice filed June 16, 1976. (Deputy Corporation Counsel Berton T. Kato)

20. U.S. Civ. 75-0063, Rucker vs. Ahina

\$60,000 suit for assault and battery by police officers. Settled out of Court for \$2,000. Stipulation for Dismissal with Prejudice filed July 12, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

21. Civil 42149, Doctor Nui Loa Price vs. Hilton-Burns Hotels Co. Inc. et al.

\$1,000 suit for assault and battery by a police officer. Stipulation for Dismissal with Prejudice filed on June 23, 1976. (Deputy Corporation Counsel James E. Ross)

22. Civil 39590, Decano vs. Keala, et al.

\$100,000+ suit for improper activities of various police officers. Settled out of Court for \$850. Stipulation for Dismissal with Prejudice filed July 23, 1976. (Deputy Corporation Counsel William M. Kahane)

23. Civil 46022, Ordway vs. City and John Doe I and U.S. Civil 75-342, Ordway vs. City

\$100,000 suit for assault and battery by a police officer. Both cases settled out of Court for \$5,000. In Civil 46022 a Dismissal of Complaint without Prejudice was filed on October 17, 1975. In U.S. Civil 75-342, a Stipulation for Dismissal with Prejudice was filed on April 1, 1977 in the U.S. District Court for the District of Hawaii. (Deputy Corporation Counsel Adrienne Sepaniak)

24. Civil 44751, Aquinos vs. City and Does XX

\$100,000 suit for assault and battery by police officers. Settled out of Court for \$2,500. Stipulation for Dismissal with Prejudice filed on February 25, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

25. Civil SCD76-548, Yamachika vs. City and Lau

A Third-Party Complaint for \$4,980 against the City and County of Honolulu and Howard Y. H. Lau. The suit arose out of an automobile accident. A Stipulation for Dismissal without Prejudice was filed by Defendant and Third-Party Plaintiff on February 23, 1977. (Deputy Corporation Counsel C. William Chikasuye)

26. Civil No. 43793, Ching vs. Wong vs. City and State

A Third-Party Complaint against the City and County of Honolulu and the State of Hawaii. The \$75,000 suit arose out of a pedestrian/automobile accident. A Stipulation for Dismissal with Prejudice was filed February 1, 1977 by Defendant and Third-Party Plaintiff. (Deputy Corporation Counsel Robert E. St. Sure)

27. Civil 45424, White vs. City

\$50,000 suit for assault and battery by police officers. Settled out of Court for \$1,000. Stipulation for Dismissal with Prejudice was filed on April 5, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

28. Civil 48422, Miller vs. City & Ishihara

\$65,000 suit for assault and battery by a police officer. Settled out of Court for \$2,250. Stipulation for Dismissal with Prejudice was filed May 26, 1977. (Deputy Corporation Counsel Charles A. Viviano)

29. Civil 50545, Martinez-Roura, Jr. et al. vs. City and Harada

\$35,000 suit for assault and battery by a police officer. Settled out of Court for \$2,500. Stipulation for Dismissal with Prejudice filed on May 26, 1977. (Deputy Corporation Counsel Randolph R. Slaton)

30. Civil P76-438 (Civ. 48850), Kaye vs. City

A District Court case which was appealed to the Circuit Court level and later remanded back to the District Court level by Stipulation and Order for Remand filed on August 31, 1976. \$5,000 suit for personal injuries. Settled out of Court for \$1,250. Stipulation for Dismissal with Prejudice was filed on December 30, 1976. (Deputy Corporation Counsel C. William Chikasuye)

31. Civil 45173, Jordan vs. City

\$125,000 suit for personal injuries when Plaintiff tripped and fell on the roadway. Settled out of Court and authorized by the City Council per CR No. 20 dated February 9, 1977 for \$60,000. Stipulation for Dismissal with Prejudice was filed on June 3, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

32. Civil 47884, Ceria vs. City, et al.

\$30,000 suit for assault and battery by police officers. Settled out of Court for \$250. Stipulation for Dismissal with Prejudice was filed on April 20, 1977. (Deputy Corporation Counsel Wesley F. Fong)

33. Civil 49007, Bush vs. City, Brooks and Young

\$50,000 suit for assault and battery by police officers. Settled out of Court for \$1,000. Stipulation for Dismissal with Prejudice was filed on December 28, 1976. (Deputy Corporation Counsel C. William Chikasuye)

34. Civil 41370, Whang vs. City

\$250,000 suit for assault and battery by a police officer, false arrest, and false imprisonment. Settled out of Court for \$1,500. Stipulation for Dismissal with Prejudice was filed on February 24, 1977. (Deputy Corporation Counsel Wesley F. Fong)

35. Civil 47162, Bowden vs. City, et al.

\$125,000 suit for assault and battery by police officers. Settled out of Court for \$900. Stipulation for Dismissal with Prejudice was filed on April 28, 1977. (Deputy Corporation Counsel James E. Ross)

36. Civil 45731, Agustin vs. City, Jaus, et al.

\$175,000 suit for illegal entry, illegal search and assault and battery by police officers. Settled out of Court for \$3,500. Stipulation for Dismissal with Prejudice was filed on May 2, 1977. (Deputy Corporation Counsel Wesley F. Fong)

37. Civil 50082, City vs. Aguiar, Jr.

Complaint for Injunction ordering the Abatement of a Public Nuisance was filed December 2, 1976 and an Order to Show Cause hearing was held on December 27, 1976. Stipulation for Dismissal with Prejudice was filed on December 28, 1976. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

38. Civil 45016, Ausenbaum vs. Tamanaha, et al.

\$53,051.83 suit for assault and battery by a police officer. Settled out of Court for \$4,000. Stipulation for Dismissal with Prejudice was filed on November 26, 1976. (Deputy Corporation Counsel Samuel P. King, Jr.)

39. Civil 43829, Benson vs. Yamashiro, et al.

\$201,190 suit for false arrest by a police officer. Settled out of Court for \$250. Stipulation for Dismissal with Prejudice was filed November 30, 1976. (Deputy Corporation Counsel Berton T. Kato)

40. Civil 43430, Key vs. Kane and City

\$33,500 suit for assault and battery by a police officer. Settled out of Court for \$850. Stipulation for Dismissal with Prejudice was filed on January 6, 1977. (Deputy Corporation Counsel Berton T. Kato)

41. Civil 46035, Manby vs. Kepa and City

\$55,000 suit for assault and battery by a police officer. Settled out of Court for \$2,500. Stipulation for Dismissal with Prejudice was filed on December 3, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

42. Civil 45175, Perezs vs. Morimoto, et al.

\$125,000 suit for false arrest by a police officer. Settled out of Court for \$150. Stipulation to Dismiss was filed on December 13, 1976. (Deputy Corporation Counsel Wesley F. Fong)

43. Civil 44904, Phillips, Jr. vs. City, et al.

\$50,000+ suit for assault and battery by a police officer. Settled out of Court for \$2,000. Stipulation for Dismissal with Prejudice filed on December 6, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

44. Civil 37763, Rutgers, a minor by his next friend Lahi Gillette and Guy Gillette vs. State vs. City and Kahele, Jr.

Suit for personal injuries sustained by a minor arising out of an auto-pedestrian collision. Alleged negligence on the part of the City for improper training and supervision of JPOs. Settled out of Court for \$45,000. Stipulation for Dismissal with Prejudice and Order filed on November 16, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

45. Civil 45742, Tsuji vs. Jack Endo Elec. Inc.; City and Does

\$3,300 suit for personal injuries sustained by a protruding metal from a light pole base. Settled by insurance carrier for Jack Endo. Stipulation for Dismissal with Prejudice filed on July 7, 1976. (Deputy Corporation Counsel Berton T. Kato)

46. Civil 41453, Pacheco vs. City, et al.

\$850,000 suit for assault and battery by police officers. Stipulation for Dismissal with Prejudice was filed on January 26, 1977. (Deputy Corporation Counsel Adrienne Sepaniak)

47. Civil 43573, Honolulu Medical Group Partnership, et al. vs. Killingsworth, Brady & Sutter, Inc. et al.

\$250,000 suit for property damages due to an overflow of a storm drain. Settled out of Court for \$22,500. Stipulation for Dismissal with Prejudice was filed on June 8, 1976. (Deputy Corporation Counsel Berton T. Kato)

48. Civil 49308, Slom, et al. vs. Levy and City

\$29,010.46 suit for death claim due to an accident. Settled out of Court for \$2,500. Stipulation for Dismissal with Prejudice prior to trial date being set was filed on March 15, 1977. (Deputy Corporation Counsel C. William Chikasuye)

49. Civil 44488, Oshiro vs. Business Invest. Ltd., et al.

\$500,000 suit for personal injuries when Plaintiff fell into an open ditch. Settled out of Court for \$750.00. Stipulation for Dismissal with Prejudice was filed March 9, 1977. (Deputy Corporation Counsel Berton T. Kato)

50. Civil 46848, Kahanu vs. City and Kaalele

\$200,000 suit for assault and battery by a police officer. Stipulation for Dismissal without Prejudice was filed on March 3, 1977. (Deputy Corporation Counsel James E. Ross)

51. Civil 48116, Song vs. City

\$60,000 suit for personal injuries due to pot holes and cracks in the road. Settled out of Court for \$6,000. Stipulation for Dismissal with Prejudice filed on March 16, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

52. Civil 45354, Hunt vs. City and Does

\$30,000 suit for assault and battery by police officers. Stipulation for Dismissal without Prejudice was filed on February 11, 1977. Plaintiff left the jurisdiction and is unable to locate. (Deputy Corporation Counsel James E. Ross)

53. Civil 49839, Games International Inc. vs. City

\$5,000 suit for replacement costs and lost of rental income from crap tables. Settled out of Court for \$600. Stipulation of Dismissal with Prejudice was filed on March 2, 1977. (Deputy Corporation Counsel Wesley F. Fong)

54. Civil 46729 (Civ. H75-4601), Brown vs. City

\$5,000 suit for false arrest by a police officer. A Notice of Proposed Dismissal was filed on January 24, 1977 and thereafter the Court filed an Order of Dismissal. (Deputy Corporation Counsel Robert E. St. Sure)

55. Civil 47685, Midro vs. City

\$25,000 suit for personal injuries when Plaintiff was struck in the ear by a stream of water negligently and carelessly discharged from a fire hose. Settled out of Court for \$1,615.34. Stipulation for Dismissal with Prejudice was filed on March 8, 1977. (Deputy Corporation Counsel James E. Ross)

56. Civil 46102, De Mark vs. City, et al.

\$100,000 suit for personal injuries sustained by a golf ball from the Ted Makalena Golf Course. Settled out of Court for \$5,000. Stipulation for Dismissal with Prejudice was filed on March 7, 1977. (Deputy Corporation Counsel Adrienne Sepaniak)

57. Civil 37922, Omizo vs. City, et al.

\$100,000 suit for personal injuries sustained when Plaintiff tripped and fell because of a raised metal gutter. Settled out of Court for \$2,500. Stipulation for Dismissal with Prejudice was filed on February 24, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

58. Civil 37746 (Sup.Ct. 5789), Pereas vs. City, et al.

\$200,000 suit for assault and battery by police officers. Settled out of Court for \$1,206.80. Stipulation for Dismissal with Prejudice was filed on March 24, 1977. (Deputy Corporation Counsel James E. Ross)

59. U.S. 75-0315, Simmons vs. Circuit Court, First Circuit, et al.

\$33,600 suit against Defendants for imposing requirements for documents regarding vehicle registration. Judgment filed December 11, 1975 dismissing Plaintiff's Complaint and action. (Deputy Corporation Counsel Robert E. St. Sure)

60. Civil 42397, Hui Malama Aina O Ko'Olau vs. City, et al.

Suit filed for Preliminary and Permanent Injunction to exclude H-3 from existing General Plan. Stipulation to Dismiss was filed July 7, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

61. Civil 48744, Buells et al. vs. City Council, et al.

Suit filed regarding the criminal investigation of the Kukui Plaza Urban Renewal Project. Order Dismissing Complaint filed on August 10, 1976. (Deputy Corporation Counsel William M. Kahane)

62. Civil 44597, Beothys vs. City

\$80,000 suit for personal injuries sustained by Plaintiff Benjamin Beothy when he fell by reason of a hole in the sidewalk. Settled out of Court for \$500. Stipulation for Dismissal with Prejudice was filed on August 30, 1976. (Deputy Corporation Counsel Samuel P. King, Jr.)

63. Civil 44805, Dodo vs. City

\$5,000 suit for personal injuries sustained when Plaintiff slipped and fell on a heavy bench at the Ala Wai Golf Course. Settled out of Court for \$1,000. Stipulation for Dismissal with Prejudice was filed on September 24, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

64. Civil 45254, Fernandez vs. City, et al.

\$150,000 suit for assault and battery by police officers. Settled out of Court for \$1,329.06. Stipulation for Dismissal with Prejudice was filed on November 11, 1976. (Deputy Corporation Counsel James E. Ross)

65. Civil 42731, Hannemanns vs. Pritchett and City

\$800,000+ suit for assault and battery by a police officer. Settled out of Court for \$10,000. Stipulation for Dismissal with Prejudice was filed on November 15, 1976. (Deputy Corporation Counsel William M. Kahane)

66. Civil Nos. 39631 and 39344, Kurakake vs. City

\$25,000 suit for a death claim alleging that the Defendant City negligently established, maintained, operated and controlled the traffic lights on Waiialae Avenue. Settled out of Court for \$12,500. Stipulation for Dismissal with Prejudice was filed on October 18, 1976. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

67. Civil 43887, Kurisaki vs. City

\$50,000 suit for assault and battery by a police officer. Settled out of Court for \$750. Stipulation for Dismissal with Prejudice as to Defendant City was filed on August 31, 1976. (Deputy Corporation Counsel James E. Ross)

68. Civil 34829, Lee, et al. vs. Silva, et al.

\$125,000+ suit for negligent conduct of a police officer directing traffic which allegedly caused an accident. Settled out of Court for \$14,000. Stipulation for Dismissal with Prejudice was filed on April 2, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

69. Civil 48246, Snook vs. City, et al.

\$1,600,000 suit for failure of government employees to render assistance when Plaintiff was assaulted by persons unknown. Stipulation for Dismissal without Prejudice was filed on October 26, 1976. (Deputy Corporation Counsel John R. Williams)

70. Civil 45601, State of Hawaii vs. City

\$16,863.16 reimbursement for payment on a Judgment against the State in Civil 34199, Asato, et al. vs. Matsuda, et al. Dismissal and Order was filed on October 5, 1976. (Deputy Corporation Counsel James E. Ross)

71. Civil 43778, Tapat vs. City, et al.

\$75,000 suit for assault and battery by police officers. Stipulation for Dismissal with Prejudice was filed on September 24, 1976. (Deputy Corporation Counsel Wesley F. Fong)

72. Dist. Court No. H76-1323, Teixeira vs. City

\$391.15 suit for property damages to Plaintiff's car due to a hole in the road. Settled out of Court for \$200.00. Stipulation for Dismissal with Prejudice filed on August 13, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

73. Civil 39917, Ward vs. City, et al.

\$100,000 suit for assault and battery by police officers. Stipulation for Dismissal with Prejudice was filed on June 23, 1976. (Deputy Corporation Counsel John R. Williams)

74. Civil 46211, Witeck vs. Geolina and City

\$50,000 suit for assault by a police officer. Settled out of Court for \$2,500. Stipulation for Dismissal with Prejudice was filed on November 5, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

75. Civil 45700, Young vs. City and Karratti

\$175,000 suit for assault by a police officer. Settled out of Court for \$7,500. Stipulation for Dismissal with Prejudice was filed on November 16, 1976. (Deputy Corporation Counsel James E. Ross)

Trials

1. Civil 43830, Gomes, Jr. vs. Lee, et al.

\$250,000 suit for assault and battery by police officers. Jury trial was held on February 1, 1977 before the Honorable Hiroshi Kato. There was a verdict against the City in the amount of \$800 general damages and \$64.07 specials. A Judgment was filed on February 15, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

2. Civil 43870, Mau vs. City and Seminara

\$150,000 suit for assault and battery by a police officer. Jury trial was held on March 21, 1977 before the Honorable Yasutaka Fukushima. A Jury verdict was returned in favor of the City and Seminara and against the Plaintiff. Judgment was filed on March 21, 1977. (Deputy Corporation Counsel Adrienne Sepaniak)

3. Civil 47619, Lii, Jr. vs. City

\$25,000 suit for intentional infliction of emotional distress. Trial was held before the Honorable Yasutaka Fukushima and jury on February 11, 1977. The jury rendered its verdict in favor of Plaintiff Josiah Lii, Jr. and against the Defendant City and County of Honolulu in the amount of \$3,000. Judgment against the City and County of Honolulu was filed on February 24, 1977. (Deputy Corporation Counsel Samuel P. King, Jr.)

4. Civil 44204, Arakaki vs. City, et al.

\$350,000 suit for assault and battery by police officers. Trial was held on March 28 and 29, 1977 before the Honorable Yasutaka Fukushima and jury. Verdict was returned in favor of Plaintiff Masamitsu Arakaki and against Defendants Russell Harada and the City and County of Honolulu in the amount of \$5,430 in general and special damages against the City and County of Honolulu and \$250 in punitive damages against Defendant Russell Harada. Judgment was filed on April 13, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

5. Civil 45640, Perkins and Stull vs. City

\$20,000 suit for assault and battery by police officers. Jury trial was held before Judge Harold Shintaku on January 6, 1977. Judgment against the City for \$75 plus \$298.44 costs in favor of Plaintiff Paul Perkins was filed on January 21, 1977. As to Plaintiff William Stull, it was a compromise settlement of \$300. (Deputy Corporation Counsel Robert E. St. Sure)

6. Civil 44643, McKinney, et al. vs. City

\$270,000 suit for property damages due to negligence of the City and County of Honolulu in failing to properly carry out its responsibilities of insuring that the gate valve was open and required to be so open when heavy rains were forecast for the Island of Oahu. The City constructed a gate valve in order to prevent water from high surf from washing back up a ditch. Jury trial was held on January 10, 1977 before Judge Yasutaka Fukushima. A jury verdict was returned in open court on January 11, 1977 in favor of Defendant City and County of Honolulu and against all Plaintiffs. Judgment was filed on January 21, 1977. (Deputy Corporation Counsel James E. Ross)

7. Civil 48072, City vs. State Savings & Loan Association, et al.

Complaint for Interpleader and Declaratory Relief was filed on April 19, 1976 restraining any action against Plaintiff for the recovery of \$1,058.64. Trial was held on November 18, 1976 and judgment was entered in favor of Defendants and that the City and County of Honolulu be released from each and every claim made by the Defendants. (Deputy Corporation Counsel Wesley F. Fong)

8. Civil 41865, Terlep vs. Karratti, Peterson, Does I-IV and City

\$150,000 suit for assault and battery by police officers. Trial was held before the Honorable Hiroshi Kato and the jury returned its verdict on August 25, 1976 in favor of Defendants Lloyd Karratti and the City and County of Honolulu and against Plaintiff Dale Dennis Terlep. Judgment in this matter was filed on September 21, 1976. (Deputy Corporation Counsel Berton T. Kato)

9. Civil 45383, Cleaver vs. City, Luke, Heleloa & Does

\$250,000 suit for assault and battery by police officers. Jury trial was held on January 12, 1977 and a verdict of the jury returned on January 13, 1977. Thereafter Judgment in favor of Defendants City, Leonard Luke and Lorrin Heleloa and against Plaintiff Gary G. Cleaver was filed on February 17, 1977. (Deputy Corporation Counsel Adrienne Sepaniak)

10. Civil 46165, Cypriano vs. City, et al.

\$50,000 suit for assault and battery by police officers. Jury trial was held on January 17, 1977 and the jury returned a verdict on January 18, 1977 in favor of the Plaintiff in the amount of \$5,000 plus costs of \$712.50 for a total of \$5,712.50 against the Defendant City. Judgment was filed on February 1, 1977. (Deputy Corporation Counsel Randolph Slaton)

11. Civil 47389, Scott, Sr. vs. City

\$25,000 suit for assault and battery by a police officer. Jury trial was held on January 19, 1977 and the jury rendered its verdict in favor of Plaintiff James L. Scott, Sr. and against Defendant City and County of Honolulu in the amount of \$10,000. Judgment was filed on February 3, 1977. (Deputy Corporation Counsel Adrienne Sepaniak)

12. Civil 44230 (Sup.Ct. No. 6122), Ikeda vs. City

\$195,000 suit for assault and battery by police officers. A trial was held on December 15, 1976 before the Honorable John C. Lanham. Judgment against the City in the amount of \$9,299 was filed on December 27, 1976. (Deputy Corporation Counsel James E. Ross)

13. Civil 42839, Kahalewais vs. Willis, Ledward and City

\$550,000 suit for assault and battery by police officers. Jury trial was held before the Honorable Harold Y. Shintaku and on February 4, 1977 the jury returned a verdict in favor of Defendants John L. Willis, Jr. and the City and County of Honolulu and against the Plaintiff. Judgment was filed on February 15, 1977. (Deputy Corporation Counsel Wesley F. Fong)

14. Civil 46715, Karratti vs. City and Young

Complaint for Declaratory Judgment was filed on November 13, 1975 and served on the City and County of Honolulu on November 14, 1975. Defendant City was obligated to defend and pay any judgment against Plaintiff arising out of claims asserted in Civil 45700, Young vs. City. The matter went on for trial on August 31, 1976 before the Honorable Yasutaka Fukushima. Judgment against the City was filed on September 13, 1976. (Deputies Corporation Counsel James E. Ross and William M. Kahane)

15. Civil 36017, Low vs. City, et al.

\$50,000 suit for assault and battery by police officers. This matter came on for trial on the 5th and 6th of February, 1976 before the Honorable Arthur S. K. Fong. Judgment against the City in the amount of \$500 was filed on June 1, 1976. (Deputy Corporation Counsel William M. Kahane)

16. Civil 44356, Manners vs. City, et al.

\$5,000 suit for assault and battery by police officers. Jury-waived trial was held on January 14, 1976 before the Honorable Hiroshi Kato. Judgment in favor of the Defendants was filed on March 9, 1976. (Deputy Corporation Counsel George T. Aoki)

17. Civil 43967, Ravelo vs. City, et al.

\$101,040.56 suit for assault by a police officer. Jury trial was held and the jury returned a verdict in favor of Defendants John L. Willis, Jr. and the City and County of Honolulu. Judgment was filed on September 1, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

18. S.P. No. 4165, City Council vs. Fasi, et al.

An Application for an Order Requiring Compliance with Subpoena was filed on July 29, 1976 by Applicant, City Council of the City and County of Honolulu, by its Special Committee of the Whole to Investigate the Kukui Plaza Urban Renewal Project. This matter came on before the Court on August 11, 1976 before the Honorable Norito Kawakami. An Order Enforcing Subpoena was filed on August 25, 1976. (Deputy Corporation Counsel Wesley F. Fong)

19. Civil 45274, Beauchamp, Sr. vs. Ornellas and City

\$30,000 suit for assault and battery by a police officer. Jury trial was held May 13, 1976 and the jury returned its verdict on May 14, 1976 in favor of Ornellas and the City. Judgment was filed on July 19, 1976. (Deputy Corporation Counsel Wesley F. Fong)

20. Civil 37487, Kessler vs. Leslie vs. City

\$245,000+ suit for personal injuries sustained as a result of a traffic accident. Jury trial was held before the Honorable John C. Lanham on February 27, 1976. The jury returned a verdict in favor of the City on February 27, 1976 and a Judgment was filed on March 16, 1976. (Deputy Corporation Counsel Berton T. Kato)

21. Civil 47694, Donahoe, dba Donahoe Plumbing vs. City

\$2,278.66 suit for damages as to the extent of time and money spent digging and failing to find the sewer connections pursuant to information provided by the City. Jury trial was held before the Honorable Yasutaka Fukushima on June 28, 1976 and on June 29, 1976, the jury returned its verdict in favor of the City. Judgment was filed on July 8, 1976. (Deputy Corporation Counsel Samuel P. King, Jr.)

22. Civil 46238, Kanekoas vs. City

\$55,000 suit for unlawful search, false arrest, assault, etc. by police officers. Jury-waived trial was held before the Honorable Toshimi Sodetani on June 22, 1976. Judgment against the City in the amount of \$2,253.14 was filed on July 22, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

23. Civil 44272, Knaus vs. City

\$100,000 suit for assault and battery by a police officer. Jury trial was held before the Honorable Harold Y. Shintaku on June 16, 1976. Jury returned a verdict against the City for a total of \$10,392.60. Judgment was filed on June 28, 1976. (Deputy Corporation Counsel William M. Kahane)

24. Civil 44442, Sereno vs. Esposito and City

\$175,000 suit for wrongful cancellation of HIC Contract. Jury trial was held before the Honorable Yasutaka Fukushima on May 20, 1976. Upon the closing of Plaintiff's case, Defendants Esposito and the City moved for a directed verdict. Said motion was granted and an Order Granting Directed Verdict was filed on June 1, 1976. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

25. Civil 45779, Bungo aka Gieson vs. City

\$100,000 suit for assault and battery by police officers. Jury trial was held before the Honorable Yasutaka Fukushima on July 7, 1976. The jury returned a verdict in favor of the City on July 8, 1976. Judgment was filed on July 20, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

Motion for Summary Judgment

1. Civil 49202, Monteilth vs. City

A Class action suit on behalf of all other members of the City and County Honolulu Police Department for compensation for undergoing medical re-evaluation while on duty. Defendant City filed a Motion for Summary Judgment on January 7, 1977 and said Motion was heard on March 22, 1977 before the Honorable Arthur S. K. Fong. Motion was granted as a matter of law and an Order Granting Motion for Summary Judgment was filed on April 13, 1977. (Deputy Corporation Counsel Francis M. Nakamoto)

2. Civil 44018, Bell vs. City & State and State vs. Chongs

\$3,913.55 suit for personal injuries when claimant tripped and fell over a broken section of a sidewalk. A Motion for Judgment on the Pleading was filed on October 27, 1976 and said Motion was heard on November 18, 1976 before the Honorable Norito Kawakami. Motion was granted and an Order was filed on May 4, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

3. Civil 36992, Kekaulike vs. Young, Jr. vs. City

\$60,000 suit brought by Plaintiff and a Third-Party Complaint was filed against the City and County of Honolulu arising out of a collision of two automobiles involving a police officer. A Motion to Dismiss was filed on April 24, 1974 by the Third-Party Defendant City and County of Honolulu and said motion was granted. An Order was filed on May 15, 1974. (Deputy Corporation Counsel Robert M. Rothwell)

4. Civil 48965, Ferneau vs. City

\$100,000 suit for wrongful arrest and seizure of property without a warrant or justification. A Motion for Summary Judgment was filed by Plaintiff's attorney on December 6, 1976 and said Motion was granted. An Order Requiring Return of Plaintiff's property was filed on December 27, 1976. Thereafter a Stipulation for dismissal with Prejudice was filed on January 6, 1977. (Deputy Corporation Counsel C. William Chikasuye)

5. Civil 44052, Roberts v. Kaonohi; City; Does 1-5; Jane Does 1-5; et al.

\$100,000 suit for injuries sustained as a result of an automobile accident. Motion for Summary Judgment was filed by counsel for insurer, Liberty Mutual Insurance Company for the Defendants on June 23, 1976 and an Order Granting Motion for Summary Judgment and Dismissing Complaint with Prejudice was filed on August 2, 1976. (Attorney for insurance company, Wayne M. Sakai)

6. Civil 41604, Cacholas vs. Herbert K. Horita Realty, Inc., et al.

Suit for negligent inspection of real estate and issuance of building permits. Motion for Summary Judgment was filed on November 18, 1976. An Order Granting Motion for Summary Judgment was signed by Judge Norito Kawakami and filed on December 13, 1976. (Deputy Corporation Counsel Berton T. Kato)

7. Civil 45387, De Los Santos, Sr. et al. vs. State and City and City vs. Miranda and Miranda vs. State

\$500,000 suit for personal injuries arising out of an automobile accident. Plaintiffs alleged negligence in failing to properly inspect, locate, relocate, construct and maintain the intersection. Motion for Summary Judgment was filed by both the State and City. An Order Granting Summary Judgment was filed on January 4, 1977. (Deputy Corporation Counsel Robert E. St. Sure)

8. Civil 46161, Okadas vs. Fong, Jr. and City

\$100,000 suit for personal injuries sustained at Waialae Beach Park by men playing football. Alleged negligence and carelessness in permitting Defendant Fong to throw, cast, catch or kick a football at said park. Motion to Dismiss Third-Party Complaint was filed on August 17, 1976 and said Motion was granted. An Order Dismissing Third-Party Complaint was filed on October 18, 1976. (Deputy Corporation Counsel James E. Ross)

9. Civil 45209, Williams, et al. vs. City, et al.

\$2 million suit for a death claim due to negligence of police officers. Motion for Summary Judgment was filed on September 9, 1976 and heard before Judge Norito Kawakami on October 6, 1976. Said Motion was granted and an Order Granting Defendants' Motion for Summary Judgment was filed on October 27, 1976. (Deputy Corporation Counsel John R. Williams)

10. Civil 48934, Faulkner vs. Leeward Auto Wreckers, Inc. and Leeward Auto Wreckers, Inc. vs. Dept. of Transportation and HPD

\$10,000 suit for application for an Ala Wai berth. Defendant Department of Transportation filed a Motion for Summary Judgment and the City filed a Joinder of Motion for Summary Judgment on February 14, 1977. Said Motion was granted, an Order Granting Motion for Summary Judgment was filed on March 9, 1977. (Deputy Corporation Counsel Wesley F. Fong)

11. Civil 47634, Whang and Kakuno vs. City, et al.

\$125,000 suit for assault and battery by police officers. Motion to Compel Answers to Interrogatories and for Sanctions or in the Alternative for Dismissal of the Complaint with Prejudice was filed on February 3, 1977. Said Motion was heard before the Honorable Arthur S. K. Fong on February 15, 1977 and granted. An Order Granting Motion to Dismiss was filed on March 8, 1977. (Deputy Corporation Counsel Charles A. Viviano)

12. Civil 42803, Baclaan vs. City, et al.

\$100,000+ suit for false arrest, imprisonment, malicious conduct, and mental distress as a result of an arrest for possession of a firearm or ammunition. Motion for Summary Judgment by Defendants was filed on July 13, 1976 and an Order Granting Motion for Summary Judgment was filed on November 4, 1976. (Deputy Corporation Counsel William M. Kahane)

13. Civil 48804, Burgesses vs. Adams, et al.

\$3,250,000 suit for negligent issuance of motorcycle helmets thereby contributing to the injuries sustained on or about July 20, 1974. Motion for Judgment on the Pleadings was filed on August 3, 1976. An Order Granting Defendant City's Motion for Judgment on the Pleadings was filed on October 25, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

14. Civil 44997, Hawaiian Heritage Manufacturing Jewelers, Inc. vs. Kaiser Aetna, et al.

\$43,052.56 suit for negligence of the Defendants when persons unknown entered the Plaintiff's store. Defendant City filed a Motion for Summary Judgment on August 6, 1976. An Order Granting Motion for Summary Judgment was filed on September 8, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

15. Civil 48571, Johnsons vs. Suehiro, Blair and City

\$2,750,000 suit for death claims due to an accident. Motion for Judgment on the Pleadings was filed by Defendants David Blair and the City and County of Honolulu on July 29, 1976. Said Motion was heard before Judge Norito Kawakami on August 26, 1976 and an Order was filed on September 13, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

16. Civil 48572, Souza, et al. vs. Suehiro, et al.

\$5,000,000 suit for death claims due to an accident. Motion for Judgment on the Pleadings was filed by Defendants David Blair and the City and County of Honolulu on July 29, 1976. Said Motion was heard before Judge Norito Kawakami on August 26, 1976 and an Order was filed on September 13, 1976. (Deputy Corporation Counsel Robert E. St. Sure)

17. Civil 42744, Orso, vs. Kekumano

\$200,000+ suit for defamation of character and statements made by former Chairman of the Police Commission. Order of Dismissal was filed on August 27, 1976 after Plaintiff failed to comply with the conditions contained in the Court's denial of the Motion to Dismiss. (Deputy Corporation Counsel John R. Williams)

18. Civil 48544, SHOPO vs. City, et al.

A Complaint for Declaratory Judgment was filed on June 10, 1976 by Plaintiff regarding examinations, promotions, etc. of officers. Motion for Summary Judgment was filed on behalf of the Defendants on August 17, 1976 and said motion was granted. An Order Granting Defendants' Motion for Summary Judgment was filed on August 26, 1976. (Deputy Corporation Counsel Francis M. Nakamoto)

19. S. P. No. 4127, In the Matter of Presentment of Evidence Pertaining to Kukui Plaza Investigation before the January, 1976 Grand Jury of this Court

A Motion for Disqualification or in the Alternative for an Order Directing the City and County of Honolulu Prosecutor to First Seek the Opinion of the Disciplinary Board of the Hawaii Supreme Court as to his Capacity to Undertake Presentation Before the Grand Jury was filed by the Attorney General on June 7, 1976. An Order Granting Motion for Disqualification was signed by Judge Yoshimi Hayashi and filed on July 29, 1976. (Deputy Corporation Counsel William M. Kahane)

20. Civil 44186, Taniguchi et al. vs. City, et al.

Preliminary and Permanent Injunction restraining Defendants from doing any act with respect to cluster development. Stipulation for Dismissal with Prejudice and Order filed on December 10, 1976. (Deputy Corporation Counsel Adrienne Sepaniak)

IV. FAMILY SUPPORT

This Division is engaged in the enforcement of support for children and spouses in four types of family court proceedings; namely, actions to 1) establish paternity and secure support for children born out of wedlock; 2) enforce support under the Uniform Reciprocal Enforcement of Support Act; 3) initiate contempt proceedings to enforce orders for child support and spousal orders in matrimonial cases (divorce and or separation); and 4) enforce support during marriage.

Under a contract entered into between the Department of Corporation Counsel and the State of Hawaii Department of Social Services and Housing, pursuant to Public Law 93-647, this Division acts as the support enforcement agency to perform the above-noted services. Seventy-five percent of the cost of these services is being compensated by the Federal Government.

Summary of Accomplishments

A summary of this Division's performance follows:

	<u>Back- log</u>	<u>New Referrals and Reopened</u>	<u>With- drawn Trsf'd or added</u>	<u>Total Work- load</u>	<u>Assign- ments Completed</u>	<u>Pending</u>
PATERNITY CASES	442	726	--	1,168	393	775
UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT CASES	726	1,038	--	1,764	840	924
ORDERS TO SHOW CAUSE-- DIVORCE CASES	300	356	--	656	101	555
SEPARATION CASES	74	242	--	316	90	226
COUNSELLING	0	6	+1	7	7	0
DRAFTING	<u>0</u>	<u>3</u>	<u>--</u>	<u>3</u>	<u>3</u>	<u>0</u>
TOTAL	1,542	2,371	+1	3,914	1,434	2,480

An overall comparative summary of this Division's work performance between the 1975-76 and 1976-77 fiscal period:

		<u>Total for Year</u>	<u>Number Completed</u>
PATERNITY CASES	1975-76	568	126
	1976-77	1,168	393
UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT CASES	1975-76	1,451	725
	1976-77	1,764	840
ORDERS TO SHOW CAUSE-- DIVORCE CASES	1975-76	446	146
	1976-77	656	101
SEPARATION CASES	1975-76	88	14
	1976-77	316	90

Highlights by quarters of this Division's activities for the fiscal period 1976-1977 follows:

FIRST QUARTER
(July, August, September 1976)

Over the past two months, a new dimension of work has been added to our regular operations, namely, an average of approximately 53 cases per month which are being transmitted to us by the Court Trustee, First Circuit, Family Court. These are all cases in which some matrimonial actions have previously been filed as between the parties and our office is being requested by the State to enforce support or to seek modification to provide for support. Adding this to our regular caseload, our average monthly intake has risen to approximately 350.

As a routine matter, we have been meeting with the officials of the State Department of Social Services and Housing to work out procedures and eliminate or alleviate problem areas. Because of the excellent relationship existing between our office and that office, we have been able to resolve virtually all problems which have arisen.

We continue with our increased volume to need additional support staff. Our secretaries are presently taxed beyond their reasonable capacity and it is only through their resourcefulness, diligence and loyalty that we have been able to produce the necessary work to effectively carry on the increased workload. Aside from this factor, we have had an excellent working relationship between our legal staff and our secretarial staff which has made it possible for the maximum efficiency of our Division.

SECOND QUARTER
(October, November, December 1976)

A little over a year has elapsed since our Department entered into its contract with the State of Hawaii Department of Social Services and Housing to provide appropriate support enforcement services under P.L. 93-647, and February 1977 will mark the first anniversary of the Family Support Division.

As previous reports have reflected, the volume of work continues to mount and we are advised by the State that it will increase as their personnel is expanded. Although our staff has not increased proportionately with the work increase, we have managed to do a creditable job because of the dedication and esprit de corps of our personnel. An indicia of the success of the program is the increased recovery of support from parents. In April of 1976, \$2,380.00 was collected on the Island of Oahu, as compared to \$55,675.00 in November 1976. It should be noted that this reflects the combined efforts of our office and the Family Court Trustee.

As a result of our efforts, there have been an appreciable number of families who have gone off the welfare rolls because of reconciliation, or other reasons; there are countless number of children whose paternity has been adjudicated; and many formerly non-paying absent parents are now supporting their children. For these reasons, State Program officials have said that in due time, income will far exceed administrative costs of the program. They also anticipate that on the national level, collections will double in 1977 as the program gains momentum.

In November 1976, because of our recommendation, supported by neighbor Island Corporation Counsel, a Family Support Council was established. The Honorable Herman T. Lum, Senior Judge of the Family Court appointed Naomi S. Campbell, Deputy Corporation Counsel, as chairman of the committee. Plans are now underway for a state-wide Family Support Conference which is to be held at the Ala Moana Hotel on February 23 and 24, 1977. Mr. Louis B. Hays, Deputy Director, Office of Child Support Enforcement, Department of Health, Education and Welfare, will be the keynote speaker and the respective Judges of our State Family Court, Corporation Counsel and administrative personnel will be participating as resource people. In view of the fact that this will be primarily a work-training conference, it is anticipated that the program will benefit exceedingly.

THIRD QUARTER
(January, February, March, 1977)

One of the highlights of this past quarter was the establishment of a Hawaii Family Support Council on February 24, 1977, in conjunction with the holding of the first annual Family Support Council training conference at the Ala Moana Hotel.

The idea of organizing and planning such a conference and creating a state-wide multi-disciplinary organization dedicated to helping families enforce support was with our Department. We enlisted the help of the administrators of the Department of Social Services and Housing, the Family Court, and the University of Hawaii. The consensus of the participants was that the conference was an excellent learning and training experience and should be repeated.

The extent to which our efforts to enforce support have been efficacious, is reflected in the sharp rise in support recovery during the last few quarters. For example, in the month of February 1977, it was \$77,579.00.

During this last quarter we conferred with the two representatives from the San Francisco Regional

Office of the Department of Health, Education and Welfare. The purpose of the visit was to prepare the State (and our office, as one of its agents) for the upcoming Federal audit in October. They were concerned with examining the total operations of the Title IV program of which our Division is an extremely integral part. In general, we believe they were positively impressed with the job that is being done by us; however, they impressed upon us, amongst other things, the significance of detailed program reporting which we have not, to date, been able to accomplish because of inadequate staffing. It is patent that if we do not secure additional staffing, we will not be in compliance, and this could negatively affect the State's right for continued Federal contributions towards the support of families who are receiving Aid to Families with Dependent Children.

One of the things which we learned at the Family Support Enforcement Training Conference was that there are 12,000 cases which the State is poised to refer to our office which we can anticipate will be forthcoming as soon as the State's staffing has been increased. We are informed that the Department of Social Services' request for additional staff has been approved by the Legislature.

We have been playing a very active role in the present legislative session by testifying on bills which affect our operations.

FOURTH QUARTER
(April, May, June, 1977)

In anticipation of a Federal audit of our Division which is scheduled for October 1977, two representatives from the San Francisco Regional Office of the Department of Health, Education and Welfare again visited our office to prepare us for said audit.

We had prepared in advance of the meeting, rules and procedure for all types of legal cases that we handle. These procedures were used as a point of departure to systematically review our entire operation. Pursuant to Federal requirements, we have requested installation of a gate-divider to

insure the security and confidentiality of our files and legal documents. They were pleased to know this.

One of the matters we discussed was the fact that the City and County of Honolulu, as opposed to the State, was entitled to receive the incentive payments under the law. Between January 1977 and June 1977, this has amounted to \$15,814.96. These monies are being paid into the General Fund of the City and County of Honolulu. The incentive payments are received by the City as a direct result of our efforts, as the support enforcement agent of the State.

Incentive payments are received from out-of-state cases as well as local cases, i.e., divorce orders to show cause, paternity, and separation cases. From each dollar that defendants pay to the Chief Clerk, First Circuit Court, which is in turn disbursed to the Department of Social Services and Housing, the City gets 25% for the first twelve months, then 10% thereafter until termination of the order.

V. MISCELLANEOUS

ETHICS COMMISSION

This Commission, by ordinance, is attached to the Department of the Corporation Counsel for administrative purposes and stenographic services are provided by this office.

It conducted five investigative hearings during the fiscal period 1976-1977 in which a total of 42 witnesses were subpoenaed to appear before the Commission.

There were also eight personal appearances by officers and employees of the City in connection with disclosures of outside employment, and eleven advisory opinions were rendered.

STATUS OF WOMEN COMMITTEE

Several seminars were attended during the first quarter, one of which was the State Conference of Civil Service Directors and Commissioners held at the Ala Moana Hotel on July 9. Another was the Hawaii State Conference held at the Ilikai Hotel.

As usual, the media subcommittee has been very active with negotiations with newspapers and television stations. Their other activities are as follows: (1) preparing Media reports in conjunction with Woman Alive; (2) requesting Advertiser to regularly run a column on women, which column will be written by members of the task force; (3) preparing a production on women as requested by Oceanic Cabletelevision; (4) participating in Women's Studies Colloquium at the University of Hawaii; and (5) working on a stylebook.

The City Civil Service was invited to meet with this Committee and discuss the City's statistics of the workforce distribution (sex, job category and ethnicity).

Linda Ekroth has been elected the new Chairperson with assistance from Anna Chung, Arnold Sprague and Charlotte Posten serving as Vice Chairpersons.

On October 30 this Committee manned a booth at the "Alice Does Day" activity which was held at Thomas Square. A videotape was done of this event.

A social event was held on October 26 by the Chairperson so that the members would be able to brainstorm project and programs for the coming year.

This Committee is working on a speakers bureau to enable the members to participate in community activities and workshops.

This Committee will follow through with the response received by people and organizations in the community re the rape case involving two Honolulu Police Department police officers.

The Committee purchased a videotape entitled "Strategies for Counteracting Sex Role Stereotyping in the Elementary School," is available for viewing and use as a training tool by public and private schools and community organizations.

Monitoring of the new Hawaiian Telephone policies concerning dual listings of names in future directories.

The Chair participated in an internal investigation of the handling of an alleged rape case which was called for by the Mayor at the Committee's request.

Consistent with their decision to substitute a more ad hoc format for the more traditional sub-committee structure, Committee members began to meet with City departments and agencies and to pursue specific projects.

A no-host luncheon meeting was held at the Willows Restaurant on February 16, 1977 to provide a more amiable setting for members to relate and to conduct a new (and old) member orientation session.

Participation in the annual joint conference of the Hawaii Personnel and Guidance Association and the Hawaii School Counselors Association by providing registrants with individual copies of the Committee's KOKUA publication.

Publication of the KOKUA booklet detailing free social services for women in Hawaii in a fourth language, Japanese (previously published in English, Korean and Samoan).

The Chair was invited to participate (and did so) in the Pacific Basin Conference on the Cultural Conditioning of Women, co-sponsored by the Hawaii State Division of the American Association of University Women, the International Federation of University Women and the East-West Center Culture Learning Institute.

The appointment of two Committee members to the Hawaii IWY Coordinating Committee by the President's International Women's Year Commission in Washington, to plan a state conference to be held in July of 1977.

The Chair participated in a group ascertainment called by the Hawaii Association of Broadcasters and spoke of the problem of the image of women in the media.

The Chair participated in the fund-raising sub-committee of the Hawaii IWY Coordinating Committee.

The establishment of a Task Force to research alternative futures for the Committee on the Status of Women, in reference to H. B. 1304, relating to the establishment of a (State) Office of the Status of Women.

The revision of the Committee's operating year from the previous October to October format to coincide with the fiscal year, with new officers being elected in May and assuming office as of July 1.

Activities of the Committee's Task Force for Equal Treatment of the Sexes in Media include:

1. Presentation by members at an AAUW Focus Program detailing the activities and projects of the Task Force.
2. Development of a new format for publication of its monthly report in Women Alive.
3. Continuation of discussion and negotiation with KGMB-TV station management.
4. Meetings with management of both the Star Bulletin and the Advertiser concerning attitudes toward and placement of articles by and/or about women.

5. Continued monitoring of the daily papers in the areas of rape, abortion, language and the Equal Rights Amendment.

The continuation of coordinated planning for the upcoming IWY Hawaii State Women's meeting (July 8-10, 1977).

The securing of office space for Committee use in the City Hall Annex.

The continuation of reporting of information gathered in meetings with heads of various City departments and agencies.

The sponsorship of the printing of two bus placard announcements: one, concerning the upcoming IWY meeting; and one, concerning the Rape Crisis line.

The nomination and election of Chair, three Vice Chairs and Treasurer for 1977-78.

The addition of several new members to the Committee, bringing it up to full complement.

The attendance of the outgoing and incoming Committee Chairpersons at the annual conference of the National Association of Commissions for Women in Omaha, Nebraska (June 16-18, 1977).

In-Service Training

The following conferences, meetings and seminars were attended by attorneys and personnel from this office during the fiscal year 1976-1977:

- (1) State Conference of Civil Service Commissioners and Personnel Directors held at Ala Moana Hotel, Honolulu, July 8-10, 1976 and attended by a deputy.
- (2) Government Attorney's Conference held in Kona, Hawaii, August 17-20, 1976 and attended by ten deputies.
- (3) Hawaii Congress of Planning Officials Conference held at Queen Kapiolani Hotel, Honolulu, September 2-4, 1976 and attended by a deputy.
- (4) 25th Annual Child Support Enforcement Institute held in Philadelphia, Pennsylvania, August 29-September 2, 1976 and attended by a deputy.
- (5) Community Development Block Grant workshops held at the local Housing & Urban Development office. The first workshop on Relocation was held on September 30 and October 1, 1976 and the second workshop on Real Estate Acquisition was held on October 7 and 8, 1976 and attended by two deputies.
- (6) Civil Service Directors' Contract Administration Meeting held in Hilo, Hawaii, October 7-9, 1976 and attended by two deputies.
- (7) Americans For Effective Law Enforcement Workshop on Police Civil Liability And The Defense Of Citizen Misconduct Complaints held in Cincinnati, Ohio, October 18-20, 1976 and attended by two deputies.
- (8) Hawaii State Association of Counties Annual Meeting held at Kauai Resort Hotel, December 8-10, 1976 and attended by the Corporation Counsel and a deputy.
- (9) Symposiums on the Merit Principle & Collective Bargaining in Hawaii held at the Hilton Hawaiian Village, Honolulu, on January 11, 1977 and attended by two deputies.

- (10) Board of Directors meeting of the National Reciprocal & Family Support Enforcement Association held in Chicago, Illinois, January 21-22, 1977 and attended by a deputy.
- (11) Land Use Planning and the Law held at the University of Hawaii School of Law, Honolulu, February 10-11, 1977 and March 10-11, 1977 and attended by three deputies.
- (12) Seminar on "The Anatomy of a Trial" and "Products Liability Updated" held at Ilikai Hotel, Honolulu, on February 12, 1977 and attended by a deputy.
- (13) First Annual Hawaii Family Support Council Training Conference held at the Ala Moana Hotel, Honolulu, on February 23-24, 1977 and attended by Family Support Division staff.
- (14) Urban Design in Planning held at the Ala Moana Hotel, Honolulu, on March 24, 1977 and attended by a deputy.
- (15) Debtor-Creditor, Rights and Remedies Seminar held at the University of Hawaii School of Law, Honolulu, April 30, 1977 and attended by eight deputies.
- (16) Equal Employment Opportunity Compliance Seminar held in San Francisco, California, May 4-6, 1977 and attended by a deputy.
- (17) Workshop on Police Civil Liability held in San Francisco, California, May 23-25, 1977 and attended by a deputy.
- (18) Statewide Civil Service Commissioners and Personnel Directors Conference held in Hilo, Hawaii, June 1-3, 1977 and attended by a deputy.

DEPARTMENT OF DATA SYSTEMS

DEPARTMENT OF DATA SYSTEMS

Gerald L. Mann, Jr., Director
*Donald A. Clegg, Deputy Director

POWERS, DUTIES AND FUNCTIONS

The Department of Data Systems plans, coordinates and directs the City's Centralized Data Processing System which includes systems analysis and design, computer programming, computer operations and related services; provides technical leadership in data processing to all City agencies; and advises the Mayor and department heads on all matters relative to electronic data processing systems. A staff of 74 services this 24-hour, 7-day week operation.

Law Enforcement

In addition to processing regular police projects, we received over 35 requests for data processing services from the Honolulu Police Department. These requests ranged from one time data retrieval programs to development of complex systems. The most significant request was the development of a system that will cross-reference pawned item records against the stolen property record file. The Police Department believes that this will lead to a greater recovery of items reported as stolen.

Completed the systems design and programming for the out-of-state driver's license system. System and program testing currently in progress. This system will provide the Police Department with the ability to file and retrieve traffic situations, revocations and suspensions that are made against drivers holding out-of-state licenses.

Civil Service

There were many modifications made to the payroll system, in order to incorporate provisions of the various collective bargaining agreements. Since some units continued working without contracts for varying periods of time, the data had to be retained in anticipation of retroactive adjustments.

*Donald A. Clegg was appointed Deputy Director on May 3, 1977. This is the first time that this department has had a Deputy Director.

Established a file of City personnel who have participated in Civil Service training courses. Civil Service can use the data file as follow up to determine effectiveness of their training programs and also establish an inventory of skills.

A special file of employees who have received first aid training was also established. This file is a requirement of the State Occupational Safety and Health Law.

Financial Accounting

A system for reporting Sewer Division expenditures was established for cost accounting and billing purposes. A cost accounting system is required to qualify for federal grant.

The City employees 1976 annual W-2 salary data for the internal revenue service was submitted on magnetic tape rather than on the conventional W-2 forms. This method provides greater flexibility in the design of the W-2 forms prepared for employees and will also reduce printing and mailing costs.

Implemented a fiscal officer reporting system to establish a common data base for fiscal and accounting thereby eliminating the need for retaining duplicate sets of accounting records.

Fire Department

A fire alarm dispatch system was implemented which provides information on the alarm box and the required response by the appropriate fire engine company. Preliminary design on a system to compliment the fire alarm dispatch system has been started. The new system will provide historical information on alarm boxes and street indexing method.

Transportation Services

Modified the senior citizens bus pass system to include bus pass records for handicapped. This provides one source and method for issuing all bus passes.

Parks Department

Developed and implemented a computer system to evaluate all recreation activities provided by Parks and Recreation. This system provides information on each program, its cost, attendance and instructor's evaluation.

General Planning Department

Completed training of General Planning personnel on usage of Easytrieve report generation. This will enable them to program their own reports from the land use file.

Department of Data Systems

The planning for the conversion of the computer operating system from DOS (Disk Operating System) to OS (the full Operating System) was completed. The computer operations staff and all systems analysts and computer programmers were trained in the use of OS. Conversion of existing systems is scheduled for completion in 18 months.

DEPARTMENT OF FINANCE

DEPARTMENT OF FINANCE

James K. Sakai, Director
Geminiano Q. Arre, Jr., Deputy

POWERS, DUTIES AND FUNCTIONS

The Department of Finance was established by the City Charter, and the powers, duties and functions of the Director of Finance are derived therefrom. Currently, operating with a staff of 214 regular, 16 temporary and 29 CETA positions, the department provides a variety of services to the public and to the agencies of the City and County of Honolulu. The department carries out its functions through seven operating units: Accounting Division, Auditing Division, Fiscal Services Division, Licenses Division, Purchasing Division, Treasury Division, and Liquor Commission. The latter agency is assigned to the department by the City Charter for administrative purposes and for personnel, budget and other fiscal assistance. Also, three county pensions are administered by the department.

ADMINISTRATION

The Department of Finance is basically a service agency. The Accounting Division coordinates the central accounting for the City and County, prepares financial reports in compliance with statutory requirements, controls expenditures in accordance with the budget, pre-audits payments of all City obligations, pre-audits and controls central preparation of payrolls and maintains a computerized, integrated accounting information system.

The Auditing Division conducts internal audits and limited management systems analysis, and coordinates the development of systems and procedures on financial management and accounting-related matters.

The Fiscal Services Division provides financial and fiscal assistance to the City's operating agencies to enable the management of the operating and staff agencies to perform their planning, coordinating and controlling functions more effectively.

The Treasury Division is responsible for collection of revenues and for making all disbursements. Its other responsibilities include cash and debt management, improvement district assessments and bond administration.

The Purchasing Division maintains and operates a central purchasing system for the procurement of materials, services, equipment and supplies for all City departments and agencies; processes construction and consultant contract services required by the City; and manages City-owned real property including rentals, leases and concessions.

The Licenses Division is responsible for the annual and intermittent registration of motor vehicles, trailers and wagons, bicycles and dogs, and for the issuing of business licenses.

The Liquor Commission regulates and supervises the manufacture, importation and sale of intoxicating liquor within the City and County of Honolulu as prescribed by State Statutes.

The Director of Finance also administers three county pension systems assigned by the City Charter. These three pension systems (City and County Pension; Policemen, Firemen and Bandsmen Pension; and Legislative Pension) consist of 158 pensioners and beneficiaries.

ACCOUNTING DIVISION

General Accounting Activities

1. Computerization Program

The program to computerize the City's financial accounting system continued with emphasis in the area of appropriation accounting. Progress in this phase of the computerization program was reflected in implementation during the year of a series of reports designed for fiscal and management personnel. It is felt that these reports will speed the successful conversion to computer of certain forms and procedures which play a key role in accounting for appropriations.

a. Fiscal and Management Reports

Four separate reports provide fiscal and management personnel with detailed and summary information on appropriations, expenditures and encumbrances in each Operating Budget account.

<u>Report No.</u>	<u>Title</u>	<u>Frequency</u>
100	Expenditure and Encumbrance Report	weekly
101	Statement of Appropriations, Expenditures and Encumbrances	weekly and quarterly
101A	Subsidiary Contract Payment Report	monthly
102	Statement of Expenditures and Encumbrances by Object of Expenditure	monthly

b. Expenditure Schedule and CIP Allotment Schedule

These schedules, modified to show a breakdown of appropriation by A, B & C, were used in scheduling expenditure of amounts provided in the fiscal 1976-77 Operating and Capital Budgets. In addition to preparing the detailed schedules, the computer summarized the schedules by department and fund breakdown for purposes of the Budget and Finance Departments following reconciliation with Accounting Division records.

c. Request for Appropriation and Allotment
Adjustment Form

The revised format for this form expresses adjustments of appropriations and allotments by major character of expenditure; i.e., Salaries and Wages, Current Expense, and Capital Outlay (A, B & C). The breakdown is necessary to enable detailed accounting of funds by types of expenditure.

d. Claims Voucher

Effective July 1, 1976, the computerized claims voucher system replaced the manual summary of claims system for payment of claims other than those covered by purchase orders. The new computer-prepared vouchers ordinarily require the signatures of the Fiscal Officers and Director of Finance only. Department heads or their authorized representatives signify approval to pay by signing directly on the invoice or other appropriate document.

Finance Circular No. 347 explains the circumstances where the vouchers may be signed by a party other than the Fiscal Officers. For departments not serviced by Fiscal Officers the vouchers are signed by the person assigned the vouchering responsibility. Vouchers involving special types of payments, such as workers' compensation, refunds, paying agent's fees and bulk postage, may be signed by the party responsible for processing such payments.

e. Maintenance of System Codes

New procedures were followed in providing input data to the computer in updating codes and descriptive information for department, function, fund, object of expenditure and appropriation accounts.

The division cooperated actively with the Department of Data Systems in making program adjustments for preparation of detailed statements for the Finance Director's Quarterly Financial Reports. Although these statements were previously computerized, adjustments to the computer program were deemed desirable to eliminate manual procedures in presenting a breakdown of accounts by functions. To make this possible, Data Systems was provided with the function and sub-function codes for all Operating and CIP accounts. The new program became operational with the report for the quarter ended March 31, 1977.

2. Changes in Accounting Procedure

To avoid unnecessary delay in closing the accounts at the end of each quarter, which in turn prevents the expeditious rendering of quarterly financial reports, the following procedures were established for the handling of Adjustment Vouchers and Formal Contracts:

Adjustment Vouchers

Starting February 1, 1977, the Accounting Division has served as clearinghouse for all Adjustment Vouchers from point of submittal by Fiscal Officers for Budget Office approval to final distribution of the approved copies. Entries are made into the records of Accounting and Data Systems based on advance copies and any differences with the final approved copies adjusted by means of journal vouchers. Those Adjustment Vouchers involving transfers of appropriations between CIP phases must be supported by Committee Report or other documents indicating approval by the City Council before they can be accepted for entry into the records.

Formal Contracts

Formal contracts are not encumbered until executed. The practice of encumbering contracts when received by Accounting for preliminary numbering and check as to availability of funds prior to execution is permitted only during the below indicated quarters to prevent the funds from otherwise lapsing under the provisions of the Charter.

Quarter Ending

Operating Budget
Capital Budget

June 30
December 31

Contracts received by Accounting during the above quarters are encumbered even though they may not be executed until the succeeding quarters.

3. State Allotment Advices

Finance Circular No. 351, issued on February 26, 1977, established procedures for handling State of Hawaii Allotment Advices indicating the release of funds by the Governor for City projects. Under the procedures, the Mayor's Office receives the Allotment Advices from the State for forwarding to the responsible department or agency. The department or agency prepares for the Mayor's signature an acknowledgment letter addressed to the State

and a letter to the City Council informing them of receipt of the Allotment Advice, together with any back-up material. The Fiscal Officer retains the original copy of the Allotment Advice and prepares copies for the Director of Finance, Purchasing Division and Accounting Division.

4. Establishment of Funds

The following funds were established during the year for which necessary accounts and ledgers were set up:

Parks and Playgrounds Revolving Fund (Ordinance No. 77-3, effective February 1, 1977)

All monies received in lieu of providing land in perpetuity or dedicating land, together with facilities for park and playground purposes pursuant to Section 22-7.6 of the Revised Ordinances of Honolulu 1969 are deposited into this fund. The monies are required to be expended within five years from the date of their receipt for (1) purchase of land for development of new or expansion of existing parks and playgrounds, and/or (2) purchase of park and playground equipment, and/or (3) improvement of existing parks and playgrounds, all according to site or location priorities.

Sewer Fund (Ordinance No. 4611, effective August 27, 1976)

All monies received pursuant to the provisions of Section 204(b)(1)(B) of the Federal Water Pollution Control Act amendments of 1972 (PL 92-500), and Chapter 70-77, Hawaii Revised Statutes, are deposited into this fund and expended for the purposes authorized.

Revenues derived from sewer service charges are expendable only for the purpose of carrying out the operation and maintenance of the sewer system, including replacement. Of the revenues derived from Industrial Cost Recovery charges, fifty percent is expended for annual reimbursements to the Federal government for advances made to the City for sewer system construction, while forty percent is used to finance future sewer system construction or for operation and maintenance of the sewer system.

Housing Buy-Back Revolving Fund (Ordinance No. 2660, effective December 22, 1976)

This fund was established to permit the City to expeditiously exercise its buy-back options created or to be created in favor of the City in certain City housing

projects. All proceeds from the sale of repurchased units are deposited into this fund.

5. Financial Statements and Reports

Major financial statements and reports issued during the year included:

- a. Finance Director's Annual Financial Report for fiscal 1975-76 (published on a joint basis with the City's independent auditors Coopers & Lybrand).
- b. Finance Director's Quarterly Financial Report for the last quarter of fiscal 1975-76 and first three quarters of fiscal 1976-77.
- c. U. S. Department of Treasury Actual Use Report of Revenue Sharing Funds for the fiscal year ended June 30, 1976 and the period July 1 through December 31, 1976.
- d. Bureau of Census General Revenue Sharing Survey for fiscal 1975-76.
- e. Moody's Investors Service Report for fiscal 1975-76.
- f. Financial statements for bond prospectus issued in connection with \$15 million General Obligation Bonds 1977, dated June 1, 1977.
- g. Annual and supplementary statements of funded indebtedness outstanding and unpaid as of the following dates (prepared jointly with Treasury Division in accordance with Sections 47C-2 and 47C-2, HRS):
 - July 1, 1976 (required annually)
 - April 1, 1977 (for sale of \$15 million general obligation bond anticipation notes dated April 1, 1977, matured June 15, 1977 and \$5 million General Obligation Bonds 1976 Series A dated April 1, 1977)
 - May 31, 1977 (for sale of \$15 million General Obligation Bonds 1977, dated June 1, 1977)

- h. Debt service expenditures in fiscal 1975-76 for school purposes (for State Department of Education).
- i. Bureau of Census report on public employment for calendar 1976.

CLAIMS PROCESSING ACTIVITIES

1. Pre-Audit of Claims

Charged with the responsibility of reviewing all claims other than those pertaining to payrolls, the Claims Section pre-audited a total of 15,440 vouchers covering payments aggregating \$175,456,463. These totals include payments made under both the computerized summary of claims and consolidated vouchering systems.

The summary of claims system which was converted to computer operations during the year, is used to process claims not ordinarily covered by purchase orders, such as purchases of goods and services under formal contracts, payments authorized by City policies or directives, statutes, resolutions and proprietary items. Included in this category are payments for construction, land acquisition, professional services, rents, utilities and other expenses, which account for a substantial portion of total payments. Claims totaling \$167,976,158 were paid under this system, involving the issuance and pre-audit of 14,978 vouchers.

Claims supported by purchase orders are paid through the consolidated vouchering system. This system consolidates the claims by fund and vendor on a weekly basis so that the number of vouchers and warrants is greatly minimized as reflected in the comparatively lower totals in relation to the summary of claims procedure. A total of 35,722 purchase orders amounting to \$7,480,305 were liquidated under the consolidated system.

	<u>Summary of Claims Voucher</u>	<u>Consolidated Claims Voucher</u>	<u>Total</u>
No. of claims voucher	14,978	462	15,440
No. of warrants issued	68,169	16,599	84,768
Dollar amount	\$167,976,158	\$7,480,305	\$175,456,463

PAYROLL ACTIVITIES

1. Payroll Processing

The Payroll Section administered the City's centralized payroll system, pre-auditing and controlling EDP inputs affecting employees' gross wages and all applicable deductions, both mandatory and voluntary. It also maintained leave records of all City employees.

The City payroll totaled a record \$124,096,615 (including the Board of Water Supply), reflecting authorized pay increases and continued City participation in various federally sponsored programs. This total represented an increase of \$13,760,308 over last year's payroll. This expansion in dollar volume was accompanied by an increase in number of pay warrants, which rose from 230,054 to 242,250. A total of 296,727 change entries were made in the control cards to effect changes in employees' pay.

Payroll Vouchers

Summary vouchers processed	2,069
Change entries processed	296,727
Warrants issued	242,250
Dollar amount	\$124,096,615

Assignments

All or net pay	529
Authorized partial pay	18,051

Garnishments

Summons	72
Judgment certificates and orders	167
Interest notices	105
Satisfaction of judgments	186
Garnishee receipts	966
Formal garnishee inquiries	24

Levies

Federal	23
State and County	36

<u>Wage and Separation Reports</u>	1,353
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Leave Applications

Sick Leave	25,377
Vacation Leave	26,138
Other Leave	1,055

Employment Questionnaires

(Loan companies, government, agencies, etc.)	582
--	-----

Verification of Employment and Salary Records

Verifications completed	20
Requests received	18
Requests outstanding at end of year	1

<u>Workers' Compensation Awards</u>	2,560
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2. Pay Increases

Payrolls processed during the year took into account pay increases for Bargaining Units 2, 3, 4, 9, 10, 11, 12 and 13 which became effective July 1, 1976. Payments to Unit 12 employees (Police Officers) reflected additional increases which took effect October 1, 1976, January 1, 1977 and April 1, 1977.

Pay increases for Unit 1 members (Blue Collar Non-Supervisory), which required approval of the 1977 Legislature, were implemented beginning with the June 15, 1977 payroll. Retroactive pay for the period July 1, 1976 through May 31, 1977 was included in the June 30, 1977 pay checks for those paid on the 15th and 31st payrolls. Those employees who are paid on the 20th and 5th payrolls were to receive their retroactive pay on the July 5, 1977 payroll. The retroactive computations were complicated by overtime and other personnel actions which needed to be considered.

3. Service Fees

The Hawaii Public Employment Relations Board approved a new service fee rate for U.P.W. members equal to 1.5% times the monthly salary as of January 1, 1976, with a minimum of \$8.65 per month and maximum of \$15.00 per month. Based on procedures worked out with Civil Service, Data Systems and HGEA, deductions for the service fee were adjusted to the new rate beginning with the July 15, 1976 payroll. Retroactive amounts due for the period January 1, 1976 through June 30, 1976 were deducted in installments of \$4.00 each pay day.

The HPERB also approved a new service fee rate for HGEA members, which was set at .0075 times employee's straight monthly salary as of September 1, 1975 plus \$2.35 per capita, subject to a minimum of \$7.00 and a maximum of \$15.00. Deductions for the new rate were effected starting with the February 15, 1977 payroll. Additional deductions of \$15.00 per pay day were made for retroactive amounts owed for the period September 1, 1975 through January 31, 1977.

4. Other Payroll Activities

- a. The Payroll Section established procedures requiring departments and agencies to report all new hires and terminations of employment directly to the Unemployment Insurance Division, starting July 15, 1976. This procedure provides the most expeditious means of complying with a change in the Hawaii Employment Security Law, Act 157, SLH 1976, which mandates the reporting of new hires and terminations within five working days of their occurrence (Finance Circular No. 339).
- b. Rescinded instructions contained in Finance Circular No. 288 effecting certain payroll procedures to comply with Fair Labor Standards Act (FLSA). This action is in line with Civil Service Circular No. 1079, which, on the basis of a recent U.S. Supreme Court decision, announced the suspension of all provisions of FLSA not mandated by other applicable contractual provisions or laws or which reflect good management practice (Finance Circular No. 344).
- c. Participated in discussions with Civil Service Department and State Department of Accounting and General Services on need for a ruling by Internal Revenue Service as to whether meals furnished employees who are on overtime work, including reimbursements and outright cash compensations, constitute taxable income. A change in processing procedures may be required if this item is ruled taxable so that necessary deductions can be made and income reported in an expeditious manner.
- d. Informed departments and agencies of changes in federal income tax withholding under the Tax Reform Act of 1976, effective January 1, 1977 (Finance Circular No. 348).

- e. Furnished Coopers & Lybrand, City's independent auditors, with report on total vacation and sick leave balances accrued by City employees (including the Board of Water Supply) as of June 30, 1976. The leave balances and their approximate dollar equivalents were as follows:

	Leave Credits <u>(No. of Days)</u>	Estimated Dollar <u>Equivalent</u>
Vacation	438,496	\$21,829,326
Sick	926,841	50,517,780

- f. Furnished all City employees excepting the Board of Water Supply with record of total sick and vacation leave days taken in calendar 1976, in addition to their accumulated sick and vacation leave balances as of December 31, 1976.
- g. Processed reimbursements totaling \$3,508,252 to the State of Hawaii for contributions to the Health Fund towards the medical, dental and life insurance plans of City employees (for July 1976 through June 1977).

Medical plan	\$2,840,080
Dental plan	408,216
Life insurance plan	<u>259,956</u>
Total	<u>\$3,508,252</u>

In addition to the above, paid \$72,942 to the State for the City's pro-rate share of Health Fund's administrative costs for fiscal 1976-77 (Act 168, SLH 1975).

- h. Prepared International City Management Association survey report on expenditures of the Police and Fire Departments and Department of Public Works - Refuse Collection and Disposal Division for calendar 1976 (salaries and wages, capital outlay, contributions for employee benefits and other expenditures).
- i. Prepared U.S. Savings Bond - Payroll Savings Report as of September 30, 1976 for the U.S. Treasury Department. The report showed the total number of permanent employees on City payrolls (including the Board of Water Supply) and the number enrolled in the payroll deduction plan for purchase of savings bonds. There were 2,028 employees enrolled in the plan as of September 30, 1976.

- j. Updated the City's fringe benefit rates based on averages for the entire City (Finance Circular No. 345).
- k. Reviewed and commented on various bills proposed in the 1977 Legislature affecting payroll costs:

Subject

Contributions to Public Employees Health Fund	H.B. 279, 607, 804 S.B. 758, 704, and 629 379 and 576
Contributions to Employees Retirement System	H.B. 190 and 594

- l. Made provisions to deduct Employee Retirement System contributions from Workers' Compensation benefit payments as requested. Officers and employees of the City receiving Workers' Compensation benefits may elect to have such deductions made under Act 123, SLH 1977, effective May 31, 1977.

FINANCIAL DEVELOPMENTS

Comparative Statement of Operations (Table 1)

Revenues, Expenditures, Fund Balance

Revenues of the operating funds totaled \$226,755,307, an increase of \$13,703,227 over the previous year's total of \$213,052,080.

Real property tax receipts, the City's major source of income, declined by \$2,922,856 to \$114,326,276. This was attributable primarily to a stabilization in net assessed value of real property with no change in the tax rate. Whereas real property was formerly assessed at 70% of fair market value, Act 228, S.L.H. 1976, requires properties to be assessed at 60% or less of fair market value, effective July 1, 1976. In accordance with this act, the State Department of Taxation computed the valuations for fiscal 1976-77 at 60% of fair market value with the result that the total valuation for tax rate purposes decreased from \$7,797,631,620 to \$7,568,023,141, a difference of \$229,608,479.

Fuel tax revenues rose 5.8% to \$8,337,752, while public utility franchise tax receipts improved 7.1% to \$5,009,050. Motor vehicle and other vehicle taxes, totaling \$11,280,611, were \$.7 million lower. This was due to a \$1.2 million drop in plate fee collections, offset by a \$.5 million increase in weight tax and tag fees. Receipts from plate fees were significantly higher in the previous year since all registered vehicle owners were required to purchase new license plates.

State grant revenues of \$8,350,102 consisted of \$615,686 for fireboat operations and \$7,734,416 from general excise tax grants-in-aid. The general excise tax total is identical to the amount received in the preceding period and represents the minimum of \$8,785,664 payable to the City under Act 114, S.L.H. 1973, less an adjustment of \$1,051,248 for the State's take-over of Halawa Jail in fiscal 1974-75, considered to be a part of grants-in-aid. Additional grants totaling \$2,079,393 were received from the State during the year and accounted for in the Special Projects Fund. These grants were mainly for the State CETA program.

Revenues from Federal grants accounted for in the operating funds increased \$11.9 million to \$55,737,857. Major receipts included multi-purpose Comprehensive Employment and Training Act (CETA) funds of \$15,904,066; Revenue Sharing Funds, \$14,764,307; Housing and Community Development Block grants, \$11,236,838; Water Project Recreation Act grants, \$4,262,220; Title II of the Public Works Employment Act of 1976, \$3,160,133; and Urban Mass Transportation Act of 1964,

\$4,959,166. The Federal grants total of \$55,737,857 does not include an additional \$36,963,564 accounted for in special funds.

A total of \$4,463,119 was collected for the first time from sewer service charges authorized by Ordinance No. 4611 beginning January 1, 1977. Receipts from this new source of revenue, which are collected from all customers connected directly or indirectly to the public sewer system, are deposited in the Sewer Fund to be expended for operation and maintenance of the system.

Other revenues of \$5,174,309 reflects a \$2.6 million decrease largely as the result of significantly lower recoveries for the Federal government's share of certain project costs. Recoveries during the year consisted of \$.1 million for the Mass Transit program and \$.2 million for the Comprehensive Planning Assistance program. In addition to various other receipts, such as charges for services, fines and forfeits and sale of fixed assets, the category of other revenues included a recovery of \$.9 million from the State for police services and debt service and other costs relating to Halawa Jail. It also includes \$.6 million due from the Improvement District Assessment Fund for cost of settlement of litigated improvement district cases.

Expenditures for the year, including funds appropriated in prior fiscal periods, totaled \$234,778,378 as compared to \$214,970,293 expended last year. A total of \$33,975,669 remained encumbered at year-end.

The combined fund balance of the operating funds at June 30, 1977 amounted to \$4,998,531 without considering an adjustment recommended by the independent auditors to write off \$10,000,000 due from the General Improvement Bond Fund for redemption from General Fund revenues of Bond Anticipation notes dated 10/15/75.

Fund Balance, June 30, 1976		\$ 4,334,258
Add: Revenues	\$226,755,307	
Reserve for Encumbrances,		
6/30/76	<u>42,663,013</u>	<u>269,418,320</u>
		273,752,578
Less: Expenditures	234,778,378	
Reserve for Encumbrances,		
6/30/77	<u>33,975,669</u>	<u>268,754,047</u>
Fund Balance, June 30, 1977		<u><u>\$ 4,998,531</u></u>

Revenues and Expenditures
Compared with Budget Estimates

Actual 1976-77 revenues of \$226,755,307 were \$2,787,706 less than expected. Although collections in most revenue categories compared favorably with estimates, negative comparisons were reflected in real property tax proceeds, public utility franchise tax, interest earnings, rents and concessions, sewer service charges and other revenues.

Real property tax receipts, amounting to \$114,326,276, fell short of projections by \$1,994,239. This was due to the continuing high level of property valuations on appeal, which totaled \$263,232,942 on July 1, 1976 for fiscal 1976-77 assessments. The records of the State Department of Taxation indicate that \$7.1 million collected on disputed valuations for fiscal 1976-77 and prior periods were held in escrow as of June 30, 1977 awaiting settlement of the appeals.

Revenues from interest, rents and concessions were \$2.3 million below estimates, primarily due to investment interest which was adversely affected by a low level of available funds.

Federal grant revenues exceeded projections by \$752,376. Overestimates of \$2.3 million for the CETA program, \$.8 million for the Open Space program, and \$.6 million for Housing and Community Development Block grants were more than offset by overages in other grants. Major overages included \$.5 million for Water Pollution Control, \$2.6 million for Urban Mass Transportation, and \$.7 million for the Revenue Sharing program.

Motor vehicle and other vehicle taxes surpassed estimates by \$.7 million while fuel tax collections were \$.2 million more than anticipated. Public utility franchise tax receipts did not measure up to expectations by \$.4 million.

The Operating Budget for fiscal 1976-77 totaled \$238,054,243. Of this amount, \$207,862,888 was expended and \$24,109,508 encumbered, leaving \$6,081,847, which lapsed to fund balance. The encumbered total includes \$17,022,386 for capital improvement projects representing entire unexpended project appropriations. These appropriations are valid through December 31, 1977.

In addition to the amount budgeted for fiscal 1976-77, a total of \$42,663,013 in encumbrances were carried over from the preceding period. Of these encumbrances, \$26,915,490 was expended and \$9,866,161 remained encumbered at the close of the year. The balance of \$5,881,362 lapsed to fund balance.

Trend of Fund Balance (Table 2)

Table 2 shows the trend of the City's year-end operating fund balances for the last ten years.

The balances, which reached as high as \$23,455,770 at June 30, 1974, were generally due to greater than expected revenues and beginning resources and lapsed balances of current appropriations and prior encumbrances. A relatively lower balance of \$4,334,258 was reflected at June 30, 1976 due to a \$12 million excess of estimated revenues over actual collections and \$4.4 million overestimate in beginning resources. These deficiencies were offset by lapses of \$15.9 million in current and prior appropriations and unappropriated estimated revenues of \$4.8 million.

A \$2.1 million deficit sustained by the General Fund at June 30, 1973 resulted from a decision by the State of Hawaii not to remit to the City \$5.5 million in general excise tax grants-in-aid as originally scheduled. The deficit was converted to a sizeable balance of \$10.6 million as of the close of the following year.

Lapses of \$11.9 million in current and prior appropriations, unappropriated estimated revenues of \$3.3 million, reduced by a \$2.8 million excess in estimated revenues over actual collections and \$7.5 million overestimate in beginning fund balance produced a combined operating fund balance of \$4,998,531 at June 30, 1977. This balance does not take into account an adjustment recommended by the independent auditors to write off \$10 million advanced to the General Improvement Bond Fund for redemption of Bond Anticipation Notes dated 10/1/75 from General Fund revenues in 1975. Inclusion of this adjustment would result in a deficit fund balance of (\$5,001,469). The General Fund sustained a deficit fund balance of (\$2,259,548), exclusive of the adjustment, due to over-projections of revenues and beginning fund balance in the amount of \$.7 million and \$5.5 million respectively.

Capital Improvement Program (Table 3)

The capital improvement program for fiscal 1976-77 totaled \$97,218,740. This total consists of \$36,777,703 appropriated in the Capital Budget Ordinance and \$60,441,037 to be financed by assessment levies, developers and property owners, and State and Federal grants. Appropriations in the Capital Budget were to be financed by pay-as-you-go funds of \$24,766,870 and general obligation bond proceeds of \$12,010,833.

Of the \$97,218,740 appropriated for the year, a total of \$37,227,901 was expended and \$45,886,044 encumbered, with \$14,104,795 lapsing to fund balance. In accordance with the Charter, all unexpended portions of 1976-77 appropriations were encumbered since they are valid until December 31, 1977.

Encumbrances totaling \$139,658,069 were brought forward from the previous year on which expenditures amounted to \$45,718,389. Lapses to fund balance totaled \$21,011,113 and a balance of \$72,928,567 remained encumbered at year-end.

Funded Debt (Tables 4, 5, 6 and 7)

The outstanding balance of general obligation bonds issued by the City increased from \$190,934,000 at the end of the previous year to \$206,423,000 at June 30, 1977. Three separate bond issues totaling \$28,500,000 less maturities of \$13,011,000 accounted for the net increase of \$15,489,000. In addition to this debt, there was a statutory indebtedness of \$854,655 at the close of the year on general obligation bonds issued by the State on behalf of the City prior to the Charter and statehood.

The \$28,500,000 general obligation bonds sold during the year included \$8.5 million for the Board of Water Supply, \$5 million for the Kahaluu Watershed Project and \$15 million for projects programmed in the Capital Budget during fiscal years 1972-73 through 1974-75.

Net funded debt for computing the debt margin, taking into consideration certain exclusions allowed by the State Constitution, totaled \$157,288,790, or 2% of assessed valuation of real property for tax rate purposes. Among the excluded items are \$9,914,670 general obligation bonds issued for assessable public improvements and \$28,130,000 general obligation bonds issued for the Board of Water Supply. The outstanding debt has also been reduced by a net cash reserve of \$11,944,195 for bonds subject to the debt margin maturing in fiscal 1977-78.

General obligation bonds totaling \$32,376,848 were authorized and unissued as of the close of the year after a deduction of \$10 million bond anticipation notes sold on October 1, 1975, redeemed from General Fund revenues on December 15, 1975.

TABLE I
COMPARATIVE STATEMENT OF OPERATIONS
FOR THE FISCAL YEAR ENDED JUNE 30, 1977

<u>Revenues</u>	<u>Estimated Revenues</u>	<u>Actual Revenue</u>	<u>Actual Over (Under) Estimate</u>
Real Property Tax.....	\$ 116,320,515	\$114,326,276	\$ (1,994,239)
Fuel Tax.....	8,120,000	8,337,752	217,752
Public Utilities Franchise Tax.....	5,387,500	5,009,050	(378,450)
Motor Vehicles and Other Vehicle Taxes.....	10,542,700	11,280,611	737,911
Other License Fees and Permits.....	3,256,830	3,437,724	180,894
Interest Earnings, Rents and Concessions.....	7,170,110	4,835,816	(2,334,294)
State Grants.....	8,320,947	8,350,102	29,155
Federal Grants.....	54,985,481	55,737,857	752,376
Sewer Service Charges.....	4,889,000	4,463,119	(425,881)
Refuse Collection and Disposal Charges.....	822,500	1,171,150	348,650
Parking Meter Collections...	1,425,500	1,602,804	177,304
Debt Service Recovery.....	2,803,467	3,028,737	225,270
Other.....	<u>5,498,463</u>	<u>5,174,309</u>	<u>(324,154)</u>
Current Revenues.....	229,543,013	226,755,307	(2,787,706)
Reserve for Encumbrances - July 1, 1976.....	42,663,013 ^{a/}	42,663,013	--
Beginning Fund Balance - July 1, 1976.....	<u>11,851,090</u>	<u>4,334,258</u>	<u>(7,516,832)</u>
TOTAL.....	<u>\$ 284,057,116</u>	<u>\$273,752,578</u>	<u>\$ (10,304,538)</u>

Table 1 (Continued)

	<u>Budget</u> <u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Lapsed</u> <u>Balances</u>
General Government.....	\$ 40,069,637	\$ 34,905,921	\$ 1,776,612	\$ 3,387,104
Police.....	34,659,791	33,873,681	549,319	236,791
Fire.....	16,937,060	16,640,977	252,071	44,012
Highways and Streets.....	10,444,125	9,792,858	577,341	73,926
Sanitation.....	17,080,825	15,416,663	1,484,315	179,847
Culture-Recreation.....	16,861,322	16,231,286	539,613	90,423
Debt Service Charges.....	23,278,476	23,278,476	--	--
Retirement and Pension Contribution.....	14,227,123	12,525,972	828,200	872,951
Pay-as-you-go Capital Financing.....	24,766,870	7,744,484	17,022,386	--
Mass Transit.....	15,577,872	15,332,486	184,223	61,163
Urban Redevelopment and Housing.....	1,581,178	1,237,291	14,550	329,337
Other.....	<u>22,569,964</u>	<u>20,882,793</u>	<u>880,878</u>	<u>806,293</u>
Current Expenditures.....	238,054,243	207,862,888	24,109,508	6,081,847
Prior Year Encumbrances...	42,663,013 ^{a/}	26,915,490	9,866,161	5,881,362
Unappropriated Estimated Revenues.....	<u>3,339,860</u>	<u>--</u>	<u>--</u>	<u>3,339,860</u>
TOTAL.....	<u>\$ 284,057,116</u>	<u>\$234,778,378</u>	<u>\$ 33,975,669</u>	15,303,069
Excess of Estimated Over Actual.....				<u>(10,304,538)</u>
FUND BALANCE - JUNE 30, 1977...				<u>\$ 4,998,531^{b/}</u>

Table 1 (Continued)

- a/ Adjusted for lapses of prior year revenue accruals: Community Development Fund \$3,675,671 and Federal Grants Fund \$244,873.

- b/ Does not reflect adjustment recommended by the independent auditors to write off \$10,000,000 due from General Improvement Bond Fund for redemption of Bond Anticipation Notes dated 10/1/75 from General Fund revenues on 12/15/75. This adjustment will reduce the balance of \$4,998,531 to a deficit balance of (\$5,001,469).

Table 2

FUND BALANCE TREND

Fiscal Year Ended	General Fund ^{a/}	Highway Fund ^{b/}	Federal Rev. Sharing Fund	Urban Redevelop. Fund	Community Develop. Fund	Other Funds ^{c/}	Total
1968	\$ 7,837,231	\$2,501,502	\$ --	\$ --	\$ --	\$ --	\$10,338,733
1969	7,478,906	3,520,022	--	--	--	--	10,998,928
1970	8,727,070	7,525,248	--	--	--	--	16,252,318
1971	12,842,212	7,338,152	--	--	--	--	20,180,364
1972	4,611,515	7,400,883	--	--	--	--	12,012,398
1973	(2,057,501)	7,843,485	9,706,403	--	--	--	15,492,387
1974	10,619,605	6,696,783	4,289,504	1,826,986	--	22,892	23,455,770
1975	5,136,387	9,394,069	2,325,539	250,434	--	266,099	17,372,528
1976	484,814	3,081,193	8,436	193,260	1,155	565,400	4,334,258
1977	(2,259,548) ^{d/}	2,475,538	1,436,859	646,469	5,820	2,693,393	4,998,531

^{a/} Includes Urban Renewal Coordinator Fund.

^{b/} Includes Off-Street Parking Fund.

^{c/} Includes: Highway Beautification and Disposal of Abandoned Vehicles Revolving Fund
Bikeway Fund
Federal Grants Fund
Sewer Fund
Parks and Playground Revolving Fund

^{d/} Excludes adjustment to write off \$10,000,000 due from General Improvement Bond Fund for redemption of Bond Anticipation Notes dated October 15, 1975.

Table 3

CAPITAL IMPROVEMENT PROGRAM
FOR THE FISCAL YEAR ENDED JUNE 30, 1977

<u>Program</u>	<u>Budget</u> <u>Appropriation</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Lapsed</u> <u>Balances</u>
Flood Control.....	\$ 2,962,500	\$ 708,103	\$ 2,254,397	\$ --
Highways and Streets.....	16,422,493	3,068,084	8,045,109	5,309,300
Mass Transit.....	6,072,883	4,335,805	1,711,139	25,939
Honolulu Municipal Building..	--	--	--	--
Recreation.....	22,035,054	6,395,022	15,637,861	2,171
Sewers.....	39,181,166	22,151,002	8,262,779	8,767,385
Other Improvements.....	<u>10,544,644</u>	<u>569,885</u>	<u>9,974,759</u>	<u>--</u>
Total Current Payments...!	97,218,740	37,227,901	45,886,044	14,104,795
Reserve for Prior Year				
Encumbrances.....	<u>139,658,069</u>	<u>45,718,389</u>	<u>72,928,567</u>	<u>21,011,113</u>
TOTAL.....	<u>\$ 236,876,809</u>	<u>\$ 82,946,290</u>	<u>\$118,814,611</u>	<u>\$35,115,908</u>

Table 3 (Continued)

Means of Financing

Pay-as-you-go Financing:	
General Fund.....	\$ 4,309,870
Highway Fund.....	2,431,000
Community Development Fund.	10,463,000
Bikeway Fund.....	25,000
Federal Revenue Sharing Fund.....	7,538,000
General Obligation Bonds.....	12,010,833
Assessment Levies.....	7,975,525
State Grants.....	15,997,050
Developers' and Property Owners' Share.....	2,549,672
Federal Grants.....	<u>33,918,790</u>
 Total Current Program.....	 97,218,740
Prior Year Encumbrances.....	<u>139,658,069</u>
 TOTAL.....	 <u>\$ 236,876,809</u>

Table 4

GENERAL OBLIGATION BOND ISSUES AND MATURITIES
FOR FISCAL YEAR ENDED JUNE 30, 1977

	Bonds Outstanding <u>July 1, 1976</u>	<u>Fiscal 1976-77</u>		Bonds Outstanding <u>June 30, 1977</u>
		<u>Issued</u>	<u>Matured</u>	
July 1, 1976.....	\$190,934,000 ^{a/}			
September 1, 1976.....		\$ 8,500,000		
April 1, 1977.....		5,000,000		
June 1, 1977.....		15,000,000 ^{b/}		
1976-77.....			\$13,011,000	
June 30, 1977.....	<u> </u>	<u> </u>	<u> </u>	<u>\$ 206,423,000</u>
	<u>\$190,934,000</u>	<u>\$28,500,000</u>	<u>\$13,011,000</u>	<u>\$ 206,423,000</u>

a/ Excludes 15 million general obligation bond anticipation notes dated March 30, 1976 redeemed on July 1, 1976 from proceeds of 35 million general obligation bonds issued May 1, 1976.

b/ Proceeds used to retire 15 million bond anticipation notes dated April 1, 1977 matured June 15, 1977, not included in this statement.

Table 5

FUNDED DEBT AND DEBT LIMIT

	Net Assessed Valuation January 1 ^{a/}	Debt Limit	Net Funded Debt	Per Cent of Debt to Net Assessed Valuation
June 30, 1968.....	\$3,084,393,862	\$ 308,439,386	\$138,760,000	4.5
June 30, 1969.....	3,410,696,014	511,604,402	137,737,000	4.0
June 30, 1970.....	3,410,696,014	511,604,402	148,362,213	4.3
June 30, 1971.....	3,716,168,650	557,425,298	177,748,110	4.8
June 30, 1972.....	4,182,623,930	627,393,590	167,286,219	4.0
June 30, 1973.....	4,768,305,674	715,245,851	156,937,246	3.3
June 30, 1974.....	5,304,286,311	795,642,947	145,352,568	2.7
June 30, 1975.....	6,372,730,603	955,909,590	132,044,112	2.1
June 30, 1976.....	7,797,631,620	1,169,644,743	153,740,873	2.0
June 30, 1977.....	7,805,949,576	1,170,892,436	157,288,790	2.0

^{a/} The net assessed valuations for fiscal years 1970-71 through 1975-76 are as of July 1. Act 157, SLH 1975, changed the valuation date to January 1, effective January 1, 1977. The indicated total for fiscal 1976-77 represents the valuation as of January 1, 1977.

Table 6

GENERAL OBLIGATION BONDS AUTHORIZED AND UNISSUED
JUNE 30, 1977

<u>Authorization</u>	<u>Bonds Authorized</u>			<u>Bonds Issued</u>	<u>Bonds Authorized and Unissued</u>
	<u>Total</u>	<u>Lapsed</u>	<u>Cancelled</u>		
<u>Fiscal Year 1972-73</u>					
Ordinance No. 3985					
August 15, 1972.....	\$28,562,028	\$11,881,895	\$ --	\$16,680,133 ^{a/}	--
<u>Fiscal Year 1973-74</u>					
Ordinance No. 4198					
July 1, 1973.....	8,946,355	640,202	--	8,306,153 ^{b/}	--
<u>Fiscal Year 1974-75</u>					
Ordinance No. 4340					
July 12, 1974.....	29,469,380	3,739,623	--	7,711,321 ^{c/}	18,018,436
Ordinance No. 4422 (Special Assessments)					
March 3, 1975.....	5,000,000	--	--	3,500,000 ^{d/}	1,500,000
<u>Fiscal Year 1975-76</u>					
Ordinance No. 4471					
June 25, 1975.....	10,883,624	36,045	--	--	10,847,579
Ordinance No. 4579 (Kahaluu Watershed)					
March 19, 1976.....	5,000,000	--	--	5,000,000 ^{e/}	--

Table 6 (Continued)

<u>Authorization</u>	<u>Bonds Authorized</u>			<u>Bonds Issued</u>	<u>Bonds Authorized and Unissued</u>
	<u>Total</u>	<u>Lapsed</u>	<u>Cancelled</u>		
<u>Fiscal Year 1976-77</u>					
Ordinance No. 4636					
September 22, 1976.....	\$12,010,833	\$ -- ^{f/}	\$ --	\$ --	\$ 12,010,833
TOTAL.....	<u>\$99,872,220</u>	<u>\$16,297,765</u>	<u>\$ --</u>	<u>\$41,197,607</u>	<u>\$ 42,376,848</u>
Less Bond Anticipation Notes dated 10/1/75, redeemed on 12/15/75 from General Fund revenues.....					<u>10,000,000</u>
General obligation bonds authorized and unissued.....					<u>\$ 32,376,848</u>

a/ General Obligation Bonds, 1976 Series B, May 1, 1976 \$15,458,607
 General Obligation Bonds, 1977, June 1, 1977 1,221,526
\$16,680,133

b/ General Obligation Bonds, 1976 Series B, May 1, 1976 \$ 2,239,000
 General Obligation Bonds, 1977, June 1, 1977 6,067,153
\$ 8,306,153

c/ General Obligation Bonds, 1977, June 1, 1977

d/ General Obligation Bonds, 1976 Series B, May 1, 1976

e/ General Obligation Bonds 1976 Series A, April 1, 1977

f/ Under the Revised City Charter, any unexpended or unencumbered balance of appropriations in the Capital Budget Ordinance are lapsed six months after the end of the fiscal year for which the appropriations are made.

Table 7

STATEMENT OF FUNDED INDEBTEDNESS
JUNE 30, 1977

Direct Debt

City and County Bonds:

General obligation bonds.....	\$168,378,330	
General obligation bonds for assessable improvements..	9,914,670	
General obligation bonds for public undertakings.....	<u>28,130,000</u>	\$206,423,000

Statutory Debt to State of Hawaii:

State bonds issued for City and County purposes.....		<u>854,655</u>
--	--	----------------

Total Direct Debt.....		207,277,655
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Other Debt

Special assessment bonds.....	8,997,600	
Water revenue bonds.....	<u>19,000,000</u>	

Total Other Debt.....		<u>27,997,600</u>
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Total Funded Indebtedness.....		<u>\$235,275,255</u>
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AUDITING DIVISION

The following are the accomplishments by the Auditing Division during the fiscal year 1976-77.

Internal Auditing

- Performed quarterly cash counts of the City Treasury and prepared statements of amounts and kinds of funds in the City Treasury.
- Conducted audits of the following concessions:
 - Interim Audit: Ala Moana Park Food Concession (Ewa End)
Ala Moana Park Food Concession (Waikiki End)
Kailua Beach Park Food Concession
Kapiolani Park Beach Center Food Concession
Koko Head Stables Concession
 - Post Audit : Bethel-Hotel Off-Street Parking Lot Concession
Haleiwa Beach Park Food Concession
Hanauma Bay Beach Park Food Concession
Koko Head-Sandy Beach Vehicle-Mounted Food Concession
Kuhio Beach Park Food Concession
Neal Blaisdell Center Parking Concession
Waikiki Shell Camera Shop Concession
Waikiki Shell Chair Rental Concession
- Reviewed administrative policies and procedures of City's concession program.
- Conducted the annual audit of the Box Office, Department of Auditoriums, for the period June 1, 1975 to May 31, 1976. Began audit of the Box Office for the period June 1, 1976 to May 31, 1977.
 - Observed and certified destruction of admission tickets to cancelled events at the Auditoriums Box Office.
 - Reviewed and submitted comments on proposed Revised Box Office Procedures.
- Assisted Department of Housing and Community Development in their review of Oceanside Properties' recorded costs for the Kukui Plaza Project.

Assisted Department of Housing and Community Development on the audit of the Kukui Plaza Parking Project.

- Performed the following services on consultant contracts:

Audited the consultant's proposed overhead rate for electrical engineering services for the Salt Lake Boulevard Improvement Project, FAU Route 6700, formerly FASC Project No. S-0670(1).

Completed audit evaluation of proposed overhead rate for engineering consultant services for the Salt Lake Boulevard Improvement Project, FAU Route 6700, formerly FASC Project No. S-0670(1).

- Performed the following services on Federal and State programs:

Prepared audit program for financial and compliance audit of subgrantees of Honolulu Area Agency on Aging (Older American's Act of 1965).

Conducted audit of subgrantee for comprehensive individualized services to elderly residents of Moiliili Community and nearby neighborhood for the project year July 1, 1975 to June 30, 1976, State Commission on Aging Project Grant, No. G0SC 2065, City Contract No. F-252-76.

Completed interim audit of subgrantee, Contract Nos. F-211-77 and F-311-77, Comprehensive Individualized Services and Nutrition Education.

Completed audit of costs incurred by subgrantee for Multiphasic Health Screening Sources to Elderly Residents.

- Began revenue audit of Honolulu Liquor Commission for fiscal year 1975-76.

Systems

- Performed the following on City-wide systems and procedures:

Drafted policies and procedures to control moneys in the General Trust Fund as a result of an opinion from the Corporation Counsel that unclaimed moneys in the Trust Fund are subject to Act 75, SLH 1974.

Completed draft of proposed policies and procedures to control moneys in the General Trust Fund and circulated same to parties concerned for comments.

Finalized draft of policies and procedures to control moneys in the General Trust Fund and forwarded same to the Director of Finance.

Commenced development of a uniform procedure for billing and collection, follow-up of delinquent receivables and write-offs of uncollectible accounts.

Obtained data on assessed valuation of property exempted from taxation for redevelopment corporations and low and moderate-income housing.

Reviewed Managing Director's proposed directive on personal services contracts.

- Performed the following on agency systems and procedures:

Finalized report on the findings and made recommendations after reviewing cash and cash handling procedures at Satellite City Halls.

Reviewed cash handling procedures at Ewa Beach Satellite City Hall to determine if the Satellite was following proper procedures to control collections.

Began updating of procedures manual for cash handling at Satellite City Halls.

Reviewed specifications for proposed computerized ticket system for Neal Blaisdell Center and submitted comments.

Reviewed Department of Public Works' proposed policy on reporting stolen or damaged employee personal property items and submitted recommendations.

Developed proposed procedures for the Housing Buy-Back Revolving Fund and drafts were circulated to Accounting Division and the Department of Housing and Community Development for comment.

Reviewed the accounting procedure and obtained cost data for witnesses' fees in the Prosecuting Attorney's Office and reported same to the Managing Director through the Finance Director.

- Performed the following on audit procedures:

Reviewed operations at the Municipal Golf Courses as a follow-up on Parks and Recreation's report that the golf courses have implemented or modified certain recommendations proposed by the former Internal Control and

Fiscal Services Division in 1971. This review came about following reports by the independent auditor that such recommendations were not being adopted.

Reviewed proposed contract for audit of Urban Renewal Projects and submitted comments.

Reviewed audit report of June 30, 1976 for the Board of Water Supply and submitted comments.

Followed up on the independent auditor's reports of 1973, 1974 and 1975 for implementation of recommendation and submitted report to the Finance Director.

Research

- Performed the following research and services on administrative matters:

Conducted research to clarify the intent of the Charter Commission relating to Section 3-115 of the Revised City Charter on audit.

Conducted research on responsibility for control of coin-operated vending machines on City properties and submitted recommendations.

Assisted in updating various data for bond prospectus.

- Performed the following studies and services on accounting and fiscal matters:

Compiled statistical data relating to gross State products and State and County tax revenues.

Completed indirect cost study and developed a proposed indirect cost rate, which is to be applied as distribution of costs of the central support services for contracts and grants.

Reviewed provisions regarding recapture of CETA funds expended for unemployment insurance contributions and submitted recommendations.

Conducted study on the accounting records and requirements in concession contract and submitted recommendation.

- Performed the following research and studies on fiscal operational matters:

Completed feasibility study of placing Municipal Stores Revolving Fund on a cash basis of accounting and submitted recommendation.

Conducted research on matters concerning follow-up of cash overages and shortages, and reviewed the cash over/short form and forwarded comments and recommendation.

Conducted study on developing standard form to report unaccountable and damaged City personal properties and submitted recommendations.

FISCAL SERVICES DIVISION

This activity provides administrative services to the department's six fiscal sections and coordinates the operation of fiscal sections not assigned to the Department of Finance.

During the fiscal year two significant programs were completed to assist departments by making accurate data readily available.

- a. Implementation of computerized claims vouchering system utilizing optical character recognition capability.
- b. Computerized Fiscal Officer Report system was expanded to include a "contracts subsidiary report."

The following are the accomplishments of the Fiscal Service Sections.

Central Fiscal Service

The Central Fiscal Service Section, with a staff of five employees, provided financial and fiscal management services to six departments--Building, Data Systems, General Planning, Health, Land Utilization and Medical Examiner.

The following is a summary of the financial condition of the operating budget for the six departments:

<u>Department</u>	<u>Programs</u>	<u>Activities</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Building	5	17	\$ 6,774,749	\$ 6,756,973	\$17,776
Data Systems	1	3	1,785,004	1,764,218	20,786
General Planning	1	3	573,166	558,754	14,412
Health	3	3	2,743,587	2,718,144	25,443
Land Utilization	1	6	1,272,752	1,272,395	357
Medical Examiner	1	1	287,717	286,786	931
TOTAL	12	33	\$ 13,436,975	\$ 13,357,270	\$79,705

The expenditures and encumbrances are classified as follows:

	Salaries and Wages	Current Expenses	Equipment	Total
Building	\$4,269,131	\$2,367,767	\$ 120,076	\$ 6,756,973
Data Systems	1,066,842	692,297	5,080	1,764,218
General Planning	477,342	75,861	5,551	558,754
Health	1,999,260	692,607	26,277	2,718,144
Land Utilization	1,170,402	99,290	2,703	1,272,395
Medical Examiner	208,474	75,914	2,398	286,786
TOTAL	<u>\$9,191,451</u>	<u>\$4,003,736</u>	<u>\$ 162,085</u>	<u>\$13,357,270</u>

A summary of the Capital Improvement Program and Budget as well as other special funded projects under the jurisdiction of the departments being services are as follows:

Type	Appropriation and/or Available Amount	Expenditures and Encumbrances	Still in Progress
City and County CIP Projects ...	\$ 2,774,534	\$ 1,704,250	\$1,070,284
Federal Funded Projects	1,457,219	1,447,109	10,111
Other Special Funded Projects ..	60,178	29,840	30,338
Trust Fund Projects	167,930	83,266	84,664
TOTAL	<u>\$ 4,459,861</u>	<u>\$ 3,264,465</u>	<u>\$1,195,397</u>

Classification of the expenditures and encumbrances by phases or purposes and the number of accounts involved are:

Phases or Purpose	No. of Accounts	Amount
City and County CIP Projects:		
Planning and Engineering	6	\$ 494,051
Construction	10	871,123
Inspection and Incidentals	1	24,950
Land Acquisition	3	47,125
Equipment	2	261,677
Beautification	1	3,823
Other	1	1,500
Federal Funded Projects	16	1,447,109
Other Special Funded Projects	1	29,840
Trust Fund Projects	12	83,266
TOTAL	<u>53</u>	<u>\$3,264,464</u>

Revenue and other collections from various sources during the fiscal year are summarized as follows:

<u>Type</u>	<u>Amount</u>
Revenue	\$1,660,343
Trust Fund	55,431
Others	<u>403,103</u>
 TOTAL	 <u>\$2,118,877</u>

The workload consisted of the following documents that were prepared and/or received and processed during the fiscal year:

Purchase Orders	2,785
Requisitions	780
Change Orders	129
Adjustment Vouchers	26
Summary of Claims	1,336
Deposits	227
Invoices	39
Relocation Surety Bond and/or Cash Applications Processed	107
Released Surety Bond and/or Cash Refunded	110
Quarterly Financial Reports	27

Fire Fiscal Service

The Fire Fiscal Service, with a staff of seven employees, provides financial and fiscal management service to the Fire Department.

The following were major accomplishments during the fiscal year:

- Prepared and submitted the department's 1977-78 Operating Budget as directed. Prepared the 1977-78 Operating Budget Quarterly Allotment Schedule. Prepared the Quarterly Allotment Schedule on the operation of the Fireboat Abner T. Longley which was submitted to the Harbors Division, State Department of Transportation.
- Assisted the department in reviewing and justifying the operating budget before the City Council. Evaluated and reconciled the approved budgets and prepared and submitted the allotment and expenditure schedules together with workload statistics for each activity in the Fire Protection, Fireboat Operations and City Radio System programs.

- Reviewed, evaluated, prepared and submitted transfer vouchers for funds reallocation and transfers to supplement deficient allotments.
- Prepared and submitted monthly, quarterly and annual performance reports and financial statements to the Fire Chief, Director of Finance and the State Department of Transportation.
- Prepared and submitted open requisitions for the purchase of equipment as projected in the Capital Improvements Program budget for the new Kahaluu Fire Station.
- Prepared and submitted weekly and monthly personnel industrial and sick leave reports to the Fire Chief and each of his operational battalion chiefs and the Civil Service Department. Prepared and submitted listing of semi-annual vacation and sick leave accruals to each bureau head for review and appropriate action.
- Contacted insurance companies regarding fire apparatus involved in three accidents with damages totaling \$798 and negotiated settlements amounting to \$553.

The financial administration of the department's operating budget for fiscal year 1976-77 are summarized as follows:

	<u>Appropriation</u>	Expenditures and <u>Encumbrances</u>	<u>Balances</u>
Fire Protection:			
Administration	\$ 267,545	\$ 267,261	\$ 284
Fire Alarm	328,756	328,101	655
Fire Prevention	312,691	308,684	4,007
Mechanic Shop	275,063	268,423	6,640
Training and Research	98,074	97,844	230
Radio Shop	75,342	74,965	377
Fire Operations	14,969,444	14,945,227	24,217
Fireboat Operations	543,936	536,491	7,445
City Radio System	66,209	66,052	157
	<u>\$ 16,937,060</u>	<u>\$ 16,893,048</u>	<u>\$ 44,012</u>

The classification of the total expenditures and encumbrances are:

<u>Classification</u>	<u>Amount</u>
Salaries and Wages	\$16,042,948
Current Expenses	689,568
Equipment	<u>160,532</u>
TOTAL	<u>\$16,893,048</u>

A summary of the Capital Improvement Program and Budget under the jurisdiction of the Fire Department for the fiscal year is as follows:

<u>Function</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Balance</u>
Kahaluu Fire Station	\$ 25,000	\$ 22,646	\$ 2,354
TOTAL	<u>\$ 25,000</u>	<u>\$ 22,646</u>	<u>\$ 2,354</u>

Revenue and other collections during the fiscal year are summarized as follows:

Revenue

State Grant:	
Fireboat Operations	\$615,686.00
Fees:	
Witness Fees	25.80
Fees for Copies and Extracts of Records ..	254.00
Rental of Equipment	720.00
Sundry Realization--Other	5,763.34
Sundry Refunds of Prior Year's Expenditures	2,463.20
Vacation Accumulation Deposits	<u>15,125.95</u>
Total Revenue	<u>\$640,038.29</u>

Other Collections

Reimbursements of Current Year's Expenditures	<u>21,233.27</u>
TOTAL REVENUE AND OTHER COLLECTIONS ..	<u>\$661,271.56</u>

The following documents were prepared, received and processed during the fiscal year:

Purchase Orders	2,516
Change Orders	20
Requisitions	355
Summary of Claims	362
Deposits	113
Adjustment Vouchers	4
Invoices Paid	2,757
Temporary Assignments	5,386
Overtime Requests	10,520
Other Premium Pay Requests	637
Time and Attendance Reports	23,846
Payroll	33
Leave Applications	5,514
Quarterly Financial Reports	4
Quarterly Performance Reports	8
Fire Reports Sold	527
Clothing Allowance	346
Meal Allowance	1,318
Travel Allowance	20
Automobile Allowance	128

General Fiscal Service

The General Fiscal Service Section provides financial and fiscal management services to the following ten agencies: Department of Finance, Civil Service, Corporation Counsel, Prosecuting Attorney, Budget Department, Information and Complaint, Municipal Reference and Records Center, Royal Hawaiian Band, Civil Defense, and Office of Human Resources.

This section is staffed by five regular and two CETA employees.

The following is a summary of the financial condition of the operating budget for the assigned departments and agencies:

<u>Department/Agency</u>	<u>No. of Activities In Program</u>	<u>Appropri- ation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed or Balances</u>
Finance	34	\$ 5,025,659	\$ 4,884,818	\$ 140,841
Finance - Pension	11	632,482	620,293	12,189
Civil Service	6	1,272,416	1,267,205	5,211
Corporation Counsel	7	1,039,007	1,020,652	18,355
Prosecuting Attorney	3	1,288,133	1,262,190	25,943
Budget	4	636,626	635,654	972
Information & Complaint ...	3	766,301	761,652	4,649
Municipal Reference and Records Center	2	118,591	114,505	4,086
Royal Hawaiian Band	2	568,574	568,103	471
Civil Defense	1	155,433	149,339	6,094
Human Resources	5	529,723	516,715	13,008
Human Resources--Federal and State Grants	32	20,919,489	17,738,505	3,180,984
TOTAL	110	\$32,952,434	\$29,539,631	\$3,412,803

Expenditures and encumbrances are classified as follows:

<u>Department/Agency</u>	<u>Wages or Salaries</u>	<u>Current Expenses</u>	<u>Equipment</u>	<u>Total</u>
Finance	\$ 3,225,560	\$ 1,632,232	\$ 27,026	\$ 4,884,818
Finance - Pension	---	620,293	---	620,293
Civil Service	1,138,315	125,760	3,130	1,267,205
Corporation Counsel	833,600	186,204	848	1,020,652
Prosecuting Attorney	942,517	315,200	4,473	1,262,190
Budget	429,995	205,608	51	635,654
Information & Complaint	659,897	100,985	770	761,652
Municipal Reference and Records Center	84,819	29,686	---	114,505
Royal Hawaiian Band	512,948	50,375	4,779	568,102
Civil Defense	110,467	34,637	4,235	149,339
Human Resources	287,329	229,386	---	516,715
Human Resources--Federal and State Grants	9,574,153	8,161,075	3,277	17,738,505
TOTAL	\$17,799,600	\$11,691,441	\$ 48,589	\$29,539,630

The following documents were prepared, received and processed during the fiscal year:

Purchase Orders	3,121
Change Orders	129
Requisitions	698
Summary of Claims	2,435
Deposits	638
Services Paid	4,000
Adjustment Vouchers	59
Temporary Assignments	166
Overtime Requests	371
Travel Allowances	55
Automobile Allowances	1,033
Quarterly Financial Reports	80
Special Federal Reports	72

Parks and Recreation Fiscal Service

The Parks and Recreation Fiscal Service Section provides financial and fiscal management services to the Department of Parks and Recreation.

The following are major accomplishments of the section.

- Prepared the fiscal year 1976-77 expenditure schedule.
- Compiled and prepared the fiscal year 1977-78 operating budget.
- Maintained the Operating and CIP budgetary records of the Department of Parks and Recreation; compiled financial data, prepared year-end requests for fund transfers and financial statements.
- Assisted the Department's staff with their operating functions.
- Maintained the records and prepared financial statements for Federal and Private Grants.
- Assisted the Parks Department staff in compiling data to support reimbursement requests to the Federal government for funds expended on projects which qualified for Federal Grants.
- Attended City Council hearings on Parks Department's operating budget.
- Processed and handled the following documents.

Purchase Orders	5,026
Change Orders	258
Requisitions	1,816
Formal Contracts	168
Informal Contracts	52
Summary of Claims	1,385
Deposits	2,483
Adjustment Vouchers	39
Invoices handled	17,479
Surety Bonds Released	148
Financial Reports	98
Special Reports	59
Auto Allowance Requests	2,191
Other Documents handled	21,545
Federal Funds Requested	22

Following is the summary of the Department of Parks and Recreation's Operating Appropriations, Expenditures and Encumbrances and the Unencumbered Balances for the fiscal year 1976-77.

<u>Program</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Balance</u>
Administration	\$ 550,035	\$ 548,391	\$ 1,644
Honolulu Zoo	513,587	512,875	712
Ala Wai Golf Course	285,079	282,544	2,535
Pali Golf Course	232,687	231,539	1,148
Kahuku Golf Course	67,206	66,801	405
Ted Makalena Golf Course	273,091	271,206	1,885
Facilities Development	785,243	784,169	1,074
Botanic Gardens	272,127	271,576	551
Organized Recreation	4,540,977	4,524,925	16,052
Water Safety	653,847	653,687	160
Grounds Maintenance	3,590,261	3,553,003	37,258
Maintenance Support Services	2,242,778	2,237,088	5,690
Beautification	778,012	777,030	982
Beautification (27-72-01101)	120,700	120,700	---
TOTAL	<u>\$ 14,905,630</u>	<u>\$ 14,835,534</u>	<u>\$ 70,096</u>

Expenditures and encumbrances are classified as follows:

Program	Salaries and Wages	Current Expenses	Equipment	Total
Administration	\$ 475,005	\$ 69,636	\$ 3,750	\$ 548,391
Honolulu Zoo	345,774	155,153	11,948	512,875
Ala Wai Golf Course	227,977	44,827	9,741	282,545
Pali Golf Course	180,373	39,615	11,551	231,539
Kahuku Golf Course	60,807	5,994	---	66,801
Ted Makalena Golf Course	186,514	73,674	11,018	271,206
Facilities Development	753,759	28,694	1,716	784,169
Botanic Gardens	232,892	37,448	1,236	271,576
Organized Recreation	2,801,076	1,629,995	93,854	4,524,925
Water Safety	388,567	244,844	20,276	653,687
Ground Maintenance	2,281,057	1,211,266	60,679	3,553,002
Maintenance Support Service ..	1,298,975	907,370	30,743	2,237,088
Beautification	617,908	275,287	4,535	897,730
TOTAL	<u>\$9,850,684</u>	<u>\$4,723,803</u>	<u>\$ 261,047</u>	<u>\$14,835,534</u>

A summary of the Capital Improvement Program for the Department of Parks and Recreation is as follows:

Fund	Appropriation	Expenditures and Encumbrances	Balances
General Fiscal	\$ 4,262,220	\$ 4,262,220	\$ ---
Community Development	3,386,000	657,651	2,728,349
Bond	5,062,513	2,115,546	2,946,967
Federal Revenue Sharing	334,000	163,400	170,600
State Grants	1,330,874	1,094,874	236,000
Private Grants	106,021	22,333	83,688
TOTAL	<u>\$ 14,481,628</u>	<u>\$ 8,316,024</u>	<u>\$6,165,604</u>

The classification of the expenditures and encumbrances by phases and number of accounts are:

Phase	No. of Accounts	Amount
Planning and Engineering	28	\$ 381,564
Construction	64	6,784,304
Inspection	2	1,146,000
Land Acquisition	16	6,051,719
Equipment	4	56,041
Other	2	62,000
TOTAL	<u>116</u>	<u>\$14,481,628</u>

Public Works Fiscal Service

The Public Works Fiscal Service Section, with a staff of 21 employees, provides financial and fiscal management service to the Department of Public Works.

The following were major accomplishments during the fiscal year:

- A sewer utility cost accounting section was created with an authorized staff of seven to carry out the accounting function for the new sewer service program. To date, the section has managed to operate with a staff of four, however, positions will be filled as the need arises. This unit is responsible for maintaining cost data to: determine future rates to be charged to residential and industrial users; account for all revenues derived from sewer service; and prepare year-end statements of profit and loss and balance sheet.
- The machine recordkeeping was discontinued with the implementation of the EDP accounting system. Employees are no longer preparing operating account reports as they are relying on reports generated by the computer. It is planned to discontinue manual postings of all CIP accounts during the coming fiscal year. There have been changes in work assignments due to the implementation of the system, and it is anticipated that more changes will be effected when conversion of the system takes place.
- Participated in the development of the Department of Public Works' operating budget for fiscal 1977-78, providing pertinent data and other detailed fiscal data to enable the department to present a meaningful budget.

A summary of the Capital Improvement Program and Budget for the Department of Public Works is as follows:

<u>Function</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Balances</u>
Bridges, Viaducts and Grade			
Separations	\$ 755,900	\$ 46,369	\$ 709,531
Highways, Streets and Road			
Construction	9,246,804	1,095,063	8,151,741
Flood Control	2,684,515	2,081,752	602,763
Storm Drainage	1,166,000	131,997	1,034,003
Other Protection	188,000	131,208	56,792
Disposal	2,323,500	727,999	1,595,501
Sewage Collection & Disposal, Sanitary Sewer Construction..	<u>4,787,626</u>	<u>2,015,086</u>	<u>2,772,540</u>
 TOTAL	 <u>\$ 21,152,345</u>	 <u>\$ 6,229,474</u>	 <u>\$14,922,871</u>

The financial administration of the department's operating budget for the fiscal year 1976-77 are summarized as follows:

<u>Program</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Management	\$ 378,576	\$ 371,347	\$ 7,229
A.E.S.	2,908,348	2,892,549	15,799
Engineering and Planning	2,013,113	2,009,053	4,060
Land Survey and Acquisition ..	1,029,929	1,023,079	6,850
Refuse Collection	8,165,676	8,133,551	32,125
Road Maintenance	6,175,897	6,172,700	3,197
Sewers	<u>8,154,850</u>	<u>7,810,545</u>	<u>344,305</u>
 TOTAL	 <u>\$ 28,826,389</u>	 <u>\$ 28,412,824</u>	 <u>\$413,565</u>

Classification of the total expenditures and encumbrances are:

<u>Classification</u>	<u>Amount</u>
Salaries and Wages	\$19,664,538
Current Expenses	7,552,210
Equipment	<u>1,196,076</u>
 TOTAL	 <u>\$28,412,824</u>

The classification of the expenditures and encumbrances by phases and number of accounts are:

<u>Phase</u>	<u>No. of Accounts</u>	<u>Amount</u>
1	53	\$1,113,997
2	21	3,242,830
3	25	679,320
4	20	423,561
5	1	687,035
7	4	82,730
	<u>124</u>	<u>\$6,229,473</u>

Revenue and other collections during the fiscal year are summarized as follows:

<u>Type</u>	<u>Amount</u>
Revenue	\$33,171,690
Trust Fund	315,669
Others	<u>2,572,737</u>
TOTAL	<u>\$36,060,096</u>

The following documents were prepared and/or received and processed during the fiscal year:

Purchase Orders	9,886
Change Orders	714
Requisitions	3,254
Summary of Claims	2,716
Deposits	769
Adjustment Vouchers	37
Invoices	1,236
Temporary Assignments	5,766
Time and Attendance Reports	48

Transportation Fiscal Service

The Transportation Fiscal Service, with a staff of five employees, provides financial and fiscal management service to the Department of Transportation Services, MTL, inc., Office of the Mayor, and Office of the Managing Director.

Financial administration of the departments' operating budgets for the fiscal year 1976-77 are summarized as follows:

<u>Department/Agency</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Mayor	\$ 246,129	\$ 245,216	\$ 913
Managing Director	332,563	325,573	6,990
Neighborhood Commission	106,259	106,215	44
OMPO	16,505	16,505	---
Transportation Services	6,508,079	6,428,933	79,146
MTL, Inc.	<u>24,435,513</u>	<u>24,429,479</u>	<u>6,034</u>
 TOTAL	 <u>\$ 31,645,048</u>	 <u>\$ 31,551,921</u>	 <u>\$93,127</u>

Classification of the total expenditures and encumbrances of the departments are:

<u>Department</u>	<u>Salaries and Wages</u>	<u>Current Expenses</u>	<u>Equipment</u>	<u>Total</u>
Mayor	\$ 193,147	\$ 52,069	\$ ---	\$ 245,216
Managing Director	312,989	12,256	328	325,573
Neighborhood Commission	71,432	34,745	38	106,215
OMPO	---	16,505	---	16,505
Transportation Services	3,395,372	2,633,629	399,932	6,428,933
MTL, Inc.	<u>15,757,931</u>	<u>8,658,919</u>	<u>12,629</u>	<u>24,429,479</u>
 TOTAL	 <u>\$19,730,871</u>	 <u>\$11,408,123</u>	 <u>\$ 412,927</u>	 <u>\$31,551,921</u>

Revenues and other collections during the fiscal year totaled \$18,064,921.

A summary of the Capital Improvement Program and Budget for the Department of Transportation Services for fiscal year 1976-77 is as follows:

Project	Appropriation	Expenditures and Encumbrances	Balance
CITY FUNDS:			
Aliamanu Street Lighting Imp.	\$ 70,000	\$ 6,000	\$ 64,000
Fort Street Mall Lighting Imp.	66,000	6,000	60,000
Puu Panini-Kaimanahila Street Lighting Imp.	126,000	10,950	115,050
FAUS - Master Plan Park/Ride	30,000	---	30,000
FAUS - Vineyard/Lusitana Street	210,000	---	210,000
FAUS - Piikoi Street	34,000	---	34,000
FAUS - Signals Modernization	889,200	638,365	250,835
Piikoi Street Widening, South Beretania Street to Young Street ...	1,250	1,250	---
Punahou Street and Kapiolani Boulevard Bikeways	25,000	---	25,000
Traffic Operations Program to Improve Capacity and Safety	1,557	---	1,557
SUB TOTAL	<u>1,453,007</u>	<u>662,565</u>	<u>790,442</u>
FEDERAL FUNDS:			
FAUS - Signal Modernization	<u>1,508,696</u>	<u>637,620</u>	<u>871,076</u>
TOTAL	<u>\$2,961,703</u>	<u>\$ 1,300,185</u>	<u>\$1,661,518</u>

Classification of expenditures and encumbrances by phases and number of accounts are:

Phase	No. of Accounts	Amount
1	6	\$ 22,950
2	7	1,275,985
4	1	1,250
	<u>14</u>	<u>\$1,300,185</u>

The following documents were prepared and/or received and processed during the fiscal year:

Purchase Orders	2,806
Requisitions	771
Adjustment Vouchers	18
Summary of Claims Vouchers	922
Deposits	690
Invoices	279
Financial Reports--Federal, State and City	63

The following is the Mass Transit Capital Improvement Projects which reflect the Federal, State and City contributions for the various approved Federal grants.

Project	Approved Grant	Expenditures and Encumbrances	Balance
Technical Study, H1-09-003			
Federal	\$ 1,218,836	\$ 1,137,269	\$ 81,567
City	<u>609,419</u>	<u>568,635</u>	<u>40,784</u>
Total	<u>1,828,255</u>	<u>1,705,904</u>	<u>122,351</u>
Technical Study, H1-09-005 (Peep II)			
Federal	1,310,000	1,258,756	51,244
City	351,950	327,386	24,564
State	<u>303,050</u>	<u>301,994</u>	<u>1,056</u>
Total	<u>1,965,000</u>	<u>1,888,136</u>	<u>76,864</u>
Demonstration Grant, H1-06-0002			
Federal	<u>87,800</u>	<u>83,539</u>	<u>4,261</u>
Unified Work Program, H1-09-0006			
Federal	100,000	28,480	71,520
City	<u>25,000</u>	<u>7,120</u>	<u>17,880</u>
Total	<u>125,000</u>	<u>35,600</u>	<u>89,400</u>
OWP-Section 9 (F.Y. 1976-77)			
H1-09-0007			
Federal	350,000	103,496	246,504
City	<u>87,500</u>	<u>25,875</u>	<u>61,625</u>
Total	<u>437,500</u>	<u>129,371</u>	<u>308,129</u>
1st Capital Grant H1-03-0002			
Federal	10,326,826	8,072,215	2,254,611
City	<u>5,163,414</u>	<u>4,036,108</u>	<u>1,127,306</u>
Total	<u>15,490,240</u>	<u>12,108,323</u>	<u>3,381,917</u>
2nd Capital Grant H1-03-0004			
Federal	12,138,076	9,848,228	2,289,848
City	<u>3,034,519</u>	<u>2,462,057</u>	<u>572,462</u>
Total	<u>15,172,595</u>	<u>12,310,285</u>	<u>2,862,310</u>

<u>Project</u>	<u>Approved Grant</u>	<u>Expenditures and Encumbrances</u>	<u>Balance</u>
3rd Capital Grant H1-03-0006			
Federal	4,269,200	2,231,512	2,037,688
City	<u>1,067,300</u>	<u>557,879</u>	<u>509,421</u>
Total	<u>5,336,500</u>	<u>2,789,391</u>	<u>2,547,109</u>
Fixed Guiderail System			
H1-03-0005			
Federal	2,000,000	---	2,000,000
Local Share (City & State) ..	<u>500,000</u>	<u>---</u>	<u>500,000</u>
Total	<u>2,500,000</u>	<u>---</u>	<u>2,500,000</u>
Section 5 (Maintenance and Operation of MTL)			
Project H1-05-4001 (1)			
Federal	2,852,470	2,852,470	---
City	<u>10,143,096</u>	<u>7,345,567</u>	<u>2,797,529</u>
Total	<u>12,995,566</u>	<u>10,198,037</u>	<u>2,797,529</u>
Project H1-05-4002 (F.Y. 1977) (2)			
Federal	2,317,631	2,317,631	---
City	<u>12,542,494</u>	<u>12,542,494</u>	<u>---</u>
Total	<u>14,860,125</u>	<u>14,860,125</u>	<u>---</u>
GRAND TOTAL	<u>\$70,798,581</u>	<u>\$ 56,108,711</u>	<u>\$14,689,870</u>

LICENSES DIVISION

Functions

Registration of motor vehicles, trailers, bicycles, dogs and businesses regulated by the City.

Issuance of vehicle license plates, emblems, certificate holders and business licenses.

Collection and accounting of motor vehicle weight taxes and registration fees, dog and bicycle registration fees, business license fees, bus stop and loading zone permit fees, and other sundry fees relating to registration and licensing.

Establishment and maintenance of license number, alphabetical and serial number records on motor vehicles and bicycle license number and alphabetical files on dogs. Maintenance of business license records.

Accomplishments

The division registered 425,281 motor vehicles, 9,507 trailers, 74,865 bicycles, 32,870 dogs and issued 11,779 business licenses, 28,745 duplicate registration and ownership certificates, 3,959 replacement plates, 4,300 replacement emblems, 10,945 out-of-state vehicle permits, 1,548 loading zone parking permits and 100 bus stop parking permits during fiscal year 1976-77.

In addition, there were 134,323 ownership transfers and 1,149 plate transfers recorded.

Total revenue collections were down \$743,374 to a total of \$11,907,127 from last year's all-time high of \$12,650,501. The decrease is attributed to the fact that 1976 was a license plate change year and revenues from the sale of license plates amounted to \$1,379,661 in fiscal year 1975-76 as compared to \$411,952 for fiscal year 1976-77.

Motor vehicle renewal registrations processed by mail amounted to 219,554 as compared to 202,628 last year, or an increase of 58% to 61%. The number of motor vehicle renewal registrations processed via the Satellite City Halls also showed an increase from 58,370 to 66,119, or from 17% to 18%. This, together with the many innovations improving the division's operations, resulted in shorter waiting lines and reduced traffic and parking problems at Pawaa Annex.

As with the previous year, many favorable reports were received from the motoring public praising the efficiency with which the staff of the Licenses Division handled the collection and processing of the 1977 renewal registrations.

Significant Developments

The 1977 session of the Legislature passed two laws (Act 195--Regular Session, and Act 20--First Special Session) which will have serious impact on the Licenses Division.

Act 195 provides for a 0.45 cents per pound State motor vehicle weight tax to be collected by the counties in addition to a \$1.00 State registration fee required by Act 188, SLH 1976, which becomes effective January 1, 1978. These additional responsibilities will increase the division's workload by approximately 25%.

Act 20 is a comprehensive law providing that the State Director of Transportation shall prescribe uniform standards and procedures for motor vehicle registration including the form and content of records to be maintained. The impact of Act 20 is not known at present, however, it is expected to be considerable.

FISCAL YEAR 1975-1977

<u>REVENUE SOURCE</u>	<u>1976-1977</u>	<u>1975-1976</u>	<u>INCREASE (DECREASE)</u>
Motor Vehicle Weight Tax	\$10,051,034	\$ 9,731,745	\$ 319,289
Motor Vehicle Penalties	65,558	45,425	20,133
Motor Vehicle Plates and Emblems	411,952	1,379,661	(967,709)
Motor Vehicle Certificate Holders	15,877	14,411	1,466
Motor Vehicle Ownership Transfers and Penalties	178,065	170,300	7,765
Motor Vehicle Plate Transfers	5,745	3,505	2,240
Motor Vehicle Duplicate Certificates	28,745	27,409	1,336
Motor Vehicle Lien Recording Fees	8	3	5
Correction Fees	446	337	109
Trailer and Wagon Weight Taxes	418,184	441,677	(23,493)
Trailer and Wagon Plates and Tags	9,319	32,782	(23,463)
Trailer and Wagon Penalties	1,618	2,348	(730)
Bicycle Licenses	224,595	236,184	(11,589)
Bicycle Penalties	9	5	4
Bicycle Tags	7,520	7,912	(392)
Dog Licenses	65,740	67,176	(1,436)
Dog Penalties	2,023	1,651	372
Dog Tags	8,375	8,333	42
Business Licenses	112,468	110,858	1,610
Loading Zone Parking Permits	36,199	34,187	2,012
Bus Stop Permits	2,452	2,462	(10)
Duplicate Copies (SCM Photocopies)	745	2,596	(1,851)
Motor Vehicle Special Number Plate Fees	45,440	123,380	(77,940)
Sundry Realizations	783	338	445
Beautification Fees	213,994	205,625	8,369
Sale of Other Materials and Supplies	233	191	42
TOTAL	<u>\$11,907,027</u>	<u>\$12,650,501</u>	<u>\$(743,374)</u>

COMPARATIVE STATEMENT OF TOTAL TRANSACTIONS

	<u>1976-1977</u>	<u>1975-1976</u>	<u>INCREASE (DECREASE)</u>
Motor Vehicle Registrations Recorded	425,281	417,373	7,908
Trailer Registrations Recorded	9,507	9,893	(386)
Bicycle Registrations Recorded	74,865	78,728	(3,863)
Dog Licenses Issued	32,870	36,648	(3,778)
Business Licenses Issued	11,779	11,906	(127)
Duplicate Certificates Issued	28,745	27,409	1,336
Replacement Plates Issued	3,959	3,400	559
Replacement Emblems Issued	4,300	2,565	1,735
Out-of-State Vehicle Permits Issued	10,945	11,984	(1,039)
Loading Zone Parking Permits Issued	1,548	1,479	69
Bus Stop Parking Permits Issued	100	104	(4)
Ownership Transfers Completed	134,323	124,228	10,095
Plate Transfers Completed	<u>1,149</u>	<u>701</u>	<u>448</u>
TOTAL NUMBER OF TRANSACTIONS	<u>739,371</u>	<u>726,418</u>	<u>12,953</u>

LIQUOR COMMISSION

The Liquor Commission is attached to the Department of Finance for administrative purposes by direction of the City Charter. The Commission's organization, duties and functions are prescribed by Chapter 281, Hawaii Revised Statutes, under which it regulates and supervises the manufacture, importation and sale of intoxicating liquor within the City and County of Honolulu. The Commission is a five-member board appointed by the Mayor, with the consent of the City Council. Commissioners serve five-year terms, with the term of one member expiring each year.

The Commission has the power to make rules and regulations, subject to the approval of the Mayor, and to grant, refuse, suspend or revoke liquor licenses, and to assess fines against licensees for violation of liquor laws or rules.

Significant staff change by the Commission was the appointment of Mr. Eugene T. Carson as Liquor Control Administrator.

Licenses and Permits

There were 1,040 liquor licenses in all classes and kinds in effect within the City and County of Honolulu on June 30, 1977. Seventy-five new licenses were issued during the fiscal year, and thirty-three were cancelled or not renewed, for a net increase of forty-two licenses since June 30, 1976.

A licensing unit within the Commission's staff investigates applicants for liquor licenses, examines prospective managers and dispenser and cabaret premises on their knowledge of liquor laws and regulations and processes requests for various other permits. Requests investigated during the year included the following:

Investigations and reports on license applications	336
New Premises	109
License transfer	97
Temporary licenses	75
Special licenses	84
Cruise Vessel license	1
Manager and Assistant Managers examined	1,081
Reports on new officers, directors, stockholders	84
Requests for signs and alterations to premises	79
Requests for employment of minors	183
Miscellaneous investigations, reports and other activities	20

Enforcement and Adjudication

Commission investigators made 80,680 inspections in day and night surveillance of licenses premises during the year. There were 460 reports by field investigators referred to the Commission for consideration. The Commission issued 393 citations against licensees for alleged violations of liquor laws or regulations. Following is a summary of disposition of the cases:

Licenses suspended	3
Suspension invoked	3
Fines assessed	371
Fines collected	359
Payments stayed by Commission	12
Cases dismissed	16
Licenses cancelled	<u>3</u>
	<u>393</u>

The Commission also issued 161 "notifications" to licensees ordering their appearance for discussion of violations or incidents which did warrant further disciplinary action.

Total citations and notifications issued in the last five years are as follows:

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Citations	395	359	184	338	393
Notifications	163	112	140	155	161

Legislation

The Ninth State Legislature enacted only one law relating to the liquor industry. Act 121 amended Section 281-44 by deleting the word "saloon" from the appropriate section. The Governor approved the Act on May 31, 1977.

DISPOSITION OF APPLICATIONS FILED
(Excluding renewal applications)

<u>Class and Kind</u>	<u>Filed</u>	<u>Granted</u>	<u>Denied</u>	<u>Withdrawn</u>	<u>Pending</u>
Dispenser general	48	34	2	0	12
Dispenser beer & wine	19	12	1	2	4
Dispenser beer	0	0			
Cabaret	7	1	2	4	
Wholesale general					
Wholesale beer & wine	2	2			
Retail general	29	21	3	1	4
Retail beer & wine	0	0			
Club	1	1			
Cruise Vessel	1	1			
Change of Classification:					
From dispenser general to cabaret	1	1			
From cabaret to dispenser general	3	3			
From wholesale beer & wine to wholesale general	1	1			
From retail beer & wine to retail general	1	1			
From dispenser beer to dispenser beer & wine	2	2			
Change of location	3	3			
Transfer of ownership	78	57	0	8	13
Special:					
General	38	34	0	4	0
Beer and wine	28	27	0	1	0
Beer	22	21	0	1	0
Additional vessel	41	41			
Temporary: (Incl. renewals)					
Dispenser general	58	52	0	4	2
Dispenser beer & wine	1	1			
Cabaret	3	3			
Retail General	20	20			
Retail beer & wine	0	0			
TOTAL	<u>407</u>	<u>339</u>	<u>8</u>	<u>25</u>	<u>35</u>

NEW LICENSES ISSUED AND OLD LICENSES CANCELLED OR NOT RENEWED

	<u>Issued</u>	<u>Cancelled</u>	<u>Renewed</u>	<u>Net Increase or (Decrease)</u>
Dispenser general	35	5	4	26
Dispenser beer and wine	12	2	0	10
Dispenser beer	0	0	0	0
Retail general	21	2	3	16
Retail beer and wine	1	4	0	(3)
Cabaret	1	5	4	(8)
Tour or cruise vessel	1	0	1	0
Club	1	0	0	1
Wholesale general	2	1	1	0
Wholesale beer and wine	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
TOTAL	<u>75</u>	<u>20</u>	<u>13</u>	<u>42</u>

LICENSES IN EFFECT

	<u>Classification</u>	<u>Dec. 31, 1945</u>	<u>Dec. 31, 1955</u>	<u>Dec. 31, 1960</u>	<u>June 30, 1965</u>
AGENT:	General	3	2	0	0
CLUB:	General	12	14	15	14
MANUFACTURER:	General	3	0	3	3
	Beer	2	2	2	1
	Wine (sake)	0	2	2	2
	Alcohol	1	1	1	1
	Total	<u>6</u>	<u>5</u>	<u>8</u>	<u>7</u>
DISPENSER:	General	116	234	260	306
	Beer & Wine	22	14	5	5
	Beer	14	4	4	2
	Total	<u>152</u>	<u>252</u>	<u>269</u>	<u>313</u>
CABARET:	General	0	6	14	20
RETAIL:	General	167	291	297	325
	Beer & Wine	14	9	7	4
	Alcohol	4	1	1	1
	Total	<u>185</u>	<u>301</u>	<u>305</u>	<u>330</u>
WHOLESALE:	General	16	12	11	14
	Beer & Wine	3	7	6	5
	Alcohol	2	1	1	1
	Total	<u>21</u>	<u>20</u>	<u>18</u>	<u>20</u>
TOUR OR CRUISE VESSEL	General	0	0	0	0
VESSEL	General	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Grand Total	379	600	629	704

LICENSES IN EFFECT

	Classification	June 30, 1970	June 30, 1975	June 30, 1976	June 30, 1977
AGENT	General	0	0	0	0
CLUB:	General	14	12	12	13
MANUFACTURER:	General	3	2	2	2
	Beer	1	1	1	1
	Wine (Sake)	1	1	1	1
	Alcohol	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total	<u>6</u>	<u>5</u>	<u>5</u>	<u>5</u>
DISPENSER:	General	397	471	494	518
	Beer & Wine	10	31	30	39
	Beer	8	6	5	3
	Total	<u>415</u>	<u>508</u>	<u>529</u>	<u>560</u>
CABARET:	General	19	41	38	33
RETAIL:	General	315	359	369	385
	Beer & Wine	5	6	8	5
	Alcohol	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total	<u>321</u>	<u>366</u>	<u>378</u>	<u>391</u>
WHOLESALE:	General	12	14	13	13
	Beer & Wine	4	4	7	8
	Alcohol	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
	Total	<u>17</u>	<u>19</u>	<u>21</u>	<u>22</u>
TOUR OR CRUISE VESSEL	General	5	14	12	13
VESSEL:	General	<u>0</u>	<u>1</u>	<u>3</u>	<u>3</u>
	Grand Total	797	966	998	1,040

LICENSE FEES REALIZED BY CLASSIFICATION

<u>Manufacturer</u>		
General	\$ 1,200.00	
Beer	600.00	
Wine (sake)	300.00	
Alcohol	180.00	
Additional fees	<u>360.00</u>	\$ 2,640.00
<u>Wholesale</u>		
General	11,475.00	
Beer and wine	2,580.00	
Alcohol	48.00	
Additional fees	<u>7,260.00</u>	21,363.00
<u>Retail</u>		
General	160,335.00	
Beer and wine	2,600.00	
Alcohol	24.00	
Additional fees	<u>175,138.52</u>	338,097.52
<u>Dispenser</u>		
General	260,720.00	
Beer and wine	15,100.00	
Beer	600.00	
Additional fees	<u>367,968.80</u>	644,388.80
<u>Club</u>		
General	3,875.00	
Additional fees	<u>9,189.21</u>	13,064.21
<u>Vessel</u>		
		720.00
<u>Additional Vessel</u>		
		2,000.00
<u>Tour or Cruise Vessel</u>		
General	3,020.00	
Additional fees	<u>964.12</u>	3,984.12
<u>Special</u>		
General	800.00	
Beer and wine	390.00	
Beer	<u>252.00</u>	1,442.00
<u>Cabaret</u>		
General	44,800.00	
Additional fees	<u>77,286.20</u>	122,086.20
<u>Temporary</u>		
Dispenser general	5,700.00	
Dispenser beer and wine	300.00	
Retail general	1,500.00	
Cabaret	<u>300.00</u>	<u>7,800.00</u>
Total license fees realized in fiscal 1976-77		<u>\$1,157,585.85</u>

BREAKDOWN OF RECEIPTS - 1966 to 1977

<u>Fiscal Year</u>	<u>License Fees</u>	<u>Filing Fees*</u>	<u>Fines</u>	<u>Miscellaneous</u>	<u>Total</u>
1966-67	\$ 417,046	\$2,200	\$14,150	\$ 339	\$ 433,734
1967-68	487,442	1,800	13,250	753	503,245
1968-69	639,608	1,300	18,448	366	659,722
1969-70	675,974	3,000	12,029	825	691,828
1970-71	758,188	1,700	13,173	473	773,534
1971-72	770,783	1,700	26,752	235	799,470
1972-73	831,664	2,000	20,408	962	855,033
1973-74	948,610	1,600	18,474	841	969,525
1974-75	1,034,202	900	12,189	679	1,047,970
1975-76	1,101,140	2,000	23,806	879	1,127,825
1976-77	1,157,586	2,600	34,581	1,069	1,195,836

*Filing fees represent fees received only from license applications denied or withdrawn. When an application is approved, the filing fee becomes part payment of the license fee.

COMPARATIVE STATEMENT OF RECEIPTS AND DISBURSEMENTS
FISCAL YEARS 1966 to 1977

<u>Year</u>	<u>Receipts</u>	<u>Disbursements</u>
1966-67	\$ 433,734	\$ 266,479
1967-68	503,245	293,162
1968-69	659,722	323,164
1969-70	691,828	340,930
1970-71	773,534	376,860
1971-72	799,470	387,974
1972-73	855,033	388,935
1973-74	969,525	440,323
1974-75	1,047,970	500,139
1975-76	1,127,825	524,416
1976-77	1,195,836	510,139*

*Decrease in disbursements for this fiscal period as compared to previous period (\$14,276) is attributed to vacancies on the Liquor Commission staff because of retirement of top personnel during the latter six months of 1976.

PURCHASING DIVISION

During fiscal year 1976-77, the Purchasing Division experienced an overall decrease in procurement activities from the previous fiscal year. Purchases of goods and services were up approximately 13.9%, however, CIP construction projects were down by a significant 66% in dollar volume.

Towards the close of the fiscal year, the Hawaii economic picture appeared to be improving and showed some upward movement. Unemployment figures also appeared to be improving from previous year levels, indicating a lessening of the adverse impact of the latest recession in the local economy.

Significant Developments

1. Due to changes and constantly rising costs of material and labor, the services of a qualified insurance appraiser became necessary to appraise and update the schedule of values of all City-owned insurable structures. The consultant firm of General Appraisal Company was hired at a fee of \$15,000 to undertake a comprehensive study of the City's fire and casualty insurance program and appraisal of all insurable structures. During the course of study, the Consultant offered to expand the scope of work with no increase in fee, to include 1) the appraisal of personal property items, and 2) to develop a "computation formula" or method of fixing the amount of coverage needed for each insurable structure. Under the new concept of computing coverage, e.g., where the building is a concrete type structure, the value attributed to the concrete foundation is proportionately reduced since damage to that section would be practically zero in a fire mishap.

The Consultant's report on the appraised value of City-owned structures under the new concept amounted to a reduction of \$2,242,902 in overall value and substantial savings in premium costs to the City. This resulted in an adjusted refund by the insurance carrier to the City during the fourth quarter.

2. The Personal Property Management Section conducted a special orientation session for Satellite City Hall personnel to acquaint them on use of "Inventory Change - Worksheet." The orientation was held in the Planning Conference Room. Fiscal year 1976-77 was the first attempt made to segregate Satellite City Hall equipment inventory by individual locations, and to update the listing for computer input and printing on the City's Annual Personal Property Inventory. Heretofore, the island-wide program of Satellite City Halls equipment inventory were listed under the single location of the Wahiawa Satellite City Hall.

3. The Mayor's "crash program" to attract Federally-assisted capital improvement construction projects resulted in the City soliciting bids for a record 75 projects in the second quarter. In anticipation of Federal funds under the Public Works Employment Act of 1976, the Mayor had expressed hopes that speeding up the bidding process might give the City an advantage over other cities competing for the same dollars. The Federal bill provided funds for projects all over the country, with no state expected to receive less than \$10 million. The speed-up action was also intended to help alleviate the then slump in the local construction industry.

COMMODITIES AND SERVICES

During Fiscal Year 1976-77, the number of requisitions processed by the Purchasing Division increased by 5.5%, and the number of purchase orders issued through requisitions increased by 6%. Direct purchase orders processed increased by 5.2%, and the dollar volume increased by 15.6% over the previous fiscal year.

The total number of price-time agreements in effect increased by two to 233, with 306 new items added, increasing the total to 2,910 items covered by these agreements.

The dollar amount of purchases of goods and services covered by price-time contracts increased by 5.2%, from \$6,186,549.37 to \$7,053,482.21. The number of awards resulting from advertised bids increased by 7.7%, with a resultant dollar amount increase of approximately 31%. Total purchases of commodities and services, including utilities, for the fiscal year amounted to \$21,169,893.32.

Statistical data of accomplishments in the procurement of commodities and services, plus the status of bid deposits and performance guarantees follow:

<u>Purchase Orders</u>	<u>Quantity</u>	<u>Amount</u>
Requisitions processed	<u>5,735</u>	
Purchase orders issued thru requisitions	5,439	\$ 3,095,877.05
Direct purchase orders processed	36,399	10,417,385.25
Board of Water Supply requisitions processed by Purchasing Division	<u>712</u>	<u>535,667.87</u>
	42,550	14,048,930.17
Change orders processed	<u>1,891</u>	<u>-2,912,078.98</u>
Total purchases thru purchase orders		11,136,851.19

<u>Advertised Bids</u>	<u>Quantity</u>	<u>Amount</u>
Bid proposals advertised and opened	253	
Awards (including 18 purchase orders, 98 one-time purchases, 256 price-time agreement contracts, 26 negotiated contracts and 19 amendments to contracts)	478	<u>15,438,988.58</u>

Utilities

Total expenditures for utilities (excluding Board of Water Supply)		<u>5,730,904.74</u>
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Total purchases of Commodities and Services		<u><u>\$21,169,893.32</u></u>
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Price Agreements

On July 1, 1976:		
Price agreements	231	
Items on price agreements	2,604	

Accomplishments during the year:		
Price agreements expired	94	
New awards for expired agreements	86	
New price agreements	10	
Net increase of items on price agreements	306	

On June 30, 1977:		
Price agreements	233	
Items on price agreements	2,910	

Status of Deposits

Bid Deposits and Performance Guarantees:		
Balance as of July 1, 1976		\$ 31,712.18
Deposits during the year	262	<u>293,877.43</u>
		325,589.61
Refunds during the year	263	<u>253,277.25</u>
Balance as of June 30, 1977		<u><u>\$ 72,312.36</u></u>

Other Statistics (formal contracts) Quantity

Specifications completed	638
Bid proposals issued	1,698
Line items reviewed	1,885
Bids received and reviewed	939

Analyses of specifications, together with careful study of intended end-uses of requested products and knowledge of markets, resulted in the City obtaining commodities and services of the best possible quality at minimum cost. Examples of savings through improved purchasing practices follow:

a. Medallions for Duke Kahanamoku Canoe Regatta. The Department of Parks and Recreation submitted a request to Purchasing Division for authorization to enter direct negotiations with T. C. Arts and Craft Works Company to purchase medallions for the Duke Kahanamoku Canoe Regatta. In the course of discussion, one of the division's buyers learned that Parks personnel, without Purchasing Division's approval or knowledge, had earlier placed an order and the subject vendor had already made shipment of the medallion merchandise. However, the division's buyer denied the agency's request and subsequently called for competitive bidding. T. C. Arts and Craft Works Company submitted a bid of \$1,350.00 compared to Trophy House's low bid of \$561.00, one of the firms contacted by the buyer, for a realized savings of \$789.00, representing a 141% price difference.

b. Pressure Sensitive Sheeting. The Department of Transportation Services submitted a requisition for an additional supply of 3M brand pressure sensitive sheeting, which are cut into decals and used for making traffic and signal signs. The 3M brand has always been purchased as a proprietary item, therefore, upon receiving the requisition, one of the division's buyers immediately canvassed the market and was successful in locating a new source of supply with a comparable brand product which was acceptable to the using agency. The prices bid were \$40.20 per roll (50 yd. roll) for 3M brand as compared to \$35.03 per roll for substitute brand from Honolulu Sign Company for a 14.8% price difference and \$5.17 per roll savings. The resultant benefit is the elimination of another product from the category of proprietary items, and probable long-term savings to the City through competitive bidding of this product in future purchases.

c. Remanufactured Ford Truck Engine. The number of firms bidding on the City's need for remanufactured (rebuilt) Ford truck engines have been limited to two firms, Honolulu Auto Parts Company and Commercial Motors, both of whom are Hawaii distributors of Enpaco Engine Parts Corporation. The result of this situation has produced minimal competition. In between requests from the user agency, a buyer of this division inquired at the parts department of Honolulu (Ford) Auto Center regarding rebuilt Ford truck engines although they only stocked rebuilt passenger car engines. After careful consideration, the management of Honolulu Ford made a determination to bid on City's needs. Thereafter, when a requisition

was received from the Division of Automotive Equipment Services for a rebuilt Ford truck engine, the following bids were received: Honolulu (Ford) Auto Center \$822.25 (new supplier); Honolulu Auto Parts Company \$1,140.87; and Commercial Motors \$1,156.47; with the low bid from Honolulu (Ford) Auto Center, representing a \$318.62 savings and a 28.9% price difference as compared against the second low bid.

d. 4-Cylinder Ford Truck Engine Assembly. The Division of Automotive Equipment Services submitted a requisition for a cylinder block and other component parts necessary for a complete engine assembly. Upon careful review and analysis of \$2,351.20 combined total cost, a buyer of this division conferred with the agency about the high cost, while at the same time contacting various other suppliers. Thereafter, the agency personnel agreed to the buyer's recommendation to purchase a short block engine--a complete and fully assembled engine ready to install--instead of their standard practice of buying the cylinder block and component parts with AES mechanics doing the assembly work. A call for competitive bidding was let for a short block engine, and the low bid of \$1,551.82 was submitted by Marisco Ltd., the same firm which originally was to have provided the cylinder block and component parts. It is noted that this \$799.58 or 34% difference represents only partial savings as it does not take into account the savings attributed to AES mechanic labor cost.

The division's specifications writers continued to conduct value analyses of requests to determine the propriety of product specifications. Requests which are restrictive or which give preference to certain brands are broadened, without sacrificing quality, to permit open competition.

The division's evaluation of the needs of City agencies and consolidation of requests resulted in the formulation of new price-time agreement contracts--bring about lower processing costs, more standardized specifications and generally lower prices.

During the year, a number of formal contracts were negotiated and awarded for the Police Department. The contracts covered furnishing and delivery of Ni-Tec Zeniscope Night Vision System--\$6,245.00; Safariland safety vest--\$8,773.44; solo motorcycles--\$41,897.20; and various radio communication equipment--\$15,121.60.

Negotiated contracts for various other agencies included: Division of Automotive Equipment Services: repair of International crawler tractor--\$36,809.84, refuse collection body cylinders and parts--\$16,753.09, and tailgate door assembly--\$9,204.00; Board of Water Supply: Datamaster equipment--\$118,381.10, and spare parts for data acquisitions and

supervisory control system--\$7,828.00; Mayor: leasing 1977 Chevrolet 5-passenger window van--\$7,712.64; Corporation Counsel: leasing 1977 4-door Omega-Brougham sedan; Parks Department: compacting equipment--\$27,868.00; Health Department: monitoring electrodes--\$22,880.00 and physio control lifepak--\$19,292.00; Department of Data Systems: leasing of Deltak Inc. data processing training system--\$18,000.00; Refuse Division: replacement parts for incinerator overhead crane--\$8,876.40; and Building Department: pedestrian escalator side and skirt panels--\$17,992.00 and Cushman 4-wheel truckster vehicle--\$7,857.00.

Further, amendments to existing contracts processed included: Parks Department: beach cleaning services--\$309,920.00, and steel refuse containers--\$788.90; Refuse Division: rental of equipment/personnel to excavate and stockpile cover material--\$72,082.26, and haul incinerator ash--\$85,435.00; Division of Automotive Equipment Services: security services--\$1,033.99; Police Department: solo motorcycles--\$4,400.00 and various radio communication equipment--\$5,054.40; Health Department: physio control lifepak--\$19,200.00 and ambulance services--\$10,081.07; Mass Transit Division: laminated embossed I.D. cards for Senior Citizens--\$39,000.00; Fire Department: fire hose and self-contained air breathing apparatus--\$5,120.50; and Division of Sewers: anhydrous ferric chloride--\$9,974.60.

CONSTRUCTION AND CONSULTANT SERVICES CONTRACTS

During the year, the number of construction contracts processed decreased by 4.1% from last year, consultant services decreased by 9.5%, however, personal services contracts increased by 26.3%. The dollar amount of construction contracts decreased approximately 66% from \$94,280,358.00 to \$32,032,103.15, consultant contracts increased 13% from \$12,514,856.20 to \$14,143,487.27, and personal services contracts decreased 22.6% from \$639,695.61 to \$495,281.44.

Statistical data for the processing of construction, consultant services and personal services contracts follows:

	<u>Quantity</u>	<u>Amount</u>
<u>Construction Contracts</u>		
Number of bids opened	209	
Awards	185	<u>\$32,032,103.15</u>

	<u>Quantity</u>	<u>Amount</u>
<u>Consultant Contracts</u>		
Number processed	182	<u>\$14,143,487.27</u>
<u>Personal Services Contracts</u>		
Number processed	298	<u>\$ 495,281.44</u>
<u>Other Statistics</u>		
Bid proposals reviewed	1,809	
Plans and specifications issued	5,339	
Permanent deposit receipts issued	3,343	
Addenda	96	
Departmental requests for modification to contracts	447	
Notices of intent to bid received	2,686	
<u>Status Deposits</u>		
Plans and Specifications Deposits:		
Balance as of July 1, 1976		\$ 77,406.00
Deposits during the year	412	<u>45,622.50</u>
		123,028.50
Refunds during the year	379	55,100.50
Forfeitures of plans and specifications	26	<u>2,150.00</u>
Balance as of June 30, 1977		<u>\$ 65,778.00</u>
Bid Proposals and Performance Guarantees:		
Balance as of July 1, 1976		\$ 2,839.00
Deposits during the year	8	<u>4,709.35</u>
		7,548.35
Refunds during the year	8	<u>4,103.75</u>
Balance as of June 30, 1977		<u>\$ 3,444.60</u>

Construction Project Awards

The largest number of awards for any City agency was made for the Department of Parks and Recreation with eighty projects totaling \$5,648,853.31. Some of the major awards were:

- Honolulu Zoo--Sewage Facility Improvement (\$64,332.00)
- Crestview Neighborhood Park--Recreation Building (\$389,900.00)
- Mililani District Park--Site Improvement (\$157,501.00)
- Banyan Court Mall--Site Improvement (\$103,432.00)
- Various Parks--Play Equipment and Appurtenances (\$56,200.00)

Kapiolani Park--Tennis Courts (\$74,730.00)
 Waipahu Recreation Center--Construction of Mall (\$72,087.00)
 Nuuanu Stream Parkway--Site Improvement (\$112,500.00)
 Waianae Regional Park--Recreation Center (\$1,596,104.00)
 Keaahala Playground--Community Service Center (\$289,631.00)
 Kam Field--Recreation Building (\$309,850.00)
 Kalakaua Recreation Center--Site Improvement (\$132,823.00)
 Keehi Lagoon Beach Park--Tennis Courts (\$83,433.00)
 Kauluwela Playground--Recreation Building (\$158,752.00)
 Pearl Ridge Community Park--Site Improvement (\$160,035.00)
 Ala Moana Park--Tennis Courts and Lighting (\$312,175.00)
 Kanewai Field--Neighborhood Pool (\$207,282.00)
 Aala International Park--Skating Rink (\$67,204.00)
 Kalakaua Recreation Center--Site Improvement (\$228,845.00)

Fifty project awards totaling \$1,711,231.17 were made for the Building Department. Major expenditures included awards for:

HMB--New Smoke Detectors and Outlets (\$66,355.00)
 Blaisdell Center--Water System Replacement (\$149,604.00)
 Waianae-Nanakuli Education and Recreation Media Project
 (\$137,300.00)
 City Hall Annex--Civil Service Building Reroofing (\$52,419.00)
 City Hall Renovation, Phase II (\$390,592.00)
 Manoa Fire Station Replacement (\$331,987.00)
 City Hall Renovation--Carpeting (\$35,452.00)

Forty-four project awards were made for the Department of Public Works totaling \$17,219,394.85: 39 for the Division of Engineering and 5 for the Division of Sewers. One of the awards was an improvement district project. Major awards were:

Rehabilitation of Streets (\$543,869.00)
 Hunalewa Street from 22nd Avenue to Station 5+37.25
 (\$129,320.75)
 Road Resurfacing - 5 Districts (\$415,488.00)
 School Street and Middle Street Reconstruction (\$967,522.50)
 Asphalt Concrete Footpaths (\$51,681.60)
 Road Resurfacing - 5 Districts (\$169,195.00)
 Waipahu Incinerator - Wastewater Disposal (\$331,941.00)
 Honouliuli Wastewater Treatment Plant (\$9,048,554.00)
 Lanikai District Sewers (\$939,400.00)
 Maili Sewers, Section 2, I.D. #250 (\$895,000.00)
 School Street Relief Sewers (\$98,410.00)
 Niu Stream Boulder Basin (\$119,000.00)
 Waimano Stream Flood Control (\$2,462,638.87)
 Palolo-Waialae Avenue Relief Drain (\$85,918.00)
 Keolu Drive Relief Drain (\$317,991.00)
 Liholiho Street Box Culvert (\$103,977.00)
 Ahilama Road Box Culvert (\$79,543.30)

Nine project awards totaling \$6,509,298.12 were made for the Department of Transportation Services. Major awards were:

Bus Shelters at Various Locations (\$12,359.00)
Aliamanu Area - Street Lighting Improvement (\$54,799.20)
Halawa Bus Maintenance Facility (\$4,202,440.00)
Traffic Signal Modernization, Phase II (\$851,236.51)
Aina Haina Street Lighting Improvement (\$194,998.00)
Traffic Signal Modernization, Phase II (\$1,064,266.59)
Waialae-Kahala Street Lighting Improvement (\$96,998.00)

Two project awards totaling \$943,322.70 were made for the Department of Housing and Community Development: Kapahulu Avenue Improvements (\$939,110.70) and Demolition and Site Clearance (\$4,212.00).

Consultant Project Awards

During the fiscal year, some major awards for services of consultants were:

Building Department--

City Hall Complex Parking and Licensing Office Structure, Amendment #1 (\$375,000)
HPD-Communication Systems, Amendment #1 (\$8,000)
HMB-Design Sculpture (\$122,000)
Pawaa Annex Improvement to Air Condition System, Phase IV (\$6,240)
City Hall Modification, Amendment #6 (\$30,000)
Pawaa Annex Modification, Amendment #2 (\$45,000)

Division of Refuse Collection and Disposal--

Shafter Flats Refuse Processing and Transfer Station (\$33,585)
Inventory Study of Potential Sanitary and Demolition of Landfill Sites, Amendment #2 (\$61,363.55)
Shafter Flats Refuse Station, Amendment #1 (\$17,525)

Department of Transportation Services--

Rapid Transit Preliminary Engineering Evaluation Program, Amendment #3 (\$70,208)
Halawa Bus Maintenance, Servicing and Parking Facilities (\$75,627.42)
Rapid Transit Construction Management Plan (\$7,000)
Traffic Circulation Plan (\$46,400)
Various Intersections - Preparation of Traffic Signal Timing Plans and Offset Plans (\$17,000)

Department of Parks and Recreation--

Pupukea Beach Park - Master Plan (\$25,000)
Moanalua Recreation Center - Master Plan (\$40,000)

Honolulu Theater for Youth (\$125,000)
 Lanikai Playground - Recreation Center Complex (\$80,000)
 Musical Programs - 11 Community Concerts (\$75,000)
 Kailua Field Gym and Multipurpose Building, Amendment #2
 (\$37,500)
 Oneula Beach Park - Site Improvements (\$40,000)
 Makiki District Park - Renovation of Buildings (\$34,000)
 Maili Beach Park - Master Plan (\$50,000)
 Waianae Regional Park - Recreation Complex (\$25,000)
 Hanauma Bay Beach Park Development Site Plan, Amendment #1
 (\$50,000)
 Kualoa Regional Park - Preparation of Plans and Specifica-
 tions (\$50,000)
 Park Nursery Facilities and Nuuanu Valley (\$29,000)

Department of Housing and Community Development--
 Pauahi Urban Renewal Project - Design Concepts (\$30,000)
 Koolauloa Housing Project - Topographic Survey and
 Preliminary Engineering Plans, Amendment #1 (\$46,000)

Department of Health--
 City and County Physicals - X-ray Technicians (\$9,600)
 Oahu Emergency Medical Services System (\$642,731)

Corporation Counsel--
 HRT Facilities Grant Project, Amendment #1 (\$5,000)
 HRT Facilities Grant Project, Amendment #2 (\$5,000)
 Woodlawn Drive and Lowrey Avenue, Amendment #1 (\$20,000)

Department of Auditoriums--
 Auditorium Operational Programs, Addenda #2, 3 & 4 (\$6,780)
 HIC and Waikiki Shell - Advertise Facilities (\$5,000)

Office of Human Resources--
 Comprehensive City Program (\$31,212)
 Comprehensive Individualized Services for Elderly Residents
 (\$300,248)
 Comprehensive City Program - Development System of Coordi-
 nated and Comprehensive Services for Older Persons
 (\$121,225)

Comprehensive Employment and Training Program (\$2,890,990)
 Kalihi-Palama Manpower Center, Amendment #1 (\$25,848)
 Comprehensive City Program (\$53,301)
 Immigrant Service Center Project (\$117,854)
 Comprehensive City Program (\$563,133)
 Job Education, Amendment #2 (\$196,971)
 CCP - Transportation for Elderly To and From Meal Sites
 (\$21,198)
 CCP - Health Screening Services (\$75,100)
 Comprehensive Employment and Training Program (\$2,082,327)

Comprehensive Employment and Training Act (\$202,221)
CETA Program - Provide Expansion of Employment (\$1,918,900)

Medical Examiner--

Pathology Services, Amendment #4 (\$35,245)

Division of Land Survey and Acquisition--

Salt Lake Park - Appraisal (\$10,400)

Division of Sewers--

Sand Island STP, Training Program for Plant Operators
(\$258,44)

Waipahu STP, Unit 1, Amendment #3 (\$9,700)

Recycling of Water, Amendment #5 (\$33,621.50)

Sand Island STP, Phase II, Amendment #1 (\$1,581,500)

Ala Moana Sewage Pump Station, Amendment #1 (\$80,000)

Mililani STP, Phase III, Amendment #3 (\$44,900)

Division of Engineering

Wind Energy Conservation Study for Oahu (\$10,000)

Haleiwa Road Drainage Improvement (\$79,000)

Rural Corporation Yard Master Plan Report (\$25,000)

Wilder Avenue-Kewalo Street Drainage Improvement (\$42,640)

Kawa Stream Flood Control (\$23,850)

Halawa Stream Flood Control (\$70,000)

Salt Lake Boulevard, Amendment #2 (\$33,223.73)

Pathogenic Enteric Viruses, Amendment #1 (\$17,500)

Salt Lake Boulevard, Amendment #3 (\$87,611.27)

Monitoring Program for Pesticides and Heavy Metals in
Wastewater Discharge (\$35,699)

In fiscal year 1976-77, the division processed 298 department requests for personal services such as those of doctors and medical services, veterinarians, engineers, auto mechanics, court reporters and recorders, stenographers, arbitrators, sports officials, various recreation instructors, poll workers and election monitors, legal services, botanist, musicians, expert witness, dancers and singers.

PERSONAL PROPERTY MANAGEMENT

The dollar value of the City's personal property inventory for fiscal year 1976-77 showed:

Motor vehicles--buses	\$12,857,421.78
Motor vehicles--other than buses	13,591,555.78
Aircraft	178,039.32
Equipment and Machinery	22,137,701.19
Fire Alarm, Communication and Street Lighting Systems	7,624,797.44
Traffic Signal Lights	2,874,769.71
Parts, Materials and Supplies	<u>3,084,299.05</u>
	<u>\$62,348,584.27</u>

This total of \$62,348,584.27 in personal property owned by the City is an increase of \$6,572,568.95 over last year.

Division employees conducted 32 public auctions for a monetary realization of \$65,962.75 to the City's General Fund, a decrease of 29.2% from last fiscal year. Upset price established for surplus items auctioned were \$24,574.00. Items sold at auction included: scrap metal, brass and copper, street light cables, oil switches and transformers, utility truck, pickup trucks, fire truck, van trucks, stake truck, cesspool tank trucks, ladder truck, panel trucks, mason truck, refuse trucks, dump trucks, street sweeper, station wagons, vehicle sedans, vehicle jeep, snorkel truck, tractor loader, combination lock safe, map storage cabinet, clothes washer/dryer, anthurium plants, used electric golf carts, used hand golf carts, used battery chargers, engine pumps and parts, chlorinating units, pipecutting machines, used waste IBM cards, used waste tabulating papers, adding machines, boat and outboard motor, boat trailer, thermo-fax machine, used lead batteries, used tires, hose expander, hoist, motor driven hack saw, edge trimmer, electric oven, electric range, electric and manual typewriters, fire extinguishers, rescue boat, generator, portable motors, fuel pumps, used refuse blades, used and unused license plates, full keyboard calculators, duplicator machine, paper drill, desk lamp, engineering arch level, dumpy level and transits.

Thirty-two items originally costing \$70,663.12 were traded in on the purchase of new equipment. Items traded in included: a tape recorder, adding machines, used ammunition cartridge cases, police solo motorcycles and electric typewriters.

There were 1,121 surplus items originally costing \$210,121.77 transferred among different agencies. Items transferred included: manual and electric typewriters, adding machines, rotary sorter, time stamp machines, movie camera, still cameras, slide projector, movie projector, overhead projector, projector screen, card cabinets, tape recorders, wooden tables, art pieces, dictating machine, electric letter opener, typewriter stands, kilns, potter wheels, metal desks, metal chairs, copy machines, collator, portable and mobile radio units, monitor receiver, folding machine, full keyboard calculator, metal files, offset duplicating machine, chalk and bulletin boards, bookcases, electric pencil shrpener, folding and office tables, steno desk, executive desk, filing cabinets, storage cabinets, addresser printer, manual embossing machine, postage machine, stacking chairs, vacuum cleaner, hand lawn mower, cesspool trucks, tank truck, fire hoses, wall lockers, refrigerators, hydradulic jack, air conditioners fire extinguishers, vehicular sedans, movie films, desk lamps, wax coater, drawing instruments and drafting tools and tables.

Donations of surplus items were made to the following governmental agencies: University of Hawaii--rotary sorter; Hawaii State Department of Agriculture--4 lengths fire hoses; Maui County Fire Department--6 lengths fire hoses; and Hawaii State Prison--4 portable radios, monitor receiver and cable kit.

The Police Department requested the assistance of personnel from our Personal Property Management Section to witness the disposal of police damaged guns and obsolete badges. The Honolulu Fire Department, Waterfront Unit, assisted and provided a fire fighting tugboat to haul the junk items out to sea, approximately 5 to 6 miles out, and dumped in water about 600 feet deep.

The Personal Property Management Officer drafted "loan agreements" for use of City-owned equipment, and coordinated with Model Cities personnel in executing said loan agreements. The loan agreements are with various private agencies that have taken over control and management of the operations of thirty-two Model Cities projects.

The City's Municipal Store had sales totaling \$28,269.55 for the year as compared to \$27,327.55 during the previous fiscal year. The variety of publications and supply items on inventory at the close of the fiscal year numbered thirty-five, an increase of one over last year.

The comparison of sales and inventories of the past three years follows:

	<u>FY 1976-77</u>	<u>FY 1975-76</u>	<u>FY 1974-75</u>
<u>SALES</u>			
Publications	\$24,080.55	\$23,246.00	\$23,814.91
Supplies	<u>4,189.25</u>	<u>4,081.55</u>	<u>4,264.35</u>
	<u>\$28,269.55</u>	<u>\$27,327.55</u>	<u>\$28,079.26</u>
<u>INVENTORY</u>			
Publications	\$24,512.40	\$26,583.51	\$30,858.63
Supplies	<u>2,613.17</u>	<u>3,447.53</u>	<u>2,817.99</u>
	<u>\$27,125.57</u>	<u>\$30,031.04</u>	<u>\$33,676.62</u>

Five hundred eighty-four complimentary copies of publications costing \$2,662.66 were issued to City and State agencies, Federal government agencies and Hawaii County Planning Department.

Publications updated during the fiscal year:

1976 Cumulative Supplement of the CZA, 1969 Edition
1976 Cumulative Supplement of the R.O. 1969
Revised General Provisions of Construction Contracts

REAL PROPERTY AND INSURANCE

Real Property

The real property transactions completed during the year included the following:

Sale of land	14	\$ 65,880.00
Disposal of Movable Property (Demolition)	11	--
Disposal of Movable Property (Auction)	2	200.00
Rental agreements issued or renewed	79	381,409.60 ^{1/}

^{1/}Includes \$369,182.00 for a 67-year lease of City-owned property located within the Makiki Stream Flood Control Channel project.

Land sales included transactions involving easement grants; sale of remnant parcels, abandoned roadways and City-owned properties required by the State of Hawaii for construction of its Interstate Highway.

Concessions

The following concessions were awarded during the year:

<u>Concession</u>	<u>Monthly Rental</u>
Ted Makalena Golf Course Food Concession	\$4,250.00
Waikiki Shell Backrest and Cushion Rental	150.00
Neal S. Blaisdell Center Parking Lot	71.75% of monthly gross
Waikiki Shell Camera Shop	204.00/performance day
Pepsi-Cola/Seven-Up Bottling Co. of Honolulu (vending machines)	.70/case sold
Hanauma Bay Beach Park Food Concession	1,524.00
Waikiki Shell Hula Show	180.00/performance day
Bethel-Hotel Off-Street Parking Lot	57.25% of monthly gross
Mary Mary Vending Machine Co. (Ice Cream Vending Machines)	10% of monthly gross
Lei Vendors at Waikiki Shell (11)	5.00
Kapiolani Golf Driving Range	12,075.00
Ted Makalena Golf Course Golf Shop	2,000.00
• Concessions Without Charge (123)	N/C

Insurance and Bond

Procured the following insurance during the year:

- Automobile Liability for City and County Fleet and Honolulu Police Department Employees.
- Helicopter Liability.
- Fireboat Protection and Indemnity.
- Accidental Death and Dismemberment and Accident Medical Expense.
- Flood Insurance.

No bids were received for liability insurance coverage for certain City-owned and rented premises. We are searching the insurance industry to find a company that would provide the City with the said coverage.

Miscellaneous

A total of 14 bus advertising agreements were entered into:

1. Paradise Park	\$2,550.00
2. International Savings & Loan Assn.	2,550.00
3. Waimea Falls Park	2,550.00
4. Johnson's Raid	2,550.00
5. U.S. Air Force (3)	1,400.00
6. U.S. Army (2)	535.50
7. Kools	5,263.50
8. U.S. Army Regional Recruiting Command	2,800.00

Sidewalk Use Permits issued for the year were as follows:

<u>Type of Permit</u>	<u>Number</u>	<u>Fee Paid</u>
1. Newsstands	9	\$2,534.67
2. Freight Elevators	3	480.00
3. Curb Tellers	1	120.00
4. Telephone Booths	1	3,110.30

DIVISION OF TREASURY

FUNCTIONS

Administers activities relating to financial affairs of the City through collection of moneys due the City, cash and debt management, improvement district assessments, and bond administration.

- . Exercises supervision over preparation of bills for moneys due the City; maintains central records of accounts receivables; collects and receives moneys due or receivable; keeps accounts of cash receipts and disbursements; maintains debt service and related records; issues and redeems bonds; issues all warrants; accounts for all parking meter collections.
- . Manages City funds; invests Board of Water Supply and Housing and Community Developments funds; maintains the City Treasury and deposits City, Board of Water Supply and Housing and Community Development moneys in depositories authorized by law.
- . Conducts financial analysis to determine need for bond issues; prepares and promotes the sale of general obligation, revenue, and improvement district assessment bonds; redeems all interest coupons and matured bonds.
- . Administers improvement district assessments through review of petitions for creation of districts and assessment rolls for assessable public improvements prior to approval by the Council. Assesses, bills, collects, and accounts for all outstanding assessments; sells real property upon which improvement assessments are not paid within the period prescribed.

ORGANIZATION AND PERSONNEL

The Division of Treasury, consisting of three sectional operations, completed 1976/77 with a 17 men-staff, headed by the following:

Division Head	Frank M. Kaito Chief of Treasury
Treasury Management	Hisami Mayeda Assistant Chief of Treasury
General Services	Masaru Sakamoto Treasury Accountant
Improvement District	Hiroshi Shinno Special Assessment Administrator

Personnel

Effective November 16, 1976, Hisami Mayeda was appointed Assistant Chief of Treasury through Civil Service examination, succeeding Richard Tanaka, who, for health reasons, requested transfer to another position.

ADMINISTRATION

Borrowings

General Obligation Water Bond. On August 3, 1976, the City issued and sold \$8,500,000 General Obligation Water Bonds, Series 1976, to a syndicate consisting of Bank of America and Associates on a bid setting net interest cost of 5.9438%. The bonds, dated September 1, 1976, are 25-year maturities, subject to prior redemption. The proceeds of the bonds were applied to finance part of the \$16 million capital improvement program of the Consolidated System of the Board of Water Supply.

Bond Anticipation Notes. Because of a dwindling cash balance caused by continuous use of current revenues to fund capital projects appropriated for expenditure by bond authorizations without recourse to issuance of such authorized bonds, to avoid a situation where a cash shortage may impede or hamper the necessary financial operations of the City pending receipt from the State of the second half of the real property tax collections, upon recommendation of the Director of Finance, by Resolution No. 77-124, adopted March 23, 1977, the Council authorized the issuance and sale of \$15,000,000

General Obligation Bond Anticipation Notes. The notes, dated April 1, 1977 and scheduled for maturity June 15, 1977, were sold April 1, 1977 to a syndicate consisting of the Bank of Hawaii and the First Hawaiian Bank at a net interest cost of 3.875%. The notes were retired by sale of general obligation bonds as indicated below.

General Obligation Bonds. The City sold June 1, 1977, \$15,000,000 principal amount of General Obligation Bonds, 1977, to a syndicate managed by Bank of America, N.T. & S.A. at a net interest cost of 5.1647%. The bonds, dated June 1, 1977, will mature serially in 20 years beginning June 1, 1980, and is subject to prior redemption. Proceeds of the sale were applied toward retiring the above-mentioned \$15,000,000 notes.

Kahaluu Watershed Project Bond. Following protracted proceedings extending over more than one year, including land acquisition and relocation expenditures, on April 1, 1977, settlement was concluded for a \$5,000,000 loan from the Farmers Home Administration of the United States to pay part of the cost of the Kahaluu Watershed Project (consisting of channel improvements and related water storage and resulting recreational facilities). In exchange for the \$5,000,000 proceeds, the City issued one single instrument bond, designated General Obligation Bond, 1976 Series A, registered as to principal and interest in the name of the United States of America, Farmers Home Administration, at an annual interest cost of 4.371%, said bond maturing over a term of 35 years beginning January 1, 1979 with interest commencing effective July 1, 1977.

Legislation

The City Treasury was instrumental for the enactment of Act 10/77 which eliminates the need for a department or board of a county vested with authority or responsibility for the management and control for a revenue-producing undertaking (on whose behalf county general obligation bonds are issued), to approve the interest rate or rates that the bonds are to bear.

The significance of this legislation lies in finalizing the Finance Director's acceptance of the best bid within the legal limit, and eliminating the redundant language of having a department or board (on whose behalf county general obligation bonds are issued) set the rate or rates the bonds are to bear.

Adjustment of Interest Earnings

Based on concurrence by the Finance Director with the Federal auditors' recommendation that interest should be

credited for Anti-Recession Assistance Grant Program funds used by the City in inter-fund transfers, and using the method approved by said Finance Director in computing such interest, \$70,151 in interest earnings adjustment was due at the end of the year. The correction agreed upon by the Chief Accountant and the Chief of Treasury is in the form of internal adjustment within total interest earned during fiscal 1976-77.

TREASURY MANAGEMENT

Interest Earnings

Interest earnings from investment of Treasury-controlled funds in excess of immediate requirements for fiscal 1977 totaled \$1,722,125 for the year, compared with \$1,386,757 for the preceding year, an increase of \$335,368, or 24.2%, attributable to a larger level of cash balance and a longer average period of investment days notwithstanding the lower interest rates prevailing during the year.

Tabulation of Interest Earnings

	<u>Fiscal Year</u>		<u>Increase or (Decrease)</u>	
	<u>1977</u>	<u>1976</u>	<u>Amount</u>	<u>%</u>
Treasury-controlled funds:				
Time CDs	\$1,433,199	\$1,106,619	\$ 326,580	29.5
Short-term governments	<u>288,926</u>	<u>280,138</u>	<u>8,788</u>	<u>3.1</u>
Total Treasury Controlled funds	<u>\$1,722,125</u>	<u>\$1,386,757</u>	<u>\$ 335,368</u>	<u>24.2</u>
BWS funds:				
Time CDs	785,923	896,154	(110,231)	(12.3)
Short-term governments	<u>2,920</u>	<u>2,920</u>	<u>--</u>	<u>--</u>
Total BWS funds	<u>788,843</u>	<u>899,074</u>	<u>(110,231)</u>	<u>(12.3)</u>
HCD funds:				
Time CDs	98,328	175,351	(77,023)	(43.9)
Short-term governments	<u>257,020</u>	<u>375,811</u>	<u>(118,791)</u>	<u>(31.6)</u>
Total HCD funds	<u>355,348</u>	<u>551,162</u>	<u>(195,814)</u>	<u>(35.5)</u>
Total Interest Earnings	<u>\$2,866,316</u>	<u>\$2,836,993</u>	<u>\$ 29,323</u>	<u>1.0</u>

Analysis of interest earnings

	Fiscal Year		Increase or (Decrease)	
	1977	1976	Amount	%
Treasury-controlled funds:				
Time CDs:				
Maturities	\$137,464,000	\$102,000,000	\$35,464,400	34.8
Av. period of investment (days)	70.15	67.28	2.87	8.1
Av. rate of interest	5.34%	5.81%	(0.47)	--
Short-term governments:				
Maturities	\$10,000,000	\$26,078,917	(\$16,078,917)	61.6
Av. period of investment (days)	79.50	59.45	20.05	33.7
Av. rate of interest	5.24%	5.20%	0.04	--
Repurchase agreements:				
Maturities	\$48,200,000	\$35,165,111	\$13,034,889	37.1
Av. period of investment (days)	28.73	12.80	15.93	124.5
Av. rate of interest	4.50%	4.48%	0.02	--

Treasury Clearances

Treasury clearances for the year for all funds totaled \$710,820,597 in receipts and \$743,708,562 in disbursements, a decrease of \$105,552,059 in receipts and a decrease of \$44,278,294 in disbursements, respectively, from the preceding fiscal year. This sizable decline in cash volume during fiscal 1977 reflects the critical cash shortage problem that plagued Treasury operation throughout the prior fiscal year, necessitating constant and continuous inter-fund borrowings with a resulting pyramid in cash transactions for that year.

Tabulation of Treasury Clearances

	Fiscal Year		Increase or (Decrease)	
	1977	1976	Amount	%
<u>Beginning balance</u>				
Treasury-controlled funds	\$ 87,581,575	\$ 56,257,549	\$ 31,324,026	55.7
HCD funds	9,921,763	7,483,029	2,438,734	32.6
BWS funds	<u>12,439,759</u>	<u>17,816,719</u>	(5,376,960)	(30.2)
	<u>\$109,943,097</u>	<u>\$ 81,557,297</u>	<u>\$ 28,385,800</u>	<u>34.8</u>
<u>Receipts</u>				
Treasury controlled funds:				
Cash receipts	\$313,888,202	\$269,723,643	\$ 44,164,559	16.4
Proceeds from sale of BAN	15,000,000	25,000,000	(10,000,000)	(40.0)
Proceeds from sale of Bond	20,000,000	35,000,000	(15,000,000)	(42.9)
Inter-fund transfers	<u>295,622,324</u>	<u>440,082,288</u>	(144,419,964)	(32.8)
	<u>644,510,527</u>	<u>769,805,931</u>	(125,295,405)	(16.3)
HCD funds:				
Cash receipts	6,842,100	14,719,786	(7,877,686)	(53.5)
Inter-fund transfers	<u>10,000</u>	<u>1,030,236</u>	(1,020,236)	(99.0)
	<u>6,852,100</u>	<u>15,750,022</u>	(8,897,922)	(56.5)
BWS funds:				
Cash receipts	33,023,249	24,816,703	8,206,546	33.1
Proceeds from sale of bond	8,500,000	--	8,500,000	--
Inter-fund transfers	<u>17,934,721</u>	<u>60,000,000</u>	<u>11,934,721</u>	<u>198.9</u>
	<u>59,457,970</u>	<u>30,816,703</u>	<u>28,641,267</u>	<u>92.9</u>
Total Receipts	<u>\$710,820,597</u>	<u>\$816,372,656</u>	<u>(\$105,552,059)</u>	<u>(12.9)</u>

	Fiscal Year		Increase or (Decrease)	
	1977	1976	Amount	%
Disbursements				
Treasury-controlled funds:				
Cash expenditures	\$350,437,778	\$288,399,617	\$ 62,038,161	21.5
Repayment of BANs	30,000,000	10,000,000	20,000,000	200.0
Inter-fund transfers	295,622,326	440,082,288	(144,459,962)	(32.8)
	<u>676,060,104</u>	<u>738,481,905</u>	(<u>62,421,801</u>)	(<u>8.5</u>)
HCD funds:				
Cash expenditures	10,790,642	12,281,052	(1,490,410)	(12.1)
Inter-fund transfers	10,000	1,030,236	(1,020,236)	(99.0)
	<u>10,800,642</u>	<u>13,311,288</u>	(<u>2,510,646</u>)	(<u>18.9</u>)
BWS funds:				
Cash expenditures	38,913,095	30,193,663	8,719,432	28.9
Inter-fund transfers	17,934,720	6,000,000	11,934,720	198.9
	<u>56,847,815</u>	<u>36,193,663</u>	<u>20,654,152</u>	<u>57.1</u>
Total disbursements	<u>\$743,708,562</u>	<u>\$787,986,856</u>	(\$ <u>44,278,294</u>)	(<u>5.6</u>)
Ending balance				
Treasury-controlled funds				
	\$ 56,031,997	\$ 87,581,575	(\$ 31,549,578)	(36.0)
HCD funds	5,973,221	9,921,763	(3,948,542)	(39.8)
BWS funds	<u>15,049,914</u>	<u>12,439,759</u>	<u>2,610,155</u>	<u>20.9</u>
	<u>\$ 77,055,132</u>	<u>\$109,943,097</u>	(\$ <u>32,887,965</u>)	(<u>29.9</u>)

GENERAL SERVICES

Debt Service Administration

Bond interest and principal payments during fiscal 1977 involved 1,345 transactions totaling \$56,669,269 compared with 1,414 transactions totaling \$36,809,489 for the preceding year. The dollar increase in transaction volume is due to repayment of \$15 million bond anticipation notes made July 1, 1976 and June 15, 1977, respectively. Breakdown of all payments made through the City's paying agents and directly by the Treasury is as follows:

	No. of Debit Memos	No. of Coupons	Amount	No. of Debit Memos	No. of Bonds	Amount	No. of Debit Memos	Amount
Treasury								
I.D. bonds	389	6,422	\$ 688,512	75	664	\$ 1,952,900	464	\$ 2,641,412
G.O. bonds	484	6,754	596,287	34	386	510,000	518	1,106,287
B.W.S. bonds	57	888	64,415	3	85	105,000	60	169,415
B.A.N. bonds	3	2	262,531	3	2	30,000,000	6	30,262,531
	<u>933</u>	<u>14,066</u>	<u>\$ 1,611,745</u>	<u>115</u>	<u>1,137</u>	<u>\$32,567,900</u>	<u>1,048</u>	<u>\$34,179,645</u>
F.Y. 1975-76	<u>931</u>	<u>14,424</u>	<u>\$ 1,242,914</u>	<u>142</u>	<u>1,621</u>	<u>\$13,783,200</u>	<u>1,073</u>	<u>\$15,026,114</u>
Chemical:								
G.O. bonds	126	57,335	\$ 823,871	42	2,863	\$ 3,820,000	168	\$ 4,643,871
B.W.S. bonds	35	7,469	574,483	8	308	1,128,000	43	1,702,483
	<u>161</u>	<u>64,804</u>	<u>\$ 1,398,354</u>	<u>50</u>	<u>3,171</u>	<u>\$ 4,948,000</u>	<u>211</u>	<u>\$ 6,346,354</u>
F.Y. 1975-76	<u>188</u>	<u>63,577</u>	<u>\$ 1,898,400</u>	<u>62</u>	<u>4,210</u>	<u>\$ 5,930,000</u>	<u>250</u>	<u>\$ 7,828,400</u>
Chase:								
G.O. bonds	28	26,659	\$ 1,292,819	10	1,127	\$ 3,747,000	38	\$ 5,039,819
F.Y. 1975-76	<u>38</u>	<u>29,141</u>	<u>\$ 1,955,267</u>	<u>9</u>	<u>933</u>	<u>\$ 3,037,000</u>	<u>47</u>	<u>\$ 4,992,267</u>
Bankers Trust:								
G.O. bonds	40	46,673	\$ 6,308,001	6	912	\$ 4,560,000	46	\$10,868,001
F.Y. 1975-76	<u>37</u>	<u>33,595</u>	<u>\$ 4,477,708</u>	<u>7</u>	<u>897</u>	<u>\$ 4,485,000</u>	<u>44</u>	<u>\$ 8,962,708</u>
Manufacturers:								
G.O. bonds	2	1,536	\$ 235,350	--	--	--	2	\$ 235,350
Total:								
F.Y. 1976-77	<u>1,164</u>	<u>153,738</u>	<u>\$10,846,269</u>	<u>181</u>	<u>6,347</u>	<u>\$45,822,900</u>	<u>1,345</u>	<u>\$56,669,169</u>
F.Y. 1975-76	<u>1,194</u>	<u>140,738</u>	<u>\$ 9,574,289</u>	<u>220</u>	<u>7,661</u>	<u>\$27,235,200</u>	<u>1,414</u>	<u>\$36,809,489</u>

Billings and Collections

Billings and collections for the year for the centralized billing program totaled \$6,029,487 and \$7,165,718, respectively, as shown by the following breakdown:

	No. of <u>Billings</u>	<u>Amount</u>	No. of <u>Collections</u>	<u>Amount</u>
Refuse service changes:				
Refuse collection	30,180	\$ 162,788	24,656	\$ 162,341
Refuse disposal	11,810	742,642	6,116	627,722
Trench patching	37	61,284	9	59,727
Cesspool pumping	299	12,773	158	12,236
Concession rental	341	1,384,777	425	1,458,979
Property rental	730	180,140	583	164,065
Sale of surplus land	134	18,807	132	17,724
Data processing services - other counties	57	151,327	54	144,133
Special assessments	<u>12,281</u>	<u>3,314,949</u>	<u>11,660</u>	<u>4,518,791*</u>
	<u>55,869</u>	<u>\$6,029,487</u>	<u>43,793</u>	<u>\$7,165,718</u>

* Includes \$1,287,216 in interest and penalties not billed.

As of June 30, 1977, there were 546 delinquencies totaling \$228,279 as shown by the tabulation below:

	<u>No.</u>	<u>Amount</u>
Refuse collection	206	\$ 3,460
Refuse disposal	296	91,275
Trench patching	3	7,059
Cesspool pumping	4	363
Concession rental	6	92,523*
Property rental	26	25,914
Sale of surplus land	2	583
Data processing services - other counties	3	<u>7,102</u>
	<u>546</u>	<u>\$228,279</u>

*Includes \$60,427 owed by Rainbow Golf Supply, Inc. for the Kapiolani Golf Driving Range Concession.

Parking meter collections accounted for during the year totaled \$1,595,263, a decrease of \$5,782, or 0.36% below collections for last year as shown by the following breakdown:

	<u>Street Parking</u>	<u>Percent Increase</u>	<u>Off-Street Parking</u>	<u>Percent Increase</u>	<u>Totals</u>	
No. of Meters:						
This year	2,971		2,398		5,369	
Last year	<u>2,961</u>		<u>2,402</u>		<u>5,363</u>	
	<u>10</u>	<u>0.34%</u>	<u>(4)</u>	<u>(0.17%)</u>	<u>6</u>	<u>0.11%</u>
No. of Meter Collections:						
This year	190,340		221,124		411,464	
Last year	<u>196,086</u>		<u>224,953</u>		<u>421,039</u>	
	<u>(5,746)</u>	<u>(2.93%)</u>	<u>(3,829)</u>	<u>(1.70%)</u>	<u>(9,575)</u>	<u>(2.27%)</u>
Revenue:						
This year	\$683,948		\$911,315		\$1,595,263	
Last year	<u>675,972</u>		<u>925,073</u>		<u>1,601,045</u>	
	<u>\$ 7,976</u>	<u>1.18</u>	<u>(\$ 13,758)</u>	<u>(1.49%)</u>	<u>(\$ 5,782)</u>	<u>(0.36%)</u>

Work Performance

	<u>Units</u>	<u>Amount</u>
<u>Collections</u>		
Building permit fees	16,928	\$ 932,608
Grading permit fees	332	12,709
Excavation of public right-of-way fees	212	2,974
Sign permit fees	380	2,278
Relocation permit fees	140	2,211
Electrical inspection fees	852	7,974
Variance fees	39	1,122
Public Works charges	312	138,533
Municipal Store sales	2,676	17,333
Plans and specifications deposits	755	359,325
Parking meter	411,464	1,595,263
<u>Other</u>		
Agency deposits	15,248	345,771,415
General warrants issued	83,931	173,879,560
Payroll warrants issued	211,665	132,428,004
Warrants cleared by banks	258,087	294,175,385
Warrants cleared over-the-counter	13,061	2,930,317
Refunds processed	132	20,574
Debit memos processed	1,460	77,147,430
Cash transfer vouchers processed	406	366,531,987
Treasury adjustment vouchers processed	56	5,070,417
	<u>1,018,136</u>	<u>\$1,401,027,419</u>

Other Accomplishments

During the year, the following materials (filling 81 55-gallon plastic bags) were destroyed by machine shredding with help provided by student summer hire.

	<u>No.</u>
Paid and cancelled coupons	21,232*
Paid and cancelled bonds	1,371*
Paid and cancelled warrants	106,931**

* Paid and cancelled during the period 7/2/73-9/10/74.
**1965-66 series.

IMPROVEMENT DISTRICT ASSESSMENTS

Special Assessment Revolving
Fund Financing

During the year, \$334,735.42 was allocated out of the Special Assessment Revolving Fund to finance the unpaid portion of the property owners' share of the cost of assessable public improvements for the below-listed improvement districts created by initiation on the part of the City:

<u>Improvement District</u>	<u>Amount</u>
I.D. No. 249, Lanikai District Sewers, Section 1	\$165,130.95
I.D. No. 250, Maili Sewers, Section 2	<u>169,604.47</u>
	<u>\$334,735.42</u>

Sale of Bonds

At public bid held September 3, 1976, \$155,000 par value special assessment bonds were sold at 6-7/8% interest cost to finance the unpaid balance of the property owners' share of the cost of improvements of Improvement District No. 248, Hunalewa Street--a developer-initiated project.

Amendment to Simplify Refund Provision
Relating to Lien and New Assessment

To simplify the refunding of construction surplus resulting from completion of improvement district projects undertaken under Sections 24-3.2 or 24-3.3, R.O.H. 1969, as amended, the refund provision under Section 24-4.4 was amended by Ordinance

No. 4669, approved December 22, 1976. The amendment replaces the 5% minimum limit and provides for refund of construction surplus in excess of \$5,000 or more.

Debt Service Deficiency in Redemption of Improvement District Bonds

Because of failure on the part of the then Finance Director to call in for prior redemption between 1969 and 1971, bonds for which assessments had been paid in full, there was a \$48,600 shortage in I.D. No. 205, Waiialae-Iki View Lots. Upon advice of the Corporation Counsel's Office, surplus in the Improvement District Revolving Fund was applied to make up this cash deficiency. There are six districts remaining in a similar category for which cash deficiency is projected at \$144,000.

Re-enactment of Chapter 24, Revised Ordinances of Honolulu 1969

Because of legal cloud cast on the validity of Chapter 24, R. O. 1969, as amended, as a result of adoption in 1972 of the Revised Charter, Act 105 was enacted in the 1976 Session of the Legislature to remove any question with respect to such validity. To conform to said Act, Chapter 24, R. O. 1969, was reenacted as Ordinance No. 4641, approved October 14, 1976, ratifying, validating, approving and confirming all provisions of said Chapter 24.

Work Performance

	<u>No. of Districts Involved</u>	<u>No. of Billings</u>	<u>Amount</u>
<u>Billings</u>			
Current billings	104	10,585	\$3,084,996
New billings	4	696	229,953
Delinquent billings:			
1st notice		1,164	
2nd notice		410	
Final notice		218	
Total delinquent accounts collected ..		1,269	
<u>Collections</u>			
Assessments (including prepayments).....			\$3,231,757
Interest			1,273,058
Penalty			14,158

	<u>No. of Districts Involved</u>	<u>Unit Count</u>
<u>Creation of New Districts</u>		
Review and approval of assessment map and rolls:		
City-initiated projects	2	528
Petitioned projects	1	60
Review and approval of petition	1	60
Processing of public hearing notices	3	595

Processing of Applications for
Consolidation And/Or Resubdivision
of Lots Subject to Outstanding
Assessment Liens:

	<u>No. of Applications</u>	<u>No. of Districts Involved</u>	<u>No. of Original Assessments Lots Involved</u>
Applications approved on basis of paying off of assessment liens...	20	20	34

FIRE DEPARTMENT

FIRE DEPARTMENT

Boniface K. Aiu, Fire Chief
Anthony J. Lopez, Fire Deputy Chief

POWERS, DUTIES AND FUNCTIONS

The Honolulu Fire Department is responsible for the prevention and extinguishment of fires and the necessary protection of life and property connected therein for the City and County of Honolulu (island of Oahu-604 square miles). It provides a system of instant communications, inspectional programs, enforcement of fire regulations, fire training, and mountain and ocean search and rescue.

ORGANIZATION

The Department, under the command of the Fire Chief and his deputy, directs a force of 971 employees (944 uniformed and 27 civilians) assigned to 6 major service bureaus and 4 firefighting battalions. There are 38 fire stations strategically located throughout the island to house 37 engine companies, 10 ladder companies, 2 rescue-salvage companies, 1 fireboat, 1 snorkel, 4 tankers and 1 helicopter.

ADMINISTRATION AND OPERATIONS

Collective Bargaining. Contract negotiations between the State and four counties and the Hawaii Fire Fighters Association began on October 5, 1976. In April of 1977 the union filed a notice of impasse before the Hawaii Public Employment Relations Board (HPERB) and Mr. Gayle Wineriter of the Federal Mediation and Conciliation Service was appointed by HPERB on May 9, 1977 to conduct mediation proceedings. On May 27, 1977, when mediation failed to bring parties to agreement, a fact finding board was appointed by HPERB. The union rejected the fact finders recommendations and indicated its intention to seek authorization to call a statewide strike of fire fighters. The fiscal year closed with the State and four counties and the union not coming to agreement and the possibility of a strike threatened to commence on September 1, 1977.

Increase in Firefighting Services. Six (6) Fire Captain, 6 Fire Equipment Operator II and 21 Fire Fighter positions were created and filled to man two newly-commissioned companies. The Hawaii Kai Fire Station was expanded to include a ladder company and construction of the new Kahaluu Fire Station was completed to house an engine company.

Increase in Malicious Burning. Maliciously set fires continue to increase in the City and County of Honolulu. Nationally, the trend approaches epidemic proportions as it continues its lead as the fastest growing crime in America. Recent efforts to combat the rising rate included the urging of the Federal Bureau of Investigation to recognize and report arson as a major national crime.

Apparatus Fuel Conversion Program. In an effort to conserve fuel and increase the operational capabilities and efficiency of fire apparatus, the Department initiated a program to convert the apparatus fleet to diesel fuel. All new apparatus purchased since 1970 are diesel-powered and, where possible, repowering of gasoline apparatus has included conversion to diesel engines. To date, 22 firefighting apparatus, or 29 per cent of the fleet of 75, are diesel-powered. The conversion program has also included the installation of diesel tanks and pumps to fuel the diesel-powered apparatus.

CAPITAL IMPROVEMENT PROGRAM

Waimanalo Fire Station. Waimanalo Fire Station was completed on December 20, 1976 at a construction cost of \$480,299 and Engine 27 was relocated there from its temporary quarters at Bellows Air Field. A helipad for emergency use of the Fire helicopter and a separate building to house an ambulance unit were also completed.

Kahaluu Fire Station. The new Kahaluu Fire Station located at the corner of Waihee and Ahilama Roads was completed on October 26, 1976 at a construction cost of \$309,310. A new superior 1250 GPM diesel-powered engine and 15 firefighting personnel were placed in service there to provide first-in fire protection for the Kahaluu, Ahuimanu, Waiahole and Waikane areas.

Hawaii Kai Fire Station. The expansion project at Hawaii Kai Fire Station was completed on August 20, 1976 at a cost of \$109,577. Ladder 34 and 18 firefighting personnel were placed in service at the station to provide fire protection for the expanding development taking place in the area. Accommodations for an ambulance unit were also completed although none, as yet, has been placed in service.

Manoa Fire Station. Five hundred fifty-seven thousand dollars (\$557,000) of federal funds were granted for the replacement of the Manoa Fire Station. Construction began on April 11, 1977 at the contracted price of \$340,987. Engine 22, which was quartered there, was relocated to Makiki Fire Station until completion of the new station scheduled to be completed on March 6, 1978.

Waianae Fire Station. Construction for the relocation of Waianae Fire Station began on August 1, 1977. Seven hundred thousand dollars (\$700,000) of federal funds were granted for construction of the station which will house an engine and ladder company and an ambulance unit. Construction is scheduled to be completed on June 26, 1978.

FIRE STATIONS AND GROUNDS

Major improvements and alterations were completed for the following fire stations:

- Central Complete painting of station.
- Hauula Complete reroofing.
Fumigation of station for termites.
- Kaaawa Install chain link fence around garage.
Install roll-up canvas in front of apparatus
for weather protection.
- Makiki Install chain link fence on ewa side of
station.
- Moanalua Install chain link fence on mauka Waikiki side
of station.
- Kuakini Install lights for physical fitness.
Reroofing of station.

APPARATUS AND EQUIPMENT

Four 1250 GPM pumpers, two Superiors and two Seagraves, were purchased and placed in commission. In addition, three Ford Custom four-door sedans and one Chevrolet utility truck were purchased.

Annual pumper capacity and aerial ladder tests for 46 apparatus were completed. Ten ladders and one snorkel also received quality assurance tests.

Detailed breakdown of repairs and preventive maintenance services completed by the Maintenance Shop for fiscal year 1976-77:

Emergency Calls 1,440 Fire Apparatus
90 Fire Equipment (rescue boats,
portable pumps, generators,
etc.)

Repairs in Shop 645 Firefighting Equipment
369 Hose Repairs
49 Major Repairs (motor overhauls,
clutches, pumps, hydraulic
systems, transmissions, etc.)

Preventive Maintenance Services 272 Fire Apparatus and Vehicles

Safety Checks 374 Fire Apparatus and Vehicles

Training Activities. Fire Equipment Superintendent Wallace Kawachi attended the Fire Service Vehicle Repair and Maintenance Seminar in February 1977 at Santa Ana College, California.

A new program for the training of company personnel in the maintenance and operation of apparatus was initiated in July of 1977. Training was conducted for 44 engine and 10 ladder companies. The program will continue with the training of every platoon in every company and refresher training as the need arises.

Two Mechanic Shop personnel attended the Driver Evaluation Seminar held by the Training Division of the Department of Civil Service.

COMMUNICATIONS

The Radio Shop provides the planning, installation, maintenance, and repair of all communication equipment for the Fire Department. Also, under a specially budgeted activity, the Radio Shop provides similar services for the City and County Civil Defense, Life Guard, and Humane Society radio networks.

Major Accomplishments. Modification of the recently acquired Health Department base stations have been completed. These base stations are presently being multiplexed into the State microwave system which is now in operation. Changeover to the City's future islandwide microwave system is thus simplified with minimum time and expense required.

T.A.C. receivers have been installed. These equipment, with the comparator and voting equipment presently being installed, should improve the islandwide radio coverage.

Training Activities. Total area coverage, in terms of maintaining good two-way communication between mobiles and base stations in all areas, is the ultimate goal in any communication system. Toward this end all personnel in the

Radio Shop successfully completed theoretical and practical training on microwaves, multiplexing, termination equipment, comparator and voting systems.

Increased Workload. Expanding department needs, more stringent F.C.C. technical requirements and necessary upgrading of older equipment, resulted in a 20 percent increase in the total man-hours expended in these areas. This caused a 20 percent decrease in preventive maintenance man-hours.

FIRE HIGHLIGHTS - JULY 1, 1976 TO JUNE 30, 1977

Five deaths were caused by fires during fiscal year 1977 in Honolulu. Two of the five deaths occurred in automobile fires.

1. A fatality occurred in an automobile fire on September 11, 1976. The automobile was parked at the end of Kaha Street in Kailua at an entrance to the Kawainui Swamp. The cause of the fire and death was listed as probable suicide.
2. On December 23, 1976, a fatality occurred when an automobile struck a utility pole on Lualualei Naval Access Road. A male civilian died as a result of the fire that ensued.
3. An elderly male died in a two-story home fire at 1512 Meyers Street on May 18, 1977. The victim was found in an upstairs bedroom. The probable cause of the fire was listed as careless smoking.
4. Two women died in a fire at Hawaiian Island Products, Inc. at 950 Robello Lane on June 15, 1977. The company produced souvenir items which required the use of highly flammable liquids. Police and fire investigations did not agree as to the cause of this fire; the police tentatively listing it as arson-homicide and fire investigators attributing it to radiation from a heater that was situated next to a spray booth. Damages to building and contents were estimated to be over \$120,000.

Two major hotel fires occurred in November 1976. The historic Halekulani Hotel suffered more than \$500,000 in damages when an electrical short circuit started a fire in one of its adjacent buildings. Quick action by the six companies that responded to this fire prevented the fire from spreading to the main hotel complex.

The other major hotel fire was the Miramar Hotel on Kuhio

Avenue which sustained more than \$300,000 in damages to its building and contents when fire consumed parts of its fifth, sixth and seventh floors. Thirteen civilians, five police officers and one fire fighter were treated for smoke inhalation and two fire fighters sustained burn injuries.

New Year's celebration halted for a family in Hawaii Kai when their home was consumed by fire the evening of December 31, 1976. The \$100,000 fire appeared to have been caused by youths firing rockets from a nearby stream. High winds caused the blaze to spread too quickly for any measures to be effectively taken.

Fire gutted a cocktail lounge in the Enchanted Lake Shopping Center on Keolu Drive on February 11, 1977, causing estimated damages of \$100,000. Five adjoining businesses sustained heat, smoke and water damage. The fire was maliciously set.

Three engines and a ladder responded to a building fire on Halekoa Drive on February 19, 1977. Stiff breezes caused the fire to totally consume a second home and damage a third. Total loss was estimated at \$200,000.

A high-rise fire on Ala Wai Boulevard caused an estimated \$48,000 in damages on February 25, 1977. The probable cause of the 26th story fire was careless smoking. One fire fighter and two police officers were injured fighting the blaze.

RESCUE AND EMERGENCY HIGHLIGHTS

High surf made it necessary for the Oahu Civil Defense Agency (OCDA) to activate the Emergency Operating Center (EOC) at the Honolulu Municipal Building on November 11 and 25, 1976. Waves during the first activation period reached up to the highway causing damages to a number of buildings including the Sunset Beach Fire Station.

Fire Department personnel responded to nine hang glider emergencies in fiscal year 1977, down 61 percent from 1976. In one emergency on February 26, 1977, one engine, one rescue company and Air-1 responded to the ridgeline above Sea Life Park at Makapuu. Three rescue personnel rappelled 600 feet to the victim who was caught on a narrow ledge. After dislodging him, Air-1 airlifted the victim to the Makai Range Pier where he was pronounced dead.

Rescue and emergency calls for automotive accidents increased from 264 in fiscal year 1976 to 393 in 1977. This represents a 49 percent increase for calls of this nature. Ocean rescue and emergency calls also showed an increase in 1977.

There were 76 calls in fiscal year 1976 as compared to 98 in 1977, an increase of 29 percent.

HELICOPTER

With a full complement of three helicopter pilots and four relief pilots, Helicopter Station Air-1 continues to provide 24-hour around-the-clock service. Following is the Helicopter Station report for fiscal year 1976-1977:

Total number of flight hours	748.1
Total Honolulu Police Dept. flight hours	0.7
Total Honolulu Fire Dept. flight hours	747.4
Administrative flight hours	36.4
Training flight hours	229.7
Maintenance Test flight hours	13.2
HFD Patrol flight hours	167.9
Miscellaneous Service flight hours	28.9
Search and Rescue flight hours	183.4
Fire Alarm flight hours	87.9
Total hours out of service due to:	
Inclement weather	0.0
Sick leave	0.0
Maintenance service	2004.4
Average aircraft availability for fiscal year	77.4%
Total number of fires	50
Total number of emergencies	168
Total number of lives saved	53
Land rescues	22
Water rescues	31

FIRE PREVENTION BUREAU

The purpose of fire prevention is to reduce the hazards which contribute to the occurrence and spread of fires. The most logical way to decrease the loss of lives and property by fire is to place more emphasis on prevention. The greatest reward for our efforts is the reduced demand for fire suppression activity, and reduced fire deaths and property loss. The Bureau is striving toward this goal.

Fire prevention is performed at two levels: 1) Fire suppression force that has general fire inspection training; and 2) Fire inspectors who have specialized training in all hazards and occupancies. The year 1976 has been a busy year. Heavy personnel turnover compelled us to reorganize and present extensive training in all phases of fire inspection.

One of the basic methods in preventing fires is through periodic inspections of educational and institutional facilities, offices, mercantile, industrial and storage occupancies. Citations are issued for code violations that cannot be corrected immediately. Our total fire prevention inspection program at the company level as well as the battalion level is continuing to show progress. Communication between fire companies and the Fire Prevention Bureau has shown a marked improvement.

One discouraging note is that inspections which are conducted by fire companies are not recognized by the State Fire Marshal's Office. We must reevaluate this program in order to have these inspections recognized.

Fire Investigation Section. The Fire Prevention Bureau is charged with the task of determining the cause of fires which cannot be determined by field operation officers. Not all fires are accidental or due to carelessness. Far too many involves the criminal offense of arson. The job of the investigator is to thoroughly investigate suspicious fires for evidence of arson, willful burning, conspiracy, fraud or other crimes connected with the fire.

It has been said that what keeps arsonists from setting fires at will is the sure knowledge that each and every fire will be thoroughly investigated.

Public Education and Safety. Education is the key word in fire prevention and personal safety but the responsibility of preventing fires and saving lives belongs to everyone, young and old. In an effort to educate people, programs are presented to the public upon request. A new pamphlet, "Developing Emergency Plans for High-Rise Buildings," was printed in March 1976 to assist building managers and owners in developing evacuation plans. A poster, "Five Steps to Remember In Case Of Fire Or Smoke," was also printed. This poster was distributed to be posted with floor evacuation plans on each floor level.

With all the efforts put into fire prevention, fires still occur and it is crucial that the public be continually educated in fire safety awareness.

The Fire Prevention Education Officer deals directly with the problems of life safety. The "Table Top" demonstration is one of the many programs offered to the public.

Medicare/Medicaid Section. Under federal regulations as provided in the Social Security Act, the Department of Health, Education and Welfare and local State agencies are mandated to

conduct comprehensive statewide surveys of medical facilities such as hospitals, skilled nursing homes and intermediary care facilities. This program is given high priority in the fire prevention program. Facility personnel are trained in all facets of fire safety procedures including lifting and carrying, evacuation and the use of firefighting equipment. A Fire Inspector II is assigned to this program which is fully funded by the federal government through the State Department of Health.

Plans Examining Section. The Plans Examining Section of the Fire Prevention Bureau examines and approves building plans and specifications for compliance with the Rules and Regulations of the State Fire Marshal prior to any construction or alterations. This section is situated within the Building Department so that the construction industry and the general public can be serviced with greater efficiency.

New systems for plans examination have been established and active participation by both departments in these examinations has resulted in better enforcement of both fire prevention and building codes. This close working relationship with the City Building Department has improved our capability to prevent fires.

Accomplishments

The Bureau is proud to have been instrumental in the enactment of City Ordinance 4598 which relates to the testing of fire extinguishing systems under the rules of the Fire Department.

It was found necessary to enact this Ordinance requiring all fire extinguishing systems and devices including automatic sprinklers, combination standpipes, dry and wet standpipes, special automatic extinguishing systems, basement pipe inlets and the appurtenances thereto to be tested on an annual basis.

National Fire Prevention Week was observed October 3-9, 1976 with the theme "Learn Don't Burn." Some of the major events during this period included the distribution of the Home Fire Safety Checklist to all elementary schools, conducting of private and public school fire exit drills, simulated fire and rescue demonstrations, fire station open house, "Visit Fire Chief's Day," poster contest, fire station display contest and highlighted by a luncheon.

Projections

The Company Inspection Program will be reevaluated to further comply with the Hawaii Revised Statutes. Inspection

forms issued will be designed to conform to those required by the State Fire Marshal as mandated by the Hawaii Revised Statutes.

Present Bureau organization and operational procedures will also be reevaluated. Specialization of assignments will be considered where each inspector is required to specialize in two specific occupancies and maintain general working knowledge of the others.

The enactment of an ordinance (Municipal Fire Code) which is not in conflict with any of the established State Fire Marshal's Rules and Regulations will be pursued.

The enactment of a smoke detector ordinance for existing dwelling units will be proposed.

Additional Personnel. Expansion of Bureau personnel from 18 to 21 to handle anticipated workload will be proposed. The new City Ordinance which requires a representative of the Fire Department to witness all tests of fire extinguishing systems will require an additional fire investigator and two additional inspectors to be assigned to Code Enforcement.

SUMMARY REPORT OF
INSPECTIONS BY FIREFIGHTING PERSONNEL

Fiscal Year 1976 - 1977

Residential	39,159
Non-residential	943
Mercantile	2,782
Manufacturing	174
Storage	196
Transportation	12
Miscellaneous	94
Business closed	93
Number of :	
Refusals	9
Complaints received	9
Extensions granted	170
Reinspections	1,021
Referrals	101
Inspections satisfactory	45,100
Inspections unsatisfactory	1,240
Inspections conducted	44,100
Hazards found	2,225
Hazards corrected	1,517
Men conducting inspections	17,419
Total inspection time	16,532:59
Number of inspections, Fire Districts 1 & 2	6,865
Total pre-plan time	152:30
(implemented 4th quarter only)	

TRAINING

The present day fire fighter encounters a great variety of emergency conditions and situations which requires practical knowledge of diverse professions and many skills. Because of the constantly increasing complexities and technological changes in all industries and trades, the fire fighter has a growing need for additional detailed information and greater skill in the use and operation of fire department apparatus, tools and equipment. Firefighting requires detailed specific training to develop job ability and job understanding. It is the duty of this Bureau to provide that training and to continually make changes and revisions so that the Fire Training Program may be up-to-date and effectively meet the needs of the community.

As in previous years, the primary objectives of the Training and Research Bureau for fiscal year 1976-1977 were accomplished by apportioning the training program into two categories, defined as follows:

DIRECT TRAINING ----- Training conducted for department personnel under the direct supervision of a staff officer of the Training Bureau.

FUNCTIONAL TRAINING - Training conducted for department personnel by non-staff members and officers or by non-department personnel under program schedules prepared and approved by the Training Bureau. Also, the schedules prepared by the on-duty officer of a fire unit for personnel under his direct control.

Direct Training

During the first six weeks following appointment, the new fire fighter is assigned to this Bureau. Here he receives approximately 240 hours of training in basic firefighting concepts, procedures and skill development. Upon completion of this initial training, the recruit is assigned to a firefighting company where he receives on-the-job training from his company officers for a period of one year.

The past fiscal year showed 53 recruits having satisfactorily completing the Recruit Training Program under the supervision of the Training Bureau staff.

Directed by Captain Cupid Joseph, 22 engine companies were required to perform deluge operations. Evaluation of company performance was based on the ability to coordinate work assignments and the handling of equipment. A total of 106 members were involved in this phase of training.

One hundred thirty-nine (139) men at 26 companies were retrained in the operation and maintenance of Radiological Monitoring equipment.

Instruction on special equipment covered the utilization and care of the Fireboat's piped foam system. Training Captains conducted drills with personnel of three platoons at the Waterfront Station involving 23 men.

Functional Training

Planning in unison with U. S. Air Force personnel, Captain Marco Meyer arranged for 143 members stationed at fire companies located in close proximity of the airport area to take part in a limited training program of aircraft crash procedures. Classes conducted at Hickam Field covered lectures, movies and demonstrations of various features on different types of military aircraft.

Four city employees of the Department of Parks and Recreation were trained on basic rappelling techniques by members of Rescue Company 1. After two weeks of instruction, these men were able to utilize their newly acquired skills to gather debris on the slopes below Diamond Head Road--an area included in the Mayor's Clean-up Program.

Driver trainers have certified 89 members for the type 6 (City and County) license and 50 members for the type Code 6 (State) license certifying that these men have the knowledge and skill to operate city-owned vehicles at an acceptable level.

In coordination with Mary Kelso, R.N. of the Emergency Medical Services Program, the following emergency care training objectives were accomplished:

Seventeen (17) members were trained and certified as CPR Instructors raising the number to 28 qualified CPR Instructors in the Fire Department. It is hoped to double this number in the future.

Mrs. Kelso and her staff also trained 279 personnel in Basic Cardio-pulmonary Resuscitation, recertified 421 members in Cardio-pulmonary Resuscitation and certified 143 men in the 40-hour First Responder's Course.

With the cooperation of Mr. Ed Webb, American Red Cross Director, arrangements were made for 10 Fire Department members to be certified as an Advanced First Aid and Emergency Care Instructor.

In-Service Training for Company Units covered:

1. Advanced First Aid & Emergency Care
2. Cardio-pulmonary Resuscitation Retraining
3. Driver Training
4. First Aid Appliances
5. First Responder's Course
6. Forcible Entry Tools
7. Ground Ladders
8. Hazardous Materials
9. Helicopter Rappelling
10. Resuscitators
11. Ropes & Knots
12. Salvage Operations
13. Rescue Operations
14. Shipboard Fire Procedures

There were 14,631 drills and class sessions conducted by the fire companies and rescue units during the past year.

Total Manhours of Training for Fiscal Year 1976-1977

Direct Training -----	14,030
Functional Training -----	<u>155,988</u>
Total	170,018

Other Accomplishments

The color coding of Proto Power fittings was completed on all rescue kits in service. Color marking of parts was initiated by Battalion Chief William Costa to expedite assembly of the rescue kit in time of an emergency.

Arrangements for Fire Department personnel to board and preplan the Steamship Mariposa were coordinated with Mr. Kent Bowman of Pacific Orient Princess Cruises. As the Mariposa and sister ship Monterey make scheduled stops in Honolulu and have hotel-like accommodations, familiarization of firefighting facilities aboard was beneficial for all. A total of 27 members composed of chief officers, captains and equipment operators from Central, Iwilei, Kakaako and Waterfront Stations visited the Mariposa.

The annual 200 Club Luncheon was again a tremendous success. Coordinated by the Training Bureau's staff, 62 members of the

200 Club visited six City fire stations where a tour of quarters, explanation of equipment and a luncheon was offered by the fire fighters. The general consensus of the 200 Club visitors was, "a day to be long remembered."

On December 14, 1976, an Airport Disaster Exercise was conducted at the Honolulu International Airport Reef Runway. Participants included people from city, state, federal, military and private agencies whose objectives were to cope with fire control, rescue and evacuation of the injured after a simulated 747 Jumbo Jet crash at the edge of the runway. Members of Rescue Company 1 participated in this exercise which was termed "a success."

A talk-demonstration regarding the proper method of opening and closing fire hydrants was presented by the Board of Water Supply for supervisory personnel of city agencies allowed the use of hydrants. All Battalion Chiefs of Operations attended these sessions and in turn related the information to men under their command.

Captain Cupid Joseph, a member of the Mayor's Water Safety Advisory Committee, arranged for personnel of Rescue Company 1 to take part in scheduled activities at the Kahala Mall during Water Safety Week. Besides displaying their apparatus and equipment, rescue squad members were available to answer questions asked by the public pertaining to our lifesaving equipment and water safety requirements.

Civil Defense Exercise (CDEX-77) was held on June 15, 1977 and simulated the detonation of a medium size nuclear weapon in the Middle Loch area of Pearl Harbor. As the mock exercise required sending and receiving messages pertaining to problems during recovery operations, the City and County Emergency Operating Center at the Honolulu Municipal Building, the State Civil Defense EOC at Birkhimer Tunnel and all support Emergency Operating Centers were activated. Fire Department participants included all on-duty Battalion Chiefs and four members from the Fire Alarm Bureau.

Though projected training goals are accomplished, the detrimental factor towards a higher standard of operational efficiency is the lack of a Training Center. However, the future promises this essential training need as becoming a reality.

FISCAL

The total amount expended under the Fire Department's Fire Protection Program, Fireboat Operations and City Radio

System for fiscal year 1977 amounted to \$16,893,047.78 as compared to \$15,666,729.46 in fiscal year 1976, an increase of \$1,226,318.32.

Increase of \$1,165,286.10 in payroll cost was due primarily to collective bargaining salary raises. Current expenses increased by \$104,413.12 which is attributable mainly to the escalating cost of supplies and services. The total amount of equipment purchased during the year decreased by \$145,645.92 in line with austerity measures imposed by the Mayor.

Operation of the Fireboat Abner T. Longley, which is funded by the State Department of Transportation, cost \$536,490.72 for fiscal year 1977 compared to \$498,625.39 in fiscal year 1976, an increase of \$37,865.33 due primarily to salary raises.

The appropriation of \$25,000.00 under the Capital Improvements budget for the new Kahaluu Fire Station was expended for the purchase of various firefighting equipment costing \$22,646.27.

The cost of operating the departmental programs are as follows:

OPERATING EXPENDITURES

<u>ADMINISTRATION</u>		(11-22-00101)	
Salaries and wages	\$	248,580.72	
Other current expenses		18,326.00	
Equipment		354.48	
Total			\$ 267,261.20
<u>FIRE ALARM BUREAU</u>		(11-22-00102)	
Salaries and wages	\$	325,084.52	
Other current expenses		2,056.89	
Equipment		960.00	
Total			\$ 328,101.41
<u>FIRE PREVENTION BUREAU</u>		(11-22-00103)	
Salaries and wages	\$	296,268.94	
Other current expenses		12,414.63	
Total			\$ 308,683.57
<u>MECHANIC SHOP</u>		(11-22-00104)	
Salaries and wages	\$	144,140.94	
Other current expenses		124,282.05	
Total			\$ 268,422.99
<u>TRAINING and RESEARCH</u>		(11-22-00105)	
Salaries and wages	\$	94,316.27	
Other current expenses		3,527.34	
Total			\$ 97,843.61
<u>RADIO SHOP</u>		(11-22-00106)	
Salaries and wages	\$	41,565.27	
Other current expenses		21,224.34	
Equipment		12,175.67	
Total			\$ 74,965.28
<u>FIRE OPERATIONS</u>		(11-22-00107)	
Salaries and wages	\$	14,344,398.69	
Other current expenses		459,204.61	
Equipment		141,623.34	
Total			\$14,945,226.64

FIREBOAT ABNER T. LONGLEY (Grant-in-Aid 11-22-00201)

Salaries and wages	\$ 499,405.54	
Other current expenses	33,330.12	
Equipment	<u>3,755.06</u>	
Total		\$ 536,490.72

CITY RADIO SYSTEM (11-22-00301)

Salaries and wages	\$ 49,187.24	
Other current expenses	15,202.16	
Equipment	<u>1,662.96</u>	
Total		\$ <u>66,052.36</u>

TOTAL COST OF FIRE DEPARTMENT
OPERATING PROGRAMS \$ 16,893,047.78

Cost per capita based on population	
(718,428 - 1976-77)	\$23.5139
(704,500 - 1975-76)	<u>22.2381</u>
Increase:	\$ 1.2758

CAPITAL IMPROVEMENT

	<u>Appropriation</u>	<u>Expenditure & Encumbrance</u>	<u>Unencumbered</u>
Kahaluu			
Fire Station	\$25,000.00	\$22,646.27	\$ 2,353.73

C.I.P. EXPENDITURES SINCE ORIGIN

<u>Y e a r</u>	<u>Appropriations</u>	<u>Expenditures</u>
1976-1977	\$ 25,000.00	\$ 22,646.27
1975-1976	155,000.00	154,398.48
1974-1975	82,000.00	82,000.00
1973-1974	82,000.00	82,000.00
1972-1973	722,000.00	---
1971-1972	749,000.00	687,618.57
1970-1971	1,423,000.00	1,233,618.00
1969-1970	905,000.00	369,299.00
1968-1969	650,101.00	408,419.00
1967-1968	409,957.00	347,975.00
1966-1967	148,500.00	144,750.48
1965-1966	191,226.33	189,131.51
1964-1965	614,646.20	502,103.38
1963-1964	550,328.62	528,635.15
1962-1963	799,559.00	743,202.01
1961-1962	<u>549,513.00</u>	<u>459,108.17</u>
	\$8,056.831.15	\$5,954,905.02

COST COMPARISONS OF PREVIOUS YEARS

<u>Y e a r</u>	<u>T o t a l</u>	<u>Cost Per Capita</u>	<u>Population</u>
1976-1977	\$16,893,047.78	23.5139	718,428
1975-1976	15,666,729.46	22.2381	704,500
1974-1975	13,681,605.87	19.7930	691,200
1973-1974	12,878,979.81	18.9821	678,262
1972-1973	10,848,984.31	16.2998	665,590
1971-1972	10,344,331.75	16.0211	645.662
1970-1971	9,778,132.00	15.5078	630,528

COMPARISON OF ACTIVITIES BY YEARS AND POPULATION

<u>Year</u>	<u>*Population</u>	<u>Fire Deaths</u>	<u>Fire Alarms</u>	<u>Fires</u>	<u>False Alarms</u>	<u>#Need-less Alarms</u>	<u>Emer-gencies Rescues</u>	<u>+Miscel-laneous Services</u>
1976	718,428	5	8,225	5,451	2,061	713	2,351	255
1975	704,500	7	8,157	5,278	2,166	713	1,609	361
1974	691,200	5	7,064	4,316	2,057	691	1,328	277
1973	678,262	11	6,132	3,685	1,812	635	1,283	125
1972	665,590	8	7,415	4,930	1,807	678	1,237	242
1971	645,662	7	6,379	3,952	1,838	589	1,173	282
1970	630,528	8	5,679	3,868	1,811	-	1,128	338
1969	613,114	4	6,279	4,716	1,563	-	1,382	-
1968	603,578	6	5,643	4,274	1,369	-	1,306	-
1967	601,489	4	4,682	3,378	1,304	-	1,423	-
1966	575,757	7	4,079	2,995	1,084	-	1,149	-

* Includes civilians and dependents of military personnel who reside off base.

Non-fire incidents (smoke scares, honest mistakes, overheated food, or cooking appliances not likely to ignite building or contents).

+ Non-emergency incidents which include reeving flagpoles, assisting animals in distress, assisting persons locked out of buildings, etc.

HONOLULU FIRE LOSS RECORD

A L A R M S

1976	\$ 7,008,341.12		
1975	7,369,819.60	Telephone 6,353
1974	7,303,403.76	Box 1,164
1973	6,391,520.19	Master box 355
1972	12,962,158.61	Still 303
1971	3,527,052.33	Radio <u>50</u>
1970	5,032,080.59		
1969	4,531,168.22	Total	8,225
1968	3,677,365.72		

EMERGENCY BEACH PHONE USAGE

Ambulance needed	66	Hang glider assistance ..	9
Automobile trouble	6	Injured person	15
Boat in distress	4	Miscellaneous help	48
Drowning, possible	1	Missing person	4
Emergency assistance:		Police assistance	
Person in need of		needed	143
oxygen	2	Surfers/swimmers/ divers in distress	<u>9</u>
False calls	1		
Fire calls	23		
		TOTAL	331

MISCELLANEOUS SERVICES

Alarm bells ringing	10	Replace:	
Animals in distress	47	Light bulbs	5
Assistance to boats	1	Sprinkler heads	3
Check or correct unsafe		Retrieve:	
conditions	17	Body	3
Flag pole jobs	38	Equipment, inaccessible items ..	2
Flooded conditions	21	Sirens, deactivate	3
Helicopter assistance ...	2	Standby, MEDIVAC	
Help to individual		helicopter landing	24
persons,		Use of HFD service or	
non-emergency	18	special equipment by	
Parade participation	2	other agencies	30
Persons locked in/out		Utilities	1
of buildings	23	Washdown jobs	1
Public warning, shark ...	1	Ventilation	1
		Water display	<u>2</u>
		TOTAL	255

CAUSES OF FIRE ALARMS
1976-1977 Fiscal Year

Automobile (555)		Electrical (626)	
Accident.....	20	Appliances.....	95
Elec. short circuit.....	238	Air conditioner.....	7
Faulty carburetor.....	166	Fluorescent or neon.....	13
Friction--tire, brake....	21	Radio/stereo/television..	41
Leaky/broken fuel line...	88	Short circuit.....	405
Overheated motor.....	19	Wires arcing.....	65
Blown muffler.....	3		
		False alarms (2061)	
Burning of (461)		Accidental.....	250
Brush or grass.....	404	Malicious.....	1811
Cane.....	57		
		Gas, leaking service lines	
Careless smoker.....	1117	or careless use of.....	2
Careless use of (44)		Malicious burning.....	2116
Acetylene & welding		Needless alarms.....	713
torch.....	11	Radiation.....	5
Candle & incense.....	23		
Tar pot.....	9	Sparks from (14)	
Acetone fumes.....	1	Ammunition.....	2
		Brush.....	4
Children playing with (338)		Cane.....	5
Fireworks.....	163	Mosquito punk.....	3
Matches.....	175		
		Spontaneous combustion....	9
Cooking (154)		Spontaneous ignition.....	5
Unattended or careless			
use of appliances.....	134	Undetermined.....	<u>5</u>
Overheated grease.....	20		
		TOTAL FIRE ALARMS	<u>8225</u>

CAUSES OF RESCUE AND EMERGENCY CALLS
1976-1977 Fiscal Year

Accidents		Persons (cont.)	
Aircraft.....	6	In stalled elevators....	53
Hang glider.....	9	Locked in/out of	
Motorcycle.....	25	building, automobile..	10
Other vehicles.....	393	Missing, search for.....	68
Assistance rendered to		Requiring first aid.....	3
Police, Coroner, Life		Requiring resuscitation..	444
Guard, Ambulance.....	30	Retrieve bodies.....	6
Animals in distress.....	5	Replace broken sprinkler	
Boats		heads.....	4
Capsized.....	13	Roof, collapsed.....	1
In distress, motor fail-		Standby--hazardous cond.	
ure, broken masts.....	85	Fallen trees, downed	
Sunken, swamped, aground..	26	elec. wires, etc.....	35
Bomb threats.....	1	Washdowns, on road	
Divers, fishermen, swimmers,		Acid, blood, paint on road	6
surfers in distress.....	98	Debris.....	8
Drownings (expired).....	21	Gasoline, oil.....	247
Possible (near).....	20	M.A.S.T. Operation	
False calls.....	45	(Medi-Vac).....	216
Flooded conditions.....	67	Miscarriage.....	1
Hikers, hunters		Childbirth.....	2
Stranded or overdue.....	49	Acute asthmatic.....	2
Injured.....	8	Odor of gas.....	6
Harbor spills, gasoline....	1	Heart attack (cardiac)..	8
Gases, leaking		Overdose pills.....	3
LPG, chlorine, ammonia... 39		Hemorrhage (persons)....	1
Persons		Automobile in water	
Attempting suicide.....	20	(motorcycle).....	4
In distress		Persons convulsion.....	2
Minor mishaps.....	76	Smoke bomb (thrown on	
Injured		premise).....	1
Industrial accident....	5	Ruptured hydrant.....	2
Other accident.....	176		
In diving mishaps(bends).	2		
			TOTAL.....2353

MAJOR CAUSES OF RESCUE OR EMERGENCY

Persons in need of resuscitation.....	444
Accidents, vehicles.....	393
Washdown gasoline or oil on road.....	247
M.A.S.T. Operation (Medi-Vac).....	216
Persons injured, other accidents.....	176

LOSSES BY CAUSES

	<u>1976-1977</u>
Automobiles (various causes)	\$ 284,983.42
Burning candle or incense	181,444.00
Careless smoker	929,790.21
Children playing with matches, lighters, etc. .	274,189.75
Electrical	2,178,098.50
Exposures	200,615.03
Fireworks	108,062.00
Heat/sparks from various sources	173,696.80
Malicious burning	1,694,370.11
Rubbish, open fires, etc.	125.00
Cannot be determined	82,989.19
Unattended cooking	84,257.43
Spontaneous ignition	82,724.60
All other causes	<u>733,085.08</u>
TOTAL ...	\$7,008,431.12

Total Fire Loss - 1976-1977 . . . \$7,008,431.12
 1975-1976 . . . \$7,369,819.60
 Decrease \$ 361,388.48 or 4.9%

LOSSES BY OCCUPANCY

Residential	\$4,577,842.74
Non-residential	434,720.00
Mercantile	769,603.62
Manufacturing	273,792.00
Miscellaneous	90,537.23
Storage	5,950.00
Transportation	584,618.86
Others	<u>271,366.67</u>
TOTAL ...	\$7,008,431.12

CLASSIFICATION OF BUILDING IN WHICH FIRE OCCURRED

<u>Type of Building</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Total</u>
Fire Resistive	10	2	6	7	6	6	8	10	6	6	13	13	93
Masonry	13	14	8	4	9	9	9	10	15	16	24	19	150
Steel	0	2	33	1	0	2	1	0	1	0	0	2	42
Wood	17	26	0	28	20	26	46	19	21	29	50	39	321
Not classed	3	3	13	2	9	9	7	6	8	2	1	1	64
Total in Buildings	43	47	60	42	44	52	71	45	51	53	88	74	670

L O S S A N D I N S U R A N C E

<u>L O S S</u>		<u>I N S U R A N C E</u>		<u>INSURANCE LOSS</u>	
<u>Buildings</u>	<u>Contents</u>	<u>Buildings</u>	<u>Contents</u>	<u>Buildings</u>	<u>Contents</u>
\$4,585,867.35	\$1,563,644.54	\$575,124,156.98	\$ 2,960,595.00	\$4,445,997.05	\$1,497,494.54
<u>5-Year average</u>					
\$5,140,811.84	\$2,306,361.61	\$385,709,150.87	\$69,085,631.10	\$3,268,167.10	\$1,255,871.39

NOTE: Fires in military property are not included.

ALARMS CLASSIFIED BY AMOUNT OF LOSSES

<u>Y E A R</u>	<u>No</u> <u>Loss</u>	\$ 0	\$101	\$ 501	\$ 1,001	\$10,001	<u>Over</u> <u>\$20,000</u>	<u>False</u>	<u>Needless</u>	<u>TOTAL</u>
		to <u>\$100</u>	to <u>\$500</u>	to <u>\$1,000</u>	to <u>\$10,000</u>	to <u>\$20,000</u>				
1976-77	3,783	559	475	172	342	56	64	2,061	713	8,225
<u>5-Year</u> <u>Average</u>	3,391	440	376	141	280	98	88	1,980	687	7,398

R E C A P I T U L A T I O N

	<u>1 9 7 2</u>	<u>1 9 7 3</u>	<u>1 9 7 4</u>	<u>1 9 7 5</u>	<u>1 9 7 6</u>
Alarms	7,415	6,132	7,064	8,157	8,225
Fires	4,930	3,685	4,316	5,276	5,451
In buildings	729	692	603	653	670
Automobile	506	521	538	618	681
Other than above	3,695	2,472	3,175	4,005	4,113
False	1,807	1,812	2,057	2,166	2,061
Needless	678	635	691	715	713
Building and Contents loss	\$12,253,902.27	\$5,773,656.82	\$6,596,692.52	\$6,462,104.67	\$6,152,445.59
Transportation Loss	\$ 345,660.43	\$ 381,959.49	\$ 490,904.94	\$ 592,397.67	\$ 584,618.86
Others	\$ 362,595.91	\$ 235,903.88	\$ 215,806.30	\$ 315,317.26	\$ 271,366.67
TOTAL FIRE LOSS	\$12,962,158.61	\$6,391,520.19	\$7,303,403.76	\$7,369,819.60	\$7,008,431.12

LOSSES BY OCCUPANCY FOR CITY AND COUNTY OF HONOLULU

	<u>J U L Y</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>M A R C H</u>	<u>A P R I L</u>	<u>M A Y</u>	<u>J U N E</u>	<u>T O T A L</u>
RESIDENTIAL	\$226,189.70	\$325,752.26	\$313,768.60	\$370,721.68	\$849,769.11	\$263,029.25	\$493,889.92	\$301,119.00	\$289,586.94	\$479,832.28	\$498,464.00	\$166,720.00	\$4,577,842.74
Private dwelling	(147,837.26)	(292,153.70)	(295,731.60)	(322,178.18)	(68,474.21)	(203,825.00)	(232,265.67)	(194,892.00)	(197,050.00)	(393,991.28)	(403,650.00)	(134,870.00)	(2,916,918.90)
Hotel/apartment	(78,352.44)	(33,598.56)	(18,037.00)	(48,543.50)	(781,294.90)	(59,204.25)	(261,624.25)	(106,227.00)	(92,536.94)	(84,841.00)	(94,814.00)	(1,850.00)	(1,660,923.84)
NON-RESIDENTIAL	204,850.00	25,620.00	18,100.00	1,350.00	1,300.00	18,800.00	45,850.00	1,300.00	66,605.00	1,025.00	49,620.00	300.00	434,720.00
MERCANTILE	159,700.00	6,625.00	4,125.00	800.00	3,500.00	2,125.00	3,660.00	131,785.71	265,212.91	17,945.00	174,125.00	---	769,603.62
MANUFACTURING	---	2,250.00	210,000.00	300.00	---	20,500.00	---	23,200.00	16,000.00	1,542.00	---	---	273,792.00
STORAGE	---	250.00	5,100.00	---	---	55,611.00	9,963.23	1,175.00	15,500.00	50.00	2,888.00	---	90,537.23
MISCELLANEOUS	---	---	---	5,000.00	---	---	---	300.00	575.00	---	75.00	---	5,950.00
TRANSPORTATION	41,508.07	51,521.25	60,248.17	65,626.05	37,130.00	61,072.98	52,300.42	40,769.57	35,285.00	46,818.35	38,954.00	53,385.00	584,618.86
OTHERS	<u>32,950.29</u>	<u>11,605.00</u>	<u>5,921.81</u>	<u>3,300.00</u>	<u>10,070.57</u>	<u>12,435.00</u>	<u>10,255.00</u>	<u>58,175.00</u>	<u>32,715.00</u>	<u>32,785.00</u>	<u>38,509.00</u>	<u>22,645.00</u>	<u>271,366.67</u>
T O T A L S :	\$665,198.06	\$423,623.51	\$617,263.58	\$447,097.73	\$901,769.68	\$433,573.23	\$615,918.57	\$557,824.28	\$721,479.85	\$578,997.63	\$802,635.00	\$243,050.00	\$7,008,431.12

RESIDENTIAL

 Private dwelling includes any building which is designed, built or occupied as the home or residence of not more than two families.
 Hotel and apartment includes tenements, apartments, hotels, rooming and lodging houses.

NON-RESIDENTIAL, ASSEMBLY includes office buildings, theaters, bowling alleys, gymnasiums, churches, hospitals, institutions and schools.

MERCANTILE includes retail and wholesale trades, restaurants, bars, repair shops, filling stations and public garages.

MANUFACTURING includes factories, breweries, canneries, bakeries, laundries, manufacturing and processing plants.

STORAGE includes warehouses, piers, wharves, grain elevators and general storage.

MISCELLANEOUS includes all other buildings, power plants, pumping and transformer stations.

TRANSPORTATION includes boats, ships, aircraft, automobiles, motorcycles, trucks, trailers, and all other self-propelled or towed vehicles.

OTHERS designates those fire losses not included in any of the above categories, such as lumber yards, outdoor storage or machinery, electric wires, crops, trees, shrubbery and grass.

PERSONNEL CHANGES

New Appointments	70	Deaths	0
New Positions	34	Resignations	8
Promotions	80	Retirements	33
Voluntary Demotions	3	Transfers	0
Leave of Absence	13	Suspensions	8
Military Leave	0	Dismissals	1

AUTHORIZED PERSONNEL JUNE 30, 1977

ADMINISTRATION

Fire Chief	1
Fire Deputy Chief	1
Assistant Fire Chief	1
Battalion Fire Chief	2
*Administrative Officer I .	1
*Private Secretary II	1
*Private Secretary I	1
*Personnel Clerk II	1
*Senior Clerk Typist	2
*Property Inventory Clk ...	1
*Storekeeper III	1
*Storekeeper II	1

FIREFIGHTING FORCE

Assistant Fire Chief	1
Battalion Fire Chief	12
Fire Captain	150
Sr. Helicopter Pilot	1
Helicopter Pilot	2
Fireboat Pilot	3
Fireboat Engineer	3
Fire Equip Op II	165
Fire Equip Op I	32
Fire Rescue Specialist ...	18
Fire Fighter	513

FIRE ALARM BUREAU

Battalion Fire Chief	1
Fire Alarm Shift Supv. ...	4
Fire Alarm Operator	12

FIRE PREVENTION BUREAU

Battalion Fire Chief	1
Fire Captain	1
Fire Prev Inspector II ...	6
Fire Prev Inspector I	10
*Senior Clerk Typist	1

TRAINING, INFO & EDUC BUREAU

Battalion Fire Chief	1
Fire Captain	3
*Senior Clerk Steno	1

RADIO SHOP

*Radio Engineer	1
*Radio Technician III	1
*Radio Technician I	3

MAINTENANCE SHOP

*Fire Equipment Supt	1
*Asst Fire Equip Supt	1
*Fire Equip Mechanic	6
*Automotive Mechanic	2
*Senior Clerk	1

Uniformed Personnel

944

*Civilian Personnel

27

GRAND TOTAL 971

AGES OF FIREFIGHTING SERIES PERSONNEL
AS OF JUNE 30, 1977

AVERAGE OVERALL AGE: 35.7

AGE	CHIEF OFFICERS	CAPTAINS	LIEUTENANTS	EQUIPMENT OPERATORS	INSPECTORS	ALARM OPERATORS	PILOTS and ENGINEERS	FIRE FIGHTERS RESCUE SPEC.	TOTAL	AGE
65	1								1	65
64		1							1	64
63							1		1	63
62									0	62
61									0	61
60									0	60
59		1							1	59
58	1	1		1				1	4	58
57	1		1	1					3	57
56	4	1	1						6	56
55		2						2	4	55
54	1	4		1			1		7	54
53	1	6		1					8	53
52	3	5	2	1					11	52
51	2	8	2	1				1	14	51
50	2	8	1	2			1	1	15	50
49		2		3				1	6	49
48		6		5				1	12	48
47	1	8		4					13	47
46		7						3	10	46
45	1	6		5		1		3	16	45
44	1	5		8			1	2	17	44
43	1	4		9		1		5	20	43
42		7		6	1	1		5	20	42
41		17		7			1	6	31	41
40		9	1	17				16	43	40
39		12	1	16				5	34	39
38		10		11				12	33	38
37		9		19	1	1		11	41	37
36		6		12	1	1	2	17	39	36
35		6		18	1	1		25	51	35
34		2		12		1		33	48	34
33		1		13	1	1	1	39	56	33
32				7				35	42	32
31				6	1	1		49	57	31
30				4	1	1		31	37	30
29				2				46	48	29
28				2		2		44	48	28
27				2				40	42	27
26								28	28	26
25								22	22	25
24								12	12	24
23								10	10	23
22								11	11	22
21								6	6	21
TOTAL	20	154	9	196	7	12	8	523	929	
AVG.	52.4	43.9	49.8	38.4	34.9	35.2	44.6	31.3	35.7	

RETIRED FIRE PERSONNEL

There were thirty-three retirements for the year as follows:

<u>N a m e</u>	<u>Position</u>	<u>Pension</u>	<u>Years of Service</u>	
			<u>When Pensioned</u>	<u>Years Months</u>
Arthur G. KALAHIKI	Captain	7/ 2/76	30	3
Thomas K. AOKI	Captain	7/ 5/76	31	6½
William H. REES	Captain	7/ 5/76	28	6
Joseph W. KAHIAPO	Fireboat Pilot	7/ 5/76	26	10
William V. KAHIAPO	Captain	7/ 6/76	26	10
Edward S. UMEDA	FEO II	7/ 6/76	29	6
David K. C. CHUN	FEO II	8/10/76	24	9½
Francis K. PIIOHIA	Captain	9/ 1/76	25	0
Andreas P. GUMPFER	FEO II	9/16/76	25	0
Harry H. EGAMI	Fire Fighter	12/15/76	25	3½
John D. DeCASTRO	Captain	12/27/76	28	6
William L. YOUNG	Captain	12/27/76	25	4
Paul GARCIA	FEO I	12/27/76	29	2
Harry DeCASTRO	Fire Fighter	12/27/76	25	4
Hong Chock CHING	Fire Fighter	12/29/76	26	8
Percy H. YIM	Captain	12/29/76	29	6½
Richard W. SAWYER	Asst. Chief	12/30/76	31	2
Melvin J. MENDONCA	Battalion Chief	12/30/76	27	4
Elmer F. AKAU	Captain	12/30/76	25	0
Albert B. CARTER	Captain	12/30/76	30	1½
Harry K. KUIKAHI JR.	Captain	12/30/76	25	9
Abraham K. LOVELL	Captain	12/30/76	25	2½

<u>N a m e</u>	<u>Position</u>	<u>Pensions</u>	<u>Years of Service</u>	
			<u>When Pensioned</u>	<u>Years</u> <u>Months</u>
Gordon S. KELIINOI	Captain	12/30/76	25	3
Ming Chung YOUNG	Captain	12/30/76	25	4
Alvin B. L. HIU	Captain	12/30/76	25	4
Gary Y. SHINDO	FA Shift Supvr.	12/30/76	26	4
Meredith G. FARR	FEO II	12/30/76	25	4
Joseph H. KIAAINA JR.	FEO II	12/30/76	25	4
Elmer K. PUNOHU	FEO I	12/30/76	29	½
Wallace E. HIGA	FA Operator	12/30/76	25	3
Toshio YAMAMOTO	Fire Fighter	12/30/76	25	4
Eldon E. MANKE	Fireboat Engr.	4/30/77	25	7
Glenn Y. M. LUNG	Battalion Chief	4/30/77	28	1

This brings to a total of 400 fire personnel who have received pensions within the past 67 years; 97 under the old pension system and 303 under the Retirement System.

	<u>Old System</u>	<u>Retirement System</u>
Service-Connected Disability	65	54
Ordinary Disability	0	42
Service	32	207

Out of this, 121 have answered the "final alarm."

I N M E M O R I A M

TO THOSE FAITHFUL FIRE FIGHTERS WHO HAVE ANSWERED THEIR LAST ALARM, BUT WHOSE DEPENDABILITY AND LOYALTY WILL EVER REMAIN PARAMOUNT IN THE ANNALS IN THE CITY OF HONOLULU AND ITS FIRE DEPARTMENT.

RODNEY K. BURGESS JR.

Captain

Appointed: Nov. 4, 1947

Retired : Dec. 30, 1975

Deceased : Aug. 13, 1976

SUN YAU YEE

Fire Fighter

Appointed: Feb. 16, 1943

Retired : Dec. 28, 1973

Deceased : Apr. 23, 1977

SAMUEL A. H. WONG

Captain

Appointed: Feb. 12, 1942

Retired : Dec. 30, 1973

Deceased : May 22, 1977

HARRY H. EGAMI

Fire Fighter

Appointed: Aug. 22, 1951

Retired : Dec. 15, 1976

Deceased : June 28, 1977

DEPARTMENT OF GENERAL PLANNING

DEPARTMENT OF GENERAL PLANNING

Robert R. Way, Chief Planning Officer
Ramon Duran, Deputy Chief Planning Officer

POWERS, DUTIES AND FUNCTIONS

The Department of General Planning prepares, maintains revises, and administers the General Plan and Development Plans, and reviews the Executive Operating and Capital Program and Budget for conformance to the General Plan. The department advises the Mayor and City Council on matters concerning the planning program. It addresses major urban problems so as to establish guidelines for the social, economic and physical development of the City. The Department also provides administrative and technical support to the Planning Commission and the Executive Planning Committee.

The Planning Commission reviews plans, zoning ordinances and amendments to the General Plan and Development Plans, holds public hearings thereon, and advises the Mayor, City Council and Chief Planning Officer on these and other planning matters.

The Executive Planning Committee assists the department of General Planning by providing information as to the needs of the city. It also assists and advises the Mayor and departments in determining priorities in evaluating studies and new programs and in developing programs and means for the implementation of the general plan and development plans.

GENERAL PLAN

A new General Plan was adopted on January 18, 1977, which sets forth broad objectives and policies for nine areas of concern to the City. The nine areas of concern are (1) population, (2) economic activity, (3) natural environment, (4) housing, (5) transportation and utilities, (6) physical development and urban design, (7) public safety, (8) health and education, and (9) culture and recreation.

The new General Plan differs significantly from the General Plan it replaces, which was first adopted in 1964. Whereas the 1964 General Plan was essentially a land use plan consisting of a colored map and adopted by ordinance, the new plan contains broad objective and policy statements

and is adopted by resolution.

A major objective of the plan is to direct the bulk of future urban growth on Oahu into the Honolulu, Aiea-Pearl City, and Ewa areas.

ECONOMIC POLICIES

A report, The Economy of Oahu: Objectives and Policies, was released in January 1977. The report contained recommended economic objectives and policies for incorporation into the new General Plan. The proposed policies provide for resort areas which are closest to the existing and planned residential and employment centers.

The report contained the conclusion that the resort industry, which is Oahu's primary source of new economic growth, will grow more slowly in the future. The modest growth of the resort industry will be an important factor contributing to an expectation that total employment and population will grow more slowly in the next decade than had been the experience of the past decade. Though this trend is consistent with a policy for moderate growth, it will likely mean higher unemployment rates and conflict with an objective of full employment.

KAKAAKO

In April of 1977 recommended guidelines for the development of Kakaako were forwarded to the City Council. These recommendations evolved from an evaluation of alternative development patterns for the area which were presented in the Interim Report: Alternatives for Kakaako prepared in 1976.

The recommended guidelines consist of standards, principles, and controls which provide the basis for directing the area's future development. The dominant theme for the area is one of mixed use with emphasis on residential and commercial development. The guidelines also provide for moderately dense development and the preservation of mauka-makai views.

DEVELOPMENT PLANS

The City Charter requires the preparation of development plans, which are "relatively detailed schemes for implementing and accomplishing the development objectives and policies of the general plan within the several parts of the city."

They are to provide intermediate guidance to city agencies and private interests, being shorter range and more detailed than the general plan itself. They will replace the present system of detailed land use maps and will include standards, principles, and controls tailored to each area's unique needs.

Shortly after the passage of the general plan in January 1977, the Department of General Planning began intensive discussions with City Council and its staff with respect to the process and timing of production for new development plans. Concurrent meetings and discussions were held with community representatives to get citizen input on the proposed approach to development planning. A work program and budget was approved, and the data collection effort launched in May.

The project will result in development plans for all parts of Oahu by 1979. Salient features of the planning process are:

1. A set of baseline studies to provide the technical basis for determining land use requirements and allocations for 1990 and 2000.
2. A major urban design study, which is to generate implementation mechanisms at all levels of the citywide planning process.
3. An extensive citizen participation process designed to cover the entire island, to provide a forum for all interests, and to solicit citizen input in the formulation of development plans, rather than the more traditional procedure of citizen reaction to a completed plan.
4. Continual liaison with City Council and with sister agencies of the city.

STATE LAND USE COMMISSION PROCEEDINGS

The Department of General Planning continued its review and analysis of petitions for amendment of the State Land Use Commission district boundaries pursuant to the Commission's newly adopted quasi-judicial Rules of Practice and Procedure and District Regulations. Under the Commission's rules, the department disseminates information to the public regarding petitions, analyzes petitions, testifies at the required hearings, and makes recommendations for consideration by the Land Use Commission. This is one means of coordinating State and County land use policies.

MAINTAINING THE EXISTING DETAILED LAND USE MAPS
AND DEVELOPMENT PLANS

While work proceeds on the preparation of new Development Plans, currently pending or potential amendments to the detailed land use maps and development plans must also be considered. These amendments revise community policies expressed in these documents. Under current procedures, very great pressures are built up to force the Department to process requested amendments without delay as they are received. If this is done, the result is a continuing incremental policy revision which prevents the community from perceiving the full impact of the changes being made. This practice must be avoided. The City Council has indicated that it will consider significant amendments only within the context of the preparation of new Development Plans. The City Council will continue to consider minor amendments. The department is continuing to process non-significant amendment requests.

AREAWIDE CLEARINGHOUSE

As an areawide comprehensive planning agency, the Clearinghouse continued to perform the functions prescribed by the Office of Management and Budget Circular No. A-95. Namely, to identify the relationship of projects for which Federal assistance was being sought, and projects involving direct Federal agency development to statewide or areawide comprehensive plans, and to the plans or programs of particular State or City agencies. Following this, to secure comments on those projects from agencies having an interest in them. Projects referred to are those which were to be completely or partially undertaken in, or affect, the City and County of Honolulu.

Following is a breakdown by applicant source and number of projects proposed for development on Oahu which were reviewed by the Areawide Clearinghouse in Fiscal Year 1977:

<u>Source</u>	<u>Number</u>
Federal Agencies	28
State Agencies	16
City Agencies	53
State/City Agencies	2
Other	<u>28</u>
Total	127

This was a 48% increase over the number (86) of projects reviewed in Fiscal Year 1976. Additionally, the Clearinghouse reviewed 25 projects which were statewide in scope on which the comments of the Department of General Planning were solicited by the State Clearinghouse.

ENVIRONMENTAL IMPACT STATEMENTS

Act 246, Session Laws of Hawaii, created an Environmental Quality Commission to adopt rules and regulations for environmental impact statements (EIS) and to establish a system to implement the Act. Following Chapter 343, Hawaii Revised Statutes, the Environmental Quality Commission, in June, 1975 promulgated its Rules and Regulations of Practice and Procedures for the processing and review of Environmental Impact Statements.

Preparers of environmental documents are obliged to conform to the procedures and requirements prescribed in the Regulations before an EIS is accepted by the Governor and/or the Mayor.

Environmental documents for 63 public and private projects were reviewed by the Department of General Planning in Fiscal Year 1977.

In addition, the Department of General Planning accepted EIS's for 6 projects involving county funds and/or lands.

PLANNING COMMISSION ACTIONS

	<u>1975-76</u>	<u>1976-77</u>
Meetings	26	29
Public Hearings	84	71
State Special permits (Agricultural District)	4	4
Zoning ordinance amendments	12	11
General Plan Amendments	9	5
Development Plan Amendments	-	6
Rezoning	17	23
Conditional Use Permits	12	15

Planned Development-Housing Applications	3	2
Number of Housing units	380	833
Certificates of Appropriations	-	6
Hawaii Capitol District	-	5
Waikiki Special Design District	-	1
Administrative Procedures Act	-	1
Public Workshop	-	1.

DEPARTMENT OF HEALTH

DEPARTMENT OF HEALTH

*Benjamin Lambiotte, M.D.,M.P.H., City and County Physician

POWERS, DUTIES AND FUNCTIONS

The City Charter, Chapter 9, Section 6-901 to Section 6-903 provides that the Department of Health be headed by a qualified physician who is appointed by the Mayor. The City and County Physician is in charge and control of all functions relating to the operation of the City and County Ambulance and First-Aid services; physical examination for the City and County employees; pre-employment physical examinations for the City and County potential employees; and represents the City on industrial cases. The City and County Physician also formulates long-range plans and objectives of the Department; sets up policies, rules and procedures for implementation. The City and County Physician also participates as a liaison officer with other health institutions and the community in general.

OPERATING EXPENSES

The aggregate total budget to operate the Emergency Ambulance and Health Services during the fiscal year 1976-77 was \$2,721,589.00.

ADMINISTRATIVE SERVICES SECTION

This section provides record keeping and typing services for the ambulance and health services. It also maintains records on workmen's compensation cases, pronouncement of unattended deaths and City employees health check up service. It also performs, with the assistance of the City and County Finance and Budget Departments, the task of preparing budget documents, financial management and program expenditure schedules. Also, it handles payroll preparation and maintain payroll deduction records. It is in charge of the control of materials, supplies and equipment including the medical library.

Workmen's Compensation Cases - Workload Statistics:

New Industrial Accident Cases.....	321
Cases Sent to Private Doctors.....	565
Treatments.....	332
TOTAL	<u>1,218</u>

*Benjamin Lambiotte, M.D.,M.P.H., was appointed City and County Physician on January 2, 1977, upon the resignation of Samuel L. Yee, M.D., Acting City and County Physician on December 31, 1976.

HEALTH SERVICES

The laboratory provides services which include blood chemistry, urinalysis, hematology and bacteriology. They aid the Police in performing blood alcohol tests, injury recording, etc. as part of their investigation in the medico-legal procedures. The technologists also handle electrocardiograms and provide x-ray services.

Laboratory and X-Ray Procedures - Workload Statistics Summary:

Laboratory Procedures.....	21,433
X-Ray.....	<u>2,350</u>
TOTAL	<u><u>23,783</u></u>

Laboratory Statistics:

	<u>Chemistry</u>	<u>Hematology</u>	<u>Urinalysis</u>	<u>VDRL</u>	<u>TOTAL</u>
Civil Service					
Applicants.....	3,472	1,347	939	817	6,575
Annual Physicals...	398	5,470	5,989	2,612	14,469
Cell Block.....	-	14	1	-	15
TOTAL	<u>3,870</u>	<u>6,831</u>	<u>6,929</u>	<u>3,429</u>	<u>21,059</u>

Medico-Legal Cases - Statistics:

Alcohol Determination.....	238
Sex Cases.....	38
Subpoenas.....	91
Court Appearances.....	7
TOTAL	<u><u>374</u></u>

Among other services, the Department provides physical examinations for the City and County employees; pre-employment physical examinations for the potential City and County employees; handles the City's industrial accident cases and provides medical assistance to the police custody cases. It also provides physical examinations for the Neighborhood Youth Corps program and the Comprehensive Employment Training Act (CETA) program.

Health Services to the Public - Workload Statistics:

Mental Cases.....	9
Cell Block Treatments.....	6,805
Sex Cases Handled.....	38
Sobriety Test Cases.....	241
Prisoner Treatments at Pawaa.....	859
Assault & Battery Cases.....	45
Drug Cases.....	29
TOTAL	<u><u>8,026</u></u>

Note: Discontinued handling rape cases as of September 1976. Presently, Kapiolani Hospital is handling the cases.

Physical Examinations - Workload Statistics:

Pre-employment Civil Service Physicals.....	799
Annual Physicals.....	5,361
State Physicals.....	54
State Physical Rechecks.....	7
Executive Physicals.....	12
Annual Physical Rechecks.....	1,270
Civil Service Rechecks.....	460
CETA Program.....	5
CETA Program Rechecks.....	1
Short Medicals.....	8
HPD Reserve Applicants.....	32
HPD Reserve Rechecks.....	2
SCET Employee Physicals.....	29
SCET Employee Physicals (Partial).....	23
Executive Physical Recheck.....	3
Executive Physical (Blood chemistry evaluation by Pathology Associates).....	23
TOTAL	<u>8,066</u>

EMERGENCY AMBULANCE SERVICE

Ten ambulance units and three contractual ambulance units are strategically located for an island-wide network of emergency ambulance and first-aid coverage. An ambulance should arrive at any needed location in approximately 12 minutes or less without cost (HRS Sec. 46-14) to anyone who requires the emergency ambulance service.

Emergency Ambulance Service - Workload Statistics for 1976:

	<u>City and County</u>	<u>Contractors</u>	<u>TOTAL</u>
Emergency Cases.....	16,672	3,671	20,343
Walk-In Cases.....	1,296	-	1,296

The Ambulance Service Division also provides services as follows:

1. Furnishes 24-hour first-aid treatments to walk-in patients at each first-aid station.
2. Provides 24-hour limited medical service by doctors at the Department headquarters at Pawaa Annex.
3. Assist the City doctors in providing the physical examinations for motor vehicle operators and other City and County employees.
4. Assist the City doctors in providing the pre-employment physical examinations for the City and County.
5. Assist the City doctors in providing medical services to Police custody cases.
6. Handles the City's industrial accident cases.
7. Provides qualified first-aid instructors to community organizations.

Basic and Advance Emergency Medical Technician-Ambulance Service
Training Program and General Improvement of the Ambulance Delivery
Service of Patients

The Department has produced over 125 basically trained Emergency Medical Technicians. 58 of them have attended and completed the Advance Emergency Medical Technician course, known as Mobile Intensive Care Technicians.

The first formal ambulance service personnel training program in the 55 year history of the City and County ambulance service was initiated at the Queen's Medical Center on November 23, 1971. This was made possible by an initial \$59,641.98 one-year Federal grant plus a \$30,000 Federal research grant to the City through the State Highway Safety Coordinator's office. This amount was increased over the years. The training should upgrade the performance of the ambulance service personnel. The training and re-training should develop the desired confidence and professional pride in the ambulance service. The training is divided in to three (3) distinct classes. They are known as the Emergency Medical Technicians, Mobile Intensive Care Technicians' Assistants and Mobile Intensive Care Technicians. On July 1976, the MICT Assistant course was added so that the MICT capabilities may be provided throughout Oahu by the MICT assistants working as a team with the MICT. To date, 17 have qualified and certified as MICT-A's. The EMT academic training consists of five weeks coupled with another five weeks of hospital based practical training for a total of 400 hours of training. The advance training period of the MICT is eight months or twelve hundred (1,200) hours of training. The MICT Assistant program consists of four months of training in the classrooms as well as the field training. The MICT's are trained to stabilize life-threatening emergency cases at the scene. They function under a physician's voice command from a hospital via a telemetry communication system. The MICT's administer medication, intubation, injection and other life saving techniques.

Several ambulance service employees of the State and private companies were trained under the City's training program. During fiscal years 1971-77, an aggregate total of \$2,209,905.67 Federal grants were received from the Health Education and Welfare (HEW) Department Allied Health Professions Special Project Program (Title VII, PHS Act) and the Department of Transportation, Highway Safety Act as an on-going program of the EMS system.

The radio communication system was upgraded to a Ultra High Frequency (UHF) from the Very High Frequency (VHF) system. The improvement of the communication system necessitated the improvement of the dispatch center with a total expenditure of \$24,910. Also, to improve the ambulance-hospital-dispatch center communication capabilities, an antenna tower was erected in Kahuku at a cost of \$28,470. Also, a Central Dispatch communication system to Round Top was modified at an approximate cost of \$18,000.

The Medivac System or the helicopter deliveries of emergency medical patients by the 68th Medical Detachment has been well accepted. It has flown over 100 missions since its inception in November 1974. The air deliveries of patients are made to the Capital ground helipad. There the City emergency ambulance service team accepts the patient for a fast delivery to the Queen's Medical Center.

As a test run, an ambulance unit operated out of the Waikiki Fire Station on a part-time basis. If further study proves that an ambulance unit is desirable to reduce the ambulance response and patient delivery time, then a request will be made for a full-time unit in the Waikiki area.

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

*Tyrone T. Kusao, Director
*I. Harry Endo, Deputy Director

DEPARTMENTAL FUNCTIONS

Housing and Community Development

Local: Develop and administer projects, programs and plans of action designed to stimulate or aid the supply of housing in the City and to achieve sound community development and insure that such projects, programs and plans of action conform to and implement the general plan development programs.

Federal: Act as the local agency for the purpose of implementing federally-aided housing and urban renewal and community development programs, i.e., redevelopment, auxiliary redevelopment, neighborhood rehabilitation, relocation and property management functions and the recently enacted Section 8 - Federal Rental Assistance programs.

General Relocation Services

Provide relocation services for all County displacing agencies, per State and Federal requirements, and provide such services to State and Federal displacing agencies that choose to contract with DHCD for said services.

DEPARTMENTAL GOALS AND OBJECTIVES

Implement projects and programs utilizing, to the greatest extent possible, the combined capabilities and resources of the City, State and Federal governments to maximize our capability to develop housing and achieve sound community development. Research, formulate and execute experimental and demonstration housing projects, under Acts 108 and 179, HRS, to further development of low-moderate income housing.

*William Blackfield resigned the directorship of the department on February 22, 1977. Tyrone T. Kusao was appointed Director on July 29, 1977.

*I. Harry Endo was appointed Deputy Director on August 1, 1977.

Arrest and reverse conditions of blight through redevelopment and/or rehabilitation; locate and/or develop relocation housing facilities for those displaced by governmental action and provide financial and technical relocation assistance to those displaced, as provided under State and Federal laws.

HOUSING DEVELOPMENT

This program consists of a combination of efforts under the jurisdiction of the Department of Housing and Community Development (DHCD). The combined capabilities of Federal and local government are utilized to maximize our capacity for housing development.

The following pages constitute a review of all DHCD housing development projects from its inception to the present, including some in the planning stages.

<u>\Project Name and (Location)</u>	<u>Type of City Participation</u>	<u>Unit Distribution</u>		<u>Rental Rates or Sales Price</u>	<u>Status</u>
Wilson Project (Kalihi)	Urban Renewal	162-Single Family Dwellings		Ownership	Completed 1960
Kalihi Triangle (Kalihi)	Local Urban Renewal Project	49-Single Family Dwellings		Ownership	Completed 1963
Queen Emma Gardens (Downtown)	Urban Renewal (Queen Emma)	Studio	84	\$194 to 210	Completed 1964
		1 BR	302	\$235 to 275	
		2 BR	<u>201</u>	\$285 to 320	
		Total	587		
Kewalo Apartments (Makiki)	Kewalo-Lunalilo Auxiliary Redev. Project	2 BR	39	\$138	Completed 1967
Kalanihuia (Downtown)	Urban Renewal (Kukui)	Studio	60	<u>Low-Rent Public Housing</u> 25% of tenant's income (mostly \$50 to 60)	Completed 1969
		1 BR	90		
		2 BR	<u>1</u>		
		Total	151		
Kukui Gardens (Downtown)	Urban Renewal (Kukui)	1 BR	105	\$140	Completed 1970
		2 BR	302	\$172	
		3 BR	279	\$197 - 215	
		4 BR	<u>136</u>	\$243	
		Total	822		
Makalapa Manor (Halawa)	Auxiliary Housing	1 BR	18	<u>Base Rent</u> <u>Market</u> \$105 to 199	Completed 1971
		2 BR	30	\$125 to 237	
		3 BR	32	\$159 to 301	
		4 BR	36	\$189 to 354	
		5 BR	<u>6</u>	\$202 to 382	
		Total	122		

<u>Project Name and (Location)</u>	<u>Type of City Participation</u>	<u>Unit Distribution</u>		<u>Rental Rates or Sales Price</u>	<u>Status</u>
Keola Hoonanea (Elderly) (Downtown)	Urban Renewal (Kauluwela)	1 BR	175	\$130 to 232	Completed 1971
Kauluwela I Co-op (Downtown)	Urban Renewal (Kauluwela)	1 BR	42	<u>Base Rent</u> <u>Market</u>	Completed 1971
		2 BR	84	\$141 to 231	
		Total	126	\$175 to 286	
Kauluwela II Co-op (Downtown)	Urban Renewal (Kauluwela)	3 BR	36	<u>Base Rent</u> <u>Market</u>	Completed 1971
		4 BR	48	\$190 to 343	
		Total	84	\$218 to 393	
Liliha Square (Liliha)	Urban Renewal (Kauluwela)	1 BR	2	(HRA) (Market)	Completed December 1974
		2 BR	134	\$36,200 \$38,500	
		Total	136	Average Average	
Kanoa Street Apartments (Kalihi-Palama)	Model Cities	2 BR	8	\$130	Completed April 1975
		3 BR	3	\$275	
		4 BR	3	\$325	
		Total	14		
Waipahu Auxiliary (Makibaka Assoc., Waipahu)	Auxiliary Housing	3 BR	24	\$105	Completed April 1975
		4 BR	5	\$125	
		5 BR	2	\$156	
		Total	31		

300

<u>Project Name and (Location)</u>	<u>Type of City Participation</u>	<u>Unit Distribution</u>	<u>Rental Rates or Sales Price</u>	<u>Status</u>		
Kukui Plaza (Block G) (Downtown)	Urban Renewal (Kukui)	Moderate Units 227:		Completed		
		1 BR	167		\$24,540 to 28,980	
		2 BR	45		\$30,180 to 43,680	
		3 BR	15		\$41,400 to 45,240	
		Market Units 681:				
		1 BR	499		\$42,500 to 53,000	
		2 BR	136		\$52,100 to 80,500	
		3 BR	46		\$76,800 to 95,300	
		Total	908			
		Block F Beretania North (Downtown)	Urban Renewal (Kukui)		Kukui Tower	
FHA Sec. 236 Rental				<u>Average Base Rents</u>		
1 BR	126			\$179 Tenant pays		
2 BR	254			\$198 approx 25% of income.		
Maunakea Tower				Completed 1976		
FHA Sec. 8 Rental					<u>Fair Market Rents</u>	
1 BR	254				\$310 Tenant pays	
2 BR	126				\$368 approx 25% of income.	
Total	760					
Waimaha Apartments (Waianae)	Model Cities					Completed June 1976
				<u>Sec. 8 Fair Market Rents</u>		
		1 BR	16	\$235 Tenant pays		
		2 BR	42	\$260 approx 25% of income.		
		3 BR	24	\$280		
Total	82					
Sunflower Apartments (Waianae)	Model Cities			Completed May 1976		
					<u>Sec. 8 Fair Market Rents</u>	
		1 BR	32		\$235 Tenant pays	
		2 BR	16		\$260 approx 25% of income.	
Total	48					

<u>Project Name and (Location)</u>	<u>Type of City Participation</u>	<u>Unit Distribution</u>	<u>Rental Rates or Sales Price</u>	<u>Status</u>
Waiialua Town Tract II (Waiialua)	Community Development	3 BR, 1 bath 30	\$31,980 - 32,950	Completed June 1976
		3 BR, 1½ bath 46 Total 76	\$33,030 - 35,000	
Banyan Street Manor (Kalihi-Palama)	Model Cities	1 BR 12	<u>Sec. 8 Fair Market Rents</u>	Completed July 1977
		2 BR 43 Total 55	\$336 Tenant pays \$372 approx 25% of income.	
Block F, Phase II (Downtown)	---	---	---	Status to be determined by bankruptcy trustees.
Pauahi Project (Downtown)	Urban Renewal (Chinatown)	N/A	N/A	Land acquisition estimated comple- tion Spring, 1978.
Smith-Beretania Parking Facility (Downtown)	---	---	---	Project held in abeyance pending Council review of City's obligation to former developer. Council failed to reprogram CDBG funds for 3rd year.
Koolauloa (Kahuku)	Community Development	Approximately 300 units	Moderate income homeownership	Commenced prepa- ration of site improvement plans. EIS also being finalized.

<u>Project Name and (Location)</u>	<u>Type of City Participation</u>	<u>Unit Distribution</u>	<u>Rental Rates or Sales Price</u>	<u>Status</u>
Kuikahi Gardens (Kalihi)	Community Development	3 BR 52 2 BR <u>50</u> Total 102	Moderate income homeownership	Before Council for final action to accept or reject project.
Paalaa-Kai (Haleiwa)	Community Development	300	Moderate income ownership	Planning
Ewa Elderly (Ewa)	Community Development	90 Elderly Rental	FHA Sec. 202 Sec. 8 rental*	Planning
Pua Lane (Kalihi)	Community Development Model Cities	1 BR 65	Moderate income ownership	Planning
Kahuku Elderly (Kahuku)	Community Development	64 Elderly rental	Section 8 rental*	Planning
Citron-Date (McCully)	Community Development	99 Rental	Section 8 rental*	Planning
Makaha Clusters (Makaha)	Community Development	4 BR 10 rental	Section 8 rental*	Planning

* Tenant pays approximately 25% of income for rental.

SECTION 8 - NEW RENTAL HOUSING ASSISTANCE PAYMENT PROGRAM FOR EXISTING HOUSING

The Federal Section 8 - Existing Housing Rental Assistance Program has been established to help as many low and very low income families as possible, within Federal funding limits, so that they will not have to pay more than 25% of their incomes for rent, including utilities.

To be eligible for this assistance, the applicant must meet certain requirements established by the Federal government. But, generally, low income families are those whose adjusted income is between 50+ and 80% of the median income of the Honolulu area. Very low income families are, generally, those whose adjusted income do not exceed 50% of the median income of the Honolulu area. The Federal government has established income schedules to determine if you qualify as a low or very low income family.

Income Limits - Oahu

Number of Persons Per Family

1 2 3 4 5 6 7 8

Low Income

\$9,800 \$11,200 \$12,500 \$13,900 \$14,800 \$15,700 \$16,600 \$17,500

Very Low Income

- - - - - \$10,100 \$10,800 \$11,500

Ten percent (10%) of all assets will be included in the determination of the family's total gross income.

Once the family's eligibility is established, the applicant will be given a "Certificate of Eligibility." This certificate tells a landlord that the Federal government guarantees to pay a given percentage of the applicant's rent, directly to him, for a minimum lease period of one year. To be eligible for such payments, the landlord's rental units must meet Federal requirements as to the conditions of the unit, and depending on the size of the unit, must not exceed what has been established as the fair market rent for the Honolulu area.

Federally established Fair Market Rents for Oahu by number of bedrooms including rent and utilities are:

<u>STRUCTURE TYPE</u>	<u>Studio</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 or more</u>
Non-Elevator	\$228	\$262	\$327	\$438	\$473
Elevator	\$240	\$285	\$326	\$438	\$473

As an incentive to families to seek the best housing at the lowest price, if a family "shops" for and finds a rental unit which meets required Federal condition standards, yet rents for less than the maximum fair market rental value established by the government, that family will receive a bonus of an additional amount of rent subsidy per month.

Section 8 - Existing Operational Report

Number of units allocated by Federal government	825
Number of families signed up	2,577
Number of applications processed	1,500
Number of units under subsidy	303
Number of cancellations and rejections . .	1,062
Number of inspections to qualify units . .	400

Acceptance and processing of applicants will be an ongoing process.

MODEL CITIES HOUSING ASSISTANCE PROGRAM (MCHAP)

The Model Cities Housing Assistance Program (a Federally-funded project) was terminated in line with the Federal government's decision to discontinue the temporary program. Many benefits of the program, however, are being continued through the Department's new Voluntary Rehabilitation Program, the Section 8 Rental Assistance Program and the continuing general housing development programs.

Every effort was undertaken to retain many of the MCHAP employees. Of the 10 employees connected with this program, six were transferred to vacant positions within the Department.

RELOCATION AND PROPERTY MANAGEMENT (R&PM)

Relocation assistance and related services were provided to persons displaced from the Department's urban renewal projects in execution and also to various other City departments including Building, Parks and Recreation, Public Works and Transportation Services. Relocation assistance was also continued to displacees of the Department of Accounting and General Services under a contractual agreement for their Vineyard Street Garage Project. The assistance to the various departments was administered in compliance with either Hawaii's Relocation Act 166 or the Federal Act of 1970. Activities of the Division centered on the Pauahi Project which included the workloading of all remaining displacees in Block B following acquisition of parcels. The relocation of displacees from the Department of Public Works Kahaluu Multi-Purpose Channel System Project was also another major activity.

Property management related activities increased with the addition of units under management and also because of the deterioriated condition of many of the acquired structures.

Other activities included relocation program planning in compliance with Act 166 for the Building Department's Kahuku Police and Fire Facilities Project and on-going code enforcement program and the Department of Parks and Recreation's Kapiolani Regional Park Project.

Work statistics of the major activities of the Division are shown below:

Activity

Number of displacees on workload	480
Number of displacees relocated	156
Number of follow-up and other miscellaneous contacts	6,386
Number of claims processed	212
Number of units under management	217
Number of maintenance inspections	1,440

Number of maintenance work orders 480
Number of inspections of completed projects. 5,592

REHABILITATION

Hoolulu Project (Kapahulu GNRP Area)

Inspection of properties is virtually completed. About 95% of the properties have started rehabilitation. Over 80% have completed all rehabilitation requirements except for work deferred until site improvements are installed. 148 loans have been approved to date totalling about \$618,000.

Site improvements work in Area IA is about 97% completed. Work in Area II, i.e., widening of Kapahulu Avenue between Campbell and Williams, is almost 40% completed. Bid advertisements for work in Area IB-1 have been published and bid opening is scheduled for the end of September.

Voluntary Rehabilitation Program

A Citywide Voluntary Rehabilitation Program was launched in July. Rehabilitation assistance and low-interest (3%) loans are offered to qualified low- and moderate-income homeowners. The program is geared to assist owner-occupants in bringing their properties in conformance with minimum health and safety standards. Many inquiries have been coming in as a result of intensive public information efforts.

REDEVELOPMENT

Pauahi Project (Chinatown GNRP Area)

All properties slated for acquisition have been acquired except for those under condemnation.

The City Council adopted the revised Memorandum of Agreement for Chinatown and passed Ordinance No. 4643 establishing "Historic, Cultural and Scenic District No. 4, The Chinatown District." The historic ordinance outlines broad guidelines for development of the area and created a Design Advisory Committee to advise the Council on plans for development within the Chinatown District.

A consultant began work on a design concept for Block B of the Pauahi Project. He will also work in concert with the reuse appraiser to prepare a feasible development plan for the block.

Kukui Block "F"

The Beretania North development consisting of 760 one and two-bedroom units was completed in September 1976. The Kukui tower units are under the FHA Section 236 program and the Maunakea tower is under Section 8 rental subsidies. The land designated for the condominium phase is in litigation with the THC foreclosure suit.

Kukui Block "J"

A housing committee has been established to study plans and proposals for the block.

STATEMENT OF CASH RECEIPTS AND EXPENDITURES
FOR THE FISCAL YEAR ENDED JUNE 30, 1977 AND CASH BALANCES AS OF JUNE 30, 1977

	Kukui Hawaii R-2 Fd. PE	Paki Hawaii R-5 Fd. PE	Kauluwela Hawaii R-7 Fd. PE	Hinano Hawaii R-9 Fd. PE	Hoolulu, Hawaii R-11 Fd. PE PTLR		Pauahi, Hawaii R-15 Fd. PE PTLR		Section 8 Exist. Hsg. Project	Trust Fund	HCD Rehab. Loan Fund	Urban Redevelopment Fund	Total All Projects
CASH RECEIPTS:													
Cash Balance and Investments, 7/1/76	\$23,755	\$205,659	\$78,648	\$135,647	\$2,498,139	\$1,753,990	\$2,512,334	\$ 7,012	\$ 45,734	\$ 966,188	\$682,423	\$ 181,517	\$ 9,091,046
Federal Grants						315,700		559,770	503,205				1,378,675
Proceeds from Loan					3,810,000		3,635,000						7,445,000
Transfer from General Fund												1,089,422	1,089,422
Transfer from PTLR Fund					1,926,000	(1,926,000)							-0-
Other Income and Receivables	1,133		4,257	7,037	88,846	32,923	139,948	1,928	(7,577)	186,619	34,223	724	490,061
TOTAL CASH BALANCE & RECEIPTS AVAILABLE FOR EXPENDITURES	24,888	205,659	82,905	142,684	8,322,985	176,613	6,287,282	568,710	541,362	1,152,807	716,646	1,271,663	19,494,204
CASH EXPENDITURES:													
Administrative Cost Incl. Travel & Publication				1,224	615,434		169,580		119,362			653,185	1,558,785
Office Furniture & Equipment									781			5,160	5,941
Acquisition Expenses					3,096		2,646					7,500	13,242
Temporary Operation of Acquired Property				(254)	952		(195,919)			2,483		(18,487)	(211,225)
Relocation & Community Organization					120								120
Relocation Payments					47,592		120,283						167,875
Site Clearance					523,538								523,538
Site Improvements					2,691,732					11,509			2,703,241
Disposal Costs												78	78
Rehabilitation & Conservation					131							60	191
Interest Expenses					164,572		142,065						306,637
Real Estate Purchases					122,988		141,000						263,988
Section 8 Housing Assistance Payments									324,333				324,333
TOTAL PROJECT COSTS	-0-	-0-	-0-	970	4,170,155	-0-	379,655	-0-	444,476	13,992	-0-	647,496	5,656,744
Relocation Payments (100% Reimbursable)				15,959									15,959
Rehabilitation Grant Payments					2,096								2,096
Payment of Loan					3,810,000	175,000	3,635,000	565,000					8,185,000
Accounts Payable				(9)	(396,571)		2,218		(70,860)			13,069	(452,153)
Return of Excess Grants		205,659											205,659
Development Loan										32,990			32,990
TOTAL CASH EXPENDITURES FOR THE YEAR	-0-	205,659	-0-	16,920	7,585,680	175,000	4,016,873	565,000	373,616	46,982	-0-	660,565	13,646,295
CASH BALANCE AND INVESTMENTS, 6/30/77	\$24,888	\$ -0-	\$82,905	\$125,764	\$ 737,305	\$ 1,613	\$2,270,409	\$ 3,710	\$167,746	\$1,105,825	\$716,646	\$ 611,098	\$ 5,847,909

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STATEMENT OF ESTIMATED CASH RECEIPTS AND EXPENDITURES
FOR THE FISCAL YEAR JULY 1, 1977 - JUNE 30, 1978

	Kukui Hawaii R-2 Fd. PE	Kauluwela Hawaii R-7 Fd. PE	Hinano Hawaii R-9 Fd. PE	Hoolulu, Hawaii R-11 Fd. PE PTLR	Pauahi, Hawaii R-15 Fd. PE PTLR	Section 8 Exist. Hsng. Project	Trust Fund	HCD Rehab. Loan Fund	Urban Redevelopment Fund	Total All Projects		
ESTIMATED CASH RECEIPTS:												
Cash Balance and Investments, 7/1/77	\$24,888	\$ 82,905	\$125,764	\$ 737,305	\$ 1,613	\$2,270,409	\$ 3,710	\$ 167,746	\$1,105,825	\$716,646	\$ 611,098	\$ 5,847,909
Federal Grants					1,390,774		187,000	1,490,186				3,067,960
Proceeds from Loan				4,880,000		2,400,000						7,280,000
Transfer from PTLR Fund				1,385,853	(1,385,853)							-0-
Transfer from General Fund										1,163,900		1,163,900
Other Income and Receivables	1,000	4,000	4,000	17,976	200	130,000	257	10,046	141,128	21,625	19,241	349,473
ESTIMATED TOTAL CASH RECEIPTS	25,888	86,905	129,764	7,021,134	6,734	4,800,409	190,967	1,667,978	1,246,953	738,271	1,794,239	17,709,242
ESTIMATED CASH EXPENDITURES:												
Administrative Cost Incl. Travel & Publication			1,000	466,774		321,933		365,402		46,748	1,099,429	2,301,286
Office Furniture & Equipment								2,570			1,135	3,705
Acquisition Expenses				50,605		26,565					30,400	107,570
Temporary Operation of Acquired Property				1,050		(100,800)			2,500		18,050	(79,200)
Relocation & Community Organization				1,090		3,000						4,090
Relocation Payments				300,000		363,000						663,000
Site Clearance				254,880								256,050
Site Improvements			1,170	460,656								460,656
Disposal Costs		150		20,000		57,600					72	77,822
Rehabilitation & Conservation				14,037		2,000		968		600		17,605
Interest Expenses				129,877		106,732						236,609
Real Estate Purchases				120,304		350,000						470,304
Section 8 Housing Assistance Payments								1,222,276				1,222,276
ESTIMATED TOTAL PROJECT COSTS	-0-	150	2,170	1,819,273	-0-	1,130,030	-0-	1,590,248	2,500	47,716	1,149,686	5,741,773
Relocation Payments (100% Reimbursable)			15,000									15,000
Rehabilitation Grant Payments				65,000								65,000
Payment of Loan				3,810,000		3,448,000	187,000					7,445,000
Accounts Payable			51	691,365		18,822		77,684	2,000		44,091	834,013
Rehabilitation Loans									450,000			450,000
Return of Excess Grants		86,755	112,543					46	24,462			223,806
Development Loan								800,000				800,000
ESTIMATED TOTAL CASH EXPENDITURES	-0-	86,905	129,764	6,385,638	-0-	4,596,852	187,000	1,667,978	828,962	497,716	1,193,777	15,574,592
ESTIMATED CASH BALANCE & INVESTMENTS, 6/30/78	\$25,888	\$ -0-	\$ -0-	\$ 635,496	\$ 6,734	\$ 203,557	\$ 3,967	\$ -0-	\$ 417,991	\$240,555	\$ 600,462	\$ 2,134,650

OFFICE OF HUMAN RESOURCES

OFFICE OF HUMAN RESOURCES

Hoaliku L. Drake, Director

Goals and Objectives

The goals and objectives of the Office of Human Resources, under the direction of the Managing Director, are to identify social needs, research and identify sources of government funds and grants to implement social programs, formulate City-Wide programs for social improvement, apply for and acquire federal grant funds, negotiate contracts for program execution, monitor program - including the Federal Workable Program - and coordinate government and private agencies as they relate to programs administered by the Managing Director's Office.

Programs administered by the Office of Human Resources during fiscal year 76-77 are outlined below:

Honolulu Federal Grants Program

The Honolulu Federal Grants Program provides a monthly computerized report listing all the Federal funds received by the City and County of Honolulu. The report is designed to help coordinate Federal resources to meet the goals and objectives of the City administration by detailing the use and expenditures of Federal funds within the City government. The program also provides a grants resource center to assist the City to obtain and operate Federal programs. The center has a library of program literature and a staff skilled in securing Federal assistance.

Open Markets

The People's Open Markets continue to be very successfully operated by the Office of Human Resources. Tonnage of local fruits and vegetables brought to the markets continues upward reflecting increased patronage at most locations.

During the year the Open Market program attracted national interest in The Wall Street Journal and other publications and was the recipient of an award from the National Association of Counties. It was also the subject of a very favorable study by Dr. Saleem Ahmed of the East-West Food Institute. Results of the study disclosed that all the farmers interviewed benefitted through higher income and improved farming techniques.

Economic Development Act Program

The Office of Human Resources successfully applied for \$4,386,534 of funding under the 1976 Local Public Works Program of the Economic Development Administration, U.S. Department of Commerce. This covered seven public works projects which are now under construction on Oahu.

Under the 1977 Local Public Works Act, applications for 40 projects have been submitted to the U.S. Department of Commerce. Honolulu has been assured funding in excess of \$23,000,000 for a selection of these projects.

In addition, under the 1965 Economic Development Act, two projects have received Federal funds. These are the Hauuala Civic Center in the amount of \$325,000 and the Public Market Study for \$23,443. The Hauuala Civic Center will provide a multitude of health and social services to that rural area. The Public Market Study will investigate the feasibility of establishing an economically viable vendor's market for Oahu's craftsmen and artisans.

CETA Programs

Programs established by the Comprehensive Employment and Training Act of 1973 (CETA) are operated by the Office of Human Resources at the Honolulu Job Resource Center. During FY 77, over \$19 million in Federal CETA funds were expended to provide manpower training, public service employment and related services to over 7,700 residents of Honolulu. The following is a brief description of the various CETA programs and funding sources:

Manpower Training Programs

Comprehensive Manpower Program (Title I): This program provides the complete range of manpower services, from intake and assessment through basic and job training to public service employment and job placement. The Office of Human Resources received a grant totaling \$9.2 million. This Title provided manpower services to approximately 2,800 individuals during the year.

Youth Employability Program (Title I): With funding of \$260,000, 266 economically disadvantaged youth were provided job training opportunities during Fiscal Year 1977.

Summer Program for the Employment of Disadvantaged Youth (Title III): This program provides summer employment to youths 14 through 22 years of age who come from economically disadvantaged families. Provided \$1.7 million by the U.S. Department of Labor,

the OHR enrolled 2,800 youngsters in the program during Fiscal Year 1977.

English-as-a-Second Language Program (Title III): This program provided English-as-a-Second Language instruction in specific occupations to 90 economically disadvantaged participants of limited English-speaking ability. The funding level during Fiscal Year 1977 was \$178,833.

Public Service Employment Program: Approximately 1,700 unemployed individuals were provided transitional public service employment under Titles II and IV, \$12.7 million in funds were utilized.

Programs for the Elderly

The Honolulu Area Agency on Aging administered programs for elderly population with funds totalling almost a million-and-a-half dollars received from the Federal, State and City governments. Projects and programs supported by this agency include Information and Referral Service, Congregate Dining (meals), Comprehensive Individualized Services, Escort and Transportation, Leisure Time and Recreational Activities, Multiphasic Health Screening, other preventive services and senior centers.

The Information and Referral Service continued its effort to identify and interview every senior resident in the City and County of Honolulu by canvassing house-to-house seeking the elderly. From the outset of the program, 33,500 seniors have been identified. As necessary, seniors who required further assistance were referred to the appropriate service agency.

Approximately 2,000 meals were served daily at 22 congregate dining sites located throughout the island. Site areas include North Shore, Waianae Coast, Leeward, Waimanalo, and the City of Honolulu (15 sites).

Estimated seniors served: 500,000 meals; 50,490 passenger rides to meal sites; 10,253 passenger rides; 2,616 personal counseling; 7,623 shopping assistance; 1,600 multiphasic health screening, and 14,400 leisure time and recreational activities including excursions.

The Agency coordinates services with other agencies to enhance the general welfare of the elderly and to promote self independence.

Oahu Coordinated Drug Treatment Services System

By the end of June 1977, the City and County of Honolulu has

successfully concluded a three-year program which established an island-wide drug abuse treatment services system. The service system's objectives are to reduce or eliminate drug abuse cases and to foster among the target clients the development of self-sufficient individuals capable of functioning in the community at large on a drug free basis.

OHR was responsible for the overall initial planning and the annual grant application to HEW as well as program administration in the past three years. The third program year's total cost was \$600,000, for which \$420,000 was funded by HEW, \$180,000 was contributed by the participating agencies. These agencies are: Drug Addiction Services of Hawaii, YMCA, Palama Settlement, The Habilitat, Inc., and the Salvation Army. Services provided to some 800 target clients in the third program year include detoxification, methadone maintenance, day care, resident care, therapeutic counselling, and job placement. Beginning in July 1977, a State agency has assumed the responsibility of administering this drug treatment service system.

Law Enforcement Planning (LEAA)

The Law Enforcement Planning Program coordinated the use of federal funds for local law enforcement activities.

Program planners compiled the City and County of Honolulu Criminal Justice and Law Enforcement Plan for Fiscal Year 1977 and subsequently requested \$608,940 in federal Law Enforcement Assistance Administration (LEAA) funds to support 13 programs in the Police, Prosecutor and Juvenile Justice areas.

In addition, the program planners participated in the development of criminal justice standards and goals for the State of Hawaii and were also actively involved in various task forces aimed at addressing the crime problem in our community.

Model Cities

The Model Cities Program continued its phased down of activities. By the end of June 1977, two projects remained within this program: The Hawaii Economic Development Corporation (HEDCO) and the Waianae-Nanakuli Media (TV) project. Final close out procedures are expected to be completed by June 1978.

Community Development Block Grant (CDBG)

During this fiscal year the City and County of Honolulu was

awarded \$11,873 by HUD under the second year Community Development Block Grant (CDBG) program. The primary objective of the block grant program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income. A basic federal criterion is that the program gives maximum feasible priority to activities which will benefit low-or-moderate income families or aid in the prevention or elimination of slums or blight. OHR has been responsible for the overall initial planning and coordinates annual grant applications pertaining to the CDBG. Projects under this grant are implemented by various City Departments.

OFFICE OF INFORMATION & COMPLAINT

OFFICE OF INFORMATION AND COMPLAINT

James L. Loomis, Director
Patrick J. De Costa, Assistant Director

POWERS, DUTIES AND FUNCTIONS

The Office of Information and Complaint (OIC), in the Office of the Mayor, is mandated by the City Charter to take and promptly answer all complaints and inquiries relating to the City and County government. It is the City's "Ombudsman," reporting directly to the Mayor.

Through the information section, OIC provides the public, government agencies, the news media, and public and private associations on the Island of Oahu with information about all operations, programs and policies of the City and County government. The information section handles most of the correspondence and communication for the Mayor.

The complaint section of this office carries a heavy responsibility and is liberally assisted by the information section. By personal contact and investigations, phone and letters, the section receives and acts upon complaints of both minor and major problems, services, procedures and policies of the City and County government. These complaints are then acted upon or channelled to proper agencies for decision and satisfactory solution. A control file of all complaints is held in the section. The office also keeps statistics of all complaints, inquiries and suggestions it fields and makes monthly reports to the various City agencies as a barometer of how efficiently services and information are being delivered to the public.

The City and County Printshop is operated by the OIC for coordination and centralization of all City printing for greater efficiency and economy. Centralized printing has brought considerable savings to the City.

The Satellite City Hall program which began in May, 1973, with an office in Kaneohe on a one-year trial, is the newest section to be placed under the administrative operation of the Office of Information and Complaint. The aim of the program is to stimulate citizen participation in local government by bringing City offices and services closer to Oahu residents. Throughout the fiscal year nine satellites were in operation on Oahu. No other satellites are planned.

FISCAL YEAR 1976-1977

SUMMARY OF THE NUMBER OF CUSTOMERS SERVED AND AMOUNT OF
MONEY RECEIVED BY SATELLITE CITY HALLS

<u>Date</u>	<u>Number of Transactions</u>	<u>Amount of Money Received</u>
July-Sept.	23,589	\$ 112,722
Oct.-Dec.	17,526	225,357
Jan.-Mar.	88,313	1,753,807
April-June	<u>26,289</u>	<u>332,037</u>
TOTAL	155,717	2,423,923

In addition to the 155,717 transactions conducted, another 92,800 people came to the Satellites for assistance, information or forms. Total number of walk-ins was 248,500.

NUMBER OF COMPLAINTS, INQUIRIES AND SUGGESTIONS

Complaints

<u>Requesting Service</u>	<u>About Service</u>	<u>About Policy</u>	<u>Total</u>
5,315	283	263	5,861

Complaints handled by the Satellite City Halls: 247

Inquiries: 25,459 Suggestions: 21

INFORMATION SECTION WORKLOAD STATISTICS

City Hall Tours	105
Correspondence	2,700
Mayor's Messages	85
Press Releases	573
Proclamations	142
Speeches	83
Statements	15

FISCAL YEAR 1976-1977

MOST FREQUENTLY RECEIVED REQUESTS FOR SERVICE

<u>Complaint</u>	<u>Number Received</u>
Traffic signs/markings	424
Parks maintenance	339
Police beat problems	274
City street/road maintenance	268
Vacant lots/sidewalks overgrown	222
Sidewalk obstructions	205
Zoning violations	198
Trees, trim/remove/plant	193
Damaged sidewalks	169
No refuse collection	146

TOP COMPLAINTS ABOUT SERVICE/POLICY

Refuse collection	173
Cesspool pumping	27
City Ordinances	24
Parks Maintenance	20

FISCAL YEAR 1976-1977

SUMMARY OF COMPLAINTS BY DEPARTMENTS

AGENCY	TOTAL	REQUESTING SERVICE	ABOUT SVC/POLICY
Auditoriums	21	16	5
Board of Water Supply	81	66	15
Budget	None		
Building	1,077	1,066	11
City Clerk	3	2	1
City Council	7	2	5
Civil Service	5	2	3
Corporation Counsel	95	93	2
Data Systems	None		
Finance	28	22	6
Fire	68	63	5
General Planning	None		
Health	19	10	9
Honolulu Liquor Commission	7	6	1
Housing & Community Development	10	7	3
Human Resources	15	11	4
Humane Society	25	22	3
Information & Complaint	15	6	9
Land Utilization	1	0	1
Mayor's Office	3	0	3
Managing Director's Office	2	1	1
Medical Examiner	2	0	2
Oahu Civil Defense	3	3	0
Parks & Recreation	752	676	76
Police	484	445	39
Prosecuting Attorney	5	4	1
Public Works	1,791	1,533	258
Royal Hawaiian Band	1	0	1
Transportation Services	1,064	1,033	31
Non-City & Private	<u>277</u>	<u>226</u>	<u>51</u>
TOTAL	5,861	5,315	546

FISCAL YEAR 1976-1977

PRINTSHOP WORKLOAD DATA

JOBS COMPLETED

	<u>No. of Req.</u>	<u>No. of Sep. Runs</u>	<u>No. of Impressions</u>
FY 1976-1977	2,112	15,467	13,361,977
FY 1975-1976	2,184	15,432	13,696,140

Listed below are some of the special jobs from the various departments:

Building Department

Tax Map Key, City & County Telephone Directory, Procedures on Processing Building Permit

City Clerks Office

Voting Instructions for Absentee Voters, Closed Primary, 1976 Polling Places, Please Vote, How to Apply for an Absentee Ballet, Presidential Absentee Ballot, Elections '76. (All of these brochures were printing in different languages.)

Civil Service

Answer Sheets, EEOAA Handbook, Youth Workers Handbook, Career with the Honolulu Fire Department.

Corporation Counsel - Status of Women

Kokua Booklet in different languages, Annual Reports, IWY Workshop folders, Bus Placards

Finance Department - Licenses

Applications, Notices, Permits, Invoices, Instruction Sheets

Liquor Commission

I.D. Cards, Liquor Law Books, Application & Registration Cards, Posters

Municipal Store

Taxicab Regulations, Standard Details, Revised General Provisions of Construction Contracts of the City and County of Honolulu, Subdivision Rules & Regulations, Comprehensive Zoning Code, Standard Specifications for Public Works Construction

Fire Department

Fire, What it is; What to Do in Case of a Fire in a Highrise Building (Both brochures in different languages.)

Housing & Community Development

Fixing Up Your House, Annual Issue of the Research Report

Human Resources

Senior Citizen Handbook, HJRC Job Brochure

Mayor's Office

Ballet Programs, Flyers and Posters

Office of Information & Complaint

Maps of Civic Center, Newsletter, Watchdog Leaflets, Speakers Brochure

Neighborhood Commission

City in Your Hands, Election Profiles, Poll Books

Parks & Recreation - Culture and the Arts

Flyers, Programs, Tickets, Announcements, Invitations

Parks & Recreation

Community Gardening Booklets, Hawaii Theatre Festival, Honolulu Marathon, The Hawaiian Way, Foster Garden Brochure, Help Make Honolulu a More Beautiful Place, A Taste of Symphony, Departmental Newsletters.

Public Works Department - Sewers Division

Industrial Wastewater Discharge Provision Booklets, Stop Sewage Backup Brochure

Police Department

Good Neighbor Program, Department's Annual Report

Transportation Services

Bicycling Leaflet, Handi-Van Posters

DEPARTMENT OF LAND UTILIZATION

DEPARTMENT OF LAND UTILIZATION

George S. Moriguchi, Director
William E. Wanket, Deputy Director

POWERS, DUTIES AND FUNCTIONS

The Director of Land Utilization prepares, maintains, and administers zoning and subdivision ordinances, and the rules and regulations, amendments, and revisions pertinent thereto; established review procedures of land utilization applications, and generally oversees all functions of land use policy implementation.

The Zoning Board of Appeals hears and determines appeals from actions of the Director of Land Utilization in the administration of zoning and subdivision ordinances and regulations, and hears and determines petitions for varying the application of the zoning ordinance.

Interim Development Control Area: Kakaako, Punchbowl, Chinatown

The City Council has imposed interim controls in areas which they are considering adopting special permanent controls. To prevent construction which could be incompatible with proposed permanent controls, the City Council must approve building permits for the area. In most instances, the City Council has referred the permits to this department for review and recommendation.

The Kakaako Interim Development Control Area, established November 26, 1975, was continued through this year. The Department has reviewed 31 proposals for permit applications for this fiscal year.

The Punchbowl Interim Development Control Area is also continued from 1975-1976. Two proposals have been reviewed by the Department.

The Chinatown Interim Development Control Area automatically expired on November 5, 1976, when the ordinance establishing the Chinatown Historic, Cultural, and Scenic District was adopted. During the interim control period, the Department reviewed 1 application.

HAWAII CAPITAL HISTORIC, CULTURAL, AND SCENIC DISTRICT

The City Council completed a review of the Revised Hawaii Capital District Ordinance. The department participated in the review as a member of the Advisory Committee.

PUNCHBOWL HISTORIC, CULTURAL, AND SCENIC DISTRICT

The Department continued studies on the Punchbowl area. A draft report and a working draft ordinance for a Revised Punchbowl District was completed. A final report and draft ordinance for the revised district will be submitted to the Planning Commission during the next fiscal year.

CHINATOWN HISTORIC, CULTURAL, AND SCENIC DISTRICT

The ordinance to establish a new Historic, Cultural, and Scenic District for the Chinatown area became effective November 5, 1976, Ordinance No. 4643.

The Department's work included extensive consultation with the Chinatown Advisory Committee, the Office of Hawaii State Historic Preservation, U. S. Department of Housing and Urban Development, and the U. S. Advisory Council on Historic Preservation.

THOMAS SQUARE/ACADEMY OF ARTS HISTORIC, CULTURAL, AND SCENIC DISTRICT

The Department completed a report for establishing a district for the Thomas Square/Academy of Arts area. After receiving comments from the Planning Commission, City Council and the Kakaako Advisory Committee, the Department reviewed some provisions of the proposed ordinance. The review is almost completed and a revised ordinance will be transmitted to City Council early during next fiscal year.

PROPOSED FLOOD HAZARD DISTRICT ORDINANCE

The Department prepared a revised draft of the proposed Flood Hazard District Ordinance pursuant to the U. S. National Flood Insurance Act and Flood Disaster Protection Act. The purpose of establishing the Flood Hazard District is to protect life and property against flooding and reduce public costs for flood control, rescue and relief efforts. The subject draft has been reviewed by various public and private organizations and agencies. The finalized ordinance will be submitted to the City Council for their consideration upon receipt of finalized flood maps by the Federal Insurance Administration.

PARK DEDICATION ORDINANCE

The City Council adopted the Park Dedication Ordinance which took effect on October 16, 1976. The Park Dedication Rules and Regulations for implementation and administration of the Ordinance was adopted by the Department of Land Utilization and approved by the Mayor on October 7, 1976. Forty-six applications were received this fiscal year.

CZC MODERNIZATION PROGRAM

A work program was developed and submitted to City Council concerning the updating of the CZC. The work program has been coordinated to dovetail with the Department of General Planning's program for preparing new development plans. The Department of Land Utilization's program consists of two phases.

The first phase deals with those revisions which are not dependent upon the results of the development plan program. This phase is currently underway.

The second phase of the CZC program will involve revisions which result as an outgrowth of the new development plans. This aspect entails incorporating design standards and use regulations geared to specific development plan proposals. There will also be a need to evaluate zoning districts for compatibility with development plan objectives.

REVISION OF B-1 NEIGHBORHOOD BUSINESS DISTRICT REGULATIONS

During the past year, the B-1 Neighborhood Business District regulations were revised to correspond more aptly with the characteristics of residential neighborhood development. As a result, the Manoa and Aina Haina business districts were rezoned from B-2 Community Business District to the B-1 Neighborhood District classification. The new classification will provide greater protection to adjacent residential areas because height limits were reduced from 350 feet to 40 feet.

REVISION OF B-3 BUSINESS RESIDENTIAL DISTRICT

Major revisions to the B-3 Business District regulations were undertaken. The overall objective of the district amendments was to recognize that many current areas which are now zoned for commercial activities do not have the economic viability to support exclusively commercial development. The revised regulations provide an opportunity to rezone commercial areas which may require broader development opportunities in the way of residential units.

CENTRAL COORDINATING AGENCY

State Act 74 required counties to designate an agency as a Central Coordinating Agency to "improve the coordination and efficiency of the land use and planning control systems."

The Department of Land Utilization was designated the Central Coordinating Agency (CCA) by Ordinance No. 77-73 adopted July 27, 1977. Preparations are underway to organize existing staff to incorporate the responsibilities called for under the ordinance. Rules and regulations for the operation of this activity are being prepared and will be ready for adoption before January 1, 1978. The impact upon staff requirements is not fully known at this time.

WORK STATISTICS

TABLE I

REZONINGS

	Fiscal Year 1976	Fiscal Year 1977
Applications filed	37	35
Withdrawn or Invalid	4	5
Denied by Director	6	4
Reviewed by Planning Commission	25	16
Denied by Council and Mayor	1	1
Adopted by Ordinance	15	8
Staff Review	11	6

TABLE II

CONDITIONAL USE PERMITS

	Fiscal Year 1976	Fiscal Year 1977
Applications filed	25	21
Withdrawn or Invalid	8	4
Reviewed by Planning Commission	20	14
Denied by City Council	0	0
Approved by Council Resolution	13	6
Staff Review	4	5

TABLE III

SPECIAL PERMITS

	Fiscal Year 1976	Fiscal Year 1977
Applications filed	134	144
Denied by Director	5	4
Withdrawn or Invalid	6	2
Approved by Director	115	88
Staff Review	8	18

TABLE IV
SPECIAL PERMIT-CLUSTER DEVELOPMENT

	Fiscal Year 1976	Fiscal Year 1977
Applications Received	2	10
Housing Units	46	640
Applications Approved	2	6
Housing Units	12	268
Applications Denied	0	0
Housing Units	0	0
Applications Withdrawn	0	2
Housing Units	0	16
*Staff Review of pre-application	4	9
Housing Units	126	557

TABLE V
PLANNED DEVELOPMENT-HOUSING

	Fiscal Year 1976	Fiscal Year 1977
Applications Received	6	4
Housing Units	1,295	471
Reviewed by Planning Commission	5	3
Housing Units	527	379
Reviewed by City Council	4	3
Approved by Ordinance	1	2
Housing Units	63	63
Vetoed by Mayor	0	1
Housing Units	0	517
*Staff Review of pre-application	3	1
Housing Units	706	50

*Includes pre-application and preliminary stages for planned developments and special permit-cluster developments.

TABLE VI
ZONING BOARD OF APPEALS ACTIONS

	Fiscal Year 1976	Fiscal Year 1977
Meetings	28	24
Variances filed.	207	180
Approved	147	126
Denied	47	36
Withdrawn	2	21
Staff Review	11	10
Appeals from Director's action.	1	4
Upheld	0	1
Denied	0	1

TABLE VII
PERMITS, INVESTIGATIONS, REVIEWS

	Fiscal Year 1976	Fiscal Year 1977
*Building permit applications	1,597	2,269
Approved	1,581	2,218
Disapproved	16	51
*Sign permit applications	14	101
Approved	12	86
Disapproved	2	15
Waiver applications	103	64
**Shoreline Setback investigations.		48
**Shoreline Waiver applications.		91
***EIS Review approving agency		12
***EIS input agency		39

*Review of building and sign permit applications for conformance with zoning regulations was largely transferred to the Building Department, effective July 1, 1972.

**Formerly grouped as Shoreline Setback Waivers.

***Formerly grouped as Environmental Impact Statements.

TABLE VIII
SUBDIVISION

	Fiscal Year 1976	Fiscal Year 1977
Subdivision applications	328	260
New subdivisions approved	83	48
Lots	1,270	1,089
Acres	8,376	10,248
<u>Lots by district</u>		
Honolulu	132	156
Koolaupoko	192	81
Koolauloa	30	20
Waialua	86	3
Wahiawa	19	18
Waianae	69	164
Ewa	742	647
<u>Acres by district</u>		
Honolulu	1,687	397
Koolaupoko	2,243	631
Koolauloa	205	6,589
Waialua	29	4
Wahiawa	3	112
Waianae	329	344
Ewa	3,880	2,171
Grading plans reviewed	132	133
Construction plans reviewed	217	124
Approved	108	54
Underground utility exemption		
Requests	5	1
Approved	4	0
Site development plan		
Applications		14
Favorable consideration		5
Park Dedication		
Applications		46
Fees received (6 applications).		\$170,873.20

MANAGING DIRECTOR'S OFFICE

MANAGING DIRECTOR'S OFFICE

Richard K. Sharpless, Managing Director
Charles E. Nelson, Deputy Managing Director

POWERS, DUTIES AND FUNCTIONS

The Managing Director under Sections 6-101 & 2 of the Revised Charter:

1. Is the principal management aide to the Mayor;
2. Supervises the heads of all executive departments and agencies except the agencies under the direct supervision of the Mayor;
3. Evaluates the management and performance of each executive agency, including the extent to which and the efficiency with which its operating and capital program and budget have been implemented;

With help from his management improvement staff, assists executive agencies in improving their performance and makes reports to the Mayor on findings and recommendations of such evaluation and analyses;

4. Prescribes standards of administrative practice to be followed by all executive agencies under his supervision;
5. Attends meetings of the Council or any board or committee when requested by the Mayor; attends meetings of the Council and its committees upon its request and makes available such information as it may require. Performs all other duties required of him by the Charter, or assigned to him in writing by the Mayor.

MAJOR ACTIVITIES

In implementing the Charter functions, the Office of the Managing Director participated in the following activities:

1. Reviewed communications from departments to the City Council and to the public to ensure compliance with City policies of providing for improved government.

2. Made periodic reviews of the capital improvement program and provided the Mayor information on the extent to which selected projects were being implemented.
3. Evaluated and analyzed departmental performance through Monthly Action Program Summary (MAPS) and quarterly reports for more effective operations. Prepared "Management by exception" type information for the Mayor.
4. Supervised the activities of the Neighborhood Commission and provided support services to the Executive Secretary.
5. Supervised and coordinated the functions of the Office of Intergovernmental Affairs. Conducted an international conference (PACOM) in Manila, the Philippines. Assumed responsibility for operation of the Honolulu City Ballet.
6. Maintained liaison with Federal officials to insure a free exchange of information and to coordinate submission of applications for Federal grants.

OTHER ACTIVITIES

To meet the Charter-mandated role of assisting executive agencies in improving their performance, the Managing Director's staff performed the following tasks:

1. Conducted a detailed study of security at the Department of Public Works Honolulu Corporation Yard. The implementation of recommendations made in this study is expected to improve Corporation Yard security and result in net savings to the City and County.
2. Coordinated the preparation of the City's Community Development Block Grant application. As a result, the City is expected to receive \$11,365,000 in Federal funds for community projects.
3. Supervised the orderly transfer of the Honolulu Job Resource Center from the Office of Human Resources to the Department of Civil Service.
4. Coordinated the rapid implementation of the Comprehensive Employment Training Act (CETA) Title VI Special Projects program under which several hundred unemployed people

received temporary employment in public and private non-profit agencies.

5. As Energy Coordinating office for the City, monitored the City government's energy consumption patterns. Participated in public meetings dealing with alternate energy resources and energy conservation in the Pacific Region. Maintained liaison with Federal, State and other county officials in every aspect of energy conservation. Participated as member of the Chamber of Commerce of Hawaii's Ad Hoc Committee on Energy.
6. Supervised the activities of the Neighborhood Commission and provided support services to the Executive Secretary.
7. Reviewed and evaluated the cost to the City for parades and other special events and reviewed and evaluated the City's messenger system.
8. Evaluated proposals to provide security and arena cleaning for the Department of Auditoriums.
9. Reviewed and approved a reorganization of the Zoo and Botanic Gardens.
10. Evaluated HPD's automobile licensing sections community service procedures and policy.
11. Inquired into complaints alleging harassment by HPD and Prosecuting Attorney.
12. Evaluated the Police Commission's requirement for an additional clerk stenographer and inquired into the effectiveness of Police Commission's complaints against police officers investigations.
13. Evaluated statistical reports and causes of HPD escalating vehicle Liability Insurance costs. Determined the approximate costs, to the City and County of Honolulu of traffic enforcement by citation actions. Coordinated actions related to a U.S. Coast Guard potential claim against the Police Department. Determined cause for apparent discrepancies in homicide statistics published by different departments.

14. Initiated and coordinated a City Administration wide Fire Safety exercise. Reviewed and evaluated complaints against fire fighter hiring policy and procedures. Initiated joint departmental feasibility of combining HPD and HFD helicopter section study.
15. Responded to public requests for assistance or complaints related to Emergency Ambulance Service. Evaluated and assisted the Health Department in preparing federal grant applications for the expansion and improvement of the Emergency Medical Services System for the island of Oahu. Evaluated incidents and frequency of emergency ambulance use of sirens.
16. Coordinated actions of City departments responsible for enforcement of City park regulations. Evaluated and assigned responsibility for leasing of City facilities. Evaluated and streamlined procedures for obtaining Carnival Permits.
17. Studied emergency procedure and evacuation requirements for City Administration facilities and assigned responsibility. Assisted Building Department and Department of Civil Service in a review of City and County Executive Agency Parking Policy. Reviewed and evaluated disciplinary action procedures of City and County of Honolulu departments.

OTHER TASKS

The Managing Director's Office regularly investigates excessive use of overtime by Departments. Supervision of the City's Aloha United Way and U.S. Savings Bond campaign fall within its purview.

DEPARTMENT OF MEDICAL EXAMINER

DEPARTMENT OF THE MEDICAL EXAMINER

Richard Y. K. Wong, M. D., Acting Medical Examiner

The Department of the Medical Examiner is charged primarily with the investigation of obscure and violent deaths so that accurate factual determination may be made in connection with such deaths. The deaths investigated by this department are defined in Section 6-801 of the Revised Charter of the City and County of Honolulu, 1973, which 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."

It is frequently found that what has been assumed to be a violent death turns out to be in fact due to natural causes and vice versa. The scientific and impartial information resulting from such investigations is important in order to: recognize murder and assist in the prosecution of the guilty; assist in the exoneration of the unjustly accused; uncover unrecognized hazards to public health; provide criminal and civil court proceedings with documented, sound and impartial medical evidence based upon careful scientific investigation.

Two major projects, expanding the medical examiner's facility, were completed during the fiscal year through the help of the Building Department. The machine room, housing the air conditioning and refrigeration units, was enlarged thereby improving ventilation for the more efficient operation of these machines. An auxiliary propane-gas generator was installed which automatically kicks on whenever unexpected electrical or machinery failure occurs. This eliminates any concern of the refrigerated storage units not being adequately cooled.

SUMMARY OF STATISTICAL REPORT OF CASES HANDLED BY DEPARTMENT -- 1976 - 1977

Number of deaths investigated	1110
Jurisdiction assumed in	687
Jurisdiction released to private physicians	252
Attended cases reported	171
Jurisdiction assumed in	
Violent deaths	347
Autopsied	336
Not autopsied	5
Autopsied by hospitals	3
Death certificate signed by private physicians.	3
Non-violent deaths	331
Autopsied	119
Not autopsied	208
Autopsied by hospitals	2
Death certificate signed by private physicians.	2
Cause of death not determined (unknown).....	7
Autopsied	4
Not autopsied	3
Cases pending (autopsied by private hospitals).....	2
Total Autopsies Performed by Medical Examiner	459

BREAKDOWN OF VIOLENT DEATHS

Violent Deaths	347
Homicide	49
Gunshot	24
Others	25
Suspected Homicide	4
Gunshot.....	1
Others	3
Suicide	86
Gunshot	26
Hanging	24
Poisoning	13
Fire	1
Drowning	1
Others	21
Suspected Suicide	6
Poisoning	3
Gunshot	1
Others	2
Accident	174
Traffic	95
Drowning	29
Industrial	14
Poisoning	1
Fire	1
Others	34
Suspected Accident	28
Poisoning	17
Drowning	2
Fire	2
Others	7

MONTHLY SUMMARY OF VIOLENT DEATHS

<u>Mo.</u>	<u>Homicides</u>		<u>Suicides</u>		<u>A c c i d e n t s</u>						<u>Total</u>
	<u>Susp.</u>	<u>Susp.</u>	<u>Suic.</u>	<u>Suic.</u>	<u>Traf.</u>	<u>Indus.</u>	<u>*Poison.</u>	<u>*Drown.</u>	<u>*Fire</u>	<u>*Others</u>	
	<u>Hom.</u>	<u>Hom.</u>	<u>Suic.</u>	<u>Suic.</u>							
<u>1976</u>											
Jul.	2	1	7	1	10	1	3	5	0	4	34
Aug.	3	0	3	0	7	0	3	1	0	4	21
Sept.	3	1	12	0	5	2	0	2	0	4	29
Oct.	2	0	8	1	6	2	2	2	0	6	29
Nov.	7	0	6	0	11	1	4	2	0	2	33
Dec.	5	0	7	2	12	0	1	1	0	2	30
<u>1977</u>											
Jan.	6	1	6	0	6	1	3	7	0	4	34
Feb.	4	0	9	0	6	1	0	2	0	3	25
Mar.	7	0	8	1	9	2	0	3	0	2	32
Apr.	5	0	5	0	5	3	1	2	0	2	23
May	6	0	11	0	10	1	1	4	1	4	38
June	0	0	4	1	8	0	0	0	2	4	19
TOTAL	50	3	86	6	95	14	18	31	3	41	347

*Suspected cases included.

HOMICIDES

During 1976-1977 fiscal year, a total of 53 homicide cases (49 known and 4 suspected) were reported compared to 46 cases the previous year, an increase of 15.2% over last year.

MONTHLY STATISTICS FOR HOMICIDES

	<u>Known Homicides</u>	<u>Suspected Homicides</u>
1976 - July	2	1
Aug.	3	0
Sept.	3	1
Oct.	2	0
Nov.	7	0
Dec.	5	0
1977 - Jan.	5	2
Feb.	4	0
Mar.	7	0
April	5	0
May	6	0
June	0	0
<hr/>		
TOTAL	49	4
<u>METHOD USED:</u>		
Gunshot		26
Stabbing		9
Assault		15
Strangulation		3

BREAKDOWN BY RACE OF HOMICIDE VICTIMS

Caucasian (including Portuguese)	15
Hawaiian and Part-Hawaiian	12
Filipino and Part-Filipino	12
Japanese and Part-Japanese	5
Korean	3
Chinese and Part-Chinese	2
Negro	2
Other Mixed Races	2

SUICIDES

The number of suicides and probable suicides this period and the last coincided at 92. As in the past years, the most common reasons given for self destruction were marital problems, ill health, emotional strain, depression and despondency.

The number one method used this year for self destruction was by gunshot, followed by hanging (last year's number one method). Again, as in the past years other than last year, the gunshot method has taken the lead. There were 23 males and 4 females, a total of 27 victims who chose this method.

Hanging method caused the lives of 24 persons. There were 21 males and 3 females. The Japanese lead in this category (8), followed by the Caucasians (5).

Death by jumping from height placed number three with 19 deaths. There were 15 deaths the previous year. This method took the lives of 10 males and 9 females.

Death by poisoning (ingestion of drugs/chemicals and inhalation of carbon monoxide) caused 16 deaths last year. There were even numbers of 8 males and 8 females in this category.

In these traumatic deaths, there were more males (67) than females (25). The Caucasians lead in the total number of suicides, followed by the Japanese and persons of mixed races.

SUICIDE STATISTICS

<u>Method</u>	<u>Cauc.</u>		<u>Japse.</u>		<u>Korean</u>		<u>Filip.</u>		<u>Mixed- Races</u>		<u>*Others</u>		<u>Sub- Total</u>		<u>Total</u>
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	
Gunshot	10	4	3		1				7		2		23	4	27
Hanging	4	1	6	2	5		2		3		1		21	3	24
Jumping	6	4	2	2			1	1	1	1		1	10	9	19
Poisoning	6	7	1						1		1		8	8	16
Drowning				1										1	1
Fire											1		1		1
Stabbing							1						1		1
Suffo- cation				1									1		1
Tran- section	1		1										2		2
TOTAL	27	16	14	5	6		4	1	11	2	5	1	67	25	92

*Others:

- Hawaiian - Gunshot, 1 male; Hanging, 1 male.
- Chinese - Jumping, 1 male; Fire, 1 male.
- Negro - Gunshot, 1 male.
- Puerto-Rican - Poisoning, 1 male.

TRAFFIC ACCIDENTS

There were 95 traffic deaths recorded in the 1976-1977 fiscal period. In the previous period 108 deaths were recorded, which decreased the number of traffic deaths by 13.6%. Out of these 95 deaths, 72 were males and 23 females.

For this period the number of victims involved in drinking decreased from 40 of last year to 33 this year, a decrease of 17.5%.

Blood alcohol levels ranged from 16 mgm% to 390 mgm%. (No alcohol tests are made if the victim has been hospitalized for more than 12 hours prior to death.)

Act 74 of the 1971 Legislature considers that if ten-hundredths per cent or more by weight of alcohol is found in the blood (100 mgm%), it shall be presumed that the person was under the influence of intoxicating liquor at the time of the alleged violation.

SUMMARY OF TRAFFIC FATALITIES

	<u>Male</u>	<u>No. with Alcohol</u>	<u>Female</u>	<u>No. with Alcohol</u>	<u>Total Fatalities</u>
Driver	36	19	3	1	39
Passenger	14	4	9	3	23
Pedestrian	14	3	10	0	24
Motorcyclist	8	3	1	0	9
TOTAL	72		23		95

AGES AND ALCOHOL LEVELS OF
TRAFFIC VICTIMS WHO HAD BEEN DRINKING

<u>DRIVERS</u>		<u>PASSENGERS</u>		<u>PEDESTRIANS</u>	
<u>Age</u>	<u>Alcohol Cont.</u>	<u>Age</u>	<u>Alcohol Cont.</u>	<u>Age</u>	<u>Alcohol Cont.</u>
17	187 mgm%	18	50 mgm%	55	119 mgm%
19	280	20	55	60	35
20	47 (m-cyclist)	24	156	68	90
20	134	26	160 (female)		
22	16	34	140 (female)		
23	162	47	285		
23	300	48	109 (female)		
23	235				
24	180 (m-cyclist)				
24	280 (m-cyclist)				
25	100				
25	270				
26	122				
27	187				
29	125				
29	213				
30	300				
31	210				
43	16 (female)				
45	140				
53	390				
54	195				
61	169				

INDUSTRIAL ACCIDENTS

During the fiscal year 1976-1977, there were 14 industrial accidents as compared to 12 the previous year. These were all male victims.

The following is a breakdown of the industrial accidents:

<u>Age</u>	<u>Synopsis</u>
60	Fell from height at a construction site.
20	Pinned in engine compartment of a gasoline truck.
23	A heavy beam fell on decedent, pinning him to ground.
28	Reported missing while engaged in cleaning of the hull of a vessel.
47	Was in a state of unconsciousness after several deep dives with scuba.
18	Fell from a 3-story building while at work.
62	Was operating a front-end loader when loader tipped over.
56	Was operating a fork lift onboard a vessel when it overturned.
40	Pilot of a helicopter which crashed after striking high tension wires.
34	Was an observer in a helicopter which crashed after hitting high tension wires.
30	Sustained injuries when elevator cage descended on bottom of elevator shaft.
23	Fell from a scaffold on the 4th floor.
32	Fell from a building under construction.
37	Sustained burns when top of a boom-crane came in contact with high tension wire.

DEATHS OCCURRING IN WATERS

There were 30 deaths occurring in waters throughout Oahu as compared to 27 the previous year, an increase of 11.1%. The breakdown is as follows:

<u>Location and Activity</u>	<u>Male</u>	<u>Female</u>
Ocean - Swimming	8	
Surfing	1	
Scuba Diving	2	
Non-Scuba Diving	1	
Boating		1
Fishing	2	
Unknown	6	3
Swimming Pool	2	
Stream	1	
Reservoir	1	
Fish Pond	1	
Drainage Canal		1
	<hr/>	<hr/>
TOTAL	25	5

OTHER ACCIDENTAL DEATHS

This category accounted for this fiscal period 62 miscellaneous types of violent deaths, an increase from the previous year (50 cases). Out of these, 43 were males and 19 females.

The breakdown of these accidents follows:

<u>Method</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
Fall	21	7	28
Poisoning	11	7	18
Hang Gliding	1		1
Fire	1	2	3
Suffocation	4	1	5
Aircraft Crash	2		2
Hit by Baseball	1		1
Horseback Riding		1	1
Body Surfing	1		1
Martial Arts	1		1
Unknown		1	1
	<hr/>	<hr/>	<hr/>
TOTAL	43	19	62

LABORATORY PROCEDURES
CONDUCTED DURING THE F. Y. 1976 - 1977

Laboratory Tests:

Ethyl Alcohol	351
Aldehydes	87
Methyl Alcohol	87
Isopropyl Alcohol	87
Chloride	64
Magnesium	64
Carbon Monoxide	13
Barbiturate Screening	349
Blood Typing	22
Spermatazoa Examination	12
Miscellaneous	5
<hr/>	
TOTAL	1141

Laboratory Slides:

Hematoxylin and Eosin	2746 (248 cases)
Special Stains	118 (50 cases)
<hr/>	
TOTAL	2864

REQUEST FOR REPORTS

Investigation and Autopsy Reports	282
Autopsy Reports only	164
Fees Collected	\$1,365

A fee of \$5.00 is charged for each report when requested by individuals or private agencies. There is no charge to governmental agencies or hospitals.

AMBULANCE SERVICES CONTRACT

<u>Month</u>	<u>No. of Cases</u>	
	<u>First Body Pickup</u>	<u>Second Body Pickup</u>
1976 - July	58	1
Aug.	41	0
Sept.	51	0
Oct.	59	0
Nov.	61	1
Dec.	61	0
1977 - Jan.	72	0
Feb.	44	0
March	56	1
April	58	0
May	70	1
June	42	1
<hr/>		
TOTAL	673	5

The amount of \$21,059 for ambulance services was expended for the fiscal year 1976 - 1977.

BUDGET AND AUTHORIZED PERSONNEL

Budgeted Expenditures	\$286,786
Salaries	\$208,474
Current Expenses	75,914
Equipment	2,398
Positions	12

MUNICIPAL REFERENCE AND RECORDS CENTER

MUNICIPAL REFERENCE & RECORDS CENTER

Jean Kadooka Mardfin, Director

POWERS, DUTIES, AND FUNCTIONS

The Revised Charter of the City and County of Honolulu mandates in Section 6-103 that "there shall be a municipal reference & records center headed by a director of municipal reference and records, with professional library training, who shall be appointed and may be removed by the mayor. The director of municipal reference and records shall:

(a) Fulfill the research and information needs of the city through the acquisition and maintenance of relevant research materials which shall be made available to the executive and legislative branches.

(b) Coordinate a city government records management program and supervise the city archives containing historical and legal documents and materials."

MAJOR ACCOMPLISHMENTS

MUNICIPAL REFERENCE LIBRARY

The Municipal Reference Library collects and arranges books, pamphlets, periodicals and newsclippings on all aspects of municipal government. It is maintained for the reference and research needs of members of the Executive and Legislative branches of the City & County of Honolulu.

The library collection of books and pamphlets grew to a total of 39,630 volumes by June 30, 1977. The total number of microfiche titles on the same date was 169, bringing the microfiche file to a total of 619 cards.

The following new magazine titles were added to the subscription list: ANG Bulletin; Assessors Journal; Coastal Zone News; Code of Federal Regulations; Consumer Reports; The De-Acquisitions Librarian; EPA Journal; Environmental Issues; FSUC Newsletter; Government Reports, Announcement & Index; Library Security Newsletter; Monitor; Monthly List of GAO Reports; Neighborhood Ideas; Noise Notes; Shelterforce;

Sludge; Solid Waste Management; State Planning Issues; Status: Chartbook of Social & Economic Trends; Urban Systems Newsletter. A total of 473 magazine articles were indexed for library users during the year. Total expenditure for subscriptions and memberships: \$10,197.00.

A library school student from the University of Hawaii's Graduate School for Library Studies spent 45 hours observing and participating in library operations during the Spring semester.

More than 29,500 newsclippings were cut and filed this fiscal year. Reference questions fielded numbered 2,534 of which 12.11% dealt with newsclippings. In addition, 129 newsclippings were reserved for the Office of Culture and Arts. Library use continue to grow, with 11,377 volumes loaned, 5,200 volumes reserved, and 7,675 library patrons visiting the facilities. Interlibrary loan services cost approximately \$21.00 for the year. Requests for directional or telephone assistance at the front desk for the fourth quarter only numbered 225.

A Special bibliography published in March 1976 titled: "Evaluating Service Productivity and Efficiency: A Bibliography" was distributed throughout the fiscal year to requesting libraries.

A supplement to the 1972 "List of Publications in the Municipal Reference & Records Center issued by or for Honolulu City Agencies...covering publications received through 1976" was published in early 1977. This list represents a cumulation of items appearing in the Honolulu Hale Quarterly Bibliography, from June 1972 through December 1976. Due to staff vacancies beginning April 1977, the publication of Honolulu Hale has been temporarily suspended.

MAKIKI PEOPLE'S LIBRARY

On September 17, 1976, Mayor Frank F. Fasi helped the Makiki Community Association establish the Makiki People's Library. The library has been staffed by a CETA employee since January 17, 1977.

The Makiki People's Library is responsible for providing the materials and resources necessary to meet the informational, cultural, and recreational needs of residents in Makiki and greater Honolulu. Print and non-print materials are collected and made available for circulation to the general public. Programs and services are designed and implemented to disseminate information and encourage library use.

Makiki People's Library, located at 1527 Keeaumoku St., is one of only three community public libraries currently in operation nationally, which was conceived, planned, and originally operated by neighborhood residents.

The Makiki People's Library accepts donated books, magazines, and audio-visual materials. The collection grew to a total of approximately 3,475 adult titles, 1,365 paperbacks, and 1,825 children's books by June 30, 1977, with an average contribution rate exceeding 300 items per week. 157 phonodiscs and an assortment of pamphlets, cassette tapes, games, puzzles, pictures, and miscellaneous items have also been donated. Twenty-seven magazine titles are regularly received. Donated equipment includes the following: a typewriter, stereo record player, slide projector, cassette tape recorder, and filmstrip phonoviewer, all of which are available for group, individual, or staff use.

Programs for children are regularly scheduled on a twice weekly basis, and have included storytelling hours, films, and puppet shows. Outreach library storytellers also visit neighborhood schools. Special children's activities for holidays feature creative dramatics, music, art and poetry. Tutoring for non-English speaking children is sponsored twice weekly during the school year. The library serves as a public meeting facility for community groups and hosted 179 meetings from February 1, 1977 to June 30, 1977. The Makiki Library Newsletter is published quarterly, and reports library business and activities.

The Community Information Center, in the Makiki People's Library houses a collection of 936 federal, state and county documents and public service publications. The Center helps needy people locate the appropriate social service information, serves as an information resource to neighborhood

planning and community groups, and posts and distributes notices of community news, activities, and meetings.

RECORDS MANAGEMENT

The records management program deals with all aspects of records - their creation, maintenance, and disposal. It also includes files management, reports management, forms management, and vital records. The goal of the records management program is to assist and advise City departments and agencies in all phases of their records management problems.

Major accomplishments this year include the attainment of one of the goals of the records management program, which is to simplify and reduce paperwork. This was accomplished in the records destruction area by instituting continuous records destruction. This procedure requires one-time destruction authorization instead of the previous procedure requiring authorization each time the same series is destroyed.

As the records management program becomes firmly established, more city records management functions are being centralized in the program. This year the administration of the records storage areas in City Hall was transferred from the Building Department to the records management program. These storage areas will be upgraded through the installation of shelves, better lighting, and other improvements. This will make it easier for department personnel to store and retrieve their records.

In order to keep them up to date, departmental records retention schedules were revised and approved through City Council resolution. These schedules were implemented throughout all departments after an orientation session to acquaint Records Liaison Officers with the new retention schedules.

A number of temporary and part time people were hired throughout the year for the microfilm program. Because of the short time these employees remained on the job, however, their impact on the program was minimal.

Since there were no departmental moves this fiscal year, the volume of records destroyed was not as great as the previous year.

MUNICIPAL ARCHIVES

The Municipal Archives is the repository for records of the City and County of Honolulu which have permanent historic value, such as, photographs, maps, written records, and artifacts. In addition to collecting and preserving historical materials, the archives seeks to increase public awareness of the archives program through displays and assistance to researchers.

During fiscal year 1976/77, the archives broadened the scope of its services and programs. These services included an increase in the level of material conservation assistance offered to City agencies. The archives helped identify conservation problems in the City Clerk's and Corporation Counsel's Offices. In addition, the archives conducted research into the problem of proper storage for the City Clerk's microfilm.

Revised donor procedures for gifts to the City were recommended by the archives. With the adoption of these procedures, the archives acquired the responsibility of determining which gifts require donor forms.

Record holdings in the archives expanded significantly this year. Over 400 cubic feet of records were transferred to the archives' seventh floor storage area. These records were from the Finance Department, City Clerk's Office, and Managing Director's Office.

The archives also studied several photograph-index systems and adapted one of the systems for its collection. In another photo-related area, a photo display program was developed to promote public interest and use of the archives collection.

MRRC Statistics for July 1976 - June 1977

MUNICIPAL REFERENCE LIBRARY

1976/77

1975/76

SERVICES:

Reference questions.....	2,534	2,190
Volumes loaned (incl. photocopies in lieu of loan and interlibrary loans).....	11,377	10,425
Volumes reserved (including maga- zines routed).....	5,222	4,757
Attendance.....	7,675	7,274
Published bibliographies (incl. periodical list).....	13	13
Photocopies made.....	17,973	14,838

COLLECTION:

Titles ordered.....	1,396	1,389
Titles cataloged: New.....	1,847	1,401
Union Catalog		
Titles.....	40	47
Recataloged.....	1,354	1,948
Added volumes.....	722	732
Volumes processed: New & added to collection.....	2,821	2,374
Recataloged.....	1,034	2,156
Volumes withdrawn from collection.....	295	1,304
TOTAL NUMBER OF VOLUMES IN THE COLLECTION.....	39,630	37,104
Federal Depository items received (incl. Depository periodicals).....	796	741
Newsclips indexed and filed.....	29,598	33,562
C&C Ordinances indexed and filed.....	135	136
Magazine articles indexed.....	473	384
Periodical titles received.....	505	431
Periodical volumes collated and bound.	52	21
TOTAL NUMBER OF BOUND PERIODICALS.....	920	868

MAKIKI PEOPLE'S LIBRARY

9/19/76 - 2/1/77 -
2/1/77 6/30/77

SERVICES:

Books circulation (includes honorback tally).....	3,026*	7,220
Registered children borrowers....	NA	296
Public meetings.....	NA	179

COLLECTION:

Adult books.....	NA	3,475*
Paperback books.....	NA	1,365*
Children's books.....	NA	1,825
Leased bestseller collection.....	NA	110
TOTAL.....		6,775
Magazine titles received.....	11	27
Newsletters received.....	0	11
Newspaper subscription.....	0	1

RECORDS MANAGEMENT

1976/77 1975/76

Requests for records disposal.....	24	8
Records destroyed - cubic feet.....	217	555
Informational assistance rendered...	116	NA
Records filmed - cubic feet.....	53	66

MUNICIPAL ARCHIVES

Requests for services/materials.....	52	55
Assistance rendered to.....	7	16
Volumes of material reviewed - cubic feet.....	106	264
Total volume of material in archives - cubic feet.....	470	70
Total volume of permanent materials in archives - cubic feet.....	70	45

*Estimate, based on volunteer records.

NEIGHBORHOOD COMMISSION

NEIGHBORHOOD COMMISSION

Philip S. Chun, Chairman
Robert L. Shuford, Vice Chairman

POWERS, DUTIES AND FUNCTIONS

The Neighborhood Commission was established under Article XIII of the Revised City Charter to develop a plan to increase and assure effective citizen participation in City government. The Commission consists of nine members - four appointed by the Mayor, four by the Chairman of the City Council and one appointed by the Mayor with the concurrence of the Council. All Commissioners serve for five year terms with no pay. In addition to developing a Neighborhood Plan, the Commission is responsible for periodic review and evaluation of the Plan and of the effectiveness of Neighborhood Boards. The Charter also mandates the Commission to assist in the formation and operation of Neighborhood Boards upon request by interested neighborhood areas.

The Neighborhood Plan, which became effective upon filing with the Office of the City Clerk on December 31, 1974, provides procedures for formation and election of Neighborhood Boards for 32 designated areas throughout the City. The Plan specifies an initiative petition of 100 registered voters or 5% of the voters within an area (whichever is less) for formation of a neighborhood; election of Board members by residents 18 years of age or older; an average two-year term for Board members and the advisory functions of all Neighborhood Boards. Public hearings are held on all petitions and evidence of community support is a major factor in approval of any petition.

During the fiscal year 1976-1977, the following neighborhoods had their petitions to form a Neighborhood Board approved and subsequently held their elections:

Hawaii Kai Neighborhood Board No. 1	May 7, 1977
Manoa Neighborhood Board No. 7	May 7, 1977
McCully/Moiliili Neighborhood Board No. 8	July 24, 1976
Liliha/Kapalama Neighborhood Board No. 14	May 7, 1977
Kailua Neighborhood Board No. 31	Nov. 2, 1976

The following Neighborhood Boards had their second elections during this same fiscal period:

Kuliouou-Kalani Iki Neighborhood Board No. 2	May 7, 1977
Kalihi-Palama Neighborhood Board No. 15	May 7, 1977
Waianae Coast Neighborhood Board No. 24	May 7, 1977

Mililani/Waipio/Melemanu Neighborhood Board No. 25	Nov. 2, 1976
Koolauloa Neighborhood Board No. 28	May 7, 1977
Kahaluu Neighborhood Board No. 29	May 7, 1977
Kaneohe Neighborhood Board No. 30	Nov. 2, 1976
Waimanalo Neighborhood Board No. 32	Nov. 2, 1976

With the inclusion of five new Neighborhood Boards for this fiscal period 1976-1977 there is now a total of fifteen (15) in operation.

During the month of May, 1977, the Neighborhood Commission promoted the concept of the Neighborhood Boards and drew public attention to them by holding a press conference during which the Mayor presented a proclamation and the City Council, a resolution, declaring the week of May 1-7 as "Neighborhood Board Week". The press and TV people were present to record and film the occasion which also coincided with the May 7 election during which eight (8) Neighborhood Boards participated.

After the formation of each new Neighborhood Board, the elected members sought to identify problems and to determine solutions which the community felt were significant. The cooperation and expertise of several departments in the City and other community organizations were sought. Many of the Boards are in the process of trying to increase citizen participation to assure effective decisions by the City for the betterment of their neighborhoods. They have become involved in the City process, are selecting their activities and are establishing priorities for what they wish to accomplish.

Some of their activities included providing input into the general plan, the development plan and zone changes within the neighborhood; making recommendations on CIP; setting goals, objectives and priorities for neighborhood growth; communicating with the community and making recommendations on neighborhood problems and assisting in supporting residents' interests to public agencies, the City Council, the Mayor and other governmental, as well as private organizations and agencies.

During this past fiscal period the Neighborhood Commission continued to give technical assistance to formed and forming Neighborhood Boards, reviewed the effectiveness of the Neighborhood Plan and Boards, as well as make the public more aware and knowledgeable about the Neighborhood Commission/Board concept. The Commission continued to hold STEP IN GOVERNMENT (Study To Effective Participation) seminars in parliamentary procedure, the City Planning Process, minute-taking and voter registration. The Commission is continuing to investigate and take up issues such as streamlining the election process, as well as trying to settle the issue concerning governmental employee participation in Neighborhood

Board elections. Since January of 1977, the Commission has been actively involved in the Development Plan process with the City Council and the Department of General Planning, providing supportive services in the management of meetings and resources so that Neighborhood Board members and residents in areas without Boards can participate effectively in this planning process. Workshops on various aspects of the Development Plan process were held at McCoy Pavilion on February 3 and March 28. These workshops keep Board members and interested residents apprised of the progress and process involved in arriving at a satisfactory Development Plan. The Commission is wholeheartedly committed to carrying out the intent of the City Charter, by providing technical and administrative support services for existing Neighborhood Boards and even communities without them.

On May 31, 1977 at the regular meeting of the Neighborhood Commission, an election of officers for the fiscal year 1977-1978 was held. Elected were: Philip S. Chun, Chairman and Robert L. Shuford, Vice Chairman.

DEPARTMENT OF PARKS & RECREATION

DEPARTMENT OF PARKS AND RECREATION

Young Suk Ko, Director
*Robert T. Fukuda, Deputy Director

POWERS, DUTIES AND FUNCTIONS

The Department of Parks and Recreation plans, designs, constructs, maintains, and operates all parks and recreational facilities under the jurisdiction of the City. It develops and implements programs to meet the physical, social and intellectual needs of our diverse island community. It also handles the beautification programs and tree trimming operations for street trees.

The 316 parks and recreational areas cover 4,893 acres and include such special facilities as the golf courses, Botanic Gardens system and Honolulu Zoo.

On a year-round basis 70 areas offered recreational and cultural activities. For the summer, one Handicapped, 70 Children, and 26 Teen Programs were conducted for over 21,000 participants.

BOARD OF PARKS AND RECREATION

The nine member Board of Parks and Recreation advises the Mayor, City Council, and Director on matters relating to recreational, cultural, and entertainment activities and facilities. The Board continuously works with recreation advisory councils and community organizations to promote improved recreational services to the public.

During the Parks and Recreation Centennial Celebration in June, the Board co-sponsored the Adult Volunteer Recognition event at McCoy, honoring over a thousand volunteers who have so generously assisted the department throughout the year.

Members of the Board include Dr. Richard You, Chairman; Roger Toguchi, Vice-Chairman; Conception Asentista, Secretary; Hope Morley Gray, Dr. Mario Bautista, Dr. John Henry Felix, Emma Lines, George Carter, and Sylvia Loque.

*Robert T. Fukuda was appointed Deputy Director on January 3, 1977, when Ramon Duran was transferred to the Department of General Planning.

PERSONNEL

The number of employees as of June 1977 was as follows:

Regular Positions		896
Comprehensive Employment Training Act		282
State Comprehensive Employment Training		239
Personal Services Contract		1,131
Attendant Service	108	
Program Aide	195	
Swimming Pool Attendant	69	
Swimming Instructor	20	
Summer Workers	712	
Others	27	
		<hr/>
TOTAL		2,548

Personnel Transactions Summary:

New Hires	35
Separations	54
Promotions	14
Reallocations	65

TRAINING

The Employee Training and Development Program for the department offered 73 courses for 2,486 employees--a total of 36,813 trainee hours. They were attended by the regular as well as CETA workers.

Over 550 Summer Aides received three days of training in 11 different activities for a total of 19,924 hours. The Department Specialists and Recreation Directors were the trainers in all of these sessions.

The department met its objective of providing more training in management/supervision and safety. There were 25 courses in management/supervision workshops for 681 employees totalling 4,896 hours; and 11 courses in safety for 904 employees totalling 8,735 hours.

In the area of maintenance safety and operation, all of the 285 Power Mower and Tractor Mower operators received training. Classes in the use of pesticides were carried out for 280 employees. Both of these classes were planned in cooperation with the Department of Civil Service.

A total of 147 employees was certified for First Aid including 47 Unit I workers.

The lifeguards who must continually be in top shape spent 5,200 hours in in-service training which included physical conditioning and testing, First Aid, and Cardio-Pulmonary Resuscitation.

For the year, 209 drivers were road tested and certified for various types of licenses.

Under recreation skills, 22 courses, mostly short term, were offered to 586 workers.

In the area of specialized skills, the emphasis was on Written Communication, which was taken by 220 persons. A 20-hour workshop for Districts I and II swim pool personnel was held to help improve pool operations. Other districts are also scheduled for this workshop.

The Departmental Training Committee continues to meet monthly to help improve training opportunities for all levels of the staff.

RESEARCH AND ANALYSIS UNIT

This unit initiated simplified Proposal/Evaluation reporting system for organized recreation activities which provides standardized cost, manhour, participation and program evaluation data. Continued to expand the new computerized Recreation Information Reporting System to include almost all organized recreation activities by mid-year, 1977. Performed detailed analysis of all recreation programs and special activities conducted throughout the year to determine cost and manhour expenditure in relation to citizen participation.

It also conducted initial investigations of a variety of information sources to be considered for adaptation to computerized procedures. Continued to identify information to be incorporated into the Department's Management Information System.

PERMIT

Utilization of our parks for camping, athletics, picnics and general use again increased with a total of 20,683 permits issued during the past fiscal year compared to 19,333 during the year before.

The biggest increase came in camping, an increase of 792 permits issued over last year. With increased demand for camp sites, major emphasis should be placed on acquisition and development of camping sites.

Following is a comparison of permits issued during the past three fiscal years:

<u>Year</u>	<u>Picnic</u>	<u>Camping</u>	<u>Athletic</u>	<u>General</u>	<u>Total</u>
1974-75	3,487	10,976	2,476	1,354	18,293
1975-76	3,333	11,401	2,701	1,898	19,333
1976-77	3,538	12,193	2,902	2,050	20,683

Community Service Program

Since the start of the First Circuit Court Community Service Program in early May of 1975, the Permit Section has had a total of 1,050 persons assigned to do community service in cleaning our parks and helping in our programs at the recreation centers and playgrounds. We have had them cleaning parks throughout the island, working in offices, and helping in our drama and sports programs.

A total of 14,859 hours was donated through this community service program. Kalakaua Recreation Center, Waipahu Recreation Center, Wahiawa Recreation Center, Hanauma Bay, Sandy Beach, Kapiolani Park, Ala Moana Park, Manoa Recreation Center, Thomas Square, Kailua Beach Park, and Nanakuli Beach Park have utilized this project.

Parks Police Detail and Park Ranger Program

With responsibility to protect and serve people in our parks, we expend a great deal of time educating the many thousands of people who use our playgrounds, picnic areas and camping sites about park rules. To do this, we have a sergeant, four police officers and three park rangers.

There were 2,777 incidents in our parks with 384 persons arrested for various violations such as theft, property damage, auto theft, burglary, assault, indecent exposure, traffic accidents, drug offense, disorderly conduct, deadly weapons, rape, and drinking in public. There were 14,245 parking tags issued.

Insurance Program

In our playground insurance program a total of 331 cases of injury were reported, including 47 fractures, 72 lacerations, 11 back and neck injuries, 17 extensive dental cases, 88 dislocations, and 23 head injuries.

CONCESSIONS

REVENUE FOR PARK CONCESSIONS

<u>Name of Concession</u>	<u>Total Revenue FY 76-77</u>
Ala Moana Beach Food Center (Waikiki)	\$ 86,760.00
Ala Moana Park Snacks (Ewa)	55,260.00
Ala Wai Golf Course Food Concession	52,896.00
Ala Wai Golf Shop	79,992.00
Haleiwa Beach Park Food Concession	2,400.00
Hanauma Bay Food Concession	15,105.40
Kailua Beach Park Food Concession	2,878.20
Kapiolani Golf Driving Range	108,350.00
Kapiolani Bandstand Food Concession	42,420.00
Kapiolani Beach Center Food Concession	45,600.00
Koko Head Sandy Beach Mobile Food Concession	4,524.00
Koko Head Stables	3,937.97
Kuhio Beach Food Concession	67,320.00
Pali Golf Course Golf Shop	93,600.00
Pali Grill Room	44,520.00
Ted Makalena Golf Course Food Concession	29,750.00
Ted Makalena Golf Shop	4,000.00
Waikiki Beach Center	61,200.00
Waimea Bay Mobile Food Concession	5,460.00
Zoo Refreshment Center	<u>96,960.00</u>
TOTAL	<u><u>\$902,933.57</u></u>

DEPARTMENT OF PARKS AND RECREATION
SUMMARY OF APPROPRIATIONS COMPARED WITH EXPENDITURES AND ENCUMBRANCES
FOR THE FISCAL YEAR 1976-77

	<u>Operating Approp.</u>	<u>Total Exp. & Enc.</u>	<u>Unencumbered Balance</u>
Administration	\$ 550,035.00	\$ 548,391.06	\$ 1,643.94
Honolulu Zoo	513,587.00	512,875.28	711.72
Ala Wai Golf Course	285,079.00	282,544.47	2,534.53
Pali Golf Course	232,687.29	231,538.55	1,148.74
Kahuku Golf Course	67,206.00	66,801.18	404.82
Ted Makalena Golf Course	273,090.71	271,206.02	1,884.69
Facilities Development	785,243.00	784,168.89	1,074.11
Botanic Gardens	272,127.00	271,576.29	550.71
Organized Recreation	4,540,977.00	4,524,924.84	16,052.16
Water Safety	653,847.00	653,686.56	160.44
Grounds Maintenance	3,590,261.00	3,553,002.57	37,258.43
Maintenance Support Services	2,242,778.00	2,237,088.12	5,689.88
Beautification	778,012.00	777,029.96	982.04
27-72-01101	120,700.00	120,700.00	-0-
TOTAL	<u>\$14,905,630.00</u>	<u>\$14,835,533.79</u>	<u>\$70,096.21</u>

DEPARTMENT OF PARKS AND RECREATION
CIP PROJECTS AND SPECIAL PROGRAMS: JULY 1, 1976 TO JUNE 30, 1977

	<u>Adjusted Approp.</u>	<u>Exp. & Enc.</u>	<u>Balance 6/30/77</u>
Capital Improvement Program			
General Fund	\$ 4,262,220.00	\$ 4,262,220.00	\$ --
Community Block Grant Fund	3,386,000.00	657,651.00	2,728,349.00
Federal Revenue Sharing Fund	334,000.00	163,400.00	170,600.00
General Improvement Bond Fund	5,062,513.00	2,115,546.14	2,946,966.86
TOTAL	13,044,733.00	7,198,817.14	5,845,915.86
State Funds	1,330,873.87	1,094,873.87	236,000.00
TOTAL CIP PROGRAM	14,375,606.87	8,293,691.01	6,081,915.86
Special Programs			
1976 Summer Youth recreation program	\$ 42,855.20	\$ 42,855.20	\$ --
Bicentennial celebration - fed. funds	1,040.23	1,040.23	--
Bicentennial celebration - state funds	1,893.22	1,893.22	--
Donation for sculpture of two porpoises	5,000.00	5,000.00	--
Hawaii Theater Festival - donation	3,254.37	3,254.37	--
Hawaii Theater Festival - state funds	33,388.95	33,388.95	--
Very Special Art Program	1,500.00	220.22	1,279.78
Summer Youth Scholarship Program	565.00	361.76	203.24
Friends of the Ala Wai Art Center	248.60	248.60	--
Foster Garden Donations	452.16	181.33	270.83
McInerny Foundation - Kualoa Archaeological Research	3,000.00	2,926.49	73.51
Hawaiian Trust - Kualoa Archaeological Research	4,000.00	285.81	3,714.19
TOTAL	\$ 97,197.73	\$ 91,656.18	\$ 5,541.55

	<u>Adjusted Approp.</u>	<u>Exp. & Enc.</u>	<u>Balance 6/30/77</u>
Lester McCoy Pavilion Fund			
Planning	\$ 26,564.00	\$ 22,000.00	\$ 4,564.00
Construction	73,416.24	--	73,416.24
Equipment	6,040.83	332.81	5,708.02
	<hr/>		
TOTAL	\$ 106,021.07	\$ 22,332.81	\$ 83,688.26
	<hr/> <hr/>		

FACILITIES DEVELOPMENT

The Facilities Development Division is responsible for the development and implementation of the Department's Capital Improvement Program. This division also assists other divisions within the department with technical services in field investigation and in preparation of plans for street trees and maintenance and repair projects.

The 1976-77 CIP Budget reflected the continued growth of the department in line with the City's growth in the suburban areas. Funds totalling \$8,938,522 were appropriated as follows:

Planning and Engineering	\$ 445,000
Construction	5,694,000
Inspection	20,000
Land	2,662,522
Equipment	55,000
Relocation	62,000

The major emphasis again was given to the planning and development of recreation centers, parks in new subdivisions and tennis courts. The major recreation facilities to be developed were a multi-purpose senior citizen center at Kaimuki Recreation Center; gymnasium complexes at Lanakila Park, Halawa District Park, Mililani District Park, and Kilauea Field; and a recreation building at Moanalua Playground. Sixteen tennis courts were built. In addition to the City's budget, the 1977 State Legislature appropriated \$1.9 million for park projects. Although huge sums were appropriated during the past years for park projects, the release of these funds were either deferred or denied due to the financial restraints of the State.

Added to the workload was the Administration's effort to beautify the City. The Department was given the responsibility to plan and construct the necessary improvements with other departmental forces. The planning phase imposed a strain on our planning staff since priority was given to these beautification projects. The improvements, consisting mostly of traffic islands, were concentrated in the Civic Center and Waikiki areas. The major improvements were at Ala Wai-Kapahulu, Kalakaua-Monsarrat, King-Kalakaua, Alapai-Kinau, King-Beretania, and Kapiolani-Date.

The workload in the Advance Planning Section has continued to increase as in past years due to the increasing City and State Capital Improvement Projects for unplanned park projects. Increasing population and its resultant increase in density have created greater needs and demands for open space and recreational facilities. These same problems have also

created a greater competition for developable land and increased objections to proposed recreational facilities by those who seek privacy.

One of the larger land acquisition projects involved a \$4.2 million acquisition of 211 acres of recreational land around a 200-acre flood control project in Kaneohe. This combined project area will become the Ho'omaluhia Park. Both the flood control and recreational parts of the project are jointly funded by the City and County of Honolulu and the Federal government through the U. S. Army Corps of Engineers.

Over 120 construction projects, an increase of 40 percent from last year, were completed amounting to \$6 million. Major projects were: surf center building at Alii Beach Park, bird cages at Honolulu Zoo, gymnasium complex at Koko Head District Park, maintenance facilities at Kualoa Regional Park, new courts and site improvements at Kalakaua Recreation Center, and a 50-meter pool at Kailua Field.

RECREATION SUPPORT SERVICES

The goals of this section are:

- 1) To assist the department in providing recreation activities that improve the quality of life in the community; and
- 2) To plan, develop, promote, coordinate, and evaluate recreation programs for the department, the city, and the community.

Objectives:

- 1) To provide in-service training for staff and volunteers;
- 2) To establish a comprehensive working relationship with the recreation districts by meeting with them frequently and by being responsive to their needs;
- 3) To develop innovative and viable recreation programs that are in tune to the public;
- 4) To establish a resource and information center for the department; and
- 5) To plan programs for the present and the future with regard to our organization, staff, facilities, and community.

The section includes seven major units: Aquatics, Culture and Arts, Hawaiiana, Mayor's Culture Program, Physical Fitness, Senior Citizens, and Sports.

Aquatics

Under Aquatics there are the Ocean Recreation and the Swimming Pool programs. The Ocean Recreation Program provides classes in ocean awareness and safety, lifesaving, marine identification, snorkeling, windsurfing, sailing, boating, canoeing, diving, throw net fishing, pole fishing, swimming, and other related activities such as surfboard and paipo board construction. In addition, there are special events such as the Waikiki Rough Water Swim and a number of surfing contests which attract thousands of people. The Waikiki Rough Water Swim alone attracted 294 participants, involved 86 volunteers and was attended by 4,000 spectators.

The Swimming Pool Program sponsored 22 Class "C" children's swimming meets which involved 19 teams and a total of 3,356 swimmers. There were eight other co-sponsored AAU meets which involved other teams from the community. The staff assisted with State meets by providing technical assistance and by providing technical assistance and by coordinating the use of officials. The department's first diving meet was held in April and had 23 divers.

Culture and Arts

This unit embraces the Arts and Crafts, Creative Drama, Ethnic, Home Arts, and Music and Dance programs. Major events for the Arts and Crafts program include "The Many Trees of Christmas" which attracted 25,000 spectators at City Hall, "The Park Art" show which attracted 800 spectators at McCoy Pavilion, and "The 100 Years of Parks and Recreation" celebration at the Ala Moana Shopping Center. This program was also responsible for designing, constructing, and decorating a special float for the City which was entered in the 4th of July Bicentennial Parade. Many other community organizations received assistance for their programs by way of workshops, demonstrations, displays and exhibits which were conducted or coordinated by our staff.

The Creative Drama Program involves storytelling, puppetry, the art of makeup, and improvisations. It provides children who are interested in acting and performing an opportunity to participate in an activity of their interest. The specialist assists the recreation areas with their finale programs, carnivals, shows, and special activities.

The Ethnic Program services immigrant groups and assists in their acculturation through recreation. The major groups serviced include the Filipinos (population 75,000), Koreans (population 25,000), Samoans (population 19,000), Tongans (population 2,500), and Indo-Chinese (Laotians, Vietnamese, Cambodians) (population 3,000). The program assisted them with planning and coordinating their special celebrations and festivals, and kept them informed about various services and recreation activities through newsletters written in their language and through meetings with their respective organizations.

The Home Arts Program assists in developing such activities as cooking, sewing, flower arrangement, corsage making, textile printing, needlepoint, and special classes for teenagers on poise and makeup. The annual fashion show was one of the major activities with 132 participants of all ages and approximately 200 spectators.

The Music and Dance Program is responsible for introducing folk, square, round, social and creative dances. This program is also responsible for assisting in teaching new songs and different activities that require music. During the summer, the "Everybody Can Dance" company was formed with the assistance from Summer Youth Recreation Program (Federal) funds to hire college students. This popular activity toured our playgrounds and other agencies bringing entertainment and enjoyment to 3,380 children.

Hawaiiana

The Hawaiiana Program perpetuates and introduces people to the Hawaiian culture. Activities include hula and ukulele instruction, reef walk and tide pool classes, and other classes on Hawaiian plants, implements, games and history. These activities served thousands of people. The tide pool program alone involved 77 schools and 6,558 children this year. There are also special events such as the City's Lei Day Celebration, hula festivals, the Hawaiian Song Composing Contest, and the Hawaiian Song Festival.

Mayor's Culture Program

The Mayor's Culture Program provides 11 monthly concerts including classical, jazz, operatic, choral, dramatic, and ethnic performances to an average attendance of 750 people. There were 16 visual art shows which attracted an average attendance of 1,250 people. A new series of weekly "Skygate" outdoor concerts was started in August. The 27 performances were enjoyed by 6,900 people. The Mayor's program also

included special performances by many out-of-town groups. This program also coordinates and schedules activities for the Royal Hawaiian Band and the Honolulu City Ballet. Theater productions include a wide variety of plays such as "From Black and White to Flesh and Blood," "The Venetian Twins," and "The Caucasian Chalk Circle," to the more informal performances like "Jeremy Jack," "Mirror Man," and "The Kapakahi Kine Guys."

Physical Fitness

The Physical Fitness Program involves assisting the various local jogging clinics (the world famous Honolulu Marathon Clinic is one of them), coordinating health and strength competition, conducting clinics and workshops, and making numerous guest presentations for various organizations. This program is responsible for developing all physical fitness type activities in the department.

Sports

The Sports Program coordinates adult and youth activities for the department. These include athletic leagues in basketball, flag football, softball, volleyball, kickball, and soccer; and contests in kite flying, yoyo, pass punt and kick, free throw shooting, hula hoop and frisbie, pitch hit and run, and others. There are also special activities such as the Bicycle Safety Rodeo and the Skateboard Rodeo.

In Boxing, there were 25 smokers and tournaments held this year with 1,191 children, 87 teenagers, and 358 adults participating; and a total of 28,200 spectators. The instructional classes had 4,992 participants, and 891 volunteers.

In Tennis, there were 16 leagues and tournaments, and 139 classes which serviced a total of 1,124 children, 2,445 teenagers, and 2,974 adults. There were approximately 19,440 spectators and 145 volunteers. During the summer the Mobile Tennis Program toured the various playgrounds.

Track and Field was a new activity that started in April. The newly formed Honolulu Track Club has run meets involving 1,738 male and 695 female participants, 7,500 spectators, and 184 volunteers.

The Handicapped Program provides recreation services for the physically, mentally, and emotionally handicapped.

Senior Citizens

The Senior Citizens Program is one of our most popular programs. It now has 45 active clubs that serve 7,148 seniors. In addition to this, there are many other seniors that enjoy our activities but are not registered. This program works closely and coordinates activities with other agencies that serve senior citizens. Many other services are received by the participants in addition to recreation. The big events during the year included the Valentine Dance, the Older Americans Recognition Day, and the Senior Citizens 25th Anniversary celebration. Other activities included softball, camping, bowling, picnicking, and numerous service projects.

In the future, the department will expand services and further develop all its programs. Greater emphasis will be given to Hawaiiana and Ocean Recreation to capitalize on two programs that make Hawaii unique.

DISTRICT I

Fiscal year 1976-1977 was initiated with an exciting Bicentennial vibration in the Summer Fun programs. Special activities and Finale programs paid tribute to our nation's heritage through music, dance, crafts, legends, and games.

The "Spirit of '76 Jr. Olympics" at Aloha Stadium drew 100 percent support and participation from our Summer Fun programs. The District I Kani Na Leo O N Keiki (ring out the voices of the children) Song Festival at Palolo Gym assembled 1,000 children's voices in an inspirational rendition of patriotic songs. Opportunities for participation in old and new experiences were provided throughout the year to attain our goal of "improving the quality of life" of our citizens.

Summer, Fall and Spring programs of varied activities were offered for all age groups. There were a total of 26,996 participants--805 tiny tots, 11,290 children, 2,947 teens, 8,343 adults, and 3,594 senior citizens.

A full-time organized program was started this fall at Kamiloiki. A handicapped program was started at Manoa in addition to the existing program at Aina Haina; thus, servicing both east and west of District I.

Program aides helped provide a more varied program. Growing interest in soccer in the Koko Head area was met through instructions and leagues handled by a program aide.

These staff members filled leadership needs at Manoa, McCully and Aina Haina teen programs. Effort was made to

meet social needs in addition to athletic interests. Parents' Night was held to orient parents to our teen programs. The teen members are undertaking service projects such as visiting the Palolo Chinese Home for the Elderly.

Sports continue to be the most popular activity among all age groups. District I participated in all the sports areas including archery. They earned more than their share of laurels as either champs or runners-up in both the boys' and girls' divisions in the citywide playoffs.

The role of volunteers in the success of sports programs and special activities cannot be emphasized enough. Their contribution as coaches and officials has made our sports programs possible. Organizations such as community associations and Lions Club have co-sponsored special activities, and provided financial and manpower help for area and community Easter, Halloween and Christmas events.

Paki Senior Citizens Club received the First Lady's Outstanding Volunteer Club Award nomination.

Recreation Advisory Councils have played an active role in our district. They have helped formulate, as well as suggest priorities for, playground capital improvement projects. They have helped to resolve problems relating to recreation within their communities. Manoa Pool Advisory Council was a new addition this year.

Special activities added spice to our programs. They united the staff and children toward a common objective and brought a feeling of accomplishment. They were an effective means of instant communication and public relations with the general public.

Two new community recreation gardens were dedicated-- Paki Community Garden at Honolulu Zoo and Kamiloiki Community Garden.

Facility developments included:

- 1) Completion of the Koko Head District Park Gymnasium;
- 2) Renovation and resurfacing of Manoa outdoor basketball/volleyball courts;
- 3) Reconstruction of Maunalani tennis court and basketball/volleyball court;
- 4) Installation of play apparatus and construction of comfort station at Hahaione Neighborhood Park;

5) Construction of a 25-yard swimming pool at Kanewai Playground.

A relationship with our immediate communities must be established. Financial and manpower assistance must come from the community for special programs and projects. Recruitment of volunteers and persons with special skills to expand our programs is necessary. We must actively involve our advisory councils in program planning and problem solving.

Special interest and self-directed groups should be encouraged and supported in order to increase usage of our facilities.

DISTRICT II

During the past year the following major objectives were accomplished:

- 1) Initiation of the Capital Improvement Program.
- 2) Improvement of the park maintenance program.
- 3) Installation of lights at Ala Moana Park for evening use.
- 4) Development of tennis center at Keehi Lagoon Park.
- 5) Recognition of Advisory Councils as a vital part of our program. We have 19 Community Parks and Recreation Advisory Councils, two Athletic Management Councils at Aiea and Lanakila, and a district Senior Citizens Council.
- 6) Held a successful Bicentennial District Parade and a district-wide Christmas decoration contest.

Decentralization of programs and services continued during fiscal year 1976-77 resulting in more citizen participation through the 19 Recreation Advisory Councils with Kuhio Park Terrace and Salt Lake being organized the past year. A major effort of the district is to increase community awareness of programs and activities.

Recreation

A District Youth Dance was held at McCoy Pavilion in July, 1976. Summer Fun Jr. Olympics was held at Aloha Stadium on July 24, 1976. Over 10,000 participants and parents attended the Olympics which was the theme of this bicentennial summer fun program. The Summer Fun Program was conducted at 22 areas

with 4,011 children and seven youth programs with 350 teens registered. Mayor's Pacifica Parade was held on July 4 with Kauluwela and Beretania parks representing the district.

Sports activities highlighted the spring programs in Pee Wee basketball, Free Throw contests, age group basketball leagues, age group volleyball leagues, etc. An Aiea/Halawa Athletic committee was organized in November to plan the schedule of all the fields in the Aiea/Halawa area.

Senior Citizens' district wide picnic and installation of officers was held at McCoy Pavilion on November 5, 1976.

District Table Tennis tournament was held at the Aiea Recreation Center in April, 1977. Districts I and II Novice Surf Meet was on April 23, 1977 at the Kuhio Beach Park. District II hosted the Termite Invitation Tournament with a team from Las Vegas.

The District Ukulele Hui participated in the Kamehameha Parade on June 11, 1977, to celebrate "100 Years of Parks and Recreation."

Maintenance

District II has 313.9410 developed acreage and 17.6890 undeveloped acreage for a total of 331.63 acres. Additional new parks: Hoaloha (4 acres), Salt Lake Regional Park (133 acres) and NaPueo (2.8 acres). Maintenance personnel is comprised of 65 regular employees, 16 CETA, and 11 SCET employees.

Kalihi Valley Pool was dedicated in June, 1976. Favorable comments have been received from the general public on providing lighting at Ala Moana Park for evening use as well as the safety of the users. Hopefully, lights will be extended throughout the entire park.

DISTRICT III

Recreation

The highlight of the District III Recreation Section was the development and pilot implementation of a revised organization and operational concept. The organization created a specialist section whose purpose is to develop and assist in conducting specialized recreation activities at the various playgrounds and recreation centers throughout the district. The concept also provides that recreation directors assigned as facility managers have more time to manage and to conduct public relations. As a result, the manager is able to build

a better foundation with the community and is provided a greater number of volunteers to assist in his programs as well as giving him a better understanding of the types of programs desired and best hours for presentation.

A significant benefit of the new recreation organization is the increase of heavily attended special activities. These special activities vary from a small program for a single playground to district-wide spectacles which draw crowds in excess of a thousand persons. These activities cover the full range of program content and have been aimed at every age group.

The use of volunteers was expanded during the year in District III due to the implementation of a new recreation organization. The concept of this new organization is to use a greater number of volunteers to teach classes leaving the professional staff to manage, conduct community relations and to plan and develop improved programs.

The quality of volunteers and their interest in conducting programs has also improved. This is primarily because the staff specialists can provide technical assistance and guidance and can assist the volunteers in making arrangement and in selecting materials.

District III has 12 recreation advisory councils and two community association boards serving as recreation advisory councils.

The councils have been very active this past year reviewing plans for many of the 13 new parks on tap or under development. They conducted three groundbreaking ceremonies.

We are attempting to involve our advisory councils more in the recreation program planning rather than having their interest directed primarily toward facilities.

The four CETA recreation workers assigned to District III allowed us to conduct varied recreation programs at four playgrounds and a boxing program at the Waipahu Recreation Center. Without these employees we would be unable to offer programs in these areas and about 1000 recreation clients would not be served.

Maintenance

This has been a year of searching to find more efficient methods for utilization of manpower and limited equipment resources. This has been a continuation of the federally funded productivity improvement study conducted last year in

District III. We recognize that our CETA and/or SCET augmentation forces could be lost with relatively little notice so our maintenance organization must be flexible.

In essence, our CETA/SCET personnel not assigned to fill regular positions in the parks are assigned to specialized crews designed to upgrade the appearance and condition of the parks. Crews have been established to upgrade and refurbish ballfields, to scour, scrub and polish recreation buildings and gymnasium floors and to maintain special problem areas like banks and undeveloped areas. These are jobs that improve the appearance of the parks but may be eliminated if only basic park maintenance is to be performed.

District III received national exposure and recognition when the National Center for Productivity and Quality of Working Life included a write-up on its productivity improvement project in a publication which is distributed nationally. As a result, the district has received several inquiries from various jurisdictions who were interested in improving productivity in their grounds maintenance operations.

This year has seen construction start on several new parks or major facility additions at existing parks. These included new parks in Pearl Ridge, Waiiau and Mililani Town as well as gymnasium/recreation building complex at Waianae Regional Park and a recreation building at Crestview. This next year will see additional parks coming into our inventory creating additional personnel requirements.

A direct outgrowth of the federally funded Productivity Improvement Project conducted in 1975-76 was the development of a revised maintenance organization. The basic concept of this organization is that equipment is best utilized when pooled and personnel are more effective if they specialize.

DISTRICT IV

Recreation

Community-wide projects and special events "enrichment" and cooperative programs continued during fiscal year 1977 resulting in increased community participation, attendance and volunteer assistance. A major effort of our division was a broad public relations program to increase community awareness of the types and varieties of activities available at various recreational areas.

Promotional programs with Kaneohe Bay Shopping Center, Kailua Liberty House, Ala Moana Liberty House, and Kailua Holiday Mart were highly successful. Cost of printed materials,

refreshments and other incidentals was absorbed by the business organizations. Volunteers played a major role in doing live demonstrations and musical entertainment. We answered questions, developed a list of people interested in certain activities and recruited other resources and volunteers.

The Hawaiian Sea Adventure at Heeia Pier and the Hawaiian Survival Crafts at Kahana Bay were offered again. In addition to these two summer community projects, the Waiahole-Waikane Hawaiian Cultural Experience was added. The results were most encouraging. We had maximum participation in every activity. Many of those who had registered for the three projects were not in our regular summer fun programs.

Three "enrichment-type" summer programs were offered in addition to the regular children and teen summer programs. The Kaneohe District Park continued to provide the community a Summer Enrichment Program for the second consecutive year. Over 250 more registered as compared to last year's enrollment. Significant increases were also noted at Waimanalo Gym and Kaneohe Youth Center.

The Haleiwa Surf Center, the first ocean recreation center in the islands, gave the people of the Waialua/Northshore areas opportunity to participate in and learn about and enjoy safely our ocean environment.

Volunteers

District IV had more volunteers during fiscal 1977 than in previous years. Approximately 625 junior leaders and adult volunteers provided important public services throughout the district. Over half of the volunteers participated as junior leaders in our Summer Fun Programs while the majority of the adult volunteers contributed their time and expertise to Community Recreation Advisory Councils. Others assisted with community-wide co-sponsored programs such as sports leagues and many one day special events.

Through personal contacts, promotional programs, community workshops and classes, we were able to recruit and maintain a good nucleus of responsible volunteers. Each recreation area had its own reliable volunteers and their functions differed. Many taught activities and also assisted the recreation staff with daily chores. They volunteered for area cleanup, firing of ceramic items and clerical work; provided supervision and transportation for tiny tots and children; assisted during program registration and helped in setting up exhibits during special area functions. Good volunteers become an "extension" of our staff and contribute valuable services to the City and their community.

Recreation Advisory Councils

While no new community or neighborhood councils were formed, youth and adult community sports councils emerged from within existing councils in Kailua, Kaneohe, Hauula and Waialua. The members of the recreation advisory councils did much of their work behind the scenes such as research and development of programs.

Meeting regularly for about a year, the sports councils were able to plan cooperatively, coordinate, and schedule field sites for practice and games with all the sports representatives. Furthermore, we were able to coordinate and plan a schedule of field preparation prior to the sports season with the ground maintenance section. Community members volunteered in providing manpower to rid the area of weeds and to spread top soil on the playing fields.

CETA

No new CETA positions were added during fiscal 1977. The current total of four recreation positions has helped us to continue providing services and operating certain facilities. The CETA positions have resolved some of the critical problems. We have continued to develop steadily a teen program at the Kaneohe Youth Center with the hiring of a recreation director a few years ago. Since then, significant gains have been made. Registration continues to increase. Vandalism is almost non-existent.

A swimming instructor was hired for the Kaneohe District Park's 50-meter swimming pool to supplement two regular swimming staff. The facility now has at least a full-time staff member on duty every day of the week.

The boxing instructor for the Kaneohe District Park's boxing facility has developed much interest in this sport. This year's boxing smoker in Kaneohe drew a standing room crowd of approximately 600 spectators.

Maintenance

Emphasis has been on maintaining good, close contact with the many leagues that use our parks. To minimize difficulties, especially during the playing season, recreation and park maintenance staffs got together and coordinated a joint committee to handle all foreseeable problems. The pre-season meeting worked out well and has cut off 90 percent of the complaints. This pre-season planning and coordination program will be carried into the next sport activity, football.

The SCET painting crew assigned to the district proved to be valuable in line with beautifying our parks and playgrounds. This crew was asked to paint comfort stations, refuse containers, barriers, curbs, children's play apparatus. A good example was the painting of Kealahala Playground comfort station and pavilion in conjunction with the groundbreaking ceremony for the Kaneohe Community and Senior Center. Two days before the ceremony, the pavilion had been vandalized and the senior citizens were happy to see that the pavilion had been repainted in time for the ceremony.

MAINTENANCE SUPPORT SERVICES

This division serves other divisions and departments and provides the public with safe and functional facilities. It is composed of an administration office, a storeroom, trades and crews, with a total of 118 regular workers and 47 federally funded workers, all charged with the responsibility of servicing, repairing, developing preventive maintenance programs, keeping statistical data, and offering support to others.

Accomplishments

	<u>Work Requests</u>	<u>Project Requests</u>
Automotive Repair	6,160	1
Carpentry	1,262	82
Chemical	785	-
Electrical	554	22
Fertilizer	338	-
Heavy Equipment	382	10
Masonry	597	31
Medial Strips	378	-
Painting	638	73
Plumbing	2,043	14
Roving Crew	60	4
Utility	78	-
Welding	<u>1,592</u>	<u>45</u>
 TOTAL	 14,867	 282

Man hours spent on Work Requests: 120,415
 Total cost on Work Requests: \$1,272,341.21

Man hours spent on Project Requests: 13,805
 Total cost on Project Requests: \$206,713.68

In addition to regular wear and tear requests the division assisted other divisions and agencies with special projects:

- 1) Setting up review stand for July 4 Bicentennial parade.
- 2) Renovation and repairing of Makiki Library.
- 3) Constructing dugouts, scorer's booths, work stations.
- 4) Reroofing bird alley at the zoo.
- 5) Painting lines for motorcycle obstacle trainee course; display boxes for the Home Gardening demonstration at City Hall.
- 6) Stenciling 400 ribbons for the Bicentennial open ocean swimming program.
- 7) Assisting with the City-wide programs by issuing signs for joggers.
- 8) Installing sprinkler systems, drinking fountains.
- 9) Assisting with Mayor's beautification projects throughout the city.
- 10) Assisting the department with the 100th anniversary of Parks and Recreation.

Some of the project requests completed included:

- 1) Natatorium/Maile Beach: surfboard racks.
- 2) Oneula: outdoor showers.
- 3) Foster Garden: constructed retaining wall.
- 4) Pearl Harbor: installed drinking fountain.
- 5) Mayor's Beautification Projects:
 - a) Beretania/South King St. Triangle: irrigation system
 - b) Thurston Circle/Ala Wai Blvd.: landscaping
 - c) Kalakaua/King : landscaping
 - d) Prospect/Nehoa : landscaping
 - e) Kapiolani/Date : landscaping
 - f) Richard/Hotel/Alakea: drinking fountain
- 6) Community gardens at the Zoo.

Employees of Maintenance Support Services showed an interest in improving themselves by attending 14 seminars and classes for a total of 1,275 hours.

Total costs of vandalism and theft at parks and playgrounds amounted to \$112,718.43 as compared to \$94,257.57 for the previous year.

DEPARTMENT OF PARKS AND RECREATION
1976-77 THEFT-VANDALISM AMOUNTING TO \$500 AND OVER

1. Aiea Recreation	\$3,349	31. Kualoa	\$1,247
2. Aikahi	677	32. Kuhio Park Terrace	1,117
3. Aina Haina Playground	675	33. Lanakila	614
4. Ala Moana Park	4,805	34. Maile Beach	1,153
5. Ala Wai Clubhouse	1,495	35. Makakilo	853
6. Ala Wai Golf Course	907	36. Makalapa	544
7. Ala Wai Yard	1,037	37. Manana	2,415
8. Aliamanu	579	38. Mililani Neighborhood	1,033
9. Beretania	758	39. Mokuleia	790
10. Booth	726	40. Mother Waldron	594
11. Ewa Beach	837	41. McCully Recreation	1,039
12. Foster Gardens	2,156	42. Nanakuli Recreation	728
13. Hahaione	844	43. Pacific Palisades	634
14. Haleiwa Alii Surf	642	44. Palolo	1,129
15. Kahala	642	45. Papakolea	1,081
16. Kahaluu	936	46. Pearl City Recreation	1,671
17. Kaimuki Recreation	814	47. Pearl Harbor	883
18. Kalakaua	735	48. Program Development	1,380
19. Kalihi-Uka	635	49. Punaluu	746
20. Kalihi Valley	1,547	50. Puunui	1,261
21. Kalihi-Waena	597	51. Sandy Beach	1,369
22. Kamalii	679	52. Service Center	2,882
23. Kamamalu	860	53. Summer Fun	620
24. Kaneohe District	2,338	54. Ulehawa #1	1,126
25. Kapaolono	1,296	55. Union St. Mall	522
26. Kapiolani Nursery	540	56. Wahiawa Recreation	1,248
27. Kapiolani Park	932	57. Waianae Regional	1,747
28. Kauluwela	1,193	58. Waimalu	519
29. Keaau	1,064	59. Waimanalo Beach	806
30. Keehi	990	60. Waipahu Recreation	1,520
		61. Wilson	606

BEAUTIFICATION

Major visual face-lifting projects, improved landscape maintenance, correction of damaging tree problems, continued participation from the community, street tree plantings in older neighborhoods, and the added impetus from federally-funded temporary workers were realized within a status quo budget.

Statistics of the major operational activities include:

1) Trees trimmed	32,681
2) Trees planted	4,207
3) Young trees pruned/restaked	11,688
4) Potted plants loaned out	14,003
5) Trees root-pruned	136
6) Trees removed	475
7) Large trees relocated	229

Significant increases over the previous year occurred in trees trimmed (13 percent), plants loaned out (48 percent), and large trees relocated (29 percent). However, normal tree trimming was again detracted by the relocation of large trees and continued to show a decrease of 8 percent as compared to two years ago.

The 8 percent decrease in trees trimmed is not an acceptable trend and must be significantly reversed in order to curb and control the long existent backlog of work. Tree trimming must keep up with increasing annual tree inventories and the fact that work per tree increases as trees grow bigger each year. The backlog approximates 74,029 trees which went unattended from an inventory of about 191,058 trees. Only 23 percent of the total inventory was maintained. This caused continued non-routine work scheduling as the most hazardous trees are attended to first.

Increased personnel and funding to maintain regular trimming schedules and contractual services are needed to minimize hazardous trees which disrupt normal scheduling. The lack of qualified personnel, time spent training unqualified temporary workers, and shortage of contractual services jeopardize public safety and the effective maintenance of valuable shade trees.

Private developer street tree planting as part of land development under the Subdivision Rules and Regulations continued to further efforts to beautify our street environment, provide distinction to different streets, and make our City a healthier place in which to live. This has enabled the beautification of older neighborhoods which were being

neglected because of the heavy demands by the new developments for City resources in the past. Tree plans and permits for developments included 1,700 trees for various units or phases of Mililani Town, Waipahu Terrace, Waipahu Estates, Kaluamoi, Waipahu Nani, Keoniana, Hawaii Loa Ridge Jughandle, Palehua Hale, Hawaii Kai, Salt Lake Terrace, Kili Drive, Loihi, The Pearl One and Two, Koko Kai II, Hemmeter Center, Richard Cooke, Waiomao Valley Subdivision, and other projects under Ordinance No. 2412, mainly in Waikiki.

Continued new street tree plantings were done by crews in Kalama Valley, Waiialae-Kahala, Lower Kapahulu, Haiku Park Subdivision, Pacific Palisades, Momilani, Dowsett, Bay View Estates, Clubview Gardens, Ahuimanu, Makiki, Aiea Heights Subdivision, New Town, Mahinui/Mokulele Subdivisions, Pokai Bay Estates, Haiku Road ID Project, South King Street ID No. 230 Phase I, Kapalama Canal with Kamehameha Lions Club, Waiialae Country Club Subdivision, Lower University, Bingham Tract, Upper Hahaione, Kalaheo Village, and Kuulei Tract. Crews planted 2,507 new street trees under this program despite significant diversions for special projects.

The Preservation of Trees Program affecting trees displaced in all City initiated projects continued to significantly increase by an additional 29 percent over last year's increase of 74 percent. This saved large field grown trees which were relocated and used in the various Mayor's Landscape Projects, within traffic islands, at Enchanted Lake Park, Kamehameha Field, Kailua Beach Park erosion area, Kuhio Beach Promenade, Ala Wai Golf Course, Sandy Beach Park, Hahaione Neighborhood Park, Makalena Golf Course, Maunalua Bay Beach Park, Waiialae Iki Park, and Halawa Park. Unfortunately, this work is done at the expense of diverting normal trimming and planting crews unless done by contract.

Landscape pilot projects, including the Mayor's Special Landscape Projects, were done at Kalaepohaku Playground, Peterbuck Park, various projects at Ala Wai Golf Course including one with the University of Hawaii engineering students, various phases at Civic Center, King/Alapai Traffic Island, Kamehameha Field, Enchanted Lake Playground, The Outdoor Circle donations at Manoa Valley Field, City Hall Annex, Waikiki Shell, Fort Street Mall Minipark, Queens Surf, Maunalua Bay Beach Park, Ala Wai Playground, Kailua Beach Park, Alakea/Richards Minipark, the McDonalds Restaurant/Outdoor Circle donations at Kapiolani/Ewa Community/Manana Parks, the Kaimuki Business District with the Kaimuki Businessmen's Association, Makalena Golf Course, Sandy Beach Park, Kuhio Beach Promenade, Hoaloha Park, Waiialae Iki Park, Palolo Valley Field, Aala Triangle Park, Board of Water Supply Nuuanu Nursery Site, Red Cross Volunteer Park, Kalakaua and

Monsarrat Triangle, South King/Beretania Traffic Island, Fort Street Mall, Blaisdell Center, Aiea Field Annex, Palolo/Waialae Avenue Triangle, and culminated with the "100 Years of Parks and Recreation" tree, the Pua Kenikeni, planted in Queen Kapiolani Park jointly with The Outdoor Circle, the roots of our City's Beautification Division. This tree is noted for "the older it gets, the better it gets" and is an inspiring memorial tree.

The demand for instant and visual beautification with decorative potted plants continued to be extremely heavy and increased 48 percent over last year despite efforts to limit uncontrolled overusage of the same plant. This resulted in reduced quality, outbreaks of insect infestations, and mobilizing special personnel to handle the heavy requirement. Major uses were for the regular City Hall Art Shows, Mayor's Ballet Concerts, Senior Citizens events, Hula Festival, Summer Fun, various dedications and exhibits, cultural and ethnic events, community and City celebrations, Aloha Week, Christmas, facility anniversaries, Halloween, Fire Observances, Police Wee, Thanksgiving, open houses, Kuhio Day, Lei Day, Waikiki hanging baskets, City buildings and offices including Board of Water Supply, various recreational programs, and the Blaisdell Center.

The Queen Kapiolani Rose Garden increased in popularity and was the site of six weddings this year. The Garden participated as an added attraction during the Hoolaulea for "100 Years of Parks and Recreation."

The landscaping gardening mobile crews continued to minimize complaints in high visual impact business districts, downtown, and Waikiki areas. Special emphasis was concentrated at Kamalii Triangle, Aala Park, Fort Street and Union Malls, Beretania Park, Nuuanu Stream Mall, Christmas Seal Mall, Kuhio Beach Promenade, Waikiki Gateway Park, Waikiki Flower Fountain, Piikoi Median, various Mayor's Special Landscaping Projects, and the servicing of tree wells and portable masonic planters at various sites.

The Kualoa Tree Farm showed the first payoff as 105 specimen Coconut palms were used for critical in-house projects at Sandy Beach Park and Ala Wai Golf Course. Replacement trees have been planted and an additional 488 new trees were planted for specimen development. Better overall maintenance resulted as trees continued to develop into specimen shape.

BOTANIC GARDENS

For the second year Honolulu Botanic Gardens benefitted from the work of 17 CETA employees and 33 SCET employees. Of particular note is their work in developing our Waipahu, Wahiawa and Koko Crater Projects. At Foster Garden CETA/SCET workers completely remodeled and landscaped the nursery area, the entry-parking lot and portions of the main terrace and began the propagation program for our new Ho'omaluhia Project. Regular staff carried out basic maintenance and nursery procedures.

The Plant Import Program logged in 1,640 accessions, primarily for the Ho'omaluhia Project and for Waipahu and Wahiawa plantings.

The 1976 Garden Fair held on September 11, netted \$15,150, funds which are used by the Friends of Foster Garden to assist Honolulu Botanic Gardens' programs, particularly plant imports and the Education Program.

An important addition to the gardens' program was the creation of an Education Department headed by one full-time CETA person, a part-time Temporary Labor Force person (Department of Social Services), and volunteers. Prior to this appointment the Education Program was entirely a function of the Friends of Foster Garden who now co-sponsor this activity. The Education Director is responsible for organizing and scheduling a full calendar of classes, lectures, workshops, field trips, guided-tour program, self-guided tour program and the Mayor's Recreational Community Gardening Program.

For the year, the Education Program carried out 233 events, a total of 14,725 instructional hours, for 4,005 participants. The Community Recreational Gardening Program had seven locations with 598 gardeners and 77 people on the waiting list.

The Outdoor Circle continued its volunteer receptionist activity at Foster Garden. Now in its 22nd year, approximately 75 volunteers man the entry office every day of the year except Christmas and New Year's Day. During the past 12 months, they logged in 135,000 visitors to Foster Garden, answered questions, functioned as our "lost and found" center, distributed 21,300 free self-guided tour brochures and in general provided a spirit of aloha.

Over 33,500 visitors enjoyed the Wahiawa Botanic Garden, used 2,100 self-guided tour brochures and utilized staff services on 32 guided tours, primarily for school groups.

Of major consequence to the future of the City's garden program was the awarding of the bid for the final phase of construction of Ho'omaluhia, a 400 acre, \$20 million flood control/recreation project of the U. S. Corps of Engineers and the City and County of Honolulu. Scheduled for completion in June 1979, the site to be operated by Honolulu Botanic Gardens, will provide a unique environmental education facility utilizing classes, hikes, camping, boating and workshops. Staff has been heavily occupied in preparing budgets and a master plan for program, landscaping and maintenance.

GOLF COURSES

Ala Wai Golf Course

This course recorded a total of 151,271 registered players, an increase of 4 percent over the previous year. Gross revenues from green fees and from locker rentals was \$292,967, an increase of 5 percent.

Aside from the regular maintenance program, about 700 plants and trees were planted on the course. Staff also built new 6 and 17 greens, and #8 tee.

Makalena Golf Course

Renovation of the front nine at this course was completed in May 1976. For fiscal year 1976-77, we had 97,011 registered players and \$246,234 was realized in revenues. There was a substantial increase in play, 68 percent, and in gross revenues, 107 percent, compared to 1975-76. Increase in revenues was partly due to purchasing 15 electric golf carts by the City to service the golfing public.

Pali Golf Course

During the year Pali had a total of 98,243 registered players, and \$216,072 in gross revenues. There were decreases of 10 percent in total play and 11 percent in revenues over that of fiscal year 1975-76.

Improvement of the course continued with programs for fertilizing, aerating, and top dressing of greens (to be done four times a year). All sand traps were reshaped and filled with clean sand. The #7 tee was rebuilt, trees and bushes along #5 ditch were trimmed for golfers' safety, and manually operated sprinklers are being installed.

Kahuku Golf Course

A total of 15,726 registered players used this facility which included 1,172 juniors and 1,233 seniors. Although the majority came from the surrounding north shore communities, we had our share of visitor traffic.

Total revenues amounted to \$24,282, a decrease of 5.8 percent compared to that of fiscal year 1975-76, and a decrease in play of 8.81 percent.

The entire year was devoted to the regular maintenance of greens, tees, fairways to keep the course in a pleasant and playable condition for the golfing public. The staff is now located in their new office and clubhouse, and the former building has been designated as their maintenance and warehouse building.

HONOLULU ZOO

Zoo attendance was over 1.4 million. More was accomplished this year in the zoo than in any previous year. The staffing got a tremendous boost from personnel assigned to the zoo by the Federal CETA and the State SCET employment training programs.

The following projects were accomplished: camel enclosure was remodeled, kangaroo exhibit was built, new bird aviaries landscaped, and earthen play sculpture constructed. The service complex was redesigned to provide adequate restroom facilities for each sex and to accommodate the graphics design section. The zoo entrance lanai was remodeled and converted into a classroom/office to accommodate the ever-growing education department.

Fort Barrette, the Hawaiian Historical Theme Park, a division of the Honolulu Zoo, had a crew of 30 cleaning and restoring.

The single most important structural change in the zoo this year was in the organization of personnel. For greater efficiency the zoo animal maintenance unit is now divided into three teams, mammal, bird, and reptile with a technician assigned to each section. This allowed for the designation of a warehouse manager to be in charge of all supplies, inventory, and related duties.

Outstanding Events of the Year

The male Gorilla, Congo, returned from Phoenix, Arizona, where he was on breeding loan. We have been rewarded in this effort by mating with Congo the female Gorilla, Tina.

Notable births this year:

Giraffe (3)	Ostrich
Indian Buffalo	Brush Turkey
American Bison	Macaw
Colobus Monkey	Binturong
Spider Monkey	Bengal Tiger

In November 1976, the zoo received a very generous donation of an African "Baby" Elephant, Mele Kahea, from Love's Bakery. The newest residents of the Bear Grotto are Jan, Ken, and Po, three Sun Bears native to Malaysia, donated by the Hawaii Newspaper Agency.

Highlights of the Year

The Wednesday evening programs throughout the summer months titled, "Wildest Show in Town," drew large crowds.

Plays presented by the department and the University of Hawaii Theater groups also accounted for a portion of the increased interest in the zoo.

Activities like the Gala Extravaganza sponsored by the Zoo Hui with Hal "Aku" Lewis and the President's Reception for Hawaii Realtors group attracted others.

Dedications of Art Work

Dolphin Sculpture by Ken Schutt donated by Viola K. Rivenburgh in memory of her husband Bertram Gardenier Rivenburgh.

Hippopotami Sculpture by J. L. Throp (with the help of Tony Kim and Rudy Valera) donated by Alicia C. Davies in memory of her father Ralph K. Davies.

Education Program

The philosophy of the Zoo's Education Program is not to replace the teacher in the classroom, but rather to enhance it through illustration. Therefore, the majority of the programs are held on the zoo grounds. Adult/family programs offer an infinite number of opportunities for reinforcement of good educational zoo experiences.

The Zoo's Education Program conducted guided tours all year.

WATER SAFETY DIVISION

The functions of this division are: 1) to provide lifeguard services to beaches popularly used by the public for swimming, 2) to maintain a program to prevent accidents at public beaches, 3) to effect quick, simple and safe rescues when accidents do occur, 4) to serve as "first responders" at beach related accidents to ensure effective emergency medical care, and 5) to promote water safety education through demonstrations, talks, displays, and films.

The division provides lifeguard services at 17 public beaches.

Management

Implementation of effective management systems was a high priority. A reorganization plan for the division was completed during the latter part of the year and will be fully implemented during FY 77-78. The plan will provide apprentice and journeyman lifeguard positions, an increased number of field supervisors, a training and education specialist, and clerk-typist. An assessment of available man-hours was completed and adjustments made in scheduling to ensure that designated beach areas were serviced regularly.

Telephones were installed at many stations around the island. This pilot project has proved to be effective in providing telephone communication between headquarters and the beach and emergency support services and the beach.

Personnel

The division has been fortunate to continue to receive federal funds through the CETA program for 25 full-time lifeguards and one clerk-typist. These positions have been a tremendous asset to the division as lifeguard services have been provided to previously unmanned areas and intensified at beaches with increasing numbers of beach users.

Training

The quality of lifeguard training continued to improve as increased efforts were directed to individualize training sessions. All personnel were tested regularly on their lifesaving skills and special emphasis was given to upgrading the physical condition of personnel.

The staff of Queen's Hospital Emergency Medical Services Unit continues to provide training assistance.

Education

Despite limited personnel, some successful water safety programs were initiated through the cooperation of the University of Hawaii-Sea Grant Marine Advisory Program, KORL radio station, Mayor's Water Safety Advisory Committee and KHON-Channel 2 TV News staff.

Warning signs at public beaches were installed and/or revised. New portable signs were used to warn the public of specific, temporary hazardous beach conditions.

WATER SAFETY STATISTICAL ACTIVITIES REPORT - 1976-77

<u>Beach Area</u>	<u>Attendance</u>	<u>Rescues</u>	<u>First Aid</u>	<u>Drownings</u>
Ala Moana	1,065,306	16	78	1
Waikiki	3,050,022	49	239	1
Hanauma Bay	748,388	13	72	1
Sandy	385,645	137	34	
Makapuu	206,639	124	16	
Bellows ¹	184,117	3	35	
Kailua	275,636	8	86	
Kualoa ¹	59,340	-	1	
Kahana ²	36,954	-	3	
Sunset	174,196	132	11	
Ehukai	135,054	45	6	
Kewaena ³	103,480	21	2	
Waimea Bay	582,981	137	38	
Nanakuli ¹	102,694	3	6	
Maili	161,365	15	26	
Pokai Bay ²	41,426	-	9	
Makaha	161,988	11	20	
TOTAL	7,475,231	714	682	3

¹ Summer and weekends only

² Summer only

³ Weekends only

HONOLULU POLICE COMMISSION

HONOLULU POLICE COMMISSION
ORGANIZATIONAL CHART



LAURENCE R. AH NEE, SR.
CHAIRMAN



WILLIAM C. H. CHUNG
VICE CHAIRMAN



MUN KIN WONG
COMMISSIONER



JAMES H. FUJIOKA
COMMISSIONER



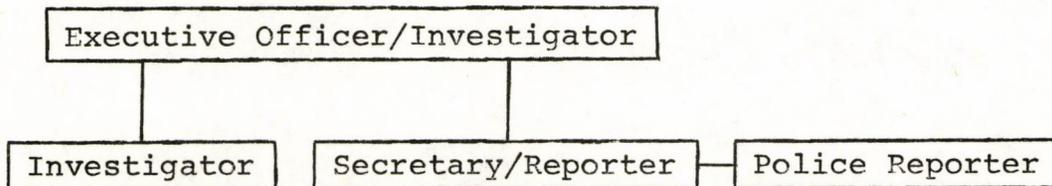
ANN H. KOBAYASHI
COMMISSIONER



VERONICA L. BARBER
COMMISSIONER



CHARLES G. DUARTE
COMMISSIONER



HISTORY

The Honolulu Police Commission was reorganized in 1973 by the Revised Charter of the City & County of Honolulu, 1973 (Chapter 6, Sections 6-601, 6-605 and 6-606).

Powers, Duties and Functions:

Adopts such rules as it may consider necessary for the conduct of its business and reviews rules and regulations for the administration of the Police Department. (Section 6-606)

Reviews the annual budget prepared by the Chief of Police and may make recommendations thereon to the Mayor. (Section 6-606)

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. (Section 6-606)

Appoints and removes the Chief of Police. (Section 6-603)

MEMBERSHIP

The Police Commission consists of seven members and an administrative staff of an executive officer/investigator, one investigator, one secretary/reporter and one police reporter. The members of the Commission are appointed by the Mayor and confirmed by the City Council on staggered terms of five years. A chairman is elected annually by members from the membership.

Chairman Laurence R. Ah Nee, Sr., union president, business representative and organizer, was appointed on November 11, 1975 to fill the unexpired term of Commissioner Cabral. He was reappointed on December 29, 1975 to a second term which expires on December 31, 1980. On March 30, 1977 Commissioner Ah Nee was elected Chairman of the Commission for 1977.

Vice Chairman William C. H. Chung, businessman, was appointed on June 1, 1973 for a term to expire on December 31, 1976. On December 18, 1974, he was elected Vice Chairman for the year 1975 and reelected as Vice Chairman on January 21, 1976. He was reappointed on December 21, 1976 for a second term to expire on December 31, 1981 and subsequently reelected as Vice Chairman on March 30, 1977 for the year 1977.

Commissioner Mun Kin Wong, businessman, was appointed as a member of the Commission on June 1, 1973 to fill a vacancy created by the City Charter for a term to expire May 31, 1976. He was elected Chairman on December 18, 1974, replacing Chairman Myra M. Takasaki whose term expired on December 31, 1974. On January 21, 1976, he was reelected as Chairman for the year 1976 and remained on the Commission through the fiscal year.

Commissioner James H. Fujioka, insurance agent, was appointed to the Commission on April 16, 1973. He was elected Vice Chairman on January 9, 1974, which expired on December 31, 1974. His term expires on December 31, 1977.

Commissioner Veronica L. Barber, housewife, was appointed on April 25, 1974 for a term to expire on December 31, 1978.

Commissioner Ann H. Kobayashi, part-time legislative aide/housewife, was appointed on July 14, 1975 for a term to expire on December 31, 1979.

Commissioner Charles G. Duarte, Chief Security Officer, former Deputy Chief of Police (Ret.), was appointed on December 17, 1975 to fill the unexpired term of Mr. Antonio Mirafuentes who resigned on June 15, 1974. His first term expired on May 31, 1976, and he was reappointed on November 5, 1976 for a term to expire on May 31, 1981.

BUDGET HIGHLIGHTS

There were no significant budget activities for Fiscal Year 1976-77. A request for one additional investigator and a clerk/stenographer was again denied. There were no major unforeseen expenditures for Fiscal Year 1977.

	<u>1975 - 1976</u>	<u>1976 - 1977</u>
Salaries	\$60,534	\$62,472
Current Expenses	10,455	9,419
Equipment	<u>1,972</u>	<u>0</u>
	\$72,961	\$71,891

ACTIVITIES

The Commission held seven public meetings and fourteen executive sessions, disposing 205 complaints.

Attendance records of the individual commissioners for Fiscal Year 1976-77 are as follows:

	<u>Public Meetings</u>	<u>Executive Meetings</u>
Laurence R. Ah Nee Sr.	7	14
William C. H. Chung	7	14
Mun Kin Wong	7	13
James H. Fujioka	6	13
Veronica L. Barber	6	10
Ann H. Kobayashi	6	14
Charles G. Duarte	6	12

Conferences Attended

On April 1, 1977, the 4th Semi-Annual State of Hawaii Police Commissioners Conference was held in Kona, Hawaii. This conference was attended by Commissioners Wong, Chung, Ah Nee, Fujioka, Kobayashi and Duarte.

COMPLAINTS

Categories of complaints are classified into four major areas for the purpose of this report. They are:

1. Unnecessary use of force;
2. Excessive use of force;
3. Overbearing or discourteous conduct;
4. Miscellaneous

Definition of Terms

1. Unnecessary use of force - Any use of physical force where no force was required.
2. Excessive use of force - Where physical force was necessary, force above and beyond what was required was used.
3. Overbearing or discourteous conduct - Flagrant display of authority, use of uncomplimentary language, oppressive or tyrannical conduct, bad attitude and demeanor, and failure to give name and badge number upon request constitute this offense.
4. Miscellaneous - Covers all other complaints not covered by the above four categories to include but not limited to: threat to arrest or inflict punishment, harassment, unnecessary use or display of weapon, theft, unnecessary use of mace and etc.

For the purpose of this report, the one most serious allegation is tallied statistically in multiple complaints made by a complainant arising from a single incident.

Number of Complaints - Fiscal Year 1977 (July 1, 1976 to June 30, 1977)

There were 239 complaints registered against 238 officers during Fiscal Year 1977, indicating a decrease of 6% from the previous fiscal year (254).

Of the 239 complaints, 205 complaints were investigated by the Commission while 20 complaints were referred to the Chief of Police and 14 complaints were withdrawn by the complainants prior to the conclusion of the investigations. (See enclosures 1 & 2.)

COMPLAINTS (Continued)

An average of 19.92 complaints per month were received by the Commission for Fiscal Year 1977, slightly lower than the previous year of 21.2 complaints per month. (See enclosure 3.)

Classifications of the 239 complaints are as follows:

Unnecessary use of force	133
Excessive use of force	15
Overbearing and/or discourteous conduct	58
Miscellaneous	33

Of the 205 complaints investigated, 183 investigations were completed and ruled upon by the Commission at the time of this writing (August 30, 1977). Twenty-one complaints of this number were found in favor of the complainants. (See enclosures 1, 2, 4 & 5.)

District I (Metropolitan Honolulu) received 166 complaints, a decrease of 11% from the previous year. District II (Mililani, north to Kahuku) received 13 complaints (no change from previous year) while District III (Aiea - Kaena Pt.) received 39 complaints, recording the only increase (62%) among the Districts. District IV (Makapuu Pt. - Kahuku) received a total of 21 complaints, a decrease of 30% from previous year. (See enclosures 6 & 7.)

Two hundred thirty-nine complaints were lodged against 238 officers. Of this number, 176 officers received one complaint each, 46 officers received two complaints each, 8 officers received three complaints each, 4 officers received four complaints each, 3 officers received five complaints each while 1 officer received seven complaints for the twelve-months period of the fiscal year. (See enclosure 8.)

A slight increase of female and minor complainants were noted for the fiscal year. (See enclosure 9.)

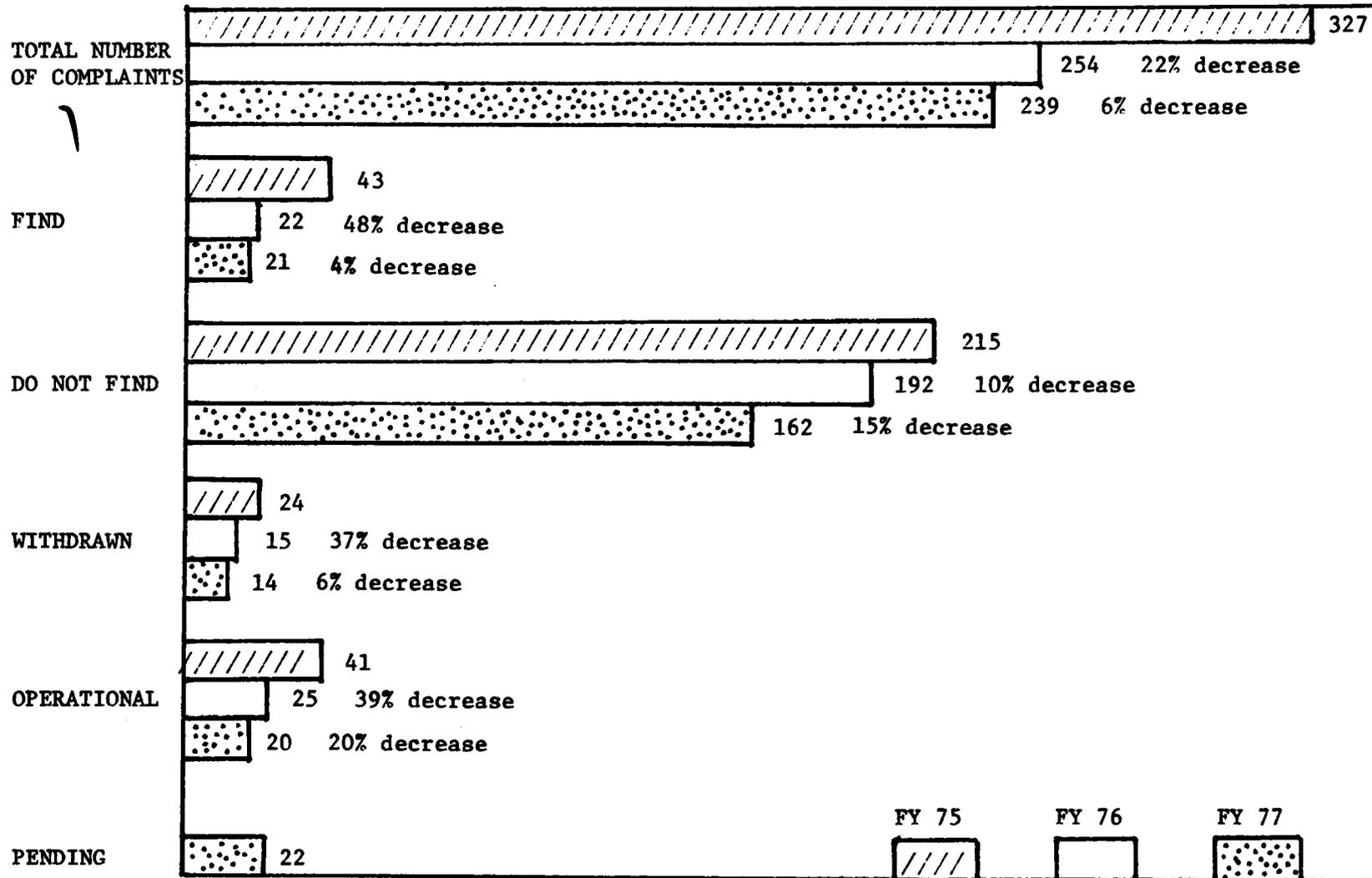
CONCLUSION

As indicated in the statistics, a decrease of 6% in the total number of complaints is noted for Fiscal Year 1977 from the previous fiscal year. A definite, steady downward trend appears to be shaping.

Investigation of an average complaint required approximately eight investigative manhours to complete. Exceptions to this were three complaints which required 77 investigative manhours each to conclude. Successful completion of an average complaint still required between 30 to 90 days which included administrative processing.

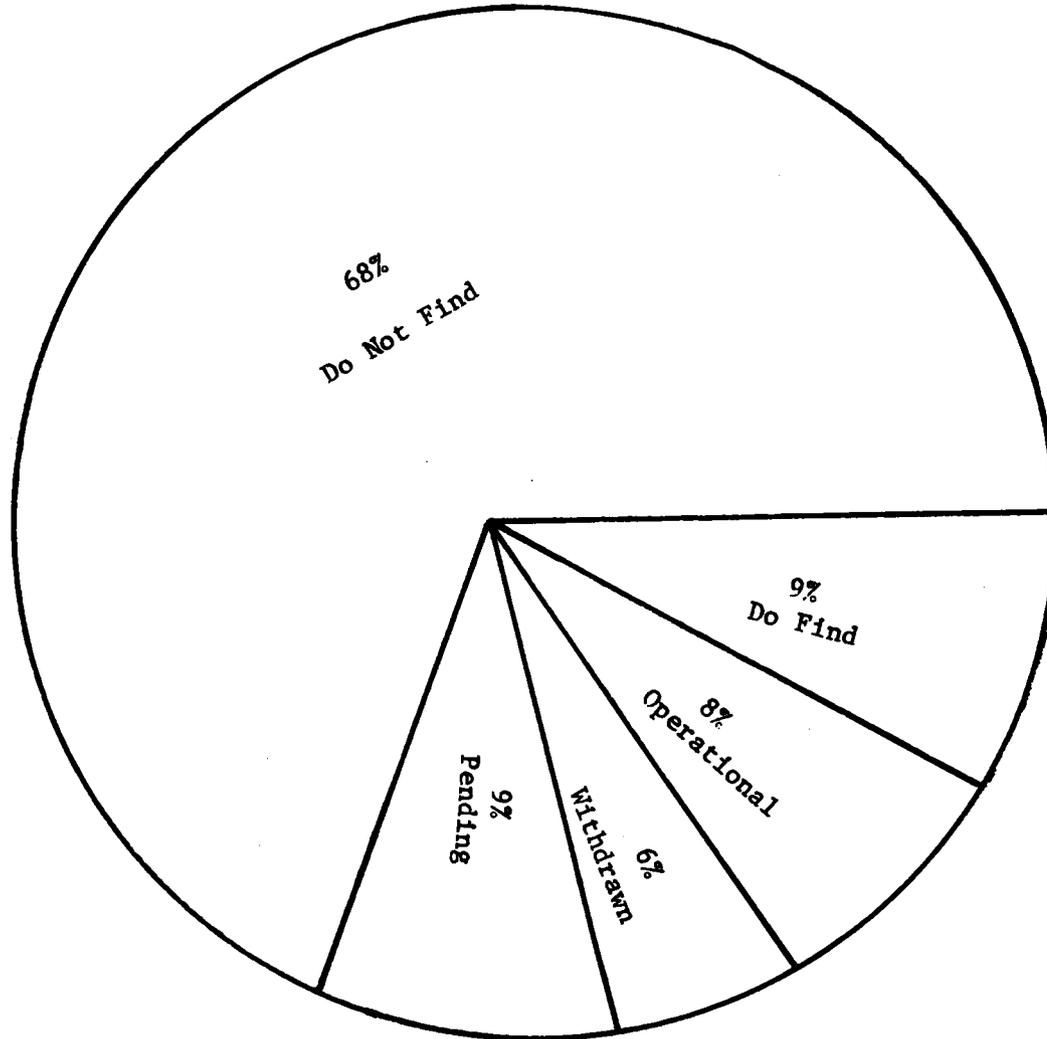
The Commission continues to preserve the policy of being the public's advocate in police complaint matters and will endeavor to perfect the quality of its investigations and service to the public, within the scope of the Commission's manpower resources.

DISPOSITIONS OF REGISTERED COMPLAINTS
FISCAL YEARS 1975, 1976 & 1977



421

DISPOSITION PERCENTAGES
FISCAL YEAR 1977

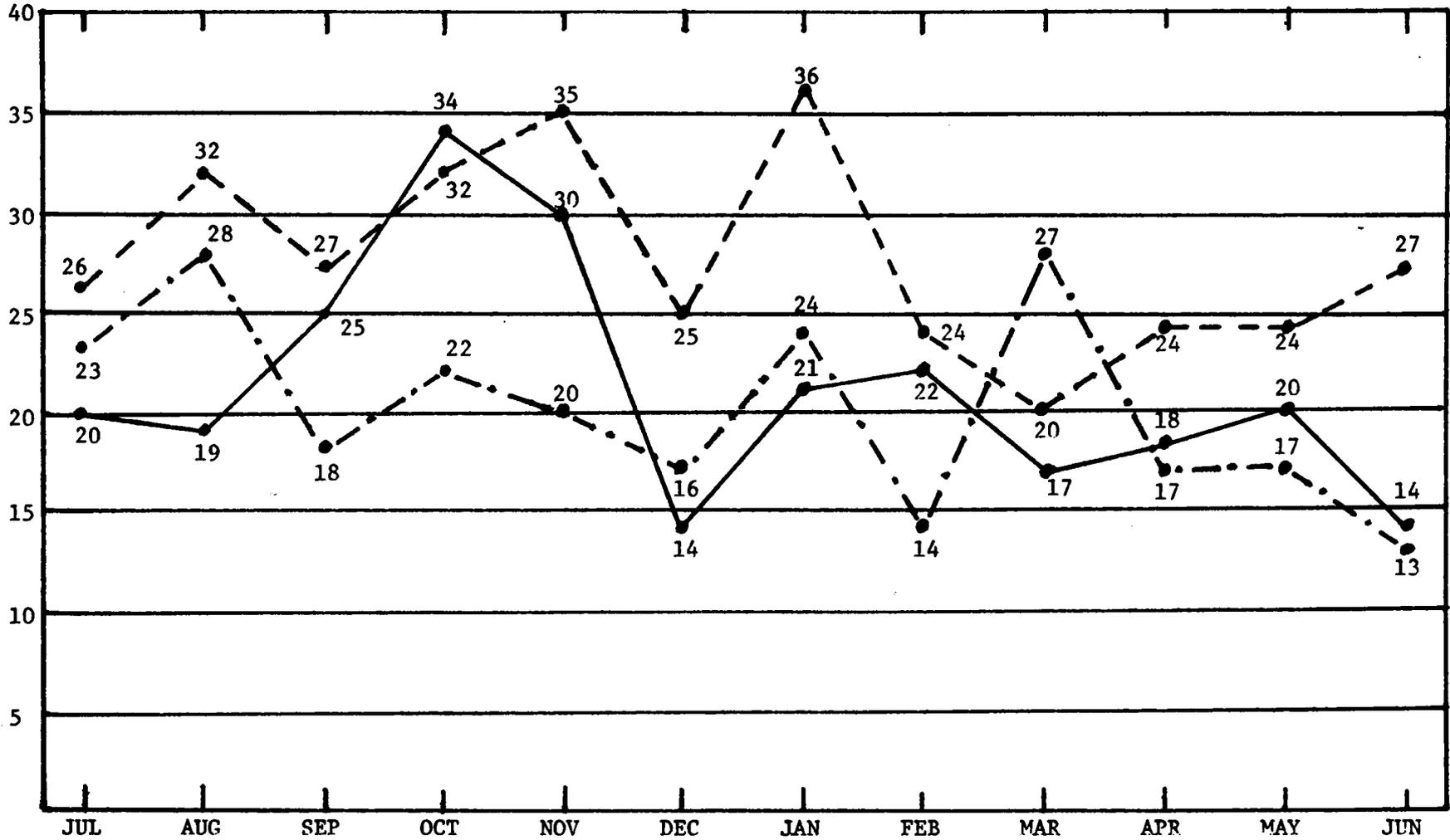


Enclosure 2

COMPLAINTS REGISTERED BY MONTH

FISCAL YEARS 1975, 1976 & 1977

423



Enclosure 3

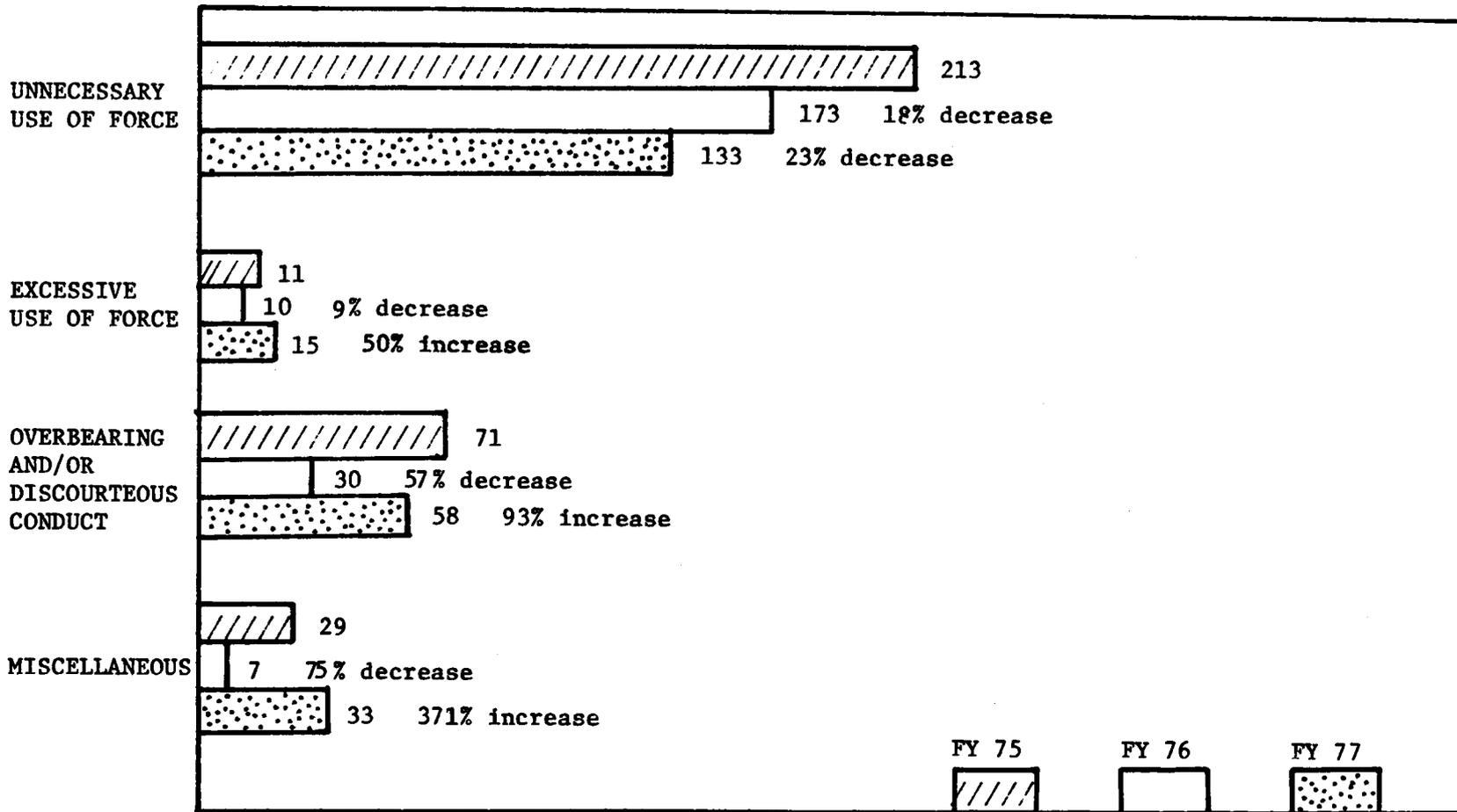
FY 75 - - - -

FY 76 ————

FY 77 - . - .

COMPLAINTS BY CLASSIFICATIONS

FISCAL YEARS 1975, 1976 & 1977



424

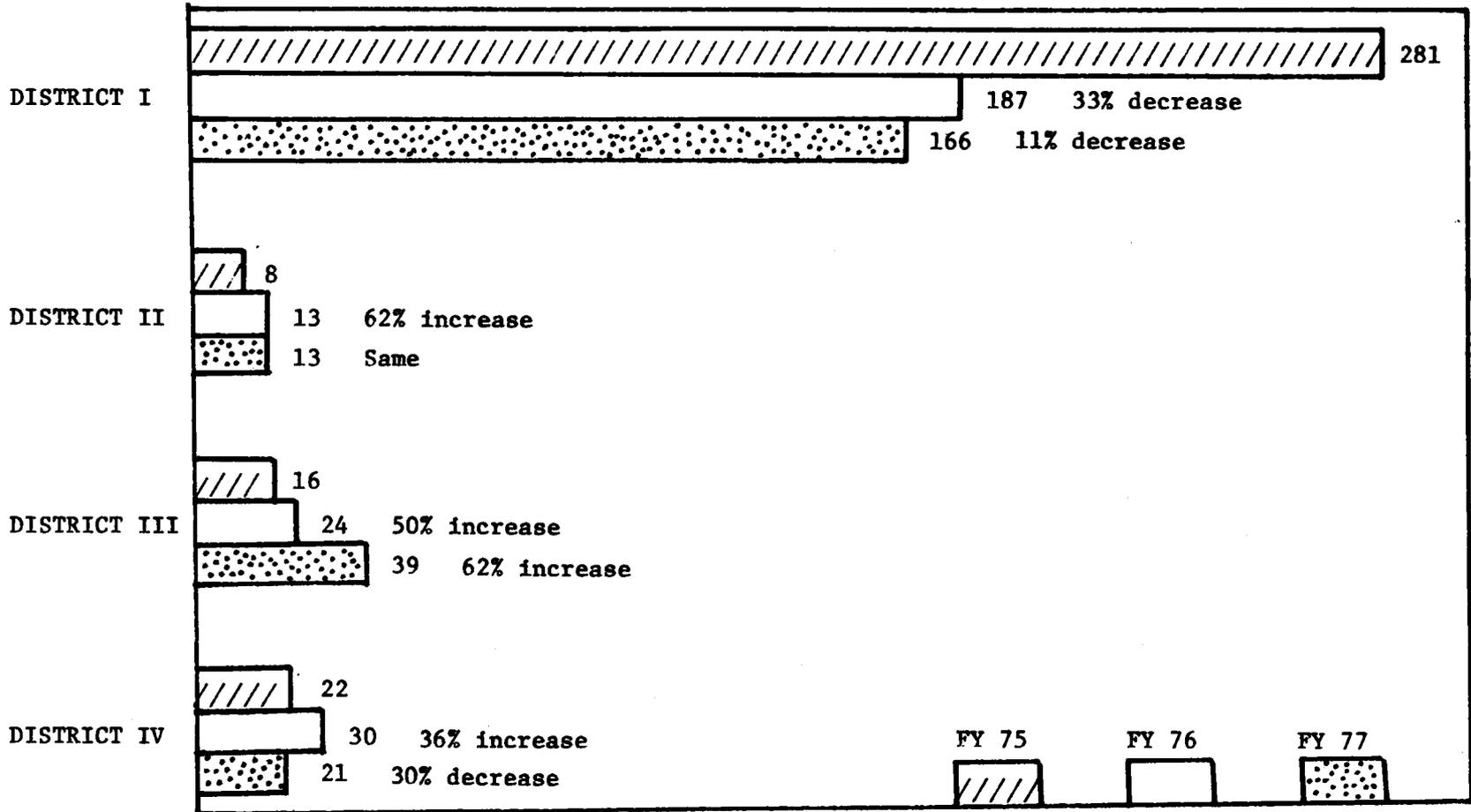
CLASSIFICATION PERCENTAGES
FISCAL YEAR 1977



Enclosure 5

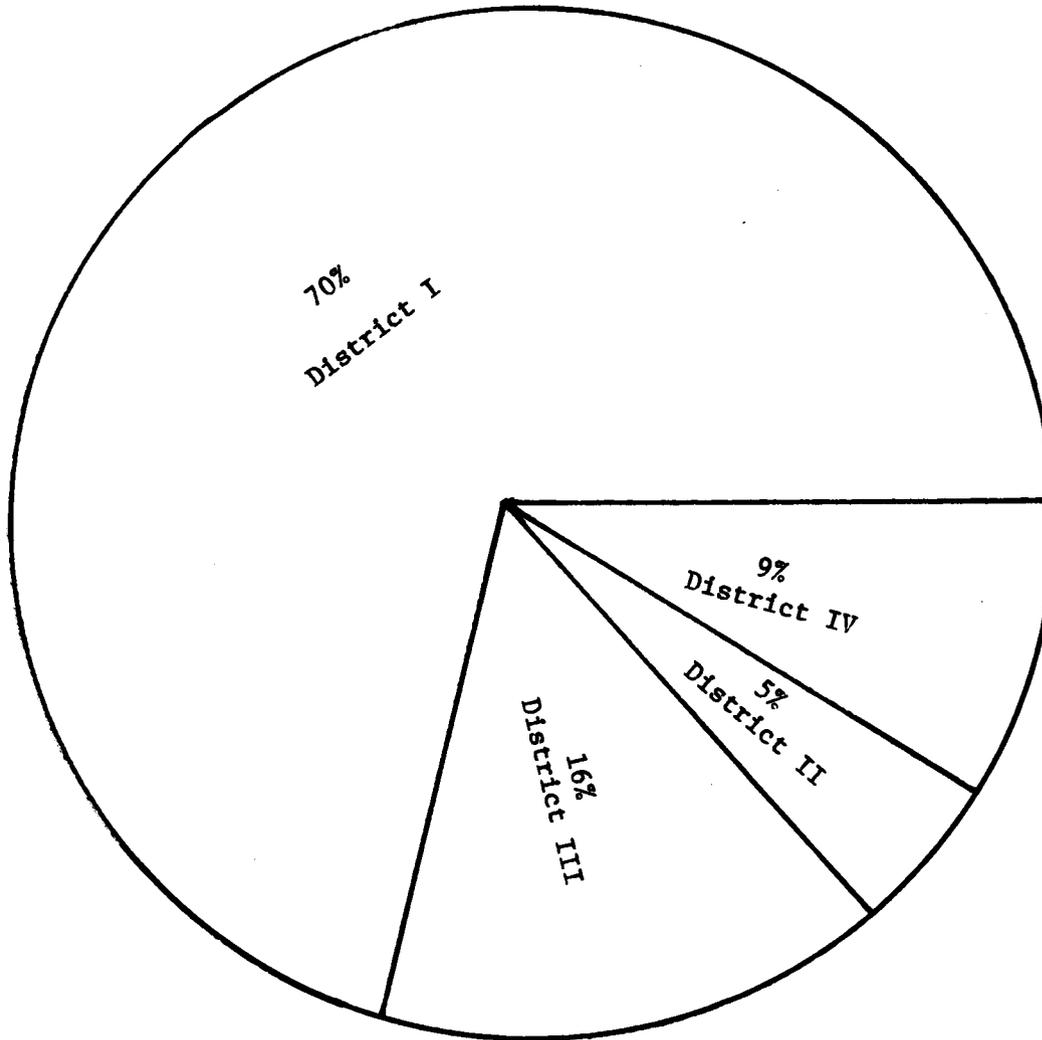
REGISTERED COMPLAINTS BY DISTRICTS

FISCAL YEARS 1975, 1976 & 1977



426

DISTRICT PERCENTAGES
FISCAL YEAR 1977



Enclosure 7

NUMBER OF COMPLAINTS PER OFFICER

FISCAL YEAR 1976 & 1977

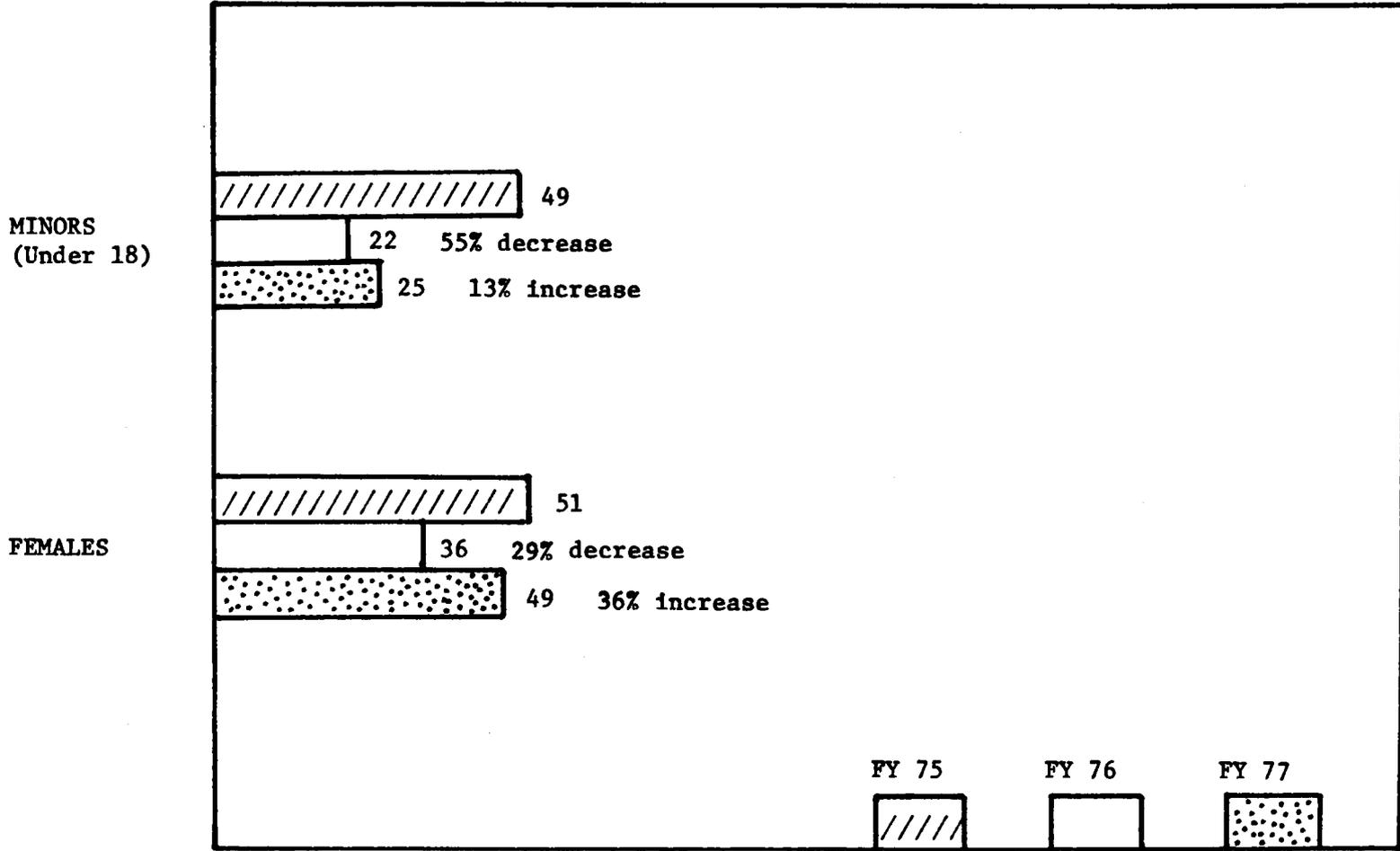
NUMBER OF COMPLAINTS	1976	1977
1	153 Officers	176 Officers
2	43 Officers	46 Officers
3	12 Officers	8 Officers
4	6 Officers	4 Officers
5	0 Officers	3 Officers
6	0 Officers	0 Officers
7	1 Officer	1 Officer

428

Enclosure 8

MINOR AND FEMALE COMPLAINTS

FISCAL YEARS 1975, 1976 & 1977



429

HONOLULU POLICE DEPARTMENT

HONOLULU POLICE DEPARTMENT

Francis Keala, Chief of Police
Eugene Fletcher, Deputy Chief of Police

POWERS, DUTIES AND FUNCTIONS

The Honolulu Police Department is responsible for preserving the peace; preventing crime; detecting and arresting violators of the law; protecting the rights of persons and property; and enforcing all laws of the State, ordinances of the City and County and all regulations promulgated which pertain to achieving these objectives.

OFFICE OF THE CHIEF

The Chief of Police and his Deputy direct a force of 1,882 employees assigned to four major bureaus, each of which is headed by an Assistant Chief of Police.

The Executive Assistant to the Chief of Police, a Metropolitan Police Major, provides the Chief with assistance in established police management practices; organizational planning and forecasting; coordinating and assembling departmental resources, and labor-management relations as they pertain to collective bargaining, contract negotiations and employee grievance procedures.

Responsibility for the operation of the Office of the Chief of Police rests with a Metropolitan Police Captain who serves as Administrative Aide to the Chief.

DEPARTMENT STRUCTURE

The four major bureaus of the Department are as follows:

The Administrative Bureau, is comprised of the Finance, Personnel, Training, Research and Development, and Community Relations Divisions.

The Field Operations Bureau, which is responsible for the functions of all Uniformed Patrol operations, Traffic Division, Tactical Operations Division, and Civil Defense Coordinator.

The Investigative Bureau, which includes the Criminal Investigation, Vice, and Juvenile Crime Prevention Divisions.

The Technical Bureau, which includes Communications Division, Records and Identification Division, Vehicle Maintenance Section, and the Radio Maintenance Section.

OPERATIONS

Organized Crime - A Federal Court jury in Honolulu found Earl H.K. Kim, Sr., a reputed underworld leader, and seven of his associates guilty of bookmaking charges in October. They were among 24 persons arrested in December 1975, as a result of a joint HPD, FBI and Federal Strike Force investigation into organized bookmaking operations in Honolulu. The others arrested in the bookmaking roundup pleaded guilty prior to the October trial.

Eradication of Marijuana - Locally grown marijuana is an area of great concern to police in all counties. Marijuana grown in Hawaii is in such demand on the mainland that one pound of cured marijuana sells for about \$2,000 on the west coast and up to \$3,000 on the east coast. Due to the tropical climate, marijuana is easily grown in Hawaii. Plants are clandestinely grown in houses, backyards, vacant lots, and forest reserves. To effect arrests of those cultivating these plants, the police are required to observe the actual handling and cultivation, which places an excessive strain on available resources.

Consequently, our emphasis is to locate, confiscate, and destroy locally cultivated marijuana plants. During 1976, the Vice Division, with the assistance of the Helicopter Section, conducted a highly successful island-wide marijuana eradication program to locate, seize, and destroy locally grown marijuana plants.

Marijuana plants seized during this fiscal period amounted to 13,024 pounds with a value of \$3,037,457.00, a 362.8% increase over fiscal '75-'76.

Heroin Entry Port - Federal officials in September 1976, stated in a local news release that Honolulu may soon become a principal port of entry for topgrade heroin being smuggled into the United States. To meet this problem, our Vice Division formed a narcotics Unified Intelligence Unit (UIU) in conjunction with the Drug Enforcement Administration, U.S. Customs, and U.S. Coast Guard. Each agency provides a representative for this Unit. Its primary objective is to collect, analyze, and disseminate narcotic intelligence to facilitate overall enforcement efforts.

Increased Efforts Against Prostitution - Working with the Uniformed Patrol Division, our Vice Division has increased enforcement efforts against prostitutes plying their trade in Honolulu. Efforts have been concentrated on the highly visible streetwalkers who operate in downtown Honolulu and Waikiki, and on increased prostitution activity in massage parlors, bath-houses and outcall massage operations. The Fourth Watch, which is a training platoon made up of recent recruit school graduates, arrested 71 prostitutes during a single reporting quarter. The first known prostitution establishment operating as a "nude encounter" scheme was closed in May as a result of intensive investigation into its activities.

Improving Operations - To assist the Criminal Investigation Division's Property Recovery Detail in the recovery of stolen property, pawn ticket data is now being computerized to facilitate checks against the stolen items list.

The investigation of sex crimes has been enhanced considerably with the opening of the Sex Abuse Treatment Center at Kapiolani Hospital. The Center works closely with the police by providing excellent services in the examination and treatment of victims of sex crimes.

A modified case assignment procedure initiated by the Criminal Investigation Division's Auto Theft Detail allows investigators more time to pursue investigations where leads and suspects exist to enable more extensive investigations into car theft and stripping rings.

A series of meetings between prosecutors and police have been initiated to discuss investigative needs and requirements for prosecution and to insure investigative uniformity.

Misdemeanor Follow-Ups - The Patrol Division implemented a misdemeanor follow-up system during this period.

Although only three to five per cent more cases are being closed, the public has been very receptive to the officers' efforts and this has improved community relations.

Reorganization of Juvenile Division - A major improvement in the Juvenile Crime Prevention Division was the reorganization of its operations. In February, investigators were assigned specific areas of responsibility and placed in the following specialized details: Bicycle Theft, Robbery/General Investigations, Enforcement, Child Abuse, Sex Crimes and Missing Persons/Runaway. These changes proved very effective in that there is more continuity in investigations, and tie-in cases are now easier to identify, eliminating duplication of effort and providing greater overall efficiency.

Traffic Enforcement and Investigation - There are two specialized units in the Traffic Division. VASCAR (Visual Average Speed Computer and Recorder) enforces traffic regulations anywhere on Oahu. VASCAR officers are used in areas with a high incidence of traffic accidents and where complaints of speeding violations are prevalent. During the fiscal period, VASCAR officers issued a total of 9,868 speeding citations.

The DUI (Driving Under the Influence) Detail is comprised of solo motorcycle and VASCAR officers. Their objective is to remove drinking drivers from the highway. A total of 940 persons were charged with Driving Under the Influence during the fiscal year.

Ninety fatal accidents were investigated by the Traffic Accident Investigation Section. This section also compiled data to identify causes of accidents and high incidence areas. This information was provided to the Traffic Division Enforcement Section and the Patrol Division for enforcement action.

Electronic Testing Equipment - Newly acquired electronic testing equipment has been installed in all Driver License Sections on Oahu for the mandatory retesting of all drivers. The equipment will be in operation as soon as technical adjustments and language tapes have been completed.

Civilianization Programs - The Follow-Up Section of the Records and Identification Division, having completed its civilianization program which began in 1975, has achieved a full complement of manpower. It is currently up to date with all reading and coding of police reports, having eliminated a backlog of approximately 60,000 reports.

The Identification Section began civilianization of the Evidence Specialist positions formerly held by Metropolitan Police Detectives.

One male and three female Evidence Specialists were hired during the fiscal year and are being trained in the recovery and processing of evidence.

The Identification Section's civilianization program is expected to be complete by the end of 1978.

CRIME PREVENTION PROGRAMS

A crime-conscious public seeking crime prevention information and ways to assist police responded well to the Department's programs.

Residential Security Inspections - Cooperation from the electronic media was instrumental in increasing the number of requests for residential security inspections. During FY '77, the Community Relations Division received 766 requests as compared to 300 in the prior year. Fourteen radio and five television stations ran public service announcements.

Senior Citizens Respond - Senior citizens' requests for resource speakers increased by more than 100%. "Resident Security" and "Safety Tips for Senior Citizens" were the most frequently requested lectures.

Secure Building Program - The Patrol Division initiated the Secure Building Program in June. The objective of this program was to establish means by which officers could reduce their response time to assist condominium residents. Concentration was in the Salt Lake area, where officers met with resident managers and distributed brochures on condominium burglary prevention.

Theft Awareness - In February, D-II officers concentrated their efforts on beach thefts in the North Shore area, from Mokuleia to Sunset Beach. Signs were posted warning tourists and other beach-goers not to leave valuables in their vehicles. Special units walked the beaches and talked to bathers about protecting their property, making them aware of the high theft rate. As a result, there was a noticeable decrease of beach thefts in the North Shore area.

Bicycle Thefts - In an effort to control and reduce the increase in bicycle thefts, six reserve police officers were assigned to the Juvenile Crime Prevention Division in May. The reserve officers report for duty once a week on the Third Watch and concentrate their efforts on high theft areas. In addition to enforcing bicycle violations, they conduct conspicuous patrol and counsel children and bicycle owners on preventive techniques. They also supplement JCPD's Enforcement Detail and assist investigators in checking trouble spots and areas frequented by juveniles.

YOUTH PROGRAM

Police Activities League (PAL) - Approximately 7,000 youngsters participated in the PAL program during this fiscal period. The objective of the PAL program is to provide recreation, and to develop a friendly relationship between youngsters and police officers. By getting parents involved with their children's activities, PAL has also been able to lay a better foundation for parent-child relationships.

Two PAL baseball teams won State Championships and the right to the Western Divisional play-offs. The Ponies (boys, 13 and 14 years old) travelled to San Pedro, California, but lost their elimination game. The Broncos (boys, 11 through 12 years old) won the Western Divisional title in Richmond, California. They continued on to the World Series in Oak Park, Illinois, where they were defeated in their third game.

A number of former PAL players have become career professional baseball players. During the fiscal year, four signed contracts with Major League Organizations. They were: Joey De Sa and Vaughn Yadao, the St. Louis Cardinals; Glenn Goya, the San Francisco Giants; and Lance Sakata, with the Milwaukee Brewers.

PAL, which is part of the Community Relations Division, anticipates an increase in participation from the Windward and Leeward areas where new residential developments have attracted young families.

Law and Justice Awareness Program - Due to the public demand, the Law and Justice Awareness Program was expanded during the fiscal period to reach 52.8% more students than during FY '75-'76. The program reaches out to all educational levels, instructing students in the functions and objectives of the criminal justice system and the causes of crime.

Community relations officers conducted classes in 40 Oahu public schools, servicing 10,302 students as compared to 6,743 students at 29 schools during FY '75-'76.

SPECIAL PROGRAMS

Deaf Awareness Program Implemented - After several misunderstandings between police officers and members of the deaf community, HPD decided to implement an awareness program for its personnel, as well as for the deaf.

In February, the Honolulu Police Department became the second law enforcement agency in the nation to initiate a deaf awareness program, patterned after one in the Los Angeles County Sheriff's Department.

The Community Relations Division's Law and Justice Awareness Program was revised to meet the needs of 102 students from the Hawaii School for the Deaf and Blind. An instructor of the Law and Justice Awareness Program was selected to teach the program to the elementary and intermediate/high school levels. This officer has learned to communicate with the students through sign language but is continuing to use an

interpreter in the classroom until he develops proficiency.

The Department also printed and distributed two informational cards, one for the deaf and one for police officers. A "Please Help" card is carried by those with hearing impairments, identifying their handicap. The officers carry a card with ten signs and the American Manual alphabet to help them communicate with the deaf.

Police personnel have also been made more aware of our deaf community through video tapes and recall training.

This program has met with much success and has received many favorable comments from the public.

First Female Police Chaplain - Sister Roberta Julie Derby was appointed a Police Chaplain on November 4, 1976, and became the first and only female police chaplain in the nation.

The Department also appointed four ordained ministers of various faiths as Chaplains during the latter half of the fiscal year. Six active police chaplains now volunteer their pastoral and parish experiences to the Chaplaincy Program, providing counselling and other spiritual needs to Departmental personnel.

The chaplains are available on a 24-hour basis and have regular office hours. Duties of the chaplains include recruit orientation, hospital and home visits, counselling officers and staff regarding personal and specific problems, and cultivating good relationships between the Department and the community.

Reserve Officers Assist Force - The Reserve Program began in July 1941, as relations between the United States and Japan became strained. At that time, the Police Commission authorized the Chief of Police to enroll a volunteer citizen group to be trained in police work and to be available for call into service if needed. On December 7, 1941, the reserves were called to duty.

During the last fiscal period, the Department had 67 volunteer reserve officers supplementing the regular police force. These officers contribute at least five hours of police duties per week without compensation. The Personnel Division is currently processing more reserve applicants for appointment during the coming fiscal year. A total complement of 85 reserve officers is planned.

Lifesavers Club Organized - The Personnel Division initiated and organized the Department's Lifesavers Club, in cooperation with the Blood Bank of Hawaii, for the benefit of active and retired members of the Honolulu Police Department.

In order for the Department to qualify for the Lifesavers Club, at least 20% of its personnel had to donate a pint of blood per year. The other 80% could then become participating paying members.

Training classrooms were set up as donor centers and blood drives were held during October 1976 and March 1977. The quotas were met successfully.

Safe Driver Award Program - A proposal to recognize driving performance was submitted to the Administration. A beat officer drives an average of 14,502 miles a year. The objective of the program would be to reduce the high cost of accidents and promote safe driving by police personnel. The proposal is presently pending approval.

TRAINING

Recruits - Three recruit classes, the 67th, 68th and 69th were graduated during the fiscal year. A total of 103 officers completed the 26-week course of classroom and field instruction. Nine of these officers were females as compared to three females who graduated during FY '75-'76 and four during FY '74-'75.

The 70th Recruit Class commenced on June 20, 1977 and is currently undergoing training.

In-Service - A Supervisor's Workshop was designed to provide updated information to supervisory personnel. A total of 56 lieutenants and 209 sergeants attended this eight-hour workshop since its inception in November.

Special video-taped programs were shown throughout the Department via closed circuit television. These included "Auto Theft", "Robbery in Progress", "Aggressive Patrol", and "Crimes in Progress". A special on "Replica Badges" and the Deaf Awareness Program, filmed by our Training Division, were also presented via this medium.

Particular attention was devoted to specialized training for employees and officers at all levels of the Department. Some of the courses offered were: Breathalyzer, Executive Training, Telephone Courtesy Class, and Terrorist Research and Management.

Specialized Training - In an effort to provide accredited training for police personnel, a number of officers were sent to mainland institutions.

The division commander of the Criminal Investigation Division attended a seminar on "Managing Criminal Investigation" in San Francisco and returned with innovative ideas to streamline operations.

As the proper investigation of sex crimes remains a constant concern to the public as well as the police, an investigator attended a two-week course on the "Investigation of Sex Crimes" conducted by the Southern Police Institute, University of Louisville, Kentucky. A lieutenant and three other investigators attended a Rape-Homicide Seminar on Maui conducted by the FBI.

A lieutenant from the Criminal Investigation Division attended the "Command School of Advanced Criminology" at the FBI Academy, Quantico, Virginia. This course placed emphasis on the development of specific techniques to locate and identify the perpetrator of a crime through his/her behavior or method of operation. Another lieutenant completed twelve weeks of comprehensive law enforcement training at the FBI Academy. The Training included studies of disciplines in law, behavioral sciences, criminology, management, education, law enforcement arts, firearms and physical training.

Emergency Training - Sixteen secretaries from the various divisions each received sixteen hours of basic communications procedures training. In the event of an emergency, available personnel would continue public service.

COMMUNICATIONS

Microwave Project - LEAA funds were approved and encumbered by the end of the fiscal year for the microwave project. The contract was awarded to Motorola Incorporated who submitted a bid of \$1,475,574. The project involves the installation of sophisticated communications equipment during the next six years. Installation is scheduled to begin shortly.

The planned system will, when complete, provide for the highest level of communications for the Department, related agencies and most importantly, the public.

A key feature of this project will be the consolidation of the communications system into a centralized system under one command and control.

Alternate Communications Facility - Realizing that service to the public will be disrupted in the event Pawa'a Annex becomes nonfunctional due to a fire or explosion, plans were made to prepare an alternative communications system. In conjunction with other city departments, and the State and City Civil Defense agencies, a program was initiated to provide that Birkheimer Tunnel in Diamond Head will serve temporarily as an emergency communications center.

Birkheimer Tunnel will serve as an alternate facility only until the Alternate Communications Facility at the Honolulu Municipal Building is completed.

Actual work on the system is scheduled to begin during FY '77-'78. An approximate completion date is March 1978.

Kokohead Communications Equipment Building - The construction of a new communications equipment building was completed on August 27, 1976. Situated at the Kokohead Repeater Station, this building will house equipment used by the Department, Emergency Medical Services and the City Ambulance Services. All Department radio equipment was relocated shortly after construction was completed.

New Trunk Lid Antennas - During the first week of June 1976, the Radio Maintenance Section began installing a new trunk lid-type antenna on city owned and subsidized vehicles. In the past, police radio antennas were installed by drilling a hole in the trunk. The officer was reimbursed \$35 to repair the antenna hole.

With the new trunk lid brackets, no holes are needed for antenna installation.

Radio Shop personnel were also able to adapt the existing antennas to the new brackets, thereby saving the City a substantial sum in equipment and repair costs. Installation time has been reduced.

A Radio Shop employee received \$2,500, the largest cash award ever presented through the Mayor's Employee Suggestion Program (ESP) for this new procedure.

Equipment - During the fiscal year, the Department purchased three VESPA and six Cushman scooters. Thirty-two Plymouth sedans were also acquired to replace older models. A four-wheel drive International Scout was added to the inventory, and ten Harley-Davidson solo motorcycles were purchased as replacements.

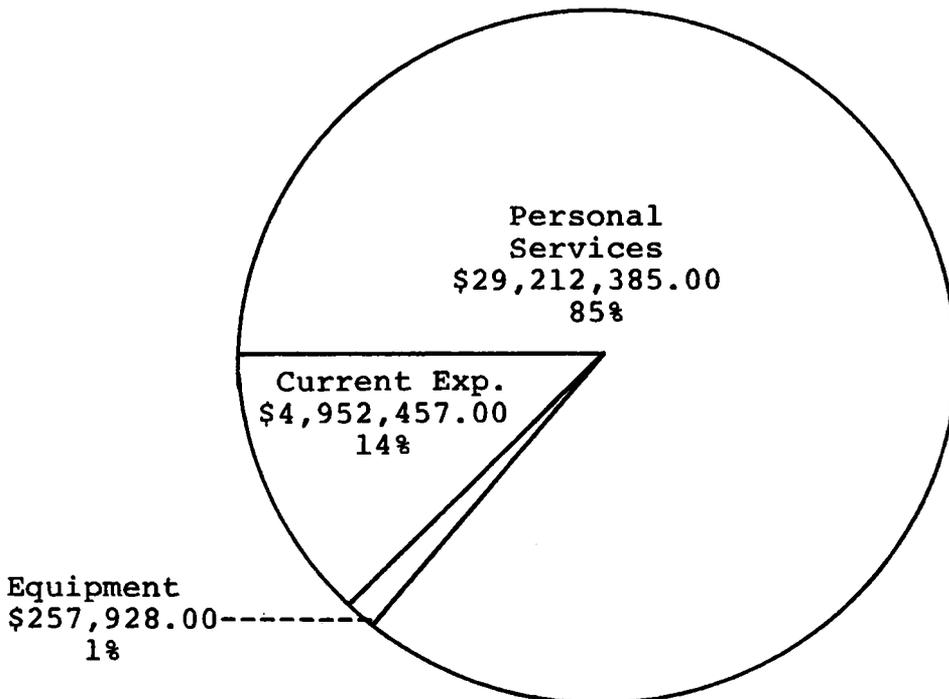
A new electronic engine diagnostic scope was acquired for the mechanics. Two new gasoline pumps were bought and installed as replacements. As of February 1, 1977, the service station has been pumping both leaded and unleaded gasoline.

FISCAL

The total allotted budget for the Honolulu Police Department was \$34,659,791.00 for the fiscal period. Budget expenditures for this period totaled \$34,422,770.00 as compared to \$29,713,238.00 for the last fiscal year. This was a 15.85% increase. Cost for personal services was \$29,212,385.00; \$4,952,457.00 for current expenses and \$257,928.00 for equipment.

1976 - 1977 BUDGET EXPENDITURES

Total \$34,422,770.00



OTHER HIGHLIGHTS

Special Studies - A number of studies were undertaken by the Research and Development Division. An indepth and lengthy study was the Kailua and Wahiawa Footbeat Project which explored the feasibility of implementing foot patrols in these areas.

Baseline data was acquired in studies of false alarms and Waikiki burglaries. Alternative types of motorcycles for the Solo Bike Detail were evaluated as well as the merits of the electronic siren. Both studies are pending further evaluation.

Hawaii Revised Statutes - A compact booklet containing the Hawaii Penal Code with the commentary and excerpts from other titles of the Hawaii Revised Statutes was distributed to each officer. Especially useful to the line officers, the Hawaii Penal Code, credit card offenses and firearms sections are now available for immediate reference.

Revision of Rules and Regulations - During the first six months of 1977, the Research and Development Division provided staff assistance to a committee composed of Bureau Chiefs and other command level personnel in evaluating and revising the department's Rules and Regulations. Drafting was completed by the end of the fiscal year and the revised Rules and Regulations will be published during the first quarter of Fiscal Year '78.

Comparative Personnel Activities

<u>Appointments</u>	<u>1975-1976</u>	<u>1976-1977</u>
Police	102	113
Civilian	45	34

Separations

	<u>1975-1976</u>		<u>1976-1977</u>	
	<u>Civilian</u>	<u>Uniform</u>	<u>Civilian</u>	<u>Uniform</u>
Resignation	17	44	13	40
Termination				
Probation	3	3	2	6
Short-term Apptmt.	28	0	1	1
Disability Retirement	1	3	0	3
Service Retirement	7	33	5	17
Dismissal	0	5	0	15
Death	1	3	1	2
Transfers	0	0	4	13
Sub Total	<u>57</u>	+ <u>91</u>	<u>26</u>	+ <u>97</u>
TOTAL	148		123	

TRAFFIC ACCIDENT STATISTICS

	<u>'75-'76</u>	<u>'76-77</u>	<u>Numerical</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Major Accidents	12,157	11,961	- 196	- 1.6
Minor Accidents	9,710	13,610	+3900	+40.2
Non-Traffic Accidents	<u>3,514</u>	<u>4,124</u>	<u>+ 610</u>	<u>+17.4</u>
TOTAL ACCIDENTS INVESTIGATED	25,381	29,695	+4314	+17.0
Fatalities	95	85	- 10	-10.5
Non-Traffic Fatalities	<u>6</u>	<u>5</u>	<u>- 1</u>	<u>-16.7</u>
TOTAL FATALITIES	101	90	- 11	-10.9

AREAS I AND II
ACTUAL OFFENSES HANDLED - ALL DISTRICTS

Uniform Classification of Offenses

Part I Class	Fiscal 75/76	Fiscal 76/77	Numerical Change	Percent Change
<u>CRIMINAL HOMICIDE</u>				
a. Murder & Non-Negligent Manslaughter	45	50	+ 5	+11.1
b. Manslaughter by Negligence	101	94	- 7	- 6.9
<u>FORCIBLE RAPE</u>	167	162	- 5	- 3.0
<u>ROBBERY</u>	1,072	1,132	+ 60	+ 5.6
<u>AGGRAVATED ASSAULT</u>	318	376	+ 58	+18.2
<u>BURGLARY</u>	13,121	13,055	- 66	- 0.5
<u>LARCENY - Theft</u>	25,003	26,536	+1,533	+ 6.1
<u>AUTO THEFT</u>	<u>3,847</u>	<u>4,026</u>	<u>+ 179</u>	<u>+ 4.7</u>
TOTAL PART I CLASS	43,674	45,431	+1,757	+ 4.0
<u>Part II Class</u>				
Other Assaults	4,947	5,569	+ 622	+12.6
Arson	259	238	- 21	- 8.1
Forgery & Counterfeiting	326	493	+ 167	+51.2
Fraud	793	1,053	+ 260	+32.8
Embezzlement	16	16	0	0
Stolen Property/ Receiving, etc.	36	55	+ 19	+52.8
Vandalism	6,729	7,311	+ 582	+ 8.6
Weapons	538	531	- 7	- 1.3
Prostitution	420	496	+ 76	+18.1
Sex Offenses	386	404	+ 18	+ 4.7
Drug Laws	1,221	1,896	+ 675	+55.3
Gambling	457	371	- 86	-18.8
Offenses Against Family	96	165	+ 69	+71.9
Driving Intoxicated	1,616	1,812	+ 196	+12.1
Liquor Laws	202	279	+ 77	+38.1
Disorderly Conduct	2,805	2,837	+ 32	+ 1.1
All Other Offenses	<u>24,795</u>	<u>28,999</u>	<u>+4,204</u>	<u>+17.0</u>
TOTAL PART II	<u>45,642</u>	<u>52,525</u>	<u>+6,883</u>	<u>+15.1</u>
TOTAL BOTH CLASSES	<u>89,316</u>	<u>97,956</u>	<u>+8,640</u>	<u>+ 9.7</u>

DEPARTMENT OF THE PROSECUTING ATTORNEY

DEPARTMENT OF THE PROSECUTING ATTORNEY

*Togo Nakagawa, Acting Prosecuting Attorney
*Maurice Sapienza, First Deputy

POWERS, DUTIES AND FUNCTIONS

The Department of the Prosecuting Attorney is responsible for the prosecution of violations of all statutes, ordinances and regulations for which there are criminal sanctions within the City and County of Honolulu.

The law is concerned simultaneously with the preservation and protection of individual rights and those of the community. Facts presented by the police are weighed against the standards imposed by law to determine whether an accused person should be prosecuted or freed. Only by close adherence to the highest standards of fairness and objectivity can a fine balance be struck between individual rights and the safety and protection of the public.

As much as is humanly possible, this office must reflect the law's purpose in achieving criminal justice. This means there can be but one standard for all--the weak and the powerful alike--if we are to be truly a government of laws.

The operations of this office generally break down into three divisions, namely: Administration, Prosecution and Investigation. This department operates with a total staff of 56 employees, with 27 deputy prosecutors being assigned to the various courts and diversified category of assignments. Daily court schedules that require a deputy's attendance from this office follows:

District Court

Honolulu	65 sessions per week
Rural	10 sessions per week

*Togo Nakagawa became the Acting Prosecuting Attorney when Maurice Sapienza was prohibited from serving as Acting Prosecuting Attorney by Circuit Court order.

*Maurice Sapienza was appointed First Deputy on December 29, 1976.

Family Court 5 sessions per week (or more as required)
(Possibly additional 5 sessions per week in October)

Circuit Court

Criminal (4) Daily in each court as required for arraignments, hearings and trials.

Grand Jury 1 session per week, plus special sessions as required.

Supreme Court As required.

There were 4,032 new offenses presented by HPD to the Screening and Intake Section of this office for review and evaluation this past fiscal year. The primary responsibility of this section is to evaluate all cases presented by HPD and determine whether there are legally sufficient grounds for presentation to the Grand Jury for prosecution in the courts. The deputies assigned to this section also provide legal counsel to HPD on a 24-hour basis as required. Of the 4,032 new offenses presented, 1,269 true bills were returned by the Grand Jury for trials.

The major function of the investigative activity is to investigate, compile and submit comprehensive information and evidence required by the Prosecuting Attorney and his deputies for preparation of trials and any other investigative matters that are required by other agencies. This activity will continue with all types of investigation, including white collar crimes and crimes related to organized crime.

FELONY CASES FILED IN THE FIRST CIRCUIT COURT

A total of 1,549 counts of indictments were filed during the past fiscal year, charging 1,425 persons with felonies covering a variety of criminal behavior. A tabular summary of counts and defendants is contained in the Appendix as Exhibit I.

FELONY DISPOSITIONS

1,095 felony cases (some consist of multiple defendants with multiple counts covered by one case number) reached final disposition during the past fiscal year. Of this number, 685 cases resulted in convictions as compared to 55 cases in which

acquittals were obtained. This represents a conviction rate of approximately 93%. The remaining cases dealt with defendants who entered guilty pleas, the acceptance of which by the court were deferred for a stipulated period on the condition that such defendants remain out of trouble for the duration. Upon expiration of the stipulated period, a nolle prosequi is entered by this office for a defendant who has had no criminal involvement.

Although deferred prosecution is still considered in certain instances, there were no negotiated pre-trial disposition of cases offered by this office during this past fiscal year. It is the intent of this office to go to trial on as many cases as possible. The defendants charged with felonies or misdemeanors who were granted deferred prosecution were only at the direction of the courts.

Exhibit 2 of the Appendix sets out the statistical data relating to felony dispositions.

FAMILY COURT

915 Family Court cases including felonies, misdemeanors and traffic cases were disposed of in the past fiscal year. The Family Court sessions are held both morning and afternoons with a deputy prosecutor representing this office, 5 days a week. Due to the heavy caseload in Family Court, discussions are being held now to implement additional sessions. This will mean that an additional deputy prosecutor will be required to represent this office.

A total of 884 new cases were filed during the past year with 171 cases pending from the previous year. Exhibit 3 of the Appendix illustrates the quarterly breakdown of these dispositions.

PROCEEDINGS IN THE DISTRICT COURTS

Twelve deputy prosecutors appear daily, Mondays through Fridays in the Honolulu and Rural District Courts for arraignments, trials and hearings. In addition, a deputy prosecutor is required to appear on the Monday night traffic court and Saturday criminal and traffic arraignments.

Without taking into consideration the large number of cases pending from the previous year, 136,742 new cases covering traffic and criminal misdemeanors were filed in the District Courts. An overwhelming portion (93%) of the District Court caseload is traffic offenses. Increase in in-court proceedings can be attributed to a change in procedure

which has decreased the number of traffic offenders that normally appear in court who now forfeit bail before arraignment.

COUNTER SERVICE FOR COMPLAINANTS

This office serviced a total of 1,539 private complaints involving misdemeanors this past year. Of this total, 388 complaints were filed in the courts for processing and 431 cases were referred to either the Legal Aid Society, private attorneys or otherwise disposed of. No action was taken on the remaining complaints due to the complainants' unwillingness to proceed for a number of reasons.

SUPREME COURT APPEALS

Out of a total caseload of 100 appeals, a total of 35 appeals were disposed of during the last fiscal year. Convictions were affirmed in 9 cases, 2 were reversed and 2 were remanded. Seventeen appeals were withdrawn, seven of which were withdrawn by the State as appellant.

- 1 State's motion to dismiss granted; judgment of conviction vacated and indictment dismissed.
- 1 Confession of error.
- 1 Defendant's motion to dismiss granted; appeal dismissed and order appealed from affirmed.
- 1 Appeal dismissed and remanded for further proceedings.
- 1 Conviction for murder affirmed, but convictions for two counts of robbery in the first degree reversed.

FEDERAL FUNDED PROGRAM

A federal grant of \$13,100 was received by this office to continue with the Law Student Internship Program through the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351, monitored by the Law Enforcement Assistance Administration (LEAA). This office has been able to acquire the services of the law student interns all year round except during the summer months.

The interns are assigned research projects to assist the deputy prosecutors and also given complete orientation on the functions of the office of the Prosecuting Attorney and the courts. This on-the-job training is invaluable to the interns and their assistance in research has also been helpful to the deputies.

The program is primarily to attract and retain qualified law student graduates, who, during their academic years are oriented in the work involved in a prosecutor's office and are attracted to the type of work involved to pursue a law career in prosecution.

EXHIBIT 1

GRAND JURY CASES AND INFORMATION
 FILED IN THE FIRST CIRCUIT COURT
JULY 1, 1976 TO JUNE 30, 1977

1407 cases were presented to the Oahu Grand Jury during this period. 1393 True Bills and 14 No Bills were returned on 85 different crimes against 1534 defendants. 33 defendants waived Grand Jury indictment and 32 complaints were filed against them. Indictments and No Bills returned by the Grand Jury and Complaints filed are listed below, alphabetically, by crime:

	<u>True Bills</u>		<u>No Bills</u>		<u>Complaints</u>	
	Defts	Cases	Defts	Cases	Defts	Cases
Assault 1°	9	6				
" " , Att.	4	4				
Assault 2°	22	21				
" " , Att.	2	2				
Assault 3°	6	6				
Bribery	1	1				
Burglary 1°	198	167			2	2
" " , Att.	5	5				
Burglary 2°	104	89			2	2
" " , Att.	3	2				
Careless/Heedless Operation of a Vehicle	3	3				
<u>Credit Card</u>						
Credit Card Theft	1	1				
Fraud. Use of Credit Card	9	9				
" " " " " , Att. ..	1	1				
Poss. Stolen Credit Card	1	1				
Criminal Property Damage 1°	3	3				
" " " 2°	7	7				
" " " 3°	5	5				
" " " 4°	1	1				

GRAND JURY CASES AND INFORMATIONS FILED
 IN THE FIRST CIRCUIT COURT 7/1/76 - 6/30/77 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Complaints</u>	
	Defts	Cases	Defts	Cases	Defts	Cases
Criminal Trespass 1°	1	1
Disorderly Conduct	1	1
Driving w/o License	11	11
<u>Drugs</u>						
Fraud. Obt'g Controlled Sub.						
Demerol/Quaalude	1	1
Ethchlorvynol	1	1
Pentobarbital	1	1
Percodan	4	4	1	1
Fraud. Obt'g Controlled Sub., Att.						
Ethchlorvynol	1	1
Percodan	1	1
Prom. Dangerous Drug 1°						
Amphetamine	1	1
Cocaine	2	2
Heroin	2	2
Secobarbital	4	4
Prom. Dangerous Drug 2°						
Amphetamine	1	1
Cocaine	52	53
Heroin	87	80
LSD	11	11
Methamphetamine	8	8
Secobarbital	2	2
Prom. Dangerous Drug 3°						
Cocaine	2	2
Demerol	1	1
Heroin	2	2
Secobarbital	5	5

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GRAND JURY CASES AND INFORMATIONS FILED
 IN THE FIRST CIRCUIT COURT 7/1/76 - 6/30/77 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Complaints</u>	
	<u>Defts</u>	<u>Cases</u>	<u>Defts</u>	<u>Cases</u>	<u>Defts</u>	<u>Cases</u>
Prom. Detrimental Drug 1°						
Marijuana	33	33		1	1
Prom. Detrimental Drug 2°						
Marijuana	10	10			
Prom. Detrimental Drug 3°						
Marijuana	6	6			
Prom. Harmful Drug 1°						
Hashish	8	8			
Prom. Harmful Drug 2°						
Hashish	5	5		2	2
Hashish Oil	1	1			
Phencyclidine	11	11			
Prom. Harmful Drug 3°						
Hashish Oil	37	37			
Drunk Driving		1	1
Escape 1°	1	1			
" 2°	15	14			
Failure to Render Aid	10	10		1	1
<u>Firearms</u>						
Carrying w/o Permit or License ...	44	44			
Place for Keeping	1	1			
Poss. Ammun. By Certain Person ...	2	2			
Poss. By Certain Person	14	14			
Poss. Prohibited	4	4			
Unregistered	3	3			
Forgery 2°	106	106		2	2
Fraud. Use of Plates	4	4			
Hindering Prosecution 2°	1	1			
Impersonating a Public Servant	3	2			

GRAND JURY CASES AND INFORMATIONS FILED
 IN THE FIRST CIRCUIT COURT 7/1/76 - 6/30/77 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Complaints</u>	
	Defts	Cases	Defts	Cases	Defts	Cases
Incest	1	1				
Intimidating a Witness	1	1				
Kidnapping	21	14				
" , Att.	1	1				
Manslaughter	4	4			1	1
Murder	23	20				
" , Att.	14	14	2	2		
Negligent Homicide 1°	8	8	1	1		
" " 2°	2	2				
Poss. Burglar's Tools	1	1				
Poss. Switchblade Knife	2	2				
Prom. Gambling 1°	11	11				
Prom. Pornography for Minors	1	1				
Prom. Prison Contraband 1°	3	3				
Prom. Prostitution 2°	1	1				
Prostitution	2	1				
Rape 1°	23	22	2	1	1	1
" " , Att.	3	3				
Rape 2°	4	4				
Rape 3°	1	1				
Reckless Endangering 2°	2	2				
Resisting Arrest	1	1				
Robbery 1°	103	92	1	1	4	4
" " , Att.	1	1				
Robbery 2°	93	82	1	1	8	8
" " , Att.	2	1				
Sexual Abuse 1°	8	8	2	2		
" " " , Att.	1	1				
Simple Trespass	1	1				

GRAND JURY CASES AND INFORMATIONS FILED
 IN THE FIRST CIRCUIT COURT 7/1/76 - 6/30/77 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Complaints</u>	
	Defts	Cases	Defts	Cases	Defts	Cases
Sodomy 1°	15	14	4	2	1	1
Terroristic Threatening	3	3
Theft 1°	154	130	5	4	4	3
" " , Att.	4	4
Theft 2°	3	3
Theft 3°	6	5
Theft By Extortion, Att.	2	2
Unauthorized Control of Propelled Vehicle	78	75	1	1
Unauthorized Control of Propelled Vehicle, Att.	7	7
TOTALS	1,516	1,393	18	14	33	32

EXHIBIT 2

CASES DISPOSED OF DURING 1976-1977

	Pleas	Jury Conv	Jury Acq	JW Conv	JW Acq	M/Judg of Acq Granted	Nolle	Dism	Other	Total
<u>1976</u>										
July	43	12	6	1	6	3	3	14	5	93
August	27	11	3	2	1	7	42	5	4	102
September	36	31	3	5	3	1	13	5	4	101
October	33	8	1	-	1	1	17	-	2	63
November	20	12	3	5	-	1	2	6	7	56
December	31	18	2	-	-	2	14	9	3	79
Subtotal	190	92	18	13	11	15	91	39	25	494
<u>1977</u>										
January	35	28	3	2	-	3	10	8	5	94
February	50	4	3	-	-	6	11	11	5	90
March	45	19	2	3	1	6	29	9	4	118
April	42	14	1	2	-	1	11	7	18	96
May	41	9	4	5	-	1	9	3	8	80
June	69	20	9	3	3	6	5	2	6	123
Subtotal	282	93	22	15	4	23	75	40	46	601
<u>TOTAL</u>	<u>472</u>	<u>185</u>	<u>40</u>	<u>28</u>	<u>15</u>	<u>38</u>	<u>166</u>	<u>79</u>	<u>71</u>	<u>1,095</u>

EXHIBIT 3

FAMILY COURT, FIRST CIRCUIT

CASES DISPOSED OF
JULY 1, 1976 to JUNE 30, 1977

<u>FELONIES</u>	<u>1st</u> <u>Qtr.</u>	<u>2nd</u> <u>Qtr.</u>	<u>3rd</u> <u>Qtr.</u>	<u>4th</u> <u>Qtr.</u>	<u>TOTAL</u>
ASSAULT 1°		1			1
ASSAULT 1°, ATT.			1	1	2
ASSAULT 2°	1	1		2	4
BURGLARY 1°	40	42	27	9	118
BURGLARY 1°, ATT.	4	1	3	3	11
BURGLARY 2°	24	15	9	12	60
BURGLARY 2°, ATT.	3			2	5
CARRYING FIREARM ON PERSON w/o PERMIT OR LICENSE	3	2			5
CRIMINAL PROP. DAM. 1°			4	1	5
CRIMINAL PROP. DAM. 2°	1		1	1	3
CRIMINAL TRESPASS 1°	3	2	1	1	7
DANGEROUS DRUG 1°, PROM.	2				2
DETRI. DRUG 1°, PROM.	2			1	3
ESCAPE 2°	6	3	3	5	17
FORGERY 2°	1		1		2
HARMFUL DRUG 1°, PROM.	2				2
INCEST	1				1
KIDNAPPING	3				3
MANSLAUGHTER				1	1
MURDER	1		1	1	3

FAMILY COURT, FIRST CIRCUIT
CASES DISPOSED OF 7/1/76 to 6/30/77 (Cont'd)

<u>FELONIES</u>	<u>1st Qtr.</u>	<u>2nd Qtr.</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL</u>
MURDER, ATT.	1	1			2
RAPE 1°	1			2	3
RAPE 1°, ATT.			2		2
RAPE 2°		1			1
RECKLESS ENDANGERING 1°				1	1
ROBBERY 1°	7	13	3	14	37
ROBBERY 2°	21	17	25	18	81
ROBBERY 2°, ACC.			1		1
SEXUAL ABUSE	1				1
SODOMY			7		7
THEFT 1°	10	7	7	5	29
THEFT 1, ATT.	1				1
UNAUTHORIZED CONTROL OF PROPELLED VEHICLE	21	22	19	21	83
UNAUTHORIZED CONTROL OF PROPELLED VEHICLE, ATT.	1	1	3	3	8
TOTAL FELONIES	<u>161</u>	<u>129</u>	<u>118</u>	<u>104</u>	<u>512</u>

FAMILY COURT, FIRST CIRCUIT

CASES DISPOSED OF
JULY 1, 1976 to JUNE 30, 1977

<u>MISDEMEANORS</u>	<u>1st Qtr.</u>	<u>2nd Qtr.</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL</u>
AIR GUN VIOLATION		1			1
ASSAULT 3°	30	12	11	16	69
CARRYING DEADLY WEAPON	1		1	2	4
CRIMINAL PROPERTY DAM. 3°	9	1	1	4	15
CRIMINAL PROPERTY DAM. 4°	4	1		4	9
CRIMINAL TRESPASS 2°	5	6	1	2	14
CURFEW	7	8	2		17
CUSTODIAL INTERFERENCE				1	1
DETRIMENTAL DRUG 3°, PROM.	4	7	3	4	18
DISORDERLY CONDUCT	1	1	2	2	6
DRINKING IN PUBLIC	1				1
GAMBLING			1	1	2
HARASSMENT	8	1	5	2	16
HARMFUL DRUG 3°, PROM.	2	6	2		10
INCORRIGIBLE				2	2
INDECENT EXPOSURE		1		1	2
INTIMIDATING WITNESS	1				1
INTOXICATING COMPOUND, PROM.	4	2		5	11
LIQUOR, POSS.			1		1
NEGLIGENT HOMICIDE 2°	2			1	3
PLACE TO KEEP FIREARMS				1	1

**FAMILY COURT, FIRST CIRCUIT
 CASES DISPOSED OF 7/1/76 to 6/30/77 (Cont'd)**

<u>MISDEMEANORS</u>	<u>1st Qtr.</u>	<u>2nd Qtr.</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>TOTAL</u>
PROBATION VIOL. RULE 3	1	1	1		3
PROBATION VIOL. RULE 4		1			1
PROBATION VIOL. RULE 6		1	2		3
PROHIBITION INVOLVING MINORS IN PUBLIC AREAS	2		1	4	7
PROSTITUTION		2		3	5
PROSTITUTION, PROM.			1		1
RECKLESS ENDANGERING		3		1	4
RUNAWAY	2		1		3
TERRORISTIC THREATENING	2	3	1	1	7
THEFT 2°	10	9	17	10	46
THEFT 3°	25	14	18	13	70
THEFT 3°, ATT.	3	1	3	1	8
UNLAWFUL IMPRISONMENT 2°			1	2	3
UNLAWFULL POSSESSION OF INTOXICANT			1		1
TOTAL MISDEMEANORS	<u>124</u>	<u>82</u>	<u>77</u>	<u>83</u>	<u>366</u>
 SPOUSE ABUSE	<u>6</u>	<u>8</u>	<u>7</u>	<u>5</u>	<u>26</u>

FAMILY COURT, FIRST CIRCUIT

CASES DISPOSED OF
JULY 1, 1976 to JUNE 30, 1977

<u>TRAFFIC CASES</u>	<u>1st</u> <u>Qtr.</u>	<u>2nd</u> <u>Qtr.</u>	<u>3rd</u> <u>Qtr.</u>	<u>4th</u> <u>Qtr.</u>	<u>TOTAL</u>
CARELESS DRIVING	1		2		3
FAILURE TO RENDER AID				1	1
FLEEING THE SCENE				1	1
FRAUDULENT USE OF LICENSE PLATE		1			1
LACK OF DUE CARE				1	1
NO DRIVER'S LICENSE			1	2	3
OBEDIENCE TO A REQUIRED TRAFFIC CONTROL DEVICE				1	1
TOTAL TRAFFIC CASES	<u>1</u>	<u>1</u>	<u>3</u>	<u>6</u>	<u>11</u>

INVESTIGATIONS COVERING OTHER STATUTORY VIOLATIONS
 (City and County Ordinances)
 (Rules and Regulations of County and State Agencies)
 July 1, 1976 - June 30, 1977

<u>Violations</u>	<u>No. Cases</u>	<u>No Actions and Corrections</u>	<u>Penidng Appeal for Variance, Etc.</u>	<u>Court Cases</u>	
				<u>Disposed of</u>	<u>Pending</u>
Zoning	143	44	59	20	20
Revised Ordinances	112	33	39	21	19
Building	3	1	2		
Housing	4	1	2		1
Public Works	22		19	3	
C & C Shoreline Regulations	3		2	1	
Electrical	2				2
Plumbing	<u>5</u>	<u>1</u>	<u>4</u>	—	—
TOTAL	294	80	127	45	42

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

*Wallace S. Miyahira, Director and Chief Engineer

*William E. Spencer, Jr., Deputy Director and Chief Engineer

POWERS, DUTIES AND FUNCTIONS

The Department administers the planning and performance of all engineering design, construction and the maintenance of all public works improvements for: streets, roads, bridges and walkways; drainage and flood control systems; sewage and solid waste collection, processing and disposal systems.

The Department also responds to public needs for improvements and protections through the development and implementation of projects in accordance with the City's Capital Improvement Program.

ORGANIZATION

The Department is organized into six divisions and has an authorized strength of 1,867 positions.

AUTHORIZED POSITIONS

Office of the Director and Chief Engineer	21
<u>Divisions</u>	
Automotive Equipment Service	110
Engineering	154
Land Survey and Acquisition	70
Refuse Collection and Disposal	559
Road Maintenance	492
Sewers	<u>461</u>
Total	1,867

*Wallace S. Miyahira was appointed from Deputy Director and Chief Engineer on January 2, 1977 replacing Kazu Hayashida who accepted appointment as Director, Department of Transportation Services.

*William E. Spencer, Jr. was appointed on March 1, 1977 after resigning as Chief of Division of Refuse Collection and Disposal.

A total of 129 positions are committed to the Mayor's Manpower Savings Program.

Total operating costs for the Department amounted to \$29,112,122 of which \$371,347 was incurred by the Office of the Director and Chief Engineer.

FISCAL YEAR EXPENDITURES

<u>Salaries</u>	<u>Current Expenses</u>	<u>Equipment</u>	<u>Total</u>
\$20,528,744	\$7,366,877	\$1,216,501	\$29,112,122

Revenues generated from various department programs and activities amounted to \$5,830,427.

The Office of the Director and Chief Engineer is staffed with aides to assist him in the overall management aspects of planning, coordination and control in the areas of environmental quality, capital improvement projects and on matters of general administration.

Fiscal management support is provided from the Public Works Fiscal Section, a unit of the Department of Finance assigned to the Office of the Director and Chief Engineer.

ACHIEVEMENTS

CAPITAL IMPROVEMENT PROGRAM

Upon completion, the Sand Island Outfall Sewer was placed in operation during the fiscal year. Contracts for Phase I and Phase II treatment facilities of the Sand Island Sewage Treatment Plant are underway and scheduled for service during 1978.

The operation of the completed plant will signal for the first time the treatment of all sewage discharged into East Mamala Bay.

Likewise, for the Kailua-Kaneohe areas, the completion of the projects within the Diversion Line from Kaneohe to the Kailua Sewage Treatment Plant during the year will soon offer deep-water disposal of treated wastes upon the completion of the Mokapu Outfall Sewer during the coming year.

The contracts currently underway for construction of Unit 1 of the Honouliuli Wastewater Treatment Plant, together with that for the Barbers Point Ocean Outfall, will soon provide the treatment and discharge facilities to serve the Ewa-Waipahu-Pearl City areas.

Work on the Waipahu Incinerator Pollution Control System and the Incinerator Wastewater Treatment Facility also continues the emphasis on pollution control and abatement activities.

Of major support to the Flood Control Program in the windward district was the continuing incremental work on both the Kahaluu Flood Control project and the Kamooalii-Kaneohe Streams Flood Control project. The latter project when completed will include an earth-fill dam offering protection from flooding within the Keapuka and Puohala areas as well as a 200-acre recreational area as an attraction for residents and tourists alike.

In the Honolulu District accomplishments were highlighted by the advertising for bids of five (5) construction contracts to improve the Waikiki area. When completed, the enhancement of Waikiki will be assured by providing improved public facilities.

Of significant impact to our engineering, land acquisition, and construction activities has been the Federal grants-in-aid as provided under Title I, Local Public Works Development Program. At close of the fiscal year, the Department had construction underway on five (5) projects, and the design phase nearing completion on an additional fourteen (14) projects proposed for construction under the program being administered by EDA.

In summary, during the year, construction of fifty-six (56) projects was completed at a cost totalling \$45 million.

ENVIRONMENTAL ACTIVITIES

Environmental documents, including EIS, assessment and negative declaration were routinely prepared and processed by the Department during the second year after the promulgation of the Environmental Quality Commission's EIS Regulations. During the 1976-1977 fiscal year, thirty-two (32) environmental documents from other agencies were reviewed.

Negative declarations were prepared for seventeen (17) projects by the Department staff. Since EIS's required considerably more effort, they were usually prepared by a consultant firm. Out of the seven (7) EIS's written during the fiscal year, only one was prepared by the staff.

Marine related studies initiated in the past are continuing in the reported fiscal year and include larval fish and zooplankton studies off Sand Island and Mokapu, viability and die-off of enteric viruses off Sand Island, and pesticides and heavy metals analysis of sediments in Mamala Bay. Plans to amend Public Law 92-500 to permit the discharge of primary effluent into deep oceanic waters on an individual basis appears to be promising during the current congressional session. The aforementioned studies would support the City's application for a waiver from secondary

treatment in the event PL 92-500 is amended.

The use of wind energy for non-utility applications appears to be promising in the Kahuku area where the average wind velocity is about 20 mph. The applications include pumping ground water for the propagation of oysters, irrigation of forage crop (corn), and operation of small (0.2 mgd) treatment plants employing biological rotating discs.

The Department is actively involved in the State Department of Health "208" Areawide Waste Treatment Management Plan. This planning effort is a requirement of PL 92-500 and will develop new water quality standards, regulatory programs and management structures necessary for the preservation and maintenance of the State's waters.

ACTIVITY FY 1976-1977

Negative Declaration

1. Laimi Road Footbridge Over Nuuanu Stream, Honolulu
2. Halawa Industrial Park Improvement District, Halawa
3. Kane Place Relief Drain Project, Waialua
4. Kaupuni Stream Footbridge Over Kaupuni (K-1) Channel, Waianae
5. Kamehameha Highway Box Culvert At Lokoea Stream, Haleiwa
6. Kahua'ilani Street Relief Drain, Waipahu
7. Mailiilii Road Drainage Improvement, Waianae
8. Puuhulu Road Box Culvert, Lualualei, Waianae
9. Improvements of Puiwa Road (Park Street to Pali Highway), Nuuanu
10. Kalihi-Palama Improvements (CT-60), Kalihi Kai
11. Shore Protection in Kaelepulu Stream Adjacent To Mid-Pacific Country Club Golf Course, Kailua
12. Reconstruction of Wyllie Street From Liliha Street To Alewa Drive, Honolulu
13. School Street Relief Sewer, Honolulu
14. New Ala Moana Sewage Force Main (Design Concept Change), Honolulu
15. 22nd Avenue Drainage Improvement, Kaimuki, Honolulu
16. Wilder Avenue-Kewalo Street Drainage Improvement, Honolulu
17. Wailehua Road Drainage Improvement, Kahaluu

Environmental Impact Statement

1. Revised EIS, Kamehameha Highway-Hunaahi Street Relief Drain, Kahaluu
2. Revised EIS, Kuhio Avenue Widening Project
3. Final EIS, Salt Lake Boulevard
4. Revised EIS, Honouliuli Interceptor Sewer System, Ewa
5. EIS and Revised EIS, East Kakaako Area Major Drain and the Kapiolani Boulevard-Beretania Street Relief Drain
6. Aiea Stream Flood Control, Aiea
7. Kawa Stream Flood Control, Kaneohe

OTHER ITEMS OF INTEREST

Growth and development in our waste management operations highlighted the year's activities. New transfer and disposal facilities, changes in organizational structure and in manpower needs were achieved.

The pressure of City financial limitations and near crises lent emphasis to our commitment to ever continuing efforts to improve and increase the productiveness and the best use of available resources.

Besides developing and refining Management Information and operational control systems, each division was committed to completing a specific management improvement project and these are due for completion during the first half of next fiscal year.

Efforts were directed towards new and improved work practices and methods and in some areas the greater use of mechanized equipment and use of chemicals.

Major reorganization of the Division of Sewers was installed towards the middle of the fiscal year, and a similar study of the Division of Engineering was started towards the end.

Having one of the largest motorized fleets in the City, the Department conducts a comprehensive driver training program extending from fundamental driving skills to defensive driving and refresher training courses. This year ending, 194 employees were given training utilizing in-house resources. Approximately 19 more were trained for specific equipment with the aid of contractual services.

Safety inspections under DOSHA were particularly active towards the end of the report period.

Overall overtime performance totalled 157,322 hours, which is 14,575 hours less than budget. By way of comparison, overtime hours usage was 14,622 hours more than the previous fiscal year performance with the greater part of the increase attributed to refuse collection and disposal operations.

DIVISION OF AUTOMOTIVE EQUIPMENT SERVICE

POWERS, DUTIES AND FUNCTIONS

Plans, directs coordinates and administers the programs, activities and affairs of the division for maintenance of automotive and construction equipment used by all City and County Departments and agencies except Fire Department, Police Department, Board of Water Supply, and the Parks and Recreation Department, under the general policies of the Director and Chief Engineer.

ORGANIZATION

The major components comprising the division are Division Administration, Parts and Services, Maintenance and Repairs, Control Group and Diagnostic Center.

The Maintenance and Repairs Section is headed by an Automotive Equipment Superintendent and comprised of two rural based shops called the Leeward Yard and Windward Yard, and the Automotive Maintenance and Repair, Construction Equipment Maintenance, Repair Vehicle Services and Allied Services Shops all located at the Ala Moana Municipal Baseyard in Honolulu.

Authorized staffing is 110 positions.

ACCOMPLISHMENTS

A tool shed was constructed at the Automotive Repair Shop for storage of city owned tools for the various shops. A system for controlling issues and receipts was established to minimize loss of tools.

A dynamometer was installed in the Honolulu Corporation Yard for use as a driver training aid. Drivers are trained under simulated road conditions while the vehicle is on the dynamometer and therefore preliminary training is done before driving on the road. This method is safer and the driver training time has been reduced by one half.

A roof was added over the concrete pad adjacent to the Pearl City Maintenance Shop which provides two additional stalls for repairing vehicles.

Yearly Operating Expenditures

<u>Fiscal</u> <u>Year</u>	<u>Salaries</u>	<u>Current</u> <u>Expense</u>	<u>Equipment</u>	<u>Total</u> <u>Expenditures</u>
72-73	\$ 840,842	\$1,237,061	\$363,168	\$2,441,071
73-74	\$ 991,317	\$1,324,611	\$262,170	\$2,578,098
74-75	\$ 999,700	\$1,497,170	\$ 40,210	\$2,537,080
75-76	\$1,080,735	\$1,634,136	\$ 98,165	\$2,813,036
76-77	\$1,195,951	\$1,684,179	\$ 12,419	\$2,892,549

DIVISION OF ENGINEERING

DUTIES AND FUNCTIONS

The principal responsibilities of the Division of Engineering are planning, design, construction and inspection of Capital Improvement Projects for City and County streets and highways, drainage and flood control, and public works structures. The Division's staff reviews plans, issues permits and inspects work relating to grading, street construction and flood control and drainage; operates the City's Materials Testing Laboratory, reviews private subdivision and other development plans and inspects construction of subdivision improvements and maintains an engineering data center of drawings, maps, and other information for the Department of Public Works.

ORGANIZATION

The division is organized into three activities: Administration, Planning and Design, and Construction. The Administration activity directs the programs, activities and affairs of the division which cover planning, design, construction and inspection of capital improvement projects. The administration personnel consists of the Division Chief, Assistant Chief, Secretarial Services Section and the Administrative Services Section. The Planning and Design Branch programs, plans and designs capital projects and reviews subdivision and other private development construction plans and is made up of the Control, Structural, Drainage and Highway Sections. The Construction Branch inspects public and private improvements, provides construction stakeouts and surveys, operates a soils and materials testing laboratory, and issues grading and trenching permits, consists of the West Construction Section, East Construction Section, and a Service Section which includes the Testing Laboratory and Field Survey Section. The Division has 154 authorized positions.

ACCOMPLISHMENTS

Planning, engineering and construction were the major activities of the Division of Engineering during fiscal year 1976-77. Planning was programmed to gain maximum benefit from state assistance and federal-aid programs for public works improvements. Planning and construction of federal-aid projects continued with the U. S. Army Corps of Engineers on the Kamooalii-Kaneohe Stream Flood Control Project, with the U. S. Soil Conservation Service on the Kahaluu Flood Control Project, and on the widening of Salt Lake Boulevard.

Under the Local Public Works Capital Development and Investment Program of 1976 (EDA), the division received grants for five projects with a total estimated cost of \$2,962,766. The projects were Liliha Street Reconstruction, Road Resurfacing-5 Districts, School and Middle Street Reconstruction,

Lilipuna Road-Kahanahou Circle Relief Drain and Keolu Drive Relief Drain. At the year's end all five projects were under construction.

The division continued its cooperative program with the United States Geological Survey to compile stream flow data obtained from stream gages on Oahu. The City participates annually by providing a fifty percent participation of \$21,000 to the USGS to continue this work.

EXPENDITURES 1976-77

	<u>Administration</u>	<u>Planning and Design Branch</u>	<u>Construction Branch</u>	<u>Total</u>
No. of Positions	12	61	81	154
Salaries	145,529	956,685	1,197,716	2,299,930
Current Expenses	21,400	47,440	27,194	96,034
Equipment	0	0	10,669	10,669
TOTAL	166,929	1,004,125	1,235,579	2,406,633

PLANNING AND DESIGN ACTIVITIES

Twenty-two projects were designed in-house, and two projects were designed by consultant contract during the year. The table below shows the

ENGINEERING DIVISION DESIGN EFFORT

(Planning and Engineering Funds, Number of Projects in Brackets)

	<u>In-House</u>	<u>Consultant</u>	<u>Total</u>
Structural Section	71,000 (6)	0	71,000 (6)
Drainage Section	31,000 (4)	179,000 (2)	210,000 (6)
Highway Section	71,000 (7)	0	71,000 (7)

CONSTRUCTION ACTIVITY

During the year, construction of forty-six projects were completed at a total construction cost of \$21,313,864.40. There were eighteen projects under construction on June 30, 1977, with a total construction cost of \$7,176,760.24. Attached are two lists showing completed and under construction projects.

STREET IMPROVEMENTS

There were 28 roadway and improvement district projects completed at a cost of \$18,123,495.16. At the end of the fiscal year there were six projects under construction with a total construction cost of \$1,926,422.50. The major projects completed were Coconut Grove Zone 2, Coconut Grove Zone 3, and Coconut Grove Zone 4 Improvement Districts, Kaukama Road Improvement District, Puiwa Lane, Kahaluu Road Projects, Haiku Road Widening, South King Street, Phase 1, Hunalewa Street Improvement District and Paiwa Street and Drain Improvement.

Major projects under construction at year's end were: South King Street, Phase II, Liliha Street Reconstruction, Road Resurfacing - 5 Districts and School and Middle Streets Reconstruction.

FLOOD CONTROL AND DRAINAGE

Nine flood control and drainage projects were completed at a total construction cost of \$2,978,344.66. One of these projects, the Palolo-Waiialae Avenue Relief Drain was constructed using State appropriated funds. At the end of the year there were seven projects under construction with a total construction cost of \$4,186,060.39.

The Multi-Purpose Channel System KA-1a of the Kahaluu Flood Control Project was completed with a combination of Federal, State and City funds. It is a joint project between the City and the U. S. Soil Conservation Service and is the first phase of a \$12 million flood control and recreation project.

The first phase of the Kamooalii-Kaneohe Stream Flood Control Project was completed by the U. S. Army Corps of Engineers. The second and final phase is now under construction at a cost of \$12 million. This is a joint project between the City and the Corps of Engineers and will include a dam, 26 acre pond, a 223 area recreational purpose area (family camping and natural park) and 1,200 feet of channel improvements at the outlet of Kaneohe Stream. The project will eventually cost \$23 million.

Other major projects completed were: Keaahala Stream Flood Control, Unit 1, Phase II, Iliwai-Manua Street Relief Drain, Waimanalo Stream Improvement, Niu Stream Boulder Basin and Pupukeya Road Relief Drain.

PUBLIC WORKS STRUCTURES

Three stream protective fencing projects, two guardrails for bridges, three bridge restoration and reconstruction projects and a rockfall protection project were completed at a total cost of \$212,024.58. Five projects were under construction as of June 30, 1977 with a total construction cost of \$1,064,277.35.

OTHER

The Soils and Materials Testing Laboratory accomplished 107 plant inspections, 117 proctor determinations, 151 soil analysis, 431 pavement thickness corings, 805 field compaction tests, 408 CBR tests, 2,176 concrete compressive strength tests, and 78 sub-surface investigations.

The division permit issuance staff issued 356 grading permits, 2,153 trench excavation permits, and collected \$26,062 in permit fees.

PROJECTS COMPLETED 1976-77

<u>Project</u>	<u>Job No.</u>	<u>Final Inspection</u>	<u>Final Cost</u>
<u>Roadways and Improvement Districts</u>			
1. Puiwa Lane, Park Street to Nuuanu Elementary School (State Aid)	52-75	7/1/76	\$ 162,548.83
2. Kahaluu Road Projects (State Aid)	56-75	7/8/76	134,961.84
3. Coconut Grove Zone 3	52-73	5/13/76	2,534,682.44
4. Coconut Grove Zone 4	53-73	7/22/76	3,001,587.72
5. CRM Wall at Pacific Heights	15-76	8/18/76	11,456.40
6. Hawaii Kai Drive Sidewalk	31-76	8/18/76	10,334.53
7. Kainalu Drive Bikelane	51-75	8/19/76	76,265.96
8. Kaukama Road Improvement District #246	18-74	8/21/76	2,272,239.94
9. Improvement of South Corner of California Avenue and Muliwai Avenue	36-76	8/19/76	3,466.73
10. Kamehameha Highway Road Shoulder Improvement	47-75	9/9/76	67,636.40
11. Improvement of Portion of Punchbowl Street	41-75	10/4/76	81,171.67
12. Kaneohe Bay Drive Pathway and Shoulder Improvement	21-76	10/28/76	28,585.46
13. Kaukonahua Road Shoulder Improvement	25-76	10/28/76	47,743.64
14. Coconut Grove Zone 2	51-73	11/1/76	3,856,565.40
15. Maluniu Avenue Improvement and Footpath	37-76	11/16/76	11,336.09

<u>Project</u>	<u>Job No.</u>	<u>Final Inspection</u>	<u>Final Cost</u>
16. Prospect Street and Iolani Avenue Pathway	24-76	11/18/76	9,971.46
17. Improvement of Portion of Kilani Avenue	34-76	12/30/76	24,284.11
18. Haiku Road Widening	50-75	1/13/77	989,342.02
19. Ward Avenue and Spencer Street Improvement	12-76	1/30/77	33,221.58
20. Kalihi Street Bus Stop Improvement	52-76	1/30/77	6,998.70
21. Demolition and Removal of a Two Story Building at Lime Street	69-76	2/15/77	2,840.00
22. Widening of East Manoa Road at Oahu Avenue	13-76	2/3/77	7,068.64
23. South King Street, Phase 1	14-75	2/3/77	1,666,979.45
24. Kamehameha Highway Shoulder Improvements (State Aid)	35-76	3/10/77	16,111.00
25. Cleaning of Wilson Tunnels	54-76	3/10/77	12,539.00
26. Ulumanu Drive Asphaltic Concrete Footpath	19-76	3/27/77	7,306.98
27. Hunalewa Street Improvement District No. 248	59-75	3/27/77	127,494.89
28. Paiwa Street and Drain Improvement	31-75	5/26/77	2,918,754.28
		SUBTOTAL	\$18,123,495.16

Flood Control and Drainage

1. Keaahala Stream Flood Control, Unit 1, Phase II	10-75	7/1/76	970,437.29
2. Kahilina Place Drainage Improvement	43-75	7/1/76	86,684.06

<u>Project</u>	<u>Job No.</u>	<u>Final Inspection</u>	<u>Final Cost</u>
3. Iliwai-Manua Street Relief Drain	2-75	7/1/76	385,340.94
4. Waimanalo Stream Improvement	44-75	8/12/76	704,656.55
5. Hakuhaku Street Drain Improvement	20-75	8/5/76	16,244.50
6. Multi-Purpose Channel System KA-la, Kahaluu (Federal, State Aid)	29-75	10/1/76	369,587.27
7. Niu Stream Boulder Basin	27-76	3/3/77	116,803.56
8. Pupukea Road Relief Drain	6-75	2/17/77	240,677.00
9. Palolo-Waiialae Avenue Relief Drain (State Aid)	30-76	5/5/77	87,913.49
		SUBTOTAL	\$2,978,344.66

Structures and Miscellaneous

1. Ridgeway Protective Fencing	16-76	8/18/76	2,573.80
2. Anahulu Bridge Restoration	17-76	10/28/76	31,810.35
3. Pupukea Guardrails	4-76	12/13/76	24,154.25
4. Kapakahi Stream Protective Fencing	49-76	2/3/77	2,720.50
5. Wahiawa Botanical Gardens Footbridge	18-76	2/17/77	12,740.98
6. Komo Mai Drive Rock Fall Protection	56-76	3/10/77	3,267.80
7. Guardrails for Farrington Highway Bridges	51-76	4/14/77	8,067.90

<u>Project</u>	<u>Job No.</u>	<u>Final Inspection</u>	<u>Final Cost</u>
8. Waialii Stream Protective Fencing	44-76	5/26/77	22,712.00
9. Liholiho Street Box Culvert	10-76	6/2/77	103,977.00
		SUBTOTAL	\$ 212,024.58
		TOTAL	21,313,864.40

PROJECTS UNDER CONSTRUCTION

<u>Project</u>	<u>Construction Cost</u>
<u>Roadways and Improvement Districts</u>	
1. South King Street Improvement District, Phase II	\$2,227,236.00
2. Liliha Street Reconstruction (EDA)	129,453.50
3. Road Resurfacing - 5 Districts (EDA)	415,488.00
4. Road Resurfacing - 5 Districts, Additional Streets and Manhole Adjustments (EDA)	169,195.00
5. School and Middle Streets Reconstruction (EDA)	967,523.00
6. Prospect Street Asphaltic Concrete Footpath	17,527.00
SUBTOTAL	\$1,926,422.50
<u>Flood Control and Drainage</u>	
1. Kaiulani Avenue Drain	325,791.00
2. Keolu Drive Relief Drain (EDA)	317,991.00
3. Lilipuna Road-Kahanahou Circle Relief Drain (EDA)	384,765.90
4. Pukalani Place Relief Drain	43,120.00
5. Moua Street Relief Drain	9,168.49
6. Olepe Loop Drain Pump Station	642,586.00
7. Waimano Stream Flood Control	2,462,638.00
SUBTOTAL	\$4,186,060.39
<u>Structures and Miscellaneous</u>	
1. Ahilama Road Box Culvert (CDBG)	79,543.00
2. Waiomao Slide	636,522.25

<u>Project</u>	<u>Construction Cost</u>
3. Manoa Stream Protective Fencing	8,325.55
4. Kamehameha Highway Bridge over Lokoea Stream	248,737.55
5. Puuhulu Road Box Culvert	91,149.00
	SUBTOTAL \$1,064,277.35
	TOTAL 7,176,760.24

DIVISION OF LAND SURVEY AND ACQUISITION

DUTIES AND FUNCTIONS

The principal responsibility of this Division is to provide all required facilities and services for the program of land and easement acquisitions for public improvement projects.

Although this Division principally services the other divisions of the Department of Public Works, it also has the responsibility of acquiring park and playground sites and beach rights-of-way for the Department of Parks and Recreation. Other agencies receive the Division's services in the acquisition of civic centers, off-street parking lots, police stations and fire stations. The Division also assists the Corporation Counsel and the Prosecuting Attorney by conducting site surveys and preparing maps and charts for court cases. The Finance Department is served by preparing maps, descriptions, searches and appraisals for the rental, leasing and disposal of surplus City properties.

ORGANIZATION

This Division had 70 authorized positions as of June 30, 1976. The Division numbered 59 in its personnel staff at the end of the fiscal year, comprised of 5 in the Administration Branch, 25 in the Survey Branch made up of surveyors, drafting technicians and field crews, 2 in the Appraisal Branch, and 27 in the Acquisition Branch including right-of-way agents, title searchers and document technicians.

The activities of the aforementioned branches are administered, planned and coordinated by the Administration Branch. The Survey Branch conducts field surveys, control and property stakeouts, reviews consultants' submittals, prepares maps and descriptions for land and easements to be acquired for City projects and prepares maps, charts and graphs for Corporation Counsel. The Appraisal Branch prepares real estate cost estimates and appraisals for current and future projects. The Acquisition Branch conducts title searches and negotiates with property owners for the acquisition of the required land and easements, prepares legal conveyance documents, processes these to the City Council for approval and acceptance and to the State Bureau of Conveyances for recordation. This Branch negotiates contracts for private appraisers, reviews consultants' appraisals, prepares appraisals as needed and approves requests for payments to property owners for Corporation Counsel's or City Council's approval. Working with the Department of Housing and Community Development, this Branch

renders the mandatory assistance to persons, businesses, firms and non-profit organizations displaced by public works or parks projects pursuant to the provisions of Act 166 (1970) and the Federal relocation requirements.

ACCOMPLISHMENTS

Besides providing all required services for the acquisition of lands, the Division continued its participation in integrating the tertiary triangulation stations with the State Survey Office and the Geological Survey Division of the U.S. Department of Interior.

This Division also established the procedures for the implementation of acquiring privately owned roadways and began to negotiate with the owners as searches of title were completed.

Some of the major projects that were undertaken by this Division during this fiscal year were:

1. Acquisition of Roadways Constructed under I.D. Statutes or Ordinance
2. Ala Wai Boulevard, Liliuokalani Avenue and Mountain View Drive Rounding Corner
3. Alaneo Street Extension
4. Aliamanu Elementary School Addition
5. Aliamanu Trunk Sewer
6. Coconut Grove I.D. 236
7. Halawa Industrial Park I.D. 252
8. Haleiwa Road Drainage Ditch
9. Honolulu Drains
10. Kahaluu Multi-Purpose Channel System, KA-1
11. Kamooalii-Kaneohe Stream Flood Control
12. Kapiolani Boulevard-Beretania Street Relief Drain
13. Kepau Place Relief Drain
14. Keolu Drive Relief Drain
15. Kuhio, Seaside and Royal Hawaiian Avenues Setback
16. Lanikai District Sewers, I.D. 249
17. Lilipuna-Kahanahou Circle Relief Drain
18. Liliuokalani Drain
19. Mailiilii Channel, Lines M-2 and M-3
20. Moanalua Gardens, Unit 7, Subdivision Relief Drain
21. Moanalua Road, Ewa of Waimano Home Road
22. Nalimu Road Relief Drain
23. Niu Valley Drain
24. North Road Widening through Ewa Beach Community Park
25. Oneawa Channel
26. Pacific Heights Road Drain
27. Paoakalani Avenue Drain
28. Pauoa Road Extension to Auwaiolimu Street

29. Puiwa Lane Widening
30. Puuhulu Road Box Culvert
31. St. Louis Heights Tract, I.D. 29 (Drain)
32. Salt Lake Boulevard
33. Shoreline Certifications of Various Streams
34. Von Hamm View Lots Subdivision Sewer Easements
35. Waianae Valley Road
36. Wailehua Heights Subdivision, Unit 3, Land Exchange
37. Waimalu Stream Flood Control Unit IV, Remnant Lots
38. Ward Avenue Widening
39. Woodlawn Drive I.D. 240, Parcel 18-B

AID TO OTHER DEPARTMENTS

The Land Division assisted the following departments with their work requests and routine work.

Parks and Recreation

1. Banyan Court Mall
2. Diamond Head Park Land Acquisition (Otani Property)
3. Hauula Beach Park
4. Honokai Hale Neighborhood Park
5. Jonathan Springs Botanical Park
6. Kalihi Valley Park
7. Kamamalu Park Expansion for Honolulu Youth Theater
8. Kuliouou Neighborhood Park
9. Moanalua Playground Expansion
10. Noholoa Park
11. Nuuanu Stream Parkway
12. Pupukea Park Encroachment
13. Waimanalo District Park

Building Department

1. Hauula Civic Center
2. HMB Work of Art
3. Kahuku Police and Fire Station
4. Mokapu Repeater Station

The Division also pursued the following on-going programs as work load permitted.

1. We continued work towards completing the inventory of street ownership. This inventory will be a continuing project as new subdivisions are completed and new street names are added. We have reported 220 such right-of-way acquisitions to various agencies.

2. One field crew has continued to work on a time available basis with the State Survey Office in integrating

the tertiary triangulation stations and street monument systems into the recently upgraded primary and secondary stations. We installed 12 secondary stations and observed angles to integrate with the State triangulation network.

The following is a summary of accomplishments of the three branches of this Division including work done by private firms and checked and reviewed by the staff.

Survey Branch

Number of parcel maps by staff	104
Number of parcels involved	375
Number of parcel maps by private firms	81
Number of parcels involved	142
Land Court tracings by staff (Subdivision, consolidation and delineation)	38
Land Court tracings by private firms (Subdivision, consolidation and delineation)	3
Descriptions by staff	422
Descriptions by private firms	80
Topographic maps	57
Number of field work by staff	137

Appraisal Branch

- a. Appraisals by staff:
 - (1) Fee acquisition: 296 parcels; estimated value \$31,809,153
 - (2) Easement acquisition; 275 parcels; estimated value \$410,698
 - (3) Reviewed: 0 parcels; estimated value \$0
 - (4) Preliminary estimate: 387 parcels; estimated value \$76,862,750
- b. Appraisals by others; 50 parcels; estimated value \$10,738,079

Acquisition Branch

- a. Title searches by staff: 1,404
- b. Title searches by others and reviewed by staff: 0
- c. Negotiations: 1,717
- d. Rights-of-Entry obtained:
 - (1) Temporary: 77

- (2) 5 Years: 5
- (3) Future Acquisition: 1
- e. Relocations completed: 31; cost of relocations: \$202,974.62
- f. Deeds drafted: 140
- g. Easements drafted: 156
- h. Miscellaneous documents typed: 102
- i. Private documents submitted: 31
- j. Private documents processed: 68
- k. Fee parcels acquired: 89
- l. Area of fee acquisition: 878,476 square feet
- m. Cost of fee acquisition: \$3,843,543
- n. Easement parcels acquired: 153
- o. Area of easement acquisition: 416,214 square feet
- p. Cost of easement acquisition: \$348,228
- q. Condemnation requested: 114

Yearly Operating Expenditures

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Current Expenses</u>	<u>Equipment</u>	<u>Total Expenditures</u>
74-75	\$ 994,876	\$36,791	\$ 5,693	\$1,037,360
75-76	1,050,460	29,936	24,408	1,104,804
76-77	1,103,424	29,144	1,340	1,133,908

WORK LOAD STATISTICS

<u>No.</u>	<u>Type of Work</u>	<u>1975 - 1976</u>		<u>1976 - 1977</u>	
		<u>Prop.</u>	<u>Actual</u>	<u>Prop.</u>	<u>Actual</u>
1.	Parcel and Land Court Maps	400	238	250	226
2.	Number of Parcels	1100	584	600	558
3.	Descriptions	1000	484	500	502
4.	Topographic Maps	50	35	35	57
5.	Field Surveys	160	108	160	137
6.	Property Appraisals	2500	1020	3000	1008
7.	Title Searches	2000	1375	1400	1404
8.	Negotiations	2500	1491	1700	1800
9.	Relocations	50	3	50	31
10.	Documents	900	250	400	398
11.	Private Subdivisions	50	55	60	68

NOTE:

1. Parcel and Land Court maps prepared by staff plus maps prepared by others and checked by staff.
2. Number of parcels in the above maps.
3. Descriptions prepared by staff plus descriptions by others and checked by staff.
4. Topographic maps or worksheets prepared by staff.
5. Field surveys by staff including control stakeouts, property boundary stakeouts, topo surveys, shoreline locations, etc.
6. Appraisals and estimates by staff plus appraisals by others and checked by staff.
7. Searches by staff plus searches by others and checked by staff.
8. Negotiations by staff with different parties for deeds, easements, rights-of-entry, agreements, etc.
9. Relocations of displacees by staff.
10. Documents by staff for deeds, easements, and other miscellaneous matters.
11. Private subdivision documents processed by staff.

DIVISION OF
REFUSE COLLECTION AND DISPOSAL

DUTIES AND FUNCTIONS

The principal functions of the Division are the collection and disposal of refuse throughout the island of Oahu, and the collection of bulky items and dead animals in the Honolulu district.

ORGANIZATION

The division is organized into three functional units; records and investigation; collection; and disposal.

Records and Investigation Branch deals with maintaining a collection and disposal service fee system for business accounts.

Refuse Collection Branch collects and transports refuse to transfer stations and disposal sites. The operation is divided into seven collection districts; two windward districts operating from Laie Road Maintenance Baseyard and the Kapaa Corporation Yard; four leeward districts also operating from Road Maintenance baseyards; and the Honolulu District operation based at the Ala Moana Corporation Yard. Each major area, i.e. the Honolulu District and Windward and Leeward Districts, is staffed with a Refuse Collection Superintendent and work crews.

Refuse Disposal Branch activities are organized around three incinerators, two of which are situated in the Honolulu area and one in the leeward area and landfills at Waianae, Waialua and Kailua.

The two incinerators in the Honolulu District will be closed in the coming fiscal year and will be replaced by a transfer station. Preparations for organizational changes caused by the closing of the old facilities and the opening of a new facility were begun so that a smooth transition could take place.

The Chief of the Division left to become the Deputy Director of the Department of Public Works on March 1, 1977. A new Chief of the Division was appointed on June 16, 1977.

The following table shows the number of positions in the Division as of June 30, 1977.

	<u>No. of Authorized Positions</u>	<u>No. of Positions Filled</u>
Administration	8	8
Records and Investigation.	8	7
Honolulu Refuse Yard	252	228
Kailua Refuse Yard	70	67
Pearl City Refuse Yard	63	61
Laie Refuse Yard	8	8
Waiialua Refuse Yard.	8	8
Waianae Refuse Yard.	11	11
Wahiawa Refuse Yard.	16	16
Kapalama Incinerator	25	23
Kewalo Incinerator	27	25
Waipahu Incinerator.	26	22
Maintenance.	22	21
Kailua Landfill.	11	10
Waipahu Landfill	2	0
Waianae Landfill	<u>2</u>	<u>1</u>
Totals	559	516
No. of Authorized Positions in Manpower Savings Program	30	
No. of CETA Positions Filled	9	

ACCOMPLISHMENTS

1. The Division continued with the City's program to implement solid waste resource recovery. An overview committee composed of State and City officials selected the Mitre Corporation as technical consultant and White, Weld & Co. as financial consultant. The report prepared by the consultants indicated that resource recovery could be technically and economically feasible, and recommended that the City proceed to issue a request for proposals. The recommendation was approved and the consultants are preparing the documents for the request for proposals.

The "two-step" method of procurement will be utilized in which technical features of proposals by contractors will be reviewed and adjusted before a price bid is obtained on each proposal. The resource recovery project, which may cost \$90 million, is expected to be operational in about 4 years if the proposals by private industry are favorable.

2. A caretaker's house was setup at the Kapaa baseyard for security purposes. The house is occupied by a Refuse Division employee's family rent free in exchange for the after-hours security provided.

3. At the end of the fiscal year, the Keehi Refuse Transfer Station (formerly named Shafter Flats Transfer Station) was nearing completion. A delay in the State's freeway construction made it necessary to arrange for a temporary access road to the transfer station. When the station is completed, the Kewalo and Kapalama Incinerators will be closed in accordance with a Federal EPA compliance order for air pollution control. The closing of the 2 incinerators will take place around October 1977.

4. Also in compliance with Federal and State pollution control regulations, the Waipahu Incinerator is being modified to include electrostatic precipitators and a wastewater treatment plant. The furnace refractory is also being renovated. The completion and operation of the first renovated furnace and electrostatic precipitator is scheduled for September 1977. The construction of the water treatment facility was completed except for the installation of one piece of electrical equipment.

5. An inventory study of potential landfill sites was nearing completion by a consultant. The study recommends the expansion of the Kapaa Landfill for the Windward area, and for the Leeward area, rates Makaiwa Gulch and Nanakuli Quarry as best choices. An EIS Preparation Notice for the Leeward Landfill sites was sent out to interested parties, and the preparation of an EIS is continuing.

6. The Kapaa Landfill continued to be filled at a rapid rate. At the end of the fiscal year, less than one year of life remained. As the filling reaches the level of the Pahukini Heiau, the danger to the stability of the heiau is greatly diminished. An archaeologist and the State Historical Preservation Society are being consulted in the protection of the heiau. An EIS Preparation Notice for the expansion of the landfill was sent out to interested parties. The preparation of the EIS for the expansion is nearly completed.

ITEMS OF NOTE

1. Several items of notice occurred in the area of labor relations.

a. When the Unit I Labor Contract expired in July without agreement on a new contract, we participated in HPERB hearings to determine which kinds of Refuse Division operations would not be allowed to strike. Fortunately, agreement on the contract was reached during the hearings.

b. There was a sickout at the Honolulu and Pearl City Collection Yards on December 31, 1976. Although not stated by Union representatives, it was believed that the one-day sickout related to the desire of employees for holiday pay not only on Christmas and New Years Day, but on the respective Eves as well.

c. In April, while the Legislature was considering a bill which included the appropriation for pay raises, refuse crews from the Honolulu Yard took their trucks to hold a demonstration at the State Capitol. Each driver received a letter of reprimand for this unauthorized use of the truck.

d. One of the subcontractors working on the Waipahu Incinerator renovation project became involved in a dispute with a trade union. The trade union set up an informational picket line at the Waipahu Incinerator. Although the refuse crews were obligated to cross such an informational picket line, most crews did not. This resulted in a 2-day disruption of refuse deliveries to the incinerator.

2. The construction of the Kapaa Refuse Processing and Transfer Station, the Wahiawa Landfill and Transfer Station, and the Laie Transfer Station was deferred in favor of projects of higher priority.

3. The latest deliveries of refuse collection trucks include a new safety feature which should decrease the danger of the descending packer blade. The blade descends to within 6" of the hopper lip and automatically stops. A second manual activation of the blade control is necessary to complete the packing cycle. This feature should eliminate an arm or leg getting caught by the blade.

OPERATIONAL DATA

TONS OF REFUSE DELIVERED TO
CITY AND COUNTY DISPOSAL SITES
JULY 1, 1976 TO JUNE 30, 1977

	<u>Refuse Div. Vehicles</u>	<u>Other Vehicles</u>
Kapalama Incinerator	40,915	146
Kewalo Incinerator	45,564	---
Waipahu Incinerator	51,682	3,904
Waianae Landfill	9,329	9,570
Kawailoa Landfill	14,262	5,396
Kapaa Landfill	71,906	226,523
 Total Delivered By:		
Refuse Division Vehicles		233,658
Other Vehicles		<u>245,539</u>
Total Tons		479,197

COST OF OPERATION
1976-1977

Administration	\$ 223,218.00
Refuse Collection	5,507,989.00
Refuse Disposal	<u>2,402,344.00</u>
	\$8,133,551.00

REVENUES
1976-1977

Refuse Collection	\$ 162,056.79
Refuse Disposal	<u>614,639.54</u>
	\$ 776,696.33

DIVISION OF ROAD MAINTENANCE

DUTIES AND FUNCTIONS

This Division is primarily responsible for the maintenance of all public roads and streets under the jurisdiction of the City and County of Honolulu. It also renders "first-aid" type work to private roads open to public use. In addition, it has the major responsibility of maintaining the many streams, channels, ditches and other flood control and storm drainage systems located throughout the island of Oahu.

Coordinating with the Police Department, the Division administers a contract for removal and disposal of derelict vehicles from public and private streets and properties.

Weekly household bulky item collections, as well as daily dead animal pickups, are performed in all seven rural districts. In six of these areas, manpower replacement is provided for absent refuse collectors. In addition, the District Road Maintenance Superintendents in the four smaller districts oversee the refuse collection operation.

Emergency work generated by heavy rains, winds and/or surf is another assignment this Division is required to handle. Because of its resources and capability to perform varied types of work, it is also often called upon to assist other agencies and departments in special situations and emergencies.

ORGANIZATION

No major organizational changes were made during the fiscal year. The Division experienced 147 personnel transactions, including 25 reallocations, 59 promotions, 40 separations, and 23 new hires. The following table gives the personnel status by districts at the end of the year.

PERSONNEL BREAKDOWN BY DISTRICTS

<u>District</u>	<u>Auth. Pos.</u>	<u>Filled</u>	<u>Vacancies</u>	<u>Savings</u>
Honolulu	276	199	42	35
Kailua	39	30	4	5
Koolaupoko	44	31	6	7
Koolauloa	22	17	2	3
Waialua	22	19	1	2
Waianae	24	17	4	3
Wahiawa	22	17	2	3
Ewa	43	31	7	5
TOTAL	<u>492</u>	<u>361</u>	<u>68</u>	<u>63</u>

ACCOMPLISHMENTS

Although not as impressive as gains made during its first year (Fiscal 1976) of implementation under the HUD Productivity Improvement Program, the Honolulu Street Repair Section continued to improve its performance. The following table shows an additional 19% overall increase in productivity was realized during the past fiscal year.

	Average FY's 1973-1975	<u>TONS A/C LAID</u>		
		<u>FY 1976</u>	<u>FY 1977</u>	<u>% Increase</u>
Street Resurfacing	11,760	24,232	26,735	10
First Aid	4,119	9,375	13,017	39
Pothole Patching	1,493	1,953	2,077	6
Trench Patching	625	1,062	1,655	56
TOTALS	17,997	36,622	43,484	19

Training of selected rural baseyard personnel in operating heavy equipment, specifically the loader and roller, began in May 1977. This long awaited program was well received by the trainees. Upon its completion in about four months, it should achieve its objective of providing each rural yard with qualified operators and backups.

For Honolulu Yard personnel, a program to train drivers to operate the heavier 10 cubic yard tandem dump trucks was being developed at year's end. Ten employees will undertake this training upon its implementation early in Fiscal 1978.

Two consultant contracts were completed during the year. The first was a study made of the organizational setup and operations of the rural baseyards. The second involved development of a master plan to guide future growth of these baseyards. The recommendations made in both studies will guide the Division in implementing future plans for the rural districts.

Annual operating expenditures reflected an increase from the previous year. The following table gives a breakdown of actual expenditures incurred.

YEARLY OPERATING EXPENDITURES

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Current Expenses</u>	<u>Equipment</u>	<u>Total Expenditures</u>
73-74	\$3,324,799	\$1,819,716	\$205,386	\$5,348,901
74-75	\$3,109,266	\$1,609,933	\$410,014	\$5,129,213
75-76	\$3,437,339	\$1,845,131	\$502,213	\$5,784,683
76-77	\$3,875,889	\$1,958,850	\$337,961	\$6,172,700

STREET MAINTENANCE

A total of 91 streets equaling 110 lane miles were resurfaced by contracts at a cost of \$1,123,960. Of this amount, 55 lane miles each were done with City and Federal EDA funds of \$538,777 and \$585,183, respectively. As part of the resurfacing contracts, a total of 1,517 manholes were adjusted to new pavement grade at a cost of \$164,515.

In addition, our in-house crew resurfaced 82 streets totaling 81 lane miles. This compares to 76 lane miles done the previous year, representing a positive though modest increase in productivity.

As noted previously, quantitative gains of varying amounts were realized in first aid work, pothole patching, and trench patching. A total of 1,108 trenches for laterals installed by the Board of Water Supply and the Division of Sewers were given permanent patches.

STREAM MAINTENANCE

Considerable effort was expended in meeting the major responsibility of maintaining the many streams and waterways located throughout the island. Major streams cleared or dredged during the year included the following:

Honolulu

Pauoa Stream
Kuliouou Stream
Kapalama Canal
Manaiki Stream
Lunalilo Terrace Ditch
Lunalilo Interceptor Ditch
Muliwai Ditch & Mouth
Kamilo Iki Stream
Kapakahi Stream
Makiki Ditch
Hahaione Ditch
Palolo Stream
Niu Valley Stream (East Fork)
Hausten Ditch
Nuuanu Stream
Manoa Stream (City's portion
off East Manoa Road)

Waianae

Maili Channel, M-4, M-5
Ulehawa Stream, U-1, 2, 3
Kawiwi Stream
Mailiili Channel
Pokai Bay Ditch

Ewa

Wailani Stream
Kalauao Stream
Ewa Lined Channel
Aiea Stream
Pearl City Stream
Waipahu Stream
Waimalu Stream
Kapakahi Stream
Halawa Stream

Kailua

Maunawili Stream
Kawainui Canal
Kahawai Stream
Kaelepulu Stream (mouth)
Hele Lined Ditch
Alahaki Ditch
Waimanalo Stream

Laie

Waimea Bay Stream (mouth)
Sunset Beach Drain Channel

Kaneohe

Temple Valley Lined Ditch
Kawa Stream
Kaneohe Stream
Kahekili Hwy Lined Ditch
Kamoalii Stream
Anolani Stream
Keaahala Stream
Lohiehu Ditch
Kaneohe Industrial Ditch
Haiku Ditch
Kahaluu Stream (City's
portion)

MASONRY AND CARPENTRY

Backlog of work for the masonry and carpentry crews based in Honolulu continued to increase, reaching a high of 47.5 and 22.8 weeks, respectively, during the year. A total of 384 work orders were completed. In addition, two smaller masonry crews operating out of the Pearl City and Kailua Yards completed 147 work orders mainly involving routine type jobs.

Major work done included the following:

1. Reconstructed concrete floor for M-3 Channel in Waianae.
2. Constructed boulder walls at 2923 Kaamilo Drive, Kam IV Road, and Kaewai Stream.
3. Installed 48" RCP across Kalaniana'ole Highway near Poalima Street.
4. Installed 48" RCP pipe and constructed boulder wall at Puali Koa Place.
5. Raised existing ditch wall along Kalaniiki Lined Ditch.
6. Repaired existing limu gate, constructed second limu gate, and constructed pedestrian footbridge at Ewa Lined Channel.
7. Constructed CRM wall and repaired uplifted sidewalk fronting Kaneohe Library.
8. Constructed CRM wall and repaired drainage system at Kahaloa and Paty Drives.

9. Repaired or reconstructed drainage systems on Honokahana Lane, Liliha Street, Nalimu Street and Makau Street.
10. Repaired timber bridges on Waaloa Way, Ahaolelo Road, Lehua Street, La-I Road, Kalihi Street, and Mapumapu Road.
11. Reconstructed concrete pavement on Manini Way, Wilhelmina Rise, Ala Mahamoe Road, and Alewa Drive.

Routine work included repairs to sidewalks, curbs and gutters and installation or replacement of guardrails and chain link fences.

In addition, a special masonry crew made up of SCET personnel were involved in the following landscaping projects under the Mayor's Beautification Program:

1. King-Alapai Triangle
2. Kapahulu-Ala Wai Boulevard Triangle
3. Monsarrat-Kalakaua Avenue Triangle
4. Kinau-Alapai Street Triangle
5. Prospect-Nehoa Street Triangle
6. Kalakaua and King Street Medial Strip
7. Kapiolani and Date Street Triangle
8. Sky Gate - Constructed pedestal and sidewalk

STREET SWEEPING

In April 1977, a second sweeper was assigned to the Pearl City Yard to meet additional demands for service in the Central and Leeward Districts of the island. With this move, this rapidly growing area is now provided bi-weekly sweeping. Future plans call for the eventual acquisition of another sweeper to increase service to a weekly basis, as presently provided in other major districts of the island.

During the year, 38,816 curb miles were swept mechanically in the Honolulu District. Another 2,510 miles were cleaned manually at locations where continuously parked cars prevailed. In the rural districts, about 7,500 curb miles were swept mechanically.

DISPOSAL OF DERELICT VEHICLES

Utilizing funds provided from the Highway Beautification and Disposal of Abandoned Vehicle Revolving Fund, 3,107 derelict vehicles were removed by contract at a unit cost of \$24.49 or a total of \$76,090.43. These vehicles were picked up from both government and private properties, as well as highways and streets, including private roads. The effectiveness of this program can be measured by the relatively few complaints received regarding this service.

EMERGENCIES

On May 12, 1977, heavy rains lasting approximately five hours caused flooding of streets and private properties, particularly in the Honolulu and Kailua areas. Damages were mostly confined to private properties. Road Division forces expended 275 hours of overtime during and after the storm, responding to trouble calls and doing clean up work.

No other major emergency arose during the fiscal year. As a result, the Division expended only 3,769 hours of overtime as compared to its allotment of 5,300 hours.

AID TO OTHER AGENCIES

The Division continued to assist many agencies with special requests and routine work.

Within the Department of Public Works, the following help was rendered to other divisions:

Refuse Division

1. Assisted landfill operation at Waianae.
2. Operated landfill at Haleiwa.
3. Provided relief personnel for absent Refuse Collectors at six rural yards.
4. Provided weekly bulky item pickup at all seven rural yards.
5. Provided dead animal pickup services at all rural yards.

ROAD DIVISION AID TO REFUSE DIVISION

<u>District</u>	<u>Landfill Operation (Mandays)</u>	<u>Replacement for Refuse Collectors (Mandays)</u>	<u>Bulky Item Pickup (Mandays)</u>	<u>Dead Animal (No. Picked Up)</u>
Waialua	693	116	191	48
Laie	-	159	235	28
Kailua	-	209	126	300
Kaneohe	-	-	78	213
Waianae	6	649	344	329
Ewa	-	112	473	612
Wahiawa	-	304	467	166
TOTAL	<u>699</u>	<u>1,549</u>	<u>1,914</u>	<u>1,696</u>

While other assistance remained fairly constant, replacement for refuse collectors increased by 20% over the previous year.

Automotive Equipment Services Division

1. Relocated chain link fence at tire storage area.
2. Constructed concrete pad, ramp and deadman for dynamometer.
3. Constructed office space and shed for steam cleaning area.
4. Constructed shelves in repair shop.
5. Constructed concrete floor for Repair Parts Office.
6. Constructed concrete floor, double wall, and shelves for Tube and Inspection Office.
7. Constructed concrete pads for Welding Shop.

Other agencies assisted by the Division included the following:

Department of Transportation Services

1. Swept municipal parking lots.
2. Serviced litter containers at bus stops and shelters and cleaned bush shelters.

3. Repaired tile wall at three municipal parking lots.
4. Installed A/C berm fronting Kapalama Elementary School.
4. Constructed bus stop pads at two locations.

Building Department

Cleaned sidewalk areas and repaired sidewalks and driveways per citation and work orders.

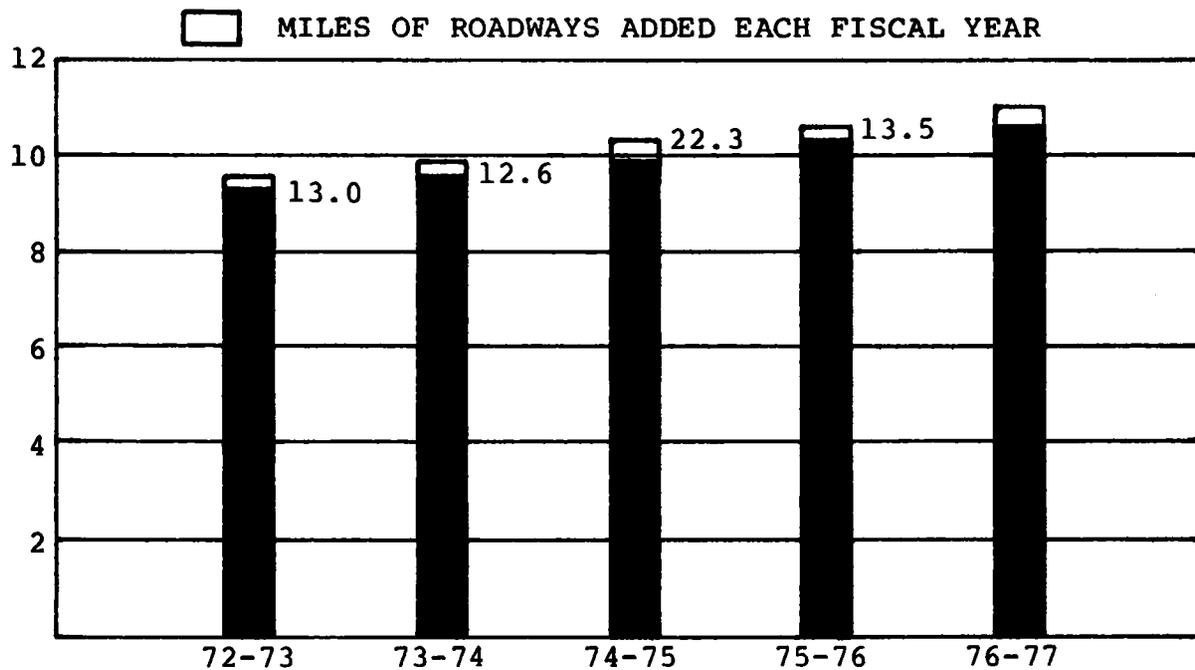
Board of Water Supply

1. Reconstructed and paved trenches for laterals.
2. Reconstructed roadway after water main breaks.

Department of Parks and Recreation

Swept parking lots at various parks.

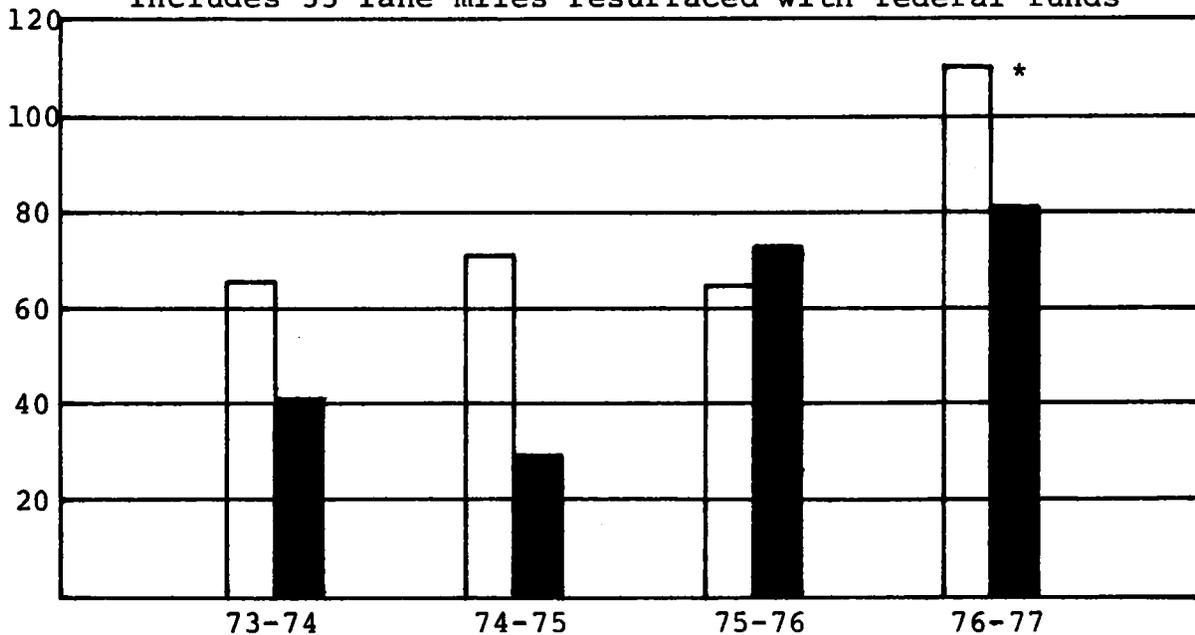
MILES OF ROADWAYS MAINTAINED
(IN HUNDREDS)



LANE MILES OF ASPHALTIC CONCRETE ROADS RESURFACED

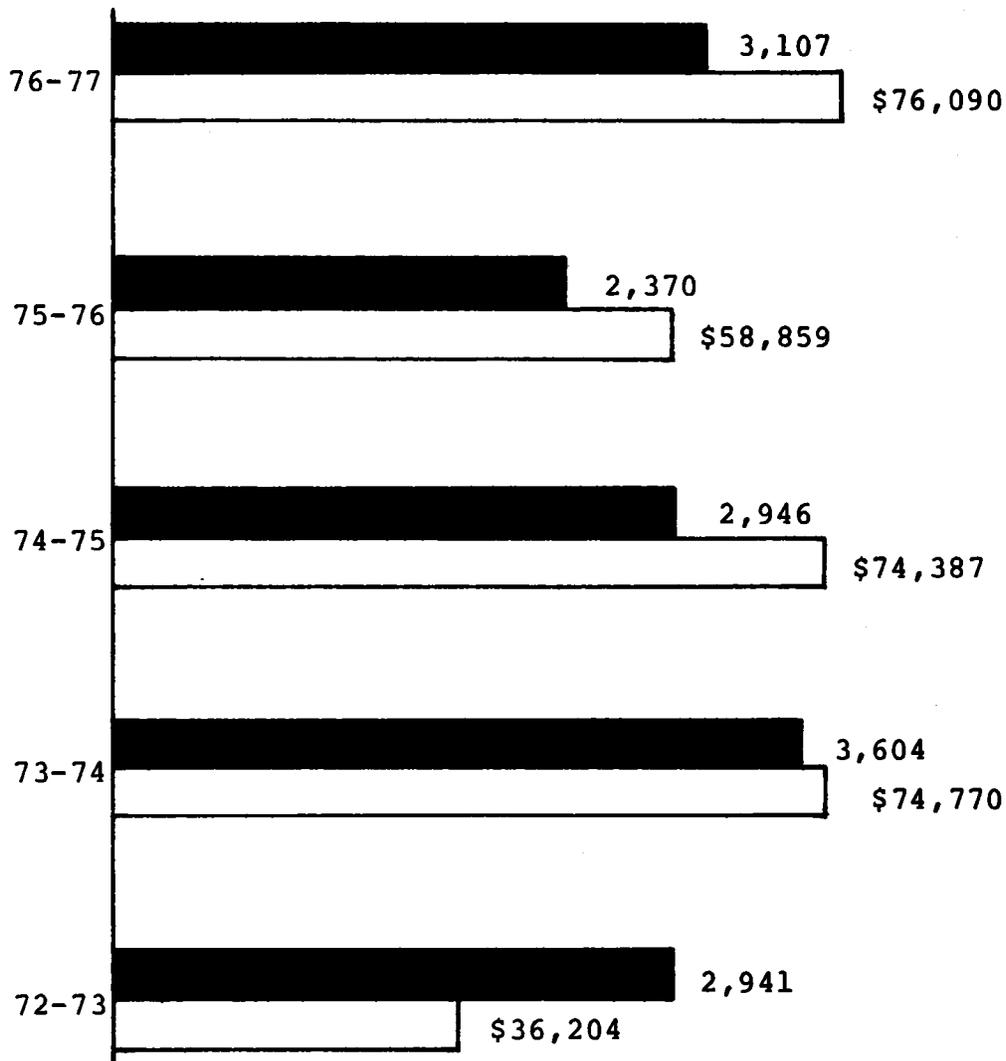
□ Contract ■ In-House

*Includes 55 lane miles resurfaced with federal funds



DISPOSAL OF DERELICT VEHICLES

■ NUMBER OF VEHICLES DISPOSED
□ COST OF DISPOSAL



DIVISION OF SEWERS

DUTIES AND FUNCTIONS

The Division of Sewers is responsible for the overall sewer program of the City which involves the planning, design and construction of sewer facilities; the operation and maintenance of sewer lines, treatment plants and pumping stations; the chemical treatment and pumping of defective cesspools; and the operation and maintenance of the Wilson Tunnel.

ORGANIZATION

Division programs are organized into four branches: Planning and Public Service, Engineering and Construction, Wastewater Treatment and Disposal, and Sewer Maintenance, Construction and Cesspool Service. Major reorganization changes were completed and approved for installation toward the latter part of this year.

The division has an authorized strength of 462 positions, an increase of 74 positions from the previous year's 387. Total operating expenditures shown for fiscal year 1977, however, do not reflect the entire cost of the total increase. The new positions were authorized by supplemental appropriations.

Fifty-one new positions have been allotted to the Sand Island Wastewater Treatment Plant for fiscal year 1977. The plant is the largest and most complex facility ever constructed by the City and is anticipated to be completed in mid-1978.

Number of Positions at End of
Fiscal Year 1976-1977

	<u>No. of Authorized Positions</u>	<u>Vacancies</u>	<u>No. of Positions Filled</u>
Administration	8	0	8
Planning and Public Service	30*	3	27
Engineering and Construction	69	13	56
Sewer Maint., Construction and Cesspool Service	158	14	144
Wastewater Treatment and Disposal	192	19	173
Wilson Tunnel	5	0	5
	<u>462</u>	<u>49</u>	<u>413</u>

*Sanitary Chemist I position, authorized by supplemental appropriation, is not reflected in fiscal year '77 budget.

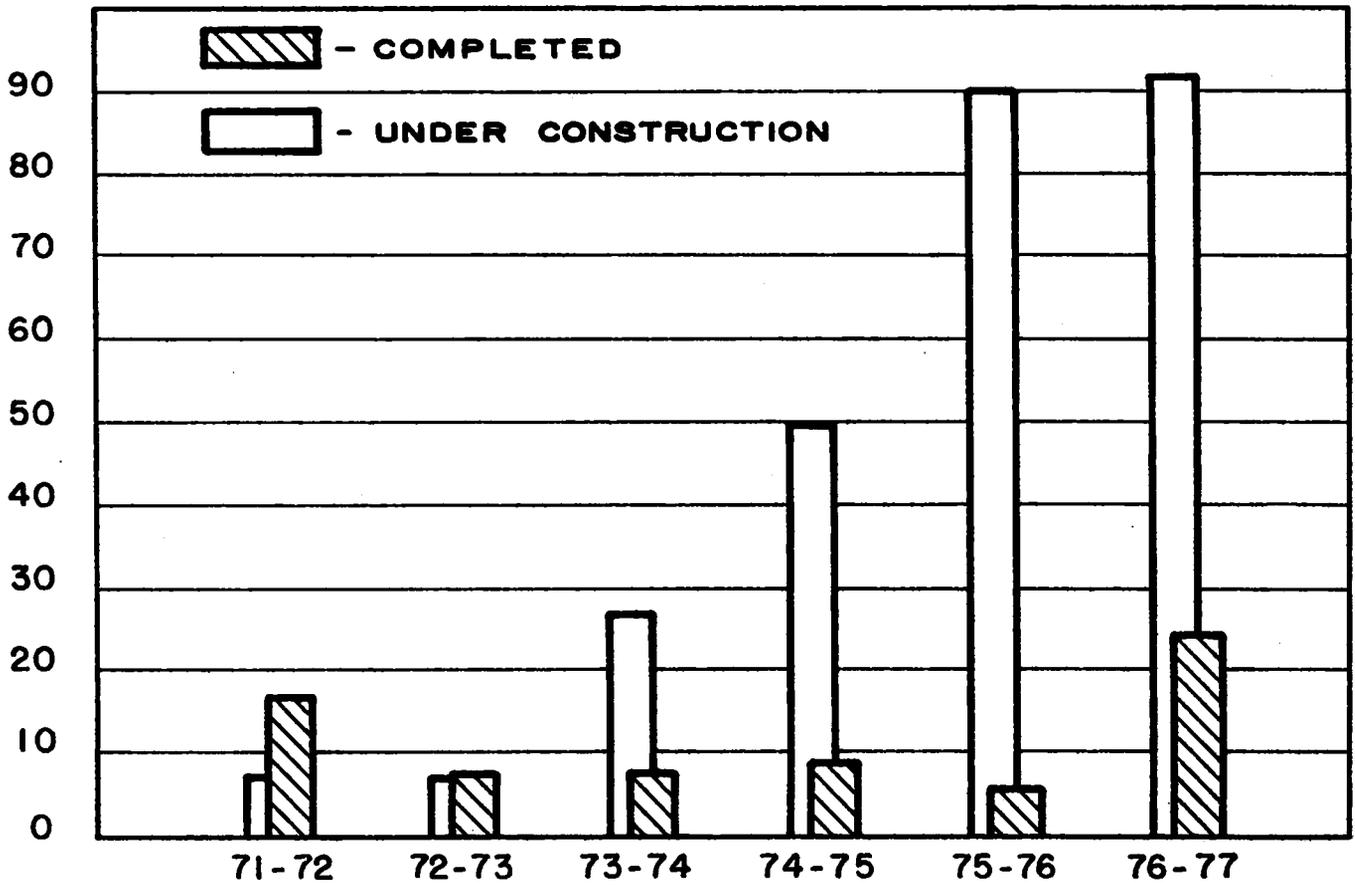
YEARLY OPERATING EXPENDITURES

<u>Year</u>	<u>No. of Positions</u>	<u>Salaries</u>	<u>Current Expenses and Equipment</u>	<u>Total Expenditures</u>
1971-72	423	\$3,807,555.73	\$1,198,045.44	\$5,005,601.14
1972-73	423	3,751,922.00	1,423,413.32	5,175,335.32
1973-74	387	4,272,585.79	1,520,451.29	5,793,037.08
1974-75	381	4,364,820.00	1,536,542.62	5,901,362.62
1975-76	387	4,573,042.00	2,139,262.00	6,712,304.00
1976-77	461	5,095,854.00	2,910,640.00	8,006,494.00

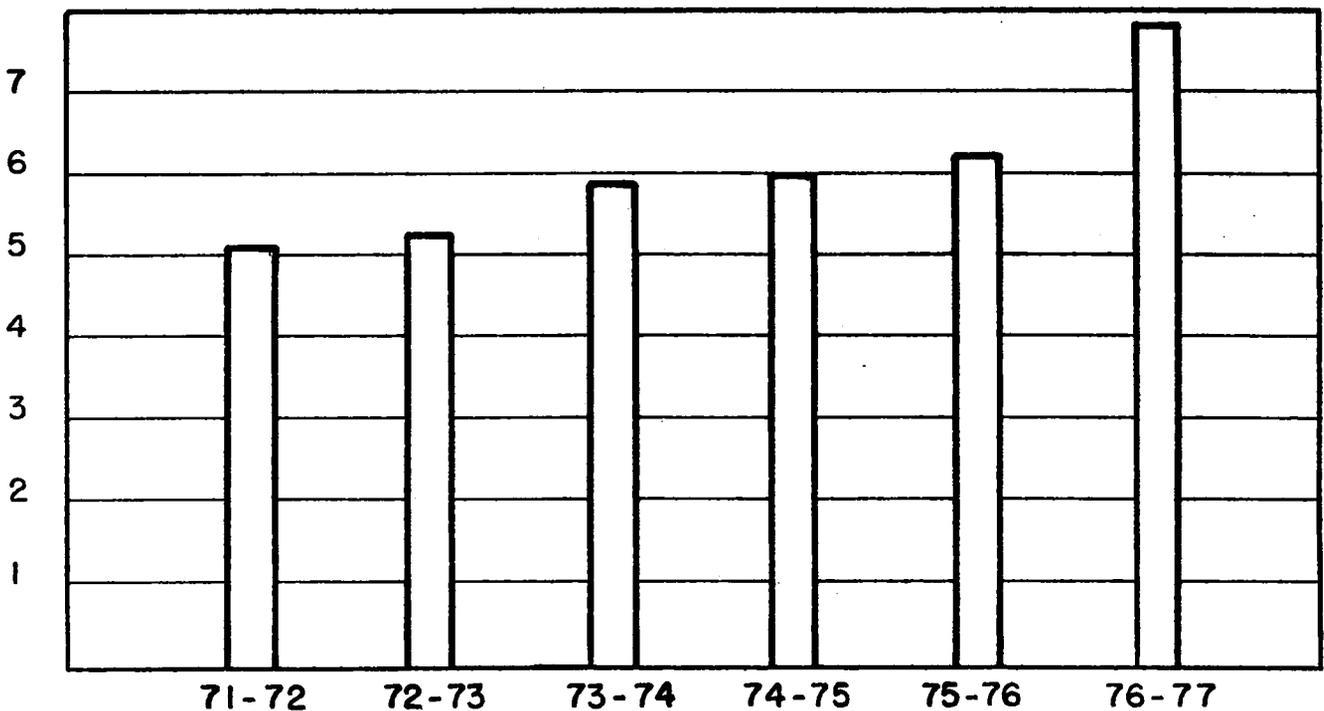
1976-77 RECEIPTS FROM SEWER ASSESSMENTS AND INSTALLATION OF
LATERALS AND EXTENSIONS

	<u>Cash Received</u>
Sewer Assessment.	\$353,473.00
Sewer Lateral Installation. . . \$	38,700.00
Sewer Extension Installation. . .	---
Other Sewer Charges	1,024,833.00
Surety Bond	24,555.00
	<u>\$1,088,088.00</u>
Less Overpayment Refunded	(47,815.00)
Total Installation Receipts	<u>1,040,273.00</u>
Total Receipts for the year 1976-77	\$1,393,746.00
Total Receipts for the year 1975-76	\$ 225,628.00

COMPARATIVE CHART ON CAPITAL IMPROVEMENT PROJECTS
(MILLIONS OF DOLLARS)



COMPARATIVE CHART ON DIVISION'S OPERATIONAL EXPENSES
(MILLIONS OF DOLLARS)



ITEMS OF INTEREST

During this Fiscal Year 1976-77, the Sewer Division received Federal grants totaling \$23,694,000. The grants were expended for the eligible costs of qualified sewer collection and treatment facilities.

The Sewer Service Charge Ordinance (Ordinance 4611) was enacted on July 28, 1976 to comply with Federal grant requirements established by the Environmental Protection Agency. The charges went into effect on January 1, 1977, with a flat rate charge per unit per month for residential users and rates for water consumed or wastewater discharged for non-residential users. To minimize cost and for users' convenience, the service charges have been combined with the water charges and are billed and collected by the Board of Water Supply together with the water charges. There are approximately 91,700 residential and 5,100 non-residential accounts. The amount collected during the six-month period that the charges were in effect in this fiscal year was \$4,417,321.

With the passage of Ordinance No. 4611, the Division began implementation of the Industrial Wastewater Discharge Certificate Program. During the fiscal year, 178 certificates were issued.

Public Law 92-500 required that the City upgrade the treatment process of all plants discharging into bodies of water to secondary treatment by July 1, 1977. Although every effort was made, the City was not able to meet the requirement. Consequently, the Federal Environmental Protection Agency (EPA) or the State Department of Health (DOH) may take enforcement action. As of the end of the fiscal year, we have not been advised as to the specific consequences for noncompliance. Since one of the actions or penalties might take the form of a restriction on the quantity of sewage flowing into the facility, the Department has been issuing a "Special Notice" to all applicants for sewer connections informing them that we may be required to revoke the connection permit issued, depending on the action taken by EPA or the Department of Health.

During the fiscal year, six treatment facilities received seven notices of noncompliance to the permit requirements. The Division promptly completed action on all violations.

ACCOMPLISHMENTS

PLANNING AND DESIGN ACTIVITIES

Plans and specifications for seven projects with an estimated total construction cost of \$38,932,741.00 were completed during the fiscal year. These projects include the Pearl City Sewage Pump Station Modification, Pearl City Force Main-Section 1A, Pearl City Force Main-Section 1B, Pearl City Force Main-Section 2, Ala Moana Force Main-Section 1, Ala Moana Force Main-Section 2 and the Lualualei Sewage Pump Station and Force Main. All of these projects except for the Lualualei Sewage Pump Station are facilities tributary to the Honouliuli Wastewater Treatment Plant, currently under construction, and will serve the rapidly developing area from Halawa to Barbers Point.

Projects in the planning phase include, Waianae Sewage Treatment Plant Unit 1-Secondary Units, Kahaluu Wastewater Treatment Plant and Disposal System, Mililani Sewage Treatment Plant Effluent Disposal System and the Kahuku Sewer Improvement.

Design of other pump stations, force mains, interceptors and improvement district projects have also been completed.

The Pearl City Force Main-Section 1A, Pearl City Force Main-Section 1B and the Ala Moana Sewage Pump Station projects are scheduled for construction in fiscal year 1977-78.

CONSTRUCTION ACTIVITIES

The construction of the \$13,193,000.00 Sand Island Outfall was completed and put into operation during the fiscal year. Phase I of Sand Island Sewage Treatment Plant which consists of screening and temporary facilities is near completion and Phase II is approximately 60% complete. The remaining portion of the plant is scheduled for completion and operation in 1978, and will provide advance primary treatment of sewage from the Honolulu District. The completion of the Sand Island projects will terminate the present practice of discharging raw sewage into East Mamala Bay and will also satisfy the requirements of the Federal and State Governments.

A large portion of the \$13,773,000.00 Kaneohe to Kailua STP Diversion System was completed during this fiscal year and the remaining portion is scheduled for completion in 1978. This Diversion System consists of several projects all of which will ultimately facilitate conveyance of treated sewage

to a new ocean outfall currently under construction in Kailua.

During this fiscal year, 10 projects were completed at a cost of \$23.7 million as compared with 6 projects at a cost of 5.7 million for the last fiscal year.

Fifteen projects with a total contract price of \$91.2 million were still under construction as of June 30, 1977.

Honolulu

In the Honolulu district, the Sand Island Ocean Outfall System was completed at a cost of \$13,193,931.24. Three other projects with a total cost of \$659,996.45 were also completed.

The School Street Relief Sewer project at a contract cost of \$98,410.00 and the Secondary Power, Phase I-Kahala Sewage Pump Station project at a cost of \$104,522.00 are still under construction.

Also, two Sand Island Sewage Treatment Plant projects, Phase I and Phase II with a total contract price of \$51,115,073.98 are still under construction.

Kailua

In the Kailua district, the Kailua Effluent Force Main project at a cost of \$3,848,747.51 and the SPS Secondary Power, Phase II, Enchanted Lake Sewage Pump Station project at a cost of \$42,848.00 were completed.

Three projects with a total contract price of \$10,034,200.00 are currently under construction. These are the Kailua Effluent Pump Station, Mokapu Ocean Outfall and the Lanikai District Sewers I.D.

Kaneohe

In the Kaneohe district, the Kaneohe-Kailua Effluent Force Main project was completed at a cost of \$4,537,292.64.

The Kaneohe Effluent Pump Station project is currently under construction at a cost of \$2,507,828.00.

Honouliuli

In the Honouliuli district, the Barbers Point Ocean Outfall System project is currently under construction at a cost of \$11,840,500.00. The Honouliuli Wastewater Treatment Plant,

Unit 1, Increment 1 project is also under construction at a cost of \$9,048,554.00.

Maili-Makaha

In the Maili-Makaha district, the Makaha Interceptor Sewer, Section 3 was completed at a cost of \$985,059.16.

The Maili Sewers, Section 2 I.D. project costing \$895,000.00 is currently under construction.

Mililani

In the Mililani district, two projects, Mililani Town Sewage Treatment Plant-Phase III-Liquid Portion and Solid Portion are currently under construction at a total cost of \$3,339,625.00.

Nanakuli

In the Nanakuli district, the Nanakuli Interceptor Sewer, Section 2 is under construction at a cost of \$889,921.00.

Wahiawa

In the Wahiawa district, the Kilani Avenue Relief Sewer project was completed at a cost of \$438,077.23.

Waipahu

In the Waipahu district, the Waipahu Sewage Pump Station and Force Main project at a contract cost of \$1,299,956.00 is currently under construction.

PROJECTS COMPLETED DURING FISCAL YEAR 1976-77

1.	Kailua SPS Effluent Force Main.	\$ 3,848,747.51
2.	Kam IV Road Relief Sewer.	92,108.00
3.	Kaneohe-Kailua Effluent Force Main.	4,537,292.64
4.	Kilani Avenue Relief Sewer.	438,077.23
5.	Makaha Interceptor Sewer, Section 3	985,059.16
6.	Pauoa Valley Sewers, I.D. #245.	551,561.59
7.	Reconstruction of Sewer Lien off Waialele Road.	16,326.86
8.	Sand Island Ocean Outfall System.	13,193,931.24
9.	SPS Secondary Power, Phase 2, Enchanted Lake Sewage Pump Station.	42,848.00
10.	Trickling Filter Seal Conversion at Various Sewage Treatment Plants	57,089.80
	Total.	<u>\$23,763,042.03</u>

PROJECTS UNDER CONSTRUCTION AS OF JUNE 30, 1977

1.	Barbers Point Ocean Outfall System (Ocean Portion)	\$11,840,500.00
2.	Honouliuli Wastewater Treatment Plant, Unit 1, Increment 1	9,048,554.00
3.	Kailua Effluent Pump Station.	2,896,800.00
4.	Kaneohe Effluent Pump Station	2,507,828.00
5.	Lanikai District Sewers, Section 1, I.D. #249	939,400.00
6.	Maili Sewers, Section 2, I.D. #250.	895,000.00
7.	Mililani Town Sewage Treatment Plant, Phase III - Liquid Portion.	1,482,325.00
8.	Mililani Town Sewage Treatment Plant Phase III - Solid Portion	1,857,300.00
9.	Mokapu Ocean Outfall.	6,198,000.00
10.	Nanakuli Interceptor Sewer, Section 2 (Parts A and B)	889,921.00
11.	Sand Island Sewage Treatment Plant, Phase I, Screening and Temporary Facilities.	5,102,437.98
12.	Sand Island Sewage Treatment Plant, Phase II.	46,012,636.00
13.	School Street Relief Sewer.	98,410.00
14.	SPS-Secondary Power, Phase I - Kahala Sewage Pump Station.	104,522.00
15.	Waipahu Sewage Pump Station and Force Main.	1,299,956.00
	Total.	<u>\$91,173,589.98</u>

OPERATION, MAINTENANCE AND SERVICE ACTIVITIES

During the fiscal year, a total of 29 miles of sewer were added to the Division's sewer system. Eight miles of these were constructed under the Capital Improvement projects and 21 miles were constructed by developers of subdivisions and dedicated to the City. The Division's sewer system now totals 1,515 miles.

The Division's personnel cleaned and flushed 325 miles of sewer lines, installed 1,298 feet of sewer lines, repaired 1,025 feet of lines, responded to 1,285 choke-up complaints and serviced 21,337 cesspool pumping requests.

The Division operated and maintained 19 sewage treatment plants and 48 sewage pump stations. During the year, these treatment plants and pump stations treated 20,556,190 million gallons of sewage and pumped 41,887,557 million gallons of sewage, respectively, as compared to 8,098 million gallons treated and 40,302 million gallons pumped the previous year. The significant increases in sewage pumped and treated during fiscal year 1976-77 were due in large part to the operation of Phase I of the Sand Island Wastewater Treatment Plant.

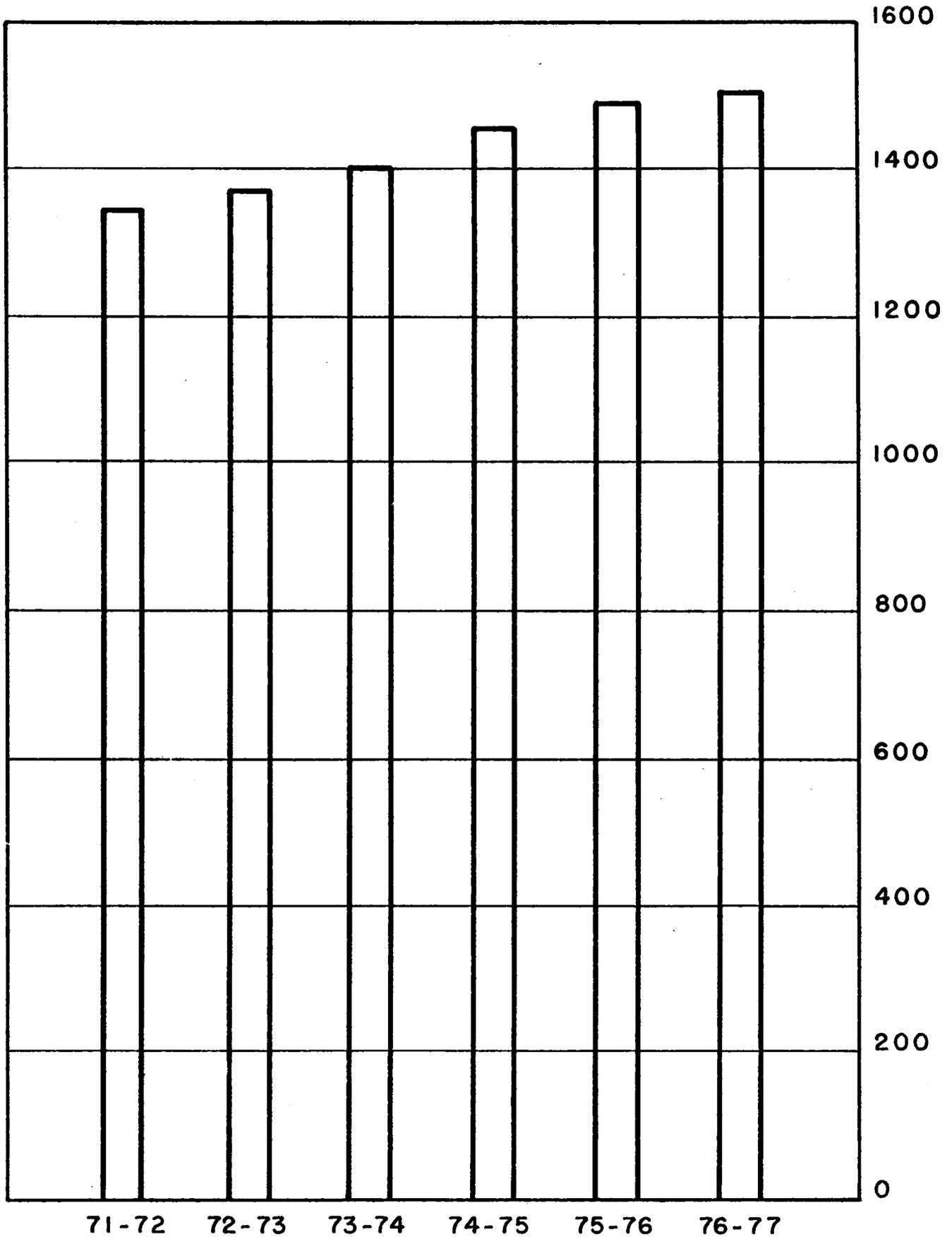
In September, 1976, the Honolulu Jail Sewage Treatment Plant, the Honolulu Airport Pump Station and the Mauka Arterial Storm Drain facilities were turned over to the State of Hawaii for operation and maintenance.

In addition to the above accomplishments, the Division's staff issued 2,223 sewer connection permits and reviewed 334 preliminary subdivision plans and 31 subdivision construction plans.

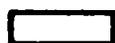
INFORMATIVE OPERATION, MAINTENANCE AND SERVICE DATA

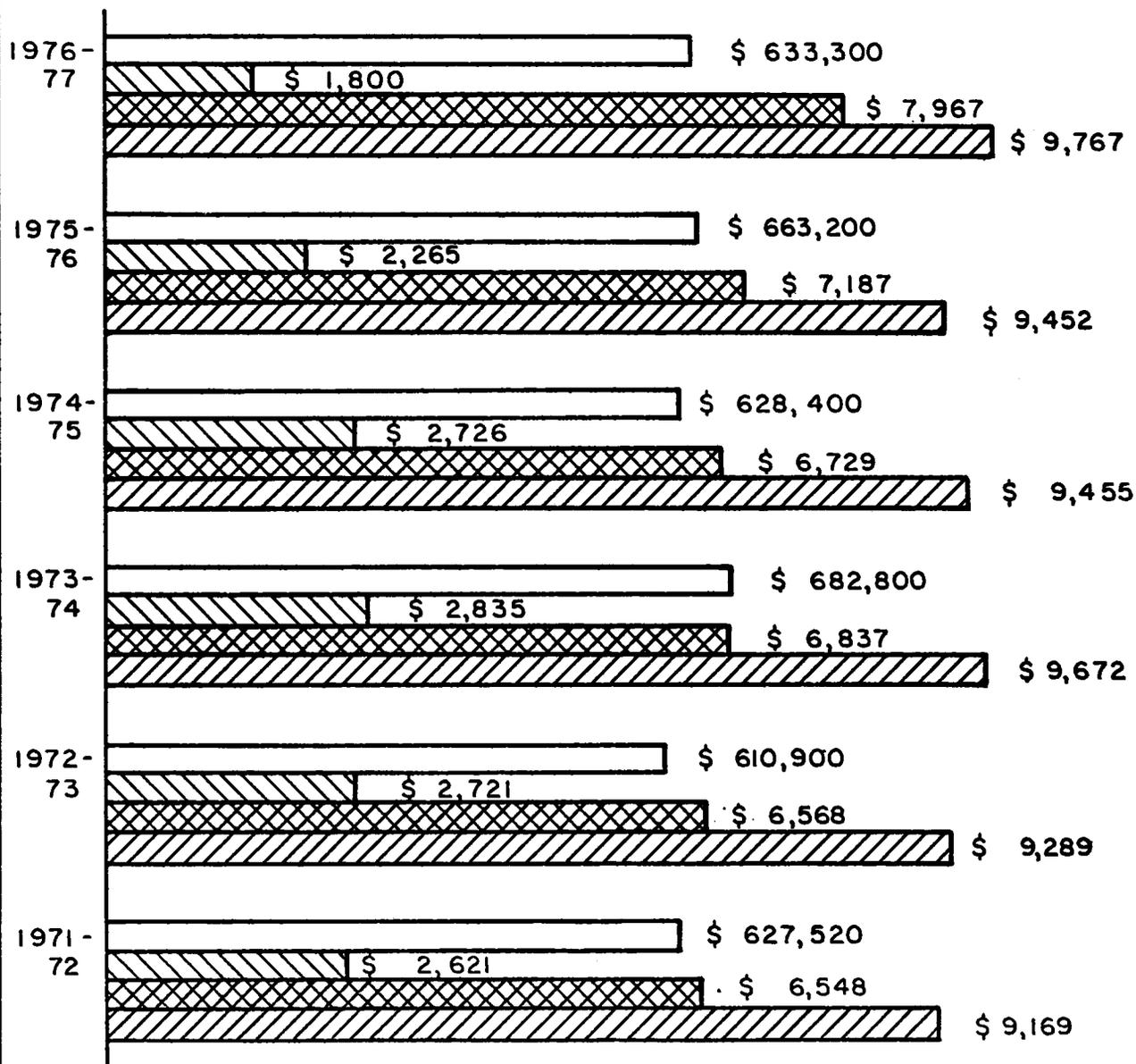
	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>
Miles of sewers to maintain	1,449	1,486	1,595
Miles of sewers flushed and cleaned during the year	260	380	325
Number of complaints satisfac- torily remedied	1,618	1,228	1,285
Feet of laterals and extensions installed	1,570	1,596	1,298
Feet of sewers repaired	294	423	1,025
Number of cesspool pumpings	25,690	23,912	21,337
Number of cesspools pumped	6,729	7,187	7,967
Number of cesspools serviced by chemicals	2,726	2,265	1,800
Total expenditure for cesspool pumping & chemical treatment services	\$628,363	\$663,147	\$633,311
Pump Stations & Sewage Treatment Plants Section personnel	119	115	129
Number of Pump Stations operated and maintained	45	45	48
Number of Sewage Treatment Plants operated & maintained	19	19	19
Number of sewer permits issued	2,070	1,880	2,223
Number of preliminary sub- division plans received and reviewed	568	432	334

MILES OF SEWER MAINTAINED



CESSPOOL SERVICES & TOTAL EXPENDITURES

-  — Cost for Cesspool Services.
-  — Cesspools on Chemical Treatment List.
-  — Total Defective Cesspools Being Serviced.
-  — Cesspools on Pumping & Chemical Lists.



TREATMENT PLANTS OPERATED AND MAINTAINED

<u>Treatment Plants</u>	<u>Locations</u>
Ahuimanu	Ahuimanu
Honolulu Jail	Honolulu
Kailua	Kailua
Kaneohe	Kaneohe
Kukanono	Kailua
Makakilo	Ewa
Maunawili Park #1	Kailua
Maunawili Estate #2	Kailua
Mililani	Waipio
Nanakai	Ewa
Pacific Palisades	Pearl City
Pearl City	Pearl City
Pohakupu	Kailua
Sand Island	Sand Island
Wahiawa	Wahiawa
Waianae	Waianae
Waimanalo	Waimanalo
Waipahu Stabilization Pond	Waipahu
Waipio	Waipio
Whitmore Village	Wahiawa

PUMP STATIONS OPERATED AND MAINTAINED

<u>Pump Stations</u>	<u>Locations</u>
Alala Point	Kailua
Ala Moana	Honolulu
Aliamanu #1	Honolulu
Aliamanu #2	Honolulu
Awa	Honolulu
Beachwalk	Honolulu
Coconut Grove	Kailua
Enchanted Lake	Kailua
Fort DeRussy	Honolulu
Grand View	Wahiawa
Halawa	Halawa
Hart Street	Honolulu
Heeia	Kaneohe
Homelani	Wahiawa
Honolulu Airport	Honolulu
Hui Koolau	Kaneohe
Kahala	Honolulu
Kahala Storm Drain	Honolulu
Kahanahou	Kaneohe
Kahawai Stream	Waimanalo
Kailua Heights	Kailua
Kailua Road	Kailua
Kamehameha Highway	Honolulu
Kaneohe Bay #1	Kaneohe
Kaneohe Bay #2	Kaneohe
Kaneohe Bay #3	Kaneohe
Kaneohe Bay #4	Kaneohe
Kapahulu	Honolulu
Kemoo Farm	Wahiawa
Kuliouou	Honolulu
Kunia	Waipahu
Lakeview	Wahiawa
Makaha Meadows	Makaha
Makakilo	Ewa
Mauka Arterial Storm Drain	Honolulu
Moana Park	Honolulu
Nakula	Wahiawa
Niu Valley	Honolulu
Ohai Place	Wahiawa
Paiko Drive	Honolulu
Pearl City	Pearl City
Public Baths	Honolulu
Uwalu	Wahiawa
Waiawa Industrial Park	Pearl City
Waikalua	Kaneohe
Waikapoki	Kaneohe
Waimalu (old)	Waimalu
Waimalu (new)	Waimalu
Waipahu	Waipahu

ROYAL HAWAIIAN BAND

ROYAL HAWAIIAN BAND

Kenneth K. Kawashima, Bandmaster
Gabriel Baltazar Jr., Deputy Bandmaster

POWERS, DUTIES AND FUNCTIONS

The Royal Hawaiian Band serves as the official band of the City and County of Honolulu and is unique for being one of only two full-time municipal bands in the United States and the only U.S. band founded by a royal kingdom. Its history dates back to 1872 when it was known as His Majesty's Band, changing its name to the Royal Hawaiian Military Band in 1876; Royal Hawaiian Band in 1885; Provisional Government Band in 1898; Hawaiian Band in 1894; Territorial Band in 1898, and finally the Royal Hawaiian Band again in 1909.

The Royal Hawaiian Band represents the City at public events and affairs and provides a wide variety of music for the educational and leisurely needs of the community.

There are 38 1/4 full-time members and one bandmaster. In addition to the concert band, there are three auxiliary units: show band, glee club and newly-formed combo.

During the year, the band presented 354 concerts and held 184 rehearsals. It appeared at the Kapiolani Park Bandstand, Iolani Palace grounds, Honolulu piers for arriving and departing passenger ships, State and City functions, community affairs, hospitals, eleemosynary institutions, school functions, graduations, sports events, dedications programs, memorial services, private conventions, religious programs and processions, and parades on State and national holidays.

These are the highlights of the year:

- Dedication program of the Prince Jonah Kuhio Kalaniana'ole Federal Building at which the First Lady of the U.S., Rosalynn Carter was the principal participant;
- Mayor's Fourth of July Pacifica '76 Bicentennial Parade;
- Repeat performance of "An Evening Under the Stars" featuring the newly-created Honolulu City Ballet Company;
- Children's concert, "Les Petits Ballet," presented by the ballet company with guest narrator Kam Fong in "Peter and the Wolf";
- Arrival of the Hokule'a on its return trip from Tahiti;
- Celebration of Queen Liliuokalani's birthday at the Governor's Washington Place;
- "Lurline Days" program in memory of the former Boat Days;

- Mayor's annual Memorial Day Service at the National Cemetery of the Pacific, Punchbowl;
- Mayor's Thursday night cultural specials, "An Evening of Old Time Radio" and "Da Kine Gong Show and All That Jazz," featuring the combo;
- Dedication program for Sky Gate, the City's new sculpture;
- Dedication program of the Queen's Physician Office Building - Community Mental Health Center - John A. Burns School of Medicine complex;
- Fiftieth anniversary programs of the Royal Hawaiian Hotel, Honolulu Academy of Arts, and St. Francis Hospital;
- Seven ship arrivals for Pearl Harbor's "Boat Day";
- Tribute to the patients at Tripler Army Medical Center on Valentine's Day, featuring special guest, Mrs. Frank F. Fasi;
- Private concert for columnist Samy Amalu at the Rehabilitation Hospital of the Pacific;
- First performance at Pohai Nani Retirement Home;
- Kuhio Day and Kamehameha Day festivities and parades;
- Annual opening of the polo season at Mokuleia.

DEPARTMENT OF TRANSPORTATION SERVICES

DEPARTMENT OF TRANSPORTATION SERVICES

*Kazu Hayashida, Director
**Akira Fujita, Deputy Director

POWERS, DUTIES AND FUNCTIONS

The Department of Transportation Services is responsible for planning, designing, coordinating, operating, and maintaining public mass transportation systems and facilities; and for the efficient, safe, and expeditious movement of traffic, including bicycles on the City's streets and roadways. The City Charter ascribes the following responsibilities to the department:

- a) Plan, design, operate and maintain transportation systems to meet public needs.
- b) Locate, select, install and maintain traffic control facilities and devices and street lighting systems.
- c) Approve plans and designs for the construction, reconstruction and widening of public streets and roads.
- d) Provide educational programs to promote traffic safety.
- e) Promulgate rules and regulations in accordance with standards established by law.

ORGANIZATION

The Department is comprised of four divisions each with its separate branches:

Transportation Planning and Programming Division
Programming Branch
Engineering and Right-of-Way Branch
Planning Branch

*Kazu Hayashida was appointed director on January 2, 1977, when George C. Villegas resigned.

**Akira Fujita was appointed deputy director on February 16, 1977, replacing KeNam Kim.

Bus Systems Division
Operational Planning Branch
Facilities and Equipment Branch

Traffic Engineering Division
Planning, Survey and Parking Branch
Design and Operations Branch

Electrical and Maintenance Services Division
Planning and Design Branch
Maintenance Service Branch
Construction Inspection Branch

In addition to the divisions, two other units serve the Department:
Traffic Safety Education Section and Administrative Services Branch.

BUDGET

Our total expenditures for the operation and maintenance of the department amounted to \$21,236,058, an increase of 20 per cent from the previous fiscal year. Increased costs were brought about by annual pay increases for employees as well as additional cost for electrical power to operate traffic signals and street lights.

We received a \$2 million capital grant from the Urban Mass Transportation Administration for our HART (Honolulu Area Rapid Transit) system project. These funds will be used to complete the Environmental Impact Statement and refine engineering and design development of our fixed-guideway system.

We have also initiated a community-wide rapid transit information program. Phase I of the program included a 15-minute color slide show which dealt with the major alternative public transportation systems which were closely considered by the Department. Another slide show was developed for Phase II of the program which dealt in more detail with the proposed HART system.

The slide shows were augmented by a public speaking program which reached an estimated 6,000 community leaders, as well as several hundred City and MTL employees. An informational brochure was also distributed at the 50th State Fair. Radio and newspaper advertising was also utilized to heighten public interest.

TRANSPORTATION PLANNING AND PROGRAMMING DIVISION

The Division's responsibilities include short- and long-range transportation planning for DTS; the administration of the City's rapid transit development program; coordination with State and Federal offices regarding funds, regulations and services related to mass transportation; and programming and administration of Federal-aid highway programs.

Programming Branch

This branch is responsible for the programming, coordination and administration of federal-aid transportation programs under the Federal Highway Administration (FHWA).

The Federal-Aid Urban System (FAUS) was authorized for establishment under the Federal-Aid Highway Act of 1970. Authority for selection of the street system and programming of projects for funding under FAUS is vested in the local governments. With the establishment of the FAUS, the Traffic Operations Program To Increase Capacity And Safety (TOPICS) has been phased out with the incorporation of the majority of TOPICS system streets into the FAUS.

The level of FAUS funding statewide is approximately \$3.8 million per year, of which \$2.8 million is allocated to the City and County of Honolulu for expenditure on urban system streets within the Honolulu urbanized area.

Accomplishments:

- 1) F.A. Project No. M-0001 (004), Lusitana-Vineyard Traffic Improvements. The project comprises establishment of a one-way couplet between Alapai-Lusitana Streets and Punchbowl Street with major reconstruction of the Lusitana-Vineyard intersection. At present the project is in the final design phase under a consultant contract, which is administered by the Department. Construction is scheduled to begin early or mid-1978.
- 2) F.A. Project No. M-6217 (001), Piikoi Street Widening between Young Street and Beretania Street. The proposed project consists of widening on the ewa side of Piikoi Street between Young Street and Beretania Street to provide for another traffic-carrying lane. The project is presently at the stage of preparation of final plans, specifications, and estimates for a construction contract. Construction is scheduled to begin in late 1977 or early 1978.

- 3) **Modernization of Urban Traffic and Pedestrian Signals.** This project, totaling approximately \$3.76 million, is being accomplished in four phases. The project involves improvements to signals at 200 intersections to provide for increased safety and capacity at intersections and to upgrade signals to Uniform National Standards.

Phase I (\$1.35 million) has been completed. Contracts for Phase II (\$1,260 million) and Phase III (\$1,005 million) have been awarded and construction is under way. Construction bids for Phase IV (\$0.340 million) have been received and construction will begin as soon as the contract is awarded.

- 4) **Federal-Aid Urban System (FAUS) Study.** The objective of the study is to update the FAU System and to determine priorities of transportation improvements thereon. Consultant services contract is presently being negotiated and the consultant will be on board by October 1977.
- 5) **Park-and-Ride Program at various locations on Oahu.** Consultant services contract for this project is being negotiated.
- 6) **UMTA Section 5 Grant Application.** A grant application under Section 5 of the Urban Mass Transportation Act of 1964, as amended, was prepared and submitted to UMTA in December 1976 for assistance totaling \$2.763 million to operate the bus system. This application was approved in March 1977. Funds for such assistance are available until 1980.
- 7) **Transportation Systems Management Element (TSME) Report.** The TSME report was prepared by the joint State Department of Transportation/City Department of Transportation Services TSM Task Force in close coordination with the Oahu Metropolitan Planning Organization. The objective of Transportation Systems Management Program is to make more efficient use of the existing transportation resources to provide for the movement of people and goods, including the disadvantaged, elderly and handicapped in an efficient and economical manner. The development of the TSME has resulted in a Transportation Systems Management Program consisting of a plan of improvements with implementation schedule covering Fiscal Year 1977 to Fiscal Year 1980.
- 8) **Transportation Improvement Program (TIP).** The City's TIP consists of improvements drawn from the long-range element and the TSME prepared in the framework of the Oahu Metropolitan Planning

process. The TIP for Fiscal Year 1978-80 was prepared basically consisting of a transit element embodying transit related improvements such as new yards and shops, new buses for fleet modernization and expansion, new bus stop signs, benches, shelters, bus bays, information centers and park-and-ride facilities, and of a traffic engineering element embodying traffic engineering improvements which are designed primarily to remove bottlenecks or provide continuity in the street system.

Engineering and Right-of-Way Branch

This branch is charged with the responsibility for the planning and implementation of a rapid transit program and assisting with related land use, bus and transportation planning activities.

Accomplishments:

- 1) Project No. HI-09-0005 -- Completed report "Evaluation of Supplemental Waterborne System" as part of the Rapid Transit Preliminary Engineering Evaluation Program, Phase II (PEEP II) by consultants, A.M. Voorhees and Associates, Inc.
- 2) Project No. HI-09-0005 -- Earlier, the City submitted to UMTA the report "Analysis of Transit Alternatives" prepared by consultant, DMJM and this resulted in:
 - a) A fact-finding visit to Honolulu by UMTA Administrator Robert Patricelli in September 1976.
 - b) In November 1976, City received a letter from UMTA stating the following:
 - "Analysis of Transit Alternatives" report is complete.
 - UMTA concluded that City made strong case for construction of initial segment of fixed-guideway rapid transit system, and no other alternative appears able to carry the ridership and provide benefits we seek.
 - To advance the rapid transit program, UMTA offered to assist the City in the preparation of the EIS and preliminary engineering of the Aloha Stadium to Kahala Mall segment (14 miles) with a possibility of an initial segment of no more than seven or eight miles.

- 3) Project No. HI-09-0005 -- Completed report "Financing the Honolulu Rapid Transit Program - Supplemental Report" by consultant, Smith, Barney, Harris, Upham & Company, Inc.
- 4) Project No. HI-09-0005 -- Completed a report "Detailed Management Plan" for proposed rapid transit system.
- 5) Project No. HI-03-0005 -- Prepared and submitted to UMTA a capital grant application for a \$2.5 million, two-phase rapid transit project.
 - o Phase I -- Complete EIS and Refine Engineering, \$0.5 million.
 - o Phase II --Design Development, \$2.0 million.

UMTA approved the application in June 1977. While UMTA reviewed the application, City initiated the selection process for a prime consultant.

Planning Branch

This branch is responsible for the technical work required to accomplish long-range and short-range transportation planning for DTS and for the Department's participation in the OMPO planning process.

- 1) Participation In Planning Process (OMPO)
 - a) Participated in various work elements within the OWP as well as coordinated necessary intradepartmental work as the traffic counting program.
 - b) Undertook limited transit speed and delay survey on eight routes during peak- and off-peak hours.
 - c) Completed preliminary existing transit network for operational and continuous analysis use.
 - d) Participated in the development of the Fiscal Year 1978 OWP as well as in various coordinative and administrative work.

2) Departmental

- a) In cooperation with the Traffic Engineering Division, conducted a vehicular speed and delay survey for certain major streets within Honolulu.
- b) In cooperation with the Traffic Engineering Division, conducted an off-street parking survey for the CBD-Civic Center and Waikiki areas.
- c) Worked on the refining of a highway network that will be applicable to departmental use for limited area planning. This work is continuing into Fiscal Year 1978.
- d) Continued reviewing and testing for departmental application, various computer programs within the PLANPAC and UTPS transportation planning batteries.
- e) Completed the various trip table manipulations required to produce a 1995 auto-person trip table; assigned same to PEEP II highway network for analysis purposes.
- f) Started analysis of existing transit service and SRBP for eventual update.
- g) Started development of 1980 transit network (for Park-and-Ride Study) and 1985 transit network for application to work element in Fiscal Year 1978 OWP (Development of Short-Range Ground Transportation Plan).
- h) Completed Draft RFP including draft scope of work for parking strategy study (part of Fiscal Year 1978 OWP). This work to be continued in Fiscal Year 1978, coordinating with the Parking Advisory Committee, State and OMPO as required.
- i) Provided data input and services as requested to other units within the department, e.g., FAU Study, Park-and-Ride Study, Lusitana-Vineyard Design Report and Windward Traffic Projections.

BUS SYSTEMS DIVISION

This Division is responsible for the administration of the City's bus program, the development and implementation of short-range bus plans, and

coordination with Federal and State agencies and the community on related bus transit issues.

Operational Planning Branch

During Fiscal Year 1976-77 the City stabilized its fleet at 350 coaches. Plans are under way to add 14 new buses during the next fiscal year.

Two new bus routes were established: one local suburban and one urban. In addition three local urban through suburban routes were modified or extended.

Operating hours in 1977 increased 121,980 over 1976 or 12.7 per cent. During the same period, ridership increased by 3.9 million to a total of 66 million passengers annually or an increase of 6.3 per cent.

Facilities and Equipment Branch

Groundbreaking ceremony for the new Halawa bus maintenance facility was held on May 5, 1977. The Halawa facility is designed to perform heavy maintenance on the City's bus fleet and will also house 200 buses which will cover the routes serving the Western areas of Oahu. Construction of this facility will be completed in August 1978 at a cost of \$4.2 million.

Eminent domain proceedings were initiated in February 1977 for the Bowling City property to complete the land acquisition phase of the expansion and modernization program for the Honolulu bus maintenance and administration facility. The purchase of this property is being financed with Federal subsidy.

Three thousand (3,000) bus stop signs and 300 bus stop benches were purchased and installed under our street furniture program. Our bus shelter construction program is well under way and 50 shelters will be erected with labor furnished by the Lions Clubs and other civic organizations with materials furnished by the City and the Federal governments.

Free bus transportation for the ambulatory handicapped began July 1, 1976 for all temporary and permanent handicapped capable of using the bus -- 3,467 bus passes were issued as of June 30, 1977.

Handi-Van service for the non-ambulatory handicapped began June 16, 1977. This is a six-month pilot program operated by the City with a private contractor. Service is available to all semi- and non-ambulatory handicapped who cannot use the regular City buses. Three hundred ninety-one (391) handi-van passes were issued as of June 30, 1977. The fare is 50 cents for this curb-to-curb service and each passenger is authorized an attendant or companion. Six specially-equipped vehicles provide service from 6:00 a.m. to 6:00 p.m., Monday through Friday throughout the greater Honolulu area.

Marketing and public information activities have included:

- a) Installing 350 car cards in our City buses to advertise the Handi-Van service.
- b) Repeated Handi-Van service ads in the Honolulu Advertiser and the Star Bulletin.
- c) Distribution of informational handouts describing new service available to all satellite City Halls and organizations serving the handicapped.
- d) Spot coverage of special Handi-Van events on several local television stations (i.e., the Mayor's lei untying ceremony on June 10, 1977 to dedicate the new van fleet; the special sensitivity training course for van drivers; trip shots and interviews with handicapped users; and implementation of priority seating for the ambulatory handicapped in the City's regular buses).

TRAFFIC ENGINEERING DIVISION

This Division ensures the most efficient, safest and most expeditious use of the City's streets, roadways and appurtenant facilities including off-street parking lots and bikeways.

Planning, Survey and Parking Branch

This Branch is comprised of the Traffic Planning and Survey, and the Parking Sections. Its responsibilities include traffic planning, surveys, and parking facilities.

Planning and Survey Section: This Section prepares and reviews future plans for roads, subdivisions, parking facilities, and bikeways, in accordance with the City's Comprehensive Zoning Code and Subdivision Rules and Regulations. It also carries out traffic surveys and bikeway planning functions.

Accomplishments:

- 1) Review of 350 preliminary roadway construction plans, including 55 subdivisions.
- 2) Review of traffic requirements for the proposed Kakaako Development Plan.
- 3) Completion of 300 short-range planning projects.

Parking Section: This Section is responsible for the installation and maintenance of all parking meters for the City of Honolulu. It is also responsible for the collection and accounting of revenues and the enforcement of parking regulations through the issuance of citations.

Operation of this Section was somewhat again hindered by vandalism which stopped when the person responsible was apprehended by the Honolulu Police Department. The Section continued its emphasis on preventative maintenance to prolong the life of the meters.

Accomplishments:

- 1) Maintenance of 2,971 on-street meters.
- 2) Maintenance of 2,400 off-street meters in 13 municipal parking facilities.
- 3) Issuance of 164,418 citations.
- 4) Collection of \$690,009.44 from on-street meters and \$912,795.04 from off-street meters for a total of \$1,602,804.48.

Design and Operations Branch

This Branch encompasses two sections, Street Usage and Traffic Signal, and involves the activities of the traffic engineering districts.

Street Usage Section: This unit is responsible for enforcing the Traffic Code and State rules and regulations governing work sites on streets, motorcades, parades, house moving, and other non-conforming uses of streets. The section issued permits for such special uses.

Accomplishments:

- 1) 1,434 Heavy Equipment Moving Permits
- 2) 142 House Moving Permits
- 3) 1,691 Construction/Parade Permits

There was a lessening in requests for permits, apparently resulting from a decrease in major construction activities.

Traffic Signal Section: This Section is responsible for the design, installation, maintenance, synchronization, modernization and timing of all traffic signals at 443 intersections, including 120 intersections under State jurisdiction.

Under the Federal FAM funding, this unit accomplished the following:

- 1) Modernized 58 traffic signal intersections and is in the process of modernizing an additional 175 intersections.
- 2) Installed 4 master computer signal systems with this grant. This project is designed to provide for safer vehicular and pedestrian movements with a minimum of delay to the public.
- 3) Installed new traffic signals at 17 intersections.
- 4) Installed 3 school warning flasher systems.

Traffic Engineering Districts: Each of the four districts designs and reviews plans for the improvement of roadways and intersections; reviews geometrics; prepares traffic control plans, specifications, proposals, and estimates; prepares striping plans and provides inspectional services for the installation and modification of traffic control devices on all improvement projects.

East Oahu District:

- 1) Reviewed 45 construction plans, which involved the preparation of traffic controls to provide for safe and efficient traffic operations.

- 2) Investigated 489 requests from private citizens, firms, and other governmental agencies.
- 3) Evaluated and worked on additional refinements to the "Waikiki Multi-Loop Traffic Circulation System":
 - a) Conversion of direction of flow of traffic on Pualani Way from two-way to one-way in the kokohead direction to improve circulation.
 - b) Conversion of Helumoa Road between Beachwalk and Lewers from one-way in the ewa direction to one-way in the kokohead direction.
 - c) Modified the Kalakaua-Pau-Ala Moana intersection to provide a more efficient traffic flow.
- 4) Design and implementation of various phases of the Mayor's landscaping projects in the Waikiki area.

Central Honolulu District:

- 1) Design and implementation of the various phases of the Mayor's landscaping projects in the district.
- 2) Implementation of signing, striping and curb markings for King Street ID, Phase I.
- 3) Conversion of Poha, Hoawa, and Kemole from two-way to one-way between King and Beretania.
- 4) Completion of striping plans for Public Works road reconstruction projects on Beretania, Nuuanu, Oahu, Dowsett, Young and Piikoi Streets.

Leeward Oahu District:

- 1) Review of plans for the improvement and widening of Salt Lake Boulevard and Kalihi Street.
- 2) Review of subdivision plans for Mililani, Makakilo, Salt Lake, Pearl City, Waipahu, Nanakuli and Waianae.
- 3) Remarketing of major roadway centerlines to designate the correct passing and no-passing zones.

- 4) Upgrading of existing traffic control devices on major roadways to conform to the latest national standards.
- 5) In cooperation with the Police and school officials, improve school crossings.
- 6) Conduct detailed studies of high accident intersections and roadways to improve safety.

Windward Oahu District:

- 1) Implementation of bike route on Haiku Road in Kaneohe.
- 2) Implementation of parking prohibition on Kalaniana'ole Highway in Waimanalo, adjacent to Bellows Air Force Station, to remove vendors, thereby eliminating roadway congestion and associated traffic hazards.
- 3) Participation in regulatory and warning sign replacement project.

ELECTRICAL AND MAINTENANCE SERVICES DIVISION

This Division with a staff of 107 is divided into three branches responsible for the planning, design, and maintenance of City street, park, and mall lighting systems; planning, design, and maintenance of fire alarm and civil defense systems; maintenance of traffic signs and markings on City-owned or controlled roadways, and warehousing to facilitate the responsibilities listed.

Continuing efforts are being made to upgrade lighting services to the general public by the adoption of modern methods, better equipment, and improved procedures. Programs for improved lighting were initiated with energy conservation a prime concern.

We believe that this Division's efforts have yielded significant accomplishments in Fiscal Year 1976-77, but we will continually strive to enhance those accomplishments through future performance.

These are the functions and accomplishments of each branch:

Planning and Design Branch

This Branch prepares the designs, plans, specifications and estimates for the installation and construction of street and outdoor

lights, fire alarm and communication facilities, and related municipal facilities, reviews plans produced by other agencies and private developers; develops standards; coordinates construction with other departments, outside agencies and the public; and investigates complaints and irregularities on all electrical and electronic matters.

Accomplishments:

- 1) 390 miles of photologging aimed at standardizing signs and markings (State equipment not available the past year) .
- 2) Plans reviewed included 326 for street lighting and parks.
- 3) 343 investigations conducted.
- 4) 118 project designs prepared.
- 5) 1,872 excavation applications processed.
- 6) 562 joint pole applications processed.
- 7) 283 changeover requests prepared.

Highlights:

Continuing the energy conservation program, using lower wattage high-pressure sodium luminaires in place of mercury vapor luminaires. All high usage streets in the Downtown area have been converted to the efficient high-pressure sodium luminaires.

Maintenance Services Branch

This Branch performs construction, installation and maintenance work on the basis of work orders or directives issued by the Planning and Design Branch, for street and outdoor lighting, fire alarm and communication facilities, traffic control facilities and devices. This Branch also directs the Central Warehousing and Workshop activities for the Department and the general maintenance of the Base Yard; and maintains a night crew to answer all trouble calls relating to street, park, and mall lights.

The Branch is divided into four sections. Accomplishments of these sections are as follows:

Street and Outdoor Lighting Section

- 1) 334 pole changeover jobs completed.
- 2) 18,744 defective lamps and photocells replaced.
- 3) 2,993 luminaires cleaned and/or replaced.
- 4) 171 emergency calls answered.
- 5) 2,300 new luminaires installed.

Highlights: Completed replacement of existing mercury vapor luminaires in the Downtown area with high efficiency high-pressure sodium luminaires.

Fire Alarm and Communications Section

- 1) 2,160 fire alarm boxes tested and maintained.
- 2) 1,161 civil defense sirens tested and maintained.
- 3) 14 police call boxes and antennas maintained.

Signs and Markings Section

- 1) 639 miles of traffic lines painted.
- 2) 1,656 crosswalks painted.
- 3) 12,596 signs manufactured.
- 4) 23,522 signs installed or repaired.
- 5) 20,394 feet of traffic lines erased.
- 6) 90 miles of traffic lines spotted.

General Maintenance and Warehousing Section

- 1) 83,337 supplies and tools received.
- 2) 90,604 supplies and tools issued.
- 3) 2,213 supplies and tools purchased.

- 4) 198 items of equipment repaired.
- 5) 1,748 items of equipment prepared/tested.
- 6) 733 luminaires cleaned/refurbished.

Construction Inspection Branch

This Branch coordinates field construction requirements with other departments, outside agencies and the public; inspects electrical construction for subdivisions, street and outdoor and indoor lighting, fire alarm and communication facilities.

Accomplishments: Conducted 1,210 inspections.

TRAFFIC SAFETY EDUCATION SECTION

This Section has the responsibility to provide education programs to promote traffic safety.

Accomplishments:

- 1) The Oahu Traffic Safety Council, with the purpose of advising the Mayor on matters relating to highway safety, met monthly and subcommittees were active in the areas of bicycle safety, pedestrian safety, and vehicle safety. The Council helped initiate the Courteous Driver of the Month program in cooperation with AAA.
- 2) Oahu Fleet Safety Organization is dedicated to the promotion of fleet and traffic safety throughout the island of Oahu. This City-sponsored organization is composed of about 150 automotive fleets which include at least 2,000 drivers. This past year, two special seminars were initiated to assist the members to meet some of the safety requirements imposed by the State Driver Improvement Act. Also, the annual truck rodeo was upgraded to meet the National Trucking Association standards and four champion truck drivers from Oahu are to be sent to the national rodeo finals.
- 3) The Defensive Driving Course is a continuous program. At least two instructor development courses are given each year and the course is conducted for the public and for drivers in industry. Instructors are expected to volunteer their time. Defensive Driving Week was observed in April with three courses offered to the public free of charge.

BOARD OF WATER SUPPLY

BOARD OF WATER SUPPLY

Edward Y. Hirata, Manager and Chief Engineer
Leroy G. Rathburn, Assistant Water Works Manager

BOARD MEMBERS

Yoshie H. Fujinaka, Chairman
Stanley S. Takahashi, Vice Chairman
Edward F. C. Lau, Member
Teresita R. Jubinsky, Member
Fred W. Dailey, Member
Wallace S. Miyahira, Ex-Officio Member
E. Alvey Wright, Ex-Officio Member

POWERS, DUTIES AND FUNCTIONS

The Board of Water Supply is a semi-autonomous agency, governed by a Board, and operated solely on revenues generated from the sale of water and other related activities. This department has full and complete authority to manage, control and operate the water systems and properties used in connection with the distribution of water for all civilian and some military uses.

PLANNING AND ENGINEERING DIVISION

This division consists of the Planning Branch and the Engineering Branch, which are responsible for the planning and engineering of projects for the Department.

Planning Branch

Adding new sources of water or acquiring existing sources to meet the ever increasing demand for water is always of primary concern to planning for the future. A takeover of the U. S. Army's Oahu Water System is being studied for physical configurations, operating characteristics, and water demands. Although the individual systems are operational and similar in concept to Board of Water Supply facilities, the design standards and conditions of the facilities are below those of the Board of Water Supply. The most noticeable deficiencies were in system reliability and plant automation.

Specifications were prepared for the drilling of three wells, one at Pacific Palisades and two at Waipio Heights. The drilling work has been completed and the wells have been satisfactorily tested for plumbness and alignment and yield and

drawdown.

A hydro-geologic study has begun to assess the "water-poor" Makaha-Waianae area for methods to develop additional supplies and to maximize existing sources. Studies were also completed on the development of a potential water source for the University of Hawaii Manoa campus, and on the irrigation practices of taro farmers in Waihee Valley.

A study on the use of alternate sources of water by large water users was completed. The possibility of providing these users with lower quality water through a dual water system was discussed, using a test area in the Honolulu District as an example.

Comprehensive studies on the future water supply of the Windward and Leeward areas of the island were completed. These studies update the published "Oahu Water Plan" in that projections of population and water demand were adjusted based on revised population estimates. Development priority recommendations for future sources to meet the new demand projection were included in the studies. A study of the Honolulu Water District is now underway.

As a precaution against major water shortages during periods of low rainfall and declining groundwater levels, a drought plan was completed. The plan was developed to minimize water usage through control and conservation. Implementation of the plan would depend on the state of the sources, primarily the groundwater levels.

A long-range water conservation program was started. Information is, at present, being sought from other water agencies on conservation methods and practices. The ideas received will be analyzed and if applicable, incorporated into a program for the department.

As a first step in the long-range conservation program, a leak detection and repair program was started. The program covers the entire system, but emphasis is currently being placed on the sections of the system that are susceptible to leakage due to aging and corrosion. During the year, over 85 miles of mains (5.6 per cent of the 1,518 miles of mains) in 23 different pressure zones were inspected and repaired.

Evaluations were made of our existing water systems utilizing our computerized Water Network Analysis Program to identify and recommend corrective action on various physical and operational problem areas. Recommendations for improvements were made through determination of alternatives and comparison of the costs for each alternative.

Continuous effort is being devoted to the review of water systems and water supplies for proposed developments. The primary concern of these reviews is to insure that the new water mains, booster stations and reservoirs meet operational constraints and complement the overall water system.

Work with other agencies in water related matters is proceeding smoothly. The Kaneohe Bay Urban Water Resources Study being conducted with the Army Corps of Engineers has entered into the second phase. A water demand model developed by the Corps' consultant is, at present, undergoing correlation tests using past years' consumption data. Input is being provided for a report being prepared by INTASA on the carrying capacity of the Oahu water system.

The computerized microfiche retrieval system currently being used by the Control Room Operators was updated. New water facilities completed in the past fiscal year were added to the microfiche system.

Basic hydrologic data monitoring included scheduled weekly and monthly visits to 18 raingages, 28 observation wells and drill holes, 30 flowing wells, 4 stream gaging points, and 34 other stations for pipeline flow records. Sampling for chemical analyses was performed on weekly, monthly and semi-annual bases for 96 wells and annually for 98 wells. Reporting of the data was improved by new methods of data presentation and by addition of meaningful interpretation.

During the year, four applications for well permits were issued; eight owners of wells were issued permits to modify their existing flowing wells; and three abandoned wells, one of which was leaking, were sealed in the interest of conservation.

Electric logs were run on six wells. Fourteen wells were logged with the neutron tool. Five monitor wells penetrating to salt water were logged on a quarterly basis for salinity changes. One additional well was logged for salinity.

Enforcement of the cross-connection control program was expanded to include all sewage, harbor and recreational park facilities. Cross-connection enforcement letters were sent to consumers whose plumbing needed backflow prevention devices. The 12 not meeting backflow prevention requirements were notified of their deficiencies. By year's end, four consumers corrected their deficiencies.

In connection with the building permit application process, 818 cross-connection reviews were made. Also, 776 field inspections were made by the Building Department to insure that

the backflow prevention requirements were installed according to plans and specifications.

Forty-six environmental impact documents were reviewed and coordinated; 34 agency project reviews were coordinated; 30 conservation district use applications were reviewed; seven shoreline management permit applications were reviewed; 321 ground disposal applications were approved; and 23 ground disposal applications were denied under the environmental protection program.

Staff members representing the department played an active role in drafting the State's Safe Drinking Water Act Regulations. To meet the requirements of the Act by July 1, 1977 deadline, 110 reservoirs were monitored and reservoir deficiencies were referred to the Engineering Branch for corrective action.

Corrosion problems affecting distribution mains in the Hawaii Kai area, and the Honouliuli 30" and Keanu Tunnel 24" transmission pipelines were investigated. In the case of the transmission mains, the corroded areas were cleaned and treated and protective measures were taken. Examination of an exposed section of concrete cylinder pipe disclosed defects that may require a reassessment of its use.

The laboratories continued to assure consumers of high quality of water with their collection and analysis of water. Contamination at Waimalu Well I was finally successfully solved and the well is now free from contaminants.

Over seven thousand tests for various mineral and organic components were performed on 3,522 samples. Basal water research and quality of sources monitoring continued to be the major effort.

Through the course of the year, 12,395 samples for bacteria analysis, including those from 19 miles of new mains and large connections that were disinfected, were examined. The water quality from a bacteria standpoint was excellent with the average coliform densities well below the maximum allowed by the EPA Standards.

Engineering Branch

A total of \$5.2 million in construction contracts was awarded during the past fiscal year. Scope of projects ranged from drilling of wells, to construction of pumping stations, installation of transmission mains and repair and replacement of existing facilities.

Construction was begun on the Department's first project to be funded by the Federal Government's Community Development Block Grant program. This project, Kamaile Wells, located in the Waianae area involves the installation of deepwell pumps, transmission mains, and the construction of a control station at a cost of \$400,000.

Contracts awarded for major projects involving water source development include drilling two 2 mgd wells at the Waipio Heights Wells site, and an exploratory well at the Pearl City 640 Reservoir site in Pacific Palisades. The Waipio Heights water production will meet increased demand in central Honolulu, while the Pearl City water is ear-marked for local use.

Another water development project underway is the Kahana Wells I project, which, when completed, will consist of two deepwells, a control station and transmission mains producing one mgd of water to meet the increasing demand in Kailua, Waimanalo, and Hawaii Kai.

Large transmission mains required for efficient transport of water are continually being designed and constructed. Contracts were awarded for the installation of approximately 9,000 feet of 36-inch mains in the Aiea-Halawa area.

A contract for the Phase IIIA of the Water Control Center for Honolulu (WATCCH) program was awarded. This will integrate a number of Windward area remote stations with the Beretania Station Water Control Center.

A new corporation yard is being constructed at the existing Wahiawa site to replace the old quonset-type structures that were in existence for many, many years.

The repair and replacement program was continued with the re-winding of existing prestressed concrete reservoirs at Kailua Heights 230, and Pearl City 640, and the replacement of deepwell pumps at Hoaeae Wells and Aiea Gulch Wells. An altitude valve was also replaced at the Diamond Head 180 Reservoir.

Other improvements constructed during the fiscal year include landscaping and irrigation at Kaluanui 815 Reservoir, repair of the Nuuanu Reservoir Catwalk, electrical work at the Haiku Chlorinator Station, and at the Diamond Head 180 Reservoir, repainting of various Board of Water Supply facilities, and improvements at Upper Waianae Tunnel.

A number of State "grant-in-aid" projects were funded for design work, and construction plans were completed for upgrad-

ing of service and fire protection for various areas throughout Oahu.

The Engineering Branch continued to review plans and specifications for private developers and government agencies and also oversaw and inspected the construction of these facilities.

FIELD OPERATIONS

The Construction Section repaired 143 main breaks in 1976-77, an increase of 16 per cent over the previous year. A total of 53 large meters were installed, a decrease of 27 per cent. Twenty-three main connections were made, a decrease of 58 per cent. Round-the-clock crews responded to 6,046 calls, an increase of two per cent. There was one break on the 42-inch concrete cylinder pipe at Shafter Flats.

Contractors are permitted to make all connections and large meter installations under the supervision of Engineering Division construction inspectors.

The 30-inch main on Kapahulu Avenue was lowered by departmental crews at four different locations because of installation of a new drainage system.

A total of 1,457 new services were installed by the service crews during the fiscal year. A total of 180 discontinued services were cut at the main, 142 galvanized services were renewed with copper, and 124 existing services were relocated.

The Meter Shop tested and calibrated 9,215 meters and repaired 2,871 meters and 3,254 dials.

A large majority of the newly purchased meters had to be tested for new meter accuracy. This was necessary because the random tests of new meters were below requirements.

In March, the 21-year-old meter replacement program was implemented and as a result 1,694 meters were replaced.

Meter Shop personnel also removed or tested 360 large meters.

The Suburban Field Services Section crews responded to 3,613 trouble calls, a decrease of five per cent over the previous year. They also repaired 81 broken mains and renewed 169 service lines.

The disinfection of mains decreased almost 90 per cent in Honolulu from 18,562 lineal feet in 1975-76 to 2,886 lineal feet in 1976-77. The decrease was even greater (100 per cent) in the suburban areas, where activity dropped from 33,868 lineal feet in 1975-76 to zero lineal feet in 1976-77. This is the result of contractors now doing their own disinfection work.

The Maintenance Section performed 79 tap-ins of mains, 97 machine cuts on mains, and 143 welding jobs. One hundred sixty reservoirs were treated.

The number of hydrants in the system now totals 12,762, an increase of 324 over the previous fiscal year. The section inspected and maintained 9,310 hydrants, relocated or replaced 11, painted 823, repaired 388, and fire-flowed 51.

Approximately 40,050 valves are now part of the system, an increase of 1,081 over the previous fiscal year. Crews inspected 10,260 valves; repacked, repaired or replaced 585 valves; and raised 953 manholes.

Groundskeeping crews maintained approximately 307 acres of landscaped grounds.

The Windward District completed its first year as a major subordinate unit of the Field Operations Division. As a result of the redistricting, the Windward District was adequately manned to implement programs otherwise neglected.

Programs implemented and completed were the yearly inspection and maintenance of the 2,300 numbered hydrants, an increase of 61 over the previous fiscal year, and the maintenance and repair of approximately 600 air valves in the system. The section inspected and maintained 2,962 hydrants, relocated or replaced 20, painted 528, repaired 71 and fire-flowed 47.

A valve maintenance program was recently implemented to service and maintain the approximately 3,400 valves in the system. The crew has inspected, repaired and repacked 218 valves and raised a total of 241 manholes.

The district responded to 2,235 trouble calls, a decrease of 21.7 per cent over the previous year. They also repaired 44 broken mains, an increase of 15.9 per cent; installed a total of 287 new services; cut 43 discontinued services at main; renewed 385 galvanized services with copper; and relocated 11 existing services.

In March, the 21-year-old meter replacement program was implemented and, as a result, 336 meters were replaced in the

district.

Investigators of the Windward District took care of 215 requests for investigation and 210 leak and waste calls. In meter related activities, 429 meters were relocated, 53 meters located and read, 18 meters found to be lost, damaged, or defective, and 54 buried meters found.

The District also responded to 643 calls concerning locating leaks, locating lines and mapping, segregation of services, or poor, excessive pressure.

PLANT OPERATIONS

The second phase to the motor reconditioning program is in progress in the Pumps Section. With 95 per cent of the motors completed, the projected completion date of May 26, 1977 was extended to August 23, 1977, due to the large amount of change order work.

Several shortcomings were evident in the specifications for the reconditioning work, therefore a new set of specifications has been prepared and is in the review process. It is estimated that proper staffing of the specifications will be completed prior to the inception of phase three.

Several preventive maintenance programs initiated by the section include motor insulation testing, motor-pump alignment, electrical switchgear maintenance and motor reconditioning.

An expanded preventive maintenance program is being studied with independent and qualified help available through the services of the Russ Smith Corporation.

The Pumps Section is divided into four subsections. The island is divided in three districts - Leeward, Central/Windward, and Metropolitan. The fourth subsection is the Technical Services and Control Center group. Each district operates as a "mini" water works with total responsibilities for efficient operation.

A large portion of the available manhours in Districts I, II and III was expended on Plant Operations and equipment maintenance and repair. Each District was able to keep up with its motor insulation testing and equipment servicing program.

Expected is an increase in manhours expended on water treatment operations in the coming 1977-78 fiscal year due to "Safe Drinking Water Act", which went into effect in June 1977.

The Technical Services and Control Center Subsection is responsible for the operations of the Control Center (WATCCH). The Subsection furnishes personnel from its ranks to meet all the relief duty requirements in the Control Center.

Technical Service's personnel initiated and completed the first phase of the installation of capacitors for power factor correction. Increasing costs of electricity made it necessary to do the work as soon as possible.

The lighting system at Halawa Shaft was revamped, with obsolete light fixtures being replaced and electrical circuits rewired. Relocating the Machine Shop from Ala Moana Yard to the new shop building at Kalihi Corporation Yard required 611 manhours.

Nine obsolete chlorinator units were replaced, two each at Nuuanu Upper Aerator, Nuuanu Lower Aerator, Makiki and Palolo Chlorinators, and one at Pacific Heights Booster.

As part of the on-going pump acceptance and efficiency test program, thirteen units at six stations were tested, only 5.7 per cent of the total 109 stations. The foregoing was done in the first half of the fiscal year.

The Telecommunications Section saw successful operation of WATCCH Stage I (Windward Data Acquisition). This equipment (Moore System) is scheduled to be relocated to the Leeward district and installed in the Pearl City System.

Stage II (Metropolitan Honolulu) was completed and accepted on July 16, 1976. There were approximately 200 failures recorded for the 43 remote and central equipment, an average of 4.6 failures per station during the one-year warranty period. Defective parts were sent back to factory for repairs. New Datamaster equipment was purchased for the remaining new stations.

Stage IIIA (Windward Oahu) is being awarded to Alii Electric Inc. with Wiscomb Company as the system supplier. Equipment proposed is micro processor based supervisory control system.

The decision to continue use of the present Telemetry and Supervisory System brought about doubling of work loads. It also included upgrading a system that was at the end of a service program geared for replacement.

Seven new telemeter lines were added to the existing system to provide telemetry and supervisory controls. Total line charges at the end of the fiscal year amounted to \$48,000.

Temporary lines will be removed in the next fiscal year, reducing the annual charges by approximately \$10,000.

Four Telemetry and Supervisory Systems, three telemeter and pump controls and two altitude valve controls, status and telemeter were installed during the past year.

The concept of modular maintenance is being studied and data collected to establish what degree of modular maintenance is required by the department. Also a factory service bench facility is being initiated to establish what degree bench work will finally be requested.

A total of 13 remote station security system installations were completed and transmitted to the Control Center Security Console panel during the fiscal year 1976-77.

AUTOMOTIVE

Service and maintenance crews performed 1,545 major and minor repairs, and painted 67 vehicles and three pieces of equipment.

Thirty-one new vehicles were put into service. The Division junked one vehicle and sold 13 vehicles and four pieces of equipment.

A total of 22 accidents were reported in 1976-77.

At present, the Department's automotive fleet consists of 242 vehicles and 43 pieces of equipment.

CUSTOMER SERVICE

With the addition of 1,163 new customers during the year, the Department now serves 118,243 consumers. The average per capita use was 216 gallons per day, and the daily input averaged 141.8 million gallons per day.

In 1976-77, the Department reviewed 256 subdivisions and eight planned development applications.

A sewer service charge went into effect on January 1, 1977. Though sewer operations are under the Division of Sewers, Department of Public Works, the sewer charge is billed through the Department's water bill as a customer convenience.

Collections amounted to \$20,331,426.89 for water and \$4,296,586.49 for sewer. Write-offs of uncollectible accounts

for water amounted to \$28,327.27, a decrease of \$10,389.91 from the previous year.

An updated summary of the principal private water systems on Oahu was compiled for the purpose of determining the feasibility of the acquisition of these systems.

The Department no longer installs service laterals four inches and larger. These installations are now performed by the contractors.

LAND OFFICE

The Department acquired four sites totaling 4.650 acres during 1976-77. Two sites were conveyed by the developers of the projects, one purchased from private landowner, and one from the State of Hawaii.

Numerous land transactions were made, including 50 water-line easements and 16 miscellaneous documents.

OFFICE OF THE MANAGER AND CHIEF ENGINEER

The Personnel, Community Relations and Management and Budget Offices functioned as parts of the Office of the Manager and Chief Engineer.

Personnel Office

At the close of the fiscal year, there were 616 regular full-time employees in the department. Thirty-two employees retired during the year, and 110 employees had 25 years or more of government service. Two employees died in service.

Wilbert G. B. Lee and Michael M. Ide were the Board of Water Supply Employees of the Year.

A total of 133 industrial accidents were reported. Eighty-seven accidents accounted for lost time on the job. A total of 2,974.2 mandays were lost due to industrial injury in 1976-77.

Three Safety Committee meetings were held during the year. A program for the issuance of safety shoes to employees on a job determination basis was started. A safety presentation on proper shoring practices was given to personnel.

As part of the Department's training activities, more than 700 employees were registered for 44 classes, workshops,

orientations, seminars and conferences. These covered safety, supervision, retirement, first aid, public contact, equipment management, defensive driving, land surveying, water quality management and other subjects.

Thirteen men were added to the Pipefitter Apprentice Program during the fiscal year, bringing the total to 28. Five apprentices were added to the Water Meter Mechanic Program, for a total of seven. One apprentice will complete this program July 1, 1977.

The employee Federal Credit Union had 1,204 accounts at the close of the year, with total assets of \$2,205,385.37.

Hui Waipuna, the mutual benevolent and social organization of water works employees, had 430 members at the end of the year, of which 50 are retired. The Department's Athletic Association numbered 228 members.

Department employees contributed \$14,617.90 to the Aloha United Way. A total of 613 employees (96 per cent) contributed to the drive.

Community Relations

Water conservation education became a major emphasis of the Community Relations Office in early 1977 and was necessitated by the 1976-77 drought which saw Oahu experience the driest winter in its history. Among the activities conducted by the office were radio and television interviews, periodic news releases on how consumers could conserve water, initiation of news series in the media, and notification of individuals and businesses observed by consumers to be wasting water.

Approximately 1,200 persons visited the Halawa Underground Pumping Station during the annual Water Week observance in August 1976.

Community Relations personnel conducted tours of Department installations throughout the year, and spoke on the subject of the island's water supply at classroom and community functions. Approximately 2,400 persons were reached in 47 separate tour and classroom sessions.

Writing and photographic services for department publications, including the employee newspaper Ka Waipuna, were provided by the office.

Complaints and inquiries from the public were handled throughout the course of the year. News releases and press relations also were part of the office's function.

Management and Budget Office

This office was formerly called the "Management Improvement Office". Among its major functions, this office coordinates the preparation of the annual Board of Water Supply Operating and Capital Improvement Program (CIP) Budget, and monitors its implementation; exercises central review over manpower allocation and utilization; conducts budgetary, management and program analyses of departmental operations; and coordinates extramural funding programs with other City, State and Federal agencies.

FINANCE

Operating revenues for the fiscal year ended June 30, 1977, totaled \$20,022,674. This was \$462,631, or about 2 per cent, more than the previous fiscal year. Part of this increase was due to a \$200,000 fee paid by the City's Division of Sewers for billing and collecting sewer service charges commencing January 1, 1977. The billing of sewer charges using the water bill is the most economical means of billing sewer customers.

Operating expenditures amounted to \$19,820,852 for the fiscal year, an increase of \$1,518,829 over the preceding year. This increase was largely due to higher salaries (\$720,302), related employee benefits (\$273,803), increased electrical power costs (\$162,270) and depreciation (\$263,064).

Collective bargaining contracts covering the department's employees accounted for wage increases effective July 1, 1976. Employee benefits also increased because of the higher payroll.

The increase in power costs is the result of both greater power usage for pumping operations as well as higher electricity rates.

The higher increase in depreciation is due to the continually expanding utility plant which results in an increasing depreciable base.

Cash temporarily in excess of immediate requirements is invested in interest-bearing bank time certificates of deposit. Interest income was \$22,922 lower than in the previous year. This decrease is the result of lower interest rates. Interest rates were as high as 7.375 per cent during the previous year, whereas the maximum obtainable during fiscal 1977 was 6.375 per cent.

The gain from the sale of land, \$171,122, resulted from the sale at auction of a 15,550 square feet surplus portion of

the Kaimuki Pumping Station site.

Net interest expense on long-term debt was \$405,205 higher than in the previous year. This was due to the interest cost of the \$8.5 million general obligation water bonds issued on September 1, 1976.

Utility plant in service, at cost, totaled \$222,287,020 on June 30, 1977. Gross additions amounted to \$11,898,350 while retirals totaled \$619,214 resulting in a net increase of \$11,279,136 during the fiscal year. The \$11,898,350 of gross additions were obtained from bond proceeds (\$3,540,131); revenues (\$1,774,181); Renewal and Replacement Fund (\$27,509); and Contributions in Aid of Construction (\$6,556,529).

General Obligation Water Bonds in the principal amount of \$8.5 million were issued on September 1, 1976, at an average interest rate of 5.9438 per cent. These are coupon bonds of the denomination of \$5,000 each with interest payable semi-annually on March 1 and September 1. Principal will mature in the amount of \$370,000 on September 1 in each of the years 1979 through 1999 and in the amount of \$365,000 in each of the years 2000 and 2001. The bonds were issued for the purpose of providing funds to finance constructing and acquiring improvements and betterments to, and extensions of the water systems, including acquisition of lands therefor. The department's bonded indebtedness totaled \$47,130,000 at June 30, 1977, compared to \$40,530,000 for the preceding year.

Net revenues for the year amounted to \$4,833,217. This was 2.5 times the \$1,909,603 required to service the revenue bonded indebtedness and 1.2 times the \$3,964,618 required to service the total bonded indebtedness, including general obligation water bonds, of the department during the fiscal year. The department has paid all principal and interest when due and has complied with all the covenants of bond resolutions and indentures.

The Board of Water Supply is completely self-supporting financially. It receives no taxation revenues or support and depends solely upon revenues derived from its activities to pay for its operations and liquidation of indebtedness. Plant and contributions to aid in construction are received, however, from the Federal, State and City governments and private sources. Its plant and other risk exposures are adequately covered by insurance and in addition, it maintains an Insurance Reserve Fund which amounted to \$124,721 on June 30, 1977. A Renewal and Replacement Fund is also maintained in order to provide for any possible deficiency in resources available for debt service or emergency costs or expenses which are not of a recurring nature. This fund amounted to \$753,512 at June 30, 1977.

MAYOR'S BOARDS AND COMMISSIONS

MAYOR'S BOARDS AND COMMISSIONS
1977

BOARD OF APPEALS (BUILDING)
Council's Approval

George Ishida, George Kaneko, Robert Katsura, Edmund Kellett, Warren LaFrance (Chairman), Michael Moon, Arlene Nishimura, Jane Okamura, Gilbert Scott, Sr.

BOARD OF APPEALS (HOUSING)
Council's Approval

Ruben Cristobal, Vern Hiu, Tatsuo Kawamura, Anne Cheryl Steele

BOARD OF APPEALS (ZONING)
Council's Approval

Ralph Aoki (Chairman), Daisy Ching, Jerry Hess, Terri Souza, Charles Sueishi, DDS

BOARD OF RECREATION
Council's Approval

Conception Asentista, Mario Bautista, George Carter, John Henry Felix, Hope Morley Gray, Emma G. Lines, Sylvia L. Loque, Roger S. Toguchi, Dr. Richard You (Chairman) *George H. Katsura (Chairman)*

BOARD OF TRUSTEES OF POLICEMEN, FIREMEN,
BANDSMEN PENSION FUND
Council's Approval

Boyd Andrade (Chairman), Ann Carlisle, Mildred Misajon

BOARD OF WATER SUPPLY
Council's Approval

Fred Daily, Yoshie Fujinaka (Chairman), Teresita Jubinsky, Edward Lau, Stanley S. Takahashi

PENSION BOARD
Council's Approval

Dorothy Henderson, Charles Koseki, Francis Kwock (Chairman), Bonnie Stone, Mary D. Vergara

CIVIL SERVICE COMMISSION
Council's Approval

Lydia P. Esquadro, Hiroo W. Miyagi, Ray Tanaka, Lizzie Yee Wong (Chairperson)

CULTURE AND THE ARTS COMMISSION
Council's Approval

Camille Almy (Chairperson), Helene Calliet, Agnes Cope, Roberta Fraser Day, Elizabeth Carr Holmes, Gus Ishihara, Margaret Maiki Aiu Lake, Eaton Magoon, Jr., Ruth Rittmeister, Ruth Tamura, Fortunato Teho

ETHICS COMMISSION
Council's Approval

Mazeppe Costa, Nathaniel Felzer (Chairman), Dorothy Belle Johnson, Robert Nakagawa, Rev. William Smith, Chatt Wright, Laura M. Young

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION
Council's Approval

Toy Len Chang, Violet Chong, Marva C. Garrett, Katsumi Hirata, Herman Hu (Chairman), Joel Irwin, Seijun Tengan

LIQUOR COMMISSION
Council's Approval

Rosie K. Chang, Harold Lewis, Ahoi K. Simeona, Jr., George Takabayashi (Chairman), Sohei Yamate

NEIGHBORHOOD COMMISSION

Mayor appoints 5 (1 requires Council's approval); City Council appoints 4

Audrey Fox Anderson, Philip S. Chun (Chairman), May Chung, Arthur Kusumoto, Thomas Lee, William Miller, Robert Shuford, Martha Turner

PLANNING COMMISSION
Council's Approval

Charles K. Izumoto, Dr. Marion Kagan, Randall Kamiya (Chairman), Yuklin Aluli Kuna, Jacqueline J. A. Lee, Joseph P. Macapinlac, Charles Sarber, Ned Wiederholt, Gertrude Zane

POLICE COMMISSION

Council's Approval

Laurence Ah Nee, Sr., (Chairman), Veronica L. Barber, William C. H. Chung, Charles Duarte, James H. Fujioka, Ann H. Kobayashi, Phyllis Turnbull

POUNDMASTERS

Council's Approval

Claude Ortiz, Bernard Teves

COMMITTEES
No Council's Approval

COMMITTEE ON AGING

Clara Brossell-Crook, Jesus O. Cayaban, Rev. Theodore Chinen, Amy Y. Farias, Kenji Goto (Chairman), Dianne Ishida, Paul Kane, Pearl Keawe, Arminta King, Sister Grace Lim, Mary Ojerio, Rev. William Phifer, Jr., Sarah Sato, Earl J. Terry, Irene Williams

COMMITTEE ON CHILDREN AND YOUTH

Marisa Alo, Mary Appfel, Beatrice Koyasu, John Milnor, Hisao Nakamura, Moses Ome, Steve Rowland (Chairman), Daisy K. Sapigao, John Verzon

COMMITTEE ON THE HANDICAPPED

Norman Asuncion, Helen Antonietta, Katherine Dodson, Lowell Grant, Bill Hindman, Dr. Stanley Hew Len, Sandra Ho, Lillian Holcomb, Marlene Lindberg, Violet Martinez, Willard P. Mirasol, Stephanie Miyashiro, Francis Oda, Sally Price (Chairman), Richard Saxton, Yasuo Takata, Roberto Wirth

COMMITTEE ON THE STATUS OF WOMEN

Esther J. Chamberland, Donald S. K. Ching, Anna Chung, Jane Corley, Linda Ekroth (Chairman), Masae Gotanda, Lou Ann Guanson, Colleen Henion, Antonio M. Lacalle, Ruth Lieban, Ben De Mesa Lopez, Joann Nakagawa, Otto Orenstein, Charlotte Posten, Linda Spalding, Arnold Sprague, Mary Ellen Swanton, David B. Swenson, Sharon R. Weiner, Helen Wiegert, Robin Yutaka

OAHU TRAFFIC SAFETY COMMITTEE

Louise Barra, Georgina L. Bogetto, Pearl Cummins, Ann Daguio, Jim Dominy, Pauline Frederick, Alexander Hirota (Chairman), Edgar J. Irvine, Arline Konishi, Teddy Lii, Irwin Malzman, S. Bing Matsuura, Nathan Napoleon, Nancy C. Pinkosh, Steve Sebetich

MAYOR'S ADVISORY COMMITTEES

MAYOR'S ADVISORY COMMITTEES
No Council Approval

MAYOR S ENVIRONMENTAL COMMITTEE

Dorothy Babineau (Chairman), Benjamin Cassiday, Jr., Donald W. Dias, Michael Dudley, Robert Ellis, Anna Howe, Janet Gilmar, James Ito, Aaron Levine, Jack Lipman, Susan R. Loewenhardt, Bob Lundy, Carol Mertz, Eleanor Morisato, Steven Nimz, "Sparky" Petre, Ronald Seiple, Gay N. Slavsky, Raymond Inafuku

EXECUTIVE PLANNING COMMITTEE

Barry Chung, Robert Dye, Sam Hata, Kazuo Hayashida, Edward Hirata, Richard Sharpless, Ramon Duran (Acting Chairman)

FIRE ADVISORY BOARD

Harry G. Albright, Jim Beavers, Orson Clissold, Ed Danzinger (Chairman), Duk Hee Murabayashi, Edward P. Muto, Joseph L. Walker

HEALTH: EMS ADVISORY COMMITTEE

Lt. Col. Carl Bobay, David Caminos, Sylvia Carey, Robert Chang, Charles W. Coupe, Merle D. Crow, Dr. John Edwards, Jr., Sandy Gresham, Dr. Richard Kelley, Carol Kikkawa, R. E. Lilly, Jr., John Lovstedt, Rodman Lindow, Donna Maiava (Chairman), Justin Van Lopik, Joan Young, Kam Chin Young, Elias DeZafra. ALTERNATES: Sandra Chung, Larry Ho, Bernard Ho, Paul Hong, Faith Lee, Ruditt Liboy, Ruth Ono, May Day Walden, Wayne Waters, Walter Young, M.D.

MANPOWER PLANNING COUNCIL

Cherith Alexander, Shelly Enos, Russell Geib, Jane Giddings, Frances Hill, Betty Hirozawa, Dolores Kahue, William Kea, Richard Knobel, Suzanne Kobe, Janet Long, Matt Q. Luber, Kuhio Mahaulu, John McMillan, Marion A. Metz, Gilbert K. Minn, Gary Omori, Adeline Schultz, Chester R. Suiso, Sheila Sumida

LAW ENFORCEMENT PLANNING COUNCIL

Kathryn Hu-pei Au, Marie D. Barnes, Lucille K. Brown, A. L. "Si" Ellingson (Chairman), Richard Kato, Tokuo Tani, Rosalinda Tiletile, Teresa Wright, Allan E. Vollert

PRODUCT STANDARDIZATION COMMITTEE

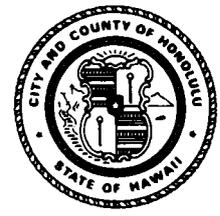
Peter Gibo (Chairman), Jane Howell, Howard Shima, Barry Suyemoto,
H. J. Young

ROYAL HAWAIIAN BAND ADVISORY COUNCIL

John E. K. Akaka, Lehua Berger Billam-Walker, Gordon Coats, Jack
DeMello, Emma Lou Johnson (Chairman), Norma Parado, Zillah S. Young

COUNTY ARBORIST ADVISORY COMMITTEE

Charles Crispin, Larry Fruto, Dorothy Hargreaves (Chairman), Beatrice
Krauss



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813 / TELEPHONE 523-4000

MARILYN BORNHORST
CHAIRMAN

The contents of this report represent the annual reports of agencies within the Legislative Branch of the City and County of Honolulu for the fiscal year 1976-1977.

A handwritten signature in cursive script, reading "Marilyn Bornhorst".

MARILYN BORNHORST
Chairman

CITY COUNCIL

CITY COUNCIL

Marilyn Bornhorst, Chairman & Presiding Officer
Kekoa D. Kaapu, Vice Chairman
George Koga, Floor Leader
Frank W.C. Loo, Assistant Floor Leader & Majority Leader
George Akahane, Member
Daniel Clement, Jr., Member
Wilbert S. Holck, Member
Toraki Matsumoto, Member
Rudy Pacarro, Member

Betty Gordon
Executive Assistant to Council Chairman

POWERS, DUTIES AND FUNCTIONS

The legislative power of the City is vested in the Council of the City and County of Honolulu. The legislative role of the City Council is to:

- . Initiate policies and programs.
- . Plan for the future and to perceive and engage in sustained consideration of major problems and issues.
- . Evaluate the effectiveness of city programs.
- . Be responsive and sensitive to the needs of individuals of the city and to articulate them at the appropriate level of government, whether local, state or federal.

In addition to this law-making power, the Council performs or is permitted by Charter or statutes to perform other functions to include:

- . Conduct investigations of the operation of any agency or function of the City, or any subject upon which the Council may legislate;
- . Confirm all board and commission members appointed by the Mayor;
- . Provide for the purchase or acquisition by condemnation of such property as may be needed for public use;
- . Fix the fees and charges for all official services rendered by the City; and

- . Provide for an independent financial audit of all operations of the City.

SIGNIFICANT COUNCIL ACTIONS

The following are some of the significant actions taken by the City Council during the fiscal year 1976-1977 based on recommendations of its Standing Committees:

Legislative Budget. The Council approved a Legislative Budget of \$2,990,087 to finance operations of the City Council, the Office of Council Services, and the City Clerk.

Executive Operating Budget. After a careful review of the Mayor's proposed Executive Operating Budget for fiscal year 1978, the Council made the following changes:

- . Provision for Collective Bargaining. Added \$6 million to pay for wage increases under collective bargaining.
- . Hawaiian Humane Society: Included an additional \$75,000 to the organization's budget to provide for better enforcement of the City's leash law and the State's noise code insofar as it pertains to animals and unreasonable noises through expanded patrol operations at night and on weekends.
- . Citizen Participation in the Development Plan Process: Work Plan adopted by the Council for the Development Plan process recognized the important role of the Neighborhood Commission and Neighborhood Boards in providing supportive services to the Department of General Planning and the City Council. Since it had not yet received the final program plans necessary to determine the appropriate level of funding, the Committee transferred a token sum of \$1,000 from the Department of General Planning to the Neighborhood Commission to clearly demonstrate the City Council's commitment that the Neighborhood Boards shall be the prime media by which citizen participation shall be integrated into the creation of Development Plans.
- . Mass Transit Program: Deleted from the Department of Transportation Services' budget the following monies for implementation of the City's rapid transit program: \$150,000 in contractual services for high level, experienced personnel to lead the program and \$296,192 to fund 29 new positions beginning in April 1978; consultant services to market the program; equipment and other related expenses. The Council

felt that the inclusion of these additional cost items in next year's budget was premature in view of the fact that a definitive policy decision has not yet been made on the proposed fixed guideway rapid transit system for Honolulu.

The Council subsequently adopted an Executive Operating Budget of \$223,099,894.

Capital Improvements Budget. The capital improvements budget proposed by the Administration for fiscal year 1978 totaled \$17.8 million in City funds derived primarily from federal grants. Although the Council was well aware of the fact that the flow of federal monies may end in the near future and therefore concurred with the Administration's use of as much of these federal monies as possible for financing non-recurring capital improvements, the Council could not approve of the extremely low level of capital improvements recommended by the Mayor.

The Council felt that increasing the fiscal 1978 CIP to a level comparable to that in years past would provide economic stimulus and help alleviate unemployment, especially within the construction industry; further, that the City should get much more value for each dollar expended now for capital improvements due to favorable construction bids. They also noted that deferral of needed projects could cause large peaks later, and possibly clash with heavy rapid transit financing needs in future years.

For these reasons, the Council approved an expanded capital budget of \$27.8 million to be financed by Community Development Block Grants, general obligation bonds, and Bikeway Funds.

SUMMARY: The numbers of changes the Council made to the proposed budgets were few. But those few changes it did make were significant. It fully funded wage increases under collective bargaining; it increased the capital budget to a responsible and responsive level; and it modified the revenue and funding picture to maximize the use of available sources of finances.

What the Council did not do was also significant. It did not change the real property tax rate from the current level of \$15.37; and it did not raise the motor vehicle weight tax as recommended by the Administration.

ADDITIONAL SIGNIFICANT ACTIONS:

- . Approved a fee of \$16,000 to be paid the consultant, Group Architects Collaborative, Inc. for updating the Hawaii Capital District Ordinance;

- . Approved a resolution requiring the Director of Land Utilization, upon establishment of a Historic, Cultural and Scenic District, to advise the State Department of Taxation of the establishment of the district and impact of the district's regulations on potential development of property pertaining to tax assessment;
- . Denied the request of Hawaiian Electric Company and the Hawaiian Telephone Company asking that the Council relieve them of the obligation to put utility services underground along Kuhio Avenue Widening, within the Waikiki Special Design District;
- . Authorized the Chief Engineer to acquire 113,038 sq. ft. of property for the Kahaluu Regional Park Addition, at an appraised value of \$361,715;
- . Approved a resolution petitioning Gerald R. Ford, President of the United States, to grant a pardon to Iva Ikuko Toguri d'Aquino, known as "Tokyo Rose";
- . Enact an ordinance to redesignate portion of Kapiolani Boulevard, between King and Beretania Streets, from an 80-foot right-of-way to a pedestrian mall;
- . Approved a resolution transferring \$41,436.45 from the Improvement Revolving Fund to the Department of Parks & Recreation for the acquisition of 3.044 acre parcel for Keaalu Neighborhood Park (Yacht Club Terrace), at Kaneohe;
- . Approved a resolution requiring all City and County departments, agencies and the City Council to notify the Municipal Reference & Records Center of all gift offers;
- . Approved a resolution authorizing the Mayor to file an application for a Federal grant of \$13,000 matched by the City, to prepare an urban design plan for the beautification and revitalization of Bishop Street, the core of Honolulu's financial district;
- . Approved a resolution authorizing application for approximately \$50,000 allocated to the City by the U.S. Community Service Administration to provide recreation programs for economically disadvantaged youth throughout Oahu (1977 Summer Youth Program);
- . Enacted an ordinance called the "1977 Supplement to the Traffic Code of 1976";

- . Approved an amendment to the Park Dedication Ordinance to (1) include Special Design Districts, and (2) exclude subdivisions of four or less unsubdividable lots;
- . Approved a consultant's contract for the cost-benefit study pertaining to the fixed guideway system;
- . Accorded the officially recognized political parties in Hawaii the use of public address systems on public highways as part of their motorcades only for the purpose of urging the voters to turn out and vote in the 1976 elections;
- . Approved an agreement wherein the Department of the Army will lease to the City for a period of 5 years 13 acres of property in Schofield Barracks Military Reservation for use by the Department of Parks & Recreation for community gardening, and for public agencies such as the Honolulu Community Action Program and the DOE Storefront School Program, to hold agricultural training for disadvantaged youths;
- . Approved a resolution authorizing the City to apply for \$260,000 in funds under the CETA Title III Program to provide work experience, employability training and counselling to approximately 266 high school dropouts and potential dropouts for a one-year period;
- . Approved a resolution endorsing and supporting the sugar payment program as proposed by President Jimmy Carter and his Administration;
- . Enacted an ordinance to have the City Council determine the type and condition of privately constructed and maintained private roads in agricultural subdivisions;
- . Enacted an ordinance to abolish the Off-Street Parking Fund and to transfer all assets, liabilities and unexpended fund balances of said fund to the Highway Fund;
- . Approved a resolution to authorize making an application for a grant from the U.S. Department of Commerce Economic Development Administration in the amount of no less than \$325,000 for the construction of the Hauula Civic Center;
- . Approved a resolution endorsing the intent and concept of an integrated district park-civic center complex to meet the present and future needs of the Greater Kahaluu area;

- . Approved the renaming of Keaahala Playground to "Kaneohe Community and Senior Center";
- . Approved a resolution supporting the application required by HUD as a prerequisite for receiving \$40,000 of 701 Comprehensive Planning Funds for use by Honolulu during the coming year for a study related to the location and timing of resort development on Oahu;
- . Approved a resolution providing for the acquisition of 5.426 acres for the Maunawili Neighborhood Park, at Kalihi;
- . Approved a resolution providing for the acquisition of 70,645 square feet of land for the Waipahu Garden Park, situated at Waikele, Ewa;
- . Approved a resolution approving a Training Agreement and acceptance of \$3,750 for use by the Honolulu Area Agency on Aging for implementation of a training program for strengthening management's role in administering programs for the elderly;
- . Enacted an ordinance to establish a special transit service suitable to the needs of the semi- and non-ambulatory citizen (mobility handicapped);
- . Enacted an ordinance to establish a Central Coordinating Agency which will make minor changes in zoning district boundaries that are non-significant in nature without requiring a public hearing by the Planning Commission or approval by the Council;
- . Enacted an ordinance to create and establish the "City and County of Honolulu Rehabilitation Loan Fund;
- . Enacted an ordinance establishing a permanent Commission on Culture and the Arts, which measure will create a semi-autonomous agency to foster, develop and promote cultural and artistic policies and programs for the City and County of Honolulu;
- . Approved 6 Cluster Developments;
- . Approved the issuance of 73 Shoreline Management Permits;
- . Authorized the issuance of 12 Conditional Use Permits.

COMMITTEES AND WORKSHOPS

City legislation is thoroughly reviewed and discussed in the various Council committees and workshops before being enacted into law. Council committees consist of Standing, Select and Subcommittees, the Committee of the Whole and Advisory Committees.

Standing Committees. The four standing committees and members of said committees are as follows:

COMMITTEE ON FINANCE, EXPENDITURES & OPERATIONS

Kekoa D. Kaapu, Chairman
Daniel Clement, Jr., Vice-Chairman
George Koga, Member
Frank W.C. Loo, Member
Toraki Matsumoto, Member

COMMITTEE ON PLANNING & ZONING

Rudy Pacarro, Chairman
George Akahane, Vice-Chairman
Daniel Clement, Jr., Member
Wilbert S. Holck, Member
George Koga, Member

COMMITTEE ON INTERGOVERNMENTAL RELATIONS

Wilbert S. Holck, Chairman
George Koga, Vice-Chairman
George Akahane, Member
Kekoa D. Kaapu, Member
Frank W.C. Loo, Member

COMMITTEE ON THE BUDGET

George Koga, Chairman
Toraki Matsumoto, Vice-Chairman
All other Councilmen are members.

Select Committees. Select committees are appointed as needed by the Council Chairman to carry out assignments of a specialized nature where the magnitude and importance of the issue(s) involved necessitate that a special committee be created to assist the Council in a particular area of its legislative functions. The FY 1976-77 select committees and members of said committees are as follows:

SELECT COMMITTEE ON HOUSING & COMMUNITY DEVELOPMENT

Toraki Matsumoto, Chairman
George Akahane, Member
Frank W.C. Loo, Member

As one of its special tasks, the Committee will review and analyze all budget and funding requests submitted to the Council for housing and community development projects.

SELECT COMMITTEE ON TRANSPORTATION

Daniel Clement, Jr., Chairman
Kekoa D. Kaapu, Member
Marilyn Bornhorst, Member

The Select Committee on Transportation was created in 1975 to assist the City Council on matters relating to transportation policy and programs.

SELECT COMMITTEE ON CRIME

Wilbert S. Holck, Chairman
Frank W.C. Loo, Member
Daniel Clement, Jr., Member

The Select Committee on Crime submitted its final report to the City Council in March 1977, summarizing the work and findings of the Committee. This Committee was appointed in 1975 to review and evaluate existing and proposed City criminal justice programs.

Subcommittees. Subcommittees are appointed by standing committee chairmen to carry out temporary assignments limited to a single subject matter or issue which falls under the direct jurisdiction of a standing committee. The FY 1976-1977 subcommittees included the following:

- . Subcommittee on Urban Design Education Program
- . Development Plan Subcommittee
- . Subcommittee on Highrise Fires
- . Executive Coordinating Subcommittee
- . Agriculture Lot Subcommittee
- . Subcommittee on Noise Regulations
- . Subcommittee on Hospital Zone Legislation
- . General Plan Subcommittee
- . Kakaako Subcommittee
- . Chinatown Design Subcommittee
- . Punchbowl Subcommittee
- . Subcommittee on Parking Policy
- . Hawaii Capital District Subcommittee.

Subcommittee assignments included the following:

- . To increase the citizen as well as public agency's awareness about the role of urban design in future development of the community.
- . To monitor and coordinate the Department of General Planning's work on the preparation of Development Plans.
- . To combine and coordinate activities of the Department of General Planning, Department of Land Utilization and the Urban Design Education Subcommittee in preparation of: 1) Development Plans for Oahu; 2) CZC overhaul; and 3) the timetable and inter-relationship between the Zoning Code revision and Development Plans.
- . To review comments received on the first draft of the new Hospital Zoning Regulations.
- . To review and report on Bill No. 115 relating to agricultural lots.
- . To look into the procedure by which ambulance service contracts are let by the City.
- . To review the proposed Historic, Cultural & Scenic District Ordinance for Chinatown, Bill No. 141.
- . To review possibility of standardizing bidding procedures for installation of various features of City swimming pools and to study possibilities of heating pools with solar energy and installing rails for the handicapped.
- . To proceed with inviting consultants to submit qualifications for consultant services - Ewa Plantation Village project.
- . To review and discuss the hiring of a soil engineer to advise the Council in connection with request for establishment of tennis court facility in Aina Haina.
- . To review comments received on Bill No. 111, the Hawaii Capital District Ordinance amendment, and to recommend modifications.
- . To review proposed amendments to the Parks Dedication Ordinance.

- . To discuss timetable for study and drafting of ordinance, and preliminary definition of issues and objectives for the revised Punchbowl District.
- . To discuss: 1) enactment of ordinance to regulate noise in parks; 2) enactment of ordinance governing the use of small battery-operated public address systems; 3) the problem of bongo drummers in Kapiolani Park; 4) the problem of dogs allowed in residential districts; 5) the State's Noise Code.
- . To review communications and reports on proposed parking policy.
- . To study the proposed flood hazard ordinance.
- . To review the New General Plan related Bills, Bill Nos. 121, 122, 123, 124.

Advisory Committees. The formation of advisory committees consisting of lay and professional persons has been an effective way of gathering additional data and public input on matters presently before Council. These committees act in an advisory capacity to the subcommittees.

Committee of the Whole. The nine Council members resolve into a committee of the whole from time to time to consider matters requiring resolution by the entire Council.

Task Forces were appointed as follows:

- . Task Force on Comprehensive Zoning Code Overhaul
- . Task Force on Thomas Square
- . Task Force on New General Plan Related Bills
- . Task Force on Flood Hazard Insurance Regulations

Workshops and Briefings. Workshops and briefings are scheduled periodically by Council to give members background information on matters before Council. The following lists some of the workshops and briefings conducted by Council during the fiscal year:

- . On the Public Works Employment Act of 1977
- . On alternative proposals to amend the in-lieu charges provision of Ordinance 4611 (Sewer Service Charges)
- . On a resolution pertaining to projects funded by Community Development Block Grant Funds
- . On the status and content of the consultant's study on Kapiolani Park Master Plan
- . On transportation policy and programs and transit management presented by Dr. John Bailey of Philadelphia

- . On the Comprehensive Zoning Code overhaul
- . On Housing Bills 20, 21, 22, and improvement district policies

In January 1977, the Chairman initiated periodic coffee meetings to which community experts were invited to meet with the Council members for informal discussions. Topics included:

- . Water resources
- . Finance
- . Communications
- . News reporting
- . The construction industry and its relationship to City government

WORKLOAD STATISTICS

	<u>No. of Meetings</u>
Regular Sessions	16
Special Sessions	15
Committee of the Whole Sessions	16
Executive Sessions	15
Public Hearings	129
 Resolutions introduced	 583
Adopted	558
Filed	5
Pending	6
Tabled	1
 Bills introduced	 145
Passed	132
Vetoed by Mayor	6
Returned unsigned by Mayor ...	2
Pending	45
Filed	12

CITY CLERK

OFFICE OF THE CITY CLERK

Eileen K. Lota, City Clerk
John M. Kamana, Jr., Deputy City Clerk

POWERS, DUTIES AND FUNCTIONS

The City Clerk serves as the Clerk of the City Council; acts as the custodian of its books, papers and records including ordinances, resolutions and regulations; has custody of the City seal; authenticates all official papers and instruments requiring certification; is responsible for voters registration; conducts all elections for the City and County of Honolulu in accordance with the charter or laws of the State; and performs such other functions as required by the charter or by law.

Presently, the Office of the City Clerk operates with a staff of 42 regular and four CETA positions. In an election year the staff is augmented with 28 temporary clerks from July to December. To carry out its functions, the office is organized under the following five operating divisions: Administration; Office Management; Council Assistance; Committee Services; and Elections.

The accomplishments of the divisions for the fiscal period July 1, 1976 to June 30, 1977 are as follows:

COUNCIL ASSISTANCE DIVISION

The Council Assistance Division provides secretarial and clerical services to the City Council by recording and reporting all of the proceedings of its regular sessions, special sessions, committee of the whole sessions and public hearings. The Division maintains the records and documents generated by the Council's activities and furnishes research and retrieval services of these records.

The Division strives to effectively and efficiently implement City Council policies and procedures and the provisions of the Revised City Charter, City Ordinances and State Statutes.

The Division's goals and objectives are to

- continually review work procedures to achieve a high quality of services and a productive work unit;

- . develop educational and informational programs on the legislative process for the benefit of the public;
- . provide effective communication to the general public and to other governmental agencies on the Council's activities;
- . apply cost controls in its operations.

The Division's primary functions are administration, council assistance operations and records and research. Staffing includes two administrators, five council assistants and two records and research clerks, for a total of nine members assigned to carry out these functions.

In the area of council assistance, the Division researched, compiled and furnished informational and reference material necessary to the Council's deliberations and legislative matters; composed and finalized the reports of the Committee of the Whole and disseminated information on Council activities to the general public and to other governmental agencies. In addition a Journal of proceedings was maintained for 16 regular and 15 special Council sessions.

The Division processed and assisted the Council in a total of 129 public hearings, registering 494 persons wishing to testify in favor of or against an issue. The public hearing generating the most interest island-wide was that dealing with the adoption of the new General Plan for the City and County of Honolulu. Staff assisted in the preparation of five evening public hearings centrally held in five representative sections of Oahu: Pearl City-Ewa, Windward (Waimanalo/Sunset), Central Honolulu (Hawaii Kai/Aiea), Waianae/Makaha, and Central Oahu (Waipahu/Wahiawa/Haleiwa).

The Division transmitted public hearing notices and assessment hearing notices involving three improvement district projects undertaken by the City affecting 597 property owners, all of whom were notified of the hearings by certified mail sent by this office. Thirty-five persons nominated by the mayor to serve on various boards and commissions were scheduled for interview by the Council and 33 were notified of their confirmation by the body. Confirmation was deferred on two nominees, one whose interview was rescheduled to a later date due to his absence from the island and another whose confirmation required further consideration.

Records processed by this Division during the year include all the communications received for consideration by the Council by one of the standing committees or for action on the floor such as those transmitting documents or deeds for approval of road rights-of-way or easements by the Council and subsequent execution by the Mayor. The statistical information is shown at the end of this report.

A total of 583 resolutions were introduced by the Council this fiscal as well as 145 bills, 132 of which were enacted as ordinances. The Division continues to maintain cumulative indices of resolutions, ordinances and regulations, solicit subscriptions for street name resolutions and City ordinances, act as a depository for all rules and regulations adopted by the executive agencies of the City affecting the general public, issue receipts for fees received by the City Clerk for copies of public records, and prepare certificates certifying to the authenticity of the Council's records. Approximately 50 requests were received for certified extracts of records from the Department of Corporation Counsel for use in court cases; from the Department of Finance for sale of bonds and from the private sector.

Since assuming the activities involved in the processing of negligence claims filed against the City last year, a new form was developed and printed by the Division at the request of the Corporation Counsel's office. It facilitates the department's investigation of the claims by requiring the claimant to furnish more complete information. A total of 185 claims were processed.

In compliance with Act 166, SLH 1975 (Sunshine Law) the Division recorded 881 meeting notices filed with the City Clerk. The Act requires that City Council and other City boards, commissions, agencies and committees to file notices of their meetings with the City Clerk at least 72 hours prior to their meeting times.

On June 23, 1976, through enactment of Ordinance 4603, the Council designated the Department of Land Utilization as the agency responsible for carrying out the public hearing requirement of the shoreline protection law. While public hearings on shoreline management permit requests are no longer routinely held by the Council and there has been practically no activity in this area, the Ordinance also provides that the Council may hold an additional public hearing, when warranted, after the agency-conducted hearing. One such public hearing was held and staff assisted in the

publication of the notice and processing of the request by Kamehameha Schools/B.P. Bishop Estate to develop an 18-unit cluster housing at Kuliouou.

Additional interim controls on the issuance of building permits were imposed by the Council during the fiscal year in the Manoa, Kailua and Kaneohe districts (Ordinances 4591, 4655 and 4656, respectively). The Division processed two building permit applications affected by the Manoa Interim Control Ordinance. None was received for either Kailua or Kaneohe. Other areas already under interim control are Kakaako, Punchbowl, Chinatown and Waikiki. The Division received and processed a total of 42 applications under the appeals provisions of the respective ordinances: Kakaako, 37; Punchbowl, 2; Manoa, 2; Chinatown, 1; Waikiki, 0.

Since enactment of Ordinance 4584, relating to handicapped bus passes, the Division received only one variance request filed by a handicapped person whose bus pass was denied by the Director of Transportation. In compliance with the ordinance, the appeal case was transmitted to the Council for consideration.

The Division was also requested to provide stenographic and clerical assistance to the Special Committee of the Whole in the investigation of the Kukui Plaza Urban Renewal Project. A total of 25 sessions were held this fiscal and the committee recessed its investigation on February 24, 1977.

In January, 1977, the Division revised the numbering procedure for resolutions and ordinances by including the calendar year in the numbering system, and adopted an ordinance code designation to facilitate updating of the Revised Ordinances of Honolulu and its supplements.

The Division experienced an increase in the number of subscribers in the ordinance copy program from 122 to 133, the number of subscribers in the street name resolution program from 2 to 5, and the number of lobbyist registrations from 104 to 130.

The Division's activities also included the revision of its standard operational procedures manual, and an update of its informational brochures to reflect the latest Council policies and procedures and the Council reorganization.

The Division participated in the renovation plans for the Clerk's Office and sought to centralize all its records

and personnel into one complete unit, providing for maximum efficiency in operations. Renovation will commence in November, 1977.

WORKLOAD STATISTICS

Recorded:

Regular Sessions	16
Special Sessions	15
Committee of the Whole Sessions	16
Executive Sessions	15
Public Hearings	129

Drafted, processed and filed:

Committee of the Whole Reports	127
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Prepared for publication and published:

Ordinances	126
Bills	138
Resolutions	34
Public Hearing Notices	25

Processed and mailed public hearing and assessment hearing notices to owners and lessees of lands proposed to be improved by the City

	597
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Received and processed:

Chairman's Messages	35
Council Communications	397
Mayor's Messages	296
Departmental Communications	1,860
Petitions	9
Miscellaneous Communications	1,045
Resolutions Introduced	583
Adopted	558
Filed	5
Pending	6
Tabled	1
Bills Introduced	145
Passed	132
Vetoed by Mayor	6
Returned unsigned by Mayor	2
Pending	45
Filed	12

Documents Processed	350
Deeds	88
Easements	236
Agreements	11
Others	15
Amendments to Rules and Regulations	11
Resolutions recognizing the formation of Neighborhood Boards	4
Claims Processed	285
Meeting Notices Filed	881
Interim Control Applications	42

The Division conducted its annual subscription program for reference copies of Council records and received 13 new subscribers and 82 renewed subscribers for copies of ordinances, and three new and two renewed subscribers for street name resolutions.

A breakdown of the fees collected are as follows:

Cash	\$ 374.75
Checks	4,077.50
Total Receipts	<u>\$4,452.25</u>

Breakdown:

Subscriptions -	
Ordinances (New)	\$ 415.50
Ordinances (Renewed)	1,980.00
Resolutions (New)	36.00
Resolutions (Renewed)	24.00
Certificates for Ordinances & Resolutions ...	4.00
Xerox Copies	112.25
Voter Certificates	161.50
Council District Maps and Books	29.00
Street Directory	20.00
Rental of Voter Registration Tapes	1,420.00
Nomination Fee (Office of the Mayor)	250.00
Total Fees Collected	<u>\$4,452.25</u>

COMMITTEE SERVICES DIVISION

Major Functions

- . Secretarial and clerical services to the City Council's standing committees, select committees, subcommittees, special/advisory committees, workshops, briefings and conferences;

- . Secretarial services to the standing committee chairmen;
- . Maintenance of a subject index of all City Council records, documents and proceedings, and through the index, research and retrieval services.

The Committee Services Division operates with a staff of 13 and is organized into four functional units; namely, administration, committee clerks, committee secretaries, and records and research. Our primary and continuing objective is to ensure effective and efficient services to the City Council committees. To this end, we have continually reviewed and evaluated our procedures, workload, staff assignments, etc. Changes we considered necessary were implemented for better utilization of our secretarial staff. Procedure for processing of committee reports was simplified and forms used by the various committees were improved. We will continue to strive for excellence in performance and service.

Beginning in September 1976, the City Council changed its meeting schedule by replacing the two-week committee meeting-council meeting cycle with a three-week cycle, to wit: two successive weeks of committee meetings preceding a regular Council meeting. This change was implemented in order to distribute the heavy workload of the standing committees over the two-week period scheduled for committee meetings.

Additionally, the Council appointed numerous sub-committees, advisory committees and task forces to facilitate the in-depth examination of important issues. The accompanying increase in the number of meetings posed a real challenge to this Division which was responsible for providing the secretarial and related services to the various committees.

WORKLOAD STATISTICS

The City Council held a total of 77 Standing Committee meetings; 20 Select Committee meetings; and 132 sub-committee, advisory committee, task force committee meetings, workshops and briefings. The Division drafted a total of 2,459 committee reports for adoption by the Council, as follows:

<u>Committees</u>	<u>No. of Meetings</u>	<u>No. of Reports</u>
Finance, Expenditures & Operations	28	1,430
Intergovernmental Relations	22	70
Planning & Zoning	27	774
Budget	4	6
Select	20	177
Joint	<u>2</u>	<u>2</u>
Total:	103	2,459

OFFICE MANAGEMENT DIVISION

The Office Management Division is responsible for budgeting, accounting, purchasing, and personnel functions. It also provides messenger and printing services to the City Council and the office. The staff consists of six employees.

ACCOMPLISHMENTS

During this fiscal, significant improvement was achieved in the printing activity with the installation of a Xerox 9200. This new equipment has greatly improved turn-around time making it possible to produce agendas more efficiently and faster. Its versatility has also enabled staff to perform additional tasks.

WORKLOAD STATISTICS

Folders	19,697
Order of the Day	35,937
Finance Committee Agendas	171,709
Planning & Zoning Committee Agendas	155,329
Select Committee Agendas -Traffic & Transportation	21,844
Intergovernmental Relations Committee Agendas	10,935
Committee Reports	116,789
Resolutions	93,636
Resolutions, Corporation Counsel	2,000
Committee of the Whole Reports	33,847
Files	30,000
Miscellaneous	13,043
Letterheads, Finance Committee	22,822
Letterheads, Planning & Zoning Committee	14,231
Letterheads, Traffic & Transportation Committee, Select Committees	7,990
Letterheads, Intergovernmental Relations Committee	1,950
Special Committee Reports	500
Ordinances	132,830
Administration Documents	36,700
City Council Letterheads	31,000
City Council, Clerk's, Council Services Envelopes .	11,000
Election Envelopes	9,800
Council Services	28,276
Committee Services	79,378
Election Documents	74,230
Election Cards	6,800
Resolutions	92,770
Committee of the Whole Forms	600
Ordinance Cover Sheets	200
Resolution Cover Sheets	300
Order of the Day Letterheads	400
Council Memorandums	42,389
Committee Memorandums	56,000
Committee Report Cover Sheets	180,450
Agenda Letterheads	300
City Council Name Cards	1,800
Council Letters	2,915
Telephone Pads	15,300
General Plan; Drafts, Letters and Documents	237,263

ELECTIONS DIVISION

The Elections Division under the direction of the City Clerk is responsible for the conduct of all elections held within 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 Election Laws of the State of Hawaii.

VOTING RIGHTS ACT AMENDMENTS OF 1975

In 1975, Congress passed the Voting Rights Act Amendments pertaining to language minority groups. For the City and County of Honolulu, it required that language assistance in registration and voting procedures be provided to the Filipinos and the Chinese. To meet the bilingual election requirements our office provided the following types of assistance:

Written Assistance

1. Provided facsimiles of the voter registration affidavit, party ballot preference change form, and absentee request form in the respective languages of the two minority groups--Ilocano and Chinese.
2. Published all election informational brochures in Ilocano and Chinese as well as English.
3. Provided various other multi-lingual forms commonly associated with registration and voting.

Publicity

1. Prepared announcement, notices, etc., for release in the respective language newspapers, radio stations, and television programs to publicize the availability of both oral and written assistance at the City Clerk's Office, including notices of various registration and voting deadlines.
2. Contacted various organizations, societies, etc., of the language minority groups to inform them of the availability of language assistance to their members.

Oral Assistance

1. Hired four bilingual elections clerks (2 Chinese and 2 Filipinos) to render oral assistance over the counter and by telephone.
2. Installed one three-line rotary private telephone for the exclusive use of the two language minority groups.

In the area of voter registration assistance, only a handful took advantage of the oral assistance available at the City Clerk's Office. Similarly, requests for written assistance from the Clerk's Office were far and in-between. We, however, did distribute the language brochures through the deputy registrars stationed in the City and County of Honolulu.

In the area of voting assistance on election day, there were a total of 575 recorded cases of language assistance for the Primary and 1,905 cases for the General. The vast majority of these cases occurred in targeted precincts in the Kalihi and rural areas where the bulk of the minority groups reside and where bilingual personnel were stationed at the polling places.

Based on the statistical data compiled, more than 95% of the cases were requests for oral assistance to explain the operation of the ballot punching device, voting instructions on the ballot itself, and questions relating to amendments to the State Constitution.

Costs

The total costs for providing assistance to the language minority groups mentioned above came to \$45,512.18, broken down as follows:

1. Multilingual expenses shared by the City and the State:

State total	\$37,827.23	
City's share	<u>37.9%</u>	\$14,336.52

2. Written Assistance expenses:

- a. Facsimiles of various registration and absentee voting forms

	\$	441.18	
b.	Language brochures	1,782.18	
c.	Miscellaneous multilingual forms	<u>181.20</u>	2,404.56
3.	Oral Assistance expenses		
a.	Salaries for Bilin- gual Election Clerks	21,059.00	
b.	Private telephone	<u>1,412.10</u>	22,471.10
4.	Miscellaneous - Language Survey		<u>6,300.00</u>
	Total		45,512.18

OVERSEAS CITIZENS

1975 also saw the passage of federal legislation to allow American citizens residing overseas to vote in federal elections--the Overseas Citizens Voting Rights Act. Long denied the franchise, sixty-seven of our citizens residing outside the United States were able to participate in our '76 elections for the U. S. President and Hawaii's congressional offices.

INFORMATION AND EDUCATION PROGRAMS

Brochures and other publications were developed for the public, outlining general information on voter registration, absentee voting and other data pertinent to the 1976 elections:

- . Elections '76 in the City and County of Honolulu - outlining the requirements of voter registration; absentee voting; qualifications of candidates for office; elective offices for the 1974 elections.
- . Please Vote! - informing the newly registered voter of elections in the City and County of Honolulu; the closed primary; registration deadlines.

- . Hawaii's Closed Primary - explaining the intent and purpose of Hawaii's closed primary system; the political parties recognized by the State of Hawaii.
- . How to Apply for an Absentee Ballot - outlining the procedures for voting absentee and providing an application for an absentee ballot for the convenience of the voter.
- . Polling Places in the City and County of Honolulu - a listing of the election precincts and polling places in each representative district; outlining procedures at the polls.
- . Hawaii's Presidential Ballot - explaining the provisions for former Hawaii voters to be eligible to vote in the Presidential election and providing an application for the convenience of qualified former Hawaii voters.
- . Absentee Voting for Overseas Citizens - explaining the provisions of the Federal Overseas Citizens Act and providing an application for the convenience of the overseas voter.
- . Elections Calendar - a convenient desk calendar listing important dates and deadlines for the 1976 elections.

VOTER REGISTRATION AND TURNOUT

A total of 632 volunteer voter registrars, representing 56 private, public, civic, labor, business organizations, were trained in our Volunteer Registrar Program. Through the combined efforts of these volunteer registrars, satellite city hall registrars, the City Clerk's Office and the Lt. Governor's Office, a total of 78,019 voters were able to register and re-register at the time of closing of registration for the General Election on October 1, 1976.

There were 268,110 registered voters for the Primary and 275,479 registered voters for the General Election of 1976. Voter turnout in the City and County for both elections was excellent, as 189,267 or 70.5% of the registered voters at the Primary and 234,088 or 84.9% of the registered voters at the General cast their ballots.

ABSENTEE VOTING

We processed a record setting 17,899 requests for absentee ballots during the 1976 elections. In addition we also processed 30 Presidential Absentee Ballots for former registered voters of the City and County now residing in another state, and 67 Federal Election Absentee Ballots in accordance with the Overseas Citizens Voting Rights Act. The breakdown of absentee voting for the 1976 elections is given below:

Primary

Mail Absentee	4,522 Requests 3,677 Votes Cast (81.3%)
Office Absentee	2,113 Votes Cast
Totals:	6,635 Absentee Voters 5,790 Votes Cast

General

Mail Absentee	8,937 Requests 6,698 Votes Cast (74.9%)
Office Absentee	2,371 Votes Cast
Totals:	11,308 Absentee Voters 9,069 Votes Cast
Presidential Absentee	30 Requests 24 Votes Cast (80%)
Federal Absentee	67 Requests 44 Votes Cast (66%)

POLLING PLACE OPERATIONS

Numerous changes were made to the operation of the polling places on election day primarily for the accountability of ballots, accuracy of voting records, identification of voters to prevent fraudulent voting, and overall efficiency of administering the polling place. Two of the most significant changes implemented at the polling places came about as

Municipal Reference & Records Center

MUNICIPAL REFERENCE LIBRARY

CITY AND COUNTY OF HONOLULU

a result of suggestions made by the Clerk's Office.

Official Pollbook of Registered Voters - The first was the use of a preprinted pollbook which incorporated the separate precinct roster and the blank pollbook for voter signatures. Through the combined efforts of the personnel from the City Clerk's Office, the Department of Data Systems, and the Lieutenant Governor's Office, we successfully developed, designed, and implemented the use of preprinted pollbooks for both the primary and general elections throughout the state. The design and purpose of the book insured accurate voting records and discouraged fraudulent voting.

Voter Assistance Official - With the elimination of the duties of the Voters List Clerk, our office also suggested that a new position--The Voter Assistance Official--be initiated at the polls to assist the chairman in providing aid to troubled voters. In addition to implementing the provisions of the Voting Rights Act Amendments of 1975, this position also provided needed services to the physically disabled, blind, and illiterate.

OFFICE OF COUNCIL SERVICES

OFFICE OF COUNCIL SERVICES

PETER D. LEONG, DIRECTOR
WILFRED MITA, DEPUTY DIRECTOR

POWERS, DUTIES AND FUNCTIONS

The revised City Charter of the City and County of Honolulu, 1973, authorized the City Council to establish the Office of Council Services to assist it in the exercise of its legislative power, and viewed it as a necessary adjunct to and supportive of the policy formulation role of the City Council.

The Office of Council Services is charged with providing comprehensive research and reference services for the Council, and serving in an advisory and consultative capacity to the Council and its committees. As such, its departmental program is designed to span the complete range of municipal concerns, and serves as a mechanism for full investigation and articulation of options, and frank analysis of actual and potential courses of action of each prescribed City program. This enables the City Council to fulfill its legislative role in establishing and enforcing policies and programs necessary to protect health, life and property, and preserve and enforce the good government, order and security of the City and County of Honolulu and its inhabitants.

The services performed by the Office of Council Services cover a wide range and include:

1. Conducting research necessary for the enactment of legislation.
2. Providing staff service to standing, special and select committees.
3. Analyzing administration proposals, programs and reports.
4. Drafting bills and resolutions.
5. Drafting position papers and statements.
6. Responding to requests for information made to the council.
7. Administering and coordinating conferences, workshops, safaris, etc.
8. Maintaining a reference library.

MAJOR ACTIVITIES FOR FISCAL YEAR 1977

The Office of Council Services provided research and assistance in the enactment of the following legislation:

Ordinance No.

- 77-3 Establishing a parks and playgrounds revolving fund.
- 77-8 Repealing Ordinance No. 2443 dated May 7, 1964 relating to the General Plan of the City and County of Honolulu. (Resolution No. 238, 1976, adopting this new general plan was approved on February 2, 1977.)
- 77-9 Regulating for an interim period the rezoning of land parcels within the City and County of Honolulu pending the adoption of all development plans.
- 77-30 Relating to the operation of bicycles with motors.
- 77-31 Relating to taxicabs.
- 77-35 Relating to rules and regulations relative to the use of public parks, playgrounds, beaches and other public areas.
- 77-36 Relating to property insurance for all buildings and structures owned or leased by the city.
- 77-43 Establishing a special transit system for the mobility handicapped and amending the island-wide fare structure.
- 77-46 Relating to hospitals in various zoning districts.
- 77-60 Amending Ordinance #3947 relating to the Historic Cultural and Scenic District No. 1.
- 4616 Amending the Traffic Code as it pertains to disabled persons.
- 4617 Relating to building permits.
- 4619 Amending a portion of the General Ordinance No. 2443 relating to urban use designation for land situated in Waipio, Ewa.

- 4620 Amending a portion of the General Plan Ordinance No. 2473 relating to urban use designations for land situated in Waipio, Ewa.
- 4621 Relating to the dedication of land or the providing of land in perpetuity for parks and playgrounds as a condition precedent to approval for subdivisions.
- 4628 Pertaining to the Seal of the City and County of Honolulu.
- 4643 Establishing the Chinatown District as Historic, Cultural and Scenic District No. 4.
- 4653 Relating to the unauthorized use of the Seal of the City and County of Honolulu and establishing a penalty therefor.

Other Council related activities in which the Office of Council Services participated include the following:

- . Preparation of a new General Plan for the City and County of Honolulu, which sets forth the City's broad policies for the long-range development of the City; and establishment of interim procedures necessary to control development prior to the completion and adoption of an island-wide set of development plans.
- . Completion of an Improvement District Study, which includes the establishment of standards and guidelines for special assessment procedures for the City and County of Honolulu.
- . Formulation of program design, standards and guidelines to institute a legislative oversight program.
- . Staff services to the Special Council Committee of the Whole for the Investigation of the Kukui Plaza Urban Renewal Project.
- . Preparation of a summary report on the organization and operation of the Office of Council Services, which incorporates a legislative manual and used as a means of informing interested parties of the legislative process of the City Council.
- . Analysis of the Executive Program and Budget for Fiscal Year 1977.

- . Staff overview in the form of legal memoranda and research reports, which include the following:
 - . a transportation improvement program;
 - . financial plans for the city;
 - . housing and community development programs including community development block grant reports;
 - . federal funding programs;
 - . economic development act projects;
 - . financial audits;
 - . real property tax rates

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