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CITY AND COUNTY OF HONOLULU

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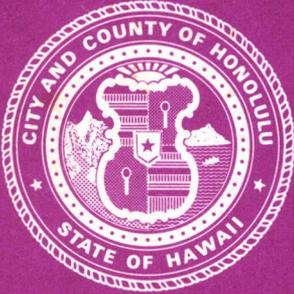
**Departmental  
and Agency**

# Reports

**of the  
City and County  
of Honolulu**

**for Fiscal Year  
July 1, 1973  
June 30, 1974**

*Compiled by the  
Office of Information  
and Complaint*



**For Reference**

**Not to be taken from this room**



JS 13  
H65  
1973/74

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OFFICE OF THE MAYOR  
**CITY AND COUNTY OF HONOLULU**

HONOLULU, HAWAII 96813 • AREA CODE 808 • 546-2760

FRANK F. FASI  
MAYOR



TO : ALL DEPARTMENTS AND AGENCIES  
FROM : FRANK F. FASI, MAYOR OF THE CITY AND COUNTY OF HONOLULU  
SUBJECT: COLLECTED ANNUAL REPORTS, FISCAL 1973-74

The contents 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, 1973 and ended on June 30, 1974.

It is not intended that this collection will 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.

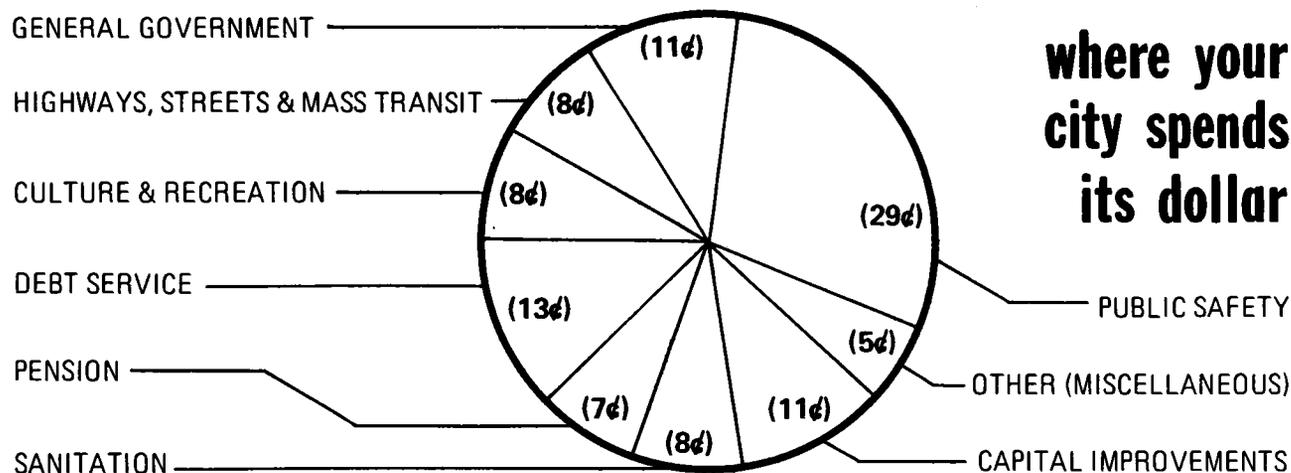
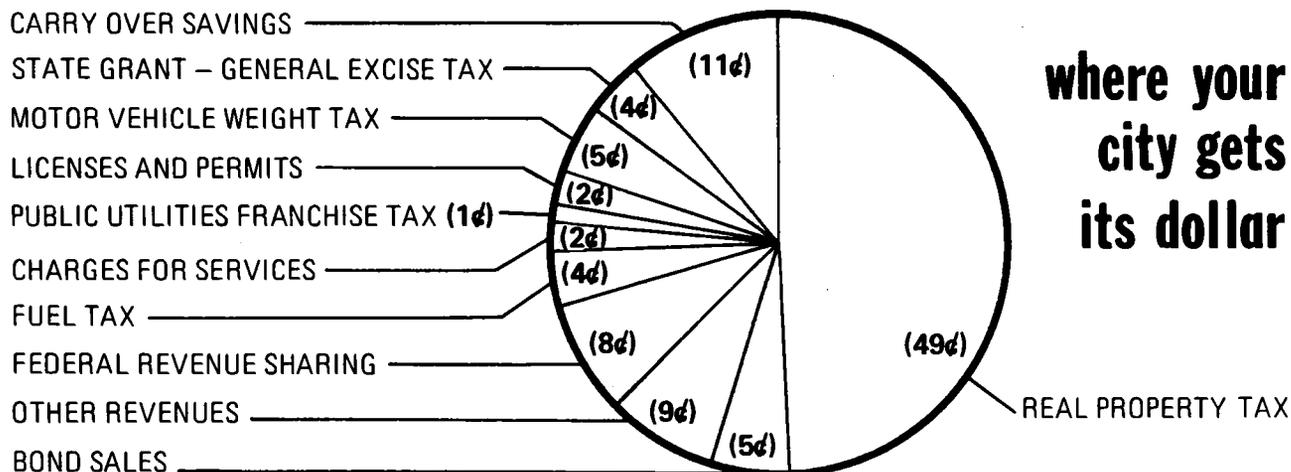
FRANK F. FASI  
Mayor







**FINANCIAL STATEMENT FOR FISCAL YEAR 1973-1974**



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 \$153,677,057 EXECUTIVE

BUDGET AND THE \$41,842,000 CAPITAL IMPROVEMENTS PROGRAM FOR 1974-1975. THE BUDGET DEPARTMENT PREPARED THE CITY AND COUNTY FINANCIAL STATEMENT AND WORKED CLOSELY WITH THE FINANCE DEPARTMENT IN SETTING UP ACCOUNTS FOR REVENUES AND EXPENDITURES.

**REVENUES**

	Total	% Budget Dollar
Real Property Tax	\$ 96,624,744	49
Fuel Tax	7,599,539	4
Motor Vehicle Weight Tax	10,396,519	5
State Grant (General Excise Tax)	8,785,664	4
Public Utilities Franchise Tax	2,604,931	1
Licenses and Permits	3,619,788	2
Charges for Services	3,686,834	2
Other Revenues	17,651,445	9
Federal Revenue Sharing	14,825,566	8
Carry Over Savings	21,649,874	11
Bond Sales	8,946,355	5
<b>TOTAL</b>	<b>\$196,391,259</b>	<b>100</b>

**APPROPRIATED/EXPENDED**

	Total	% Budget Dollar
General Government	\$ 16,699,770	11
Public Safety	45,140,431	29
Highways	12,794,274	8
Sanitation	13,202,076	8
Recreation	12,097,625	8
Pension	10,815,979	7
Debt Service	20,622,074	13
Capital Improvements	17,895,594*	11
Other (Miscellaneous)	8,188,893	5
<b>TOTAL</b>	<b>\$157,456,716</b>	<b>100</b>

\*Actual as of June 30, 1974  
(CIP Budget period ends December 31, 1974)



**DEPARTMENT OF AUDITORIUMS**



## DEPARTMENT OF AUDITORIUMS

Matthew Esposito, Director  
Brian Casey, Deputy Director

### POWERS, DUTIES, AND FUNCTIONS

The Department of Auditoriums, with a permanent staff of 74, operates and maintains the Honolulu International Center complex and the Waikiki Shell, including the operation of the ticket box offices. 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 H.I.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.

### ADMINISTRATION

This activity provides booking services, administrative and clerical services and also promotes the use of the facilities. 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:

Fiscal Self-Sufficiency -- The Department has again surpassed its goal of fiscal self-sufficiency. Gross revenues from all sources amounted to \$1,370,735, as compared to \$1,247,912, or an increase of 10% over the previous fiscal year. However, net operating revenues exceeded direct operating costs by only \$234,747, as compared to \$268,476 the previous year or a drop of 13%.

Realignment of the Ward Avenue Entrance and Parking Area --  
Realigned the entrance and parking area to better serve the ticket buying public and to alleviate the traffic problems on Ward Avenue.

#### OPERATION AND MAINTENANCE

This activity is responsible for the setting of 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 handles the maintenance and repair services of buildings, plant equipment and grounds.

#### Accomplishments:

Air Conditioning of the Dressing Rooms in the Concert Hall --  
Installed new air conditioning system for the chorus and supporting performers dressing rooms in the Concert Hall to comply with the actors equity union requirements.

Additional Wall Lockers for the Arena -- Installed 39 additional wall lockers to accommodate the participants utilizing the Arena.

#### BOX OFFICE OPERATIONS

This activity provides box office services at the Honolulu International Center and the Waikiki Shell for all entertainment attractions that charge admission. It serves ticket buyers in the best possible manner and lends full assistance to promoters whose main objective is to present a successful production. It arranges with promoters for all printing and selling of tickets, including dates, time and staffing for ticket sales.

#### Accomplishments:

Box Office Fiscal Procedures - Revised and updated fiscal procedures to meet the constant changes and the need for rigid controls that arise from this complex operation. Gross ticket sales were at an all-time high of \$5,303,246, compared to \$5,151,589 for the previous fiscal year.

## FISCAL SERVICES

This activity controls all accounting and fiscal functions, including accounting for box office ticket receipts. It maintains budgetary and proprietary accounting records. Evaluates expenditures and revenues and prepares timely financial reports.

### Accomplishments:

Financial Settlement with Promoters -- Empowered with the responsibility to execute prompt settlement with promoters for all events to which admission is charged. Promoters are most pleased by the methods used to expedite settlement.

## OUTSTANDING ENTERTAINMENT PRODUCTIONS

### Arena

50th State Fair, gross ticket sales \$282,840, attendance 156,816, revenues to the City \$56,045.

Ice Capades, gross ticket sales \$266,731, attendance 75,379, revenues to the City \$40,471.

Circus, gross ticket sales \$203,123, attendance 75,256, revenues to the City \$34,196.

World Boxing Championship (Villaflor-Shibata), gross ticket sales \$134,710, attendance 7,416, revenues to the City \$17,707.

Sumo Tournament, gross ticket sales \$119,573, attendance 21,824, revenues to the City \$16,410.

Harlem Globetrotters, gross ticket sales \$102,606, attendance 25,948, revenues to the City \$13,917.

Rainbow Classic, gross ticket sales \$100,047, attendance 42,581, revenues to the City \$15,009.

University of Hawaii Basketball (Season), gross ticket sales \$239,613, attendance 119,172, revenues to the City \$34,609.

Elton John, gross ticket sales \$96,080, attendance 17,002, revenues to the City \$11,771.

Carpenters, gross ticket sales \$95,664, attendance 17,039, revenues to the City \$12,122.

Moody Blues, gross ticket sales \$91,602, attendance 16,155, revenues to the City \$11,865.

Tom Jones, gross ticket sales \$82,324, attendance 9,289, revenues to the City \$11,500.

Stephen Stills-Manassas, gross ticket sales \$48,530, attendance 8,509, revenues to the City \$6,918.

Allman Bros., gross ticket sales \$48,453, attendance 8,207, revenues to the City \$6,677.

Three Dog Night, gross ticket sales \$47,289, attendance 8,469, revenues to the City \$6,358.

Steely Dan, gross ticket sales \$46,968, attendance 8,385, revenues to the City \$6,339.

Grand Funk, gross ticket sales \$46,498, attendance 8,220, revenues to the City \$6,426.

War, gross ticket sales \$46,402, attendance 8,311, revenues to the City \$6,301.

### Concert Hall

Godspell, gross ticket sales \$68,712, attendance 13,190, revenues to the City \$11,877.

Wushu, gross ticket sales \$40,745, attendance 6,756, revenues to the City \$4,191.

Yukio Hashi, gross ticket sales \$28,187, attendance 4,157, revenues to the City \$4,048.

Cherry Blossom Festival, gross ticket sales \$22,988, attendance 5,711, revenues to the City \$3,299.

Bette Midler, gross ticket sales \$22,497, attendance 4,188, revenues to the City \$3,574.

San Francisco Ballet, gross ticket sales \$28,099, attendance 4,284, revenues to the City \$2,507.

National Chinese Opera, gross ticket sales \$24,602, attendance 4,402, revenues to the City \$2,190.

Cleveland Symphony Orchestra, gross ticket sales \$23,651, attendance 3,068, revenues to the City \$2,872.

Bernstein Mass, gross ticket sales \$40,904, attendance 7,454, revenues to the City \$4,571.

Mefistofele, gross ticket sales \$44,054, attendance 6,121, revenues to the City \$5,445.

Tales of Hoffman, gross ticket sales \$45,277, attendance 6,150, revenues to the City \$5,925.

Otello, gross ticket sales \$44,286, attendance 6,066, revenues to the City \$6,100.

Honolulu Symphony Society Subscription Concerts (Season), gross ticket sales \$175,978, attendance 41,490, revenues to the City \$21,240.

Exhibition Hall (Pavilion)

Teen Fair, gross ticket sales \$36,299, attendance 48,177, revenues to the City \$9,146.

Rod & Custom Show, gross ticket sales \$27,642, attendance 13,825, revenues to the City \$4,074.

Hawaiian Sportsman Show, gross ticket sales \$18,230, attendance 9,133, revenues to the City \$4,215.

New Products & Food Show, attendance 34,448, revenues to the City \$10,048.

Watch Tower Convention, attendance 75,000, revenues to the City \$7,248.

Waikiki Shell

Seals & Croft, gross ticket sales \$24,329, attendance 6,365, revenues to the City \$3,225.

Herbie Mann Concert, gross ticket sales \$22,405, attendance 6,777, revenues to the City \$3,471.

Cheech & Chong, gross ticket sales \$21,976, attendance 5,382, revenues to the City \$3,290.

Van Morrison, gross ticket sales \$22,560, attendance 5,520, revenues to the City \$3,120.

Cat Stevens, gross ticket sales \$85,329, attendance 17,215, revenues to the City \$10,676.

Kodak Hula Show, attendance 513,183, revenues to the City \$20,775.

<u>REVENUES</u>	<u>FY 1972-73</u>	<u>FY 1973-74</u>	<u>Increase</u>
Revenues (All sources)	\$1,247,912	\$1,370,735	\$ 122,823
Expenditures (Net)	<u>979,436</u>	<u>1,135,988</u>	<u>156,552</u>
Revenues Over Expenditures	\$ <u>268,476</u>	\$ <u>234,747</u>	(\$ <u>33,729</u> )

ATTENDANCE

All Facilities	2,341,427	2,433,629	92,202
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	<u>FY 1972-73</u>	<u>FY 1973-74</u>	<u>Increase</u>
<u>FOOD AND BEVERAGE CONCESSION</u>			
Gross Receipts	\$ 379,802	\$ 392,886	\$ 13,084
Revenues to the City	157,399	162,763	5,364
<u>PARKING CONCESSION</u>			
Gross Receipts	\$ 183,849	\$ 222,450	\$ 38,601
Revenues to the City	138,843	172,037	33,194
<u>RENTAL DAYS - ALL FACILITIES</u>	2,414	3,073	659



**DEPARTMENT OF THE BUDGET**



## DEPARTMENT OF THE BUDGET

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

### POWERS, DUTIES AND FUNCTIONS

Effective January 2, 1973, the Revised Charter of the City and County of Honolulu changed the Office of the Budget Director to the Department of the Budget. The department is headed by a chief budget officer who is appointed and may be removed by the Mayor.

The Department of the Budget, staffed by 24 members, 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 review 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

The department received, reviewed, evaluated and finalized the Mayor's balanced operating budget of \$153.7 million and a capital improvement budget of \$31.2 million. Our extensive and meticulous review resulted in the trimming of approximately \$15 million from the operating budget and \$17.7 million from the capital improvement budget requests. The departmental requests asked for an additional 195 positions to man new facilities and/or implement new programs. Review and analysis revealed that 174 of the requested positions were required and this need was satisfied by "crediting back" or transfer between departments of positions identified in the manpower control program.

Our trimming of departmental operating budget requests enabled the City to fund the operating budget entirely with local funds. Last year a shortage of general funds required that \$5 million of federal revenue sharing funds be used to finance our operating budget. This year approximately \$19 million will be used to finance our capital improvement budget.

The department conducted and participated in various studies in the continuing effort to assist departments of the City in implementing management improvement and cost reduction programs. Some of the studies included:

1. A Position Control Program for reducing the cost of City operation. This program bore fruit early. In September 1973, a good three months before its scheduled climax, the

City announced that it had attained its goal of reduction in personnel through attrition and restaffing controls.

2. Abolishment of the Automotive Equipment Revolving Fund was accomplished through budgetary procedures. A house cleaning bill to delete references to Chapter 8 of the Revised Ordinance of Honolulu (together with other measures) has been introduced to the City Council.
3. Assisted the Managing Director's Office of Human Resources to prepare for the implementation of new federally funded public employment programs.
4. Participated in the review of the City's grant application to the Department of Health, Education and Welfare for emergency medical services training and equipment, and to the Urban Mass Transit Administration for bus transportation services.
5. Continued monitoring the City's overtime expenditures.
6. Reviewed departmental requirements for the new Halawa Corporation Yard.
7. Assisted the Fire Department in evaluating future sites for new stations and stations to be relocated.
8. Reviewed supplementary requests to the capital improvement program in terms of the total scope of the project and urgency of the requests.
9. Reviewed and published the operating and capital improvement budgets for the Mayor for presentation to the City Council.

The department also reported to and assisted State agencies, the Governor's Office and the State Legislature via the Mayor's Office on projects and programs of community concern, on State funded projects, and on items concerning the City's financial capabilities.

The Department of the Budget will continue to provide services as required by the City Charter and the Mayor. Departmental requests for funds and positions will continue to be carefully scrutinized in order that the City can provide essential and basic government services to the public in the most economical and efficient manner.

# WHERE YOUR CITY GETS ITS DOLLAR



REAL PROPERTY TAX



STATE GRANT - GENERAL  
EXCISE TAX



FEDERAL REVENUE SHARING



MOTOR VEHICLE  
WEIGHT TAX



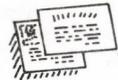
CARRY OVER  
SAVINGS PROGRAMMED



BONDS



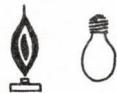
FUEL TAX



LICENSES  
& PERMITS



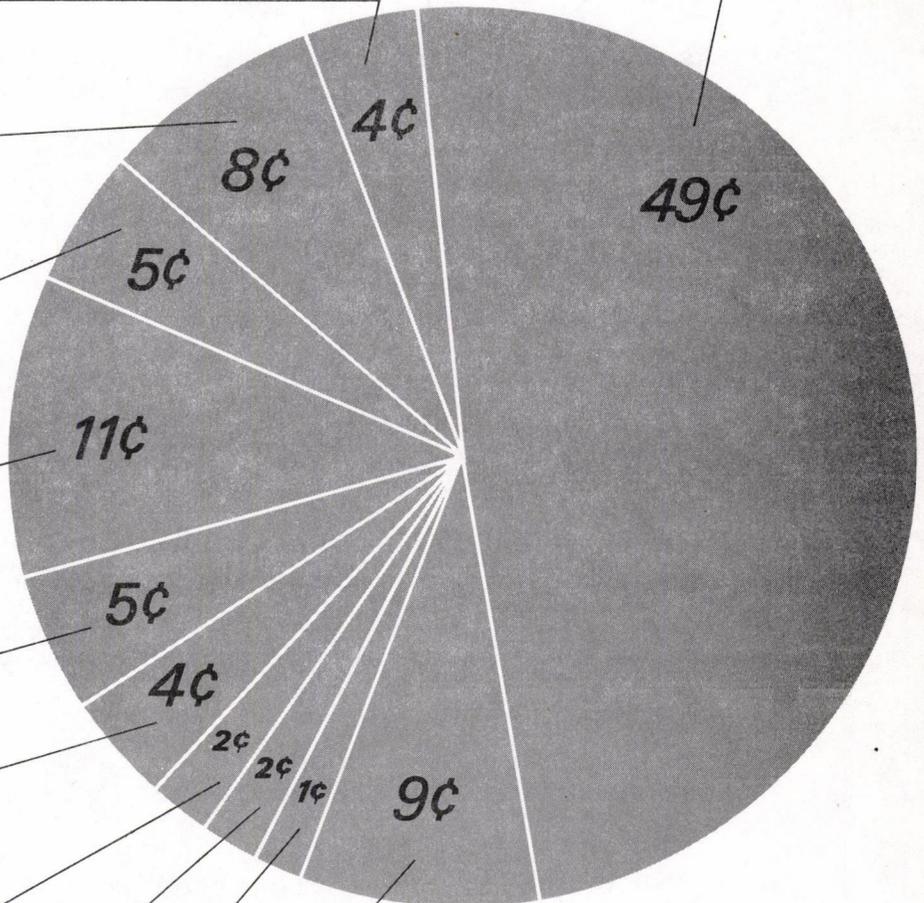
CHARGES FOR  
SERVICES



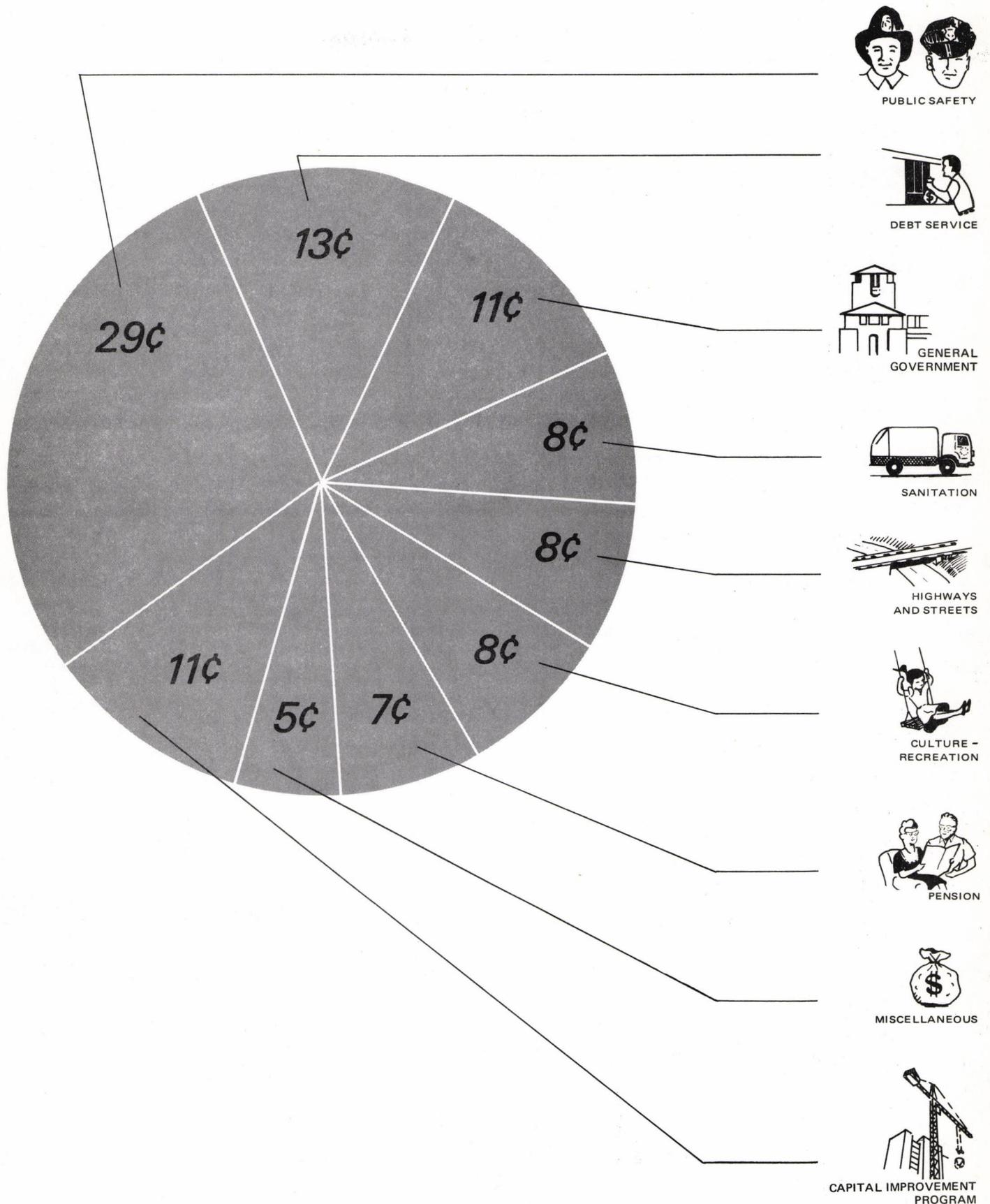
PUBLIC UTILITIES  
FRANCHISE TAX



OTHER REVENUES



# WHERE YOUR CITY SPENDS ITS DOLLAR



PUBLIC SAFETY



DEBT SERVICE



GENERAL GOVERNMENT



SANITATION



HIGHWAYS AND STREETS



CULTURE - RECREATION



PENSION



MISCELLANEOUS



CAPITAL IMPROVEMENT PROGRAM

TWO YEAR COMPARISON OF REVENUES BY SOURCE

\$196.4  
MILLION

\$174.8  
MILLION

<b>Bonds</b> \$16.7                      9.6%
<b>Federal Revenue Sharing</b> \$15.1                      8.6%
<b>Highway Revenues</b> \$30.0                      17.2%
<b>General Revenues</b> \$28.5                      16.3%
<b>Real Property Tax</b> \$84.5                      48.3%

1972-1973

<b>Bonds</b> \$8.9                      4.5%
<b>Federal Revenue Sharing</b> \$24.5                      12.5%
<b>Highway Revenues</b> \$34.0                      17.3%
<b>General Revenues</b> \$32.4                      16.5%
<b>Real Property Tax</b> \$96.6                      49.2%

1973-1974

**TWO YEAR COMPARISON OF EXPENDITURES BY FUNCTION**

\$153.1 MILLION	\$157.5 MILLION
<b>Public Safety</b> \$39.0                      25.5%	<b>Public Safety</b> \$45.2                      28.7%
<b>General Government</b> \$14.5                      9.5%	<b>General Government</b> \$16.7                      10.6%
<b>Highways, Streets &amp; Mass Transit</b> \$10.6                      6.9%	<b>Highways, Streets &amp; Mass Transit</b> \$12.8                      8.1%
<b>Sanitation</b> \$11.3                      7.4%	<b>Sanitation</b> \$13.2                      8.4%
<b>Culture-Recreation</b> \$10.6                      6.9%	<b>Culture-Recreation</b> \$12.1                      7.7%
<b>Pensions</b> \$8.5                        5.5%	<b>Pensions</b> \$10.8                      6.8%
<b>Miscellaneous</b> \$5.8                        3.8%	<b>Miscellaneous</b> \$8.2                        5.2%
<b>Debt Service</b> \$19.1                      12.5%	<b>Debt Service</b> \$20.6                      13.1%
<b>CIP</b> \$33.7                      22.0%	<b>CIP*</b> \$17.9                      11.4%
<b>1972-1973</b>	<b>1973-1974</b>

\*Actual expenditures June 30, 1974, 18-month period ends December 31, 1974.



**BUILDING DEPARTMENT**



## BUILDING DEPARTMENT

Ernest T. Yuasa, Director  
Robert O. Tsumura, 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 1973-1974

Following through with work begun during fiscal year (FY) 1972-'73, the Building Department drafted and submitted to the City Council three bills to amend the Building Code. One of the bills related to making buildings accessible to handicapped persons and two were alternate bills pertaining to safety in high-rise buildings.

The bill to provide facilities for handicapped persons was passed by the City Council and approved by the Mayor on March 1, 1974. The provisions of the ordinance (4284) became effective on July 1, 1974. The bills which propose additional fire safety features in high-rise buildings have been studied and debated at length by the City Council and as of this writing are still under consideration by the City Council.

Staff members from the Honolulu Building Department met with building officials from the counties of Kauai and Hawaii on June 6th and 7th, 1974 on the Island of Kauai for the Hawaii Association of County Building Officials' annual business meeting. Emphases at this meeting were on the proposed amendments in conjunction with the adoption of the 1973 editions of the Uniform Building Code and the Uniform Plumbing Code by all the counties. Discussions also covered certain controversial provisions proposed for inclusion in the 1975 edition of the National Electrical Code, anticipated code requirements in conjunction with Federal flood insurance, and other problems of mutual concern to the county building officials.

Building permit statistics compiled for FY 1973-'74 indicate that the construction industry on Oahu enjoyed a banner year in spite of various problems -- the fuel crisis, the reinforcing steel shortage, the 10-week long sheet metal workers' strike, the escalating interest rates, to name a few.

This being the first full fiscal year after the "single building permit" concept (which combined electrical and plumbing work under a single building permit) was adopted, a direct statistical comparison cannot be made with past figures. However, it should be of interest to note that, while the number of building permits issued rose to 21,351 from 20,256 -- an increase of 1,095 -- a substantial jump was recorded in the valuation of such permits. The total valuation of building permits issued amounted to \$598,838,333, or 45% more than the \$411,245,827 recorded last year.

Electrical and plumbing permits issued dropped to a mere 134 and 88, respectively, which was entirely as expected.

Total fee collections from building, sign, relocation, electrical and plumbing permits amounted to \$1,403,378.66, which represents an increase of 19.5% over last fiscal year's total.

Permits were issued for a total of 81 projects having a valuation of \$1 million or greater. This compares with 46 projects during the previous fiscal year.

The staffing problem which had plagued the Plans Examining Unit during the previous fiscal year finally was resolved during the latter half of 1973. Two new engineers were hired, one to fill a vacant position and another to replace an engineer who transferred to the Public Building Planning Divi-

sion of the Building Department. As a result, while there was a surge in the number of permit applications for major projects during the last quarter, the unit managed to process the plans without undue delays.

Building permit service at the three Satellite City Halls (Waianae, Wahiawa and Kaneohe) was initiated in March of 1974. One building inspector was added to the counter service staff to render service at each station on a once-a-week basis. Utilization of our services at the rural stations is gradually increasing.

The Inspection Unit made a total of 76,223 inspections related to building and zoning codes and 4,610 inspections related to sidewalk, driveway and grading, for a total of 80,833 inspections. The comparable figures for the previous fiscal year are 75,653 building and zoning inspections, 2,949 sidewalk, driveway and grading inspections, or a total of 78,602 inspections.

Complaints registered with the Inspection Unit has increased considerably since we began to assume responsibility for sidewalk inspections in December of 1972. The increase can be readily seen from the following:

<u>Period</u>	<u>Complaints Registered</u>
FY '69-'70	238
'70-'71	623
'71-'72	676
'72-'73	750
'73-'74	1,456

As can be seen from the above, complaints have nearly doubled in number from the previous fiscal year. This gives an indication of the increasing amount of time which the inspectors must devote to clear up complaint matters.

The present trend of an annual increase in the number of complaints to be serviced, together with a broader scope of duties which is being placed on our inspectional personnel, points to the necessity for closer supervision. At the present time, there are two inspection units each consisting of sixteen inspectors headed by a supervising building inspector. It may

be desirable to cut down the number of inspectors handled by a supervisor to not more than ten or eleven. This would call for the creation of a third inspection unit and the reassignment of personnel.

The Zoning Code Section reviewed 2,679 plans in conjunction with building permit applications and 512 sign permit applications during FY 1973-'74. The respective figures for FY 1972-'73 were 3,282 and 568.

A position in the Zoning Code Section which was vacant for some time was reallocated from Planning Technician II to Land Use Plan Checker I in October, 1973. The position was filled in May, 1974.

The Electrical Code Section checked 1,632 plans, a slight increase over the previous fiscal year. The Electrical Inspection Unit made 54,015 inspections, which is an increase of 7% over the previous fiscal year. Existing commercial building inspections totaled 491 which is an increase of 8.4% compared to the previous year.

An assistant electrical inspector was hired in the fourth quarter to fill a vacancy which existed since the previous year.

The 1971 National Electrical Code provisions for ground-fault circuit interrupter for single phase loads on construction sites which was to become effective on January 1, 1974 was deferred to June 1, 1974, then deleted from the Electrical Code. This in effect defers the application of this provision until early 1975 when we hope to adopt the new edition of the National Electrical Code. The reason for the deferment was that more time and information are needed to properly enforce this provision of the National Electrical Code.

The Electrical Code Section participated in two conferences. One was the International Association of Electrical Inspectors Annual Conference at Scottsdale, Arizona and the other was the Hawaii Association of County Building Officials meeting at Lihue, Kauai.

Under the "single building permit" system implemented in January, 1973 copies of all building permits are routed to the Electrical Code Section. This has resulted in uncovering a tremendous number of electrical work which would have been undetected prior to the single permit system. This fact is reflected in the Measurement of Effectiveness which dropped

from 0.80 inspection per permit per month for fiscal '72-'73 to 0.56 for FY '73-'74. The main reason for this drop is the large increase in monthly permit carryovers from FY 1972-'73 to FY 1973-'74. The increase in the cumulative total of monthly permit carryovers from FY 1972-'73 to FY 1973-'74 numbered over 30,000. As a result we are asking for 10 more electrical inspectors to attain a Measurement of Effectiveness of 0.76 inspection per permit per month.

A problem which we are still struggling with is the "later" noted on the building permit application where the electrical or plumbing contractor's identity is called for. The main reason is the indifference of the permit applicants in submitting the names of the electrical or plumbing contractors before the work begins.

Principal functions of the Mechanical Code Section are 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. The two mechanical plans examiners and the section head reviewed 1,775 plans, a decrease of 6% over the previous fiscal year. The number of plumbing inspections totaled 33,642, an increase of 1.3%. A total of 4,829 permits carried over represented a decrease of 11% but still remained an excessive workload for each plumbing inspector.

The number of plans and building permit applications received are beyond the control of the department. Plans received must be checked regardless of the number received. Plumbing installations must be inspected regardless of the number of projects under construction. Based on 230 working days per year excluding vacation leave, an average of 7 plans were checked per day, an average of 3 to 4 plans checked per day by each mechanical plans examiner. One hundred thirty-eight inspections per day were made by 11 inspectors, an average of approximately 12 inspections per day by each inspector. Quality of performance is bound to suffer because of insufficient manpower available for these activities.

No additional manpower was acquired for the Plumbing Inspection Unit in the last twelve years. No increase in plumbing personnel had been requested up to two years ago in the hopes that higher performance by the inspectors could handle the increase in workload caused by the increase in volume of construction. It has now become imperative, in spite of great efforts by our personnel, that we acquire additional inspectors to prevent further drop in the effectiveness of our

plumbing inspection activity. During FY '65-'66, 22,353 plumbing inspections were made. Our FY '73-'74 total of 33,642 inspections performed represents a 50% increase. Any effort to further increase the number of inspections by our plumbing inspectors will only compound shortening the time for each inspection.

The Mechanical Code Section formed a plumbing code study group composed of representatives from various agencies and organizations. This group has been meeting and adding input to the preparation of a proposed ordinance to adopt the 1973 Edition of the Uniform Plumbing Code, with local amendments, to update our current Plumbing Code. The goal is to have this new code in effect by January 1, 1975.

The Substandard Building Inspection Unit of the Existing Building Section inspected 210 dilapidated and extensively burned buildings referred to this section by other sections and agencies and through complaints. In addition they inspected 11 buildings acquired by the City to determine proper disposition of the buildings.

The Occupancy Inspection Unit of the Existing Building Section is continuing inspection of existing buildings in the Central Business District and the Saratoga-Beachwalk area of Waikiki for the purpose of issuing Certificates of Occupancy as required by the Building Code. In addition to these areas, apartments in apartment districts are being inspected by the less experienced inspectors since they are easier to inspect than some of the commercial buildings. The inspectors also checked new care homes and day care centers, and new business establishments, dance houses and private schools at the requests of other agencies prior to licensing. This group also investigated complaints on existing buildings other than dwellings and participated in the inspection of existing public sidewalks in the Waikiki area. The fiscal year statistics for these inspections are as follows:

	<u>No. of Buildings Inspected</u>
Care Homes	44
Day Care Centers	90
Private Schools	41
Dance House Licenses	28
Business Establishments	20
Complaints	62

The Housing Code Section completed the first round of its

regular house-to-house inspections in the City and County of Honolulu, excluding Model Cities and active or proposed Federally-assisted program areas. Second-round inspections were started in the District of Honolulu in March, 1974.

The Housing and Zoning Code inspectors spent 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.

No hearing was held before the Housing Board of Appeals during FY 1973-'74.

Relocation assistance in the form of aid in locating and moving to replacement housing and/or monetary payment was provided for 61 families, 59 individuals and 6 businesses 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 \$38,743.36 in FY 1973-'74. The following is a breakdown of this expenditure:

1. Relocation Payments to Displacees	\$30,009.07
2. Service Charge by Honolulu Redevelopment Agency	\$ 8,734.29

The Research Section's project begun in September 1972 for the purpose of eliminating numerous illegal signs in the airport area was completed on schedule in September 1973. The enforcement of the sign regulations under this project helped to beautify the area makai of Nimitz Highway bounded by Rogers Boulevard, Yorktown Avenue and Lagoon Drive; and the area fronting Waiwai Loop. The project is statistically summarized as follows:

No. of Parcels Completed	149
No. of Establishments Researched	288
No. of Establishments without Sign Violations	226
No. of Establishments with Sign Violations	34
No. of Establishments Considered Inconclusive as to Sign Violations	28

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 Drive-

ways 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. The first increment of this program covers the area bounded by Ala Wai Canal, Kapahulu Avenue and the Ocean. Estimated completion date is July 1974. The statistics for this fiscal year are as follows:

No. of Violation Notices issued	101
No. of Deficiencies Referred to State	75
No. of Deficiencies Referred to City and County Public Works Department	390
No. of Deficiencies Corrected by Owners Prior to Issuance of Notice of Violations	64
Percentage of Area Completed	90

Additional information for FY 1973-'74 showing summary of performance compared with that for FY 1972-'73 and information pertaining to the activities of the Building Board of Appeals are attached.

BUILDING SAFETY DIVISION  
 PERFORMANCE REPORT FOR FISCAL YEAR '72-'73 AND '73-'74

I. Plans Examining

A. Permits Issued

	No. of Permits		Estimated Value		Permit Fees	
	<u>'72-'73</u>	<u>'73-'74</u>	<u>'72-'73</u>	<u>'73-'74</u>	<u>'72-'73</u>	<u>'73-'74</u>
Buildings	20,256	21,351	\$411,245,827	\$598,838,333	\$941,893.50	\$1,387,020.21
Signs	401	326	227,126	205,016	2,013.80	1,868.80
Relocation	173	156	1,087,618	457,550	3,444.80	2,522.40
Electrical	6,809	134	32,375,200	1,857,224	129,294.90	6,779.25
Plumbing	5,382	88	22,931,744	987,626	97,570.50	5,188.00

B. Major Plans (\$30,000 and More) Under Review

	<u>'72-'73</u>	<u>'73-'74</u>
No. Carried Over	60	97
No. Received	555	436
Review Completed	496	448
Carry Over	97	76
Projects Dropped	22	6

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							
'72-'73	8,794	20,564	18,756	367	10,235	75,653	171,333
'73-'74	10,235	21,767	21,557	591	9,854	76,223	189,633
Grdg., S.W., & Drwy.							
'72-'73	*	618	578	36	956	2,949	
'73-'74	956	1,255	1,165	94	952	4,610	
<u>Electrical</u>							
'72-'73	4,413	14,008	11,669	-	6,752	50,422	145,625
'73-'74	6,752	12,454	11,221		7,985	54,015	150,402
<u>Plumbing</u>							
'72-'73	2,534	11,918	9,095	-	5,357	29,800	109,238
'73-'74	5,357	10,620	11,148	-	4,829	33,642	116,515
<u>Occupancy</u>							
'72-'73	480	207	205	30	452	3,814	16,435
'73-'74	452	165	163	58	396	4,886	18,563

\*No records available as to actual number of permits transferred to Building Department on December 16, 1972.

III. Substandard Buildings

	<u>'72-'73</u>	<u>'73-'74</u>
No. of Structures Inspected	239	221
No. of Notices Issued	126	92
No. Repaired	26	49
No. Demolished	138	148
No. Referred to Corporation Counsel	2	1
Mileage	18,815	20,402

IV. Housing Code

	<u>'72-'73</u>	<u>'73-'74</u>
No. of Initial Inspections (Housing Units)	7,830	8,283
No. of Units with Housing Code Deficiencies	1,905	1,794
No. of Units with Housing Code Deficiencies Corrected	1,253	1,431
No. of Units Demolished	51	57
No. of Units Cleared	5,825	7,977
No. of Properties for which Zoning Violation Notices Issued	173	151
No. of Zoning Violations Cleared	143	138
No. of Inspections of Vacant Lots	190	336
No. of Vacant Lots for which Notices Issued	126	157
No. of Vacant Lot Violations Cleared	51	185
Mileage	269,112	219,977

## BUILDING BOARD OF APPEALS

The Building Board of Appeals was created by an Ordinance established in October, 1966 and originally consisted of seven members appointed by the Mayor with the approval of the City Council. The members are appointed for five years with terms 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 and four members must be registered engineers or architects.

Amendments to the Building, Electrical and Plumbing Codes passed in February 1972 enlarged the Building Board of Appeals from seven to nine members and extended the authority of the Board to matters pertaining to Electrical and Plumbing Codes. One of the two additional members is from the electrical field, the other from plumbing. The reconstituted Board met for the first time in July, 1972.

The membership of the Building Board of Appeals is presently as follows:

Michael Moon, Chairman  
Robert Katsura, Vice Chairman  
Douglas W. Freeth  
George S. Ishida  
Hideshi Iwamoto  
George Kaneko  
Edmund I. Kellett  
Warren M. LaFrance  
Gilbert Scott, Sr.

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, including any 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.

ACTIVITIES OF BUILDING BOARD OF APPEALS  
STATISTICAL REPORT FOR FISCAL YEAR 1973-1974

No. of Appeals Carried Over	2
No. of Appeals Processed	33
No. of Appeals Heard	33
No. of Appeals Settled	35
No. of Appeals Pending	2

## PUBLIC BUILDING PLANNING AND CONSTRUCTION DIVISION

### Functions

To master plan, design and construct all municipal buildings 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, Office of Human Resources, Department of Transportation Services, Department of Public Works, Fire Department and the Police Department.

For Fiscal Year 1973-1974, there was a total CIP appropriation plus a maintenance work program amounting to \$4,650,000 of which \$337,000 was for planning and engineering, \$4,203,000 for construction and \$110,000 for land acquisition. Of these appropriated amounts, \$221,000 was encumbered or will soon be encumbered for planning and engineering, \$1,650,000 for construction and \$110,000 for land acquisition. Since the capital funds will lapse on January 1, 1975, this division will attempt to encumber all funds before the lapsing date.

Of major significance during this fiscal year (FY 1973-1974) was the award of an installation and 5-year maintenance/leasing contract for a new telephone system. This system will serve the City's Administrative telephone requirements and is scheduled to be placed in service during FY 1974-1975.

When compared with the existing system, the new system will provide a conservatively estimated cost savings of \$70,000/year. Besides being more economical, the new system will be highly sophisticated and more efficient. It is tailored to meet the City's present and future telephone requirements.

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

#### A. Advanced Planning and Budgeting

The essential work accomplished by this section was the advanced planning work for each major project.

This section's responsibilities also included the preparation of a capital improvement program, an operating budget, a land acquisition program and other pre-design administrative work.

The land acquisition program for the fiscal year included the acquisition of one project site, the initiation of site selection studies for two sites, and the negotiation activities for two other sites.

Major projects in the advanced planning stage include the Fire and Police Training Facilities, the Halawa Valley Corporation Yard, the Kahuku-Laie Police Station and the Pearl City Fire Station Relocation. The cost for construction of these facilities is estimated to be \$9,800,000.

#### B. 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. Six projects were substantially completed by consultants; five projects are in progress and six are expected to begin shortly. The construction cost for the seventeen projects is estimated at \$10,711,000.

The major projects in progress include the City Hall Modification, City Hall Complex Parking and Licensing Office Structure, Waianae Multi-Service Center and the Kahaluu Fire Station.

#### C. Design

This section was responsible for the awarding of \$670,000 worth of capital improvement and maintenance contracts during Fiscal Year 1973-1974.

A total of 95 bid documents for capital improvement and maintenance projects were completed by the staff members. In addition, staff members prepared drawings for 32 projects that were performed by the Maintenance Division.

Projects of significance designed by staff members include the Waialua Court House Restoration (Phase I), Ualakaa Radio Communication Building Expansion, the Motor Vehicle Inspection Station, office facilities for satellite City Halls and the renovation of the various City bus operations and maintenance facilities.

D. Construction

This section inspected and administered the completion of 87 public building construction and maintenance contracts amounting to \$436,000 during Fiscal Year 1973-1974. In addition, there are 13 capital improvement and maintenance projects amounting to \$8,882,000 that will continue into Fiscal Year 1974-1975.

The outstanding project for this section was the Honolulu Municipal Office Building project which began in June, 1972. The project is expected to be completed during FY 1974-1975 despite the numerous labor and material problems which were encountered.

As was done in the previous year, this section continued its preventive program by reviewing all 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 1974-1975. 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, and to provide daily parking lot operations for a few of the facilities such as City Hall and Pawa Annex.

### Contractual Projects

With the assistance of the Planning and Construction Division, we administered a total of 77 contractual projects totalling more than \$486,000.00 with funds allocated for this fiscal year. This is an 8% increase from last fiscal year's total expenditure figure of \$450,000.00 for contractual projects. Spiraling construction materials and labor costs are expected to skyrocket next year's figure by approximately 25% without even increasing the total number of contractual projects. The major projects are listed below.

### Major Contractual Projects for Fiscal Year 1973-1974

#### Fire Department

Wahiawa - Kitchen Renovation	\$ 7,321.00
Waialua - Modification to Hose Tower	5,888.00
Wailupe - Kitchen Renovation	6,588.18
Kalihi - Replacement of Driveway with Concrete	11,461.00
Sunset Beach - Replacement of Apparatus Floor	6,390.00
Wailupe - Drainage Improvement	6,518.47

#### Police Department

Kaneohe - Replacement of Floor Tile	5,905.00
Kaneohe - Sewer Connection	13,720.48
Kaneohe - Basement Renovation	8,679.00
Kaheohe - Installation of Sprinkler System	7,448.00
Wahiawa - Exercise Room	11,789.00

### Others

HIC Arena - Exterior Repainting	\$ 23,629.00
Pawaa Annex - Repaving of Parking Lot	6,750.00
Pawaa Annex - Canopy Reroofing	6,593.00
Waialua Court House - Restoration	20,779.00
Kapalama Incinerator - Reroofing	7,700.00
Pawaa Annex - Improvement to Air Conditioning System, Phase II	133,597.00
Wahiawa Driver Relicensing - Addition and Renovation	24,166.00
HIC Concert Hall - Reroofing, 2nd Level	37,250.00
Pacific Trade Center - Renovation, 21st Floor	24,412.00

### Yearly Work Performances

The work performance of our skilled tradesmen in the Repair and Maintenance Section is summarized below. Although our work force has increased only 33% during the past 6 years, the total volume of work orders completed has more than tripled during the same period as illustrated on Table II. However, the total volume on a year to year basis from the '72-'73 fiscal period did not increase significantly due to the existence of numerous vacancies in our division during the course of the entire year. There were also a number of time consuming projects (listed below) that were accomplished during the past fiscal year which accounts for the decline in the total volume of work orders completed for normal repair and maintenance work.

### Major Projects Completed by Our Own Personnel

City Hall - Renovation of Managing Director's Office  
Pawaa Annex - New partitions for HPD Personnel Office  
Prosecuting Attorney - Construction and installation of shelving in new Law Library  
Halawa Jail - Construction of trash enclosure  
Pacific Trade Center - Alteration of Planning and Land Utilization Offices  
Pawaa Annex - Construction and installation of shelving and counters for Fire Department Headquarters  
Wahiawa Driver Relicensing - Alterations to existing offices  
Pawaa Annex - Partitions for Criminal Investigation Division  
City Hall - Renovation of Budget Director's Office  
Pawaa Annex - Modification to HPD Records Division

TABLE I

Work Orders Issued

<u>Quarters</u>	<u>Fiscal Year</u>				<u>% Change</u>		
	<u>73-74</u>	<u>72-73</u>	<u>70-71</u>	<u>67-68</u>	<u>From 1 Year Ago</u>	<u>From 3 Years Ago</u>	<u>From 6 Years Ago</u>
1st	1398	1346	732	262	+ 3.9	+ 90.9	+433.1
2nd	1123	1154	631	365	- 2.7	+ 77.9	+207.6
3rd	1078	1331	694	402	- 19.0	+ 55.3	+168.1
4th	1204	1274	810	490	- 5.5	+ 48.6	+145.7
<b>Total</b>	<b>4803</b>	<b>5105</b>	<b>2867</b>	<b>1519</b>	<b>- 5.9</b>	<b>+ 67.5</b>	<b>+216.1</b>

TABLE II

Work Orders Completed

<u>Quarters</u>	<u>Fiscal Year</u>				<u>% Change</u>		
	<u>73-74</u>	<u>72-73</u>	<u>70-71</u>	<u>67-68</u>	<u>From 1 Year Ago</u>	<u>From 3 Years Ago</u>	<u>From 6 Years Ago</u>
1st	1145	1216	658	226	- 5.8	- 74.0	+406.6
2nd	1094	1105	582	344	- 1.0	+ 87.9	+218.0
3rd	1098	1188	648	525	- 7.6	+ 69.4	+109.1
4th	1429	1173	765	467	+ 21.8	+ 86.7	+205.9
<b>Total</b>	<b>4766</b>	<b>4682</b>	<b>2653</b>	<b>1562</b>	<b>+ 1.8</b>	<b>+ 79.6</b>	<b>+205.1</b>



**CIVIL DEFENSE AGENCY, OAHU**



## 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. As such, he is responsible for the establishment and operation of a local civil defense organization. This organization is designated the Oahu Civil Defense Agency. The function of this agency is to plan for emergencies of all types, and to coordinate operations of the various City and County departments during the actual emergency condition. Such emergencies include natural disasters such as tsunamis, high surf, high wind, heavy rain, flash flooding, mudslides and earthquakes; man-made disasters such as aircraft and major automotive crashes, radiological accidents, massive oil spills, nuclear attacks and other acts of war. Through the preparation, organization and testing of agency plans, steps are taken to be prepared for emergencies as they occur and to prevent their development into catastrophes. The establishment of the Oahu Civil Defense Agency is directed by the State of Hawaii Revised Statutes (Amended) and adequately supported by City and County of Honolulu Ordinances and the City Charter. The City and County of Honolulu receives approximately 50 percent of its annual civil defense budget in the form of Federal subsidies.

### ORGANIZATION

The agency, under the direction of its Administrator, consists of a permanent staff of six persons. In addition to the Administrator, the agency has an Assistant Administrator/Operations Officer, a logistics officer, a personnel and administrative officer, a secretary and a clerk-typist. The loss of its accountant position required that most of his former duties be assumed by the personnel and administrative officer. The death of the former part time civil defense communications officer has resulted in his duties being assumed by the logistics officer.

\*John Bohn became Administrator on September 1, 1973, immediately following the retirement of Robert H. Hopkins, former Administrator, on August 31, 1973.

\*Robert B. Moore became Assistant Administrator on September 1, 1973, when John Bohn, former Assistant Administrator was appointed Administrator.

In addition to the principal emergency operations center located at City Hall, the Administrator exercises control over three Rural Area Command centers situated strategically throughout the island as well as one district headquarters located at Church College in Laie.

### ACCOMPLISHMENTS

A continual improvement in the civil preparedness posture of the City and County of Honolulu has been the principal emphasis of the Oahu Civil Defense Agency. The means utilized in achieving this goal has been the accomplishment of numerous projects involving the Oahu Civil Defense Agency in coordination with local governmental departments and other agencies during fiscal year 1974.

On the federal level, the Defense Civil Preparedness Agency continued to stress preparedness for all types of disasters. In this context, the Oahu Civil Defense Agency underwent an on-site assistance survey to determine the effectiveness of its organization and operations. The survey was designed to take an objective look at every aspect and facet of the City and County's readiness capability and to recommend improvements, if required. The survey revealed that the Oahu Civil Defense Agency was well trained and qualified to perform its mission.

Following five years of work, an agreement with the General Contractor's Association was finally approved and adopted. Under the plan, entitled "Plan Bulldozer", the General Contractor's Association makes heavy equipment, together with operators, available to the City to prevent loss of life and/or damage to property during periods of emergency. The plan also provides one point of contact to which civil defense personnel may turn for support required on any part of Oahu.

Fifteen sirens were added to the local warning system which increased the total population coverage by approximately 8 percent. Sirens within the system are blown during specific emergencies. The blowing of the sirens indicates that radios are to be turned on by citizens so that they may receive certain emergency-related instructions, or be warned of an attack upon the United States, by a foreign power.

A major step in reducing response time within the agency was made through the provision of "electronic pagers" to staff members. These pagers supplement the existing radio and telephonic notification system and provides a significantly improved emergency communications capability.

To provide a better basis for its planning process, the Oahu Civil Defense Agency developed a comprehensive hazard analysis of the island during the summer of 1973. The analysis identifies the various types of hazards most likely to occur in this area; it establishes the incidence or past occurrence of these emergency situations; sets forth the future probability of such occurrence, and lastly, defines the problems created, and accordingly, sets the stage for appropriate civil preparedness planning.

The importance of advanced notification of any condition that may affect the island of Oahu cannot be over-estimated. An awareness of this resulted in the installation of Hawaii Warning System (HAWAS) equipment in the temporary Emergency Operations Center (EOC) located in the local Fire Alarm Bureau. It provides simultaneous dissemination of emergency information, inclusive of severe weather conditions, to all subscribers, and is a full-period, four-wire private line, voice circuit system, authorized and funded by the Federal government and installed and maintained by the Hawaiian Telephone Company.

A contract was awarded to enlarge the communications building situated at Makiki Round Top so as to improve radio communications between the primary Emergency Operations Center (EOC) and subordinate centers dispersed around the island of Oahu. Costing \$73,000, this enlarged building will house micro-wave equipment to which civil defense radios in the Honolulu Municipal Building will be connected. The use of this equipment will enable better reception, greater range and the more efficient utilizations of communications equipment. The \$73,000 total cost will be shared equally between the Federal and City and County governments.

In its continuing effort to increase the civil preparedness posture of the City and County of Honolulu, the Oahu Civil Defense Agency updated its local community shelter plan. As a result, camera-ready copy is available for immediate printing of the plan during the build-up period before a crisis. The plan contains maps indicating the location, capacity, name and route to each shelter on Oahu. It also contains instructions on how to build expedient shelter for those persons residing in rural areas.

#### CD EXERCISES AND SEMINARS

To better acquaint members of the City and County government in the jobs that they would perform during a natural or man-made disaster, or periods of national emergency, six seminars were conducted in November and December 1973. During the seminars, departmental plans and procedures were reviewed; various hazards common to this area were introduced, and the

responsibilities of people and agencies in the entire spectrum of disaster operations were covered. The seminars were attended by 146 persons representing department heads, civil defense coordinators, and the staffs of 3 Rural Area Commands and 1 district headquarters.

In addition to being a participant, the agency also assisted in coordinating a "Sandbox Exercise" conducted by the Health Services Coordinating Committee of the State Health Department. The exercise evaluated the response of each of 38 different agencies as to its specific duties following a simulated disaster. The disaster involved the crash of a large airliner into a densely populated shopping center during the peak rush hour. The planning, which covered a several month period, as well as the execution of the exercise reflected the difficulties faced by a metropolis in mustering the necessary personnel and supplies as well as preparing procedures for eventualities of this type.

MEMORIAL DAY SERVICE

The National Memorial Cemetery of the Pacific (Punchbowl) was the scene of the Mayor's Annual Memorial Day Ceremony on May 27, 1974. Coordinated by the Oahu Civil Defense Agency (OCDA), it honored those men and women of our nation's wars lying in rest within the cemetery. OCDA has been further tasked with coordinating this ceremony on an annual basis.

EMERGENCY OPERATIONS

Fiscal 1974 proved a busy one for emergency operations. The City Hall Emergency Operating Center was activated 9 times for a total of 104 hours. Civil Defense responded to the following minor and major emergencies:

Plane Crashes .....	2
Heavy Rain and Flood Warnings .....	15
Rock Slides .....	2
Truck Accidents .....	4
Water Spout .....	1
Earthquake .....	1
Explosion .....	1
High Surf Warnings .....	4

Response consisted of such things as assisting police to direct traffic; requesting assistance from the State Highways Division; requesting that a private contractor remove debris from the scene of a highway accident; assisting the military on-scene commander with communications, and warning people to evacuate critical or dangerous areas.

The following instances were of note:

On January 7, 1974, high surf struck the windward coast and Makaha. As a result, the EOC was activated for 29 hours coordinating emergency operations. Two shelters were opened for evacuees, 1,500 sandbags were dispersed, and twenty Citizens Band radio operators assisted in reporting surf heights. No lives were lost, but damage was estimated to be \$217,768.

Another high surf situation developed on the North Shore on March 23, 1974 requiring the activation of the EOC for a 22-hour period. Although property damage was only estimated at \$31,500, three people were injured and five lives were lost. Four of the lives lost were ladies who were swept off the beach after being warned of the danger but continued to remain there. The other life lost occurred when a sailboat overturned attempting to re-enter port. The Fire Department rescue helicopter and rescue boat recovered the four occupants of the boat, but one died enroute to the hospital.

Waiialua, Haleiwa, the Mapunapuna District, the Airport area and H-1 Freeway near Ft. Shafter were inundated when a flash flood struck with very little warning on April 19, 1974. The EOC was activated for 9 hours and four shelters were used to care for evacuees dislodged by the water. Following an appeal made by Mayor Frank F. Fasi, eventually both the Governor and the President declared Haleiwa and the Mapunapuna districts disaster areas. The flash flood resulted in three persons dying when a quonset hut was washed down the Paukawila Stream in Haleiwa; another is still missing and is presumed drowned; five persons were injured and property damage was approximately \$3.5 million.

### TRAINING

Training accomplished during this fiscal year was as follows:

<u>Courses</u>	<u>Graduates</u>
Shelter Management .....	79
Radiological Monitoring .....	75
Personal & Family Survival .....	182
Medical Self-Help .....	2,441
Red Cross First-Aid .....	7,493
Red Cross Water Safety .....	9,602
Home Study Courses .....	43
Radiological Monitoring Refresher .....	116
Shelter Management Refresher .....	14

## PUBLIC RELATIONS

Throughout the fiscal year, members of this agency presented talks and orientations as well as participated in conferences on the island of Oahu. The purpose of this participation was to make more people aware of the mission and role of the Oahu Civil Defense Agency. Talks and orientations were made to the:

Sunset Beach Community Association  
Haleiwa Community Association  
Iliahi Intermediate School  
Waianae High School  
Honolulu Convalescent Center  
Departmental Directors and Deputies, C&C of Honolulu  
Commanders and staff personnel of RAC's I, II & III, and  
to the staff of the Laie District Headquarters

Staff personnel also participated in conferences sponsored by the:

Federal Insurance Administrator  
Federal Disaster Assistance Administration  
National Weather Service  
National Oceanic & Atmospheric Administration  
Small Business Administration

## NATIONAL FLOOD INSURANCE PROGRAM

Oahu Civil Defense Agency is the C&C coordinating agency for the National Flood Insurance Program. The National Flood Insurance Program, a cooperative venture between the Federal government and the private insurance industry, provides low-cost subsidized coverage for acts of nature such as flooding and mudslides to those persons living within flood-plain areas. To assure himself that each homeowner living within an affected area was aware of this subsidized program, Mayor Frank F. Fasi dispatched a letter to 5,000 such citizens. This letter, dated August 8, 1973, outlined pertinent facts involving the program. As a result, 1,643 citizens had availed themselves of this type insurance by June 30, 1974.

Following the purchase of flood insurance by a citizen, the Oahu Civil Defense Agency plots the exact location of the property on a color-coded map which thereafter easily identifies its location as being within a flood plain area. The agency then commits such information as name, address, tax-key, census tract, zip code, block, and any other specific data, to a central computer bank where it is available for instant recall if it is ever necessary to refer to persons living in, or property located in, flood plain areas.

Additionally, all property located within the 100-year flood plain area, as identified by 11 Housing and Urban Development (HUD) maps, have been identified by tax key and parcel number and also entered into a computer bank for immediate reference. As more maps are made available by HUD, the entire island will eventually be covered by such a procedure.



**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, who serves as the official representative of the Mayor in collective bargaining processes, is involved in negotiations of collective bargaining agreements with the unions affecting City employees. In this respect, the department maintains a constant vigil in the proper administration of the provisions in the nine separate collective bargaining contracts covering City employees. The Director held 18 grievance hearings at Step 3 of the grievance procedures.

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

The department operates with a staff of 63 employees serving 6,952 permanent and 4,145 part time and other classifications of employees, and is organized into five major functional divisions; namely, Administration, Classification and Pay, Employment Services, Personnel Management Services, and Personnel Development and Safety.

### 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. Joseph Hunter was elected Chairman for the year, and Mr. Thomas K. Sing, Vice Chairman. Other members of the Commission are Messrs. Hiroo W. Miyagi, Daniel J. Pacheco, and Ray N. Tanaka.

COMMISSION ACTIVITIES

Number of meetings held ..... 7  
(Including 2 public hearings: Medical Examination Standards Amendments to Rules and Regulations)

<u>Appeals</u>	<u>Appealed</u>	<u>Granted</u>	<u>Denied</u>	<u>Modified</u>
Against Classification Actions	1		2**	
Against Medical Examination Results	5 (2)*	2	1	
Against Dismissal/Demotion	<u>2 (1)*</u>	<u>    </u>	<u>    </u>	<u>1</u>
Total .....	8 (3)*	2	3	1

\*Actions pending  
\*\*One Appeal heard 3/19/73

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

In a staff advisory capacity, the Classification and Pay staff assists the City in accomplishing specific program goals and objectives by providing for employee job classification and salary determinations insofar as the nature of work, degree of responsibility and career advancement opportunities are involved.

We began the fiscal year with a backlog of 82 position classification requests and received 850 new requests during that time. A total of 818 classification actions were processed as follows: 33 initial allocations, 727 reallocations, 77 no change actions, and 16 returned without action. The foregoing resulted in the establishment of 69 new, 31 amended and 46 abolished classes.

Included in the total number of classification studies were 81 requests for maintenance reviews, 35 of which were completed. In our maintenance review program, notable studies related to various positions in the Cashier and Engineering Drafting Technician series and the Labor Foreman and Public Works Investigator classes. Revisions to class concepts were implemented to provide for more effective manpower utilization and greater career advancement opportunities. We are in the process of reviewing the Engineering Technician and Ambulance Service Specialist series, and anticipate the review of Senior Clerk-Stenographer, Secretary and Private Secretary, and other Clerical classes during the coming fiscal year. We will continue to initiate maintenance and special organization review studies in order to insure an equitable classification plan.

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.

Three classification appeals were filed with the Civil Service Commission which are pending Commission action.

#### Pay

We reviewed the pricing proposals for 99 new classes established by the State of Hawaii and the Counties of Hawaii, Maui, and Kauai, for comparability with City and County of Honolulu classes in accordance with the provisions of Act 188, SLH 1961, which law mandates uniformity of compensation rates among state and municipal jurisdictions.

We participated in the Conference of Personnel Directors biennial review of classification/compensation plans throughout the State to insure the comparability of class pricings in accordance with the "equal pay for equal work" principle mandated by Act 188. Actions recommended by the Conference of Personnel Directors are final unless appealed to the Public Employees Compensation Appeals Board. Of nine classes upgraded, 2 white collar and 1 blue collar resulted from Conference recommendations; while 6 white collar classes were repriced by the Appeals Board.

Our staff once again participated in the annual Pay Rate 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 paid by public and private industry for specific "white" and "blue" collar benchmark classes of interest to both government and private industry throughout the State.

## EMPLOYMENT SERVICES DIVISION

### Major Functions

Plans, coordinates and administers 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, Placement and Transactions

During the past year, the Recruitment and Placement Section announced and recruited for 134 job classes; and received, screened and processed 10,716 employment applications. Last year, we recruited for 147 job classes and received 8,913 applications. One of the primary reasons for the increase in the number of applications received is the record 2,388 applications we received for the Fire Fighter recruitment. Placement activities also increased considerably as 734 new employees were placed into City vacancies. This represents an increase of 533 placements over the previous year. We also provided job counseling to 238 individuals.

As part of our continued efforts to promote positive image for City employment, we gave recruitment talks at high schools, business schools, and colleges. We participated in "Career Day" activities at Kaimuki High School, the Leeward Community College and the University of Hawaii Manoa Campus, the Hawaii Government College Association Conference and veterans state-wide employment program. For the Fire Fighter examination, we developed a 2-color, 12 page brochure. The brochure gave such information as description of the job, employment and health standards, nature of examination, selection procedure, and benefits. We also developed and distributed candidate information literature for our recruitment of Police Officers and Trades apprentices. We also revised our application form, and expanded our examination announcement circulation to meet Equal Employment Opportunity requirements.

A major project we undertook was to review and revise the City's medical standards and procedures in consultation with the City and County Physician. The new medical standards were approved and adopted by the Mayor and Civil Service Commission and became effective on May 7, 1974. Distribution of the newly adopted manual is expected to be completed by the first quarter of the new fiscal year.

The administration of the Equal Employment Opportunity program continued to demand considerable staff time. We met with Mr. Melvin Humphrey, Director of Research, Equal Employment Opportunity Commission, to develop a special reporting form appropriate for State and local governments in Hawaii. Following preliminary establishment of race/ethnic categories, we developed a survey format to gather essential data. These forms were then printed and sent to each employee for completion by the employee. We are now working with Data Systems personnel to compile the survey data for reporting purposes, to develop an on-going program to update the information and to make it available for management use.

During the next fiscal year, the recruitment and placement activities are expected to increase with large filings for Police Officers, Apprentices, Fire and Police promotionals and other entry level classes. Fillable vacancies are also expected to increase as most operating departments have now reached their 10% manpower savings goals. This unit has and will continue to participate in a pilot project with the State and Federal recruiting agencies in exploring cooperative recruiting efforts.

The major accomplishments of the Records and Personnel Transactions Section were the several changes made to the work processes and forms used. As a direct result of instituting the new temporary assignment procedures which delegated the auditing responsibility to fiscal personnel, the number of in-service transactions (promotions, transfers, demotions) diminished from 20,018 in fiscal 1973 to 1,159 during this fiscal year. Other shortcuts and time-saving innovations instituted by this section were to convert to computer recordkeeping reallocations and promotions, statistics of personnel transactions and keeping current count of employees. Another change made was to process summer hires by preprinting essential uniform information on the data input cards. We also discontinued the filing of duplicate copies of classification action since the original is readily available in the Classification and Pay Division. This section also worked on refining the bargaining unit information input procedures with our labor-management relations staff and Mr. Mitsuo Kato of the Department of Data Systems.

The section completed a total of 6,449 salary adjustments negotiated under the various collective bargaining agreements. Other workload statistics are as follows: accession to service, 2,488; changes in status, 1,225; in-service movements, 1,159; other transactions (increments, suspensions, leaves), 10,736; separations, 1,829; total transactions processed, 23,979.

During the next fiscal year, this section hopes to continue meeting with the assigned Data System Analyst, Payroll Supervisor and others to further improve personnel transaction methods and access to information procedures.

### Examinations

Compliance with equal opportunity guidelines has been the focus of our examination program this year and we made great strides in improving selection methods.

The Examinations Branch increased coordination and communication with supervisors and administrators of operating agencies and, as a result, examinations have become more realistic and relevant to actual job demands. We also received expert assistance from people in private industry, at the universities and in state and federal agencies. We have increased written communication with applicants in an effort to provide relevant examination information and reduce individual inquiries.

As a special project, we have been working closely with Data Systems personnel to develop a program of scanner scoring of written test answer sheets and to computerize written test analysis. To streamline examination procedures, we inaugurated a program to accept proficiency certificates in lieu of City Civil Service typing and shorthand performance tests. Another time-saving innovation made to our procedure is to administer qualifying physical condition tests and performance tests to the top eligibles first with additional tests scheduled later as the need arises. This has resulted in better utilization of staff time, and also saves the time of candidates.

Our professional staff participated in a Technical Writing course which has helped them to strengthen writing skills, to construct audit trails and document the job-relatedness of examination practices.

The highlight of the year's workload was the Fire Fighter written test which was administered to 1,715 candidates in June. This is the largest group we have ever handled for a written test and involved a tremendous amount of staff time and coordination. As we will be establishing the eligible list after June 30, 1974, the examination will be included in fiscal 1974-75 statistics.

We also expended a great deal of time and effort in developing new examinations for the professional Accountant series, Recreation Director and Specialist classes, and several new positions created by the revised City Charter. The 50 competitive examinations completed in the fourth quarter is indicative of the increasing examination workload.

During the coming year we will be conducting an entry-level police test and police and fire promotional examinations to replace two-year old lists. We also plan to enroll our staff members in formal job analysis training as part of our continuing effort to improve and validate personnel selection methods. Since the unemployment rate at the end of the fiscal year increased to 8.1% over last year's 7.6%, we expect continued heavy filing for our examinations.

#### EXAMINATION STATISTICS

Kinds of Examinations		1973-74	1972-73
Competitive		128	152
Open	(81)		(88)
Promotional	(47)		(64)
Non Competitive		<u>210</u>	<u>136</u>
Total No. of Examinations Completed		338	288
Total No. of Candidates Tested in all Examination Phases		4,596	7,083
Types of Competitive Tests			
Oral Interview		10	6
Performance		19	44
Promotion Potential Rating		1	5
Training and Experience		98	235
Written		61	78
Total No. of Candidates on Eligible Lists Established		2,532	3,160

	1973-74		1972-73	
	No. Tests	No. Cands.	No. Tests	No. Cands.
Special Administrations				
Asst. Elections Clerk (Exempt)	6	27	--	--
MICT Training Selection List	1	70	--	--
Other Jurisdictions	<u>11</u>	<u>44</u>	<u>17</u>	<u>30</u>
Total	18	141	17	30
Exams admin. other than as regularly scheduled	125	270	162	234

PERSONNEL TRANSACTIONS PROCESSED  
July 1973 - June 1974

	<u>1st Qtr.</u>	<u>2nd Qtr.</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>Total</u>
Accessions to the Service	1,131	216	353	788	2,488
Changes in Status	383	231	332	279	1,225
In-Service Movements*	294	213	346	306	1,159
Other Transactions	3,197	2,175	2,215	3,149	10,736
Salary Adjustments**	--	--	--	6,449	6,449
Separations	<u>1,047</u>	<u>261</u>	<u>217</u>	<u>304</u>	<u>1,829</u>
Total	6,052	3,096	3,463	11,275	23,886

\*Decrease in in-service movements as compared to fiscal year 7/72 to 6/73 because of discontinuance of processing of temporary assignments.

\*\*7/1/74 - Does not include Fire Protection classes (still negotiating).

Exempt Hires	114
Personal Services	1,854
Limited Term	43
Provisional	31
Short Term	109
Initial Probation	331
New Probation	<u>6</u>
	2,488

NUMBER OF EMPLOYEES AS OF JUNE 30, 1974

	<u>PERM.</u>	<u>TEMP.</u>	<u>EXEMPT</u>	<u>PERS. SERV.</u>	<u>TOTAL</u>
Auditoriums	62	--	3	161	226
Band	36	--	2	1	39
Board of Water Supply	647	3	3	40	693
Sewers	362	4	--	13	379
Budget	20	--	2	--	22
Building	260	--	3	47	310
City Clerk	31	14	2	--	47
City Council	10	--	16	8	34
Civil Defense	6	--	--	--	6
Civil Service	62	--	1	13	76
Corporation Counsel	19	--	23	8	50
Data Systems	63	4	1	12	80
Finance	195	16	2	20	233
Fire	893	4	4	--	901
General Planning	41	--	3	4	48
Health	129	--	5	7	141
Hon. Redevelopment Agency	71	1	12	1	85
Land Utilization	47	--	3	7	57
Mayor	40	1	162	2512*	2715*
Medical Examiner	10	--	1	1	12
Police	1754	--	4	26	1784
Prosecuting Attorney	18	--	26	6	50
Public Works:					
Chief Engr's. Office	8	1	3	1	13
Auto. Equip. Service	97	--	--	--	97
Engineering	135	1	--	22	158
Land	68	--	--	4	72
Refuse	499	6	--	3	508
Road	376	1	--	12	389
Recreation	779	15	5	813	1612
Transportation Services	<u>214</u>	<u>--</u>	<u>3</u>	<u>43</u>	<u>260</u>
TOTAL	6952	71	289	3785*	11097*

\*Includes 416 Concentrated Employment Program enrollees and approximately 2000 Mayor's Summer Youth aids.

## PERSONNEL MANAGEMENT SERVICES 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; develop cost data on existing requirements and on collective bargaining proposals;

Participate in collective bargaining negotiations;

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

Administer personnel programs on employee assistance and services;

Publish a monthly newspaper, the Honolulu Employee Journal.

### Labor-Management Relations

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

Contract Negotiations and Administration. We participated in negotiations of wages and other items of seven (7) of the collective bargaining agreements. Since these negotiations were on "reopeners," we did not go into any major overhaul of the agreements. The parties resorted to mediation in two of the negotiations (White Collar Non-Supervisory and the Professional and Scientific Employees). By the end of the fiscal year, all but two of the negotiations (Firemen and the Hospital and Institutional Workers) were completed. The Fire negotiations were declared at impasse by HPERB at the close of the fiscal year.

Negotiations with three of the units (Blue Collar Non-Supervisory, Blue Collar Supervisory and the Registered Nurses) were successfully completed without need of invoking the impasse process.

Inasmuch as the Federal Wage Board guidelines were lifted during the year, we saw an increase in the wages and salaries negotiated for our employees. The wages negotiated averaged about 7% as against 5.5% in 1972. Our research staff spent long hours preparing wage and cost data to assist the negotiators.

Considerable staff time was spent assisting supervisors and managers in interpreting the agreements and in resolving problems and grievances. We issued to all supervisors about 60 written contract interpretations or guidelines on specific contract provisions. Three members of our staff reported a total of 925 contacts made with supervisors on problems and questions pertaining to the agreements. We assisted in resolving about 16 grievance cases at the third step (Employer's level) of the grievance procedure.

We participated in the project to establish a plan for the retrieval of computerized data needed to support collective bargaining. The plan was completed by the Hawaii Educational Council under contract through an Intergovernmental Personnel Act grant. The plan was accepted and we are in the process of implementing the system.

We developed a procedure for the processing of requests for reimbursement or replacement of damaged or lost items, such as personal hand tools used in work and eye glasses as provided in some contracts. This procedure enables employees to file such claims directly to the employer (instead of the former City Council route) and for management to exercise some control over claims.

We took a major role in planning and implementing a seminar on work stoppage emergency planning for top level management personnel of State and Counties. We also participated in other workshops, such as to develop a coordinated state-wide contract administration system and on legal counselor's role in labor relations.

#### Employee Assistance

Award Programs. We coordinated the City's annual Aloha Week Program and Awards Ceremony at the HIC Arena on October 19, 1973. Acting Mayor Devens presented the City Employee of the Year Award to Stanley T. Sumida of the Board of Water Supply. He was selected from among twenty-five departmental employees of the year representatives. A committee of private citizens, Mrs. Edith S. Williams, The Reverend Richard L. Allen and Mr. Raymond Victor comprised the selection panel.

Also honored were 151 employees with 25 and 35 years' of faithful government service and 147 retirees. Three employees who won suggestion awards were also recognized.

We received and processed 76 suggestions under the ESP Program. \$245 in cash awards were granted to nine employees.

Employee Counseling and Orientation. We provided 1,518 new employees, including 823 summer hires, with accession services. We interviewed 124 employees who left the City and provided counselling and other services to 770 other employees.

The experimental Visiting Nurse Service Program was discontinued because the results did not meet our expectations. In a one-year period ending January 31, 1974, when the Visiting Nurse Program was ended, 868 visits were made to employees' homes by professional nurses.

We sponsored jointly with the Hawaii Government Employees Association a pre-retirement advisory program for employees age 55 and above. By the end of the fiscal year, we had completed three abbreviated sessions with a total attendance of 292 employees. We will begin to include employees under age 55 in a more comprehensive program.

We are also participating in discussions with a group of concerned persons at the University of Hawaii in establishing a program of pre-retirement counselling for the wider community. Results of this planning should indicate ways that we can improve our City program.

During the year, we participated in discussions with employee unions and persons representing other organizations to plan a "troubled" employee program. The program is to provide counselling and referral services to employees who have alcohol, drug or other personal problems which affect work. Discussions were continuing at the close of the year. Progress has been good and we expect the program to be in operation during the next year.

Personnel Rules and Laws. We coordinated the review and processed revisions to the personnel regulations on civil service, compensation, hours of work and leaves. The need for rule changes continued as a result of legislative mandates, court rulings and the changing needs of the service.

When the Federal Fair Labor Standards Act was extended to cover government employees, we coordinated its application within the City. It was our objective to insure that the City conformed to all requirements of the Act. The potential impact of FLSA upon fire and police operations must be reviewed as further guidelines become available from the Federal government.

## Departmental Assistance

In our efforts to assist City agencies we participated in resolving a number of problems together with departments and the unions. For example, we participated in successful discussions with UPW in developing new and revised policies and procedures for the refuse collection "uku pau" system. We also actively assisted the Health Department in resolving problems on their emergency medical training program and operations.

In response to the gasoline crises and meeting the needs of agencies, we initiated and developed a flexible working hours program. About 1,109 employees are permitted to have a starting work time different from the normal 7:45 a.m. starting time.

We developed and implemented a procedure to expedite the processes of obtaining a return-to-work medical clearance by an employee who had been disqualified from driving for medical reasons under PUC regulations.

Communications with Employees. We continued to publish and send to each City official and employee the Honolulu Employee Journal. During the summer months, our temporary summer workers are included on the mailing list so that a total of about 10,800 copies are received by employees. During other months, we mail out 8,000 copies.

We also continued to publish a periodic bulletin entitled, Personnel Information, A Report to Management. It is used to provide supervisors and other management personnel with timely information on labor relations and other matters related to personnel administration. For example, we disseminated information on the requirements of FLSA to supervisory personnel through this bulletin.

## PERSONNEL DEVELOPMENT AND SAFETY DIVISION

### Major Functions

Establish, direct, promote and coordinate employee development and training programs;

Promote and coordinate government-wide safety programs;

Administer the City's Workmen's Compensation Program.

### Training

During the fiscal year, the Training Branch continued to direct its activities to those areas where needs were expressed by the various departments. Direct and coordinative services

were provided to them in planning for and conducting training programs for their personnel. These programs included:

#### Management Development

"Orientation in Collective Bargaining Contracts"-- Collective Bargaining training classes for middle and lower management employees. (376 trainee hours)

"Seminar on Collective Bargaining Contract Administration"--A 2½-day seminar on Collective Bargaining Contract Administration. (640 trainee hours)

"Impasse Declaration and Resolution under Hawaii's Collective Bargaining Law"--A two-day Labor-Management Relations workshop for key management officials. (160 trainee hours)

"Program Planning and Development"--A one-day workshop for Public Works engineers. (120 trainee hours)

#### Supervisory Development

"Fundamentals of Supervision"--A course for supervisors. (5789 trainee hours)

#### Specialized Courses

"Secretarial/Clerical Seminar"--A seminar for secretaries and clerks. (1464 trainee hours)

"Northwestern University Traffic Institute Training Course"--Coordinated a traffic technician course. (1500 trainee hours)

"Sewer Treatment Operator Training"--Coordinated a two-week analysis seminar for sewage treatment operators. (1224 trainee hours)

"Technical Writing Workshop"--A course for personnel technicians and specialists. (864 trainee hours)

"Automotive Gasoline Engine Emission Control System Training"--A workshop for mechanic journeymen. (576 trainee hours)

#### Other Activities

Administered the "Public Administration Internship Training" program. Interns assigned to Department of Recreation and Corporation Counsel. (2 interns)

Coordinated "Career Orientation to City Functions" for seven visiting Kamehameha School seniors in conjunction with their job opportunity program.

Coordinated "1974 Aloha United Way" campaign.

Assisted departments with training in the use of visual aids and in the proper operation of audio visual equipment.

In addition to the foregoing, the City had 38 employees enrolled in seven courses sponsored by the U. S. Civil Service Commission.

The Center for Governmental Development and the Labor-Management Relations Center of the College of Continuing Education, University of Hawaii, have been most helpful in the promotion of employee training and development programs for the City and County of Honolulu. We will continue to utilize their services during the fiscal year 1974-75.

The lack of adequate training classroom facilities including sufficient parking has continued to plague us in our efforts to offer more training programs to our employees.

## Safety

Management has the responsibility of providing a safe working environment for City employees and the public when using its facilities.

The Safety Branch of the Department of Civil Service serves as the unifying force to ensure a cohesive and aggressive safety program, providing technical and liaison safety services on a City-wide basis to all departments and agencies.

The City's safety program was defined throughout the year by the development and promulgation of various policies and directives. The Safety Inspection Policy provided the authority for the assigned safety specialists to conduct scheduled inspections of all City-owned or leased facilities at least once each year and directed the operating departments and agencies to develop and conduct a continuing self-inspection program.

The Policy on Personal Protective Safety Equipment was developed and approved. This policy was established to satisfy the safety provisions of our various bargaining agreements and to provide uniformity throughout the City in the determination of the need for safety equipment and subsequent purchase.

As a related item, the Safety Branch provided the catalyst and coordination to the operating departments on the formation of safety committees in conformance with union agreements. Committees are now established and operating to detect and eliminate unsafe conditions under their jurisdiction and to make recommendations for personal protective safety equipment where the hazard cannot be eliminated.

At the close of the year, the federal government approved the Hawaii Occupational Safety and Health Law for implementation. Necessary recording and reporting procedures to conform to the HOSHL were developed and implemented City-wide by the Safety Branch. This program will require close monitoring throughout the coming year to ensure compliance with the law and a useful "end product."

In addition to the above new safety activities, the Safety Branch continued coordination and 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 being the reduction of accidents through the promotion of safe work practices and the elimination of recognized hazards. Activities which contributed to this goal included safety education and training, inspections, and investigations. Highlights of the safety activities for the year included:

Safety Training--designed to assist supervisors and employees to recognize hazards on the job and to eliminate such hazards for safe conduct of work.

"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. (6572 trainee hours; 1027 enrollees)

"Driver Training"--Coordinated and conducted driver training to meet the requirements of Mayor's Directive No. 86. (11696 trainee hours; 1462 enrollees)

"Defensive Driver Instructor Training"--Conducted training and orientation to qualify instructors. (54 trainee hours; 12 enrollees)

"Safety Training Seminar"--Sponsored and coordinated safety training seminars for middle and lower management personnel. (696 trainee hours; 223 enrollees) In addition, provided safety training to 597 summer hires. (2388 trainee hours)

"Division Chief Orientation"--Conducted safety orientation training of division chiefs and other management personnel in the Department of Public Works and the Board of Water Supply. (72 trainee hours; 22 trainees)

"American Society of Safety Engineers Seminar"--Coordinated and attended professional safety development seminar for management personnel. (192 trainee hours; 8 enrollees)

"Safety Specialists" training--Safety specialists assigned to the Department of Civil Service, Safety Branch, attended training in Trenching and Excavation, Cardio-Pulmonary Resuscitation requalification, Standard First Aid Instructor recertification, and Technical Report Writing.

Safety Inspections--designed to identify safety hazards and to recommend corrective action. (265 inspections)

Accident Investigations--investigation of serious lost time accidents for the purpose of finding causes and preventing recurrences of similar accidents. (53 investigations)

Vehicle Accident Investigation Committee (VAIC)--This committee's function is to determine causes of accidents and to prevent recurrences of similar accidents. 16 hearings were held involving 164 new cases. The committee acted on 147 cases during the year.

Vehicle Operator Evaluation (promotion/selection)--designed to check out employees and prospective employees in vehicle operating skills and knowledge. (39 evaluations conducted)

Hazard Pay Studies--accomplished to evaluate temporary hazard conditions as a determinate in the award of hazard pay. (15 studies completed)

Additional Safety Studies--accomplished to assist the departments in eliminating or reducing existing hazards in a specific work situation. (38 studies completed)

One measure of the effectiveness of a safety program is the lost time accident frequency rate. This is a ratio of the number of lost time accidents per million man hours of exposure. The lost time accident frequency rate has been growing progressively over the past five years. This fiscal year, 1973-74, showed an actual decline from 76.12 in 1972-73 to 70.57.

It is suggested that one reason for the improvement shown statistically is the heightened concept of safety as an inseparable part of good management among the operating agencies.

The coming fiscal year will be devoted to further developing this concept.

### Workmen's Compensation

The Workmen's Compensation Branch continued to work with the City's legal, Health, and operating departments to assure expeditious and effective compliance with the workmen's compensation and related laws, to facilitate prompt and accurate payment of compensation benefits and medical expenses, and to prevent abuses of the right to benefits.

Several new directives and policy statements were developed during the year to facilitate this effort and to promote equitable treatment under the workmen's compensation law for all our employees.

An overall workmen's compensation policy was developed which identified responsibilities among the involved City agencies and formalized procedures for submission of claims.

The City policy on reimbursement for mileage connected with treatment of an industrial injury was formulated and approved.

Conditions of coverage of off-duty athletic events came under review and was addressed in Mayor's Directive No. 102. Essentially, off-duty athletic events will not be covered unless prior approval is obtained from the Department of Civil Service. Justification for the activity must be based on relationships of the proposed activity to the individual's work and benefits that would accrue to the City as a result of the activity.

The concept of administrative time off for treatment of an industrial injury once an employee returns to work following a period of temporary total disability was also established. The principal justification was to encourage the employee to return to work as early as possible following an industrial injury by removing the penalty of charging him for vacation or sick leave when obtaining required medical treatment.

During the year, 224 City cases were heard by the State Division of Workmen's Compensation. 159 of these hearings were for the evaluation of permanent partial disability and disfigurement, and to determine dependent's benefits; 65 were held for the determination of liability. Of the contested cases, the Director of Labor and Industrial Relations found 17 compensable and 3 not compensable. Action was deferred on 25 of the contested cases and 20 claimants did not show up for hearings.

The City's workmen's compensation payments, including the Board of Water Supply, for the fiscal year ending June 30, 1974 totaled \$1,120,523.50.

WORKMEN'S COMPENSATION STATISTICS

	<u>1971-1972</u>	<u>1972-1973</u>	<u>1973-1974</u>
Active cases on hand as of July	1,237	1,271	1,397
New cases during the year .....	1,730	1,922	2,150
Cases closed .....	1,696	1,796	1,866
Active cases on hand as of June 30 .....	1,271	1,397	1,681
Payments vouchered .....	4,090	5,038	5,498
Temporary total disability cer- tifications .....	1,407	1,821	1,888

SUMMARY OF PERSONNEL LEGISLATION

<u>Act</u>		<u>Effective Date</u>
8	Shortens the appeal period from 30 to 20 days following the decision of the director of labor and industrial relations, and shortens the period from 30 days to 20 days within which the director may reopen a case after rendering his decision.	4/1/74
17	Requires the advice and consent of the Senate in the appointment of members of the Hawaii Public Employment Relations Board; designates terms of office of members of the board.	5/15/74
52	Provides additional benefits for totally disabled persons whose benefits have been exhausted due to length of payments and adjusts benefits for permanently and totally disabled persons.	5/25/74
108	Provides for suspension of retirement allowance of a retiree who is reemployed and for recomputing his allowance when he retires again.	5/31/74
118	Removes sex limitation for retirement benefits accruing to the surviving spouse of an employee.	6/3/74
121	Recognizes service in other counties for the purpose of computing length of service under the municipal and county pension systems.	6/3/74
124	Authorizes the directors of personnel of the State and counties to promulgate rules and regulations on leaves with the approval of the respective chief executives and the legislative bodies, in case of the counties.	6/3/74
125	Authorizes the county jurisdictions to declare a class as a "shortage category" for recruitment and pay purposes.	6/3/74

<u>Act</u>		<u>Effective Date</u>
136	Provides health fund benefits to the beneficiaries of an employee who is killed in the performance of his duties and to former employees who retired prior to the establishment of the health fund.	6/3/74
143	Increases the number of days allowable for funeral leave from two to three and adds "hanai" members as part of the "immediate family."	6/3/74
152	Changes the Hawaii Occupational Safety and Health Law to make it equivalent to the Federal OSHA; allows names of complainants and witnesses to be withheld from the employer; provides for monetary penalties for additional violations; makes it an offense to give advance notice of inspections or to give false information.	6/4/74
153	Increases benefits of employees who suffer industrial accidents and of dependents of deceased employees.	6/4/74
182	Provides for presumption that certain lung related diseases suffered by firefighters and sewer workers are work connected for disability retirement purposes.	6/3/74
205	Eliminates disqualification from employment or licensure solely by reason of a prior conviction of a crime, except where the crime directly relates to the occupation in which the convicted person seeks or holds a license.	6/10/74
220	Provides for or increases the bonuses of retirees under the retirement system; requires each jurisdiction to pay the bonus of its former employee.	6/13/74



**DEPARTMENT OF THE CORPORATION COUNSEL**



DEPARTMENT OF THE CORPORATION COUNSEL

Richard K. Sharpless, 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 three divisions, namely:

1. Counselling and Drafting
2. Trials
3. Land

The accomplishments of each division for the fiscal period July 1, 1973 to June 30, 1974 are as follows:

I. COUNSELLING AND DRAFTING

This division drafts ordinances, resolutions, proposed statutes affecting City rules and regulations, policies, contracts and other legal documents; approves legal documents; renders oral and written legal advice to the Mayor, City Council and to all City agencies, including officers and employees, in matters relating to all official powers and duties; attends all City Council and Committee meetings for the purpose of giving any legal advice if requested by its members; meets weekly or at the call of the chair with the various City agencies.

Summary of Accomplishments

A summary of this division's performance follows:

	<u>Backlog</u>	<u>Referred During Year</u>	<u>Withdrawn Transf. or Added</u>	<u>Total for Year</u>	<u>Number Completed</u>	<u>Pending</u>
COUNSELLING						
Opinions	5	0	-5	0	0	0
Study and Reports	24	18	-36	6	1	5
Memoranda of Law	21	87	-16	92	69	23
Other Assignments	38	304	-13	329	299	30
DRAFTING						
Ordinances	12	119	+1	132	125	7
Approval of Documents	<u>37</u>	<u>2997</u>	<u>+1</u>	<u>3035</u>	<u>2988</u>	<u>47</u>
TOTAL	137	3525	-68	3594	3482	112

An overall comparative summary of this division's assignments between the 1972-73 and 1973-74 fiscal period follows:

	<u>Year</u>	<u>Total for Year</u>	<u>Number Completed</u>
COUNSELLING			
Opinions	1972-73	5	0
	1973-74	5	0
Study & Reports	1972-73	61	21
	1973-74	42	1
Memoranda of Law	1972-73	91	47
	1973-74	108	69
Other Assignments	1972-73	500	451
	1973-74	342	299

Note: Commencing 1/73 Opinions will be referred to under Memoranda of Law; commencing 1/74 Study & Reports will be referred to under Memoranda of Law; thereafter, Counselling will have only one subheading, "Memoranda of Law".

	<u>Year</u>	<u>Total for Year</u>	<u>Number Completed</u>
<b>DRAFTING</b>			
Ordinances, Res., etc.	1972-73	190	178
	1973-74	131	125
Approval of Documents	1972-73	2829	2792
	1973-74	3034	2988

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

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

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 1973-1974 follows:

FIRST QUARTER  
(July, August, September, 1973)

During this First Quarter, a large percentage of the Hoolulu Project acquisition has been accomplished. Also, work on the Kukui Project (Block G) legal documentation and related matters have been completed and the City's first housing project in Kukui is to commence in the first week of October.

The HRA has been implementing and organizing for this interim period before becoming the new Department of Housing by setting up housing projects.

Regarding Department of Civil Service matters, we have begun monitoring negotiations of collective bargaining agreement reopeners.

After research and investigation, we advised the Department of Civil Service and other departments on the following personnel and labor relations matters which included:

1. The allowance of retirement credit to a veteran who was re-employed by the Fire Department;
2. Legal questions raised by proposed changes in computing pay of firemen when they are entitled to less than a full month's pay;
3. The validity of SR 25-B limitation on overtime and related matters concerning grievance filed by three members of Unit 13;
4. The evaluation of two grievances filed by certain firemen relating to whether the employer is required to provide meals when firemen are assigned to cover-in duty at another station;
5. Evaluation of grievance of a refuse worker regarding promotion;
6. Effect of collective bargaining agreement upon proposed working hours of Sand Island outfall inspectors;
7. Advisability of certain amendments to Chapter 10, R. O. 1969 re: overtime rates for inspectors; and

8. Implementation of arbitration decision in Martin and Javonillo case.

Regarding the Capital District Ordinance, considerable time was spent on an analysis of the Warnecke report in the context of legal questions raised by Mr. George Moriguchi, Director of Land Utilization. Meetings were had involving this office, Councilman Akahane and personnel from the Office of Council Services, Messrs. Way, Moriguchi and other personnel from General Planning and Land Utilization. Unofficial Charter interpretations were reached concerning several questions of long-range significance. As a footnote, one helpful result of this matter is that this office has on hand a nearly complete set of the minutes of the meetings of the 1972 Charter Commission.

The lobbyist ordinance went through more revisions. The most recent decision is to circulate our draft informally among all Council members, with the thought that they might be able to provide helpful "input" from a practical standpoint.

On September 10, our Department filed a suit on behalf of Frank F. Fasi, James K. Sakai and the City and County of Honolulu against John A. Burns and other State defendants to compel payment of some \$5.5 million of grants-in-aid not paid the City by the State during the fiscal year 1972-73. On October 2, an answer was filed, but as yet no further proceedings have been set on the docket.

On September 28 a dismissal of Frank F. Fasi, individually and as Mayor, was secured in Anne Burleigh's U.S. District Court case seeking to prevent the destruction of the Natatorium. Neither the City nor the Mayor was named as defendants in a companion suit filed in the Circuit Court which is now in the State Supreme Court. That latter case on October 3 resulted in an indefinite stay of the destruction pending determination by that court of the legality of the State's course of action.

On October 3, the Supreme Court of Hawaii found that the City's appeal from Judge Doi's dismissal of its suit to void the PUC's granting of telephone rate increases in 1971 was moot as a result of that court's action in the Director of the Department of Regulatory Agency's suit of a similar but not materially identical nature.

This Division also worked on the development of "Rules of Procedures" for the Department of General Planning. The proposed Rules were drafted around the material submitted by the Chief Planning Officer. Although the material submitted

to this office was drastically revised, the substance has remained virtually intact. This assignment has a certain degree of urgency in that the Chief Planning Officer is now enjoined by Court Order from processing any new General Plan amendments until such time as the Rules of Procedures of the Department is promulgated in accordance with the Administrative Procedures Act.

The Planning and Zoning Committee of the Council has spent quite a bit of its time and given serious considerations to developing uniform conditions covering Planned Development-Housing projects. Together with the Department of Land Utilization, this office has prepared language of proposed conditions involving Transfer/Assignment of Rights, Time Limits, Sales Prices, and Drainage and Flood requirements.

A disproportionate portion of our time has been spent in attempting to interpret the provisions of the Revised Charter to the Planning and Zoning Committee of the Council and the Departments of General Planning and Land Utilization.

During this First Quarter there was a total of 29 study and reports and memoranda of law rendered. Of this total 18 were rendered by the Counselling and Drafting Division deputies; 8 by the Trials Division deputies and 3 by Land Division deputies. A digest of some of the memoranda and study and reports are listed below. This Division completed 71 legal research reports, letters and miscellaneous assignments, approved 681 documents and drafted 10 ordinances, resolutions and other documents. Also, the attorney from our division who is assigned to HRA approved 96 Land documents.

In SR 73-7 we replied to questions relating to the distribution of the Police Department's powers, duties and functions between the Police Commission and the Police Chief under the Revised Charter of Honolulu.

The question of whether the City may appropriate \$75,000 for a community concert series to be performed by the Honolulu Symphony Society was answered in the affirmative in M 73-52.

M 73-54 was answered in the negative. The inquiry was whether Sec. 22-5.1, R.O. 1969 requires subdividers to contact the cable television company holding the State franchise for the area in which the subdivision is located and to arrange for underground installation in all cases of new subdivision.

In M 73-55 we opined that the City should pay for all of the costs in the construction of a bikeway in the University Apartment area because it is of general benefit to the public rather than of special benefit to the property owner.

We advised in M 73-60 that the regulation of inoperable vehicles on private property by legislative action of the City Council is not advisable.

In M 73-61 we answered in the negative the question of whether the City can continue to manage and operate the parking facility in Block G under the condition that all parking revenue collected from said facility be paid over to Oceanside, a private developer of Block G.

A negative response was given on the question of whether the Building Department may refuse issuance of an electrical or plumbing permit to any person who qualifies under any of the exemptions provided under Section 444-2 when all other applicable code provisions and regulations have been complied with.

In M 73-68 we commented, from a legal standpoint, on the three possible bases of apportionment of Council Districts presently under consideration by the Council Reapportionment Commission. These bases are:

1. The General Election Registered Voters List of 1972;
2. The "purged" Voters List of the 1972 General Election, which reflects only those voters who cast their vote; and
3. The census tract figures of 1970.

We said in M 73-74 that conducting of Japanese dancing classes in a home located in a residential district is a proper "accessory use".

In M 73-75 we held that HRS Sec. 70-25, which purports to limit the political activity of Honolulu City and County Board and Commission members, is an unconstitutional abridgment of the equal protection of the laws.

We stated in M 73-77 that microfilms of tracings and readable prints therefrom are admissible in evidence in court cases.

SECOND QUARTER  
(October, November, December 1973)

During this Second Quarter, all of the legal documentation for the Ota Camp project has been completed and is now pending administrative action.

New legislation has been drafted so that the Honolulu Redevelopment Agency can be succeeded by the Department of Housing and Community Development pursuant to the provisions of the Revised Charter of Honolulu. Said legislation is being reviewed by the Department of the Corporation Counsel for submission to the State Legislature.

Regarding the Police Commission, we drafted permanent rules of procedure which were necessary for the Commission to perform its powers, duties and functions.

In addition, we advised the Commission members regarding the new provisions in the Revised Charter as to their new responsibilities.

On Mass Transit matters, the proposed "Phase II" contract between the City and "DMJM" were reviewed and we recommended a number of changes which were incorporated in the final draft.

Contract zoning is going round the track again, and is at the moment stuck at the Planning Commission level. Developers are beginning to flex their muscles and make noises about lawsuits.

The Fees and Lobbyist ordinances were finally submitted in rough draft form to the Council.

With the assistance of the Department of Land Utilization, we worked on the following:

1. Rules of Procedures for the Department of General Planning has been finalized and forwarded to the Mayor for his approval.
2. Draft of proposed Ordinance for dedication of public rights-of-way to seashores and mountains completed pursuant to Act 143, SLH 1973. (Applicable to subdividers subdividing six or more lots.)
3. Reviewed and assisted in the drafting of proposed legislation to prohibit merchandising displays and structures in yards and road setback areas.
4. Draft No. 4 of Contract Zoning Ordinance completed. Legislative Intent Section of Ordinance was amended to clarify the types of conditions that may be imposed in a rezoning application.

We daily orally advise the Department of Civil Service on the gamut of personnel relation problems and also on collective bargaining contract negotiations and administration. At the close of this Quarter, Unit 13 (Professional and Scientific employees) negotiations appeared headed for impasse. The most critical issue involved is simply that of money, with the union contending that inflationary pressures justify increases and the employers contending that the state's economy, present and future, dictates conservatism. Other units currently negotiating are Units 1, 3, 9, 10 and 11.

All collective bargaining contracts provide grievance procedures and employees have now filed a number of grievances since the inception of these contracts. We analyzed three important and current grievance cases and advised the Director of Civil Service as to their possible disposition. These were the HIC class grievance concerning one day when certain HIC employees were called to work one hour early and allowed to leave work one hour early. The Arthur Aiu grievance in which Mr. Aiu contends that he was improperly passed over for promotion and/or that the employee selected for the promotion was not the best qualified of those eligible and was less well qualified than Mr. Aiu. The Karrati and Hubbard grievances in which these two police officers contend that their discharge was an excessive disciplinary action by the department and that they should be reinstated. The two officers who were off-duty allegedly beat up a parking attendant and allegedly engaged in other improper conduct.

To aid us in arbitration proceedings, we compiled a complete file of all arbitration decisions to date which have arisen under Chapter 89, the public employee collective bargaining law. We also prepared a form letter to be sent to all potential arbitrators requesting information on their qualifications.

We attended two conferences with members of Police Department administration regarding the authority of the chief to investigate police officers' conduct when a citizen complaint has been made and the Police Commission is or may investigate the same matter. We advised that the chief retains same authority he always had. Police Commission procedures required by the Revised Charter of Honolulu operate independently of any investigation which the chief may undertake. The Department also discussed their need to investigate conduct of officers and to mete out discipline where such is merited even though a civil suit may be

pending. We advised that they attempt to coordinate this activity with our Trials Division.

We also advised the Police Department on the scope of "discovery" rights of employees filing grievances in accord with Police collective bargaining contract. We advised that in the case of Karrati and Hubbard, the grievants be told to file their grievance and then to make requests for specific information.

We also prepared materials for presentation to the December meeting of the Hawaii State Association of Counties (HSAC). HAAC will be handling substantial sums of money in the forthcoming year. To protect HAAC officers and agents from personal liability and to minimize tax liabilities, we advised that HSAC incorporate and seek tax exempt status. We also advised regarding procedures for doing the above once HSAC voted to incorporate and to seek tax exempt status.

During this Second Quarter there was a total of 12 memoranda of law rendered. Of this total 11 were rendered by the Counselling and Drafting Division deputies and 1 by a Land Division deputy. A digest of some of the memoranda are listed below. This Division completed 69 legal research reports, letters and miscellaneous assignments, approved 795 documents and drafted 24 ordinances, resolutions and other documents. Also, the attorney from our division who is assigned to HRA approved 60 Land documents.

In M 73-82 we concluded that Council-initiated zoning ordinances shall be referred to the Director of Land Utilization and reviewed by the Planning Commission prior to its enactment by the Council.

In M 73-87 we commented on Kauai County Council's Resolution pertaining to request for greater consideration of zoning in real property tax assessments.

We advised in M 73-88 that any request for General Plan amendment pending at the effective date of the Revised Charter becomes subject fully to the applicable provisions of the Revised Charter, unless a specific exception is provided for in the transitional provisions of the Revised Charter.

On the question of whether the Council's Findings of Fact should be approved as to form or as to form and legality, we advised that Corporation Counsel's approval was not required in M 73-89.

THIRD QUARTER  
(January, February, March, 1974)

During this Third Quarter, deputies in Counselling and Drafting reviewed bills filed with the Legislature affecting the City and County and prepared bills as requested by the administration and City Council and rendered testimonies before the various committees in the Legislature. Preparation of bills to the Legislature took priority over the counselling work since there was a deadline to be met on the submission of bills, position papers and testimonies.

Beginning in January, the Corporation Counsel has sponsored a Law Career Explorer's Post. The purpose of the post is to provide high school students who may be interested in a legal career with a realistic view of the legal profession.

In the area of political campaign funding, we drafted and submitted to the Mayor an ordinance which would require the disclosure of political contribution by persons doing business with the City.

The Kukui Project Blocks F and J are still pending. Block F is awaiting legislative action to clear the title to the land so the City may issue the lease to HRA with necessary Land Board approval.

The legislation necessary to create the Department of Housing and Community Development was prepared and submitted to the State Legislature. Since the authority to issue bonds was a major concern, our bond counsel was consulted. Additionally, we requested the Legislature to consider some low cost housing legislation.

We assisted the Department of Transportation Services by drafting a proposed ordinance regulating the proposed Pearl Harbor bicycle path to be constructed on easements granted by the U. S. Navy.

We are reviewing an agreement for the future construction of a public roadway within the Pearl Ridge development site. This roadway will be dedicated to the City when the City decides the need for such a roadway in the future.

The proposed ordinance, relative to the 1970-71-72-73 Cumulative Supplement to the Traffic Code of 1969 drafted by the Department of Transportation Services staff, was reviewed and approved by this office.

As needed, we reviewed, investigated and advised the Department of Civil Service on a number of grievances. These involved the Health Department and the Refuse Division regarding two employee relations matter likely to result in future arbitrarion or legal action. We also reviewed the request of a Liquor Commissioner for added compensation because of hazard to himself and family.

There are also a number of grievances awaiting arbitration or other resolution.

Negotiations on contract reopenings for Units 1, 2, 3, 9, 10, 11 and 13 were monitored and reviewed and the Memo of Understanding modifying certain provisions of the Collective Bargaining Contract pertaining to the Royal Hawaiian Band was reviewed.

We also have sent a questionnaire to all persons on HPERB's list of Fact Finders, Mediators and Arbitrators requesting information on their backgrounds in labor matters to aid us in the selection of arbitrators. We have discussed with a member of HPERB their preparation of an index and digest of Hawaii Public Employee Arbitration Decisions. This plan awaits approval of the chairman of HPERB.

We have had numerous consultations with the Honolulu Police Department, with SHOPO, with attorneys in our Trials Division and with the Department of Civil Service looking toward resolution of conflict between HPD and SHOPO over release of information relevant to grievances.

We have reviewed both the proposed new rules of the Civil Service Commission and the new Rules and Regulations on Medical Examination Standards to be adopted by the Commission pursuant to Civil Service Rule 2.13.

During this Third Quarter there was a total of 25 memoranda of law rendered. Of this total 20 were rendered by the Counselling and Drafting Division deputies, 2 were rendered by Trials Division deputies, and 3 were rendered by Land Division deputies. A digest of some of the memoranda are listed below. This Division completed 88 legal research reports, letters and miscellaneous assignments, approved 709 documents and drafted 72 ordinances, resolutions and other documents. Also, the attorney from our division who is assigned to the Honolulu Redevelopment Agency approved 36 land documents.

In M 74-1 we opined that under the equal protection clause, the providing of bus passes to all City employees

at no cost to them to encourage them to use TheBus instead of driving cars to work would be held unconstitutional.

In M 74-2 the questions of whether a housing inspector may enter private property without the consent of the owner and whether City inspection laws should continue to be mandatory were answered in the affirmative.

On the question of whether the Revised City Charter or Chapter 70 of the HRS would prevail in the matter of temporary appointments in the absence of an ordinance as presently proposed, we opined in M 74-9 that the Charter provision prevails.

Three questions relating to the impact of the transfer of the Sewers Division to the Board of Water Supply on sewer improvement districts were answered in the negative in M 74-13.

In M 74-15 the question of whether or not Units 4 (white collar supervisors) and 13 (professional and scientific) civil service employees who take a year's authorized leave of absence are subject to §7-15.3 relating to post-employment ethics provision was answered in the negative.

The question of whether Resolution No. 238 (relating to short term investments) which amends Resolution No. 209 adopted by the City Council on June 1, 1965 is consistent with applicable law was answered in the affirmative in M 74-17.

The question of whether the Hawaii Housing Authority may be exempted from paying sewer service charges was answered in the affirmative in M 74-18.

FOURTH QUARTER  
(April, May, June, 1974)

In consultation with the staff of the Department of Transportation, we submitted to the City Council a proposed ordinance delegating to the Director of Transportation Services certain powers to the Director to implement traffic controls on streets and highways of the City. If the proposed ordinance is adopted, certain routing functions vested in the Director would not require further Council action.

We advised the Director of the Department of Transportation Services of the problems related to classification between residents and non-residents as to fee rates and the issuance of bus passes.

The necessary legislation needed to create the new Department of Housing and Community Development as provided in the new Charter has been approved by the Legislature. Also approved was the extension of Act 105 powers to the counties. The City's bonding powers have been broadened to include housing.

The Kukui Project Blocks J and F will commence construction during the next quarter.

In connection with passage of Act 246, SLH 1974, relating to environmental impact statements, we advised the Department of General Planning as to the applicability of said Act to the City's general plan amendment process.

Due to allegations made by State Representative Leopold relative to Hawaiian Telephone Company's low bid on the new Municipal Office Building telephone system, we prepared a report for the Mayor stating, in effect, that Hawaiian Telephone's bid was reasonable and that we did not expect the PUC to prohibit Hawaiian Telephone from executing the contract.

On the subject of noise, we reported to the City Council that pursuant to Act 158, SLH 1974, the counties may now enact noise legislation without fear of subsequent State pre-emption by the State Department of Health.

In response to an inquiry by the Building Department, we prepared a draft of a proposed ordinance amending certain sections of the Comprehensive Zoning Code relating to semi-detached dwellings.

We researched at length two matters involving firemen which ultimately will be appealed to the Civil Service Commission. We prepared for the arbitration of the "class grievance" relating to certain HIC employees which was settled immediately prior to going to hearing before the arbitrator. We then prepared several drafts of the agreement of settlement between the parties (UPW and City and County) and advised the Department of Civil Service throughout these proceedings.

Additionally, drafting of a petition to HPERB together with a supporting memorandum of law is under way in another arbitration proceeding. As requested, we have reviewed and advised Civil Service regarding six other grievances which have reached the Step 3 level and have rendered oral advice to Civil Service on a variety of matters relating to employees. We have also reviewed the final draft of the new Civil Service Rules and Regulations.

The Zoning Board of Appeals has recently made some controversial decisions which may give rise to inter-departmental friction. Our office is considering these decisions.

Three deputies are planning a new, improved program for the coming year for the Explorer's Career Post (high school students interested in law).

A great deal of time has been spent in preparing a Declaratory Ruling by the Chief Planning Officer concerning the legality of General Planning's Rules insofar as they permit amendments to the existing general plan.

During this Fourth Quarter there was a total of 30 memoranda of law rendered. Of this total 21 were rendered by the Counselling and Drafting Division deputies, 5 were rendered by Trials Division deputies, and 4 were rendered by Land Division deputies. A digest of some of the memoranda are listed below. This Division completed 71 legal research reports, letters and miscellaneous assignments, approved 803 documents and drafted 19 ordinances, resolutions and other documents. Also, the attorney from our division who is assigned to the Honolulu Redevelopment Agency approved 47 land documents.

In M 74-26, we clarified the application of Section 24-4.4, R.O. 1969, relating to lien and new assessments. We concluded that refunds, if made, should be made to the owners of the property at the time of refund.

On the question of whether the Board of Water Supply under the provisions of the Revised City Charter is the responsible body for the establishment of the sewer user rates and the effective date of such rates, we concluded in M 74-27 that the Council has the authority to set the effective date of the rates and charges.

In M 74-31 we answered in the affirmative on the question of whether or not Chapter 38 of the State Public Health Regulations pertaining to "Sewage Treatment Plant Matters" prohibits the City from issuing conditional use permits for such treatment plants.

In M 74-32 we opined that the Board of Water Supply, which is the appointing authority, should study the elements which would constitute the qualifications of the manager and chief engineer of the Board of Water Supply and determine whether or not a prospective applicant meets the qualifications.

In M 74-33 we opined that the City Council may not mandate the Mayor to create and to fill positions within the Police Department.

On the question of whether or not the Board of Water Supply may employ its own attorney to furnish legal advice, we answered in the negative in M 74-35.

The question of whether it is legal for realtors to place or leave a "For Sale" sign and superimposing thereon the words "In Escrow" on a property was answered in the negative in M 74-43.

In M 74-48 we answered in the negative the question of whether or not with respect to a particular site a building permit may be legally withheld by the City Council for a reasonable period upon the issuance of a letter of intent by the City to use it for a public purpose.

In M 74-51 we opined that as long as a list of names and affidavit numbers is compiled which will provide a cross reference to locate the original affidavits on microfilm, the 4" x 6" cards may be disposed of without violating any of the provisions of HRS Sections 11-14 and 11-17.

In M 74-53 we summarized that the Police Department is obligated to notify the appropriate court when a prisoner either claims inability to pay or refuses to pay a fine. It is the court's function to determine whether release or further incarceration is justified.

## II. LAND ACQUISITION

This division acquires any and all interest in land by eminent domain or negotiation 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

A summary of this division's performance follows:

	<u>Backlog</u>	<u>Total Referred</u>	<u>Total for Year</u>	<u>Number Completed</u>	<u>Pending</u>
LAND ACQUISITION					
(a) Requests	27	46	73	67	6
(b) Eminent Domain Suits Filed	36	49	85	24	61
OTHER LAND CASES	13	77	90	8	82
LAND COURT APPLICATIONS	8	4	12	1	11
DRAFTING	42	67	109	61	48
COUNSELLING	28	105	133	108	25
APPROVAL OF LAND DOCUMENTS	<u>22</u>	<u>1,926</u>	<u>1,948</u>	<u>1,913</u>	<u>35</u>
TOTAL	176	2,274	2,450	2,182	268

An overall comparative summary of this division's assignments between the 1972-1973 and 1973-1974 fiscal period follows:

	<u>Year</u>	<u>Total for Year</u>	<u>Number Completed</u>
LAND ACQUISITION			
(a) Requests .....	1972-73	42	15
	1973-74	73	67
(b) Eminent Domain Suits filed.....	1972-73	60	24
	1973-74	85	24
OTHER LAND CASES.....	1972-73	22	9
	1973-74	90	8

	<u>Year</u>	<u>Total for Year</u>	<u>Number Completed</u>
LAND COURT APPLICATIONS.....	1972-73	16	8
	1973-74	12	1
DRAFTING.....	1972-73	132	90
	1973-74	109	61
COUNSELLING .....	1972-73	125	96
	1973-74	133	108
APPROVAL OF LAND DOCUMENTS..	1972-73	1,487	1,462
	1973-74	1,948	1,913

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 1973-1974 report are as follows:

<u>Project</u>	<u>Number of Cases</u>	<u>Acres</u>	<u>Cost</u>
Sewer Easements.....	8	.8381	\$ 340.00
Flood and Drainage.....	6	9.4592	77,437.37
Road Acquisitions or Street Widening.....	5	.4432	194,357.55
Park Sites.....	<u>5</u>	<u>8.6070</u>	<u>2,131,190.39</u>
TOTAL	<u>24</u>	<u>19.347</u>	<u>\$2,403,325.31</u>

Highlights by quarters of this division's activities for the fiscal period 1973-1974 follow:

FIRST QUARTER  
(July, August, September 1973)

This Division's performance record for this first quarter shows that out of 827 new and old assignments, there were 567 assignments completed, leaving a total of 260 assignments pending at the end of this quarter. This performance compared to prior year's performance for the same quarter is as follows:

	<u>Total Workload</u>	<u>Completed</u>	<u>Pending</u>
1st Qtr. 1972-73	504	323	181
1st Qtr. 1973-74	827	567	260

Although there was an increase in the number of referrals, there were more assignments completed even though personnel took their vacations during this period.

It is hoped that this Division will continue to be able to limit the eminent domain workload to hard core cases. By so doing, the attorneys are doing a better job in handling each case.

Miscellaneous

During this quarter, eminent domain proceedings were initiated in Court for the acquisition of an Addition to Kailua Beach Park (3,744 s.f.) and Liliuokalani Gardens (72,521 s.f.), in addition to other public works sewer projects.

The attorneys in this Division have continued to assist the Counselling and Drafting Division in preparing memos and other assignments as requested. There was a total of 24 requests for legal advice completed during this quarter.

There were 65 appeals filed with the Tax Appeal Court to protest the tax assessed value of properties makai of Kalakaua Avenue hopefully to bring in more revenue to the City. Hearing on the appeals will be held sometime in December, 1973.

SECOND QUARTER  
(October, November, December 1973)

Out of a total of 738 old and new assignments, 469 assignments were completed by the attorneys in the Land Division leaving 269 assignments pending at the end of this second quarter. This performance compared with prior year's performance for the same period is as follows:

	<u>Total Workload</u>	<u>Completed</u>	<u>Pending</u>
2nd Qtr. 1972-73	678	484	194
2nd Qtr. 1973-74	738	469	269

An increase in the pending work is attributed to the increase in new referrals during the quarter. This Division will continue to strive to keep its total pending work to a minimum.

Supreme Court Decisions

During this quarter, 3 decisions were handed down by the Supreme Court which ruled in the City's favor.

1. Appeal from the Amended Judgment in Civil 17658, East End Relief Sewer, Parcel 0  
Supreme Court No. 4979

This was an appeal by property owners from a judgment entered by the First Circuit Court in an eminent domain proceeding brought by the City as plaintiff, awarding the sum of \$1.00 as just compensation for the taking of a sanitary sewer easement over, under, and across a strip of land identified as Parcel 0 in the Complaint. Property owners contended that even if Parcel 0 was encumbered with a roadway easement, the parcel is capable of being put to other uses thereby having substantial value. Testimony in Court by property owner valued the parcel at \$74,796 and that the value of the sewer easement was 15 per cent of the overall value, or \$11,219. The decision of the Supreme Court dated December 13, 1973 affirmed the Judgment entered by the Circuit Court for \$1.00 -- that the value of land encumbered with a roadway easement is nominal.

2. Appeal from the Judgment in Civil 28851,  
Extension of Kapiolani Park, Supreme Court No. 5378

This appeal was from the Judgment in Civil 28851, arising out of an eminent domain proceeding of a taking by the City of a parcel of ocean-front land at the foot of Diamond Head, for the purpose of extending KAPIOLANI PARK. One of the key issues was whether or not development expenses are payable by the condemnor as a separate item from the value of the land taken. In a decision dated December 14, 1973, the Supreme Court held that the trial court was in error to direct a verdict in the amount of \$86,373.61 as compensation for development expenses. The case was reversed and remanded for a new trial because it held that the jury was not fully informed of all evidence in awarding \$950,198 with respect to development costs and on the issue of the fair market value of the land taken.

3. Appeal from the Judgment in Civil 26209,  
PENSACOLA STREET EXTENSION (Makai of Kapiolani  
Blvd.) Supreme Court No. 5340

This case was appealed by the City from a Judgment which was awarded by the Circuit Court in the amount of \$150,477 as just compensation for the taking which the City claimed was encumbered by a roadway easement and its value, therefore, was nominal. The lower court determined the amount of just compensation for the parcel on the basis that the parcel of land was unencumbered on the date of summons. The issue was whether or not the lot condemned was encumbered by an implied dedication to the public as a roadway. In a Supreme Court decision dated December 27, 1973, it reversed the Judgment filed in the Circuit Court and mandated an entry of judgment in favor of the City and awarded the property owner the total sum of \$1.00 for the taking of the roadway lot.

THIRD QUARTER  
(January, February, March 1974)

During this Third Quarter, there was an increase in workload in the land acquisition category by the filing of 16 eminent domain suits in the Circuit Court with the creation and adoption of two improvement districts -- Coconut Grove, I.D. No. 236 and Maili Sewers, I.D. No. 237.

Although there was an increase in new referrals this quarter, there was still a reduction in the total pending assignments. A comparative summary of the second quarter report with this quarter's report shows as follows:

	<u>Backlog</u>	<u>Total Referred</u>	<u>Total Workload</u>	<u>Number Completed</u>	<u>Pending</u>
2nd Qtr. 1973-74	260	478	738	469	269
3rd Qtr. 1973-74	<u>268</u>	<u>543</u>	<u>811</u>	<u>548</u>	<u>263</u>
Increase	+ 8	+ 65	+ 73	+ 79	- 6

Supreme Court Decision - Civil No. 26209, Pensacola Street Extension (Makai of Kapiolani Blvd.), Parcels 8 - 13, inclusive (Supreme Court No. 5340)

A decision was rendered by the Supreme Court of the State of Hawaii for Pensacola Street Extension (Makai of Kapiolani Blvd.), City and County of Honolulu vs. Boulevard Properties, Inc., et al.

The case involved the amount of just compensation to be paid by the City to the property owner for a 7,817 square feet parcel of land (Parcel 12 - Lot 857) for the extension of Pensacola Street. The City appealed the judgment of the Circuit Court which adjudged the amount of just compensation for the taking of the parcel to be \$150,477. The issue involved was whether or not the lot condemned was encumbered by an implied dedication to the public as a roadway. The City contended that on the date of summons, September 27, 1968, the parcel was so encumbered, and its value was therefore nominal. The judgment appealed from was reversed by the Supreme Court and remanded to the Circuit Court with direction to enter judgment in the sum of \$1.00 for the taking of said Lot 857.

FOURTH QUARTER  
(April, May, June 1974)

Out of a total of 856 old and new assignments, 588 assignments were completed by the attorneys in the Land Division leaving 268 assignments pending at the end of the last quarter of this 1973-74 fiscal period. A comparison with the third quarter performance record is as follows:

	<u>Total Workload</u>	<u>Completed</u>	<u>Pending</u>
3rd Qtr. 1973-74	811	548	263
4th Qtr. 1973-74	856	588	268

There was a total of 45 more new referrals this quarter over the previous quarter and proportionately almost the same number of assignments were completed. The land acquisition category shows an increase with 22 eminent domain suits filed in the Circuit Court, leaving 61 cases pending. The breakdown of the suits filed is as follows:

HOOLULU PROJECT for Honolulu Redevelopment Agency .....	5 cases
COCONUT GROVE, Improvement District No. 236.	5 cases
PIIKOI-RYCROFT MINI PARK .....	5 cases
KANEOHE-KAILUA EFFLUENT FORCE MAIN.....	3 cases
WAIMANO STREAM FLOOD CONTROL.....	1 case
Addition to LILIUOKALANI GARDENS.....	1 case
WOODLAWN DRIVE AND LOWREY AVENUE, Improvement District No. 240.....	1 case
KAILUA SEWERS.....	1 case

During this quarter acquisition of 11 lots for the MAILI BEACH PARK ADDITION was completed, comprising a total land area of 7.36 acres for a total cost of \$2,030,363.14.

### 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 moneys owed to the City for various services rendered by the City; represents the City in workmen's compensation cases; represents petitioners in paternity proceedings; enforces reciprocal support laws; represents the court in any contempt proceedings for the enforcement of any order or decree for wife support or both.

#### Summary of Accomplishments

A summary of this Division's performance follows:

	<u>Backlog</u>	<u>New Referrals and Reopened</u>	<u>Total Workload</u>	<u>Assignments Completed</u>	<u>Pending</u>
CLAIMS FOR THE CITY					
Suit Level	128	30	158	47	111
Pre-Suit Level	586	640	1,226	631	595
CLAIMS AGAINST THE CITY					
Suit Level	119	97	216	79	137
Pre-Suit Level	227	310	537	354	183
PATERNITY CASES	396	76	472	48	424
UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT CASES	406	706	1,112	514	598
ORDERS TO SHOW CAUSE-- DIVORCE CASES	224	179	403	97	306
OTHER CLAIMS OF CITY INTEREST					
Suit Level	62	65	127	59	68
Pre-Suit Level	108	96	204	133	71
COUNSELLING	38	57	95	56	39
DRAFTING	<u>12</u>	<u>202</u>	<u>214</u>	<u>206</u>	<u>8</u>
TOTAL	2,306	2,458	4,764	2,224	2,540

An overall comparative summary of this Division's work performance between the 1972-73 and 1973-74 fiscal period:

		<u>Total for Year</u>	<u>Number Completed</u>
<b>CLAIMS FOR THE CITY</b>			
Suit Level	1972-73	162	34
Pre-Suit Level		1,050	464
Suit Level	1973-74	158	47
Pre-Suit Level		1,226	631
<b>CLAIMS AGAINST THE CITY</b>			
Suit Level	1972-73	175	56
Pre-Suit Level		540	313
Suit Level	1973-74	216	79
Pre-Suit Level		537	354
<b>PATERNITY CASES</b>			
	1972-73	468	72
	1973-74	472	48
<b>UNIFORM RECIPROCAL ENFORCEMENT OF SUPPORT ACT CASES</b>			
	1972-73	937	531
	1973-74	1,112	514
<b>ORDERS TO SHOW CAUSE DIVORCE CASES</b>			
	1972-73	338	114
	1973-74	403	97
<b>OTHER SUITS OF CITY INTEREST</b>			
Suit Level	1972-73	147	85
Pre-Suit Level		110	12
Suit Level	1973-74	127	59
Pre-Suit Level		204	133
<b>COUNSELLING</b>			
	1972-73	161	104
	1973-74	95	56
<b>DRAFTING</b>			
	1972-73	743	731
	1973-74	214	206

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

- (a) Counselling..... 95 total requests  
(opinions, study & referred  
reports, memoranda 56 requests  
& reports and other completed  
assignments)
- (b) Drafting..... 214 total requests  
(Ordinances, referred  
resolutions, 206 requests  
approval of completed  
documents)

Other services provided by the Trials Division:

- (a) Counseled 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 (Workmen's Compensation cases) and Hawaii Public Employment Relations Board.

Following is a report on cases handled by the Trials Division for the fiscal year 1973-74:

Significant Court Cases

1. S. Ct. No. 5345 (Civil 36278), Trask, Jr. v. Ethics Commission of the City and County of Honolulu

Complaint contesting that members of the Charter Commission are not officers of the City and County of Honolulu. The Circuit Court ruled that members of the Charter Commission are officers of the City and County of Honolulu. Mr. Trask appealed the matter and the Supreme Court affirmed the lower court's decision. (Deputy Corporation Counsel Robert M. Ehrhorn, Jr.)

2. S. Ct. No. 5549 (Civil 37683), Hui Malama Aina O Ko'Olau et al. v. City & Way

Complaint for Injunction to halt process and approval of any application for General Plan Amendments in the Kahaluu Area. Case appealed by both Defendants and Plaintiffs to the Supreme Court, which were withdrawn by both parties. (Deputies Corporation Counsel Robert M. Rothwell and John A. Grant)

3. S.Ct.No. 5170 (Civil 32720), Waianae Model Neighborhood Area Association, Inc. v. City

Complaint for Declaratory Judgment for enforcement of Zoning and Building Codes. Case was appealed by the Plaintiff and the Supreme Court affirmed the lower court's decision, granting summary judgment for the City. (Deputy Corporation Counsel Robert E. St. Sure)

4. S.Ct.No. 5415 (Civil 37651), Salavea, Leo (a minor by his Guardian Ad Litem, Salaia Salavea) & Salaveas v. Yamaki et al., including City

\$130,000+ suit for bodily injuries sustained by Plaintiff Leo Salavea, a minor, because of negligent maintenance of traffic sign. Case was appealed by the Plaintiffs and the Supreme Court reversed the decision of the lower court in granting Summary Judgment for the City. Petition for Rehearing was denied by the Supreme Court. (Deputy Corporation Counsel Charles F. Marsland, Jr.)

5. Civil 39390, Guerin v. Yuasa & City )  
6. Civil 39391, Hale Kona Kai Development) Cases  
Corp. v. Yuasa & City ) consolidated

Complaints for Declaratory Judgment and Mandatory Injunction Relief for revocation of building permits filed for violation of the CZC. Jury waived trial held before Circuit Judge Norito Kawakami in June 1973 for damages, resulting from actual expenses incurred by Plaintiffs, as a result of reliance on the zoning requirements existing prior to the effective date of Ordinance No. 4145 and upon the permit issued thereunder to construct an 11-story building in Mokuleia, Waialua. Judgment against the Defendants in the amounts of \$60,925 for Guerin and \$78,286 for Hale Kona Kai Development Corporation. (Deputies Corporation Counsel Robert M. Rothwell and John A. Grant)

7. Civil 35641, Secara v. Foley, City & Does I-V

\$12,000 suit for false arrest and imprisonment by police officers when Plaintiff ran a red light. Jury trial held in September 1973 before Circuit Judge Yasutaka Fukushima; judgment in favor of defendants Michael Foley and the City. (Deputies Corporation Counsel Edmund L. Lee, Jr. and Robert E. St. Sure)

8. Civil 37712, Diases v. Keala, Ostoff, You, Au, Doe, Roe, Zoe, Sheraton-Hawaii & Gotskey

\$560,000 suit for assault and battery by police officers. Jury trial held in September 1973 before Circuit Judge Yasutaka Fukushima; judgment of \$6,544.00 against the City. Defendants Sheraton-Hawaii and Gotskey were granted their Motion for Directed Verdict and dismissed from the case. (Deputies Corporation Counsel Robert M. Rothwell and Patrick Monaghan)

9. Civil 38546, Blahas v. Pilla, City, Hawaiian Electric Company, Inc. & Hawaiian Telephone Company

\$5+ million suit for injuries sustained by Plaintiff Mona Blaha as a result of automobile accident because of negligent maintenance of a utility pole, and construction maintenance and control of highway. Jury trial held before Circuit Judge John C. Lanham in September 1973 and verdict returned in October 1973 for \$436,000 in damages. As the jury was deadlocked on the issue of liability of each Defendant, a new jury trial will be held on February 4, 1974 on the issue of liability only. (Deputies Corporation Counsel Robert M. Rothwell and Edmund L. Lee, Jr.)

10. Civil 35673, McKenna [\$1 million] v. Volkswagenwerk  
Civil 39061, Behrmann [\$750,000] Aktiengesellschaft et  
(Cases consolidated) al., including City

Suits for death damages as a result of automobile accident because of negligent maintenance of highway. Jury trial held before Circuit Judge Yasutaka Fukushima in October 1973. Defendant City moved the Court for directed verdict and the motion was granted. (Defendants Volkswagenwerk Aktiengesellschaft and Volkswagen of America, Inc. settled out of court with Plaintiffs.) Plaintiffs McKenna have filed notice of appeal; Plaintiffs Behrmann have not. (Deputies Corporation Counsel Robert M. Rothwell and Patrick Monaghan)

11. Civil 71-3463, Dumas v. MTL, Inc., Shiroma & City

\$1+ million suit for injuries sustained by Plaintiffs because of inadequate warning and traffic signs to indicate bus lane. Jury waived trial held in March 1974 before Visiting Federal Judge Charles Carr; judgment of \$143,500 against the City. [MTL, Inc. settled with the Plaintiffs for \$20,000 prior to trial.] (Deputies Corporation Counsel Robert M. Rothwell and Patrick Monaghan)

12. Civil 31515, Savio et al. v. Hawaiian Empire, Ltd., et al., including City

Suit filed by Mrs. Mary Savio and other occupants of the Waikiki Skyliner Apartment Building against the City and the developers of the subsequently built Ala Wai Townhouse, which was next door. Plaintiffs alleged that they were damaged by the illegal issuance of a building permit for the townhouse, which permitted the townhouse to have several more stories than the law allowed. After the townhouse was well under construction, Paul Devens, the then Corporation Counsel, agreed with the Plaintiffs that the building should never have been allowed. He further stated that by now it was too late to order the construction stopped. This left the City with the alternative of ordering the building demolished and perhaps paying millions of dollars in damages, or responding in damages to the Skyliner owners whose property value was diminished by loss of view and privacy. After 3 days of trial, Circuit Judge Yasutaka Fukushima indicated he would direct a verdict against the City and, at that point, the City settled out of court for \$93,250.00. (Deputies Corporation Counsel Robert M. Rothwell and Patrick Monaghan)

13. Civil 38546, Blahas v. Pilla, City, Hawaiian Electric Company, Inc., & Hawaiian Telephone Company

\$5+ million suit for injuries sustained by Plaintiff Mona Blaha as a result of automobile accident because of negligent maintenance of utility pole, and construction, maintenance and control of highway. Jury trial held before Circuit Judge John C. Lanham in September 1973 and verdict returned for \$436,000 in damages. As the jury was deadlocked on the issue of liability of each Defendant, a new trial was set for February 1974 on the issue of liability only. Prior to trial, the City settled with the Plaintiffs for \$25,000. Defendant Hawaiian Telephone Company was dismissed as party defendant. [Retrial was held before Circuit Judge John C. Lanham in February 1974 between the Plaintiffs and Defendant Hawaiian Electric Company, Inc.; judgment of \$325,000 against Defendant Hawaiian Electric.] (Deputies Corporation Counsel Robert M. Rothwell and Edmund L. Lee, Jr.)

14. Civil 40923, Gomeses v. City

\$3.5+ million suit for assault and battery, trespass, and false arrest and imprisonment by police officers upon the family of Manuel Gomes in arresting Plaintiff Don Anthony Gomes for rape. Jury trial held in February 1974 before Circuit Judge Allen R. Hawkins; judgment in favor of the City. (Deputies Corporation Counsel Edmund L. Lee, Jr. and Robert E. St. Sure)

15. Civil 41324, Leopold v. Nakasone & Lota

Complaint for Preliminary Injunction, seeking relief prohibiting implementation of the 1973 Council Reapportionment Plan of the Waikiki-Diamond Head area into three council districts. Jury waived trial held in April 1974 before Circuit Judge Norito Kawakami; judgment in favor of the Defendants as the law and facts are with them. (Deputies Corporation Counsel James E. Ross and Jane H. Howell)

16. Civil 37123, Ackleys v. City

\$175,000+ suit for injuries sustained by Plaintiff Rosemary Ackley because of negligent maintenance of sidewalk. At a conference it was decided that attempts should be made to settle the case for around \$10,000, and for this purpose a preliminary offer of \$5,500 was advanced. Plaintiffs refused the offer and countered with an offer to settle for \$40,000, and the matter went to trial before a jury before Circuit Judge Allen R. Hawkins in April 1974. During trial neither side got a clear advantage over the other and it became apparent that the Plaintiffs would consider accepting \$10,000 at that time. Accordingly, after Plaintiff's case and Defendant City's case, an assessment was made of the reaction of the jury. After weighing all factors, an offer of \$10,000 was made and this offer was accepted. (Deputy Corporation Counsel Patrick Monaghan)

17. Civil 39464, Belaskis & Soares v. Sommers, Keala & City

\$386,249+ suit for injuries sustained by Plaintiffs when bitten by a police dog. Jury trial held in June 1974 before Circuit Judge Yasutaka Fukushima; judgment in favor of the City. Defendant Keala was dismissed from the case. (Deputies Corporation Counsel Robert E. St. Sure and Edmund L. Lee, Jr.)

18. Civil 39257, Lastimado v. City & Chang

Appeal from action of the Department of Health for suspension from employment as ambulance driver for two days. Jury waived trial held before Circuit Judge Yoshimi Hayashi in June 1974. Case dismissed by the Court in order to afford Plaintiff the opportunity to exhaust his administrative remedy. (Deputy Corporation Counsel John A. Grant)

19. Civil 41001, Coray & Paul v. Koga et al. (City Council) & Kido et al. (Council Reapportionment Committee)

Complaint for Preliminary Injunction seeking relief prohibiting implementation of the 1973 Council Reapportionment Plan of the Waikiki-Diamond Head area into three council districts. Jury waived trial held in April 1974 before Circuit Judge Norito Kawakami; judgment in favor of the Defendants as the law and facts are with them. (Deputy Corporation Counsel James E. Ross)

20. Civil 36869, Tuinhoff v. Amato, Esposito, Kanekoa, Uehara & City

\$100,000 suit for injuries sustained by Plaintiff when he fell down stairs at the Honolulu International Center Arena when lights went out. Jury trial held before Circuit Judge Yasutaka Fukushima in May 1974 and verdict in favor of Defendants City, Esposito and Amato. Defendants Kanekoa and Uehara dismissed from the case. (Deputies Corporation Counsel James E. Ross and Patrick Monaghan)

21. Civil 38772, Lauer v. YMCA of Honolulu, dba Armed Forces YMCA, City & Ecton

\$50,000+ suit for invasion of privacy by police officers. Jury held in May 1974 before Circuit Judge Yoshimi Hayashi; verdict against the City for \$7,925. (Deputies Corporation Counsel Edmund L. Lee, Jr. and Wesley F. Fong)

22. Civil 70-3141, Willard et al. v. City, Fasi & Johnson

Suit for recovery of interest redemption by bondholders involving Improvement District Bond. Hearings were held before Federal Judge Martin Pence and judgment against the Defendants. Payment made as follows: \$204,027.26 Judgment, \$26,183.94 interest and \$1,153.88 Court Costs, total \$231,365.08. (Deputy Corporation Counsel Wayne Luke)

Cases Settled Out of Court

1. Civil 36782, McCollough v. City

\$100,000+ suit for assault and battery by police officers. Settled for \$7,500. (Deputy Corporation Counsel Wayne Luke)

2. Civil 37088, Tavareses v. City et al.

\$100,000+ suit for assault and battery and excessive use of force by police officers. Settled for \$20,000. (Deputy Corporation Counsel Wayne Luke)

3. Civil 36562, Laus v. City & Kalama

\$105,000+ suit for assault and battery by police officer and for his negligent manner in driving his motorcycle so as to cause it to collide with the Plaintiffs' vehicle. Settled for \$1,000. (Deputy Corporation Counsel Wayne Luke)

4. Civil 38628, Ramirez v. Arellino & City

\$25,000 suit for injuries sustained by Plaintiff because of negligent operation of motor vehicle by Board of Water Supply employee. Settled for \$5,500. Board of Water Supply paid the entire amount. (Deputy Corporation Counsel Harold K. C. Hu)

5. Civil 39368, Neptune v. City, Honolulu Painting Co., Ltd. & Does I-V. City v. GASCO, Inc.

\$35,000+ suit for injuries sustained by Plaintiff when he tripped and fell because of defective sidewalk. Settled for \$1,500 of which the City contributed \$1,000. (Deputy Corporation Counsel Harold K. C. Hu)

6. Civil 37621, Paulson v. Chuberko, Keala & City

\$10,000+ suit for assault and battery by police officer. Settled for \$400. (Deputy Corporation Counsel Wayne Luke)

7. Civil 36630, Aloiau, III v. Park & City

\$1+ million suit for injuries sustained by Plaintiff because of negligent operation of motor vehicle by police officer. Settled by the City's fleet insurer for \$32,500. The City paid nothing. (Deputy Corporation Counsel Robert M. Rothwell)

8. Civil 36325, Cantere v. City

\$100,000+ suit for injuries sustained by Plaintiff because of negligently maintained sewer and storm drain manhole. Settled for \$3,500. (Deputy Corporation Counsel Charles F. Marsland, Jr.)

9. Civil 37152, Slaninka & Dzurec v. City

\$25,000+ suit for injuries sustained by Plaintiffs because of defective sidewalk. Settled for \$2,000. (Deputy Corporation Counsel Robert M. Ehrhorn, Jr.)

10. Civil 35457, Papp v. City

\$75,000+ suit for injuries sustained by Plaintiff because of defective sidewalk. Settled for \$18,000. (Deputy Corporation Counsel Wayne Luke)

11. Civil 37206, Martin v. MTL, Inc., Hawaiian Telephone Company, Hawaiian Electric Co., Inc., City & Dixon

\$250,000+ suit for injuries sustained by Plaintiff while riding an MTL bus when his arm struck against a utility pole placed close to the curb. Settled for \$40,000 with Hawaiian Electric contributing \$18,000 and MTL, Inc., \$22,000. The City paid nothing. (Deputy Corporation Counsel Robert M. Ehrhorn, Jr.)

12. Civil 32462, Phelans v. City

\$75,000+ suit for injuries sustained by Plaintiff when she tripped and fell at Ala Moana Park because of a concealed hole surrounding a sprinkler head. Settled for \$5,000. (Deputy Corporation Counsel Robert M. Rothwell)

13. Civil 35429, Thoene v. Clark, Pereira & City

\$50,000 suit for injuries sustained by Plaintiff because of negligent operation of ambulance by City employee. Settled for \$750. (Deputy Corporation Counsel Wayne Luke)

14. Civil 39351, Mahoes v. Miles & City

\$9,000+ suit for injuries sustained by Plaintiff Elizabeth Mahoe when a lawn mower operated by City employee struck a rock which flew and struck the

Plaintiffs' vehicle. Settled for \$2,000. (Deputy Corporation Counsel Harold K. C. Hu)

15. Civil 37914, Sullivans v. Brodbeck & City

\$38,348.32+ suit for injuries sustained by Plaintiff Michael Sullivan because of negligently maintained traffic devices, in addition to damages to equipment and supplies contained in the vehicle. Settled for \$13,000 of which the City paid \$11,500 and Defendant Brodbeck, \$1,500. (Deputy Corporation Counsel Harold K. C. Hu)

16. Civil 33215, Itos v. Swan & City

\$100,000+ suit for injuries sustained by Plaintiff Frank Ito because of negligent operation of motor vehicle by City employee. Settled for \$38,000 by City's fleet insurer's attorney. City paid nothing. (Deputies Corporation Counsel Harold K. C. Hu and Robert E. St. Sure)

17. Civil 9581, Oishis v. HRA & City

18. Civil 14270, Oishis v. HRA & City

\$50,000 and \$30,000 suits, respectively, for property damages caused by overflow of waters from the Kalihi Stream because the City diverted the normal course of water flow. Cases consolidated and settled for \$15,000. (Deputy Corporation Counsel Wayne Luke)

19. Civil 35815, Wadas v. City & Kaleponi

\$50,523+ suit for injuries sustained by Plaintiff Hazel Wada because of negligent operation of motor vehicle by City employee. Settled for \$5,250 by City fleet insurer's attorney. City paid nothing. (Deputy Corporation Counsel Patrick Monaghan)

20. Civil 37599, Race, Jr. v. Spencer, City & Does 1-2. Marugame v. Westinghouse Electric Corporation.

\$100,000+ suit for injuries sustained by Plaintiff because of negligently and carelessly designed, constructed and maintained golf cart pathway. Case settled for \$500. City paid nothing. (Deputy Corporation Counsel Robert E. St. Sure)

21. Civil 30886, Salanoa, Sr., Administrator of the Estate of Luaafe P. Salanoa, Jr., Deceased, et al. v. Mageo et al., including City

\$215,000 suit for death damages because of negligent inspection of electrical wiring. Case settled for \$20,000. Breakdown as follows: \$17,000 Mageos, \$1,000 Veterans Electric Company, \$1,000 Short and \$1,000 City. (Deputy Corporation Counsel James E. Ross)

22. Civil 38494, Podrog v. City, Honolulu Jaycees & E. K. Fernandez Shows, Inc.

\$25,000+ suit for injuries sustained by Plaintiff in slip and fall at the Honolulu International Center premises during the 1972 50th State Fair. Case settled for \$1,000. The City was covered under the insurance policies for E. K. Fernandez Shows, Inc. and Honolulu Jaycees; therefore, the City paid nothing. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

23. Civil 37714, Ameperosas v. City

\$355,000+ suit for injuries sustained by Plaintiffs, stemming from the arrest of Plaintiff Alapati Ameperosa by police officers. Settled for \$5,000. (Deputy Corporation Counsel Charles F. Marsland, Jr.)

24. Civil 39092, Boyd, Jr. v. Goo, Sismar, Girard, Akana & City

\$20,100+ suit for injuries sustained by Plaintiff, stemming from arrest by police officers. Settled for \$2,500. (Deputies Corporation Counsel Robert M. Rothwell and James E. Ross)

25. H73-5000, St. Sure v. City

\$1,096.55+ suit for damages to vehicle because of negligent maintenance of highway and manhole, in addition to expenses incurred for rental of automobile. Settled for \$845.10. (Deputy Corporation Counsel Patrick Monaghan)

26. Civil 38592, Finseths v. City & Schultz

\$75,000+ suit for City's negligence in providing ambulance service when summoned involving an automobile accident. Settled for \$500. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

27. Civil 36609, Freitas v. City

\$50,000+ suit for injuries sustained by Plaintiff during the course of his arrest by a police officer. Settled for \$6,000. (Deputies Corporation Counsel John A. Grant and Robert M. Rothwell)

28. Civil 36697, Yee v. Kodama

\$50,000+ suit for injuries sustained by Plaintiff because of negligent operation of motor vehicle by police officer. Settled for \$14,000 by City's fleet insurer's attorney, Wayne M. Sakai. City contributed nothing. (Deputy Corporation Counsel Robert M. Rothwell)

29. Civil 37556, Public Trustee of Australia, Administrator of the Estate of George Albert Bradford, Deceased, v. Transway Corporation & City

\$100,000+ suit for death damages because of negligent maintenance of trees along highway. Settled for \$20,000. (Deputy Corporation Counsel Robert M. Rothwell)

30. Civil 37215, Tanaka v. Tong v. State & City

\$75,000+ suit for injuries sustained by Plaintiff Tanaka in a bicycle and an automobile accident because of negligent design, construction, maintenance or repair of highway. Settled for \$3,000 (\$1,750 Tong's share, \$750 State's share and \$500 City's share). (Deputy Corporation Counsel John A. Grant)

31. Civil 72-3712, Gaison v. Scott, Keliinoi, Sherman, Guernsey, Silva, Ho & Kaikana

\$500,000+ suit for injuries sustained by Plaintiff stemming from assault, and for gross negligence, wanton use of force, harassment, etc., by police officers while being arrested. Settled for \$2,500. (Deputy Corporation Counsel Robert M. Rothwell)

32. Civil 36913, Flynn v. City

\$20,000+ suit for injuries sustained by Plaintiff because of negligent maintenance of sidewalk. Settled for \$1,500. (Deputy Corporation Counsel Robert E. St. Sure)

33. Civil 37705, Nelson v. First Insurance Company of Hawaii, Ltd. & City

\$100,000+ suit for injuries sustained by Plaintiff because of negligent maintenance of sidewalk. Settled for \$5,000 of which the City and First Insurance Company paid \$2,500 each. (Deputy Corporation Counsel John A. Grant)

34. Civil 37678, Bunnell v. City

\$50,000+ suit for injuries sustained by Plaintiff because of negligent maintenance of sidewalk. Settled for \$1,500. (Deputy Corporation Counsel Patrick Monaghan)

35. Civil 37246, Vega v. City & Does I-V

\$120,000+ suit for injuries sustained by Plaintiff when police officers used excessive force in arresting him. Settled for \$5,000. (Deputy Corporation Counsel Robert M. Rothwell)

36. Civil 37353, Yagi v. City & State

\$25,000+ suit for damages to property, furnishings and personal belongings because of overflow of rain waters caused by improperly operated reservoir and narrow and obsolete culverts adjacent to property. Settled for \$999.99 of which the City paid \$666.66 and the State, \$333.33. (Deputy Corporation Counsel Robert E. St. Sure)

37. Civil 39606, Ayala v. City

\$30,000+ suit for injuries sustained by Plaintiff when vehicle fell in a dip in the road. Settled for \$1,500. (Deputy Corporation Counsel James E. Ross)

38. Civil 36806, Jolliffe v. Souza, Torres, Kawamoto & City

\$200,000+ suit for false imprisonment, malicious prosecution and negligence by police officer in arresting Plaintiff. Settled for \$500. (Deputy Corporation Counsel James E. Ross)

39. Civil 37485, Reyes v. City

\$10,000+ suit for injuries sustained by Plaintiff when she stepped into a large hole or depression in the street pavement. Settled for \$3,750. (Deputy Corporation Counsel John A. Grant)

40. Civil 36225, Ressurrection, Oducado & Cacnio v. Kama, Sawyer, Marshall, Kaleimamahu, City, Does 1-10 & Doe Corporations 1-10

\$80,000+ suit for injuries sustained by Plaintiffs because of negligent operation of fire apparatus by Fire Department personnel. Settled for \$3,000 by City fleet insurer's attorney. City paid nothing. (Deputy Corporation Counsel Robert M. Rothwell)

41. Civil 37554, Nakagawas v. Oahu Turf, Inc., et al., including City (total of 13 Defendants)

\$300,000+ suit for death damage due to negligent and careless issuance of truck driver's license (defective brakes of runaway truck). Case settled for total of \$70,000 of which the City paid \$10,000. (Deputy Corporation Counsel Robert M. Rothwell)

42. Civil 38109, Ebanks v. City

\$200,000+ suit for injuries sustained by Plaintiff because of assault and battery by police officers. Settled for \$8,000. (Deputies Corporation Counsel Robert E. St. Sure and Edmund L. Lee, Jr.)

43. Civil 37737, Souza v. City

\$75,000+ suit for injuries sustained by Plaintiff when she fell in a sprinkler system hole at Pearl Harbor Park. Settled for \$2,500. (Deputies Corporation Counsel Robert E. St. Sure and Edmund L. Lee, Jr.)

44. Civil 41294, Fujinagas & Ono v. City

\$225,000+ suit for death damages and injuries sustained by Plaintiffs when a cluster of coconuts fell at Kapiolani Park. Settled for \$40,000. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

45. Civil 37531, Rodrigues v. Asahara & City

\$170,000+ suit for assault and battery by police officer. Settled for \$6,000. (Deputy Corporation Counsel Robert E. St. Sure)

46. Civil 35830, Teves v. City, Royal Development Company, Ltd., & Does 1-5

\$1+ million for injuries sustained by Plaintiff when she fell on a sidewalk as there were no warning

signs or barriers while construction in progress. Settled for \$35,000. (Deputy Corporation Counsel Robert M. Rothwell)

47. Civil 37899, Moler v. City, Brown & Au

\$150,000 suit for injuries sustained by Plaintiff when police officers entered his apartment without a warrant or permission to effectuate arrest. Settled for \$1,500. (Deputy Corporation Counsel Robert E. St. Sure)

48. Civil 38878, Standard Oil Company of Calif. v. Royal Contracting Co., Ltd., et al., including City

\$13,000 damages to Plaintiff's pipelines because of negligent approval of construction plans and issuance of grading and building permits. Settled for a total of \$8,500 of which the City paid \$900; Royal Contracting Company, Teval Corporation and Park Engineering, \$1,700 each; and Muroda & Associates and Village Architects, \$2,500. (Deputy Corporation Counsel Patrick Monaghan)

49. Civil 37123, Ackleys v. Hawaiian Telephone Company, City, Does 1-10 & Doe Corporations 1-10

\$175,000+ suit for injuries sustained by Plaintiff Rosemary Ackley in a trip and fall because of defective sidewalk. Settled for \$10,000. (Hawaiian Telephone Company settled with Plaintiffs for \$3,500.) (Deputy Corporation Counsel Patrick Monaghan)

50. Civil 37818, Dolor v. Silva & City

\$50,000 suit for injuries sustained by assault and battery by police officer. Settled for \$1,700. (Deputy Corporation Counsel Charles F. Marsland, Jr.)

51. Civil 41109, Koga v. Self, Keala & City

\$200,000+ suit for injuries sustained by assault and battery by police officer. Settled for \$6,000. (Deputy Corporation Counsel James E. Ross)

52. Civil 38279, Borelli v. Fasi, Keala, Laboy & City

\$40,000+ suit for assault and battery and false arrest by police officer. Settled for \$850. Defendants Fasi and Keala dismissed from the case. (Deputies Corporation Counsel Edmund L. Lee, Jr. and Robert E. St. Sure)

53. Civil 39190, Saatmann, Administratrix of the Estate of Ulrike Ihne; Greiner, Schneider & Burgo v. Condon et al., including City
- \$775,000+ suit for death damages and injuries caused by runaway refuse truck because of defective brakes. Settled by City's fleet insurer's attorney for \$35,000. City paid nothing. (Deputy Corporation Counsel Robert M. Rothwell)
54. Civil 39561, Soon v. Board of Water Supply & City
- \$250,000 suit for injuries caused by uncovered Board of Water Supply manhole. Settled for \$2,500. Board of Water Supply assumed the entire payment. (Deputies Corporation Counsel Robert E. St. Sure and Edmund L. Lee, Jr.)
55. Civil 34056, City v. Kupahu
- \$4,715.54 claim for industrial accident benefits and damage to City vehicle. Settlement paid in full--\$3,065.10. (Deputy Corporation Counsel Wayne Luke)
56. City v. Wharton
- \$2,936.86 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Wayne Luke)
57. City v. Higashi & Sato
- \$2,153.98 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Wayne Luke)
58. City v. Yamamoto, Jr.
- \$1,789.89 claim for industrial accident benefits compromised and paid in full--\$800.00. (Deputy Corporation Counsel Wayne Luke)
59. City v. Asato
- \$2,289.22 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Wayne Luke)
60. City v. Taketa
- \$955.61 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Wayne Luke)

61. City v. Chang

\$1,351.43 claim for industrial accident benefits compromised and paid in full--\$675.72. (Deputy Corporation Counsel Wayne Luke)

62. City v. Gishitomi

\$1,760.64 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel James E. Ross)

63. City v. Echols

\$1,979 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Patrick Monaghan)

64. City v. Robinson

\$3,889.65 claim for industrial accident benefits compromised and paid in full--\$2,889.65. (Deputy Corporation Counsel Patrick Monaghan)

65. City v. Kruse

\$1,476.46 claim for industrial accident benefits compromised and paid in full--\$883.76. (Deputy Corporation Counsel Patrick Monaghan)

66. City v. Ribuca

\$3,157.18 claim for industrial accident benefits and damage to City vehicle compromised and paid in full--\$1,578.59. (Deputy Corporation Counsel Patrick Monaghan)

67. City v. Simpson

\$3,649.09 claim for industrial accident benefits compromised and paid in full--\$2,400. (Deputy Corporation Counsel Patrick Monaghan)

68. City v. Urayama

\$3,422.97 claim for industrial accident benefits and damage to City vehicle compromised and paid in full--\$1,035.46. (Deputy Corporation Counsel Patrick Monaghan)

69. City v. Kaawa

\$818.25 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Patrick Monaghan)

70. City v. Lyman

\$1,500.52 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Patrick Monaghan)

71. City v. Moore

\$3,650.73 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Patrick Monaghan)

72. City v. Kaneshiro

\$2,688.25 claim for industrial accident benefits compromised and paid in full--\$1,792.16. (Deputy Corporation Counsel Patrick Monaghan)

73. City v. Adsuaia

\$937.92 claim for industrial accident benefits paid in full. (Deputy Corporation Counsel Patrick Monaghan)

74. City v. Mike Dietz Golf Shops, Inc.

\$5,383.30 claim for delinquent rental account compromised and paid in full--\$5,300. (Deputy Corporation Counsel Wesley F. Fong)

Cases in Which Motions for Summary Judgment were Granted by the Court

1. Civil 36618, Modell v. City & Royal Refuse Co., Inc.

\$100,000+ suit for injuries sustained because of negligent operation of motor vehicle by City employee. City fleet insurer's attorney defended the City and filed Motion for Summary Judgment which was granted by the Court. (Deputy Corporation Counsel Harold K.C. Hu)

2. Civil 37206, Martin v. MTL, Inc., Hawaiian Telephone Company, Hawaiian Electric Co., Inc., City & Dixon

\$250,000+ suit for injuries sustained by Plaintiff while riding an MTL bus when his arm struck against a utility pole placed close to the curb. (Deputy Corporation Counsel Robert M. Ehrhorn, Jr.)

3. Civil 39792, Foster v. City

\$50,000 suit for injuries sustained by Plaintiff in slip and fall because of defective sidewalk. (Deputy Corporation Counsel Wayne Luke)

4. Civil 38460, Simpsons v. Board of Water Supply & Liberty Mutual Fire Insurance Company

\$15,117+ suit for damages to household articles because of broken water main. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

5. Civil 39447, Winwards v. Hewlett et al., including City

\$110,000+ suit for injuries to Plaintiff Tory Winward, minor, in automobile-bicycle accident because of negligent maintenance of street sign. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

6. Civil 38149, Runnels v. Okamoto, Koga, Chikasuye, Pacarro, Loo, Akahane, George, Matsumoto, Shigemura & Heen

\$20 million suit for false audit statement of the H.I.C. Box Office operations. Plaintiff suffered humiliation, embarrassment, mental agony, reputation as a private citizen, etc. Defendants were initially defended by the City; however, in January 1973 the City Council retained its own counsel as thus: Padgett, Greeley, Marumoto & Steiner for Auditor Okamoto, and Chuck & Fujiyama for the Councilmen. (Deputies Corporation Counsel Robert M. Ehrhorn, Jr. and Wayne Luke)

#### Cases Dismissed

1. Civil 35364, H.B.L. Corporation, dba The Door, v. Liquor Commission

Appeal from action of the Liquor Commission. Case dismissed by the Court. (Deputy Corporation Counsel Wayne Luke)

2. Civil 37816, Balbirona v. Kim & City

\$35,000+ suit for injuries sustained by Plaintiff because of negligent operation of motor vehicle by police officer. Case dismissed by Plaintiff. (Deputy Corporation Counsel Harold K. C. Hu)

3. Civil 39124, Takamotos v. Tanabe, State, City, John Does 1-5, Jane Does 1-5, Doe Partnerships 1-5 and Doe Corporations 1-5

\$125,000+ suit for injuries sustained by Plaintiffs because of negligently designed, constructed, operated, maintained and/or controlled highway. The City dismissed as party defendant by the Plaintiffs. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

4. Civil 36237, Doolittles v. City, Akiona, Jr. & Moses Akiona, Ltd.

\$50,000+ suit for death to valuable fish caused by excavation and construction of sewer line contaminated and obstructed fresh water supply to Plaintiffs' large fish pond. Case dismissed by the Plaintiffs. (Deputy Corporation Counsel Charles F. Marsland, Jr.)

5. Civil 39889, Schrader Investment & Development Corporation v. Way, Moriguchi, Yuasa & City

Complaint for Preliminary Injunction for issuance of building and sewer permit applications. Case dismissed by Plaintiff. (Deputy Corporation Counsel John A. Grant)

6. Civil 34987, West v. City & Hawaiian Electric Co., Inc.

\$150,000 suit for injuries sustained by Plaintiff because of defective sidewalk. Case dismissed against the City as the defense was accepted by Hawaiian Electric under its liability agreement with the City. (Deputy Corporation Counsel Robert M. Rothwell)

7. Civil 73-3905, Wanamaker v. Barrett

Complaint for Writ of Habeas Corpus (unlawful detention in Honolulu Jail). Case dismissed by the Court. (Deputies Corporation Counsel John A. Grant and Robert E. St. Sure)

8. S.P. 3383, Koga, Heen, Pacarro, Akahane, Loo, Matsumoto, Shigemura & George v. Fasi, Boranian, Johnson & Devens

Petition for Declaratory Judgment (creation of independent Legislative Reference Bureau by the City Council.). Case dismissed by the Plaintiffs. (Deputy Corporation Counsel Robert M. Ehrhorn, Jr.)

9. Civil 71-3361, Artists Consultants Div. of Landers-Roberts Corp. v. Runnels et al. and Pacific Ins. Co., Ltd. v. City

Complaint for breach of contract for moneys owing from performance at the Honolulu International Center. Case dismissed by Plaintiff. (Deputy Corporation Counsel Wayne Luke)

10. Civil 73-3846, Burleigh et al. v. Calloway et al., including Fasi

Complaint for Preliminary Injunction for preservation of the War Memorial Natatorium voluntarily dismissed against Mayor Frank F. Fasi by the Plaintiffs. (Deputy Corporation Counsel Gaylord A. Virden)

11. Civil 73-3913, Alani v. Thompson, Belnap, Olim, Kawahara, Keala & Barrett

Complaint for Temporary Restraining Order (to transfer certain inmates from the State Prison to Honolulu Jail for protection). Case dismissed against Defendants Francis Keala and Major Dorr Barrett. (Deputies Corporation Counsel John A. Grant and Robert E. St. Sure)

12. Civil 37250, Takara, dba VIP'S, v. Liquor Commission

Appeal from action of the Liquor Commission. Case dismissed by Appellant. (Deputy Corporation Counsel Wayne Luke)

13. S.P. No. 3574, Barbone v. Keala

Motion filed for return of weapons. Case discontinued by Plaintiff. (Deputy Corporation Counsel Robert E. St. Sure)

14. Civil 39868, Yoshimoto v. Rocha v. City

\$110,000+ suit for injuries sustained by Plaintiffs Yoshimoto against the City by Defendant and Third-Party

Plaintiff Edward Rocha because of negligent maintenance of highway. Case dismissed by Rocha. (Deputy Corporation Counsel Edmund L. Lee, Jr.)

15. Civil 73-3975 ) General Construction Co. & Genco Inc., a  
16. Civil 40810 ) Joint Venture, v. City, Sakai & Morrison-  
Knudsen, Inc.

Suits for injunction in awarding Sand Island Ocean Outfall System Contract. Cases dismissed by the Plaintiff. (Deputies Corporation Counsel Robert M. Rothwell, Edmund L. Lee, Jr. and James E. Ross)

17. Civil 38883, Medeiros, Jr. v. Keala

Suit appealing action of the Chief of Police for suspension of driver's license. Case dismissed by Appellant. (Deputy Corporation Counsel Robert M. Rothwell)

18. Civil 36234, Furuuchis v. Neudeck Pools, Inc.)  
et al. )  
19. Civil 36344, Souza v. Neudeck Pools, Inc. & ) [related  
Furuuchi. Furuuchis v. W. Von, Inc., GASCO, ) cases]  
Inc. & City. )

\$1,869+ (amount same for both cases) suits for property damages caused by explosion because of negligent approval of swimming pool. Cases dismissed by Plaintiff Souza and Defendant and Third-Party Plaintiffs Furuuchi. (Deputy Corporation Counsel James E. Ross)

20. Civil 40731, Save Hawaii Loa Ridge Assn. v. Read Realty,  
Inc., Leadership Systems, Inc., City & John & Mary Does  
1-10

Complaint for Injunction (for bribing City employees to approve subdivision plans). Case dismissed by Plaintiff. (Deputies Corporation Counsel Robert M. Rothwell and John A. Grant)

21. Civil 73-4004, Borreca & Gannett Pacific Corporation, dba  
"Honolulu Star-Bulletin", v. Fasi & Loomis

Complaint for Injunction from preventing the Mayor from barring Honolulu Star-Bulletin reporter from news conferences. Case dismissed by Plaintiffs. (Deputies Corporation Counsel Robert M. Rothwell and Patrick Monaghan)

22. Civil 39061, Behrmann & Namaka v. Volkswagenwerk Aktiengesellschaft et al., including City

\$750,000+ suit for death damages because of negligent maintenance of shoulders along highway. Jury trial held before Circuit Judge Yasutaka Fukushima in October 1973 and the City's Motion for Directed Verdict granted. Plaintiffs Behrmann, through their attorney, David Namaka, indicated by letter that "we (Plaintiffs Behrmann) will not take any further action regarding this case." (Deputies Corporation Counsel Robert M. Rothwell and Patrick Monaghan)

23. Civil 36020, Shade v. Harvis Construction Company et al., including City

\$75,000+ suit for injuries sustained by Plaintiff because of negligent maintenance of sidewalk. Case dismissed by Plaintiff. (Deputy Corporation Counsel John A. Grant)

24. Civil 35949, Signori v. City, State, Board of Water Supply, Does 1-5, Doe Partnerships 1-5 and Doe Corporations 1-5

\$50,000+ suit for injuries sustained by Plaintiff because of exposed water meter cover on sidewalk. Case dismissed by Plaintiff against the City and Board of Water Supply. (Deputy Corporation Counsel John A. Grant)

25. Civil 37304, Velascoes v. E. K. Fernandez, Inc., Wahiawa Junior Chamber of Commerce & City

\$600,000+ suit for death damages (minor Darlene Velasco) because of negligently installed carnival equipment on park grounds. Defense of the case tendered under Wahiawa Jaycees' contract with the City to its attorneys, Gould & McKenzie. Jury trial held before Circuit Judge Yasutaka Fukushima in March 1974 and the Wahiawa Jaycees and City granted directed verdicts for dismissal. (Deputy Corporation Counsel Robert E. St. Sure)

26. Civil 37870, Garcia v. E. K. Fernandez Shows, Honolulu Junior Chamber of Commerce, Hawaii Farm Bureau Federation & City

\$40,000+ suit for injuries sustained by Plaintiff when she violently dropped from the chair of carnival

ride known as the "Skyliner" because of negligent maintenance of equipment. Case dismissed by Plaintiff against all Defendants. (Deputy Corporation Counsel Robert E. St. Sure)

27. Civil 37873, Sinclair v. City

\$30,000 suit for injuries sustained by Plaintiff for assault and battery by police officers. Case dismissed by the Court. (Deputy Corporation Counsel Charles F. Marsland, Jr.)

28. SP No. 1974-2, Tolzmann v. Sakai

Appeal from action of City Finance Director's decision to present safety sticker for renewal of vehicle registration. Case dismissed by Appellant. (Deputy Corporation Counsel James E. Ross)

29. Civil 41987, Hale Waikahe Joint Venture & Ward and Associates, Incorporated v. City & Yuasa

Suit for Preliminary Injunction from issuing building permit and payment of just compensation for taking private property. Case dismissed without prejudice by Plaintiffs. (Deputy Corporation Counsel John A. Grant)

30. Civil 32690, Reliable Collection Agency, Ltd. v. Statewide Sprinklers, Inc. & Board of Water Supply, City & Wong

\$3,303.97 Garnishee Summons. Case dismissed by Plaintiff. (Deputy Corporation Counsel Robert E. St. Sure)

IV. 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.

Its major accomplishments for the fiscal period 1973-1974 are as follows:

(1) Investigation of alleged illegal political activities by City employees relative to firemen selling Mayor Fasi's birthday party tickets and the alleged use of City computers for the Mayor's 1972 election campaign.

(2) Investigation relative to a news article in the Honolulu Star-Bulletin dated January 30, 1974 in which an HIC usher stated that he was approached by a City employee and pressured to sign a pledge to vote for Mayor Fasi and work in his gubernatorial campaign.

#### COMMISSION ON THE STATUS OF WOMEN

This Commission was created by Act 190 (1970) and is attached to the Department of the Corporation Counsel for administrative purposes and stenographic services are provided by this office.

The regular monthly meetings are held on the third Thursday of every month at the Richards Street YWCA at noon, which meetings are open to the public. In addition, monthly meetings of a steering committee are held.

Some of the concerns of this Commission has been (1) the matter of the hiring and full participation of women on the police force; (2) the study of parks and recreation funds and expenditures to ascertain full participation by female youngsters; (3) the conference and task force on sex bias in education; and (4) a pilot project for day care facilities for children of employees of the City and County of Honolulu.

The printing and dissemination of the booklet, KOKUA, Help, was designed to furnish telephone numbers and information of agencies offering free service to women in need of help in marital problems, problems of children, and problems of educational services. The pamphlet was done in English and Ilocano but hopefully the second edition will also be published in Japanese and Samoan. Requests for copies may be made through this office.

The legislative task force attended weekly meetings with the State Commission on the Status of Women, the National Organization for Women, the Women's Equity Action League, and the Women's Political Caucus. The following bills were supported and joined in testimony: (1) to rectify inequities in the retirement system for public employees; (2) for medical treatment of minors; (3) to raise the minimum wage without domestic workers being included on the grounds that not enough study had been done to this aspect of female employment; and (4) a resolution on a study of rape.

A joint effort by the Hawaii, Kauai and Oahu counties resulted in a purchase of a slide show titled "Dick and Jane as Victims" designed to illustrate the subtle bias existing in our textbooks. Use of this slide show is on a prorated basis but reservations may be made through this office.

### In Service Training

The following conferences, meetings and seminars were attended by attorneys and personnel from this office during the fiscal year 1973-1974:

- (1) National Institute on Police & Prosecution Relations held in San Francisco, California, July 15 to 19, 1973 and attended by two deputies.
- (2) Real Estate Appraisal Court in condemnation sponsored by the American Institute of Real Estate Appraisers at the University of San Francisco, August 6-17, 1973 and attended by a deputy.
- (3) Government Attorney's Conference held at the Sheraton-Maui in Kaanapali, Maui, August 29 to 31, 1973 and attended by the Corporation Counsel and ten deputies.
- (4) Labor and Social Legislation course held at the University of Hawaii, September 4th to November 8th, 1973 and attended by a deputy.
- (5) Hawaii Congress of Planning Officials conference held at the Maui Beach Hotel, Kahului, Maui, October 17-20, 1973 and attended by a deputy.
- (6) Conference on High-Rise Buildings held at the Ilikai Hotel, October 26 and 27, 1973 and attended by the Corporation Counsel and seven deputies.
- (7) Seminar on Eminent Domain Principles held in San Francisco, California, November 1-3, 1973 and attended by two deputies.
- (8) Institute on Planning, Zoning and Eminent Domain held in Dallas, Texas, November 7 to 9, 1974 and attended by two deputies.
- (9) American Law Institute-American Bar Association course of Study on Land Planning and Regulation of Development held in San Diego, California, November 15-17, 1973 and attended by a deputy.
- (10) Annual Conference of the Hawaii State Association of Counties held in Kona, Hawaii, November 28-30, 1973 and attended by the Corporation Counsel and a deputy.

- (11) State Conference of Civil Service Commissions and Personnel Directors held at the Princess Kaiulani Hotel, December 5 to 7, 1973 and attended by a deputy.
- (12) Labor Relations Conference for Attorneys sponsored by the State and held at the Ilikai Hotel, March 20-22, 1974 and attended by three deputies.
- (13) Legal Research for the Para-Professional held at the Sheraton-Waikiki Hotel, March 23, 1974 and attended by the Administrative Officer and three Supervising Law Stenographers.
- (14) IPA Workshop on Impasse Declaration and Resolution Under Hawaii's Collective Bargaining Law held at the Princess Kaiulani Hotel April 24-26, 1974 and attended by a deputy.
- (15) National Conference of State Liquor Administrators held at the Royal Lahaina Hotel, Kaanapali, Maui, May 12-16, 1974 and attended by a deputy.



**DEPARTMENT OF DATA SYSTEMS**



## DEPARTMENT OF DATA SYSTEMS

Gerald L. Mann, Jr., Director

### POWER, 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 System

There were no new major systems implemented for the Honolulu Police Department this year, but we received several requests which required rapid retrieval of data from the various police data record files. There were a number of reports produced to support investigations (usually listings of automobiles based on fragmentary descriptors), as well as recruit analysis, physical evaluation studies and crime analysis studies.

A beat summary report which compares the increases and decreases of criminal events was developed and is produced on a monthly basis.

Performed routine maintenance in all systems to satisfy minor changes in Honolulu Police Department procedures.

### Prosecuting Attorney

All operations pertaining to metropolitan district court activities are now being entered into the computer. Data Systems automatically prepares subpoenas, witness lists and various other reports that were formerly prepared manually. The Prosecutor's staff can access the computer files by video display terminals and have eliminated the need for preparing 3x5 index cards.

### Department of Finance

Progress on the Financial Accounting System was slow but steady throughout the year. The Purchase Order Liquidation and Appropriation/Allotment Ledger Subsystems were implemented and many manual posting operations were discarded.

This was a year concerned more with analysis rather than program development. The major bottleneck in delaying the implementation of this system has been the problem of classifying data for data processing purposes and assigning the responsibility for forwarding the information to the Data Processing Center. A number of plans and suggestions for improvement were considered and some changes were implemented.

At the end of the fiscal year, the goal of automating the encumbrance ledgers appears to be within reach. This will ultimately lead to automated controls; i.e., the computer will automatically determine if funds are available for expending on an account-by-account basis.

#### Fire Department

The first phase of the Computer Assisted Fire Dispatch System was implemented. This phase consisted of the installation of a video screen terminal in the Fire Alarm Bureau, and development of an automated inverse telephone directory. The dispatcher types the telephone number and the computer responds with the address where that telephone is located.

A Leave Accounting System which utilizes the Optical Character Reader (OCR) was implemented by the Fire Fiscal staff.

#### Public Works

A Work Management System was developed and implemented for the Divisions of Engineering and Land Survey. This system records the work planned for these divisions and also accumulates the actual work performed. The reports provide the Chief Engineer and division management with vital workload information for manpower distribution and assignments.

An index directory of address to tax-map-key was developed which significantly reduced the manual effort required of Public Works personnel to answer this type of inquiry. Copies of this directory were also provided to other City agencies that have frequent need for this information.

#### City Clerks Office

Computer programs were developed to assist the City Clerk automatically update all of the voter registration records based on the reapportioned voting districts. This minimized the manual effort required.

#### Systems Software

The VISAM program was installed. This program is being used to reduce the amount of direct access storage required for the computed files maintained for the Police and the Division of License. This provides space for new files, such as the Inverse Telephone File used by Fire Dispatch, without renting additional direct access storage.

## Hardware

An Optical Character Reader (OCR) was installed which can read certain types of printed characters and handprinted numerals, providing the ability to enter information directly into the computer without first keypunching the information onto cards. The annual Motor Vehicle Re-registration was converted to an OCR document, and all new systems are being developed with this in mind. New systems using the OCR are the Public Works Work Management Systems, HRA Housing Assistance System, and Address to Tax-Map-Key System. The Motor Vehicle Inspection documents are being redesigned to use the OCR.

Key-to-disk equipment was installed replacing the majority of the keypunch machines. This equipment provides greater efficiency in the data input area with fewer errors.

Additional main core memory for both computers was installed. This additional memory has allowed us to provide better support to all users.

All video terminals were replaced with terminals with a more advanced design and greater reliability. This replacement provided about a \$5,000 annual savings.



**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 222 employees, the department provides a variety of services to the public and to the agencies that comprise the City and County of Honolulu. The Department carries out its functions through five operating units: Accounting Division, Internal Control and Fiscal Services Division, Licenses Division, Purchasing Division, and Treasury Division. In addition, the Hawaii Revised Statutes assigned the Liquor Commission to the Department of Finance for administrative purposes and for personnel, budget and other fiscal assistance.

### ADMINISTRATION

The Department of Finance is basically a service agency. The Accounting Division maintains the official and permanent financial records relating to all City and County transactions, prepares financial reports in compliance with statutory requirements, and meets the information needs of operating units and different levels of management.

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. The division is also charged with maintaining inventory records for all City and County property, both personal and real.

The Internal Control and Fiscal Services Division conducts internal audits and limited management systems analysis and provides financial and fiscal assistance to the different operating agencies.

The Treasury Division is responsible for the collection of all revenues and for making all disbursements. Its other responsibilities include cash management, debt administration, billing and collection including Improvement District assessments.

The Licenses Division is responsible for the licensing and registration of City regulated businesses, motor vehicles, dogs, bicycles, vehicle plates, emblems, ownership certificates, and the collection of license fees, weight taxes, and other registration fees.

The Director of Finance also administers the three county pension systems that the City Charter assigned to the office for administration.

The primary and continuing objective of the department is to ensure complete integrity and efficient operation of all financial transactions and administrative actions. In accordance with this objective, the department, during the last year, accomplished the following:

1. Phase II of the integrated, financial accounting system has been completed. This year, the electro-mechanical encumbrance ledgers should be eliminated and the appropriation accounting and budgetary controls should be integrated with revenue, expenditure and encumbrance records.
2. An Accounting Seminar to assist employees in the Account Clerk grades in achieving professional accounting classification has been initiated. The class is well attended and could become an annual project. Seminars for other groups of employees may be started this year if in-house instructors become available. This is part of the department's effort toward staff and employee development.
3. The reorganization of the Internal Control and Fiscal Services Division has been initiated to enable the department to better serve the operating agencies. The reorganization is being effected as a recognition of the growing relative importance of Transportation Services, the anticipated transfer of some departments to the new Municipal Building, and the redistribution of workload among fiscal units. A new Data Control Center within the Finance Department is being created to ensure greater coordination with Data Systems. This section will be manned strictly from existing manpower and transfers from within Finance.

4. Active Finance Circulars were reviewed and either cancelled, updated, revised or consolidated. All circulars still in effect will be re-written to conform to a uniform format.
5. The Accounting and Purchasing Manuals are in the final stages of completion. Work on policy and operating manuals of other divisions has started.

## ACCOUNTING DIVISION

### General Accounting Activities

#### 1. Computerization Program

The program to computerize the financial accounting system continued on a top priority basis with several important accomplishments.

The Appropriation Ledger was converted from the manual system to the computerized system on July 1, 1973, bringing Phase 1 of the program to a successful conclusion. In addition to manpower savings, this phase is considered most important from a practical standpoint since it offers programming capability to produce almost all of the reports and statements required for budgetary and accounting purposes.

Work immediately followed on Phase 2 of the program involving liquidation of purchase orders using the encoding machine. This phase, which was implemented on October 1, 1973, provides for preparation by the Accounting Division of worksheets detailing needed data from matched, pre-audited documents (invoices, purchase orders, delivery tags, etc.). The Department of Data Systems then enters the information into the encoding machine for processing by computer.

Phase 3, the next major undertaking directed at computerizing the Encumbrance Ledger, progressed satisfactorily. Initial work on this phase led to development of a daily computer report which summarizes all purchase order encumbrances to enable postings of net transactions to the Encumbrance Ledger. This will mean that entries can be effected on a one line per appropriation account basis resulting in a substantial reduction in total number of postings to the Ledger. A separate detailed report will make it possible to reconcile balances in the control accounts. Plans are to implement single line postings to the Encumbrance Ledger on July 1, 1974.

Attention also focused on other areas of the computer program, including documentation of the purchase order system, designing of a proposed expenditure and encumbrance report for use of fiscal personnel, and a survey of all computer reports currently produced for the Department of Finance. The Steering Committee, headed by the Deputy Director of Finance and comprised of representatives of the Accounting Division, Purchasing Division, Internal Control and Fiscal Services Division, Department of Data Systems and Budget Department, met periodically to discuss problems, proposals and approaches towards attainment of a planned total automated financial accounting system.

## 2. Financial Statements and Reports

Major financial statements and reports issued during the year included:

- a. Finance Director's Annual Financial Report for fiscal 1972-73 (published substantially on a joint basis with the City's independent auditors Coopers and Lybrand).
- b. Finance Director's Quarterly Financial Report for the last quarter of fiscal 1972-73 and first three quarters of fiscal 1973-74.
- c. Bureau of Census Report on public employment for calendar 1973.
- d. Bureau of Census monthly reports on construction expenditures for June 1973 through May 1974.
- e. Report on fiscal 1972-73 expenditures for support of public education; i.e., debt service for school purposes (for State Department of Education).
- f. Moody's Investor's Service Report for fiscal 1972-73.
- g. Summary and detailed statements of funded indebtedness outstanding and unpaid as of July 1, 1973 submitted to the Finance Committee of the City Council as required by Article VI of the Constitution and Act 202, SLH 1970 (prepared jointly with Treasury Division).

- h. Bureau of Census Survey of Expenditures and Employment for Civil and Criminal Justice Activities of Local Government.
- i. Local Road and Street Finance Report for calendar 1973 (for State Department of Transportation).
- j. Bureau of Census Survey of Local Government Tax Revenues and Intergovernmental Revenues for fiscal 1972-73.
- k. Department of Treasury Actual Use Report of Federal Revenue Sharing Funds for the period January 1, 1972 through June 30, 1973.
- l. Bureau of Census General Revenue Sharing Survey for fiscal year ended June 30, 1973.
- m. Statement of transactions for trust funds, debt service funds and revolving funds for fiscal 1974-75 budget document.
- n. Texas Christian University Municipal Public Policy Report.

#### Claims Processing Activities

- 1. Operations of the Claims Section reflected a high level of activity in terms of number of vouchers pre-audited, warrants issued and total dollar volume. The number of pre-audited vouchers increased by 1,153 over the previous fiscal year to 13,432, while 905 more warrants were issued for a new high of 68,916. A substantial increase was noted in the total dollar volume of claims, which amounted to \$100,118,080. This was \$6,380,314 greater than the preceding period and represented the first occasion where the volume of claims pre-audited in any one year has exceeded 100 million.

	<u>Summary of Claims Voucher</u>	<u>Consolidated Claims Voucher</u>	<u>Total</u>
No. of claims vouchers	12,983	449	13,432
No. of warrants issued	52,257	16,659	68,916
Dollar amount	\$93,931,176	\$6,186,904	\$100,118,080

2. Establishment of appropriate policies and procedures served to remedy certain problem areas and to strengthen the over-all vouchering process:

- a. In preparing summary of claims vouchers, Finance Memorandum No. 292 requires Fiscal Officers to compute any liquidated damages which might be applicable and provides for issuance of separate warrants for the amount of the damages and for the balance which is due the contractor. The Purchasing Division reviews and determines whether damages should be assessed before the notice of assessment is sent to the contractor and the voucher is further processed.
- b. Finance Circular No. 277 authorizes Fiscal Officers to process payment for goods delivered after the date specified in the purchase order if the delay is acceptable to the requisitioner; otherwise, the purchase order is cancelled by the Fiscal Officer with the approval of the requisitioner. Liquidated damages are assessed if applicable. This procedure should reduce the number of purchase orders remaining outstanding for long periods of time despite the provision permitting cancellation if delivery is not made within 30 days after the agreed delivery date.
- c. To expedite the processing of purchase order claims, Finance Memorandum No. 293 outlines the basic pre-auditing requirements with respect to matched liquidation documents submitted to the Claims Section, such as arrangement of invoices, purchase orders and

related documents, acknowledgement of receipt of goods or services, and handling of minor discrepancies between the invoice and purchase order amounts.

## Payroll Activities

### 1. Payroll Processing

The Payroll Section pre-audited, controlled and processed payrolls totaling \$90,299,247, inclusive of the Board of Water Supply, under the City's centralized payroll system. This was \$11,394,476 more than the prior year's total of \$78,904,771.

Payments were made on a current basis for the first contract negotiated pay increases approved earlier by the State Legislature for the various Collective Bargaining Units starting with the July 15 and July 20, 1973 payrolls. These payrolls, covering the July 1-15, 1973 pay period, took into account the new pay rates which became effective July 1, 1973. Pay increases authorized for the period prior to July 1, 1973 were included retroactively in the July 31 and August 5, 1973 pay checks for active employees. Those employees who had terminated employment with the City were paid on succeeding payrolls. Retroactive payments totaled \$2,430,000.

Pertinent statistics on the results of payroll processing activities in fiscal 1973-74 follow:

### Payroll Vouchers

Summary vouchers processed	1,795
Change entries processed	312,963
Warrants issued	201,916
Dollar amount	\$90,299,247

### Assignments

All or net pay	455
Authorized partial pay	10,470

### Garnishments

Summons	103
Judgment certificates and orders	202
Interest notices	122
Satisfaction of judgments	168
Garnishee receipts	1,118
Formal garnishee inquiries	43

### Levies

Federal	4
State and County	27

### Wage and Separation Reports 391

### Leave Certifications

Sick leave	20,207
Vacation leave	19,404
Other leave	694

### Employment Questionnaires

Loan companies, government agencies, etc.	384
---	-----

### Verification of Employment and Salary Records

Verifications completed	39
Requests received	27
Requests outstanding at end of quarter	7

### Workmen's Compensation Awards 2,141

## 2. Fair Labor Standards Act (FLSA)

Extension of the Fair Labor Standards Act to City and County government employment, effective May 1, 1974, required close cooperation with the Department of Civil Service, Department of Data Systems and operating departments and agencies in implementing the provisions of the Act. Finance Circular No. 288 outlined several changes in our EDP payroll procedures to effect compliance. The

major impact of FLSA will be in the area of overtime pay computation necessitating a change in the Payroll Time and Attendance reporting period from a semi-monthly to weekly basis and a re-scheduling of payments for premium pay.

Steps were initiated to identify those employees whose overtime pay will be affected by FLSA with discussions in progress on the detailed mechanics of computing overtime pay. Plans are to make retroactive pay adjustments to these employees as soon as the method of computation is determined and appropriate program modifications are completed by the Department of Data Systems.

3. Other Payroll Activities

- a. Prepared and issued Wage Board and Compensation Schedules reflecting pay rates incorporated in the various Collective Bargaining Contracts.
- b. Cooperated fully with Collective Bargaining negotiations by furnishing the Department of Civil Service with fringe benefit and payroll cost data pertaining to employees in Units 2, 10 and 13 (Blue Collar Supervisory, Non-Professional Hospital and Institutional Workers, and Professional and Scientific).
- c. Processed reimbursements totaling \$1,780,664 to the State of Hawaii for contributions to the Health Fund towards the medical, dental and life insurance plans of City employees (for the period May 1973 through May 1974).

Medical plan	\$1,277,039
Dental plan	256,054
Life insurance plan	<u>247,571</u>
Total	<u>\$1,780,664</u>

- d. Compiled for the independent auditors the accrued vacation and sick leave balances of City employees (including the Board of Water Supply) as of June 30, 1973. The combined dollar value of \$50.2 million compares with the previous year's total of \$46.8 million.

	<u>Leave Credits</u> <u>(No. of Days)</u>	<u>Estimated Dollar</u> <u>Equivalent</u>
Vacation leave	402,812	\$15,522,760
Sick leave	830,351	34,638,468

- e. Prepared U. S. Savings Bond - Payroll Savings Report as of September 30, 1973 and March 31, 1974 for the U. S. Treasury showing the total number of permanent City employees and number enrolled in the payroll deduction plan for purchase of savings bonds.
- f. Provided International City Management Association with report on expenditures and personnel of the Police and Fire Departments and Refuse Division for calendar 1973. Included were information on total salaries, capital outlays, contributions for various employee benefits, number of civilian employees, work week and annual base salaries.
- g. Responded to Bureau of Census Survey of Expenditures and Employment for Civil and Criminal Justice Activities of Local Government relative to cost of employee benefits and other payroll data.

## Financial Developments

### Comparative Statement of Operations (See Table 1)

#### Revenues, Expenditures, Fund Balance

Revenues of all operating funds rose to \$165,795,029, reflecting an increase of \$19.8 million over the previous year's total of \$145,969,663.

Real property tax receipts accounted for the advance, climbing \$12.1 million to \$96,624,744, or 58% of the total revenue income. This was attributable to an increase of more than \$535 million in total net assessed valuation of real property, coupled with substantial collections on assessments levied in prior periods.

Other tax revenues of the City, including fuel tax, public utility franchise tax, and motor vehicle taxes, collectively totaled \$21,288,197, an improvement of \$.8 million.

Federal grant revenues included in operating funds amounted to \$16,604,874. The major portion of this total consisted of Revenue Sharing receipts collected under the State and Local Fiscal Assistance Act of 1972, totaling \$13,498,136. An additional \$11,608,995 in Federal grant monies were received during the year, which were deposited in special funds. The combined receipts of \$28.2 million closely paralleled last year's total of \$28.1 million.

State grants amounted to \$9,586,316 comprised largely of general excise tax grants-in-aid, showing an increase of \$2.3 million. This is the minimum amount payable to the City under Act 114, SLH 1963, which repealed the formula previously used in distributing grants-in-aid to the counties. Under this Act, each county is entitled to receive an amount equal to the sum received in fiscal 1971-72. Act 114 stipulated that the new grants-in-aid payments would be effective July 1, 1973.

Major items included in incidental revenue income of \$7,895,095 were \$1.3 million in surplus construction cash from completed improvement district projects, \$1.5 million reimbursement from the Federal government for the Urban Mass Transportation program, and \$.9 million excess cash returned by Honolulu Redevelopment Agency to the Urban Redevelopment Fund.

Expenditures, inclusive of funds appropriated in prior fiscal periods, totaled \$162,858,032, which exceeded the preceding year's total by \$33,730,233. All of the amounts expended were for operational purposes except for \$24,619,248 spent for pay-as-you-go financing of capital improvement projects. Year-end encumbrances amounted to \$36,385,586.

The balance of all operating funds tentatively stood at \$23,455,770 at the close of fiscal year 1973-74.

Fund Balance, June 30, 1973		\$ 16,433,874 <sup>a/</sup>
Add: Revenues	\$165,795,029	
Reserve for Encumbrances, 6/30/73	<u>40,470,485<sup>b/</sup></u>	<u>206,265,514</u>
		222,699,388
Less: Expenditures	162,858,032	
Reserve for Encumbrances, 6/30/74	<u>36,385,586</u>	<u>199,243,618</u>
Fund Balance, June 30, 1974		<u>\$ 23,455,770<sup>c/</sup></u>

<sup>a/</sup> Includes Urban Redevelopment Fund - \$764,812;  
also Highway Beautification and Disposal of  
Abandoned Vehicles Revolving Fund - \$176,675.

<sup>b/</sup> Includes Urban Redevelopment Fund - \$32,841.

<sup>c/</sup> Tentative since certain computer printouts have  
not been finalized.

Revenues and Expenditures  
Compared with Budget Estimates

The record high revenues of \$165,795,029 realized in fiscal year 1973-74 surpassed revenue projections by \$12,567,727. All major revenue groups, excepting fuel tax and refuse collection and disposal charges, exceeded estimates.

Real property tax receipts, totaling \$96,624,744, exceeded the projection of \$93,905,000. The difference of \$2,719,744 was due to substantial collections from prior year assessments including settlement of the Ala Moana Shopping Center dispute.

Federal grant revenues of \$16,604,874 were \$2.8 million more than anticipated, while income of \$6,181,435 from interest earnings, rents and concessions bettered expectations by \$1.5 million. Other revenues, amounting to \$7,895,095, registered a \$4.5 million margin over expected collections.

The operating budget of \$170,381,979 established for the year was more than covered by actual revenues and beginning fund balance, totaling \$182,228,903. Of the budgeted amount, \$139,333,273 was expended, \$26,456,148 encumbered, and the balance of \$4,592,558 lapsed to fund balance. The encumbered total included \$20,225,498 for capital improvement projects representing entire unexpended project appropriations. Under the revised City Charter, these appropriations are valid through December 31, 1974.

Expenditures for prior year encumbrances amounted to \$23,524,759, while \$9,929,438 remained encumbered at the close of the year. A total of \$7,016,288 lapsed to fund balance.

Trend Analysis of Fund Balance (See Table 2)

Table 2 shows the trend of the City's year-end operating fund balances for the last ten years.

From a total of \$1.4 million on June 30, 1965, the fund balance rose to \$11.1 million on June 30, 1966. The increase resulted from greater than expected revenues, large beginning resources, plus unrequired balances of current appropriations and prior encumbrances. These same factors led to substantial

fund balances in the following seven years ranging from a low of \$9.2 million on June 30, 1967 to a high of \$20.2 million on June 30, 1971.

A \$12.6 million excess of actual revenues over estimates, unappropriated estimated revenues of \$.9 million, and lapsing of \$11.6 million in current and prior year appropriations, offset by a \$1.7 million over-projection in beginning resources produced a sizeable tentative fund balance of \$23,455,770 on June 30, 1974.

#### Capital Improvement Program (See Table 3)

The capital improvement program for fiscal 1973-74 totaled \$39,517,176, which was less than the \$73,645,767 scheduled in the preceding period. This total includes \$35,179,152 appropriated in the Capital Budget Ordinance to be financed by operating funds of \$26,232,797 and general obligation bonds totaling \$8,946,355. The remaining \$4,338,024 in the capital program was to be covered by assessment levies, developers and property owners, and Federal grants.

Appropriations for the capital program were concentrated for construction and maintenance of sewers, parks, highways and streets, altogether totaling \$27,570,974. The sum of \$3,747,380 was appropriated for mass transit projects.

Of the \$39,517,176 programmed for the year, a total of \$9,442,738 was expended with the remaining balance of \$30,074,438 encumbered or carried over. The revised City Charter provides for 18-month appropriations in the Capital Budget Ordinance. Prior year encumbrances of \$111,182,764 were reduced to \$64,146,616 after expenditures of \$26,359,414 and lapses of \$20,676,734.

#### Funded Debt (See Tables 4, 5, 6 and 7)

The outstanding balance of general obligation bonds issued by the City declined from \$180,997,000 at the end of the previous year to \$179,951,000 on June 30, 1974. The sale of \$8,500,000 general obligation water bonds for the Consolidated System of the Board of Water Supply, less maturities of \$9,546,000, accounted for a net reduction of \$1,046,000.

Other debts outstanding on June 30, 1974 included \$4,604,348 in general obligation bonds issued by the State of Hawaii on behalf of the City, \$9,993,400 in Special Assessment Bonds and \$22,810,000 in Water Supply revenue bonds.

Net funded debt for debt margin purposes amounted to \$145,352,568. This amount was within the legal limit of \$795,642,947, which is 15% of the net assessed valuation of real property for tax rate purposes set by the State Constitution.

Bonds authorized and unissued totaled \$39,428,881, covering capital improvement project requirements for fiscal year 1970-71 through 1973-74. The authorization of \$8,946,355 for fiscal year 1973-74 projects represents the entire amount of project appropriations subject to bond financing. This amount will be adjusted as of December 31, 1974, when any unexpended and unencumbered balance of fiscal year 1973-74 bond fund appropriations will lapse as provided in the revised City Charter.

Table 1

COMPARATIVE STATEMENT OF OPERATIONS  
FOR THE FISCAL YEAR ENDED JUNE 30, 1974

<u>Revenues</u>	<u>Estimated Revenue</u>	<u>Actual Revenue</u>	<u>Actual Over (Under) Estimate</u>
Real Property Tax.....	\$ 93,905,000	\$ 96,624,744	\$ 2,719,744
Fuel Tax.....	7,672,000	7,599,540	(72,460)
Public Utilities Franchise Tax.	2,521,900	2,604,931	83,031
Motor Vehicles and Other			
Vehicle Taxes.....	10,954,100	11,083,726	129,626
Other License Fees and Permits.	2,462,360	2,932,581	470,221
Interest Earnings, Rents and			
Concessions.....	4,712,800	6,181,435	1,468,635
State Grants.....	9,559,452	9,586,316	26,864
Federal Grants.....	13,767,775	16,604,874	2,837,099
Refuse Collection and			
Disposal Charges.....	867,500	713,522	(153,978)
Parking Meter Collections.....	1,593,050	1,717,922	124,872
Debt Service Recovery.....	1,775,600	2,250,343	474,743
Other.....	<u>3,435,765</u>	<u>7,895,095</u>	<u>4,459,330</u>
Current Revenues.....	153,227,302	165,795,029	12,567,727
Reserve for Encumbrances -			
July 1, 1973.....	40,470,485 <sup>a/</sup>	40,470,485 <sup>a/</sup>	--
Beginning Fund Balance -			
July 1, 1973.....	<u>18,101,297</u>	<u>16,433,874<sup>b/</sup></u>	<u>(1,667,423)</u>
TOTAL.....	<u>\$211,799,084</u>	<u>\$222,699,388</u>	<u>\$10,900,304</u>

Table 1 (Continued)

	Budget <u>Appropriations</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Lapsed Balances</u>
General Government.....	\$ 17,498,820	\$ 15,850,021	\$ 849,749	\$ 799,050
Police.....	25,973,191	25,111,174	760,692	101,325
Fire.....	12,892,867	12,604,427	273,120	15,320
Highways and Streets.....	9,494,604	8,515,518	854,535	124,551
Sanitation.....	13,222,240	11,863,787	1,333,794	24,659
Culture-Recreation.....	12,194,314	11,513,052	584,573	96,689
Debt Service Charges.....	20,815,106	20,622,074	--	193,032
Retirement and Pension Contributions.....	11,126,984	10,194,129	621,850	311,005
Pay-as-you-go Capital Financing.....	26,232,797	6,007,299	20,225,498	--
Mass Transit.....	3,459,233	3,389,131	35,089	35,013
Urban Redevelopment and Housing.....	1,644,347	1,265,892	73,854	304,601
Other.....	<u>15,827,476</u>	<u>12,396,769</u>	<u>843,394</u>	<u>2,587,313</u>
Current Expenditures.....	170,381,979	139,333,273	26,456,148	4,592,558
Prior Year Encumbrances....	40,470,485	23,524,759	9,929,438	7,016,288
Unappropriated Estimated Revenues.....	<u>946,620</u>	<u>--</u>	<u>--</u>	<u>946,620</u>
TOTAL.....	<u>\$ 211,799,084</u>	<u>\$162,858,032</u>	<u>\$ 36,385,586</u>	12,555,466
Excess of Actual Over Estimated Revenues.....				<u>10,900,304</u>
FUND BALANCE - JUNE 30, 1974.....				<u>\$23,455,770c/</u>

Table 1 (Continued)

- a/ Includes Urban Redevelopment Fund.
- b/ Includes Urban Redevelopment Fund and Highway Beautification and Disposal of Abandoned Vehicles Revolving Fund.
- c/ Tentative since certain computer printouts have not been finalized.

TABLE 2

FUND BALANCE TREND

	<u>General</u>	<u>Highway</u>	<u>Urban Renewal Coordinator</u>	<u>Off-Street Parking</u>	<u>Federal Revenue Sharing</u>	<u>Highway Beautification and Disposal of Abandoned Vehicles Revolving</u>	<u>Urban Redevelopment</u>	<u>Total</u>
6/30/65	\$ 376,086	\$ 951,472	\$ 44,780	\$ --	\$ --	\$ --	\$ --	\$ 1,372,338
6/30/66	9,774,650	1,295,928	72,208	--	--	--	--	11,142,786
6/30/67	7,509,088	1,633,420	55,969	--	--	--	--	9,198,477
6/30/68	7,742,924	2,501,502	94,307	--	--	--	--	10,338,733
6/30/69	7,387,517	3,520,022	91,389	--	--	--	--	10,998,928
6/30/70	8,507,049	6,749,245	62,512	933,512	--	--	--	16,252,318
6/30/71	12,753,810	6,109,274	88,402	1,228,878	--	--	--	20,180,364
6/30/72	4,611,515	6,002,510	--	1,398,373	--	--	--	12,012,398
6/30/73	(2,057,501)	6,233,223	--	1,610,262	9,706,403	--	--	15,492,387
6/30/74	10,619,605	6,315,307	--	381,476	4,289,504	22,892	1,826,986	23,455,770 <sup>a/</sup>

<sup>a/</sup> Tentative since certain computer printouts have not been finalized.

Table 3

CAPITAL IMPROVEMENT PROGRAM  
FOR THE FISCAL YEAR ENDED JUNE 30, 1974

<u>Program</u>	<u>Budget</u> <u>Appropriation</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Lapsed</u> <u>Balances</u>
Flood Control.....	\$ 747,339	\$ 257,359	\$ 489,980	\$ --
Highways and Streets.....	7,895,689	2,319,660	5,576,029	--
Mass Transit.....	3,747,380	1,291,205	2,456,175	--
Municipal Office Building.....	402,000	7,997	394,003	--
Off-Street Parking.....	2,755,000	--	2,755,000	--
Parks.....	7,900,952	2,266,238	5,634,714	--
Sewers.....	11,774,333	2,398,116	9,376,217	--
Other Improvements.....	<u>4,294,483</u>	<u>902,163</u>	<u>3,392,320</u>	<u>--</u>
Total Current Payments.....	39,517,176	9,442,738	30,074,438	--
Reserve for Prior Year Encumbrances.....	<u>111,182,764</u>	<u>26,359,414</u>	<u>64,146,616</u>	<u>20,676,734</u>
<b>TOTAL.....</b>	<b><u>\$ 150,699,940</u></b>	<b><u>\$ 35,802,152</u></b>	<b><u>\$ 94,221,054</u></b>	<b><u>\$20,676,734</u></b>

Table 3 (Continued)

Means of Financing

Pay-as-you-go Financing:	
General Fund.....	\$ 1,760,000
Highway Fund.....	6,508,000
Off-Street Parking Fund.....	1,566,000
Federal Revenue Sharing	
Fund.....	16,398,797
General Obligation Bonds.....	8,946,355
Assessment Levies.....	3,720,610
Developers' and Property	
Owners' Share.....	600,154
Federal Grants.....	<u>17,260</u>
Total Current Program.....	39,517,176
Prior Year Encumbrances.....	<u>111,182,764<sup>a/</sup></u>
TOTAL.....	<u>\$ 150,699,940</u>

<sup>a/</sup> Includes State fund transfers of \$1,028,649.

Table 4

GENERAL OBLIGATION BOND ISSUES AND MATURITIES  
FOR FISCAL YEAR ENDED JUNE 30, 1974

	Bonds Outstanding <u>July 1, 1973</u>	<u>Issued</u>	<u>Matured</u>	Bonds Outstanding <u>June 30, 1974</u>
June 30, 1973.....	\$180,997,000			
General Obligation Water Bonds, July 1, 1973 <sup>a/</sup> .....		\$8,500,000		
1973-74.....			\$9,546,000	
June 30, 1974.....	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>\$ 179,951,000</u>
	<u>\$180,997,000</u>	<u>\$8,500,000</u>	<u>\$9,546,000</u>	<u>\$ 179,951,000</u>

<sup>a/</sup> Issued for the Consolidated System of the Board of Water Supply. The General Fund of the City to be reimbursed for payments of principal and interest from revenues of the Consolidated System.

Table 5

FUNDED DEBT AND DEBT LIMIT

	<u>Net Assessed Valuation January 1<sup>a/</sup></u>	<u>Debt Limit</u>	<u>Net Funded Debt<sup>b/</sup></u>	<u>Per Cent of Debt to Net Assessed Valuation</u>
June 30, 1965.....	\$2,343,365,686	\$234,336,569	\$119,118,000	5.1
June 30, 1966.....	2,601,522,866	260,152,287	131,769,000	5.1
June 30, 1967.....	2,884,242,634	288,424,263	135,460,000	4.7
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

<sup>a/</sup> Assessed valuation date changed from January 1 to July 1 beginning with fiscal 1970-71.

<sup>b/</sup> Adjusted to include general obligation bond anticipation notes, State of Hawaii bonds issued for City and County purposes and certain statutory exclusions beginning with fiscal 1969-70 (Article VI of the Constitution and Act 202, SLH 1970).

Table 6

GENERAL OBLIGATION BONDS AUTHORIZED AND UNISSUED  
JUNE 30, 1974

<u>Authorization</u>	<u>Bonds Authorized</u>			<u>Issued</u>	<u>Bonds Authorized and Unissued</u>
	<u>Total</u>	<u>Lapsed</u>	<u>Cancelled</u>		
<u>Fiscal Year 1970-71</u>					
Ordinance No. 3607, September 23, 1970.....	\$37,698,544	\$10,833,686	\$3,583,356 <sup>a/</sup>	\$10,000,000 <sup>b/</sup>	\$ 13,281,502
<u>Fiscal Year 1971-72</u>					
Ordinance No. 3823, October 29, 1971.....	16,734,538	16,213,647	--	--	520,891
<u>Fiscal Year 1972-73</u>					
Ordinance No. 3985, August 15, 1972.....	28,562,028	11,881,895	--	--	16,680,133
<u>Fiscal Year 1973-74</u>					
Ordinance No. 4198, July 1, 1973.....	<u>8,946,355</u>	<u>---</u> <sup>c/</sup>	<u>--</u>	<u>--</u>	<u>8,946,355</u>
TOTAL.....	<u>\$91,941,465</u>	<u>\$38,929,228</u>	<u>\$3,583,356</u>	<u>\$10,000,000</u>	<u>\$ 39,428,881</u>

a/ Cancelled by Ordinance No. 4110, March 16, 1973.

b/ Public Improvement Bonds, 1971, September 15, 1971.

c/ 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, 1974

Direct Debt

City and County Bonds:

General obligation bonds.....	\$150,937,165	
General obligation bonds for assessable improvements..	7,498,835	
General obligation bonds for public undertakings.....	<u>21,515,000</u>	\$179,951,000

Statutory Debt to State of Hawaii:

State bonds issued for City and County purposes.....		<u>4,604,348</u>
--	--	------------------

Total Direct Debt.....		184,555,348
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Other Debt

Special assessment bonds.....	9,993,400	
Water revenue bonds.....	<u>22,810,000</u>	

Total Other Debt.....		<u>32,803,400</u>
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Total Funded Indebtedness.....		<u><u>\$217,358,748</u></u>
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## INTERNAL CONTROL AND FISCAL SERVICES DIVISION

Following are the accomplishments by the Division during fiscal year 1973-1974.

### Internal Audit

- Performed quarterly cash counts and prepared statements of amounts and kinds of funds in the City Treasury pursuant to Section 6-204 of the City Charter.
- Conducted audits of rental income derived from the following City concessions:
  - Waikiki Shell Chair Rental Concession
  - Kailua Beach Park Food Concession
  - HIC Parking Lot Concession
  - Waikiki Shell Camera Shop Concession
  - Bethel-Hotel Street Off-Street Parking Lot Concession
  - Kodak Hula Show
  - Kapiolani Beach Center Food Concession
- Conducted review of payroll and timekeeping procedures utilized by Neighborhood Youth Corps Program.
- Performed interim audit of contract costs incurred by Akinaka & Associates, consulting engineers for the City on the Salt Lake Boulevard Project, and performed cost analysis of contract additions for the project.
- Reported on Honolulu Zoo's request for establishment of a revolving fund for the purchase of zoo animals from proceeds of sales of other zoo animals.
- Conducted review of payroll and timekeeping procedures at Health Department.
- Evaluated adequacy of accounting records of William Hee and Associates, consultants on Kuhio Avenue TOPICS Project as requested by Department of Transportation Services.

- Performed annual audit of HIC Box Office for twelve months ended May 31, 1974.
- Reviewed Recreation Department's procedures for monitoring work accomplished by beach cleaning service contractor.
- Monitored audit schedules and reviewed audit work papers prepared by CDA Audit Section of Model Cities projects.

### Systems

- Reviewed and reported the reason for not accepting a check as deposit for a picnic permit at Kaneohe Satellite City Hall. Matter was resolved during investigation.
- Compiled data for the enactment of an ordinance setting fees and charges for all services rendered by the City for the use of City property and facilities.
- Finalized policies and procedures for the handling of cash at Satellite City Halls following review with agencies directly connected with such operations.
- Reviewed the proposal to amend the directive on employee training and development and submitted recommendations.
- Reviewed Finance Circulars listed in the Administrative Directives Manual assigned to Internal Control Division for correctness of listing and updating.
- Coordinated replies of actions taken on recommendations of the independent auditor's report of June 30, 1973, relative to Internal Control, Accounting and Internal Auditing Procedures, and submitted report to the Mayor.
- Drafted Finance Circular and revised form for personal services contracts of independent contractors not requiring formal contracts and circulated same for comments prior to finalizing same.
- Drafted Finance Circular amending policies and procedures for reimbursing officers and employees for use of their automobiles in the performance of their duties. Circulated policies and procedures with revised mileage

statement form to agencies and unions for comments and revisions. Significant changes included provisions for the payment of mileage in accordance with rates under collective bargaining, the payment of parking fees, and the establishment of the rate of payment for excluded employees.

- Reviewed the request for establishment of an imprest fund checking account to be used for certain purposes under a Federal aid program and recommended alternatives to effect better control over disbursement of Federal funds.
- Reviewed Managing Director's guidelines for use of outside consultants, including hiring procedures, and submitted recommendations.
- Reviewed proposed ordinance amending the fee schedule for furnishing public records, and submitted report.

## Fiscal Management

### Building Fiscal Service Section

The Building Fiscal Service, with a staff of three employees, provides financial and fiscal management services to the Building Department.

During the fiscal year, this section prepares the operating and capital improvement program budgets; maintains and controls all fiscal records; processes all fiscal documents; and prepares and interprets fiscal reports and makes analyses for the department.

The financial administration of the department's operating budget for the fiscal year 1973-74 are summarized as follows:

<u>Program</u>	No. of Activities In Program	<u>Appropriation</u>	Expenditures and <u>Encumbrances</u>	<u>Lapsed</u>
Administration .....	1	\$ 110,023.00	\$ 109,859.82	\$ 163.18
Building Safety .....	8	2,425,831.00	2,419,383.58	6,447.42
General Services .....	1	602,737.00	597,816.67	4,920.33
Public Building Maintenance .....	2	1,488,815.00	1,476,277.30	12,537.70
Public Bldg. Planning and Construction ....	1	215,119.00	214,195.31	923.69
<b>TOTAL .....</b>	<b>13</b>	<b>\$4,842,525.00</b>	<b>\$4,817,532.68</b>	<b>\$24,992.32</b>

The classification of the total expenditures and encumbrances are:

<u>Classification</u>	<u>Amount</u>
Salaries and Wages .....	\$3,264,797.06
Current Expenses .....	1,472,471.22
Equipment .....	46,845.76
Relocation Assistance Program .....	33,418.64
<b>TOTAL .....</b>	<b>\$4,817,532.68</b>

A summary of the Capital Improvement Program and budget under jurisdiction of the Building Department for the fiscal year is as follows:

1972-1973 Programs

<u>Function</u>	<u>Appropriation Balance July 1, 1973</u>	<u>Expenditures &amp; Encumbrances 7/1/73-12/31/73</u>	<u>Lapsed</u>
General Government .....	\$ 425,451.30	\$ 198,616.97	\$226,834.33
Public Safety .....	737,489.05	392,170.00	345,319.05
Highways and Streets .....	225,000.00	225,000.00	--
Culture-Recreation .....	24,537.00	24,537.00	--
<b>TOTAL .....</b>	<b>\$1,412,477.35</b>	<b>\$ 840,323.97</b>	<b>\$572,153.38</b>

1973-1974 Programs

<u>Function</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Work in Progress</u>
General Government .....	\$ 780,000.00	\$ 88,173.72	\$ 691,826.28
Public Safety .....	748,028.00	664,027.20	84,000.80
Highways and Streets .....	<u>2,755,000.00</u>	<u>25,000.00</u>	<u>2,730,000.00</u>
TOTAL .....	<u>\$4,283,028.00</u>	<u>\$ 777,200.92</u>	<u>\$3,505,827.08</u>

The classification of expenditures and encumbrances by phases and the number of accounts involved are:

<u>Phase</u>	<u>No. of Accounts</u>	<u>Amount</u>
Planning and Engineering .....	8	\$ 425,500.00
Construction .....	10	1,001,021.30
Inspection and Incidentals .....	2	30,768.59
Land Acquisition .....	4	159,731.00
Equipment .....	1	139.00
Beautification .....	<u>1</u>	<u>365.00</u>
TOTAL .....	<u>26</u>	<u>\$1,617,524.89</u>

Revenue and other collections during the fiscal year are summarized as follows:

<u>Type</u>	<u>Amount</u>
Revenue .....	\$1,298,267.86
Trust Fund .....	89,075.00
Others .....	<u>164,698.74</u>
TOTAL .....	<u>\$1,552,041.60</u>

The following documents were prepared and/or received and processed during the fiscal year:

Purchase Orders .....	1,686
Change Orders .....	93
Requisitions .....	289
Summary of Claims .....	559
Deposits .....	156
Adjustment Vouchers .....	8
Invoices .....	11
Relocation Surety Bond and/or Cash Received .....	146
Release Surety Bond and/or Cash Refunded .....	176
Quarterly Financial Reports .....	4
Special Reports (Federal) .....	1

Finance Fiscal Service Section

The Finance Fiscal Service Section is concerned primarily with providing fiscal services to the Department of Finance. This service includes preparation of the Department's budget, control of expenditures and preparation of financial reports.

For fiscal year 1973-1974, the fiscal records for the Finance Department are summarized as follows:

<u>Program</u>	<u>Appropriation</u>	<u>Encumbrances</u>	<u>Lapsed</u>
Administration .....	\$ 158,606	\$ 158,193	\$ 413
Accounting .....	438,908	437,755	1,153
Fiscal Services .....	582,720	576,558	6,162
Internal Control .....	125,168	124,316	852
Licensing .....	735,786	717,533	18,253
Liquor Commission .....	442,785	440,323	2,462
Purchasing .....	1,078,130	1,067,180	10,950
Treasury .....	<u>346,636</u>	<u>287,025</u>	<u>59,611</u>
<b>TOTAL .....</b>	<b><u>\$ 3,908,739</u></b>	<b><u>\$ 3,808,883</u></b>	<b><u>\$99,856</u></b>

Operating budget total expenditures and encumbrances:

<u>Classification</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Salaries .....	\$ 2,691,295	\$ 2,684,540	\$ 6,755
Current Expenses .....	1,194,941	1,103,231	91,710
Equipment .....	<u>22,503</u>	<u>21,112</u>	<u>1,391</u>
TOTAL .....	<u>\$ 3,908,739</u>	<u>\$ 3,808,883</u>	<u>\$99,856</u>

The following documents were prepared and/or received and processed during fiscal year:

Summary of Claims .....	238
Payroll Time and Attendance Reports .....	24
Requisitions .....	228
Confirming Purchase Orders .....	1,085
Deposits .....	29
Temporary Assignments .....	81
Adjustment Vouchers .....	17

Fire Fiscal Service Section

The Fire Fiscal Service Section, with a staff of seven personnel, 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 1974-1975 Operating Budget as directed. Prepared and submitted the 1967-1977 Biennial Operating Budgets on the operation of the Fireboat Abner T. Longley to the Harbors Division of the 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 and City Radio System programs.

- Reviewed, evaluated, prepared and submitted transfer vouchers for funds reallocation, transfer and adjustments to supplement allotments advanced from the fourth quarter for all activities.
- Prepared and submitted monthly, quarterly and annual performance reports and financial statements to the Fire Chief, Director of Finance, and Harbors Division of the State Department of Transportation.
- Prepared and submitted open requisitions for the purchase of equipment, materials and supplies as projected in the operating and capital improvement program budgets for Waimanalo Fire Station, Mililani Fire Station and Ewa-Makakilo Fire Station.
- Prepared and submitted weekly and monthly personnel industrial and sick leave reports to the Fire Chief and each of his operational division chiefs and the Civil Service Department. Prepared and submitted listing of semi-annual personnel vacation and sick leave accruals to each division head for review and appropriate action.

The financial administration of the department's operating budget for the fiscal year 1973-1974 are summarized as follows:

<u>Program</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Fire Protection			
Administration .....	\$ 216,483.00	\$ 215,661.87	\$ 821.13
Fire Alarm Bureau .....	276,767.00	276,361.02	405.98
Fire Prevention .....	233,734.36	233,525.90	208.46
Mechanic Shop .....	220,929.00	220,228.68	700.32
Training, Information and Education .....	108,429.00	108,067.97	361.03
Radio Shop .....	72,234.64	71,672.87	561.77
Fire Operations .....	11,271,397.49	11,265,121.12	6,276.37
Fireboat Operation .....	419,254.51	415,645.55	3,608.96
City Radio Systems .....	<u>73,640.00</u>	<u>72,694.83</u>	<u>945.17</u>
TOTAL .....	<u>\$12,892,869.00</u>	<u>\$12,878,979.81</u>	<u>\$13,889.19</u>

The classification of the total expenditures and encumbrances are:

<u>Classification</u>	<u>Amount</u>
Salaries and Wages .....	\$12,135,351.96
Current Expenses .....	461,906.21
Equipment .....	<u>281,721.64</u>
TOTAL .....	<u>\$12,878,979.81</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>Lapsed</u>
Ewa-Makakilo Fire Station	<u>\$ 82,000</u>	<u>\$ 82,000</u>	<u>--</u>

Revenue and other collections during the fiscal year are summarized as follows:

<u>Type</u>	<u>Amount</u>
Revenue:	
State Grants:	
Fireboat Operation .....	\$469,748.00
Others:	
Copies and Extracts of Records ...	<u>303.00</u>
TOTAL .....	<u>\$470,051.00</u>

The following documents were prepared and/or received and processed during the fiscal year:

Purchase Orders .....	1,996
Change Orders .....	125
Requisitions .....	380
Summary of Claims .....	323
Deposits .....	128
Adjustment Vouchers .....	7
Invoices Paid .....	3,362
Temporary Assignments .....	5,329
Overtime Requests .....	6,327
Other Premium Pay Requests .....	1,097
Time and Attendance Reports .....	22,128
Payroll .....	35
Leave Applications .....	4,556
Quarterly Financial Reports .....	4
Fire Reports Sold .....	330
Clothing Allowance .....	125

General Fiscal Service Section

The General Fiscal Service Section, with a staff of nine employees, provides financial and fiscal management service to the following departments:

Department of Transportation  
 MTL, Inc.  
 Department of Civil Service  
 Corporation Counsel  
 Prosecuting Attorney  
 Department of Health  
 Medical Examiner  
 Department of General Planning  
 Department of Data Systems  
 Department of the Budget  
 Office of the Mayor  
 Office of Information and Complaint  
 Office of the Managing Director  
 Department of Land Utilization  
 Municipal Reference and Records Center  
 Oahu Civil Defense Agency  
 Royal Hawaiian Band  
 Human Resources

In addition to providing normal fiscal services, the Public Works Fiscal Service Section:

1. Worked with the staff of the Board of Water Supply in establishing and implementing new fiscal procedures for the Division of Sewers.
2. Compiled and monitored gasoline, oil and diesel consumption for City agencies during the energy crisis.
3. Met with Accounting and Budget personnel in discussing the abolishing of the Automotive Equipment Service Revolving Fund.
4. Compiled necessary data in obtaining additional funds to meet salary and current expense funds from the Budget Office.

The financial administration of the department's operating budget for the fiscal year 1973-1974 are summarized as follows:

<u>Program</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Management .....	\$ 295,265	\$ 293,238	\$ 2,027
Automotive Equipment Service .....	2,581,383	2,575,380	6,003
Engineering and Planning .....	1,960,764	1,940,403	20,361
Land Survey and Acquisition .....	866,359	859,192	7,167
Refuse Collection and Disposal .....	7,412,265	7,409,545	2,720
Road Maintenance .....	5,410,426	5,349,901	60,525
Sewer .....	<u>2,671,666</u>	<u>2,670,824</u>	<u>842</u>
TOTAL .....	<u>\$ 21,198,128</u>	<u>\$ 21,098,483</u>	<u>\$99,645</u>

The classification of the total expenditures and encumbrances are:

<u>Classification</u>	<u>Amount</u>
Salaries and Wages .....	\$14,469,896
Current Expenses .....	5,529,971
Equipment .....	<u>1,098,616</u>
TOTAL .....	<u>\$21,098,483</u>

The following were major accomplishments during the fiscal year:

- Assisted the Office of Human Resources and other departments in preparing applications for the following Federal Grants and established account records for the various projects and programs:

	<u>Grant Totals</u>	<u>Expenditures and Encumbrances</u>	<u>Balance</u>
Concentrated Employment Program ....	\$ 1,058,647	\$ 373,367	\$ 685,280
Mayor's Summer Youth Programs .....	1,131,039	94,670	1,036,369
Cooperative Area Manpower System ...	131,600	83,519	48,081
Drug Abuse Program .....	530,000	85,735	444,265
Volunteer Urban Coordinator .....	25,000	15,877	9,123
Youth Services System .....	151,000	64,402	86,598
Neighborhood Youth Corps .....	683,500	164,494	519,006*
Comprehensive Employment Program - Title I .....	3,321,000	---	3,321,000
Comprehensive Employment Program - Title II .....	1,722,600	---	1,722,600
Emergency Employment Act - Section 5 .....	163,861	163,861	---
Emergency Employment Act - Section 6 .....	2,460,004	492,442	1,967,562
Law Enforcement Assistance Administration .....	175,305	110,235	65,070
Area-Wide Planning Project on Aging .....	<u>1,513,460</u>	<u>601,058</u>	<u>912,402</u>
TOTAL .....	<u>\$13,067,016</u>	<u>\$ 2,249,660</u>	<u>\$10,817,356</u>

\*Program terminated April 30, 1974 and incorporated with the CEP Program.

Financial administration of the Departments' operating budgets for fiscal year 1973-1974 are summarized as follows:

<u>Department</u>	<u>Appropriation</u>	<u>Expenditures and</u>	
		<u>Encumbrances</u>	<u>Lapsed</u>
MTL, Inc. ....	\$ 10,085,573	\$ 9,677,341	\$408,232
Transportation .....	5,057,815	4,984,814	73,001
Data Systems .....	1,836,255	1,812,888	23,367
General Planning .....	898,554	888,623	9,931
Land Utilization .....	697,415	495,527	201,888
Office of the Mayor .....	245,860	220,570	25,290
Information and Complaint .....	389,861	380,886	8,975
Managing Director .....	257,816	223,644	34,172
Oahu Civil Defense .....	128,910	125,606	3,304
Municipal Reference and Records Center .....	78,168	78,112	56
Royal Hawaiian Band .....	501,210	498,569	2,641
Human Resources .....	465,562	465,157	405
Prosecuting Attorney .....	760,553	757,403	3,150
Civil Service .....	1,036,790	1,002,231	34,559
Health Department .....	1,993,975	1,990,429	3,546
Medical Examiner .....	244,832	243,878	954
Budget .....	375,562	371,682	3,880
Corporation Counsel .....	<u>2,151,239</u>	<u>2,129,117</u>	<u>22,122</u>
TOTAL .....	<u>\$ 27,205,950</u>	<u>\$ 26,346,477</u>	<u>\$859,473</u>

The classification of the total expenditures and encumbrances of the departments are:

<u>Department</u>	<u>Classification</u>			<u>Total</u>
	<u>Salaries and Wages</u>	<u>Current Expenses</u>	<u>Equipment</u>	
MTL, Inc. ....	\$ 6,656,069	\$3,008,597	\$ 12,675	\$ 9,677,341
Transportation Services.....	2,632,032	1,959,209	393,573	4,984,814
Data Systems .....	856,297	613,361	343,230	1,812,888
General Planning .....	671,491	206,442	10,690	888,623
Land Utilization .....	435,950	43,833	15,744	495,527
Office of the Mayor .....	171,738	48,521	311	220,570
Information and Complaint ..	316,327	47,510	17,049	380,886
Managing Director .....	202,567	17,202	3,876	223,644
Oahu Civil Defense Agency ..	103,014	22,592	---	125,606
Municipal Reference and Records Center .....	57,607	19,046	1,459	78,112
Royal Hawaiian Band .....	457,031	31,046	10,492	498,569
Human Resources .....	254,177	207,771	3,209	465,157
Prosecuting Attorney .....	660,402	89,406	7,595	757,403
Civil Service .....	907,886	77,897	16,448	1,002,231
Health Department .....	1,508,790	428,230	53,409	1,990,429

<u>Department</u>	<u>Classification</u>			<u>Total</u>
	<u>Salaries and Wages</u>	<u>Current Expenses</u>	<u>Equipment</u>	
Medical Examiner .....	\$ 170,287	\$ 73,485	\$ 105	\$ 243,878
Budget .....	345,684	19,779	6,219	371,682
Corporation Counsel .....	754,466	1,368,935	5,717	2,129,117
TOTAL .....	<u>\$17,161,815</u>	<u>\$8,282,862</u>	<u>\$ 901,800</u>	<u>\$26,346,477</u>

A summary of the Capital Improvement Program and Budget under the jurisdiction of the Department of Transportation Services for the fiscal year is as follows:

<u>Function</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Balance</u>
Kailua Business District			
Lighting Improvement .....	\$ 100,000	\$ 98,870	\$ 1,130
Wahiawa Town Area Lighting			
Improvement .....	30,000	18,962	11,038
Kaneohe Business Street			
Lighting Improvement .....	37,500	37,001	499
Kailua Avenue Street			
Lighting Improvement .....	87,500	81,140	6,360
Kaukonahua Road Street			
Lighting .....	148,751	9,975	138,776
Makaiwa Street - Waiialae-Kahala			
Area Street Lighting Impr. ....	120,000	89,446	30,554
Pacific Heights Road Street			
Lighting Improvement .....	54,000	3,980	50,020
Waiialua Beach Road Street			
Lighting .....	25,000	4,980	20,020
Integrated Island-Wide			
Bus System .....	<u>2,110,000</u>	<u>1,291,205</u>	<u>818,795</u>
TOTAL .....	<u>\$ 2,712,751</u>	<u>\$ 1,635,559</u>	<u>\$1,077,192</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>
Construction .....	5	\$ 316,549
Planning and Engineering .....	3	18,935
Equipment .....	<u>2</u>	<u>1,300,075</u>
TOTAL .....	<u>10</u>	<u>\$1,635,559</u>

Revenue and other collections during the fiscal year are summarized as follows:

<u>Type</u>	<u>Amount</u>			<u>Total</u>
	<u>General Government</u>	<u>Federal Grants</u>	<u>State Grant</u>	
Revenue .....	<u>\$8,696,448</u>	<u>\$1,621,102</u>	<u>\$9,372</u>	<u>\$10,326,922</u>

The following documents were prepared and/or received and processed during the fiscal year:

Adjustment Vouchers.....	58
Purchase Orders .....	5,080
Deposits .....	913
Quarterly Financial Reports .....	59
Requisitions .....	1,357
Summary of Claims .....	2,797
Invoices .....	340
Special Financial Reports - Federal .....	189
Formal Contracts .....	325
Informal Contracts .....	130

#### Public Works Fiscal Service Section

The Public Works Fiscal Service Section, with a staff of sixteen personnel, provides financial and fiscal management service to the Department of Public Works and the Division of Sewers, Board of Water Supply.

The following were major accomplishments during the fiscal year.

A summary of the Capital Improvement Program and Budget under the jurisdiction of the Public Works Department for the fiscal year is as follows:

<u>Function</u>	<u>Appropriation</u>	<u>Expenditures and</u>	
		<u>Encumbrances</u>	<u>Balance</u>
Bridges, Viaducts and Grade			
Separations .....	\$ 218,826	\$ 38,271	\$ 180,555
Highways, Streets and Road			
Construction .....	3,907,398	1,121,993	2,785,405
Flood Control .....	741,000	523,659	217,341
Storm Drainage .....	947,851	464,746	483,105
Other Protection .....	260,000	7,539	252,461
Waste Collection and Disposal ....	110,000	91,500	18,500
Sewage Collection and Disposal, Sanitary Sewer Construction ....	<u>9,704,648</u>	<u>3,431,306</u>	<u>6,273,342</u>
<b>TOTAL .....</b>	<b>\$ 15,889,723</b>	<b>\$ 5,679,014</b>	<b>\$10,210,709</b>

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>
Phase 1 .....	117	\$1,756,734
Phase 2 .....	53	2,747,744
Phase 3 .....	46	175,076
Phase 4 .....	61	999,460
Phase 5 .....	--	---
Phase 6 .....	2	---
Phase 7 .....	--	---
<b>TOTAL .....</b>	<b><u>279</u></b>	<b><u>\$5,679,014</u></b>

Revenue and other collections during the fiscal year are summarized as follows:

<u>Type</u>	<u>Amount</u>
Revenue .....	\$6,086,672
Trust Fund .....	66,493
Others .....	<u>593,496</u>
TOTAL .....	<u>\$6,746,661</u>

The following documents were prepared and/or received and processed during the fiscal year:

Purchase Orders .....	11,708
Change Orders .....	1,484
Requisitions .....	1,945
Summary of Claims .....	1,957
Deposits .....	389
Adjustment Vouchers .....	89
Invoices .....	2,504
Temporary Assignments .....	5,505
Time and Attendance Reports .....	330

#### Recreation Fiscal Service Section

The Recreation Fiscal Service Section, with a staff of six employees, provides financial and fiscal management services to the Department of Recreation.

The following are major accomplishments during the fiscal year:

- Prepared the fiscal year 1973-1974 Expenditure Schedule and the fiscal year 1974-1975 Operating Budget for the Department of Recreation.
- Maintained the operating and capital improvement program budgetary records for the Department; compiled financial data, prepared year-end request for fund transfers and financial statements.
- Maintained the records and prepared financial statements for the following special programs:

Federal Grants--

- Summer Recreation Support Program
- Summer Youth Transportation Program
- Summer Free Lunch Program

Private Grants--

- McInerny Foundation
- Lester McCoy Estate

- As of July 1, 1973, the Department of Recreation's purchasing function and purchasing staff were assigned to the Recreation Fiscal Service Office.
- As of January 1, 1974, the Department of Recreation's Storeroom and Inventory function was assigned to the Recreation Fiscal Service Office.
- Assisted the Federal Auditors from San Francisco in auditing Federal Grant Programs.
- Assisted the State Auditor in auditing the various projects which qualified for Federal Grants.
- Attended City Council hearings on the Department's operating budget.

The following is a summary of the financial administration of the Recreation Department's operating budget for the fiscal year 1973-1974:

<u>Program</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Administration .....	\$ 382,662.00	\$ 382,199.10	\$ 462.90
Honolulu Zoo .....	428,378.00	424,290.98	4,087.02
Sports and Community Recreation .....	777,249.00	770,685.78	6,563.22
Ala Wai Golf Course .....	221,645.00	220,697.83	947.17
Pali Golf Course .....	205,470.00	204,996.45	473.55
Kahuku Golf Course .....	52,310.00	52,027.17	282.83
Ted Makalena Golf Course .....	191,839.00	190,242.38	1,596.62
Facilities Development .....	604,380.00	603,314.66	1,065.34
Botanic Gardens .....	197,501.00	197,152.60	348.40
Organized Recreation .....	2,236,230.00	2,211,922.93	24,307.07
Water Safety .....	484,751.00	477,118.40	7,632.60

<u>Program</u>	<u>Appropriation</u>	<u>Expenditures and Encumbrances</u>	<u>Lapsed</u>
Maintenance Administration .....	\$ 131,776.00	\$ 129,446.50	\$ 2,329.50
Grounds Maintenance .....	1,767,564.00	1,749,864.18	17,699.82
Service Center .....	2,177,230.00	2,159,765.68	17,464.32
Conservation & Beautification ..	<u>658,451.00</u>	<u>652,901.05</u>	<u>5,549.95</u>
TOTAL .....	<u>\$10,517,436.00</u>	<u>\$10,426,625.69</u>	<u>\$90,810.31</u>

A summary of the capital improvement program and budget under the jurisdiction of the Recreation Department for the fiscal year is as follows:

<u>Functions</u>	<u>Appropriation</u>	<u>Encumbrances</u>	<u>Balances</u>
<b>FEDERAL REVENUE SHARING FUND</b>			
Participant Recreation .....	\$ 6,090,275	\$ 2,069,352	\$4,020,923
Spectator Recreation .....	24,000	---	24,000
Municipal Parks .....	252,000	131,157	120,843
<b>GENERAL IMPROVEMENT BOND FUND</b>			
Participant Recreation .....	43,200	19,300	23,900
Spectator Recreation .....	67,000	---	67,000
Municipal Parks .....	2,000	---	2,000
<b>GENERAL FUND</b>			
Participant Recreation .....	1,420,352	1,200,000	220,352
<b>STATE GRANTS</b>			
Participant Recreation .....	3,313,085	3,238,885	74,200
<b>GENERAL TRUST FUND (Private Grant)</b>			
Lester McCoy - Planning .....	1,900	1,879	21
Construction .....	411,153	411,153	---
Inspection .....	<u>20,000</u>	<u>20,000</u>	<u>---</u>
TOTAL .....	<u>\$ 11,644,965</u>	<u>\$ 7,091,726</u>	<u>\$4,553,239</u>

The classification of the total expenditures and encumbrances are:

<u>Classification</u>	<u>Appropriation</u>	<u>Amount</u>	<u>Lapsed</u>
Salaries and Wages ...	\$ 7,405,411	\$ 7,328,147.56	\$77,263.44
Current Expenses .....	2,871,804	2,860,632.22	11,171.78
Equipment .....	<u>240,221</u>	<u>237,845.91</u>	<u>2,375.09</u>
TOTAL .....	<u>\$ 10,517,436</u>	<u>\$10,426,625.69</u>	<u>\$90,810.31</u>

The classification of the expenditures and encumbrances by phases and number of accounts are:

<u>Fund</u>	<u>Phase</u>	<u>No. of Accounts</u>	<u>Amount</u>
<b>FEDERAL REVENUE SHARING FUND</b>			
Planning .....	1	21	\$ 397,200
Construction .....	2	27	3,984,556
Inspection .....	3	1	22,000
Land Acquisition .....	4	6	1,875,000
Equipment .....	5	5	47,519
Relocation .....	7	1	40,000
Total .....		<u>61</u>	<u>6,366,275</u>
<b>GENERAL IMPROVEMENT BOND FUND</b>			
Planning .....	1	11	43,200
Construction .....	2	3	3,000
Land Acquisition .....	4	2	66,000
Total .....		<u>16</u>	<u>112,200</u>
<b>GENERAL FUND</b>			
Construction .....	2	3	220,352
Land Acquisition .....	4	1	1,200,000
Total .....		<u>4</u>	<u>1,420,352</u>
<b>GENERAL TRUST FUND (Private Grant)</b>			
Lester McCoy - Planning .....	1	1	1,900
Construction ....	2	1	411,153
Inspection .....	3	1	20,000
Total .....		<u>3</u>	<u>433,053</u>
<b>STATE GRANTS</b>			
Construction .....	2	15	3,167,485
Planning .....	1	2	96,600
Land Acquisition .....	4	1	49,000
Total .....		<u>18</u>	<u>3,313,085</u>
<b>GRAND TOTAL</b> .....		<u>102</u>	<u>\$11,644,965</u>

The following documents were prepared and/or received and processed during the fiscal year:

Summary of Claims Vouchers .....	1,141
Requisitions .....	1,080
Purchase Orders .....	4,385
Allotment Vouchers .....	40
Deposits .....	2,009
Report and Statements .....	143
Other Documents Handles .....	23,584

## LICENSES DIVISION

### Functions

Registration of motor vehicles, trailers, wagons, 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, licensing fees, dog and bicycle fees, late payment penalties, business license fees and other revenues associated with the various registration fees.

Establishment and maintenance of license number, alphabetical and serial number files on motor vehicles and bicycles and license number and alphabetical files on dogs. Maintenance of records of 47 types of business licenses.

### Accomplishments

With a staff of 41 permanent and 14 temporary employees, the division issued 388,407 motor vehicle, 9,674 trailer, 91,375 bicycle, 34,681 dog and 11,051 business licenses; 23,000 duplicate certificates, 5,334 replacement plates, 7,037 replacement emblems, 14,860 out-of-state vehicle permits, 1,368 loading zone parking permits and 71 bus stop parking permits during fiscal year 1973-74. In addition, 130,911 ownership transfers and 555 plate transfers were made and recorded.

Total revenue collections amounted to \$11,419,171 compared to \$10,948,173 for fiscal year 1972-73. The increase in revenue was primarily the result of an increase in motor vehicle registrations.

The assistance given by Satellite City Halls to residents of the Kaneohe, Wahiawa and Waianae districts in renewing registrations and licenses, together with the success of the division's continued campaign or promoting renewal registration by mail, helped to alleviate much of the parking problems at Pawa Annex and enabled the division to maintain the same level of service in spite of the increase in the number of registrations. A total of 318,000 or 72% of the renewal registrations were Satellite City Hall or mail initiated.

FISCAL YEAR 1973-1974

<u>REVENUE SOURCE</u>	<u>1973-1974</u>	<u>1972-1973</u>	<u>INCREASE (DECREASE)</u>
Motor Vehicle Weight Tax	\$ 9,870,030.20	\$ 9,446,479.18	\$423,551.02
Motor Vehicle Penalties	56,119.67	43,715.38	12,404.29
Motor Vehicle Plates and Emblems	298,428.75	299,615.25	(1,186.50)
Motor Vehicle Certificate Holders	15,068.00	16,928.40	(1,860.40)
Motor Vehicle Ownership Transfers and Penalties	164,245.00	169,092.00	(4,847.00)
Motor Vehicle Plate Transfers	2,777.75	2,645.00	132.75
Motor Vehicle Duplicate Certificates	22,982.00	21,450.00	1,532.00
Motor Vehicle Lien Recording Fees	1.00	2.50	(1.50)
Correction Fees	387.00	524.00	(137.00)
Trailer and Wagon Weight Taxes	468,874.38	459,647.84	9,226.54
Trailer and Wagon Plates and Tags	7,616.00	8,063.25	(447.25)
Trailer and Wagon Penalties	1,603.81	1,614.15	(10.34)
Bicycle Licenses	91,375.00	81,865.00	9,510.00
Bicycle Penalties	4.00	5.50	(1.50)
Bicycle Tags	9,203.60	8,249.40	954.20
Dog Licenses	34,681.00	37,304.00	(2,623.00)
Dog Penalties	973.50	920.50	53.00
Dog Tags	3,518.40	3,777.80	(259.40)
Business Licenses	104,240.46	106,088.46	(1,848.00)
Loading Zone Parking Permits	34,041.00	30,403.00	3,638.00
Bus Stop Permits	1,858.00	2,022.00	(164.00)
Duplicate Copies (SCM Photocopies)	743.50	2,626.43	(1,882.93)
Motor Vehicle Special Number Plate Fees	34,620.00	28,320.00	6,300.00
Sundry Realizations	391.53	139.36	252.17
Beautification Fees	195,934.00	176,675.00	19,259.00
<b>TOTAL</b>	<u>\$11,419,717.55</u>	<u>\$10,948,173.40</u>	<u>\$471,544.15</u>

LIQUOR COMMISSION

The Liquor Commission is attached to the Department of Finance for administrative purposes by authority and provisions of the City Charter and the Hawaii Revised Statutes. The Commission's organization, duties and functions are prescribed by State statutes, under which the Commission's staff 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 violations of liquor laws or rules.

Licenses

There were 922 liquor licenses of all types and classes in effect within the City and County of Honolulu on June 30, 1974. Sixty-one new licenses were issued during the fiscal year and 36 were cancelled or not renewed, for a net increase of 25 licenses since June 30, 1973.

Enforcement

The Commission issued 359 citations against licensees for alleged violations of liquor laws or regulations. These cases were disposed of as follows:

Licenses Suspended .....	7
Suspension Invoked	6
Suspension Stayed by Commission	1
Fines Assessed .....	340
Fines Collected	322
Payment Stayed by Commission	16
Payment Stayed by Court Appeal	2
Cases Dismissed .....	11
Penalty Pending .....	<u>1</u>
	<u>359</u>

Revenue Collected

<u>Sources</u>	<u>1973-74</u>	<u>1972-73</u>	<u>Increase (Decrease)</u>
License Fees	\$948,609.74	\$831,663.63	\$116,946.11
Filing Fees	1,600.00	2,000.00	(400.00)
Fines	18,474.00	20,408.00	(1,934.00)
Other	<u>841.00</u>	<u>961.75</u>	<u>(120.75)</u>
	<u>\$969,524.74</u>	<u>\$855,033.38</u>	<u>\$114,491.36</u>

License fees realized by classification:

Manufacturer .....	\$ 2,880.00
Wholesale .....	18,468.00
Retail .....	288,844.00
Dispenser .....	519,029.65
Club .....	10,036.10
Additional Vessel .....	2,975.00
Special .....	1,298.00
Cabaret .....	94,469.85
Tour or Cruise Vessel .....	3,009.14
Temporary .....	<u>7,600.00</u>
	<u>\$948,609.74</u>

## DIVISION OF PURCHASING

Fiscal Year 1973-74 brought significant transitional change in division chiefs and the realignment of procedures to cope with allocation problems brought on by the fuel crisis.

During the second quarter, the division's purchasing skills were tested when it was faced with shortages of numerous materials and supplies, cost problems and contending with the unpredictable allocation situation brought about by the fuel crisis. In order to cope with these problems, changes had to be made in established policies, procedures and method of purchasing. Allowing longer delivery schedules; authorizing contractors to ship substitute items; allowing price adjustments in existing contracts; providing for price escalation clauses in bids and contracts formally issued on a firm price basis; and negotiating contracts due to lack of competition were examples of such changes.

### Significant Developments

1. Public hearing was held on the Director of Finance's Rules and Regulations governing centralized purchasing functions of the City and County of Honolulu.
2. Reduced the payment time for high volume purchases, such as gasoline, animal feed and diesel oil, from 120 calendar days to 30 calendar days.
3. Submitted two separate applications for and received increase in allocations of diesel fuel oil for various City agencies, except Mass Transit Division, Department of Transportation Services.
4. Amended the confirming purchase order policies authorizing operating agencies to purchase needed goods and services up to \$100.00.

### COMMODITIES AND SERVICES

Efforts to streamline procedures and reduce paper work resulted in the following: requisitions decreased by 36%, direct purchase orders processed decreased by 5%, and awards for advertised bid decreased by 6%.

The total number of price-time agreements in effect increased by 2 to 225, with a total of 2,262 items covered by these agreements.

Due to the economic conditions with material shortages, the dollar amount of purchases of goods and services covered by price-time contracts decreased by 14%--from \$6,318,533.29 to \$5,424,163.43. However, total purchase of commodities and services (including utilities) for the fiscal year increased approximately 32%--from \$20,508,549.31 to \$26,980,987.48.

Statistical data showing the level of procurement of commodities and services and the status of bid deposits and performance guarantees follow:

<u>Purchase Orders</u>	<u>Quantity</u>	<u>Amount</u>
Requisitions processed	<u>5,089</u>	
Purchase orders issued thru requisitions	4,686	\$ 2,379,121.23
Direct purchase orders processed	35,328	8,673,871.75
Board of Water Supply requisitions processed by Purchasing Division	<u>872</u>	<u>466,353.39</u>
	40,886	11,519,346.37
Change orders processed	3,575	<u>574,486.34</u>
Total purchases thru purchase orders		<u>\$10,944,860.03</u>
<u>Advertised Bids</u>		
Bid proposals advertised and opened	187	
Awards (including 47 purchase orders, 105 one-time contracts, 177 price-time agreement contracts and 22 negotiated contracts)	351	<u>11,166,191.64</u>
<u>Utilities</u>		
Total expenditures on utilities (excluding City Clerk's Office)		<u>4,869,935.81</u>
Total purchases of Commodities and Services		<u>\$26,980,987.48</u>

	<u>Quantity</u>	<u>Amount</u>
<u>Price Agreements</u>		
On July 1, 1973:		
Price agreements	223	
Items on price agreements	2,272	
Accomplishments during the year:		
Price agreements expired	69	
New awards for expired agreements	64	
New price agreements	7	
Net decrease of items on price agreements	10	
On June 30, 1974:		
Price agreements	225	
Items on price agreements	2,262	
<u>Status of Deposits</u>		
Bid Deposits and Performance Guarantees:		
Balance as of July 1, 1973		\$ 40,630.14
Deposits during the year	159	<u>196,117.25</u>
		236,747.39
Refunds during the year	169	<u>216,942.69</u>
Balance as of June 30, 1974		<u>\$ 19,804.70</u>
<u>Other Statistics</u>		
Specifications completed	313	
Bid proposals issued	999	
Line items reviewed	1,246	
Bid received and reviewed	575	

Analyses of specifications, together with careful study of intended end-uses of requested products, plus knowledge of current markets, resulted in the City obtaining commodities and services of the best possible quality at minimum cost. Examples of savings through good purchasing practices are:

a. Cast Iron Grates and Frames: Heretofore, subject items were supplied almost exclusively by HONIRON except for token competition by one other company, The Lynch Company. On receiving another order from a City agency for subject items attached

with HONIRON's sketch No. 4282, one of the buyers undertook an extensive canvass of the market and was successful in locating a new source of supply, Ziegler Steel Service Corporation, who is a major supplier of subject items on the mainland. After lengthy discussions and review of Ziegler's drawings, the using agency determined that the slight 1/4" difference in "clear opening" from the current specifications would pose no problem in meeting the City's requirement. In this purchase, HONIRON bid \$97.34 per unit and The Lynch Company bid \$89.05, compared to Ziegler Steel Service Corporation's bid of \$24.97 per unit, for an approximate 72% savings.

b. Breath Analyzer Kit for Police Department: An order was received from the Police Department for purchase of twelve Breath Analyzer Kits. However, one of the buyers, in talking to police personnel, learned that the Police Department had applied for Federal funds and anticipated more purchases. The buyer recommended placing item on price-time contract for a one-year period to take advantage of quantity discount price and protect against future price increases. The quantity discount price amounted to \$19.76 per kit--compared to the regular price of \$24.25 per kit, approximately 19% reduction in unit price.

c. Chemical to Control Roaches in City's Sewer Lines: A City agency submitted a request for chemical used to control roaches in the City's sewer lines system and recommended a particular brand "Drione" chemical and a single supplier. One of the Division's buyers held up immediate purchase, then promptly proceeded to canvass the market and was successful in locating a new source of supply with a substitute brand "Diazinon 2-D" chemical. In a trial test, the substitute brand proved comparable in control effectiveness as the recommended brand, and was acceptable to the using agency. The prices bid were, \$3.95/lb. for the recommended "Drione" brand as compared to \$.36/lb. for the substitute "Diazinon 2-D" brand, resulting in a substantial savings of approximately 91%.

The specifications writers continued to conduct value analyses of departmental request to determine the propriety of product specifications. Departmental requests which are restrictive, or which give preference to certain popular brands, are broadened without sacrificing quality to permit open competition. This procedure generally results in lower prices.

The specifications writers also conducted analyses and review of existing contract specifications and methods of purchasing commodities and services. Changes which resulted in improvements of old contracts and development of new ones helped the City minimize costs by maximizing the utility received for each dollar spent.

The Division's evaluation of the needs of the City agencies and the consolidation of requests resulted in the formulation of new price-time agreement contracts--bringing about lower processing costs, more standardized specifications and generally lower prices.

Following are some of the items placed on price-time agreements for the first time: reflective moisture-proof drop-on beads (\$5,752.50); swimming pool chemicals (\$7,468.16); steel perforated telescoping tubing (\$9,936.00); sewer cleaning chemicals (\$2,700.00); wire ropes (\$7,300.00); and motor oil API service classification SE (\$12,582.00).

During the year, three formal contracts were negotiated and awarded for the Police Department. These contracts covered furnishing and delivery of various motorcycles in the amount of \$85,343.50; furnishing and delivery of Motorola status map assembly and display panel for \$21,056.88; and furnishing and delivery of Motorola radio console desk-turret combination complete with accessories for \$57,697.12.

Negotiated contracts for various other agencies included: Board of Water Supply--Trident water meters--\$192,620.03; Various Agencies--duplicating/operating supplies--\$13,200.00; Fire Department--FM and AM communications monitor--\$6,190.49; Fire Department--life park air safety cushion--\$5,995.00; and Board of Water Supply--Hersey water meters--\$76,913.29.

CONSTRUCTION AND CONSULTANT SERVICES CONTRACTS

The number of construction contracts processed increased 11%, consultant services contracts increased 8%, and personal services contracts decreased by 9%. However, the dollar amount of construction contracts increased by approximately 305%, from \$8,565,789.05 to \$34,679,721.56, consultant services contracts increased by 58% from \$7,922,374.30 to \$10,898,542.32, and personal services contracts increased by 13% from \$207,210.51 to \$234,770.40.

Due to the changes in the Revised City Charter, the award deadline for CIP projects is extended six months beyond the June 30 fiscal year end. Therefore, the construction contracts activity was more evenly distributed during the annual period rather than being concentrated in the fourth quarter which had been the pattern in the past. In the fiscal year's fourth quarter, 26.5% of all construction projects were opened, compared to 39.2% for the corresponding period in 1973; 25% of all bids were received and reviewed, compared to 36.6% in 1973; and 19.7% of all contract awards were made, compared to 42.9% in 1973.

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	155	
Awards	127	<u>\$34,679,721.56</u>
<u>Consultant Contracts</u>		
Number processed	250	<u>\$10,898,542.32</u>
<u>Personal Services Contracts</u>		
Number processed	201	<u>\$ 234,770.40</u>

	<u>Quantity</u>	<u>Amount</u>
<u>Other Statistics</u>		
Bid proposals reviewed	721	
Plans and specifications issued	3,544	
Deposit receipts issued	1,591	
Addenda issued	58	
Department requests for modification to contracts	312	
Notices of intent to bid received	1,211	
<u>Status of Deposits</u>		
Plans and Specifications Deposits:		
Balance as of July 1, 1973		\$ 38,830.60
Deposits during the year	242	<u>17,775.00</u>
		56,605.60
Refunds during the year	200	<u>16,880.60</u>
Balance as of June 30, 1974		<u>\$ 39,725.00</u>
Bid Proposals and Performance Guarantees:		
Balance as of July 1, 1973		\$ 2,500.00
Deposits during the year	10	<u>21,459.10</u>
		\$ 23,959.10
Refunds during the year	8	<u>17,778.10</u>
Balance as of June 30, 1974		<u>\$ 6,181.00</u>

Construction Project Awards

Thirty-two project awards, totaling \$1,104,772.47, were made for the Building Department. Some of the major projects were:

- HIC Repainting Arena and Assembly Area (\$23,629.00)
- MTL Roof Repair and Waterproofing (\$8,480.00)
- Kaneohe Police Station--Sewer Connection (\$12,430.00)
- Waiialua Courthouse--Restoration (\$20,779.00)
- Motor Vehicle Control Inspection Station (\$93,613.00)
- Ewa-Makakilo Fire Station (\$496,438.00)
- Wahiawa Police Station--Exercising Room (\$11,789.00)

Wahiawa Driver Relicensing Building--Addition and Renovation  
(\$24,166.00)  
Ualaloa State Park--Radio Communication Building (\$69,930.00)  
Pacific Trade Center--Renovation to 21st Floor (\$24,412.00)

The largest number of awards for any City agency was made for the Department of Recreation with fifty-two projects, totaling \$8,324,350.00. Major expenditures included awards for:

Renovations or reconstruction at Paki Playground (\$28,910.00); Nanakuli Beach Park (\$31,204.00).

Site improvements at Kawainui Regional Park (\$42,190.00); Aiea Field Annex (\$55,746.00); Kualoa Regional Park (\$248,242.00); Manoa Valley Field (\$388,095.00); Crestview Neighborhood Park (\$140,765.00); Hahaione Valley Neighborhood Park (\$126,365.00); Kalaepohaku Playground (\$31,672.00); Aliamanu Playground (\$40,157.00); Kanewai Field (\$101,322.00); Waikiki Gateway Park (\$8,459.00); and Kanewai Field (\$99,934.00).

Construction of tennis courts, basketball courts and volleyball courts at Kaala Playground (\$32,415.00); Kailua and Kaneohe Parks (\$105,459.00); and Waialua Recreation Center (\$14,700.00).

Landscape development and relocation of trees at Kualoa Regional Park (\$50,235.00); Pali and Ala Wai Golf Courses (\$13,115.00); and Ala Wai Golf Course (\$9,717.00).

Lighting and floodlighting systems at Kipapa and Oneula Park (\$33,500.00); Ala Wai Playground (\$10,200.00); Kukui Community Park (\$44,882.00); Swanzy Beach Park (\$22,000.00); Kahaluu Field (\$53,738.00); Kaneohe Playground (\$38,895.00); Crane Park (\$30,900.00); Honowai Field (\$33,500.00); Kauluwela Park (\$22,420.00); and Ewa Beach Community Park (\$103,425.00).

Construction of park facilities at Waianae Regional Park (\$50,216.00); Booth Playground (\$799,763.00); Kapaolono Field (\$310,475.00); Lester McCoy Pavilion (\$1,574,360.00); McCully Recreation (\$1,058,056.00); Kualoa Regional Park (\$214,395.00); Pearl City Recreation Center (\$892,200.00); Makakilo Park (\$104,300.00); and Palolo Valley Field (\$1,197,689.00).

Drainage improvements at Kaneohe Playground (\$14,099.00).

Construction and installation of park name signs at various parks (\$24,191.00).

Thirty-four project awards were made for the Department of Public Works--21 for the Division of Engineering, and 13 for the Division of Sewers. Two of the awards were for improvement district projects, totaling \$2,590,228.60. Major projects awarded were:

Maili Sewers, I.D. 237 (\$1,091,855.50)  
Ward Avenue Service Tunnel Relief (\$2,342,909.30)  
Pensacola Street Relief Drain (\$488,565.10)  
Ena Road Relief Sewer (\$151,040.45)  
Alii Shores Relief Drain (\$85,000.00)  
Waimano Home Road--Noelani to Komo Mai Drive (\$676,300.39)  
Liliha-Puunui Drainage (\$232,730.00)  
Kahala S.P.S. Secondary Power (\$104,522.00)  
Repair of Sewer Tunnel Relief (\$186,250.00)  
Kinau Street Reconstruction (\$465,298.75)  
Sand Island Ocean Outfall System (\$13,574,571.00)  
Makaha Valley Interceptor Sewer (\$698,318.58)  
Rehabilitation of Streets (\$246,416.25 and \$177,748.90)  
Puohala Village Park Relief Drain (\$176,515.00)  
Kohou Street Improvement (\$95,836.00)  
Keeaumoku Street I.D. 231 (\$1,498,373.10)  
Bike Path from Lehua Avenue to Richardson Field (\$151,989.00)

Eight project awards, totaling \$651,892.62 were made for the Department of Transportation Services. Projects awarded were:

Street Lighting Improvements at Kailua Road (\$98,870.45);  
Makaiwa Street (\$89,445.69); Kilauea Avenue (\$81,140.02);  
Wahiawa Area (\$18,962.05); Kaimuki Area (\$47,193.80); and  
Kaneohe Area (\$37,000.56).

Traffic signal system for various streets (\$234,977.55) and (\$44,302.50).

One project award, totaling \$315,400.00 was made for the Honolulu Redevelopment Agency--Kanoa Street Housing Project.

#### Consultant Project Awards

During the fiscal year, some of the major awards for the services of consultants were:

Building Department--

- Central Corporation Yard--Long Range Planning and Site Selection (\$52,000.00)
- Kapiolani Regional Park--Preparation and Study of Master Plan (\$50,000.00)
- City Hall Complex Parking and Licensing Office Structure (\$250,000.00)

Department of Recreation--

- Waipahu Garden Park--Preliminary Planning and Historical Research (\$50,000.00)
- Musical Programs on Oahu, Community Concerts, Ensemble Program (\$75,000.00)
- Leeward Beach Park Improvements--Preparation of Plans and Specifications (\$75,000.00)

Division of Engineering--

- Kalauao Stream Flood Control Project (\$119,000.00)
- Kealahala Stream Flood Control, Unit II (\$148,400.00)
- Makiki Stream Flood Control (\$286,000.00)

Division of Sewers--

- Kahaluu Wastewater Treatment Plant Effluent Force Main, Phase 2 (\$280,500.00)
- Hart Street S.P.S. Modification--Preparation of Plans and Specifications (\$66,500.00)
- Mililani S.T.P. Phase 3--Preparation of Plans and Specifications (\$151,575.00)
- Makakilo Interceptor Sewer (\$95,000.00)
- Mililani S.T.P. Expansion (\$189,277.00)
- Sand Island Outfall System--Underwater Construction Inspection Services (\$300,000.00)
- Waipahu S.P.S. Modification and Force Main, Phase 2 (\$113,500.00)
- Pearl City S.P.S. Modification and Force Main (\$330,000.00)

Department of Transportation Services--

- Intermodel Integration Program Project HI-06-0002 (\$73,036.00)
- TOPICS Project T-9001 (21) Kuhio Avenue Widening (\$238,171.47)
- Rapid Transit Preliminary Engineering Evaluation Program, Phase II (\$966,000.00)

Honolulu Redevelopment Agency--

- Historic Preservation Plan for Chinatown and Development of Pauahi Renewal Project (\$70,000.00)

Office of Social Resources--

Amendment #2, Hawaii Economic Development (\$911,300.00)  
Amendment, Basic Agreement (\$488,700.00)  
Amendment #2, Comprehensive Legal Services (\$295,600.00)  
Kalihi-Palama Immigrant Center (\$85,000.00)  
Amendment #2, Areawide Opportunity for Senior Citizens  
(\$162,354.00)  
Amendment #3, Waianae Coast Culture and Arts (\$82,100.00)  
Nanakuli Model Schools (\$79,000.00)  
Alternatives for Youth and Waianae Rap Center (\$189,277.00)  
Concentrated Employment Program--Manpower Services  
(\$97,537.00)  
Drug Treatment Services System--4 projects (\$169,404.00)

In fiscal year 1973-1974, the Division processed 201 departmental requests for personal services such as those of doctors, veterinarians, musicians, instructors, tutors and sports officials.

PERSONAL PROPERTY MANAGEMENT

The City's personal property inventory for Fiscal Year 1973-74 showed:

Motor vehicles--buses .....	\$ 8,853,898
Motor vehicles--other than buses .....	10,301,872
Aircraft .....	60,582
Equipment and Machinery .....	12,644,109
Fire Alarm, Communication and Street Lighting Systems .....	9,629,717
Traffic Signal Lights .....	1,474,559
Parts, Materials and Supplies .....	3,080,423

This is a total of \$46,045,160 in personal property owned by the City--an increase of \$7,628,819 over last year (excluding the inventory of the Division of Sewers, which was transferred to the Board of Water Supply).

Division employees conducted 36 public auctions with a monetary realization of \$95,454.18 to the City's General Fund. Upset prices established for items auctioned were \$34,834.34. Items sold at auction included scrap metal, used lead storage batteries, metal file cabinets, motor vehicles, tractor mowers, trucks and many other pieces of equipment no longer usable by the City.

In the purchase of new equipment, 216 items, originally costing \$232,284.26, were traded in. Items traded in included typewriters, adding machines, calculators, motorcycles, radio units, stamp machines, Bruning printer and one Rolliflex camera.

There are 304 surplus items, originally costing \$46,674.99, transferred among different agencies. Items transferred included desks, tables, chairs, typewriters, adding machines, calculators, fire hoses, filing cabinets, air conditioners and one concrete mixer.

Donations of surplus items were made to the following governmental agencies: State Department of Defense--6 lengths of fire hoses, original cost \$300; State Department of Agriculture--15 lengths of fire hoses, original cost \$600; and Maui Police Department--17 file cabinets, original cost \$3,044.19.

The Purchasing Division drafted and issued Finance Circular No. 278, dated February 19, 1974, to implement the personal property management manual, and held an orientation meeting to brief employees on the contents of the manual. Emphasis of the meeting was on updating and maintenance of the records inventory and input information for computer listing.

Provided technical assistance to the Department of Public Works personnel in preparation for the transfer of personal property items of the Division of Sewers to the Board of Water Supply.

The City's Municipal Store had sales totaling \$22,802.42 for the year as compared with \$26,765.15 during the previous fiscal year. The variety of publications and supply items on inventory in the store at the close of the fiscal year was 34.

The comparison of sales and inventories of the past three years follows:

<u>SALES</u>	<u>FY 1973-74</u>	<u>FY 1972-73</u>	<u>FY 1971-72</u>
Publications	\$18,783.53	\$22,714.30	\$30,941.17
Supplies	<u>4,018.89</u>	<u>4,050.85</u>	<u>4,061.42</u>
	<u>\$22,802.42</u>	<u>\$26,765.15</u>	<u>\$35,002.59</u>
 <u>INVENTORY</u>			
Publications	\$23,770.49	\$22,412.35	\$27,864.45
Supplies	<u>1,593.03</u>	<u>824.93</u>	<u>1,029.58</u>
	<u>\$25,363.52</u>	<u>\$23,237.28</u>	<u>\$28,894.03</u>

One thousand seventy-five complimentary copies of publications costing \$1,197.33, were issued to agencies in the Federal, State and City governments, neighbor island counties, Outdoor Circle, Saipan Government, Crown Law Office of Suva, Fiji, and the Commissioner of the Osaka Municipal Office.

Publications updated during the fiscal year:

1973 Revised City Charter of the City and County of Honolulu  
1970-71-72 Cumulative Supplement to the Traffic Code

1970-71-72 Cumulative Supplement to the R.O., 1969 Edition  
 Subdivision Rules and Regulations  
 1970-71-72 Cumulative Supplement to the CZC (Land Utilization)

New Publications issued for sale during fiscal year:

General Plan Amendment Procedures (General Planning)  
 House Number Tax Map Key Listing (Engineering)

REAL PROPERTY AND INSURANCE

Real Property

Real property transactions completed during the year included the following:

Sale of land	23	\$270,462.40
Disposal of movable property (demolition)	8	--
Disposal of movable property (public auction)	5	5,900.00
Rental agreements issued or renewed	24	5,118.10
Jursidictional transfer of City-owned property	4	--

Concessions

The following concessions were awarded during the year:

<u>Concession</u>	<u>Monthly Rental</u>
Waimea Bay Beach Park Food Concession	\$ 255.00
Kailua Beach Park Food Concession	239.95
Waikiki Shell Chair Rental Concession	150.00
Waikiki Shell Camera Shop Concession	180.30/day

<u>Concession</u>	<u>Monthly Rental</u>
HIC Parking Lot Concession	77.76% of gross
Bethel-Hotel Off-Street Parking Lot	75.00% of gross
Waikiki Shell Hula Show	150.00/day
Kapiolani Park Beach Center Food Concession	3,800.00
Honolulu Zoo Food Concession	8,080.00
Koko Head Sandy Beach Park Mobile Food Concession	300.00

During the year, 77 permits were issued to various non-profit organizations for operation of temporary refreshment stands.

The agreements with the 12 lei vendors operating lei stands at the Waikiki Shell during the Kodak Hula Show were renewed.

### Insurance

Insurance procured during the year included:

1. City Vehicle Fleet Liability Insurance for the period July 1, 1974 to July 1, 1975, from Liberty Mutual Insurance Company on its premium bid of \$167,267.00.
2. Honolulu Police Department Employees' Automobile Liability Insurance for the period July 1, 1974 to July 1, 1975, from Liberty Mutual Insurance Company on its premium bid of \$227,808.00.
3. Helicopter Liability Insurance for the period July 1, 1974 to July 1, 1975, from Oahu Insurance Specialist, Inc., on its premium bid of \$7,165.00.
4. Blanket Accidental Death and Dismemberment and Accident Medical Expense Insurance covering the Department of Recreation's recreation program for the fiscal year 1974-75 from Evans, Ochoa & Peters, Inc., at an annual premium cost of \$5,250.00.

5. Fireboat Protection and Indemnity Insurance for the period July 1, 1974 to July 1, 1975, from Davies Insurance Agencies, Inc., at an annual premium cost of \$3,216.39.

With the passage of the Hawaii Motor Vehicle Accident Reparations Act (Hawaii No-Fault Law), the City has realized reduction in premium cost for the City's Vehicle Fleet and Police Department Employees' Automobile Liability Insurance. Although the No-Fault Law mandates a 15% reduction, Liberty Mutual Insurance Company has given the City premium reduction in excess of 30% on both the City Fleet and Police Department Employees' Automobile Liability Insurance.

#### Sidewalk Use Permit

Sidewalk Use Permits issued during the year included the following:

<u>Type of Permit</u>	<u>Number</u>	<u>Annual Fee</u>
1. Newsstands	9	\$1,749.96
2. Freight Elevator/Chute	3	360.00
3. Curb Teller	1	120.00
4. Telephone Booth	1	10% of gross

#### Bus Advertising

The following bus advertising agreements were entered into during the fiscal year:

<u>Advertiser</u>	<u>Revenue</u>
1. KIKI Radio	\$ 600.00
2. First Church of Christ	350.00
3. National Outdoor Advertising	388.50
4. Mutual Transit Sales	5,263.50

The function of bus advertising was assigned to the Real Property and Insurance Section commencing July 1, 1973.

## DIVISION OF TREASURY

### FUNCTIONS

Administers activities relating to financial affairs of the City through collection of moneys due, 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; accounts for 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; maintains the City Treasury and deposits City 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 sections, operated during fiscal 1973-74 with a staff of 17 persons.

#### Staffing Changes

Transfer of the Assistant Chief of Treasury to the Division of Licenses as Assistant Licensing Administrator (and subsequent promotion to Licensing Administrator) resulted in a series of internal promotions within Treasury which are detailed as follows:

	<u>Vacated By</u>		<u>Filled By</u>	
	<u>Date</u>	<u>Incumbent</u>	<u>Date</u>	<u>Incumbent</u>
Asst. Chief of Treasury	1/31/74	R. Goto	3/1/74	F. Sato
Special Assessment Administrator	2/28/74	F. Sato	4/16/74	H. Shinno
Accountant V	4/15/74	H. Shinno	7/1/74	G. Wong

Additionally, Toyoko Akaji, Secretary I, was promoted to Warrant Issuance Supervisor, SR-17, effective January 16, 1974, upon the retirement of Richard Hirata on December 28, 1973. Judy Miyashiro of the Division of Licenses succeeded Mrs. Akaji as Secretary I, effective February 16, 1974.

At the year's end, the shifting of Thelma Pang, Accountant IV, from General Services to Improvement Districts to fill the position vacated by Gerald Wong, was being finalized.

#### ADMINISTRATION

##### Revision of Bond Rating

The Municipal Credit Report dated June 5, 1974, carried Moody's Investors Service revision of the City's bond rating from A-1 to Aa. Moody's stated that its action was based on "Honolulu's continuing record of sound financial operations and favorable debt position."

##### Procedural and Form Developments

Revised Policy Governing Use of Letters of Credit: Success was achieved as a result of the protracted efforts on the part of the Chief of Treasury for updating of the City's Policy and Procedure Governing Use of Letters of Credit (originally promulgated in 1963) with specific stress on correcting the improper acceptance of non-bank LCs. The revised policy was put into effect October 1, 1973, together with the revised recordation form.

Procedure Relating to Cash Transfers Between Funds: On August 1, 1973, the Director of Finance approved the elimination of the practice of Fiscal Officers vouchering cash transfers of appropriations between funds. This change in procedure was

based on the recommendation of the Chief of Treasury to forestall needless depletion of cash within Operating Budget funds, which, through budgetary appropriations, subsidize the operations within certain special funds. Under this procedural change, transfer between funds of cash allotments is administered by the Treasury through use of CASH TRANSFER VOUCHERS in the same manner used for inter-fund borrowings by Treasury and Accounting Divisions.

**Destruction of Paid or Cancelled Bonds, Interest Coupons and Warrants:** Upon delivery of a paper shredding machine on June 6, 1972, the Treasury staff proceeded with the destruction (by shredding) of paid or cancelled bonds and interest coupons dating back to 1925. The destruction program was undertaken on a "time available" basis almost entirely by summer hire. On November 26, 1973, the Finance Director officially notified the Council that 1) all paid or cancelled bonds and coupons bearing dates between December 15, 1925 and December 31, 1969 had been destroyed, and 2) all paid or cancelled warrants of the City bearing dates 10 years prior to December 31, 1971 had been destroyed. The destroyed papers totaled approximately 5 tons.

**BWS Cash Reconciliation:** To assist the staff of the Board of Water Supply in reconciling daily cash balances of the several Board funds with the Treasury's cash balances, Treasury developed Form DF-T-124, entitled Cash Status of Board of Water Supply Accounts. Treasury's General Services staff fills out the pertinent information on the form each morning and it is picked up by BWS messenger prior to 11:00 a.m. each day.

**Building Permit Processing at Satellite City Halls:** Upon request of the Building Department and with the consent of the Director of Finance, the Chief of Treasury instituted development of procedures governing processing of building permits at the several Satellite City Halls.

**Revision of Remittance Advice Form:** To cope with complaints registered by vendors of bulk commodities, following joint review of the existing Remittance Advice Form (DF-T-104) by Department of Data Systems and Treasury, said form was revised on a materially simplified basis. Agreement was reached between Treasury and DDS that the revised form would be computer-printed on a plain white, unruled continuous form, specially folded for this specific use.

## Legislation

Significant legislations affecting Treasury operations, enacted by the Seventh State Legislature, include the following:

1. Act 84, relating to lost, stolen, destroyed or defaced bonds and coupons.
2. Act 107, relating to general obligation bonds of the counties.
3. Act 109, relating to imprinting CUSIP identification numbers on bonds issued by the counties.

The City Treasury was instrumental in the enactment of Act 84, which provides all counties (for the first time) a uniform procedure for replacement of, or payment of, lost or stolen bonds and/or coupons. This is in contrast to existing provisions which restrict replacement or payment of destroyed or defaced bonds and/or coupons only and then under limited conditions. Treasury's role included drafting of the original bill and, to insure its passage, having it introduced by the Finance Director of the County of Hawaii. The language of the Treasury-drafted bill represents a total departure from the existing provisions of Chapters 39 and 47, HRS, relating to lost, stolen, destroyed or defaced State and county bonds and/or coupons in the following respects:

1. It eliminates the six-month waiting period;
2. It limits the surety bond to an amount equal to the loss which may be suffered by the obligee;
3. It provides for making of any replacement bond and/or coupon as a duplicate to adequately identify it as such; and
4. It validates the requisite signatures of the officials in office at the time of issuance of the replacement bonds and/or coupons.

Based on Act 84, the Division revised the existing "Procedure Relating to Replacement and Payment of Lost, Stolen, Destroyed or Defaced Bonds and Coupons," taking into account the above-enumerated changes.

Act 107 amends Chapter 47, HRS, relating to county and municipal bonds, by expanding the scope of purposes for which general obligation bonds may be issued.

Act 109 provides for imprinting CUSIP identification numbers on bonds issued by the State and counties. The CUSIP system of uniform security identification is designed to facilitate the issue, trade and transfer of securities and bonds.

TREASURY MANAGEMENT

Investment of Excess Funds

Interest earnings from investment of Treasury-controlled funds totaled \$3,904,418 for fiscal 1974 compared with \$2,524,184 for fiscal 1973, up \$1,380,234, or 54.7%. The increase is attributable to a substantial turnover in investment maturities during the year resulting from higher interest rates on short-term investments contrasted with high interest rates--below current levels--that prevailed on long-term maturities during the previous year.

Tabulation of Interest Earnings

	<u>Fiscal Year</u>		<u>Increase or Decrease</u>	
	<u>1974</u>	<u>1973</u>	<u>Amount</u>	<u>%</u>
Treasury-controlled funds:				
Time CDs	\$3,470,721	\$2,375,490	\$1,095,231	46.1
Short-term governments	<u>433,697</u>	<u>148,694</u>	<u>285,003</u>	<u>91.7</u>
Total Treasury-controlled funds	<u>\$3,904,418</u>	<u>\$2,524,184</u>	<u>\$1,380,234</u>	<u>54.7</u>
BWS funds:				
Time CDs	\$2,152,389	\$ 816,970	\$1,335,419	163.5
Short-term governments	<u>21,109</u>	<u>35,047</u>	<u>( 13,938)</u>	<u>( 39.8)</u>
Total BWS funds	<u>\$2,173,498</u>	<u>\$ 852,017</u>	<u>\$1,321,481</u>	<u>155.1</u>
HRA funds:				
Short-term governments	<u>\$ 222,424</u>	<u>\$ 262,534</u>	<u>(\$ 40,110)</u>	<u>( 15.3)</u>
Total interest earnings	<u>\$6,300,340</u>	<u>\$3,638,735</u>	<u>\$2,661,605</u>	<u>73.1</u>

Analysis of interest earnings

Treasury-controlled funds:

Time CDs:

Maturities	\$154,793,751	\$123,450,000	\$31,343,751	25.4
Average period of investment (days)	105.90	134.04	(28.14)	(21.0)
Average rate of interest	7.60%	5.16%	--	2.44

Short-term governments:

Maturities	\$20,540,656	\$20,364,749	\$175,907	0.9
Average period of investment (days)	103.74	46.18	57.56	124.6
Average rate of interest	7.31%	5.69%	--	1.62

Treasury Clearances

Treasury clearances for the year totaled \$441,330,136 in receipts and \$47,270,384 in disbursements, up 13.4% and 11.4% respectively, over receipts and disbursements for the previous fiscal year. A large part of the clearance volume was generated by inter-fund transfers resulting from cash borrowings.

TABULATION OF TREASURY CLEARANCES

	<u>Fiscal Year</u>		<u>Increase or (Decrease)</u>	
	<u>1974</u>	<u>1973</u>	<u>Amount</u>	<u>%</u>
<u>Beginning balance</u>				
Treasury-controlled funds	\$ 67,704,549	\$ 66,959,941	\$ 744,608	1.11
HRA funds	5,720,336	6,018,087	(297,751)	(4.95)
BWS funds	19,403,602	21,631,224	(2,227,622)	(10.30)
	<u>\$ 92,828,487</u>	<u>\$ 94,609,252</u>	<u>(\$ 1,780,765)</u>	<u>(1.88)</u>
<u>Receipts</u>				
Treasury-controlled funds:				
Cash receipts	\$201,154,124	\$179,574,228	\$21,579,896	12.02
Bond proceeds	---	35,000,000	(35,000,000)	(100.00)
Inter-fund transfers	240,176,012	183,179,825	56,996,187	31.11
	<u>441,330,136</u>	<u>397,754,053</u>	<u>43,576,083</u>	<u>10.96</u>
HRA funds:				
Cash receipts	10,571,647	6,663,124	3,908,523	58.66
Inter-fund transfers	22,422	211,304	(188,882)	(89.39)
	<u>10,594,069</u>	<u>6,874,428</u>	<u>3,719,641</u>	<u>54.11</u>
BWS funds	<u>30,699,812</u>	<u>21,055,551</u>	<u>9,644,261</u>	<u>45.80</u>
Total receipts	<u>\$482,624,017</u>	<u>\$425,684,032</u>	<u>\$56,939,985</u>	<u>13.38</u>

	<u>Fiscal Year</u>		<u>Increase or (Decrease)</u>	
	<u>1974</u>	<u>1973</u>	<u>Amount</u>	<u>%</u>
<u>Disbursements</u>				
Treasury-controlled funds:				
Cash expenditures	\$198,913,551	\$213,829,620	(\$14,916,069)	(6.98)
Inter-fund transfers	<u>240,176,012</u>	<u>183,179,825</u>	<u>56,996,187</u>	<u>31.11</u>
	<u>439,089,563</u>	<u>397,009,445</u>	<u>42,080,118</u>	<u>10.60</u>
HRA funds:				
Cash expenditures	9,757,855	6,960,875	2,796,980	40.18
Inter-fund transfers	<u>22,422</u>	<u>211,304</u>	<u>(188,882)</u>	<u>(89.39)</u>
	<u>9,780,277</u>	<u>7,172,179</u>	<u>2,608,098</u>	<u>36.36</u>
BWS funds	<u>27,400,544</u>	<u>23,283,173</u>	<u>4,117,371</u>	<u>17.68</u>
Total disbursements	<u>\$476,270,384</u>	<u>\$427,464,797</u>	<u>\$48,805,587</u>	<u>11.42</u>
<u>Ending balance</u>				
Treasury-controlled funds				
	\$ 69,945,123	\$ 67,704,549	\$ 2,240,574	3.31
HRA funds	6,534,128	5,720,336	813,792	14.23
BWS funds	<u>22,702,870</u>	<u>19,403,602</u>	<u>3,299,268</u>	<u>17.00</u>
	<u>\$ 99,182,121</u>	<u>\$ 92,828,487</u>	<u>\$ 6,353,634</u>	<u>6.84</u>

## GENERAL SERVICES

### Debt Service Administration

Bond interest and principal payments during fiscal 1974 involved 1,725 transactions totaling \$21,187,428 compared with 1,811 transactions totaling \$58,604,880 for the preceding fiscal year. Of the \$37.4 million drop in volume of transactions, \$35 million was directly due to redemption in 1972 of general obligation bond anticipation notes due September 15, 1972. Breakdown of all payments made through the City's paying agents and directly by the Treasury is as follows:

	Interest			Principal			Totals	
	No. of Debit Memos	No. of Coupons	Amount	No. of Debit Memos	No. of Bonds	Amount	No. of Debit Memos	Amount
<b>Treasury:</b>								
I.D. bonds	636	10,367	\$ 612,195	159	944	\$ 2,019,600	795	\$ 2,631,795
G.O. bonds	439	6,438	382,762	21	505	921,000	460	1,303,762
BWS bonds	69	753	52,521	3	35	35,000	72	87,521
	<u>1,144</u>	<u>17,558</u>	<u>\$1,047,478</u>	<u>183</u>	<u>1,484</u>	<u>\$ 2,975,600</u>	<u>1,327</u>	<u>\$ 4,023,078</u>
 FY 1973	<u>1,243</u>	<u>19,569</u>	<u>\$1,100,883</u>	<u>246</u>	<u>1,841</u>	<u>\$ 4,263,200</u>	<u>1,489</u>	<u>\$ 5,364,083</u>
 <b>Chemical:</b>								
G.O. bonds	189	61,855	\$1,530,815	57	3,588	\$ 4,594,000	246	\$ 6,124,815
BWS bonds	27	11,542	733,831	11	401	1,089,640	38	1,823,471
	<u>216</u>	<u>73,397</u>	<u>\$2,264,646</u>	<u>68</u>	<u>3,989</u>	<u>\$ 5,683,640</u>	<u>284</u>	<u>\$ 7,948,286</u>
 FY 1973	<u>176</u>	<u>89,024</u>	<u>\$2,432,457</u>	<u>77</u>	<u>5,915</u>	<u>\$ 7,424,000</u>	<u>253</u>	<u>\$ 9,856,457</u>
 <b>Chase:</b>								
G.O. bonds	<u>55</u>	<u>32,249</u>	<u>\$1,529,252</u>	<u>14</u>	<u>684</u>	<u>\$ 2,104,000</u>	<u>69</u>	<u>\$ 3,633,252</u>
 FY 1973	<u>26</u>	<u>28,310</u>	<u>\$1,362,409</u>	<u>8</u>	<u>1,000</u>	<u>\$ 2,948,000</u>	<u>34</u>	<u>\$ 4,310,409</u>
 <b>Bankers Trust:</b>								
G.O. bonds	<u>42</u>	<u>34,576</u>	<u>\$4,482,812</u>	<u>3</u>	<u>220</u>	<u>\$ 1,100,000</u>	<u>45</u>	<u>\$ 5,582,812</u>
 FY 1973	<u>32</u>	<u>27,663</u>	<u>\$4,303,931</u>	<u>3</u>	<u>508</u>	<u>\$34,770,000</u>	<u>35</u>	<u>\$39,073,931</u>
 <b>Total:</b>								
FY 1974	<u>1,457</u>	<u>157,780</u>	<u>\$9,324,188</u>	<u>268</u>	<u>6,377</u>	<u>\$11,863,240</u>	<u>1,725</u>	<u>\$21,187,428</u>
 FY 1973	<u>1,477</u>	<u>164,566</u>	<u>\$9,199,680</u>	<u>334</u>	<u>9,264</u>	<u>\$49,405,200</u>	<u>1,811</u>	<u>\$58,604,880</u>

Billings and Collections

Central billings and collections for the year totaled \$4,883,347 and \$5,581,814, respectively, as shown by the following breakdown:

	<u>Billings</u>		<u>Collections</u>	
	<u>Count</u>	<u>Amount</u>	<u>Count</u>	<u>Amount</u>
Refuse service charges:				
Refuse collection	33,719	\$ 254,172	29,061	\$ 252,748
Special collection	70	16,943	59	17,144
Refuse disposal	10,128	414,377	6,017	443,512
Trench patching	28	61,221	27	60,024
Cesspool pumping	1,026	22,065	583	17,700
Concession rental	338	927,108	465	1,247,416
Property rental	418	94,924	391	92,281
Sale of surplus land	41	5,427	42	5,681
Data processing services-				
other counties	48	106,518	48	107,018
Special assessments	<u>12,387</u>	<u>2,980,592</u>	<u>13,092</u>	<u>3,338,290*</u>
	<u>58,203</u>	<u>\$4,883,347</u>	<u>49,785</u>	<u>\$5,581,814</u>

\*Includes \$991,433 in unbilled interest and penalties.

As of June 30, 1974, there were 1,046 delinquencies totaling \$80,099 as follows:

	<u>No.</u>	<u>Amount</u>
Refuse collection	616	\$ 7,094
Special collection	2	1,709
Refuse disposal	358	51,389
Trench patching	3	3,976
Cesspool pumping	60	2,642
Property rental	5	11,710
Data processing services -		
other counties	<u>2</u>	<u>1,579</u>
	<u>1,046</u>	<u>\$80,099</u>

Notwithstanding drops in both frequency of collections and the number of parking meters installed on streets, collections from street parking during the year showed a slight increase of \$15,428, or 2.4% over the prior year.

	<u>Street Parking</u>	<u>% Increase</u>	<u>Off-Street Parking</u>	<u>Increase</u>	<u>Totals</u>	
No. of Meters:						
This year	2,891		2,465		5,356	
Last year	<u>3,016</u>		<u>2,676</u>		<u>5,692</u>	
	<u>(125)</u>	<u>(4.14%)</u>	<u>(211)</u>	<u>(7.88%)</u>	<u>(336)</u>	<u>(5.90%)</u>
No. of Meter Collections:						
This year	237,791		225,460		463,251	
Last year	<u>253,224</u>		<u>228,383</u>		<u>481,607</u>	
	<u>(15,433)</u>	<u>(6.09%)</u>	<u>(2,923)</u>	<u>(1.28%)</u>	<u>(18,356)</u>	<u>(3.81%)</u>
Revenue:						
This year	\$671,557		\$ 868,539		\$1,540,096	
Last year	<u>656,129</u>		<u>882,121</u>		<u>1,538,250</u>	
	<u>\$ 15,428</u>	<u>2.35%</u>	<u>(\$ 13,582)</u>	<u>(1.54%)</u>	<u>\$ 1,846</u>	<u>0.12%</u>

## Work Performance

### Collections

Building permit fees .....	21,746	\$ 1,309,804
Electrical permit fees .....	133	6,666
Plumbing permit fees .....	88	5,135
Grading permit fees .....	479	38,460
Driveway construction permit fees .....	1,006	21,225
Excavation of public right-of-way permit fees ...	241	6,575
Sign permit fees .....	325	1,770
Relocation permit fees .....	156	2,401
Electrical inspection fees .....	9	108
Variance fees .....	29	820
Public Works charges .....	517	224,254
Municipal Store sales .....	3,640	17,943
Plans and Specifications deposits .....	468	283,288
Parking meter .....	463,251	1,540,096

### Other

Agency deposits .....	13,898	230,452,064
General warrants issued .....	68,159	98,873,162
Payroll warrants issued .....	157,056	91,123,668
Warrants cleared by banks .....	210,766	188,120,428
Warrants cleared over-the-counter .....	15,941	3,182,572
Refunds processed .....	72	13,296
Debit memos processed .....	1,769	27,437,343
Cash transfer vouchers processed .....	218	251,963,218
Treasury adjustment vouchers processed .....	61	3,705,376
	<u>960,028</u>	<u>\$898,329,672</u>

IMPROVEMENT DISTRICT ASSESSMENTS

Special Assessment Revolving Fund Financing

During the year, \$870,085 was allocated out of the Special Assessment Revolving Fund to finance the unpaid portion of the property owners' share of the cost of City initiated assessable public improvements as listed below:

<u>Improvement District</u>	<u>Amount</u>
I.D. No. 234, Waimanalo Sewers, Section 1	\$ 30,344
I.D. No. 238, Waiomao Sewers	27,960
I.D. No. 237, Maili Sewers, Section 1	258,428
I.D. No. 239, Halawa Heights Sewers	172,988
I.D. No. 231, Keeaumoku Street	<u>380,365</u>
	<u>\$870,085</u>

Settlement in Civil No. 73-3798,  
Taylor and Company et al vs.  
City and County of Honolulu

By Warrant No. 400012, vouchered December 13, 1973, the City paid \$474,142 to the U.S. District Court Clerk in settlement of Civil No. 73-3798, Taylor and Company et al vs. City and County of Honolulu. Civil No. 73-3798 is a sequel suit to Civil No. 70-3141, E. Warren Willard, et al vs. City and County, et al--for \$417,242 the amount of interest earnings attributable to each of the 111 improvement districts involved in the suit. The City also paid \$56,900, the amount of statutory interest due on such interest earnings, computed at 6% beginning with the date of redemption commencement for each district up to December 14, 1973, the settlement cut-off date.

Settlement of Assessments Outstanding Against  
Assessment Lot 33, I.D. No. 206, Fort Street Mall,  
and Assessment Lot 4, I.D. No. 216 South King Street

Settlement of assessments and interest outstanding against these lots (stemming from an amended assessment established by court judgment in the case of the Fort Street Mall lot, and oversight in the case of the South King Street lot) involved 1) providing of funds, 2) legal determination in computing interest, and 3) establishment of procedures to insure that, in

title searches of property subject to acquisition by the City by negotiation or condemnation for public purpose, tie-in is made with the City Treasury to prevent any slip-up. The City paid \$32,999 for the Fort Street Mall lot, and \$31,265 for the South King Street lot.

As a means of preventing recurrence of the South King Street lot acquisition problem, procedure was established to provide routing to Treasury for comments on the status of improvement district assessments for any and all parcels considered for acquisition.

### Form Developments

Improvement District Information Insert: To cope with complaints registered by property owners not fully aware of the options available in making payments of improvement district assessments, or the effect of making payments of assessments between annual installment payment dates, the billing procedure was revised to provide an information sheet (DF-T-123) explaining the foregoing in non-legal language. This information insert is included when the initial assessment bill is mailed to the property owner.

Inquiry on Status of Improvement District Assessment Form: To minimize oversight in checking improvement district assessments outstanding against any parcel subject to acquisition by the City, the subject form (PW-LSA-50) was designed by Treasury for use by the Division of Land Survey and Acquisition in routing inquiries to Treasury. In the past, in several instances--one of which is detailed above--failure (on the part of the parties involved in conducting negotiation or condemnation proceedings on behalf of the City) to identify the existence of outstanding assessment liens has resulted in the City having to assume payment of such liens over and above the settlement price established by negotiation or condemnation proceedings.

Work Performance

	<u>No. of Districts Involved</u>	<u>No. of Billings</u>	<u>Amount</u>
<u>Billings</u>			
Current billings .....	126	11,424	\$2,680,894
New billings .....	3	963	299,699
Delinquent billings:			
1st notice .....		1,469	
2nd notice .....		392	
Final notice .....		89	
Total delinquent accounts collected ...		815	

Collections

Assessments (including pre-payments) ....	\$2,346,857
Interest .....	984,674
Penalty .....	6,758

	<u>No. of Districts Involved</u>	<u>Unit Count</u>
<u>Creation of New Districts</u>		
Review and approval of assessment maps and rolls:		
City-initiated projects .....	7	
Processing of public hearing notices ....	9	2,948

Processing of Applications for  
Consolidation and/or Resubdivision  
of Lots Subject to Outstanding  
Assessment Liens

	<u>No. of Appli- cations</u>	<u>No. of Districts Involved</u>	<u>No. of Original Assessments Lots Involved</u>	<u>Result- ing Lots</u>	<u>Amount</u>
Applications approved on basis of paying off of assessment liens .....	30	28			
Applications approved on basis of reallocation of assessments .....	5	5	10	7	
Applications approved on basis of posting of performance security .....	1	1	1	3	
Amount of processing charges collected .....					\$1,504

**FIRE DEPARTMENT**



## FIRE DEPARTMENT

Boniface K. Aiu, Fire Chief  
Anthony J. Lopez, Fire Deputy Chief

### POWERS, DUTIES AND FUNCTIONS

This 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 (604 square miles). It provides a system of instant communication, programs of inspection and enforcement of fire regulations, fire training, search and rescue and a fireboat.

### ORGANIZATION

The Department, under the command of the Fire Chief and his deputy, directs a force of 922 employees (895 uniformed and 27 civilians) assigned to 6 major service bureaus and 4 fire-fighting divisions. There are 36 fire stations strategically located throughout the island to house 35 engine companies, 9 ladder companies, 2 rescue-salvage companies, 1 fireboat company, 1 snorkel, 4 tankers and 2 helicopters.

### ADMINISTRATION AND OPERATIONS

The Insurance Services Office conducts a fire protection survey of all cities with population of over 25,000 approximately every 10 years. A team of engineers from that organization, headed by Marvin Myrick, arrived in June of 1973 for a month's survey of the City of Honolulu. The survey report, dated May 13, 1974, graded the Water Supply and the Fire Department. The report is presently under study and recommendations for improvement will be considered within budgetary and operational limits.

Members of the fire department are represented by the Collective Bargaining Contracts of the Fire Fighters, the White Collar, the Blue Collar, and the Professional Units. Implementation of the contract provisions progressed through the fiscal year so that all contracts are now fully implemented for members of the fire department. In August 1973, the Hawaii Fire Fighters Association exercised the option to reopen the Agreement, Section 41. After a lengthy period of negotiation failed

to resolve differences, the Hawaii Fire Fighters Association exercised their right to invoke an impasse in the last quarter of fiscal year 1974. Procedural steps to resolve the impasse are now being applied.

Thirty positions from the Department of Public Works were approved for transfer to the Honolulu Fire Department in order to provide personnel for the new Mililani-Waipio Fire Station commissioned on April 1, 1974, and the new Makakilo Fire Station whose estimated completion date is December 30, 1974.

In an agreement between the Departments of Finance and Fire, it was decided that the Fire Department would assume the entire inventory control, a function formerly performed by the Department of Finance. This includes physical inspection, recordkeeping and all equipment associated with the inventory control function. Accordingly, on May 16, 1974, the position of Property Inventory Clerk was temporarily transferred from the Department of Finance to the Honolulu Fire Department until a permanent transfer is approved in the Fire Department's 1974-75 Operating Budget.

The fire department participated in the City's flexible working hours program. Working hours for employees in five bureaus were staggered. Flexible hours were not extended to the uniformed force.

Deputy Chief Anthony Lopez went to San Diego in February 1974 to witness a demonstration of a new lifesaving device called the "Life Pack." The Life Pack is a two-sectional inflated air cushion 20' x 24' x 9' high when fully inflated by two powered fans, and is capable of receiving persons who jump from a height of 100 feet to escape from burning buildings. The fire department was given approval to purchase a Life Pack. When it is received, an evaluation of the product will be made to determine replacement of the standard life net which requires a minimum of ten men to service.

#### CAPITAL IMPROVEMENT PROGRAM

Mililani-Waipio Fire Station. A new fire station for the Mililani-Waipio area, located at 95-269 Kipapa Drive, was occupied April 1, 1974. This one-story concrete-masonry building costing \$335,857, quarters a new engine company designated as Engine 36. The engine company is equipped with

a 1974 American LaFrance 1250 gpm diesel-operated pumping engine and a total of 15 personnel to provide fire and emergency services to Mililani-Waipio and to serve as a supportive unit to surrounding areas. The structure complements the neighborhood in design and color scheme.

Kakaako Fire Station Relocation. On June 24, 1974, the new Kakaako Fire Station, located at 555 Queen Street, was occupied by existing Engine Company 9 (relocated from 630 South Street) and Ladder Company 1, redesignated as Ladder Company 9 and formerly located at Pier 15, Waterfront Station. This building when completed will cost \$358,479.

On August 10, 1972, Universal Construction, Inc. was notified to proceed with construction, but on September 12, 1972 the project was deferred because it did not meet the legal requirements of the Hawaii Capital District Ordinance. The City acted to meet requirements of the Hawaii Capital District Ordinance, and on July 26, 1973 Universal Construction, Inc. was directed to recommence this project with a new completion date set for January 1974. Several extensions were granted because of labor disputes affecting the purchase of building materials.

Makakilo Fire Station. Construction of this new fire station began March 6, 1974 at Makakilo Drive in Ewa. The single-story concrete-masonry structure will cost \$496,438 when completed and estimated date for completion is December 30, 1974. This fire station will quarter a new engine company designated as Engine Company 35 and will be equipped with a 1250 gpm diesel pumping engine. Beside the Makakilo area, Engine Company 35 will respond to outlying areas.

Fire-Police Training Center. This project has met with opposition from various community groups. The present proposed location is City-owned land in close proximity to the Waipahu Incinerator. The proposed site has not yet been approved. We will continue to coordinate planning with the Building Department and the consultant on the Training Center.

## FIRE STATIONS AND GROUNDS

Major improvements and alterations were completed for the following fire stations:

Aikahi ..... Laminated plastic for kitchen.  
Installation of overhead battery charger.  
Complete painting (in and out).

Hauula ..... Repave volleyball court.

Kaaawa ..... Construct new concrete sidewalk.  
Complete exterior painting.  
Replacement of windows.

Kaimuki ..... Replacement of window screens.  
Drainage improvement.

Kalihi ..... Replacement of driveway with new concrete.

Kalihi-kai .... Complete painting (in and out).  
Repave parking area.

Kalihi-uka .... Garage stall enclosure.

Kaneohe ..... Resilient floor covering in kitchen and office.

Manoa ..... New AC pavement.

McCully ..... Repave volleyball court and parking area.

Nanakuli ..... Replacement of underground fuel tank.  
Complete painting (in and out).

Nuuanu ..... Replacement of windows.

Pearl City .... Repave driveway.  
Improve lighting in kitchen and locker room.

Sunset Beach .. Apparatus floor replacement.  
Construct new concrete walkway.  
Replacement of windows.

Wahiawa ..... Replacement of windows.  
 Kitchen renovation.

Waialua ..... Renovate shower stalls.  
 Modification to hose tower.  
 Complete painting (in and out).

Waikiki ..... Renovate captain's office.  
 Complete interior painting.

Wailupe ..... Repave parking.  
 Drainage improvement.  
 Kitchen renovation.

Waipahu ..... Laminated plastic for kitchen.

#### APPARATUS AND EQUIPMENT

The most noticeable change in the fire department is the yellow fire engine. Starting with two new pumpers in 1972, the color yellow is being used increasingly. By the end of fiscal year 1973-74, ten of the department's 71 fire trucks were yellow and nine of its 44 cars and miscellaneous trucks. Yellow is not only more highly visible at night, but it is also much less common than red among private car owners.

The fire department was a beneficiary of the City's program to transfer vehicles between departments. Beginning in March of 1974, six late model sedans were received from the Department of Public Works, Automotive Equipment Service Division, painted yellow, and assigned as chiefs' cars. This made it possible to dispose of six older vehicles: Two sedans, two station wagons, one jeep, and one pickup truck.

There is a growing trend toward enclosed cabs for fire trucks, some of which have been successfully used in the Honolulu Fire Department. In the interest of safety and comfort, consideration was given to fabricating cabs for the other trucks. Fiberglass tops seemed to be a workable solution. Engines 3 and 5 were fitted with fiberglass tops, and similar tops are planned for four more trucks.

With the commissioning of the new quarters for Engine 9, Ladder 1 was permanently transferred there from the Waterfront Station. Subsequently, it was re-designated as Ladder 9 in

accordance with the department's policy of numbering the fire companies after its station numbers.

Five new apparatus and vehicles were received and assigned as follows:

- 1 only 1974 1250 gpm American LaFrance Pumper to Engine 36.
- 2 only 1974 Ford 4-door sedans to the Deputy Chief and the A-Division Chiefs.
- 2 only 1974 Ford 4-door station wagons to the Radio Shop and the Training Bureau.

During 1973-74, ladder trucks were subjected to two different tests. Quality Assurance Inspections were made on Ladders 2, 4, 7, 9, 12, 29, 30, 31, Relief Ladder 1 and Snorkel 1 to detect wear or defects. Seven ladder trucks completed aerial ladder tests and met the minimum performance stress requirements. Annual capacity pump tests were completed for 31 pumpers.

Six apparatus or vehicles were contracted out of the department for body repair and complete paint jobs.

Detailed breakdown of repairs and preventive maintenance services completed by the Maintenance Shop for Fiscal Year 1973-74:

Emergency Calls .....	1587	Fire Apparatus
	76	Fire Equipment (rescue boats, portable pumps, generators, etc.)
Repairs in Shop .....	595	Firefighting Equipment
	344	Fire Hoses
	85	Major Repairs (motor overhaul, transmission, clutch, pumps, hydraulic systems, etc.)
Preventive Maintenance Services .....	231	Fire Apparatus and Vehicles.
Safety Checks .....	238	Fire Apparatus and Vehicles.

## Training Activities

Fire Equipment Superintendent Wallace Kawachi attended a five-day seminar in California for Fire Service Vehicle Repair and Maintenance.

Five shop personnel attended a four-hour seminar at the City and County Automotive Division on engine tune-up conducted by the General Motors representative.

A valuable new training aid was instituted this past year. This was in the form of weekly one-hour sessions of all shop personnel for group discussion and refresher courses on the proper maintenance and repair techniques. Also covered was the proper use of testers and equipment. Instructions were given by shop supervisors and manufacturer's representatives. There was exchange of information and experience. Noticeable results were improved morale and more self-confidence in the work assignments. This practice will continue.

Shop personnel conducted three-hour sessions with 32 engine companies and 5 ladder companies to give in-service training on pumper and aerial operation, proper driving techniques, and apparatus maintenance.

## COMMUNICATIONS

The Fire Alarm Bureau is frequently referred to as the "nerve center" of the fire department. It receives all calls for emergency assistance from the public, dispatches enough fire personnel and equipment to handle the emergency, and provides communication services for all respondents until the incident is completed and all units are restored to readiness status in quarters. Supervised by a Division Commander, three shifts of five officers and eleven operators work around the clock to provide this service.

Honolulu citizens have three means of alerting the Fire Alarm Bureau to fires and emergencies. First, the most frequently used, is the telephone. Second is the red fire alarm box on the street. Third, but growing in usefulness, is the yellow emergency beach phone.

With all its advantages, the fire alarm box is the communication instrument most subject to vandalism and abuse.

Although boxes account for about only 20% of alarm calls, it is estimated that 85% - 90% of these calls are false. A heavy majority of all false alarms come from fire boxes. Since false alarms cost the City money and unnecessarily create the danger caused by responding fire trucks, a list was made of all fire boxes with busy alarm records. Surprisingly, of the 675 boxes in the system, only 74 were on the list. It was determined that the location of some of these boxes invited vandalism. Nine of these boxes were relocated and their alarm records are now under observation. Ultimately, where vandalism cannot be corrected, it may be necessary to remove some boxes from the system.

Computer service became a reality for the fire department on May 8, 1974. Thanks to the persistent efforts of Robert Graham of the Data Systems Department, arrangements were made to have the Hawaiian Telephone Company billing tape put into the City computer. Fire Alarm Bureau personnel can now enter into the computer the phone number of callers and instantly have their address read out on the computer screen. This will greatly increase the speed and accuracy of fire dispatching. This inverse telephone number function is the first of four computer programs planned for the Fire Alarm Bureau.

Because of the Collective Bargaining Contract, the long standing practice of recalling Fire Alarm Bureau personnel from their days off during manpower shortages was discontinued except as a last resort. A pool of relief operators was created by training fire fighters from the Fire Alarm Operator eligible list. It was necessary to use these relief operators extensively throughout the year. Naturally, experienced operators maintain higher performance levels, but the willingness of these fire fighters to learn and contribute was gratifying.

The Emergency Beach Phone System continued to justify its existence by providing a valuable and trouble-free communication from remote places. After noticeable increase in usage during the first four years (116, 155, 202, 308), the records show a decline during the last two years (242, 121). The requests are categorized for 1973-74 as follows:

Ambulance needed.....	20	Miscellaneous help.....	14
Animals in distress.....	2	Missing persons.....	1
Auto trouble.....	5	Missing surfers/swimmers...	4
Boat in distress.....	1	Police assistance needed...	64
Coast Guard assistance needed.....	2	Surfers/swimmers in distress.....	<u>4</u>
False calls.....	1		
Fire calls.....	6		
		TOTAL :	124

The decline of non-emergency courtesy services, or Miscellaneous Services, reflect the Fire Department's intent of avoiding competition with private service organizations. The 125 items listed below continue the decline set in preceding years (338, 282, 262).

Alarm bells ringing.....	4	Retrieve:	
Animals in distress.....	17	Bodies.....	5
Assistance to boats or water appliances.....	7	Inaccessible items.....	4
Check flooded areas.....	16	Secure defective or damaged structure.....	5
Check or correct unsafe conditions.....	14	Sirens, defective.....	1
Flag pole jobs.....	28	Use of HFD service or special equipment by other agencies.....	3
Hang/remove banners or Christmas decorations....	7	Utilities, damaged or defective.....	1
Helicopter assistance.....	2	Washdown jobs.....	<u>1</u>
Help to individual persons, non-emergency...	2		
Investigate odor of gas....	2		
Persons locked in or out...	5		
Public warning-evacuation..	1		
		TOTAL :	125

The Fire Department, under a specially-budgeted activity, continues to administer the local government radio system for all City departments, as well as provide maintenance and service for the Ambulance, the Lifeguard, Humane Society and all County Civil Defense radio system.

The addition to the Fire Department communication building at Ualakaa Park, Round Top, is proceeding on schedule and upon completion, this site will serve as the main hub of the Police and Civil Defense microwave system. It will house equipment of future system for MTL, City's island-wide paging system, bio-medical/telemetry system, Fire Department additional frequencies and fire alarm radio call boxes.

The cooperative program with Police Department to utilize some channels in their island-wide microwave system for fire communication activity will be held in abeyance pending outcome of bid award, now in litigation.

Despite this setback, plans and specifications are being prepared to equip the new Fire Alarm Bureau, within present parameter and phase, with equipment compatible to operate existing and/or future equipment.

Delay of the new Fire Alarm Bureau will adversely affect the Fire Department's participation in 9-1-1, the universal emergency telephone number. The new telephone equipment which will connect the Fire Department into the 9-1-1 system is planned and budgeted for the new Fire Alarm Bureau. Perhaps the communications consultant hired by the City may be able to work out a suitable interim agreement.

Collaborated with the Emergency Medical Service Program for inspection and acceptance of their communication system.

Equipped and installed communication equipment in the new Mililani-Waipio Fire Station.

All hilltop communication sites were equipped with additional LPG fuel tanks to provide longer period of communication service in the event of power failure. Restoration of power has been longer than desirable, perhaps due to longer travel time of the trouble shooter to reach the scene, hazardous nature of terrain, and usually trouble occurs during wind or rain storm.

Vandalism to building and equipment have been mostly at the Waimanalo communication site.

July 9, 1973: Transmitter door pried open, removal of inter-connecting cables, electrical power and emergency generator disturbed.

August 13, 1973: Damages include forcibly broken door lock, broken window panes, broken light fixtures, broken battery terminal and forced opening of transmitter door.

September 9, 1973: Completely damaged the microwave station and heavily damaged the base station. Replacement of the microwave equipment and the necessarily parts for the base

station repairs cost \$5,000. Despite all concerned agencies being alerted (Police, HASP, FBI) vandalism continued to occur at this site.

Two base stations at RAC I were completely damaged by muddy flood water on April 20, 1974. One Handie Talkie was reported stolen by Station 32 on January 20, 1974.

One Handie Talkie assigned to MTL dropped on H-1 Highway; ran over by vehicle -- total loss.

One mobile unit was added to the Fire Radio System and 17 additional mobile units to the City Radio System.

#### FIRE HIGHLIGHTS - JULY 1, 1973 TO JUNE 30, 1974

1973-74 saw a sharp decline in fire alarms and losses from the record breaking year that preceded it. While fire losses dropped by half from \$12,962,159 to \$6,391,520, the latest loss figure is still second highest in the City's history. This may be attributed partly to the effect of inflation, loss being based on replacement value.

The increase of malicious burning reflects the apparent national trend of lawlessness. Malicious burning is second only to false alarms in the list of the causes of fire alarms. Except for the catch-all "All Other Causes", fires caused by malicious burning resulted in the largest amount of dollar loss. Alarmingly, malicious false alarms and malicious burning made up 44% of the year's total fire calls. Clearly, Honolulu needs better enforcement and better education against this increased physical danger to our citizenry and this unnecessary loss of dollars.

School fires continued to be a prominent factor in fire losses. Three of the last four years have been bad ones for schools fires. In 1970-71, eighteen schools sustained fire losses amounting to \$248,000, sixteen of which were caused by malicious burning. Last year, twenty-four school fires amounted to \$6,059,542 in losses of which twenty were caused by malicious burning. In 1973-74, there were twenty school fires totalling \$548,100 in losses of which sixteen were by malicious burning.

<u>Date</u>	<u>School</u>	<u>Fire Loss</u>	<u>Cause</u>
9/11/73	Kahaluu Elementary	\$ 800	Malicious burning
9/17/73	Waianae High	100	" "
11/ 8/73	Niu Valley Intermediate	550	" "
1/ 6/74	Kalakaua Intermediate	1,300	" "
1/11/74	Radford High	38,000	" "
1/13/74	Kipapa Elementary	800	" "
1/15/74	Kaimuki High	2,000	Careless smoker
1/26/74	Aiea High	3,500	Malicious burning
2/16/74	Wahiawa Intermediate	6,000	Elec. short circuit
2/20/74	Aliamanu Elementary	500	Malicious burning
2/25/74	Kaimiloa	17,700	" "
3/ 2/74	Pearl City High	15,000	" "
3/17/74	Kapunahala Elementary	6,000	" "
4/ 5/74	Moanalua Elementary	2,000	Elec. short circuit
4/13/74	Campbell High	47,000	Malicious burning
5/11/74	Keolu Elementary	1,500	" "
6/ 2/74	Moanalua Intermediate	5,000	Elec. short circuit
6/ 8/74	Kailua Intermediate	300	Malicious burning
6/19/74	Waimanalo Elementary	400,000	" "
6/20/74	Honowai Elementary	<u>50</u>	" "

TOTAL: \$548,100

Death by fire strikes terror in the hearts of brave people. Sadly, 1973-74 registered the highest fire death count in over twenty years -- eleven victims. Seven of them were the result of two fires.

Shortly after midnight on July 26, 1973, fire took the lives of four family members in the home of Charles Lee at 1150 - 8th Avenue. Passersby aided in the escape of two survivors, but were unable to get into the inferno to help the other trapped victims. Four fire units and three chiefs responded to the three-alarm fire, and extinguished it in five hours. The old wooden structure was valued at about \$20,000. What value can be placed on four productive young lives?

April 8, 1974 started out routinely for the Frank Faria family of 1030 Alahaki Street. He had left for his work at about 6:00 a.m. At 10:00 a.m. he talked on the phone with his 16-year-old brother-in-law George Lapinad. Other members of the family were evidently still asleep. Less than an hour later, 10:42 a.m., their home was engulfed in flames that took the lives

of George Lapinad, Faria's wife, and a 3-year-old baby. A friend of Lapinad's who had stayed overnight, Gordon Nahooikaika, managed to escape by the only exit not blocked by fire. What could have been an ordinary house fire -- one alarm, three fire companies -- became a human tragedy. Compounding the problem was the distance from the nearest fire station, requiring 9 minutes for the first fire company to reach the scene. The fire was brought under control within minutes after that, and extinguished about 2 hours later. Property damage was about \$50,000.

The costliest fire occurred on January 3, 1974 at the Navy Cold Storage warehouse building on Pearl City Peninsula. Eight City fire companies worked with military fire units on this 4-alarm fire at midday. Due to certain contributing factors, a fire storm was created which caused high winds in the immediate surrounding area, and added to the danger of firefighting. Fortunately, this fire which took over an hour to bring under control and which lasted over into the next day caused only minor injuries to two fire fighters. The estimated loss of \$2,998,000 is a military loss and not chargeable to City statistics.

On October 20, 1973, shortly after the floor show in the Tapa Room of the Hilton Hawaiian Village, fire was discovered in the musician's dressing room. While the Fire Department was being summoned, a number of people attempted to put out the fire, but it was already too large. The result was a 7-alarm fire, requiring 12 fire companies and 4 chiefs, and lasting over eight hours before extinguishment. Firefighting was hampered by a broken LPG gas line which fed the fire and which could not be shut off immediately. Not only did this fire involve the greatest number of fire equipment, but it also caused the highest number of fire fighter injuries - ten fire fighters. Property loss amounted to \$500,000 to the Tapa Room and Shell Bar, and \$80,000 to the Alfred Shaheen Clothing Shop.

### OTHER SIGNIFICANT FIRES

9/21/73	17 Poipu Place	\$200,000 loss, 3 alarms, 5 fire units, 2 chiefs.
11/28/73	2696 Kilihau Street (House of Lights)	\$222,000 loss, 2 alarms, 6 fire units, 3 chiefs.
12/ 1/73	94-801 Farrington Hwy. (Tomita Appliances)	\$250,000 loss, 2 alarms, 4 fire units, 2 chiefs.
12/10/73	214 Kalihi Street (House of Monkeypod)	\$170,000 loss, 3 alarms, 5 fire units, 3 chiefs.
1/19/74	Sand Island, across Coast Guard Station	\$500,000 loss, 3 alarms, 8 fire units, 4 chiefs, 5 businesses.
2/ 8/74	Olomana Correctional Facility for Girls	\$200,000 loss, 2 alarms, 4 fire units, 3 chiefs.
3/20/74	45-224 Mahalani Cir.	\$ 80,000 loss, 3 fire units 2 chiefs, 2 deaths.
4/23/74	1186 Fort Street (Progress Building)	\$150,000 loss, 4 alarms, 11 fire units, 5 chiefs.
5/ 2/74	99-195 Aiea Hgts. Dr. (C&H Sugar Co.)	\$227,000 loss, 3 City fire units, 1 Navy fire unit, 5 chiefs.
6/19/74	Waimanalo Elementary School	\$400,000 loss, 3 alarms, 7 fire units, 4 chiefs.

### RESCUE AND EMERGENCY HIGHLIGHTS

After almost a year of peaceful weather, the Mayor's Emergency Operations Center at City Hall had a busy year. It was activated seven times -- once in January and in March for high surf warnings; and twice in April, twice in May, and once in June for heavy rains.

Just minutes after the E.O.C. had been activated due to high surf warnings, four young ladies were the tragic victims at Sunset Beach on March 23, 1974. They, with their male companions, were sunning themselves on the beach when a high wave swept all of them into the ocean. The men tried desperately to hold on to these women but strong ocean currents carried them away. Minutes later their bodies were found either floating near the shore or washed on to the beach. One of the ladies was pregnant.

On April 19, 1974, a violent thunderstorm hit Hawaii's northern islands causing floods on Oahu extending from Haleiwa

to Nuuanu. The E.O.C. was activated as many reports of flooded conditions were being received by the Fire Department. Shortly after noon, the Thomas Bachiller's quonset hut home was torn loose by the flood in Haleiwa and floated down the Anahulu River out to sea. Mrs. Olympia Bachiller, along with her two children, Eugene (10 years old) and Leimomi (5 months old), were in the hut and consequently lost their lives. That same day, 18-year-old Frank Balius III of Schofield Barracks was drowned in a rain-swollen stream on the base. Property damage from flooding was estimated at \$500,000.

### HELICOPTER

Helicopter operations in the fire service continues to serve an important need, notwithstanding the many problems and expenses of aircraft maintenance. In terms of lives saved and rescues expedited it would be impossible to attach a dollar value to the helicopter contribution.

The personnel who provide helicopter service for the fire department deserve special commendation for their devotion to duty, their ingenuity in maintaining the aircraft, and their constant pursuit of self-improvement. In July 1973, Captain Earl Young earned FAA certification as a Pilot-Examiner for Rotorcraft-Helicopter which authorized him to issue FAA Commercial Helicopter Pilot Licenses. In January 1974, Fire Fighter Charles Thomas, one of the pilot trainees, passed flight tests and was certified to act as pilot-in-command of an S-58 (Sikorsky) type such as Air-2. At the same time, Captain Earl Young was designated as a FAA Flight Examiner for the Sikorsky S-58 type helicopter. In February 1974, Captain Alan Greenwell was certified as a flight instructor in the Bell and Sikorsky helicopters. Fire Fighter Adrian Kinimaka is nearing his certification to be pilot-in-command, as is Fire Fighter Steven Leong. While not performing flight duty, the above-mentioned pilots gave freely of their abilities in repairing and maintaining the two helicopters, and in cannibalizing two surplus OCDA helicopters for parts.

Time spent off the flight line was a significant problem for both helicopters this past year. In addition to down time for normal servicing, both helicopters experienced prolonged periods out of service. For almost two month, from March 21, 1974 to May 15, 197-4, Air-1 went out of service for a major overhaul and engine change. Since April 19, 1974, Air-2 has

been out of service due to a partial engine failure, and is not expected to be back in service until the engine can be replaced.

Projected Goals for Fiscal Year 1974-75

- 1) Continue with the pilot training program to develop a pool of "relief" pilots -- to have a relief pilot on each platoon available for temporary assignment at all times.
- 2) Acquire a Jet Ranger helicopter as replacement aircraft for Air-2.

Following is the Aircraft Station report for fiscal year 1973-74:

	<u>Air-1</u>	<u>Air-2</u>
Total number of flight hours.....	959.4	77.4
Total Honolulu Police Dept. flight hours.....	1.6	0.0
Total Honolulu Fire Dept. flight hours.....	957.8	77.4
Administrative flight hours.....	43.3	0
Training flight hours.....	582.3	37.9
Maintenance Test flight hours.....	13.1	2.8
HFD Patrol flight hours.....	72.3	2.5
Miscellaneous Service flight hours.....	33.6	0
Service and Rescue flight hours.....	128.7	26.0
Fire Alarm flight hours.....	84.5	8.2
 Total hours out of service due to:		
Inclement weather.....	0	0
Sick leave.....	0	0
No crew.....	0	212.5
Maintenance service.....	1961.2	1089.1
 Average aircraft availability for fiscal year....	77.7%	70.3%
Total number of fires.....	27	3
Total number of emergencies.....	126	28
Total number of lives saved.....	29	12
Land rescues.....	5	3
Water rescues.....	24	9

## FIRE PREVENTION AND SAFETY

The President's National Commission on Fire Prevention and Control "recommends that local governments make fire prevention at least equal to suppression in the planning of fire department priorities." This is its Number One recommendation for fire safety at the local community level. With that emphasis on its importance, fire prevention in the Honolulu Fire Department has a lofty goal to achieve.

The purpose of fire prevention is to reduce the hazards which contribute to the occurrence and spread of fires. Fire prevention within the fire department is performed at two levels -- one by the fire suppression forces who have general training in fire inspection, and the other by the fire inspectors who have specialized training in all hazards and occupancies. Coupled with plans examination for fire safety in proposed new buildings and public education in fire safety, these inspections serve to improve the fire picture in Honolulu.

### Accomplishments

Company Inspection Program. Bureau personnel completed the second company inspectional phase in training 895 fire-fighting personnel in all three platoons of the four established fire divisions. This will be followed by use of an "Evaluation Questionnaire" which was developed to evaluate the effectiveness of this program with an eye toward future improvements. Bureau assignments were changed in order to back up company inspections with more immediate assistance from fire inspectors.

Procedural Manual. An Inspector's Manual has been developed to guide and assist new inspectors and to serve as a handy source of reference for experienced inspectors. It will provide guidance and interpretations to adopted fire safety regulations, ordinances, and established Department and Bureau procedures. The purpose is to promote consistency and uniformity in the application of Bureau instructions.

Fire Prevention Week Activities. Some of the major events during this period included: Distribution of Home Fire Safety Checklists to all elementary schools, conducting school fire exit drills, a press and television interview with the Fire Chief, a motorcade, a pre-fire demonstration of simulated fires and rescue missions, a Fire Prevention Week luncheon, the

showing of fire safety slide films on TV and in public theatres, fire station open houses, and participation by all fire stations in a fire safety "display" contest.

Responsibility for the entire Fire Prevention Week Program was shared by the Board of Underwriters of Hawaii, the insurance industry, branches of the U.S. Armed Services, public and private school systems, and the City fire department and its women's auxiliary. As customary, two young patients from Shriner's Hospital were selected to reign as King and Queen over the week's festivities from October 7 to 13, 1973.

Updating of Filing System. As recommended by the Insurance Service Office (ISO), the Fire Prevention Bureau completed the task of updating its filing and record keeping system.

Selected Enforcement. A task force of fire inspectors conducted selected enforcement inspections of certain bar establishments. Of the 21 bar establishments inspected, 51 fire safety violations were found and citations were issued to violators. All outstanding violations were subsequently corrected. Field site spot checks will continue through the regular night inspection tours.

Public Education. Ten educational films on fire safety and prevention were purchased for the bureau's film library. These are being utilized in the bureau's educational programs. Fire safety guidelines were developed and distributed to the general public during the gasoline shortage duration in January of 1974. Many householders and motorists were hoarding fuel without thinking about the tragedies they could cause.

Medicare/Medicaid. As provided in the Social Security Act, local State agencies are obliged to conduct comprehensive statewide surveys of (medical facilities) hospitals, skill housing homes and intermediary care facilities. Inspector N. S. Chung was the recipient of a certificate of merit from the Social Security Administration under the U.S. Department of Health, Education and Welfare following special training courses of health and care facilities in San Francisco.

Plans Review Section. The Plans Review Section of the Fire Department 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. The

Plans Review Section is situated within the Building Department in order that the construction industry and the general public can be serviced with greater efficiency.

Sprinkler Systems for Buildings over 75 Feet. The Fire and Building Departments jointly proposed for adoption into the Uniform Building Code an amendment which would require sprinkler protection for buildings over 75 feet high. Following required public hearings, work shops, meetings, showing of high rise fire films and field site sprinkler system inspections, the City Council will continue to consider the amendment at its "third" scheduled hearing.

Fire Safety Guidelines for Demolition Constructors. Fire safety guidelines were developed which require licensed demolition contractors to demolish vacant structures immediately following receipt of a demolition permit from the Building Department. It also provides for making available the appropriate firefighting equipment during demolition process, and removal of waste materials from the premises within 24 hours or providing a fire watch.

Certificate of Fitness - Fire Extinguishers. Pursuant to Article 9, Revised Ordinance of Hawaii: "No person shall repair, fill or refill any portable fire extinguisher unless he has obtained from the Fire Chief a certificate of fitness, authorizing such person to repair, fill or refill portable fire extinguishers." Applicants must pass a written examination to comply with this ordinance. The entire examination questionnaire was recently updated and will be utilized following proper notification of all licensed fire extinguishing business firms. Twenty-two certificates of fitness were issued last year.

Elevator Requirement for Firefighting. Since the recent adoption of automatic elevator regulations, managers of high rise buildings are compelled to comply with this regulation. Whenever buildings are equipped with automatic elevators, one or more elevators shall be designed and equipped for fire emergency use by fire fighters. Key operation shall transfer automatic elevator operation to manual and recall the elevator to the ground floor for fire service use.



SUMMARY REPORT OF  
INSPECTIONS BY FIREFIGHTING PERSONNEL

Fiscal Year 1973-1974

Residential .....	29,235
Non-residential .....	729
Mercantile .....	1,640
Manufacturing .....	195
Storage .....	252
Transportation .....	32
Miscellaneous .....	60
Business Closed .....	68
Number of Refusals .....	12
Number of Complaints Received .....	12
Number of Extensions Granted .....	294
Number of Re-inspections .....	861
Number of Referrals .....	127
Number of Inspections Satisfactory .....	31,083
Number of Inspections Unsatisfactory .....	1,171
Number of Inspections Conducted .....	32,257
Number of Hazards Found .....	1,695
Number of Hazards Corrected .....	1,123
Number of Men Conducting Inspections .....	10,147
Total Inspections Time .....	9,139:51
No. of Inspections, Fire Districts 1 & 2 ....	1,215

## TRAINING

A progressive fire department serving a growing city must maintain and develop necessary skills and techniques to cope with a changing technology. Training must maintain a preparedness for present demands, and aid in a plan for the needs of the future.

Training is a significant part of a fire fighter's career and directly affects his performance, which in turn, affects life and property. A comprehensive training program requires proper training facilities. Yet, after 123 years of diligent fire service, this department is still lacking a much-needed training center. Without a training center, the operational efficiency of the Honolulu Fire Department is unnecessarily hampered. Nonetheless, we will continue using streets, playgrounds and other open spaces as areas for training.

Forty-two firefighting recruits were instructed in the Rules and Regulations Governing the Fire Department, Procedures Governing the Fire Department, Manual of Operation, basics in fire prevention practices, hose and ladder evolutions, tools and equipment, Standard First Aid, Life Saving (water), Cardiopulmonary Resuscitation and Radiological Monitoring.

Monthly training schedules are sent to all companies and division commanders. Towards a well-rounded and effective program, various types of drills are prescribed, time-slotted, and conducted by company or training officers. Observing company performance during drills, a division commander is current in his knowledge of the capabilities and potentials of his command.

Forty fire fighters were qualified for Standard First Aid certificates, 13 qualified as First Aid Instructors and 40 successfully completed the Senior Life Saving course.

In 38 sessions, a total of 198 fire fighters were retrained in updated techniques of Cardiopulmonary Resuscitation.

Forty-two Shoreline Company personnel completed Helicopter Rescue training using the Billy Pugh Rescue Net.

Two hundred thirty-seven personnel were trained in Multi-Company Operations involving engines and ladders.

Defensive Driving Classes were conducted for 757 personnel.

Automatic Sprinkler System classes were conducted for 33 personnel.

One hundred ninety personnel were instructed in the use of the resuscitator, 55 in the use of the Rapiator Valve and 18 in the use of the Elder Demand Valve.

Foam Eductor training was conducted for 493 personnel.

### Community Relations and Demonstrations

Eighty-three Fire Safety Table Top demonstrations were conducted for a total audience of 8,701.

The 1924 Segrave Museum Apparatus continued participation in exhibitions and parades for community, city and state functions in commemoration of various occasions and holidays.

The annual city-sponsored Summer Fun Water Shower Program satisfied 6,015 happy youngsters who participated in 39 scheduled water showers at various city playgrounds before an audience of 1,705.

Ronald Carroll, a 14-year-old Radford High School student, was chosen Junior Fire Marshal for 1973.

Captain Martin Tomita presented a film and conducted a demonstration on mouth-to-mouth resuscitation for 45 Summer Fun leaders at Kualoa Beach Park.

Forty-nine private citizens were qualified for Standard First Aid certificates by department instructors.

### Equipment

The bureau acquired a Rescuetrain. This training aid is a full size, full weight manikin, designed for training in the rescue of victims in fires, and a variety of accidents in vehicles, mechanical and electrical equipment, building construction, hiking, etc.

Division Commander William Costa attended the 46th Annual Fire Department Instructor's Conference in Memphis, Tennessee from March 26 to March 29, inclusive.

Captain Manuel Andrade is the department's representative on the Mayor's Water Safety Advisory Committee.

Division Commander Clarence Au was appointed the department's representative to the State Emergency Medical Service for specialized training of fire personnel in the care of the injured.

### FISCAL

The cost of operating the Fire Protection Program comprising of nine activities amounted to \$12,878,980 in comparison to \$10,848,984 incurred in 1972-73 fiscal year, an increase of \$2,029,996 which is attributable to the growth of the department and general inflationary factors.

Of the total expended, \$415,646 was for the operation of the Fireboat Abner T. Longley, which is wholly funded by the State Department of Transportation.

The cost of operating the departmental programs and activities are as follows:

## Operating Expenditures

### Administration (11-22-00101)

Salaries and wages	\$	196,124.74	
Other current expenses		18,862.17	
Equipment		<u>674.96</u>	
Total			\$ 215,661.87

### Fire Alarm Bureau (11-22-00102)

Salaries and wages	\$	255,838.70	
Other current expenses		20,522.32	
Equipment		<u>-0-</u>	
Total			\$ 276,361.02

### Fire Prevention Bureau (11-22-00103)

Salaries and wages	\$	222,494.34	
Other current expenses		10,856.69	
Equipment		<u>174.87</u>	
Total			\$ 233,525.90

### Maintenance Shop (11-22-00104)

Salaries and wages	\$	138,172.47	
Other current expenses		77,577.42	
Equipment		<u>4,478.79</u>	
Total			\$ 220,228.68

### Training, Information & Education (11-22-00105)

Salaries and wages	\$	97,374.35	
Other current expenses		5,096.34	
Equipment		<u>5,597.28</u>	
Total			\$ 108,067.97

### Radio Shop (11-22-00106)

Salaries and wages	\$	49,954.10	
Other current expenses		10,122.52	
Equipment		<u>11,596.25</u>	
Total			\$ 71,672.87

### Fire Operations (11-22-00107)

Salaries and wages	\$	10,745,164.91	
Other current expenses		287,160.24	
Equipment		<u>232,795.97</u>	
Total			<u>\$11,265,121.12</u>

TOTAL FIRE PROTECTION PROGRAM \$12,390,639.43

Fireboat Abner T. Longley (Grant-in-Aid 11-22-00201)

Salaries and wages	\$	387,843.87	
Other current expenses		24,596.52	
Equipment		<u>3,205.16</u>	
Total	\$		415,645.55

City Radio System (11-22-00301)

Salaries and wages	\$	42,381.48	
Other current expenses		7,111.99	
Equipment		<u>23,201.36</u>	
Total	\$		<u>72,694.83</u>

TOTAL COST OF FIRE PUBLIC SAFETY \$12,878,979.81

Cost per capita based on population (678,262 - 1973-74)	\$18.9821
Cost per capita based on population (665,590 - 1972-73)	<u>\$16,2998*</u>
Increase:	\$ 2.6823

\*Population figure for 1972-73 was revised in  
in 1974 from 660,074 to 665,590.

Capital Improvement

	<u>Appropriated</u>	<u>Encumbered &amp; Expended</u>	<u>Lapsed</u>
<u>Ewa-Makakilo Fire Station</u>			
Equipment	\$82,000.00	\$82,000.00	-0-
Total Capital Improvement	\$82,000.00	\$82,000.00	-0-

C.I.P. EXPENDITURES SINCE ORIGIN

<u>Year</u>	<u>Appropriations</u>	<u>Expenditures</u>
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	549,513.00	459,108.17
Jan.-June 1961	155,000.00	144,000.00
Dec. 1960	<u>155,000.00</u>	<u>310,041.66</u>
TOTAL	\$8,104,831.15	\$6,149,901.93

COST COMPARISONS OF PREVIOUS YEARS

<u>Year</u>	<u>Total</u>	<u>Cost per Capita</u>	<u>Population</u>
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
1969-1970	8,478,259.00	13.8281	613,114
1968-1969	6,933,586.00	11.4874	603,578

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>#Needless Alarms</u>	<u>Emergencies Rescues</u>	<u>+Miscellaneous Services</u>
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	-
1965	566,532	5	3,698	2,803	895	-	1,227	-
1964	540,872	2	3,029	2,342	687	-	984	-

\* 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

1973	.....	\$ 6,391,520.19
1972	.....	12,962,158.61
1971	.....	3,527,052.33
1970	.....	5,032,080.59
1969	.....	4,531,168.22
1968	.....	3,677,365.72
1967	.....	3,770,804.34
1966	.....	4,015,855.09

A L A R M S

Telephone	....	4,327
Boxes	.....	1,491
Still	.....	264
Radio	.....	<u>50</u>
Total:		<u><u>6,132</u></u>

CAUSES OF FIRE ALARMS  
1973-1974 Fiscal Year

Automobile (421)	False alarms (1814)
Accident..... 28	Accidental..... 202
Electrical short circuit..143	Malicious.....1612
Faulty carburetor.....165	
Friction--tire, brake..... 9	Gas, leaking pipes or
Leaky/broken fuel line.... 53	careless use of..... 38
Oil or rag on engine..... 5	
Overheated radiator..... 18	Heavy equipment (5)
	Electric short circuit... 3
Burning of (284)	Gas spillage..... 2
Brush or grass.....278	
Cane..... 6	Kerosene lamp,
	careless use of..... 1
Careless smoker.....990	
	Malicious burning.....1116
Careless use of (47)	
Candles..... 17	Motorcycle, defect or
Torch--blow or acetylene.. 30	accident..... 2
Children playing with (207)	Needless alarms..... 631
Fireworks..... 27	
Matches.....180	Radiation..... 20
Conduction..... 6	Sparks from (28)
	Ammunition..... 6
Cooking, unattended or	Brush fire..... 1
careless use of stove..... 80	Flare..... 3
	Mosquito punk..... 2
Electrical (362)	Open cooking..... 16
Connections or fixtures... 29	
Fluorescent or neon..... 4	Spontaneous ignition..... 35
Short circuit.....286	
Television..... 17	Tar pot, careless use of... 5
Wires rubbing trees..... 26	
	Undetermined..... 40
	TOTAL FIRE ALARMS <u>6132</u>

CAUSES OF RESCUE AND EMERGENCY CALLS  
1973-1974 Fiscal Year

Accidents		Persons	
Aircraft .....	3	Injured, other	
Automobile, motorcycle,		accidents .....	106
bicycle .....	162	In need of	
Boats		resuscitation .....	207
Capsized .....	40	Locked in/out of	
In distress		buildings .....	13
(motor failure, etc.) ..	30	Missing, search for .....	60
Swamped or aground .....	9	Requiring first aid .....	23
Drowning .....	40	Trapped in elevators ....	25
False calls .....	20	Remove obstructions .....	1
Hikers in distress or		Roof, blown .....	11
overdue .....	36	Standby	
Investigate		(hazardous conditions) ..	28
Bomb threats .....	3	Swimmers/surfers	
Flooded conditions .....	58	in distress .....	79
Leaking gas .....	11	Washdown	
Persons		Acid, blood, etc. ....	7
Attempting suicide .....	7	Gasoline or oil	
In distress .....	32	on roads .....	252
Injured, industrial		Debris on roads .....	<u>7</u>
accident .....	3		
			TOTAL ...1273

MAJOR CAUSES OF RESCUE OR EMERGENCY

Accidents, vehicles .....	162
Boats in distress .....	79
Persons injured, other accidents .....	106
Persons in need of resuscitation .....	207
Swimmers/surfers in distress .....	79
Washdown gas or oil on roads .....	252

LOSSES BY CAUSES

	<u>1973-1974</u>
Automobile (various causes) . . . . .	\$ 154,541.53
Careless smoker . . . . .	403,502.23
Children playing with matches, lighters, etc. . .	234,134.90
Electrical . . . . .	1,175,727.15
Heat from various sources . . . . .	749,417.16
Rubbish, open fires, etc. . . . .	8,880.44
Sparks from various sources . . . . .	62,484.71
Malicious burning . . . . .	1,297,386.85
All other causes . . . . .	2,305,445.22

Total Fire Loss - 1972-1973 . . .	\$12,962,158.61
1973-1974 . . .	<u>6,391,520.19</u>
Decrease	\$ <u>6,570,638.42</u> or 51%

LOSSES BY OCCUPANCY

Residential . . . . .	\$ 2,741,507.01
Non-residential . . . . .	1,064,636.83
Mercantile . . . . .	1,066,944.46
Manufacturing . . . . .	233,220.34
Storage . . . . .	663,901.34
Miscellaneous . . . . .	3,446.84
Transportation . . . . .	381,959.49
Others . . . . .	<u>235,903.88</u>
T O T A L :	\$ <u>6,391,520.19</u>

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	14	12	9	9	12	10	15	13	8	14	11	7	134
Masonry	16	5	16	9	13	8	11	16	5	10	8	20	137
Steel	2	0	1	4	1	2	5	0	2	1	2	2	22
Wood	45	32	32	32	26	30	28	30	43	29	30	37	394
Not classed	<u>1</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>
Total in Buildings	78	49	61	54	52	50	60	59	58	54	51	66	692

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>
\$3,504,994.84	\$2,268,661.98	\$386,356,873.87	\$114,708,634.20	\$2,295,465.15	\$ 981,296.93
<u>5-Year Average</u>					
\$4,121,829.42	\$1,914,093.80	\$259,219,184.00	\$ 82,655,695.00	\$2,396,102.91	\$1,230,369.04

NOTE: Fires in military property are not included.

ALARMS CLASSIFIED BY AMOUNT OF LOSSES

<u>Year</u>	<u>No</u>	<u>\$ 0</u>	<u>\$ 51</u>	<u>\$101</u>	<u>\$ 501</u>	<u>\$ 1,001</u>	<u>\$10,001</u>	<u>Over</u>	<u>False</u>	<u>Needless</u>	<u>Total</u>	
<u>Loss</u>	<u>to</u>	<u>to</u>	<u>to</u>	<u>to</u>	<u>to</u>	<u>to</u>	<u>to</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>False</u>	<u>Needless</u>	<u>Total</u>
1973-74	2,586	210	114	327	141	209	35	63	1,812	635	6,132	
5-Year Average	3,283	191	112	279	98	177	36	57	1,766	634	6,377	

R E C A P I T U L A T I O N

	<u>1 9 6 9</u>	<u>1 9 7 0</u>	<u>1 9 7 1</u>	<u>1 9 7 2</u>	<u>1 9 7 3</u>
Alarms	6,279	5,679	6,379	7,415	6,132
Fires	4,175	3,868	3,952	4,930	3,685
In Buildings	770	865	675	729	692
Automobile	535	530	520	506	521
Other than above	3,410	2,473	2,757	3,695	2,472
False	1,563	1,811	1,838	1,807	1,812
Needless	---	---	589	678	635
Building and Contents Loss	\$4,248,170.21	\$4,643,099.01	\$3,260,787.77	\$12,253,902.27	\$5,773,656.82
Transportation Loss	\$ 192,576.94	\$ 215,406.13	\$ 209,052.51	\$ 345,660.43	\$ 381,959.49
Others	\$ 90,421.07	\$ 173,575.45	\$ 57,212.05	\$ 362,595.91	\$ 235,903.88
<b>TOTAL FIRE LOSS</b>	<b>\$4,531,168.22</b>	<b>\$5,032,080.59</b>	<b>\$5,527,052.33</b>	<b>\$12,962,158.61</b>	<b>\$6,391,520.19</b>

LOSSES BY OCCUPANCY FOR CITY AND COUNTY OF HONOLULU

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTAL</u>
<b>RESIDENTIAL</b>	\$369,106.66	\$124,342.44	\$468,107.15	\$ 243,490.51	\$113,885.18	\$153,920.02	\$ 69,426.32	\$232,292.49	\$518,144.01	\$ 96,618.41	\$109,041.06	\$243,132.76	\$2,741,507.01
Private Dwelling	(349,118.85)	(118,648.46)	(467,803.11)	( 236,163.61)	(102,858.18)	( 51,945.35)	( 43,280.18)	(205,553.61)	(517,499.01)	( 78,280.49)	( 63,601.06)	(165,017.76)	(2,374,335.28)
Hotel/Apartment	( 19,988.01)	( 5,657.98)	( 25,645.99)	( 7,326.90)	( 11,027.00)	(101,974.67)	( 26,146.14)	( 26,738.88)	( 645.00)	( 18,337.92)	( 45,440.00)	( 78,115.00)	( 367,171.73)
<b>NON-RESIDENTIAL</b>	86,445.08	3,586.00	17,997.00	30,125.00	14,972.00	1,055.80	45,600.00	178,405.00	29,045.00	90,355.95	160,625.00	406,425.00	1,064,636.83
<b>MERCANTILE</b>	800.00	42,057.01	19,300.00	628,000.00	198,000.00	104,980.23	2,450.00	11,125.00	35,577.30	16,730.00	3,174.92	4,750.00	1,066,944.46
<b>MANUFACTURING</b>	2,110.00	--	--	--	--	70,000.00	15,020.00	200.00	10.00	680.34	136,700.00	8,500.00	233,220.34
<b>STORAGE</b>	3,300.00	125.00	31,609.06	97,367.27	27,000.00	650.00	496,025.00	50.00	2,300.00	2,135.01	--	3,340.00	663,901.34
<b>MISCELLANEOUS</b>	400.00	--	846.84	--	1,500.00	--	--	--	500.00	--	--	200.00	3,446.84
<b>TRANSPORTATION</b>	25,203.07	19,190.17	19,826.30	75,075.18	26,122.12	42,961.75	60,110.78	11,936.48	23,378.48	21,980.12	29,227.14	26,947.90	381,959.49
<b>OTHERS</b>	<u>9,507.00</u>	<u>104,464.02</u>	<u>4,000.00</u>	<u>2,110.00</u>	<u>50.00</u>	<u>23,550.00</u>	<u>3,180.00</u>	<u>52,930.00</u>	<u>7,853.18</u>	<u>5,264.68</u>	<u>6,770.00</u>	<u>16,225.00</u>	<u>235,903.88</u>
<b>TOTAL</b>	\$496,871.81	\$293,764.64	\$561,686.35	\$1,076,167.96	\$381,529.30	\$397,117.80	\$691,812.10	\$486,938.97	\$616,807.97	\$233,764.51	\$445,538.12	\$709,520.66	\$6,391,520.19

<b>RESIDENTIAL</b>	
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.
<b>NON-RESIDENTIAL, ASSEMBLY</b>	includes office buildings, theaters, bowling alleys, gymnasiums, churches, hospitals, institutions and schools.
<b>MERCANTILE</b>	includes retail and wholesale trades, restaurants, bars, repair shops, filling stations and public garages.
<b>MANUFACTURING</b>	includes factories, breweries, canneries, bakeries, laundries, manufacturing and processing plants.
<b>STORAGE</b>	includes warehouses, piers, wharves, grain elevators and general storage.
<b>MISCELLANEOUS</b>	includes all other buildings, power plants, pumping and transformer stations.
<b>TRANSPORTATION</b>	includes boats, ships, aircraft, automobiles, motorcycles, trucks, trailers and all other self-propelled or towed vehicles.
<b>OTHERS</b>	designates those fire losses not included in any of the above categories, such as lumber yards, outdoor storage of machinery, electric wires, crops, trees, shrubbery and grass.

PERSONNEL CHANGES

Appointments .....	46	Deaths .....	7
New Positions .....	16	Resignations .....	10
Promotions .....	60	Retirements .....	26
Voluntary Demotions .....	0	Transfers .....	1
Leave of Absence .....	6	Suspensions .....	3
Military Leave .....	1	Dismissals .....	1

AUTHORIZED PERSONNEL JUNE 30, 1974

ADMINISTRATION

Fire Chief .....	1
Fire Deputy Chief .....	1
Assistant Fire Chief .....	1
Fire Division Commander ..	2
*Private Secretary II .....	1
*Private Secretary I .....	1
*Personnel Clerk II .....	1
*Senior Clerk-Typist .....	2
*Property Inventory Clerk .	1
*Storekeeper III .....	1
*Storekeeper II .....	1

FIREFIGHTING FORCE

Assistant Fire Chief .....	1
Fire Division Commander ..	12
Fire Captain .....	141
Senior Helicopter Pilot ..	1
Helicopter Pilot .....	1
Fireboat Pilot .....	3
Fireboat Engineer .....	3
Fire Equip Operator II ...	156
Fire Equip Operator I ....	32
Fire Rescue Specialist ...	18
Fire Fighter .....	483

FIRE ALARM BUREAU

Fire Division Commander ..	1
Fire Alarm Shift Supv. ...	5
Fire Alarm Operator .....	11

FIRE PREVENTION BUREAU

Fire Division Commander ..	1
Fire Prev Asst Bu Chief ..	1
Fire Prev Inspector II ...	5
Fire Prev Inspector I ....	9
*Senior Clerk-Typist .....	1

TRAINING, INFO & EDUC BUREAU

Fire Division Commander ..	1
Fire Captain .....	3
Fire Safety Educ Spec II .	1
Fire Safety Educ Spec I ..	1
*Senior Clerk-Steno .....	1

RADIO SHOP

*Radio Technician III .....	1
*Radio Technician II .....	1
*Radio Technician I .....	3

MAINTENANCE SHOP

*Fire Equipment Supt. ....	1
*Asst Fire Equip Supt ....	1
*Fire Equip Mechanic .....	8
*Senior Carpenter .....	1
*Senior Clerk .....	1

Uniformed Personnel .....	895
*Civilian Personnel .....	27
GRAND TOTAL ..	922

AGES OF FIREFIGHTING SERIES PERSONNEL  
AS OF JUNE 30, 1974

AVERAGE OVERALL AGE: 36.6

AGE	CHIEF OFFICERS	CAPTAINS	LIEUTENANTS	EQUIPMENT OPERATORS	INSPECTORS SPECIALISTS	ALARM OPERATORS	PILOTS ENGINEERS	FIRE FIGHTERS RESCUE SPEC.	TOTAL	AGE
62	1								1	62
61		1					1		2	61
60		1					1		2	60
59		1		1					2	59
58		1		1				1	3	58
57		1							1	57
56		3							3	56
55	3	8		2				2	15	55
54	1	5	1	3				1	11	54
53	3	14	1	5			1	1	25	53
52	2	6		3		1		2	14	52
51	2	16		4			1	3	26	51
50	1	6	1	3				4	15	50
49	2	12	2	3					19	49
48	2	11	2	1			1	1	18	48
47	1	11	1	4				2	19	47
46	1	2		2				2	7	46
45		5		6				1	12	45
44		6		7					13	44
43		6		1				4	11	43
42	1	2		8		1		4	16	42
41	1	2		9				6	18	41
40		2	1	8				11	22	40
39		6		6		1		7	20	39
38		9		10	3	1		8	31	38
37				14	4			23	41	37
36		2		19	1			15	37	36
35		3		12	1	1		16	33	35
34				21		1		17	39	34
33		1		10			1	26	38	33
32			1	13		3		34	51	32
31				5		1	1	38	45	31
30				3		1	1	48	53	30
29								37	37	29
28				3				43	46	28
27				1				26	27	27
26					1			36	37	26
25								26	26	25
24								22	22	24
23								14	14	23
22								2	2	22
Total	21	143	10	188	10	11	8	483	874	
AVG	50.8	47.9	47.0	39.0	35.9	36.1	45.9	31.4	36.6	

RETIRED FIRE PERSONNEL

There were twenty-six retirements for the year as follows:

<u>Name</u>	<u>Position</u>	<u>Pension</u>	<u>Years of Service</u>	
			<u>Years</u>	<u>Months</u>
George K. TSUKIYAMA	Fire Fighter	7/16/73	30	3
Alvin K. ING	Captain	7/31/73	27	6
Gertrude YOUNG	Sr.Clk-Typist	7/31/73	25	0
William A. ARRUDA	Fire Fighter	8/15/73	25	0
Charles S. FUNAKOSHI	Fire Fighter	9/15/73	10	6
Andrew K. KELIIKOA	FEO-I	12/ 1/73	32	3
Edwin H. ZANE	Captain	12/20/73	31	10
Herbert S. ROCHA	Div. Cmdr.	12/28/73	26	10
Arthur AIWOHI JR.	Captain	12/28/73	31	9
Walter A. LOVE	Captain	12/28/73	31	9
Charles D. CARVALHO	Captain	12/28/73	31	11
Sun Yau YEE	Fire Fighter	12/28/73	38	11
Harry H. VIEIRA	Fire Fighter	12/28/73	31	11
Rudolph H. FARDEN	Captain	12/29/73	31	9
David P. KAHAULELIO	Captain	12/29/73	32	8
Wallace K. MIYATA	Captain	12/29/73	31	11
Albert HEW SANG JR.	Captain	12/29/73	25	5
Makahiwa K. LUA JR.	FEO-II	12/29/73	26	2
Edward F. MAHIKO	Captain	12/30/73	33	0
Richard H. SHIMIZU	Captain	12/30/73	31	10
Samuel A. H. WONG	Captain	12/30/73	31	10
Raymond J. GOMES	FEO-II	4/29/74	32	2
William N. KAHAPEA	Captain	4/30/74	30	11
Kenji NOBORI	Captain	6/29/74	33	1
Clarence K. KEKINA	Captain	6/30/74	29	4
Clement D. PAIAINA	FEO-II	6/30/74	25	7

This brings to a total of 293 fire personnel who have received pensions within the past 64 years; 97 under the old pension system and 196 under the Retirement System.

	<u>Old System</u>	<u>Retirement System</u>
Service-Connected Disability . . . . .	65	51
Ordinary Disability . . . . .	0	37
Service . . . . .	32	108

Out of this, 99 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.

DENNIS M. MORRIS

Fire Fighter

Appointed: June 1, 1972

Deceased : Aug. 5, 1973

MICHAEL J. ESPOSITO

Fire Fighter

Appointed: Apr. 16, 1971

Deceased : Oct. 2, 1973

SYLVESTER K. KELIIAA

Captain

Appointed: Aug. 22, 1951

Deceased : Oct. 3, 1973

HAROLD K. CHAI

Fire Fighter

Appointed: Aug. 22, 1951

Deceased : Oct. 5, 1973

CLARENCE C.K. CHUN

Communications Coordinator

Appointed: Aug. 20, 1942

Deceased : Mar. 16, 1974

FRANCIS J.K.H. YOUNG

Captain

Appointed: Oct. 1, 1957

Deceased : May 5, 1974

MASAYUKI OTAKE

Captain

Appointed: June 1, 1948

Deceased : June 13, 1974

WILLIAM KAPAHU

Fire Fighter

Appointed: June 15, 1922

Retired : June 30, 1957

Deceased : Aug. 23, 1973

JOSEPH C. CRUZ

Fire Fighter

Appointed: Aug. 18, 1942

Retired : Oct. 15, 1962

Deceased : Nov. 24, 1973

JOSEPH FLAZER

Fire Equipment Operator 2

Appointed: June 1, 1929

Retired : July 19, 1948

Deceased : Jan. 19, 1974

PHILLIP H. NAONE JR.

Captain

Appointed: Nov. 1, 1923

Retired : Nov. 15, 1954

Deceased : Mar. 10, 1974

FRANK K. MAUNAKEA

Fire Fighter

Appointed: May 31, 1925

Retired : Dec. 31, 1940

Deceased : Mar. 20, 1974

EDMOND K. MEEK

Deputy Fire Chief

Appointed: Apr. 30, 1926

Retired : Oct. 31, 1959

Deceased : May 27, 1974



**DEPARTMENT OF GENERAL PLANNING**



## DEPARTMENT OF GENERAL PLANNING

Robert R. Way, Chief Planning Officer  
Donald A. Clegg, Deputy Chief Planning Officer

### POWERS, DUTIES AND FUNCTIONS

The Department of General Planning was created on July 1, 1973 pursuant to the revised City Charter. It 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 and in addressing major urban problems to establish guidelines for the social, economic and physical development of the City, and 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 REVISION PROGRAM

By the close of fiscal year 1973-1974 all technical work connected with a major planning project directed toward revising the City's General Plan was concluded. Although this project focussed on Oahu's housing problem and programs which may be used in resolving that problem, the scope of the project was broad enough to provide an adequate technical basis for revising City policies in several areas other than housing. The project also included development of a new format for the General Plan and a translation of existing policies not being proposed for revision into that format.

The technical products of this project was contained in a set of eleven reports. One of the key reports is titled An Evaluation of Alternative Residential Policies which contains a summary of the technical basis for revising the residential

policies in the City's General Plan and a set of housing programs for addressing housing needs. A key companion report titled Proposed Objectives and Policies for the Revised General Plan sets forth alternative residential policies and a translation of other current policies in a revised format for the General Plan. These key reports are supported by nine technical reports as follows:

1. Form, Content and Administration of the Revised General Plan.
2. Housing Program Analysis.
3. Land Use Alternatives.
4. Transportation Analysis.
5. Education Facility Analysis.
6. Analysis of Water and Wastewater Systems.
7. Land Use Model.
8. Resort Development and Residential Alternatives.
9. Agriculture, Recreation and Residential Alternatives.

By providing the basis for an overall revision to the City's General Plan in terms of a format which focusses on objective and policy statements and major revisions to the substance of City policy itself, this project brings to a conclusion what has been referred to as the "General Plan Revision Program." However, this program represents a first step in the development of the community's policies and objectives and much remains to be done in terms of improving policies related to community needs other than housing and insuring that policies, once adopted, are effectively implemented. The concern with implementation was an important consideration in the initiation of a planning project during the last quarter of fiscal year 1973-1974 which is focussed on improving the City's planning and resource allocation system. Emphasis in the project will be upon defining the content of a new planning document called the Development Plan which is now required as a result of revisions to the City Charter. An important role of the Development Plan will be in the area of programming public investment in a manner consistent with policies set forth in the revised General Plan.

#### STATE LAND USE COMMISSION REFERRALS

The Department of General Planning continued its review and analysis of Petitions for amendment of the State Land Use Commission District Boundaries.

Under the State Land Use Law, the Land Use Commission refers these petitions to the Planning Commission for comments and recommendations. To assist the Planning Commission, the Chief Planning Officer analyzes the petitions and prepares a report and recommendations for its consideration. The

referral process is one means of coordinating state and county land use policies.

#### MAINTAINING THE GENERAL PLAN

While revision work proceeds, currently pending or potential major amendments to the General Plan must also be considered. As a whole, these amendments will have the effect of dramatically revising community policies expressed in the Plan. It is of essential importance to the welfare of the community whether these policies are modified piecemeal or reviewed comprehensively. 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 revision which prevents the community from perceiving the full impact of the changes being made. This practice must be avoided. It can be avoided by completion of a new General Plan and the preparation of development plans as specified by the revised City Charter approved by the electorate in November 1972.

#### AREAWIDE CLEARINGHOUSE

Coincident with the effective date (January 1, 1974) of the Office of Management and Budget Circular No. A-95 (Revised), November 13, 1973, the name of the Clearinghouse was changed from Metropolitan to Areawide. Its functions, as an areawide comprehensive planning agency, to identify the relationship of any project to statewide or areawide comprehensive plans, and to identify the relationship of any project to the plans or programs of particular State or City agencies, however, remained the same. Projects referred to are those for which Federal assistance is being sought and which are 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 1974:

<u>Source</u>	<u>Number</u>
State Agencies	12
City Agencies	8
Other	6

Additionally, the Clearinghouse reviewed three applications for mortgage insurance submitted to it by the Federal Housing Administration and three projects which were State-wide in scope.

An inventory of the A-95 projects reviewed during fiscal 1974 is as follows:

1. Honolulu Community Action Program
2. Summer Youth Recreation Support Program
3. Furnishing and Installing Fencing and Related Work at Honolulu International Airport
4. Consolidated Environmental Quality Program Plan (Statewide Project)
5. Makakilo Hale II (Mortgage Insurance)
6. Hardstands for Gates 5, 6 and 30 at Honolulu International Airport
7. Mass Transportation Capital Improvement Grant
8. Research Facilities for Cancer Grant of Hawaii  
CH-1-0
9. Kualoa Beach Erosion Control--CH-3-0
10. Centralized Processing Center (CH-5-0); Liliha (CH-6-0), Kaimuki (CH-7-0) and Waiialua (CH-8-0) Libraries
11. Kuakini Hospital Remodeling--CH-4-0
12. Kapiolani-Children's Hospital, Hawaii Project No. 73--CH-10-0
13. Puuhaleakala Condominium (Mortgage Insurance--CH-12-0)
14. Comprehensive Employment and Training Program  
CH-13-0
15. Kalaniana'ole Highway Transportation Corridor  
CH-20-0
16. Addition of Two Floors to Alexander Wing (Children's Hospital)--CH-22-0
17. Fort Weaver Road Widening, Renton Road to Pohakupuna Road--CH-21-0

18. Block F (Project No. 140-44036-LP) Feasibility  
Stage of Processing--CH-23-0
19. Establishment and Initial Operations of an  
Emergency Medical Services System for the Island  
of Oahu--CH-27-0
20. Health Screening for the Elderly--CH-29-0
21. Computer Carpool Program--CH-49-0
22. Water Well, Reservoir and Trunk Main, Kahuku Town  
CH-43-0
23. Vocational Diagnostic Center--CH-42-0
24. Hawaii Coastal Zone Management Program--CH-26-S
25. Summer Program for Economically Disadvantaged Youth  
CH-54-0
26. Hawaii Correctional Master Plan: Phases I and II  
CH-60-0
27. Northern Koolau Family Health Education, Project  
No. 70--CH-66-0
28. Preventive Dentistry and Dental Education, Project  
No. 71--CH-67-0
29. Annual Historic Prevention Program, 1974--CH-58-S  
(Statewide Project)
30. Proposal for Sea Grant Support for Development of a  
Fresh Water Prawn Farming Industry--CH-63-0
31. Overall Work Program, Oahu--CH-79-0
32. Emergency Medical Services Program (Training)  
CH-56-0

Notable, because it was a first in Clearinghouse dealings with Federal agencies, was the accomplishment of a Memorandum of Understanding with the Fifteenth Air Base Wing, United States Air Force. The memorandum outlines actions to be taken by both agencies for the purpose of coordinating the installation development plans of the Air Force with the plans and programs of the City and County of Honolulu and of the State of Hawaii insofar as they pertain to the island of Oahu.

## ENVIRONMENTAL IMPACT STATEMENTS

Federal agencies are required, under the National Environmental Policy Act of 1969, to consider the environmental impact of any actions they propose to undertake. The review process calls for preparation of a draft environmental impact statement which is circulated to various agencies and organizations and which is also made available for public review. Their inputs--comments and criticisms--must be considered in a final environmental impact statement which is submitted to the President's Council on Environmental Quality.

Similarly, impact statements are required for State actions in Hawaii under the Governor's Executive Order, dated August 23, 1971.

The Office of Environmental Quality Control is the agency through which reviews are solicited, consolidated, evaluated and returned to the originating agency for consideration.

During Fiscal 1974, the Department reviewed impact statements on the following projects:

1. Kalama-Uka Elementary School Site (Final)
2. Capitol Mall Acquisition
3. General Instructional and Related Facilities, Phases I and II (University of Hawaii)
4. Hale Aipuna
5. Hui Koolau Housing Project
6. Proposed Deep Water Port Act of 1973
7. Fort Weaver Road Widening
8. Whitmore Village Community Center
9. Abrasive Blasting of Naval Ships' Hulls
10. Mamala Bay Wastewater and Treatment Disposal System
11. Waimalu Uka Elementary School Site Selection
12. Kunia Agricultural Park
13. Kapiolani Interchange

14. Mililani Kai Elementary School
15. Hawaiian Independent Refinery
16. Sand Island Parkway
17. Residence Hall Parking (University of Hawaii)
18. Nalanui Street Housing Project
19. Schlitz Brewing Company Expansion
20. Lagoon Drive Realignment
21. Solid Waste Bales Disposal
22. Hawaii Loa Ridge Access Road, Grading and Landscaping
23. Kaneohe-Kailua Sewer System
24. Ala Wai Boat Harbor, Phase II
25. Pacific Sea Transportation Jetfoil Service
26. Ocean Cables at Makaha
27. Coast Guard Base Honolulu Development
28. Kuhio Beach Protection
29. Kunia Agricultural Park Supplement
30. Kahe Generating Station, Units 5 and 6
31. Mililani Uka Elementary School
32. Halawa Hilltop Subdivision Flowage Easement
33. Kaneohe-Kailua Flood Control, Phase II
34. Honolulu Harbor Terminal Annex and Foreign Trade Subzone 9A
35. Beach Erosion Control, Kaaawa Beach Park
36. Nuhelewai Stream Flood Control Project
37. Halawa Quarry
38. Hawaii Loa Ridge Cluster Development

39. Honolulu Food Distribution Center--Fort Armstrong
40. Nanakuli Elementary School
41. Alternative Uses of Lahikina
42. Combined Armory and Aviation Maintenance Shop
43. Windward Health Center
44. Kahaluu Watershed
45. Waipahu Uka Elementary School
46. Ala Wai Boat Harbor
47. Wailupe Stream Flood Control Improvements
48. Honolulu District Court Site Selection
49. Honolulu Division Bus Storage, Servicing and Office Facility
50. Halawa Division Bux Storage, Servicing and Office Facility
51. New Baseball Diamond and Appurtenances (University of Hawaii)

This represents 28 more projects than reviewed in fiscal year 1973.

PLANNING COMMISSION ACTIONS

	<u>1972-73</u>	<u>1973-74</u>
Meetings	38	24
Public Hearings	145	93
State Special permits (Agricultural District)	11	2
Redevelopment Plan Review	3	0
Zoning ordinance amendments	0	10
Subdivision Ordinance or regulations amendments	1	1
Street name proposals	225	92

General Plan Amendments	38	16
Rezoning	43	33
Conditional Use Permits	16	18
State Land Use District Changes		
Recommended denial	4	2
Recommended approval	4	0
Planned Development-Housing Appli- cations	22	8
Number of housing units	5,157	793

BUDGET AND PERSONNEL

Budgeted Expenditures . . . . .	\$ 887,540
Includes salaries of . . . . .	671,491
Authorized personnel positions . . . . .	51



**DEPARTMENT OF HEALTH**



DEPARTMENT OF HEALTH

Paul W. Gebauer, M.D. City and County Physician  
Thomas Y. K. Chang, M.D., Assistant City and County Physician

POWERS, DUTIES AND FUNCTIONS

The City Charter requires the Department of Health to be headed by a qualified physician who must develop programs and deliver services related to emergency medical care and other such duties as may be required by law.

The City Physician is in charge of all functions relating to the operation of the Emergency Ambulance and First-Aid services; physical examinations for City employees and for City job applicants; and provides medical services for Halawa Jail inmates. He also formulates long-range plans and objectives of the Department; sets up policies, rules and procedures for implementation. The City Physician also participates as a liaison officer with other health institutions and the community in general.

OPERATING EXPENSES

The budget to operate the Emergency Ambulance and Health Services during the fiscal year 1973-74 was \$1,981,808.

OFFICE SERVICES

The staff provides record keeping and typing services for the ambulance and health services in addition to maintaining records on workmen's compensation cases, Halawa Jail inmate treatments, pronouncement of unattended deaths and City employees' health. The staff also performs the task of preparing budget documents, financial management and program expenditure schedules. The medical library and control of materials, supplies and equipment is under the staff's supervision.

A. Workmen's Compensation Cases - Workload Statistics:

New Industrial Accident Cases.....	277
Cases Sent to Private Doctors.....	389
Treatments.....	<u>290</u>

Total Cases and Treatments Handled 956

B. Halawa Jail Inmate Hospital Expenses and DOA Cost:

DOA.....	\$ 2,690
Inmates.....	<u>44,555</u>

Total \$47,245

Laboratory and X-Ray

The laboratory provides services which include blood chemistry, urinalysis, hematology and bacteriology. They aid the Police in performing blood alcohol tests, smears, 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:

<u>Description</u>	<u>Total</u>
Laboratory Procedures.....	19,041
X-Ray.....	1,587
EKG.....	<u>653</u>
Total Procedures	21,281

Laboratory Statistics:

	<u>Chemistry</u>	<u>Hematology</u>	<u>Urinalysis</u>	<u>VDRL</u>	<u>Others</u>
Civil Service					
Applicants.....	3,229	1,022	800	781	0
Annual Physicals.....	516	2,396	2,530	5,828	10 stools
NYC.....	0	0	118	96	0
Jail.....	17	102	38	31	0
Mainstream.....	0	0	16	22	0
CEP.....	<u>0</u>	<u>0</u>	<u>16</u>	<u>54</u>	<u>0</u>
Total	3,762	10,946	11,441	6,812	10 stools

Medico-Legal Cases - Statistics:

Alcohol Determination.....	456
Sex Cases.....	230
Subpoenas.....	167
Court Appearances.....	<u>9</u>
Total	862

Physical Examinations

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, and industrial cases. It also provides medical services to the Halawa Jail inmates and police custody cases. It also provides physical examinations for the Neighborhood Youth Corps program and the Model Cities program.

Physical Examinations - Workload Statistics:

Pre-Employment Civil Service Physicals.....	434
Annual Physicals.....	5,491
State Physicals.....	26
Executive Physicals.....	14
Neighborhood Youth Corps Program.....	50
NYC Rechecks.....	9
Annual Physical Rechecks.....	1,040
Civil Service Rechecks.....	176
Operation Mainstream.....	4
Operation Mainstream Rechecks.....	9
Manpower.....	1
Concentrated Employment Program.....	60
Concentrated Employment Program Rechecks...	2
Short Medicals.....	3
Short Medicals - Refuse Division.....	6
HPD Reserve Applicants.....	24
HPD Reserve Rechecks.....	19
<b>Total Procedures</b>	<b>7,368</b>

Medical Services to Halawa Jail Inmates  
and Police Custody Cases - Workload Statistics:

Mental Cases.....	1
Cell Block Treatments.....	5,355
Sex Cases Handled.....	186
Halawa Jail Treatments.....	7,463
Drunk Driving Cases.....	504
Prisoners Treatments.....	828
Assault & Battery Cases.....	50
Hospital Transfers, Civilian.....	3
Drug Cases.....	4
<b>Total Handled</b>	<b>14,394</b>

EMERGENCY AMBULANCE SERVICE

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. The ambulance should arrive at any needed location in approximately 12 minutes without cost (H.R.S. Sec. 46-14) to anyone who requires the emergency ambulance service.

Emergency Ambulance Service - Workload Statistics:

	<u>City and County</u>	<u>Contractors</u>	<u>Total</u>
Ambulance Cases.....	15,869	4,460	20,329
Walk-in Cases.....	1,959	2,578	4,537
Treatments.....	16,828	4,210	21,038

The Department 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. Performs physical examinations for motor vehicle operators and other City and County employees.
4. Provides pre-employment physical examinations for the City and County.
5. Provides medical services to Halawa Jail inmates.
6. Provides medical services to Police custody cases.
7. Handles industrial cases.
8. Provides qualified first-aid instructors to community organizations.

Basic and Advance Emergency Medical Technician-Ambulance Service Training Program

On November 19, 1971, the Federal Government, through the State Highway Safety Coordinator's Office, approved a \$167,289.67 three-year training fund to upgrade the performance of the ambulance service personnel. On November 23, 1971, a career program for ambulance service personnel was launched at Queen's Medical Center. The training and retraining program should develop confidence and professional pride in the men in the ambulance service. The academic training consists of five weeks coupled with six weeks of hospital training. As of June 30, 1974, 176 ambulance service personnel (state-wide) have completed the course.

The training expanded to the second phase or the advanced training of the ambulance service personnel since January 8, 1973. To date, 19 have completed the course. This training is for approximately eight months. These technicians will be trained to stabilize life threatening emergency cases at the scene. They will function under a physician's voice command from a hospital via a telemetry communication system so that the technician may administer medication, intubation, injections and other necessary life saving techniques.

**OFFICE OF HUMAN RESOURCES**



## OFFICE OF HUMAN RESOURCES

Robert P. Dye, Director

In response to the growing rate of unemployment in Oahu this year, and to unite several employment-related programs in one center, planning was done to prepare for the opening of a Honolulu Job Resource Center, scheduled to begin operations in September 1974, at Pier 11 on North Nimitz Highway. All programs administered through the Office of Human Resources that involve job training, qualification, certification and job seeking will be housed in the same facility. For the first time all employment programs that have impact of people of all ages and backgrounds will be accessible under one roof. The center will receive public employment funds made available under the Comprehensive Employment Training Act of 1973 and will receive further emergency funds from the U. S. Department of Labor.

Although planning for combatting severe unemployment has been a major effort of the Office of Human Resources during this fiscal year, other major programs have been initiated. People's Open Markets have been established in all Oahu poverty areas; programs for the aging continue and proposals for new programs have been prepared and submitted for federal funding; a major drug abuse program is underway; legal and youth services programs continue to be offered, and the Honolulu Model Cities programs has been incorporated into regular City, State and private organizations.

The goal of the Office of Human Resources is to identify human needs and to fill those needs as rapidly, efficiently and resourcefully as possible.

During the past fiscal year the Office of Human Resources expended nearly 8.5 million dollars in federally funded programs. Programs administered by the Office of Human Resources during this year are outlined below:

### Cooperative Area Manpower Planning Systems (CAMPS)

The Cooperative Area Manpower Planning System staff planned and coordinated the activities of the Federally funded job training programs on Oahu. CAMPS also helped to guide the transition of categorical manpower programs discontinued by the Comprehensive Employment and Training Act of 1973 (CETA) into the new programs established by the Act. Federal funds for the program terminated on September 30, 1974 with the functions and staff assumed by the newly authorized CETA comprehensive program.

### Honolulu Flexible Funding Program

The program established a computerized report listing all Federal funds received by the City and County of Honolulu. Detailing the use and expenditure of Federal funds, the report was designed to help coordinate Federal resources to meet the goals and objectives of the City administration. The program also established a grants resource center to assist the City obtain and operate Federal programs. The center includes a library of program literature and a staff skilled in securing Federal assistance.

### Mayor's Summer Youth Employment Program

During the Summer of 1974, the program provided 2700 jobs to disadvantaged youths aged 14 to 21 years. Federal funds totaling \$1.2 million were used to help the youngsters become acquainted with the world of work and to provide them with money needed for them to return to school in the fall. Work stations were established at City and State agencies on Oahu and at private non-profit institutions.

### Community Development Training

Under Title VIII (Community Development Training) and through a City-State contract, the Office of Human Resources conducted an Affirmative Action Project which materially improved the career progression picture for under-represented groups, particularly women, in City employment. Workshops were conducted with 84 supervisors, representing 10 City departments. Content of the sessions was directed to an increase in the effectiveness of upward mobility counselling. The supervisors then selected members of their staff who had the potential to benefit from specific training. Designed to assist individuals to resume additional City responsibilities and to achieve personal growth, the training activities utilized a variety of in-house and community resources. The in-house training engendered by this project had a particularly beneficial impact on increased career possibilities and general morale.

### Volunteer Program

"The needs for human service to other humans...go far beyond the economic potential for paid services." Voluntarism in the City government was organized by the Office of Human Resources with a federal grant of \$25,000.

Twenty-five volunteer positions were established in various

departments and volunteers were recruited as outreach workers for the North Shore aged program, recreation assistants worked in the parks with children on crafts and games, clerical helpers enable departments to provide additional public services to the people, volunteers set up the Mayor's Culture and Arts program. Approximately 8,000 volunteer manhours were given by Honolulu citizens each month.

### Open Markets

Perhaps the most successful innovative program was the establishment of 14 Peoples' Open Market Centers in depressed areas on Oahu, selling large volumes of nutritious food at some 25 per cent under prevailing retail rates.

This program, directed by Mrs. Irene Fujimoto of the Kalihi-Palama Model Cities office, not only assisted thousands of low income residents in fighting the inflationary spiral in a vital area, but also helped to assure the development of healthier children and adults. It also provided new outlets for many small farmers on Oahu and the Neighbor Islands. Fishermen were also aided by the program.

### Aging Programs

Senior Citizens in the Kalihi-Palama and Chinatown areas received more care and attention through the Honolulu Area Agency on Aging, established under the administrative responsibility of the OHR. Some features of the Comprehensive Individualized Services program included:

Identified 3,360 new participants and made 30,958 contacts to provide services.

Provision of 800 nutritious meals daily to needy elderly at various locations.

Increased leisure activities classes to a total of nearly 3800 participants.

Arranged 74 excursions serving more than 4,000 persons.

Provided 33,000 free bus passenger rides to the elderly.

A similar program developed for the Waiialua-Haleiwa-Kahuku area provided direct services to more than 1,650 individual elderly and more than 5,000 participated in leisure activities programs.

A City-funded island-wide Information and Referral Services for senior citizens was continued with the assistance of ten part-time elderly persons.

A proposal for expanding comprehensive services to senior citizens on Oahu was developed and submitted to the 1974 Legislature, requesting \$1.3 million in State funds.

OHR also obtained federal grants to assist the aging totaling \$432,000.

### Model Cities

The Model Cities operation sponsored 26 projects serving a broad range of people including youths, immigrants, drug abusers, working mothers, unemployed, under-employed, the disabled and disadvantaged.

Sixteen of the projects were scheduled for continuation beyond June, 1974, through appropriations made by the State Legislature in conformity with a prior commitment to the City when the program began five years ago.

### Drug Abuse

The Oahu Coordinated Drug Treatment Services System funded by the National Institute on Drug Abuse (HEW) in the amount of \$480,000 was implemented on April 7, 1974. It provides treatment and rehabilitation funds to twelve different agencies for servicing approximately 816 narcotic addicts and drug abusers during the first program year. The federal funding is anticipated to last three years.

### Law Enforcement Assistance Administration (LEAA)

The Law Enforcement Planning Office coordinated activities related to the use of federal funding provided through the Law Enforcement Assistance Administration (LEAA) for local law enforcement.

Planners made a preliminary review of Honolulu Police Department's and the Prosecutors Office's Criminal Justice Standards and Goals. New Federal grant applications were developed for (a) Rape Control, (b) Runaway Shelter for Boys, (c) an Integrated Municipal Services Crime Control Project.

Enactment of gun control legislation by the State Legislature was encouraged and the National Association of Urban Criminal

Justice Planning Director's Conference was held here in May, 1974. The City and County of Honolulu Comprehensive Law Enforcement and Criminal Justice Plan was also compiled.

#### Concentrated Employment Program (CEP)

The Concentrated Employment Program provided outreach, enrollment, assessment, orientation, counseling, basic and remedial education, skill training, work experience, supportive services, allowances, on-the-job training, job development, job placement, and follow-up to over 773 disadvantaged people in a 90-day period ending June 30, 1974, when the OHR assumed responsibility for the program.

The Federal Funds are provided through the U. S. Department of Labor and a total of \$385,000 of this contract has been expended.

One hundred twenty-four (124) new enrollees were enrolled. Placement for the three-month period was 124, which surpassed the goal. Six hundred five (605) remain in the program as of June 30, 1974. Retention rate after ninety days on the job was 86%.

#### Youth Services System

The project is funded by HEW through the Office of Youth Development for \$75,500 and operated by the Office of Human Resources. The grant runs till June 30, 1975. The project is to develop a Youth Services System which will:

- Increase access to desirable social roles,
- Eliminate negative labeling of youth,
- Reduce youth alienation, and
- Cause delivery of direct services.

Target communities include Waianae-Nanakuli, Kalihi-Palama, and Waimanalo. Staffing of the project includes one project coordinator and three area coordinators who are assigned to each of geographic areas. An advisory board comprised of youth exists in each of the three areas. The role of the advisory board is to assist the area coordinator in identifying gaps in youth services and to act as a catalyst for service-causing delivery systems.

### Neighborhood Youth Corps (NYC)

The Neighborhood Youth Corps provided outreach, enrollment, assessment, orientation, counseling, basic and remedial education, skill training, work experience, supportive services, allowances, on-the-job training, job development, job placement and follow-up to over 653 disadvantaged high-school dropouts and in-school 16-17 year old youth.

The Federal Funds are provided through the U.S. Department of Labor. 140 youths were serviced by the out-of-school component at a cost of \$164,712.41. 513 enrollees were serviced by the summer component at a cost of \$140,048.29.

Nine enrollees received their GED's (the equivalent of a high-school diploma). Twelve were placed in permanent full-time jobs. Five enrollees received body and fender certificates, two received food preparation certificates, three received warehouse/cashiering certificates, and seven received clerical certificates.

### Emergency Employment Act (EEA)

The Emergency Employment Act has provided full-time temporary employment, job development and job placement services for 290 unemployed adults and 760 disadvantaged students during the period from July 1, 1973 to June 30, 1974.

The Federal Funds are provided through the U.S. Department of Labor and a total of approximately \$913,000 was expended during this period.

**OFFICE OF INFORMATION AND 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, 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 OIC's information section, it provides the public and 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 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 now under the OIC for coordination and centralization of all City printing for greater efficiency and economy.

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. The program concentrates on serving residents in the suburban

and outlying areas of Oahu. The following is a table of the phenomenal record of achievement chalked up by the three satellites in existence during the fiscal year:

SUMMARY OF THE NUMBER OF SERVICE REQUESTS AND AMOUNT OF MONEY RECEIVED BY SATELLITE CITY HALLS IN FISCAL YEAR 1973-1974

Month	Number of Customers*			Total
	Kaneohe	Wahiawa	Waianae	
July	1,418	1,663	1,271	4,352
August	2,223	2,116	1,729	6,068
September	1,866	1,696	1,038	4,600
October	3,176	2,047	1,132	6,355
November	2,988	2,108	1,691	6,787
December	2,653	2,131	1,685	6,469
January	3,400	5,216	3,683	12,299
February	3,746	5,887	4,178	13,811
March	5,469	8,139	7,697	21,305
April	4,172	4,916	4,182	13,270
May	3,517	5,420	2,300	11,237
June	3,051	4,330	1,516	8,897
Total	37,679	45,669	32,102	115,450

Month	Amount of Money Collected			Total
	Kaneohe	Wahiawa	Waianae	
July	\$ 1,258	\$ 1,028	NA	\$ 2,286
August	1,148	1,155	\$ 706	3,009
September	950	1,202	512	2,664
October	940	1,370	456	2,766
November	894	894	417	2,205
December	714	908	305	1,927
January	14,190	9,397	17,544	41,131
February	15,121	21,635	31,392	68,148
March	46,809	60,879	60,466	168,154
April	17,752	9,542	19,486	46,780
May	4,312	8,498	3,775	16,585
June	3,703	2,523	1,540	7,766
Total	\$107,791	\$119,031	\$136,599	\$363,421

\*Includes individuals who came to the office and those who telephoned.

FISCAL YEAR 1973 - 1974

OIC WORKLOAD

Press releases..... 830  
Speeches..... 95  
Correspondence for Mayor's & others' signature.....2,895  
Proclamations..... 76  
Messages..... 86  
Statements..... 29  
Printed materials:

1. Monthly statistical reports
2. Annual report
3. Ombudsman--OIC reprint
4. City and County Information brochure
5. Weekly calendar

Printshop--requests for printing.....2,000  
(11 million impressions)

COMPLAINTS, INQUIRIES & SUGGESTIONS

Complaints

<u>Requesting Service</u>	<u>About Service/Policy</u>	<u>Total</u>
7,798	454	8,252

Inquiries

6,491

Suggestions

53

FISCAL YEAR 1973 - 1974

TOTAL

TOP COMPLAINTS REQUESTING SERVICE

City road maintenance.....	625
Cesspool service.....	355
Refuse collection service.....	304
Vacant lot cleaning.....	276
Damaged sidewalks/driveways.....	258
Zoning violations.....	216
Abandoned vehicles.....	182
Beach/Park maintenance.....	168
Traffic signs/markings.....	165
Traffic violations.....	156

TOP COMPLAINTS ABOUT SERVICE/POLICY

Refuse collection.....	95
Cesspool service.....	31
Auto/trailer licensing.....	13
Waikiki Shell noise.....	11
Traffic violations.....	8
Ambulance service.....	7

TOP INQUIRIES

Consumer Protection.....	297
Traffic Violations Bureau.....	162
Bureau of Vital Statistics.....	145
Free tennis lessons.....	126
Bus schedule.....	123
Tree/trimming/removal/planting.....	117
Licensing.....	104
Abandoned vehicles.....	95
Building permits.....	93

FISCAL YEAR 1973 - 1974

SUMMARY OF COMPLAINTS BY DEPARTMENTS

	<u>TOTAL</u>	<u>REQUESTING SERVICE</u>	<u>ABOUT SVC/POLICY</u>
AUDITORIUMS	53	29	24
BOARD OF WATER SUPPLY	236	208	28
BUILDING DEPARTMENT	1,158	1,142	16
CIVIL SERVICE	5	2	3
CORPORATION COUNSEL	20	19	1
DATA SYSTEMS	1	1	0
FINANCE	55	33	22
FIRE DEPARTMENT	42	39	3
GENERAL PLANNING	6	3	3
HAWAII STATE	297	284	13
HEALTH	12	3	9
HONOLULU LIQUOR COMMISSION	9	9	0
HON. REDEVELOPMENT AGENCY	9	5	4
HUMANE SOCIETY	19	18	1
HUMAN RESOURCES	9	2	7
INFORMATION & COMPLAINT	6	4	2
LAND UTILIZATION	1	0	1
MAYOR	1	0	1
MEDICAL EXAMINER	5	3	2
OAHU CIVIL DEFENSE	3	2	1
POLICE	632	593	39
PROSECUTING ATTORNEY	6	4	2
PUBLIC WORKS	2,315	2,145	170
ROYAL HAWAIIAN BAND	1	1	0
TRANSPORTATION SERVICES	2,774	2,721	53
U. S. GOVERNMENT	2	2	0
TOTAL.....	<u>7,677</u>	<u>7,272</u>	<u>405</u>



**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; establishes 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.

### ORGANIZATION

On November 7, 1972, a new City Charter was approved by voters, incorporating revisions made by a citizens' commission, resulting in major changes in the City's planning process.

Effective July 1, 1973, the Department of Land Utilization was established under the supervision of and reporting directly to, the Managing Director. The major function of this Department is the implementation of planning policies. The Department is also responsible for reviewing and recommending changes to the Comprehensive Zoning Code, and providing administrative services to the Zoning Board of Appeals.

### DIAMOND HEAD DISTRICT

At the request of the City Council, the Department of Land Utilization began an evaluation of the 1971 draft ordinance for this district in light of the recently amended Article 12 of the Comprehensive Zoning Code relating to "Historic, Cultural, and Scenic Districts." The Department completed its evaluation and forwarded its recommendations for revisions to the draft ordinance to City Council for consideration and decision.

The establishment of the Diamond Head District is presently with the Planning and Zoning Committee. No further action has been initiated to amend the Hawaii Capital District ordinance in light of the Council's engaging a consultant and an advisory committee to develop additional proposals.

#### ENVIRONMENTAL CONTROL

Effective June 15, 1974, certain types of land use actions at the county level require Environmental Impact Statements as a result of State Act 246.

Briefly, Act 246 states that, an environmental impact statement is required for all development within the shoreline area, Waikiki-Diamond Head area, Hawaii Historic Areas, Conservation Districts, projects utilizing State or County lands or funds, and for projects implementing General Plan amendments, which will probably have significant environmental effects.

Relative to Act 246, the Department has been affected in a number of directions. Through discussion and review with the Attorney General's office and Corporation Counsel, we have been working to determine the activities and role the Department is to serve under this particular act. This includes the Department's jurisdiction over waivers, subdivisions, consolidations, site development plans and easements, etc. and how and in what capacity Act 246, requiring environmental impact statements for certain types of projects, relates to these functions. Further, we are attempting to determine the City's coordinating role with the State in environmental impact statement review, in accordance with the functions put forth in the City Charter. Once these areas are resolved, this Department can focus on the development of procedures necessary to implement the Act, through discussion with the newly-created Environmental Quality Commission.

Our Department is also committed to controlling environmental quality through the Comprehensive Zoning Code, in the evaluation of Planned-Developments, Clusters, Hawaii Capital District applications, and the proposed Diamond-Head District and conditional use permits.

The City Council is, at present, reviewing a proposed bill that would require every applicant seeking a conditional use permit for high-density resort, hotel and apartment facilities, to file an environmental impact statement with the Director of Land Utilization. Further, the Department is continuing an analysis of the Comprehensive Zoning Code for the purposes of requiring broader environmental controls through zoning.

During the fiscal year of 1974, the Department reviewed impact statements on the following projects:

1. Inaole Housing Project, Waimanalo
2. Fort Weaver Road - Realignment and widening
3. Whitmore Multi-Purpose Community Center, Wahiawa
4. Nalanui Street Housing Project, Honolulu
5. Proposed Mililani Kai Elementary School - Recommended Site 3
6. Waimalu Uka Elementary School site selection
7. Proposed reforestation project within portions of Waiakea, Upper Waiakea and Olaa Forest Reserves
8. Sand Island Parkway and Utilities Master Plan
9. Construction of 72 RCP storm drain outlets for Hawaii Loa Ridge
10. Proposed disposal of solid waste bales in the coastal waters, Oahu
11. Joseph Schlitz Brewing Co.
12. Hawaii Loa Ridge Access Road - Grading and landscaping (Non-impact statement)
13. Pacific Sea Transportation Jetfoil Service
14. Proposed Ocean cables, Makaha
15. Mililani Uka Elementary School
16. Agricultural Park, Kunia
17. Lone Star Industries, Halawa Quarry
18. Kaneohe-Kailua Flood Control, Phase II
19. Hawaii Loa Ridge Cluster development
20. Honolulu Food Distribution Center, Fort Armstrong, Honolulu
21. Kahaluu Watershed Project
22. Ala Wai Boat Harbors
23. Waipahu Uka Elementary School
24. Honolulu District Court site
25. Proposed Flood Control improvements, Wailupe Stream
26. Proposed Fire and Police Training facilities
27. Proposed City and County Corporation Yard
28. New baseball diamond and appurtenances, University of Hawaii, Manoa Campus

## HAWAII CAPITAL DISTRICT

The Department of Land Utilization continued processing applications for projects within the Hawaii Capital District, in accordance with the provisions of Ordinance No. 3947, of June 1972. A total of 23 applications were processed by the Department during the fiscal year. The Department also approved 7 requests for interior work on structures within the Hawaii Capital District boundaries.

At the request of the City Council, the Department prepared a report on the similarities and differences of the 1971 Diamond Head District draft ordinance with the Hawaii Capital District Ordinance, as they relate to the newly adopted amendment to Article 12, of the Comprehensive Zoning Code governing "Historic, Cultural, and Scenic Districts," in general, Ordinance No. 4319, adopted May 22, 1974.

This ordinance fosters establishment of an Advisory Design Review Committee, appointed by the Mayor or Director of Land Utilization, with Mayor's approval; and a Citizen Advisory Committee for each Historic, Cultural and Scenic District; it further stipulates creation of a design control system containing precise and conceptual plans and general criteria precincts. This ordinance delegates to the Department the authority for administration of Historic, Cultural, and Scenic Districts. The determination of significant and/or non-significant projects will be by the Department of Land Utilization and final approval of "significant" project within said District, is to rest with the City Council.

## CITIZEN PARTICIPATION AND INFORMATION

In February 1971, the Department initiated a program designed to inform and assist the public on current applications being processed by the Department. Communities affected by rezoning, conditional use permits, planned development and cluster developments are contacted by planners and evening meetings are held to inform interested persons and the residents of the community of the Department's functions and processes relative to pertinent issues and the developments proposed by applicants. This procedure also contributes to the Department's review, as the expression of initial public sentiment is aired.

During the past fiscal year, 25 information meetings were held at various school and library facilities throughout the Island.

### SUBDIVISION RULES AND REGULATIONS

These guidelines, enacted in 1949, reflect statewide concern over land development.

In Spring 1974, the Department of Land Utilization put together, in booklet form, information on the processes and guidelines of subdivision applications. Designed to assist those persons planning to subdivide or consolidate their property, it contains essential information on those agencies that have jurisdiction over subdivision development and the necessary steps that must be followed in the process of such applications.

On May 22, 1974, Council adopted Ordinance No. 4311, Draft No. 4, an amendment to the subdivision ordinance, which requires subdividers to provide pedestrian rights-of-way to mountain areas and shorelines, precedent to the approval of subdivision requests. This and other newly enacted regulations, give the City more control over the environmental effects of subdivision development by requiring developers to fulfill public needs such as aesthetic and ecological fluidity within urban development.

Presently, and in the future, private, professional and governmental agencies and organizations will increasingly look at planning in terms of the preservation and enhancement of our natural and scenic environment.

### MAPPING

The Department of Land Utilization continued revision of base maps for the City's urban and rural areas; produced numerous maps for use at City Council, Planning Commission, and Zoning Board of Appeals meetings; and provided mapping information to City, State and Federal agencies. These services were also provided for the general public and public information meetings.

A total of 260 copies of aerial photo contour and topographic line maps utilized by the Departments of General Planning and Land Utilization, and other City agencies were made; and more than 10,900 Ozalid prints were reproduced for in-house and other government agency use, during the current fiscal year.

WORK STATISTICS

TABLE I

REZONINGS

	Last Year	This Year
Applications filed . . . . .	90	57
Withdrawn or Invalid . . . . .	21	5
Denied by Director . . . . .	27	17
Reviewed by Planning Commission . . . . .	43	24
Denied by Council and Mayor. . . . .	4	0
Adopted by Ordinance . . . . .	51	11
Staff Review . . . . .		7

TABLE II

CONDITIONAL USE PERMITS

	Last Year	This Year
Applications filed . . . . .	18	37
Withdrawn or Invalid . . . . .	2	19
Reviewed by Planning Commission . . . . .	16	17
Denied by City Council . . . . .	0	0
Approved by Council Resolution . . . . .	9	1
Staff Review . . . . .		10

TABLE III  
SPECIAL PERMITS

	Last Year	This Year
Applications filed . . . . .	128	136
Denied by Director . . . . .	7	3
Withdrawn or Invalid . . . . .	2	9
Approved by Director . . . . .	103	98

TABLE IV  
PLANNED DEVELOPMENT-HOUSING

	Last Year	This Year
Applications received. . . . .	31	10
Housing Units. . . . .	6,377	3,268
Reviewed by Planning Commission. . . . .	22	8
Housing Units. . . . .	5,157	794
Reviewed by City Council . . . . .	13	7
Approved by Ordinance. . . . .	13	9
Housing Units. . . . .	8,069	2,199
*Staff Review . . . . .		68

TABLE V  
ZONING BOARD OF APPEALS ACTIONS

	Last Year	This Year
Meetings . . . . .	34	20
Variances filed. . . . .	204	173
Approved . . . . .	135	86
Denied . . . . .	55	34
Appeals from Director's action . . . . .	0	2
Upheld . . . . .	0	1
Staff Review . . . . .		27

\*Includes pre-planned developments and preliminary stages.

TABLE VI  
PERMITS, INVESTIGATIONS, REVIEWS

	Last Year	This Year
*Building permit applications . . . . .	1,121	1,030
Approved . . . . .	992	1,003
Disapproved. . . . .	109	27
*Sign permit applications . . . . .	15	10
Approved . . . . .	13	9
Disapproved. . . . .	2	1
Special permit zoning investigations . .	64	22
Waiver applications. . . . .	134	145
Shoreline setback investigations . . . .	110	93
Federally-funded projects areawide review . . . . .	28	23
Environmental impact statements. . . . .	21	47

\*Review of building and sign permit applications for conformance with zoning regulations was largely transferred to the Building Department, effective July 1, 1972.

TABLE VII  
SUBDIVISION

	Last Year	This Year
Subdivision applications . . . . .	591	428
New subdivisions approved. . . . .	119	109
Lots . . . . .	3,864	2,463
Acres. . . . .	10,685	13,968
<u>Lots by district</u>		
Honolulu . . . . .	1,002	595
Koolaupoko . . . . .	444	793
Koolauloa. . . . .	105	101
Waialua. . . . .	45	12
Wahiawa. . . . .	28	22
Waianae. . . . .	962	484
Ewa. . . . .	1,278	456
<u>Acres by district</u>		
Honolulu . . . . .	1,036	2,077
Koolaupoko . . . . .	1,256	1,209
Koolauloa. . . . .	19	2,462
Waialua. . . . .	14	344
Wahiawa. . . . .	7	11
Waianae. . . . .	1,690	1,033
Ewa. . . . .	6,663	6,832
Grading Plans reviewed . . . . .	184	194
Construction plans reviewed. . . . .	279	258
Approved . . . . .	157	157
Underground utility exemption requests .	12	7
Approved . . . . .	8	4
Staff Review . . . . .		5



**MANAGING DIRECTOR'S OFFICE**



MANAGING DIRECTOR'S OFFICE

Paul Devens, Managing Director

\* , Deputy Managing Director

POWERS, DUTIES AND FUNCTIONS

The Managing Director under Sections 6-101 & 2 of the Revised Charter:

1. Is the municipal management aide of 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.

\*Vacant

## OTHER ACTIVITIES

In implementing the Charter functions, the Office of the Managing Director participated in the following activities:

1. Continued an open door policy to encourage citizen input.
2. Coordinated legislation affecting the City and advised the Mayor on all significant legislation introduced in the State Legislature.
3. Reviewed communications from departments to the City Council and to the public to ensure compliance with city policies of providing for improved government.
4. Continued the trend to place a higher percentage of competent women on Boards and Commissions.
5. Reviewed the operating budget and capital improvement program for the Mayor.
6. Through the Office of Human Resources, supervised millions of dollars of federally subsidized programs.
7. Provided guidance in the establishing of the Neighborhood and Reorganization Commissions.
8. Maintained liaison with Federal officials and foreign dignitaries for better understanding of policies, operations and problems.
9. Evaluated and analyzed departmental performance through Monthly Action Program Summary (MAPS) and quarterly reports for more effective operations with special emphasis on Transportation, Housing and innovative programs. Prepared "Management by exception" reports to the Mayor.
10. Performed other management improvement functions, such as:
  - a. Reviewing and approving updated departmental organizational charts and functional statements

laid out on workable size sheets of 8½" x 14". These charts and statements should be of great assistance to all agencies in the management and performance of their daily functions.

- b. Preparing and issuing an Administrative Directives Manual which prescribes standards of administrative practices, procedures and policy guidance to all agencies.
- c. Publishing guides and standards on how to get maximum results from the use of outside consultants.
- d. Evaluating and assisting the Health Department in preparing its federal grant application for \$750,000 to operate emergency medical services.
- e. Establishing criteria on where to locate emergency ambulance units and how to minimize response time.
- f. Surveying the planning process in the Recreation Department and assisting in establishing an in-house special planning group to update that department's recreational plan plus a revision of the recreational element of the General Plan.
- g. Completing surveys of copier-offset and blue print machines with recommendations for establishing a centralized reproduction center in the new Municipal Office Building.
- h. Completing a preliminary management analysis of the Civil Service Department with recommendations for improvements.
- i. Evaluating the effectiveness of the Fire Prevention Bureau and assisting the Fire Department in its attempts to upgrade its fire prevention mission.
- j. Resolving, on an interim basis, organizational structure of programs for aging.
- k. Conducting a management review of the operations of General Planning.
- l. Coordinating the movement of the Sewers Division into the Board of Water Supply.

## NEIGHBORHOOD COMMISSION

Philip S. Chun, Chairman

Audrey Fox Anderson, Vice-Chairman

### POWERS, DUTIES AND FUNCTIONS

Article XIII of the Revised City Charter calls for the establishment of neighborhoods and the formation of neighborhood boards in order "...to increase and assure effective citizen participation in the decisions of the City...". A Neighborhood Commission is to be appointed which shall:

- (a) Develop, after public hearings, a neighborhood plan which shall be effective upon filing with the City Clerk.
- (b) Review and evaluate the effectiveness of the neighborhood boards and report thereon.
- (c) Assist areas of the City in the formation and operation of their neighborhood boards, upon their request.

The Commission was appointed in July of 1973 for 5 year terms. Four Commissioners were appointed by the City Council, four by the Mayor and one was appointed by the Mayor and approved by the Council. The Commission began meeting weekly in September, 1973 to discuss the development of a Neighborhood Plan. According to the Charter, "the neighborhood plan shall designate the boundaries of the neighborhoods and provide procedures by which registered voters within neighborhoods may initiate and form neighborhoods and the manner of selection of the members of neighborhood boards, their term of office and their powers, duties and functions." The deadline for filing of the plan is December 31, 1974.

The Commission received information and opinions from interested individuals and community groups. Beginning on June 10, 1974 thirty-two public information meetings were scheduled throughout Oahu. Citizens were given the opportunity to provide early input to the Commission as to what they would like to see included in the Plan. The meetings were informal and very productive.

The first appointees to the Neighborhood Commission were: Philip S. Chun, Audrey Fox Anderson, Gene A. Albano, Patricia Fulton, Harry S. Higa, Katherine K. Kahihikolo, Masato Kamisato, John E.S. Kim, and William H. Miller. Mrs. Fulton resigned and Mrs. May Chung replaced her on July 11, 1974.

## REORGANIZATION COMMISSION

Richard D. Davi, Chairman  
Charles Podorean, Vice Chairman

### BACKGROUND AND PURPOSE

The nine-member Reorganization Commission was established by the Charter of the City and County of Honolulu as revised by the Charter Commission, City and County of Honolulu, 1972 (Chapter 2, Section 4-203). The Commission has been charged with the assignment of studying the structure, duties and functions of the several departments of the Executive Branch of the City Government for the purposes of improving administrative efficiency, effectiveness and economy.

The Reorganization Commission is to complete its study and submit its report of its findings and recommendations to the Mayor and City Council no later than eighteen months from July 1, 1973.

### MEMBERSHIP AND BUDGET

Members of the Reorganization Commission are private citizens appointed by the Mayor with the approval of the City Council. Members are: Laurence Ah Nee, Richard D. Davi, Irving Hutkins, Ann Kobayashi, Ella McComber, Jean Myers, Charles Podorean, Buenaventura E. Realica, and Gay N. Slavsky.

As provided by Chapter 2, Section 4-203, of the Charter of the City and County of Honolulu as revised by the Charter Commission, City and County of Honolulu, 1972, "commission members shall be compensated and reimbursed for their necessary expenses as provided by ordinance." In addition, clerical and technical assistance have been hired by the commission members.

### ACTIVITIES

The Reorganization Commission, in order to develop a basic understanding of the present roles, functions and administrative activities of the departments under the Executive Branch of City Government, had requested that these departments submit copies of manning tables, organizational charts, and departmental objectives and studies.

Upon receipt of these documents, the Reorganization Commission has been actively engaged in conducting separate interviews with department heads to discuss the overall views and objectives of each department including the recommendations made by the Charter Commission. The Reorganization Commission also is soliciting from the departmental representatives suggestions and/or recommendations that the department would like to see incorporated into the final report.

In addition to these interviews, two-person team meetings will be held with department heads, if necessary, to discuss in greater detail functions and responsibilities of various departments.

Upon completion of these interviews and meetings, the Commission will review among themselves the organizational scheme of the City and County of Honolulu as well as all reports, narratives and other pertinent information obtained from City officials. The Commission also hopes to meet with members of the Charter Commission to discuss that Commission's recommendations regarding the reorganization study.

By the middle of November, the Reorganization Commission will have a preliminary development and review of the final report. The completion and printing of the final report will be completed by December 15, 1974 after which it will be submitted to the Mayor and City Council.



**DEPARTMENT OF THE MEDICAL EXAMINER**



DEPARTMENT OF THE MEDICAL EXAMINER

\*Richard Y. K. Wong, M. D., Acting Chief

POWERS, DUTIES AND FUNCTIONS

Section 6-801, Revised Charter of the City and County of Honolulu, 1973, charges the Department of the Medical Examiner with the investigation of obscure and violent deaths so that accurate and factual determinations may be made in connection with such deaths. It states:

"When any person dies in the city as a result of violence, or by a casualty or by apparent suicide, or suddenly when in apparent health, or when not under the care of a physician, or when in jail or in prison, or within twenty-four hours after admission to a hospital or in any suspicious or unusual manner, it shall be the duty of the person having knowledge of such death immediately to notify the department of the medical examiner and the police department."

The factual and scientific information resulting from these investigations are invaluable in order to:

1. Recognize murder and assist in the prosecution of the guilty;
2. Assist in the exoneration of the unjustly accused;
3. Uncover unrecognized hazards to public health;
4. Expose industrial hazards; and
5. Provide criminal and civil court proceedings with documented, sound and impartial medical evidence based upon careful scientific investigation.

\*Dr. Richard Y. K. Wong has been acting chief medical examiner since May 13, 1968.

The factual information is of great importance in assisting and determining whether a death is due to natural or violent causes. The outcome of the cause of death, in many cases, determines whether or not double indemnity insurance benefits are to be paid, whether workmen's compensation benefits are due, or whether such deaths are, in fact due to natural causes.

Very often, this office is able to reassure the next-of-kin that certain deaths did not occur as the result of their presumed negligence. This is particularly so in the cases of so-called crib deaths of infants. These deaths are still most puzzling to the medical profession.

A statistical report of the cases handled by this department follows:

STATISTICAL SUMMARY

Number of deaths investigated.....	1167
Jurisdiction assumed in.....	701
Jurisdiction released to next of kin.....	166
Attended cases investigated.....	300
Jurisdiction assumed in.....	701
Violent Deaths.....	373
Autopsied.....	367
Not autopsied.....	2
Autopsied by other hospital.....	4
Non-Violent Deaths.....	317
Autopsied.....	153
Not autopsied.....	160
Autopsied by other hospital.....	1
Death certificate signed by private physician.....	3
Cause of Death not Determinable (Unknown)..	8
Autopsied.....	7
Not autopsied.....	1
Undetermined Deaths (Pending toxicology, etc.)..	3
Total autopsies performed by Medical Examiner.....	530

BREAKDOWN OF VIOLENT DEATHS

Violent Deaths .....	373
Homicide .....	41
Gunshot .....	27
Others .....	14
Suspected Homicide .....	2
Traffic .....	1
Drowning .....	1
Suicide .....	85
Gunshot .....	25
Hanging .....	20
Poisoning .....	19
Drowning .....	1
Fire .....	1
Others .....	19
Suspected Suicide .....	9
Suspected Hanging .....	1
Poisoning .....	4
Drowning .....	2
Others .....	2
Accident .....	212
Traffic .....	92
Industrial .....	14
Gunshot .....	3
Poisoning .....	9
Drowning .....	41
Fire .....	10
Others .....	43
Suspected Accident .....	24
Gunshot .....	3
Hanging .....	1
poisoning .....	11
Drowning .....	4
Others .....	5

MONTHLY SUMMARY OF SPECIFIC TYPES OF DEATH

<u>Mo.</u>	<u>Homicide</u>	<u>Suicide</u>	<u>Traffic</u>	<u>Drowning</u>	<u>Industrial</u>	<u>Fire</u>	<u>Aircraft</u>
July	5	8	7	3	2	4	5
Aug.	1	9	10	6			
Sept.	3	6	7	3	1		
Oct.	3	10	11*	4			
Nov.	2	9	7	2	3		
Dec.	0	7	7	2	3	1	
Jan.	9	8	8	1	1		1
Feb.	2	9	6	11	2		1**
March	4	7	8	6		2	
April	3	7	6	4	2	3	
May	3	7	10	2			
June	<u>6</u>	<u>7</u>	<u>5</u>	<u>5</u>	<u>—</u>	<u>—</u>	<u>—</u>
	41	94	92	49	14	10	7

\*An unborn child was considered as a passenger in a traffic fatality. The decedent's mother was a passenger in a motor vehicle which was involved in an accident prior to the birth of the decedent who was born three days later and expired after one day of existence.

\*\*Accident occurred on a transpacific airline. The decedent, a 16-mo. old child, was suspended by a seat belt around her neck.

HOMICIDES

There were 41 reported homicides or probable homicides, as compared to 49 reported last year, a decrease of 10 per cent. 24 were shot, 6 stabbed, 5 died from beatings or after a fight, 2 were hit with various types of objects, and 2 were strangled. 32 were males and 9 females.

MONTHLY STATISTICS FOR HOMICIDES

1973 - Jul.	5	1974 - Jan.	9
Aug.	1	Feb.	2
Sept.	3	March	4
Oct.	3	April	3
Nov.	2	May	3
Dec.	0	June	6

The following is a breakdown of the homicide cases:

<u>Case No.</u>	<u>Date</u> (1973)	<u>Race</u>	<u>Age</u>	<u>Sex</u>	<u>Manner</u>
348	7/1	Cauc.	34	M	Shot by wife after returning home late at night.
373	7/13	Fil.	35	M)	Gunshot. Had been gambling earlier.
375	7/14	Fil.	31	M)	
382	7/20	Hawn.-Port.	33	M	Shot and beaten in restroom at a park. Was involved in the murder of cab driver 10 years earlier.
416	7/28	Fil.	77	M	Struck or pushed by 26-yr. old male who was arguing with him. Hit head on hard surface or pavement.
424	8/3	Hawn.	34	M	Shot in chest by husband of woman he was having relations with in car on a beach.
479	9/1	Cauc.	26	M	Shot after getting out of car and heading toward some cottages with intention of purchasing drugs.
509	9/22	Japse.	23	M	Shot by fellow worker during argument.
527	9/28	Puerto-Rican	38	M	Shot by another inmate in library of prison.
570	10/16	Fil.	62	M	Beaten at dice game. Expired 3 days later in hospital.
578	10/19	Negro	22	M	Shot by unknown person in a moving vehicle on Kamananui Road in Wahiawa.
585	10/20	Cauc.-Hawn.	48	M	Stabbed in the back.
619	11/8	Cauc.- P. Rican	34	M	Shot by another inmate in prison.
658	11/26	Cauc.	42	M	Beaten by unknown assailant.
	(1974)				
10	1/6	Fil.	31	F	Shot by boyfriend during argument.

<u>Case No.</u>	<u>Date</u>	<u>Race</u>	<u>Age</u>	<u>Sex</u>	<u>Manner</u>
18	1/10	Cauc.	36	M	Shot by wife.
25	1/15	Cauc.	55	M	Shot by a couple committing robbery-holdup.
38	1/20	Hawn.-Ch. Port.-Japse.	22	M) ) )	Shot by woman when decedent had broken a window to gain entry.
39	1/20	Port.- P. Rican	26	M) )	Shot by same woman above. Tried to break into residence.
51	1/22	Japse.	25	M	Stabbed during altercation by sailor-fisherman on a Japanese vessel.
57	1/26	Samoaan	45	M	After firing and wounding a police officer, was shot by other officers returning their fire.
66	1/28	Cauc.	47	M	Shot in bed by unknown assailant.
83	1/31	Hawn.	58	M	Accuser stabbed decedent after accuser was beaten.
132	2/15	Cauc.	20	M	Attacker walked to decedent's car and shot decedent in the head.
180	2/28	Japse.	17	M	Shot by one of unknown youths when decedent jumped out of vehicle.
187	3/3	Hawn.-Ch. Cauc.	23	M	Struck several time with automobile jack.
212	3/13	Cauc.	29	M	Struck on head with hammer-like instrument.
267	3/26	Korean	28	M	Hit on head by group of unknown assailants.
282	3/31	Samoaan	31	F	Shot by neighbor while visiting brother's family.
305	4/5	Cauc.	60	M	Found in park with gunshot wound.
368	4/13	Japse.	29	M	Stabbed aboard a Japanese fishing vessel.
376	4/28	Cauc.	35	M	Stabbed and beaten in apartment.

<u>Case No.</u>	<u>Date</u>	<u>Race</u>	<u>Age</u>	<u>Sex</u>	<u>Manner</u>
389	5/5	Cauc.	24	F	Shot at residence by ex-husband. Taken to hospital where she expired. Estranged husband shot himself
467	5/29	Chinese	62	F	Shot by ex-husband. Had been arguing. Ex-husband then shot himself.
474	5/31	Cauc.- Samoan	23	M	Shot in the head at open dump area in Nanakuli.
479	6/3	Fil.	25	F	Beaten by fiance during argument. Hilo resident. Expired a week later in Honolulu hospital.
508	6/16	Cauc.- Negro	30	F	Strangled in Nuuanu Pali Dr. area.
526	6/23	Fil.	16	M	Shot by friend while decedent was asleep in car which was parked in decedent's driveway.
527	6/23	Japese.	23	F	Strangled by unknown person who gain entry into decedent's apartment.
540	6/28	Cauc.	25	M	Shot at Ala Moana Beach Park.
545	6/30	Hawn.- Port.	18	F	Stabbed by common law husband. Had been arguing.

The following is a breakdown by race of the homicide victims:

Caucasian	13
Filipino	7
Hawaiian and Part Hawaiian	6
Japanese	4
Japanese National	1
Puerto-Rican and Part Puerto-Rican	3
Samoan and Part Samoan	3
Negro and Part Negro	2
Chinese	1
Korean	1

## SUICIDES

The number of suicides and probable suicides increased 40 per cent from 67 last year to 94 deaths this year. Most common reasons given for self destruction were because of marital problems, ill health, emotional strain, depression and despondency.

This year the number one method used for self destruction was by gunshot. There were 25 suicides by gunshot deaths, compared to 15 last year, an increase of 67 per cent. Death by hanging followed with 22 deaths this year to 16 last year, an increase of 37 per cent. Death by ingesting drugs or poisons dropped from number one method to number three. There were 20 deaths, compared to 23 last year, a decrease of 13 per cent. Also, there were 8 other violent types of deaths this fiscal period.

As with other traumatic type deaths, there were more males (58) than females (36). Caucasians lead in the number of suicides.

<u>METHOD</u>	<u>SUICIDE STATISTICS</u>												<u>TOTAL</u>
	<u>CAUS.</u>		<u>JAPSE.</u>		<u>HAWN. &amp; PART</u>		<u>CHSE.</u>		<u>* OTHERS</u>		<u>SUB-TOTAL</u>		
	M	F	M	F	M	F	M	F	M	F	M	F	
Gunshot	14	1	2	1	2	1	1	-	3	-	22	3	25
Hanging	4	-	6	6	2	-	1	-	1	2	14	8	22
Poisons	4	7	1	3	1	1	1	1	-	1	7	13	20
Jumped	5	6	2	1	1	-	3	-	-	1	11	8	19
Carbon Monoxide	2	-	-	1	-	-	-	-	-	-	2	1	3
Slashing	1	1	-	-	-	-	-	-	-	-	1	1	2
Drowning	1	-	-	1	-	-	-	-	-	-	1	1	2
Fire	-	-	-	-	-	-	-	-	-	1	-	1	1
<b>TOTAL</b>	<b>31</b>	<b>15</b>	<b>11</b>	<b>13</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>58</b>	<b>36</b>	<b>94</b>

- \* 3 Filipinos (2 gunshot and 1 hanging)
- 2 Koreans (drug poisoning and hanging)
- 1 Korean/Caucasian (gunshot)
- 1 Colombian (jumped)
- 1 Thai (self-immolation by fire)

## TRAFFIC ACCIDENTS

Our records show that there were 92 traffic deaths in the 1973-1974 fiscal period. In the 1972-1973 period 90 deaths were recorded.

Out of the 92 deaths, 67 were males and 25 females; 27 of these had been drinking. Blood alcohol levels ranged from 24 mgm% to 412 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>Alcohol</u>	<u>Female</u>	<u>Alcohol</u>	<u>Total</u>
Driver	29	16	5	1	34
Passenger	12	3	13	1	25
Pedestrian	17	5	7	0	24
Bicyclist	4	0	0	0	4
Motorcyclist	<u>5</u>	0	<u>0</u>	0	<u>5</u>
	67		25		92

Neighboring islands traffic fatalities (victims expired after being transferred to Honolulu hospitals), as follows, were included in the above summary:

Lanai - 22-yr. old female passenger and 63-yr. old male driver.

Molokai - 27-yr. old female driver.

Hawaii - 17-yr. old male driver from Kamuela and 10-yr. old female pedestrian from Kona.

The 63-yr. old male driver was hospitalized for more than 12 hours prior to his death, therefore, no alcohol test was made. Also, no test was given on the 10-yr. old female, a minor.

The other three victims had no alcohol content.

The following is a listing of the 27 traffic victims who had been drinking, their ages, and alcohol levels. The listing is for males except for one female as noted:

<u>DRIVERS</u>		<u>PASSENGERS</u>		<u>PEDESTRIANS</u>	
<u>Age</u>	<u>Alcohol</u>	<u>Age</u>	<u>Alcohol</u>	<u>Age</u>	<u>Alcohol</u>
18	263 mgm%	19	164 mgm%	19	268 mgm%
18	358	26	197	20	188
21	164	44	103 (female)	20	280
21	358	45	268	45	212
21	230			49	368
26	260				
27	140				
27	235				
28	117				
30	245				
32	235				
36	358				
36	300				
37	98				
39	117				
45	94				
46	24				
48	412				

The following is a breakdown of the traffic accident cases:

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Type</u>	<u>Synopsis</u>
	(1973)				
350	7/2	81	M	Pass.	Three-car accident at Likelike and Kahekili Hwy., Kaneohe. Hospitalized 3 weeks.
351	7/2	28	M	Driver	Speeding - turned over on road near Maile Elem. School grounds. Thrown from reconstructed sedan. (drinking)
357	7/7	44	F	Pass.	Collided with another vehicle at Ward St. and Green St.
372	7/13	49	M	Ped.	Struck by car on Sand Island Access Rd. and Auiki St. Had been drinking.
379	7/16	35	F	Driver	Car coming in opposite direction on Ft. Weaver Rd. collided into her car

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Type</u>	<u>Synopsis</u>
383	7/20	36	M	Driver	Collided into vehicle who stopped to make left turn at Kam Hwy. and Wm. Henry Rd. in Kaneohe. Had been drinking.
385	7/21	20	M	Ped.	Was walking across road on Kalaniana'ole Hwy. near Hanauma Bay. Had been drinking.
423	8/1	16	M	Pass.	One-car accident. Thrown out from overturned vehicle on Kam Hwy. at Lanihuli St., Laie.
428	8/5	19	M	Ped.	Stepped from behind of utility pole into the path of oncoming truck.
429	8/5	22	M	Driver	Collided headon with another car near 49-817 Kam Hwy.
433	8/7	45	M	Driver	Struck utility pole and tile wall at Beretania St. and Villa Lane.
436	8/8	7	F	Pass.	Collision with another car on Farrington Hwy. at St. John's Rd.
450	8/14	27	F	Pass.	Collision with another car on Farrington Hwy. at Kunia Rd.
454	8/15	63	M	Driver	Failed to negotiate turn. Truck went over embankment at Halawa Quarry area.
465	8/22	55	M	Driver	Two-car accident at Ward and Green St. intersection.
466	8/22	66	F	Driver	Collided with another vehicle at Salt Lake Blvd. and Kam Hwy.
472	8/28	53	F	Pass.	Collided with another vehicle at 10th Ave. and Noeau St.
482	9/3	23	M	Driver	Struck guard rail on Likelike Hwy.
493	9/9	13	M	Ped.	Struck on Kalaniana'ole Hwy. at Maunaloa Ave.
503	9/16	26	M	M-Cycle	Head-on collision with another motorcycle (private property).
507	9/21	21	M	Driver	Collided with another vehicle on Kam Hwy. in Wahiawa District. Had been drinking.
519	9/26	59	M	Ped.	Struck by vehicle on Ft. Weaver Rd.
522	9/26	18	M	Driver	Struck guardrails on Roosevelt Bridge, Kipapa Gulch. Had been drinking.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Type</u>	<u>Synopsis</u>
529	9/29	67	F	Ped.	Struck by vehicle at the intersection of Kalaniana'ole Hwy. and Halemaumau St.
541	10/4	31	M	M-cycle	Struck fixed object on Kalihi St. in area of Kaloepaa St.
543	10/5	18	M	Pass.	Vehicle went out of control and overturned on H-1 Frwy. in Ewa.
546	10/6	20	M	Driver	Struck fixed object on Renton Rd., near Ft. Weaver Rd.
548	10/7	20	F	Ped.	Struck by vehicle on Nimitz Hwy., near Kekaulike St.
550	10/7	27	M	Driver	Collided with another vehicle on Kunia Rd., near H-1 Overpass.
556	10/9	1 day	F	Pass.	Decedent's mother was a passenger in a vehicle which was involved in an accident on Ft. Weaver Rd. on Oct. 5, 1973. Baby was born on Oct. 8 and expired the following day.
577	10/19	26	M	Driver	Struck concrete column on Kam Hwy. near Hale St., Aiea. Had been drinking.
581	10/20	27	M	Driver	Went out of control on H-1 Frwy., near Makakilo Overpass. Had been drinking.
589	10/20	7 mos.	M	Pass.	Riding in front seat with parents. Car went out of control and struck a monkeypod tree on Farrington Hwy., near Ft. Weaver Rd.
603	10/31	78	F	Ped.	Struck by vehicle on Ala Moana, near Kaiser Hospital.
604	10/31	22	F	Pass.	Vehicle went out of control and struck a concrete abutment (Lanai).
606	11/1	73	M	Bike	Struck by vehicle on Kam Hwy. at Waipahu St. Ext.
620	11/9	66	M	Pass.	While executing a left turn collided with another vehicle at Pali Hwy. and Jack Ln. Expired the following day.
622	11/10	32	M	Bike	Struck by vehicle on Farrington Hwy. near Crozier Dr. on Nov. 7. Expired 3 days later.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Type</u>	<u>Synopsis</u>
636	11/15	63	M	Driver	Thrown from jeep. Accident occurred Oct. 27. Expired Nov. 15 at local hospital. (Lanai)
646	11/18	73	F	Ped.	Struck by vehicle while crossing Farrington Hwy. in Waialua.
650	11/21	30	M	Driver	Two-car collision on Kam Hwy. in Kaaawa.
654	11/22	67	M	Pass.	Collided with another vehicle executing left turn from Nimitz onto Mokauea St.
665	12/1	27	F	Pass.	One-car accident. Expired following day at local hospital. (Molokai)
676	12/5	18	M	Driver	Went out of control on Kalaniana'ole Hwy. Had been drinking.
687	12/9	26	M	Pass.	Collided into two utility poles on Kam Hwy. in Laie. Had been drinking.
691	12/13	22	M	M-cycle	Collided with vehicle on Kam Hwy., near Kipapa Gulch and Roosevelt Bridge.
698	12/16	54	M	Driver	Struck vehicle on H-1 Frwy., near Old Waialae Ave. Overpass.
715	12/23	45	M	Pass.	Collided into coconut tree on Farrington Hwy., fronting Hawn. Electric Kahe Power Plant. (drinking)
728	12/30	39	M	Ped.	Struck by vehicle while crossing H-1 Frwy., near Middle St.
(1974)					
1	1/1	45	M	Ped.	Struck by vehicle on Farrington Hwy. in Waianae. Had been drinking.
2	1/1	21	M	Driver	Sideswiped a vehicle then collided headon with another vehicle on 10th Ave., near Hardesty St. Had been drinking.
5	1/2	30	F	Driver	Struck a tree, fronting 2275 Komo Mai Dr. in Pearl City District.
19	1/12	39	M	Driver	Collided into a utility pole on Waimano Home Rd. in Pearl City. Had been drinking.
31	1/19	49	M	Driver	Collided with pickup truck on Kam Hwy. at Kipapa Gulch in the area of Roosevelt Bridge.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Type</u>	<u>Synopsis</u>
47	1/22	71	M	Ped.	Struck by vehicle on Paakea St. at Hakimo Rd. in Waianae.
54	1/24	23	M	M-cycle	Failed to negotiate a turn and collided with another vehicle stopped in driveway at the Moanalua golf course.
79	1/30	25	M	M-cycle	Collided with bus on Moanalua Hwy., near Ala Aolani St.
130	2/13	60	M	Ped.	Collided with bus while walking on Farrington Hwy. in Makaha.
134	2/17	36	M	Driver	( Struck utility pole on Nimitz Hwy. ( near Elliott St. Had been drinking.
135	2/17	44	F	Pass.	( Was a passenger in a vehicle her ( husband (above driver) was operating. ( Had been drinking.
151	2/21	62	F	Ped.	Struck by vehicle while crossing Kalaniana'ole Hwy. at Waiholo St.
153	2/22	12	M	Ped.	Struck by vehicle while crossing California Ave. near Circle Dr.
173	2/26	1	M	Ped.	Infant struck by vehicle backing into driveway (private property).
182	3/1	20	M	Ped	Struck by vehicle while walking in the middle lane of Kam Hwy. near Elliott St. Had been drinking.
185	3/3	25	F	Pass.	Struck fixed object on Kam Hwy. near Aiea Interchange Ramp.
204	3/10	4	M	Bike	Collided with bus at the intersection of Lunaanele St. and Lunahelu St. in Maunawili.
220	3/14	66	M	Ped.	Struck in crosswalk at King and Ward Sts. Expired 6 days later.
227	3/16	21	M	Driver	Vehicle went out of control after rounding a bend then overturned. Had been drinking.
229	3/17	19	M	Ped.	Struck by vehicle on Kalaniana'ole Hwy. near Mekia St. in Waimanalo. Had been drinking.
242	3/19	87	M	Ped.	Struck by vehicle on Paki Ave. near Kapahulu Ave.
274	3/28	58	F	Pass.	Collided with another vehicle at the intersection of Kapiolani Blvd. and Kaheka St. Expired 2 weeks later.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Type</u>	<u>Synopsis</u>
294	4/3	37	F	Driver	Struck fixed object. Vehicle burst into flame at the intersection of Koko Head Ave. and Harding Ave. Had been drinking.
301	4/4	2	F	Pass.	Vehicle operated by her mother struck fixed objects on Keolu Dr. near Akake Pl. in Kailua.
332	4/11	30	M	Pass.	Pickup truck collided headon with oncoming car after overtaking a line of cars on Kunia Rd.
359	4/20	55	M	Driver	Struck by another vehicle while turning right from Kam Hwy. into Nimitz Hwy. at Lagoon Dr.
371	4/25	17	M	Driver	Vehicle overturned while negotiating a turn on Mamaloa Hwy. (Hawaii)
379	4/30	54	F	Pass.	Vehicle making left turn from Papu Circle into Kahala Ave. collided with another vehicle.
399	5/8	16	M	Pass.	His driver lost control of vehicle, landed in a drainage ditch at Waialua Sugar Plantation.
406	5/10	6	M	Ped.	Struck by vehicle on Kina St., Kailua.
407	5/11	48	M	Driver	Collided with another vehicle on Diamond Head Rd., Koko Head of Alohea St. Had been drinking.
413	5/11	7	M	Pass.	Vehicle operated by father collided with another vehicle at the intersection of Kaukamana Rd. and Farrington Hwy.
423	5/14	10	F	Ped.	Struck by vehicle in Kona (Hawaii)
425	5/15	32	M	Driver	Vehicle traveling in the Kaneohe direction through the Likelike Tunnel struck the exit of tunnel then collided into a guardrail and overturned. Had been drinking.
427	5/15	19	M	Driver	Collided into a utility pole on Ala Moana near Kalakaua Ave.
453	5/24	6	M	Ped.	Struck by a pickup truck in an unmarked crosswalk on Nanakuli Ave. in Waianae District.
463	5/28	34	M	Bike	Struck by bus traveling in the same direction at 525 N. King St.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Type</u>	<u>Synopsis</u>
472	5/30	46	M	Driver	Struck flatbed trailer on Sand Island Access Rd. Had been drinking.
491	6/9	19	M	Pass.	Collided into a tree on Kam Hwy., near Hunalepo St. Had been drinking.
492	6/9	22	F	Pass.	Thrown off a jeep which had overturned in banana patch, Kaneohe
493	6/9	30	M	Driver	Collided headon with oncoming car on Kunia Rd., near H-1 Frwy. in Wahiawa Dist. Had been drinking.
502	6/13	46	F	Ped.	Struck by taxicab on Kalakaua Ave. sidewalk. Both the decedent and her husband had been window shopping at the time of mishap.
504	6/13	18	F	Pass.	Collided with oncoming car while negotiating left turn from King into Pua Ln.
528	6/24	26	M	Ped.	Run down by automobile. (suspected homicide)

#### INDUSTRIAL ACCIDENTS

The following is a breakdown of the industrial accident cases which took the lives of 14 males:

<u>Case No.</u>	<u>Date</u> (1973)	<u>Age</u>	<u>Synopsis</u>
359	7/7	32	Pinned in caterpillar grader which he was operating slid down the embankment and overturned.
395	7/24	22	The decedent was riding on a hi-lift which was being towed by a flatbed truck. The hi-lift flipped over and the decedent was pinned underneath.
422	8/1	54	Working on antenna. Fell 75-100 ft.
521	9/26	50	Fell 8 ft. while working on a construction project.
608	11/2	33	While diving off Lanai Island, stricken with the "bends". Expired in a decompression tank at Pearl Harbor Submarine Base.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Synopsis</u>
614	11/6	38	Fell in hopper at the Nanakuli Kaiser Cement Plant.
652	11/26	46	Fell 80 ft. while installing decking at the new Halawa Stadium.
675	12/5	42	A Hilo resident fell and injured his scalp while at work. Transferred to a hospital in Honolulu where he expired a few days later.
695	12/15	61	A Maui resident lost control of bulldozer. Although fell clear of bulldozer, the decedent was subsequently struck by falling rocks. Expired in Honolulu hospital.
696	12/15	27	Loader fell on operator when it slipped and dropped 8 ft.
(1974)			
45	1/21	53	Struck by steel beam when load collapsed from a malfunctioned crane.
86	2/1	29	Window washer fell from ledge of apartment building.
333	4/11	44	While working in a sewer line was overcome by methane gas. Expired 2 days later.
334	4/12	38	The decedent was moving a mobile crane with 4600 lb. ring attached to the cables with clamps. The clamps released and the ring fell on him.

#### DEATHS OCCURRING IN WATER

There were 49 deaths occurring in the surrounding waters of Oahu, as follows:

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
(1973)				
362	7/7	15	M	While swimming at Army Camp in Waianae, experienced difficulties and drowned. He was asthmatic but no problems for years.
367	7/12	31	M	Found lifeless in the bottom of a swimming pool at a hotel. Had been drinking.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
378	7/15	27	M	Snorkeling at Army Beach in Mokuleia.
427	8/4	79	F	Wandered off from home. Found floating in Paukawila Stream.
440	8/10	7mos.	M	Drowned in bathtub.
448	8/14	4	M	Heavy wave action engulfed father and child on shoulder while return- in to shore, off Sand Island.
452	8/15	50	M	Found floating in Ala Moana Park Magic Island Lagoon. Had been drinking.
458	8/17	100	M	Found floating in Honolulu Harbor. (suspected suicide)
471	8/26	7	M	Snorkeling in waters fronting 61-363 Kam Hwy, Waialua.
480	9/1	56	M	Squidding in waters at Punaluu.
485	9/3	30	M	Scuba diving at Maunalua Beach.
499	9/15	1	M	Found floating in lagoon at the Polynesian Cultural Center.
518	9/25	20	M	Found on shore at Barber's Point Naval Air Station. (suspected homicide)
559	10/11	36	M	Seaman aboard fishing ship, while being launched at sea in speedboat fell overboard.
579	10/19	26	M	Scuba diving off the waters of Sandy Beach. Had been drinking.
584	10/20	34	F	Drowned at Makapuu Beach Park. (suspected suicide)
591	10/22	19	M	Drowned at Sunset Beach after losing his surfboard.
611	11/14	26	M	Drowned at Sunset Beach. Last seen in the area of breakers.
645	11/18	17	M	Snorkeling in the waters of Ala Moana Beach Park.
668	12/2	19	M	Surfing in waters at Hase Beach, Kaneohe Marine Corps Base. Had been drinking.
730	12/30	43	M	Found floating in waters at Fishermen's Wharf, Kewalo Basin. Had been drinking.
	(1974)			
71	1/29	54	M	Found offshore in Hanauma Bay.
105	2/9	56	F	Gust of wind tipped sailboat. The decedent and five others went overboard in Pearl Harbor. Had been drinking.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
115	2/10	38	M	Scuba diving in Pokai Bay, Waianae. Had been drinking.
123	2/12	72	M	Drowned in waters of Hanauma Bay.
146	2/19	24	M	Drowned in Hilton Lagoon. (Japanese tourist)
161	2/24	33	M)	All seven Italian merchant seamen died at sea after falling or leaping or jumping from a sinking vessel following a series of explosions.
162		35	M)	
163		44	M)	
164		32	M)	
165		25	M)	
166		22	M)	
167		23	M)	
256	3/23	19	F)	All four women drowned at Sunset Beach. They were observing the turbulent wave action when the high wave swept them out to sea.
257		26	F)	
258		30	F)	
259		23	F)	
264	3/24	53	M	Sailboat heading into Haleiwa Harbor capsized when struck by huge wave. Skipper drowned. Had been drinking.
275	3/28	46	M	Collapsed while standing in shallow water. Patient of a care home.
296	4/3	32	M	Drowned in waters at Pier 7. Was last seen to be swimming. Had been drinking.
354	4/19	37	F)	Mother and daughter drowned when heavy rains swept them into a stream and out to sea in Haleiwa.
355		5 mos.	F)	
356	4/19	18	M	Drowned in fresh water. Swam through a drain pipe in a culvert in rushing rain waters.
445	5/22	4	M	Drowned in stream in Kaneohe. Had been swimming in shallow water for about 15 minutes.
459	5/27	11	M	Drowned in waters while riding on surfboard, Kahuku area.
484	6/5	52	F	Found in Wahiawa Reservoir. (suicide)
503	6/13	6	F	Found near drowning at Ala Moana Beach. Expired four days later.
521	6/21	16	M	Drowned in waters at Hauula Beach.
543	6/29	10	F	Drowned in bathtub.

On April 19, 1974 a boy with his mother and infant sister lost their lives by heavy rains which swept their damaged home into a rushing stream and out to sea in Haleiwa. The boy's body was not recovered.

DEATHS OCCURRING IN FIRE

There were 10 fire deaths in which all of the victims had died at their homes. The breakdown is as follows:

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Relationship</u>
404	7/26/73	45 )	Mother
405		18 )	Daughter
406		9 )	Son
407		2 )	Grandson
726	12/29/73	66	A female
243	3/20/74	47 )	Mother
244		15 )	Daughter
316	4/ 8/74	18 )	Mother
317		3 mos.)	Son
318		16 )	Brother

AIRCRAFT ACCIDENTS

There were 7 aircraft deaths, as follows:

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
389	7/24/73	42	M	The decedent was one of the four passengers on a private aircraft which was on an inter-island air tour. The airplane crashed in shallow waters at Keehi Lagoon soon after takeoff.
390		43	M	Pilot of the above aircraft.
391		39	M )	Husband and wife, passengers of the above aircraft.
392		39	F )	
393		50	F	Passenger of the above aircraft.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
644	11/18/73	23	F	The decedent was a passenger in a light plane that was spotting fish over the waters near the old airport. The aircraft lost altitude and crashed into the ocean.
89	2/2/74	16 mos.	F	The decedent was found lifeless with a seat belt around her neck onboard a transpacific airline.

#### OTHER ACCIDENTAL DEATHS

There were 45 miscellaneous types of violent deaths. These were injuries sustained due to falls because of ill health, intoxication, working at home, and others. Another type was aspiration of food and few other miscellaneous accidents, including a hang glider accident which occurred in March when the victim crashed in the hills behind the Hawaii Kai Golf Course. Out of these, 35 were males and 10 females.

<u>Case No.</u>	<u>Date</u> (1973)	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
388	7/23	27	M	Probable accidental gunshot wound of the neck.
402	7/25	64	M	Fell from tree he was trimming.
410	7/26	65	M	Aspiration of food.
412	7/27	2	F	Cluster of coconuts fell on decedent.
435	8/7	72	M	Death was allegedly due to injuries sustained in accident in which the deceased allegedly collapsed while alighting from the rear door of a stopped bus.
439	8/10	63	M	Found lifeless in apartment. Decedent was heavy consumer of alcoholic beverages, various medicines and drugs. Outpatient of mental health clinic a year before. (suspected accident)

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
468	8/24	57	M	Injuries sustained in accidental fall. Had history of convulsions and seizures.
486	9/4	53	F	Suffered epileptic seizure while having lunch and asphyxiated.
508	9/22	60	M	Dumpster fell and pinned decedent under it.
536	10/1	69	M	Injury sustained in a fall while being intoxicated.
566	10/13	52	F	Sustained head injury in a fall. Had drinking problem.
618	11/8	2	M	Injured in backyard accident. Picnic table allegedly fell on child.
630	11/12	63	M	Injuries sustained in a traffic accident in which the decedent was sideswiped by a car. Expired 9 days later. (suspected accident)
637	11/15	40	M	Choked while having lunch.
643	11/18	87	F	Collapsed and struck her head in the bathroom.
647	11/18	50	M	Sustained neck injury. Fell at home.
663	12/1	36	M	Asphyxia, aspiration of vomitus.
664	12/1	19	M	Playing with rifle which fired and struck decedent.
669	12/4	86	M	Fell from hospital bed. Expired 10 days later.
697	12/15	18	M	Injuries sustained when decedent fell from the 4th floor balcony of his apartment.
706	12/20	72	M	Injuries sustained from a fall on concrete stairs at home. (Hawaii)
709	12/20	86	M	Sustained injury in a fall at home.
722	12/27	64	M	Fell 8 feet while cleaning windows at home.
	(1974)			
3	1/1	52	F	Fell while walking, apparently intoxicated. Sustained head injury. (Hawaii)

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
4	1/1	52	M	Apparently had seizure and fell. Had history of epilepsy and alcoholism. (suspected accident)
11	1/7	45	M	Decedent was found lifeless lying on a park bench. (suspected accident)
26	1/16	25	M	Aspiration of food.
56	1/22	35	M	Injuries sustained in a fall at parking lot. Expired few days later.
85	2/1	62	M	Found lifeless in stream bed. (suspected accident).
107	2/9	28	M	Jumped from apartment lanai in attempt to escape from police custody.
119	2/11	18	F	Shot by male friend who allegedly was playing with handgun. (suspected accident)
152	2/22	79	F	Death was subsequent to prolonged hospitalization necessitated by head injuries, which was the result of a fall from hospital bed.
170	2/24	56	M	Fell from hospital bed.
171	2/22	50	M	Aspiration of food.
186	3/3	40	M	Decedent employed as security guard was found critically wounded of gunshot wound. (suspected accident)
209	3/11	87	M	Injuries sustained in a fall.
236	3/18	23	M	Hang glider crashed on the ridge behind Hawaii Kai Golf Course.
273	3/28	25	F	Injuries sustained when the decedent either leaped or fell from apartment building. (suspected accident)
309	4/6	37	M	Fell from apartment building.
374	4/27	48	F	Choked while eating steak at restaurant.

<u>Case No.</u>	<u>Date</u>	<u>Age</u>	<u>Sex</u>	<u>Synopsis</u>
375	4/28	17	M	Fell when he lost his grip while swinging from a rafter.
388	5/5	64	M	Admitted to a hospital in a comatose condition where he later expired. Was picked up at the downtown parking lot. Had been seen earlier staggering on Hotel St. (suspected accident)
398	5/8	15	M	Found hanging in the lanai area of his home. (suspected accident)
443	5/21	74	F	Injuries sustained in a fall at home.
485	6/6	67	M	Kicked by a horse during a horse shoeing process. Expired 5 days later. (Maui)

REQUESTS FOR REPORTS

Investigation and Autopsy Reports .....	294
Autopsy Reports only .....	180
Investigation Reports only .....	1

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. Fees collected totalled \$1,412.50.

CONTRACT AMBULANCE SERVICES

<u>MONTH</u>	<u>Zone 1 @ \$35</u>		<u>Zone 2 @ \$40</u>		<u>Total Charges</u>
	<u>Cases</u>	<u>Cost</u>	<u>Cases</u>	<u>Cost</u>	
July (1973)	49	\$ 1,715	19	\$ 760	\$ 2,475
Aug.	31	1,085	23	920	2,005
Sept.	29	1,015	20	800	1,815
Oct.	37	1,295	19	760	2,055
Nov.	29	1,015	23	920	1,935
Dec.	50	1,750	15	600	2,350
Jan. (1974)	44	1,540	16	640	2,180
Feb.	45	1,575	19	760	2,335
March	45	1,575	19	760	2,335
April	39	1,365	19	760	2,125
May	37	1,295	19	760	2,055
June	35	1,225	15	600	1,825
	470	\$16,450	226	\$9,040	\$25,490

The above shows monthly payments made to the morgue ambulance services contractor.

LABORATORY PROCEDURES CONDUCTED DURING THE YEAR

Ethyl Alcohol .....	421
Aldehyde .....	87
Methyl Alcohol .....	87
Isopropyl Alcohol .....	87
Chloride .....	120
Magnesium .....	120
Carbon Monoxide .....	25
Barbiturate Screening .....	420
Spermatzoa Examination .....	4
Miscellaneous .....	<u>7</u>
TOTAL TESTS.....	1378

Hematoxylin and Eosin Slides .....	3467 (335 cases)
Special Stain Slides .....	<u>91 ( 54 cases)</u>
TOTAL SLIDES.....	3558 (335 cases)

FUND APPROPRIATION, 1973-1974 ..... \$246,979.00  
 Expended and Encumbered ..... \$243,877.70

	<u>Apprn.</u>	<u>Expended</u>
SALARY AND WAGES	\$200,718.00	\$170,287.14
Regular Pay	\$165,029.50	
Holiday Pay	2,442.24	
Non-Holiday Pay	1,883.44	
Other Premium Pay	931.96	
CURRENT EXPENSES	\$ 46,261.00	\$ 73,485.47
Contract Pathologist	\$ 29,124.00	
Toxicology Services	4,666.71	
Contract Morgue Amb.	26,125.00	
Ans. Serv. & Telegr.	543.66	
Out-of-State Travel	554.01	
Utilities (Water, Elec., Tel.)	3,780.76	
Office Supplies & Stamps	864.98	
Lab. & Morgue Supplies	2,323.88	
Rental of Motor Vehicles	2,919.42	
Other Services & Charges	2,583.05	
EQUIPMENT	\$ 105.09	\$105.09
Other Equipment (Morgue)	\$ 105.09	

DEPARTMENT STAFFING

Authorized Positions:

Chief Medical Examiner .....	1	(vacant)
Deputy Medical Examiner .....	1	
Private Secretary II .....	1	
Secretary I .....	1	
Medical Technologist II .....	1	
Medical Examiner's Investigator III....	1	
Medical Examiner's Investigator II....	5	
Prosecutor Assistant .....	1	

**MUNICIPAL REFERENCE AND RECORDS CENTER**



## MUNICIPAL REFERENCE & RECORDS CENTER

Mrs. Jean K. Mardfin, Director

### POWERS, DUTIES, AND FUNCTIONS

The Charter of the City and County of Honolulu as revised by the Charter Commission and adopted by the voters in November 1972 mandated in Section 6-103 that "there shall be a municipal reference and 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

#### LIBRARY

The Municipal Reference Library is a repository of books, pamphlets, periodicals, and newsclippings on all aspects of municipal government. It is used by members of both Executive and Legislative branches of the City & County of Honolulu.

The books and pamphlets collection increased by 1,776 volumes since June 30, 1973 totalling 35,044 volumes on June 30, 1974.

A general weeding program in the areas of Mass Transportation, Refuse, and Management resulted in the withdrawal of 752 volumes from the collection.

The Catalog Librarian completed a Union Catalog project to collect and make available in the Library's card catalog, information about publications housed in other City agencies. The number of titles entered into the Union Catalog reached 2,059 by May 1974. This represents the initial holdings from the collections of Foster Botanical Garden, Honolulu Zoo, and the Police Department.

A microfiche reader-printer was purchased during the fourth quarter.

Total expended for books and pamphlets: \$6,025.00.

The periodical collection was expanded by the acquisition of the following new subscriptions:

- CPA Journal
- Environmental Comment
- Government Publications Review
- Grantsmanship Center News
- Journal of Soil & Water Conservation
- Land Use Planning Reports
- Neighborhood Decentralization
- New York Affairs
- Personnel Policy Briefs
- Review of Public Data Use
- Sound and Vibration
- Urban Technology

A general weeding program in the serials collection resulted in the deletion of twenty-nine titles. Magazine articles indexed totalled 269 this fiscal year.

Total expended for subscriptions and memberships: \$6,904.00.

The newsclipping collection received special attention to reduce the backlog and to expedite the filing of current clippings. A total of 2,492 clips were discarded this fiscal year. Current newsclippings are filed within two to five days. Less than 10% of the 1973 backlog remains unfiled, and major inroads have been made on the backlog of 1972. File pockets were rearranged and reorganized into the new filing cabinets purchased in FY 1972/73.

Reference use of the Library's newsclipping file has increased from 12% of all reference questions handled in FY 1969/70 to 16% in FY 1973/74.

Library use continues to remain stable, as indicated on the statistics table for FY 1973/74. While attendance figures indicate an increase of 1,801 clients over FY 1972/73, the number of reference questions, volumes loaned, photocopies made, and volumes reserved, has not changed considerably over last fiscal year.

#### RECORDS MANAGEMENT

As of June 30, 1974, Retention Schedules for non-permanent records had been established for nine City departments, bringing the total number of agencies with retention schedules to twenty. In addition, permanent records for these nine departments were approved by City Council Resolutions. A General Records Schedule was established for city-wide use by December 1973.

Approximately 766 cubic feet of non-permanent records were destroyed this fiscal year according to procedures stipulated by law.

#### CITY ARCHIVES

A framed print of Mayor Wilson was given to the City Archives by the Office of Council Services in May 1974. In years to come, the City Archives shall become a valuable repository of historical material reflecting the activities of the government of the City & County of Honolulu.

Total expended for the Municipal Reference & Records Center from the 1973/74 Operating Budget: \$78,112.00.

MRRRC Statistics for July 1973 - June 1974

<u>LIBRARY SERVICES</u>	1973/74	1972/73
Reference questions .....	2,450	2,467
Volumes loaned (incl. Photocopies in lieu of loan and inter library loans) .....	8,804	8,505
Attendance .....	9,097	7,296
Published bibliographies (incl. periodical list) .....	15	17
Photocopies made .....	12,425	12,638

LIBRARY COLLECTION

Titles ordered .....	1,340	1,370
Titles cataloged: New .....	1,235	1,548
Union Catalog Titles	2,211	11
Foster Botanical Garden Library .	see Union Catalog Titles	133
Recataloged .....	140	1,080
Added volumes .....	746	692
Volumes processed: New & Added to the collection ..	2,528	2,405
Recataloged .....	140	1,393
Volumes withdrawn from collection ...	752	600
TOTAL NUMBER OF VOLUMES IN THE COLLECTION .....	35,044	33,268
Newsclips indexed and filed .....	27,125	36,656
C&C Ordinances indexed and filed ....	138	216
Magazine articles indexed .....	269	253
Periodical titles received .....	372	384
Periodical volumes collated and bound .....	46	57
TOTAL NUMBER OF BOUND PERIODICALS ...	801	755
Federal Depository items received (incl. Depository periodicals) ..	517	896

RECORDS MANAGEMENT

1973/74

1972/73

Records Destruction Authorization

Form:		
approved and processed .....	66	n.a.
disapproved .....	1	n.a.
Non-permanent records destroyed .....	766.2 cu.ft.	n.a.
Retention Schedules .....	9	11
Total Retention Schedules Completed .	20	11
Council Resolutions for permanent		
records .....	7	0
Requests for assistance .....	14	14
General Records Schedule: Completed December, 1973		

CITY ARCHIVES

Acquisitions:	Date Received:
Charter Commission records and tapes ..	Dec. 1972
Kawaihao Choir, album of Hawaiian	
songs .....	Dec. 1973
Picture of Mayor Wilson (framed) .....	May 1974



**POLICE COMMISSION, HONOLULU**



## ANNUAL REPORT OF THE HONOLULU POLICE COMMISSION - 1973-74

The Honolulu Police Commission consists of seven members appointed by the Mayor and confirmed by the City Council. The Commission may appoint such staff and engage consultants as is necessary to assist it in the performance of its duties; adopts such rules as it may consider necessary for the conduct of its business and reviews rules and regulations for the administration of the Honolulu Police Department; reviews the annual budget prepared by the Chief of Police and may make recommendations thereon to the Mayor; and submits an annual report to the Mayor and the City Council. The Commission receives, considers and investigates charges brought by the public against the conduct of the Police Department or any of its members and submits a written report of its findings to the Chief of Police. It includes a summary of the charges filed and their dispositions in the annual report. The Commission has no voice in the administrative affairs of the Department but serves as an advocate of the community in law enforcement matters. Pursuant to Section 6-603 of the Revised Charter of the City and County of Honolulu, 1973, the Commission appoints the Chief of Police and may, for cause, remove him from office.

### MEMBERSHIP

Mrs. Myra M. Takasaki was appointed to the Commission on February 16, 1971, and was elected Chairman on June 6, 1973 to fill the unexpired term of Dr. Robert C. H. Chung following his untimely death. Mrs. Takasaki was re-elected Chairman on January 9, 1974 to serve for a full term.

Vice Chairman James H. Fujioka was appointed to the Commission on April 16, 1973. His term expires December 31, 1977.

Mr. William C. H. Chung was appointed June 1, 1973, and his term expires December 31, 1976.

Mr. Mun Kin Wong was appointed on June 1, 1971. His term expires May 31, 1976.

The most recent member is Veronica L. Barber, who was appointed on April 25, 1974 and will serve until December 31, 1978. Mrs. Barber filled the vacancy created by the expiration of the term of Francis J. Kennedy, which ended December 31, 1973.

At present there are two vacancies, created by the resignation of John K. Cabral, who resigned for personal reasons, effective May 31, 1974; and Antonio Mirafuentes, who resigned effective June 15, 1974 to enter politics.

## COMPLAINTS HEARD BY COMMISSION

During the fiscal year '73-'74, the Commission held 19 public meetings and 23 informal work meetings. During this period, it reviewed 233 complaints that were registered by citizens with the Commission, which averaged 19.4 complaints per month. Of that number, 153 were referred for investigation or an average of 12.7 cases closed per month between two and four Investigators assigned to work Honolulu Police Commission cases.

During fiscal year '74, 85 investigations were completed and acted upon by the Honolulu Police Commission, which body adopted findings sustaining the complainants' allegations in 33 cases, with 52 cases not being sustained. 21 cases were referred to the Chief of Police as matters within his purview. 9 cases were withdrawn by complainants; 2 were terminated without action because they were filed more than 30 days from date of incident and 1 was filed without action as it did not qualify as a formal complaint.

Enclosure (1) contains the disposition made by the Chief of Police on completed HPC cases sustained by HPC, including those cases referred to him, as falling within his jurisdiction.

## OTHER HPC BUSINESS

The HPC transacted other important business in addition to the review and investigation of complaints by the citizenry, as follows:

- (a) On July, HPC requested of the Mayor funds to create an administrative and investigative staff, as authorized by the Revised City Charter (1973), City and County of Honolulu, which drastically changed the powers and duties of the HPC to those of an investigative body. On July 27, 1973, the Mayor authorized the transfer of 3 police personnel (2 investigators and 1 clerical) to HPC.
- (b) In November, 1973, funds were allotted to the HPD budget for 2 investigators to work with HPC in examining complaints against the police. On December 17, 1973, applicants for positions of Executive Officer, SR-28, and Investigator, SR-24, were advertised by the City Civil Service Department. On March 13, 1974, members of the HPC interviewed qualified applicants and selected James L. Hannah as Executive Officer and Ichiro Nakamura as Investigator to commence work on April 16, 1974.

DISPOSITION OF COMPLAINTS HEARD BY THE HPC

DURING FISCAL '73-'74

It should be noted that figures represented in this enclosure vary with those totals set forth on page 2 of the HPC Annual Report because frequently more than one officer was named in the complaint and often the complaint contained more than one allegation of misconduct of the officer(s).

	<u>BRUTALITY</u> (Includes Excessive/ Unnecessary Force.)	<u>CONDUCT UNBECOMING A POLICE OFFICER</u> (Includes Detrimental Conduct; Threaten- ing; Use of Profane and Indecent Language; Unauthorized Use of Gun; Harassment, etc.)	<u>DISCOURTESY</u> (Includes Rude, Overbearing, Insolent Be- havior, etc.)	<u>TOTAL</u>
CASES NOT SUSTAINED	84	124	33	241
CASES SUSTAINED	24	41	6	71
TOTALS	<u>108</u>	<u>165</u>	<u>39</u>	<u>312</u>
DISCIPLINARY ACTIONS TAKEN BY CHIEF OF POLICE				
No Action	0	1	0	1
Records Only	0	3	0	3
Counselled	7	6	2	15
Oral Reprimand	0	4	0	4
Written Reprimand	4	9	1	14
1-Day Suspension	4	3	0	7
2-Day Suspension	2	2	2	6
3-Day Suspension	1	9	1	11
5-Day Suspension	1	2	0	3
6-Day Suspension	1	1	0	2
10-Day Suspension	1	0	0	1
15-Day Suspension	1	0	0	1
Dismissal	2	1	0	3
TOTALS	<u>24</u>	<u>41</u>	<u>6</u>	<u>71</u>

CASES WITHOUT DISPOSITIONS

69 cases were not included in the foregoing statistics for reasons as follows: Withdrawn, 10; Not Available, 14; Not Investigated, 9; Pending Completion of HPC Investigation, 36.



**HONOLULU POLICE DEPARTMENT**



## HONOLULU POLICE DEPARTMENT

### POWERS, DUTIES AND FUNCTIONS

The Honolulu Police Department is responsible for preserving the peace; preventing crime; detecting and arresting offenders of the law; protecting the rights of persons and property; and enforcing all laws of the State, City ordinances and all regulations made in accordance therein.

### OFFICE OF THE CHIEF

Francis Keala, Chief of Police  
Charles Duarte, Deputy Chief of Police (retired 4-30-74)  
Eugene Fletcher, Deputy Chief of Police (appointed 6-5-74)

The Chief of Police and his Deputy direct a force of 1,762 employees (1,387 sworn, 320 civilian, and 55 corrections) assigned to four major bureaus.

Deputy Chief Charles G. Duarte retired on April 30, 1974, and the Assistant Chief of Investigative Bureau, Eugene B. Fletcher, was appointed Deputy Chief by Chief Keala on 6-5-74.

The Executive Assistant to the Chief of Police, a Metropolitan Police Major, works under the direct control and supervision of the Chief. He provides the Chief with the expertise in well-established managerial practices in police administration, 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 operations of the office of the Chief of Police rests with a Metropolitan Police Captain. He also serves as Administrative Aide to the Chief, which involves the screening of all calls and callers, and protection of the Department Head.

The position of Public Information Officer was transferred to the Mayor's Office of Information and Complaint during fiscal year 1973-74.

### INSPECTION SECTION

The Inspector will be directly accountable to the Chief of Police.

The Inspection Section performs inspectional duties, including both staff and general inspections of all elements of the Department to insure adequacy and suitability of staff equipment and procedures necessary for efficient performance of Police. The Section is also responsible for matters relating to internal affairs and law enforcement Intelligence.

Fiscal year 1973-74 was the 7th year of operation for this organizational element. The functions of the Inspection Section are essentially staff in nature and cover the entire Police Department. An Inspector of Police is the Commander of this unit and is directly accountable to the Chief of Police.

The revised City Charter, which went into effect on January 2, 1973, removed the responsibility of handling public complaints against police officers from the police department and placed it with the Police Commission.

Those public complaints which do not fall within the rules of the Commission are referred to the Chief of Police for investigation or any action deemed necessary. Where appropriate, such complaints are referred to the Inspection Section for investigation. A temporary procedure was established, however, whereby Inspection section personnel were assigned on a full time basis to the Police Commission for the investigative phase of all complaints. This was the procedure for most of the 1973-74 fiscal year, with the assignment on August 23, 1973 of one lieutenant, one detective and one stenographer from Inspection to the Police Commission. Accordingly, Inspection Section personnel investigated all public complaints registered with the Honolulu Police Commission from January 2, 1973 to April 15, 1974.

On April 17, 1974, the Commission secured their own investigators.

Total complaints registered against Department personnel for the fiscal year was 347. The Inspection Section investigated 293 of these cases.

The Inspection Section conducted 27 annual inspections and 76 non-scheduled inspections of Department facilities, equipment, personnel records, and operations throughout the fiscal period. A safety inspector from the City Civil Service Department was utilized in the annual inspections.

As of July 1, 1974, the Inspection Section will become Internal Affairs, in accordance with their re-defined duties.

NUMBER AND CLASSIFICATION OF DISCIPLINARY ACTIONS  
AGAINST DEPARTMENT PERSONNEL

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FISCAL YEAR 1973-1974

Dismissed .....	9
Suspended (15) Days .....	2
Suspended (8) Days .....	1
Suspended (6) Days .....	1
Suspended (5) Days .....	6
Suspended (4) Days .....	1
Suspended (3) Days .....	14
Suspended (2) Days .....	8
Suspended (1) Day .....	34
Demoted, Transferred .....	1
Leave Without Pay .....	1
(4) Hours Without Pay .....	1
Written Reprimand .....	15
Oral Reprimand .....	5
Counselled .....	12
Not Sustained .....	115
Unfounded .....	5
Exonerated .....	4
Complaint Withdrawn .....	11
Information Only .....	6

## ADMINISTRATIVE BUREAU

The Assistant Chief of the Administrative Bureau is responsible for the planning, direction, and coordination of the functions of the Finance Division, Personnel Division, Training Division, Community Relations Division and the Research and Development Division.

### FINANCE DIVISION

The Finance Division is responsible for the overall management and administration of the Department's entire fiscal program.

It handles all cash receipts and disbursements, operating and capital improvement budgets, payroll preparation, purchasing and accounting of property, equipment and supplies.

Throughout the fiscal year 1973-74, the Finance Division watched over all phases of the Departmental budget, insuring that all funds were expended towards providing effective police service for the community.

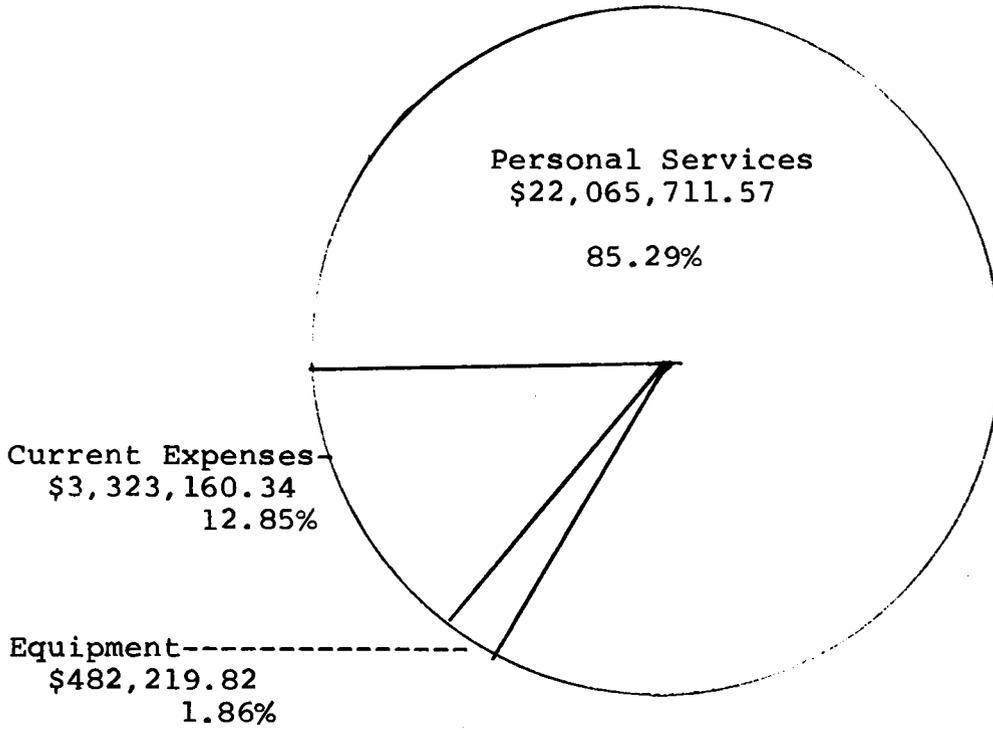
Budget expenditures for the past fiscal period totalled \$25,871,091.73. Total expenditures for 1972-73 were \$22,509,649.42. This showed an increase of \$3,361,442.31 or 14.9%.

#### Budget Comparison

	<u>1972-1973</u>	<u>1973-1974</u>	<u>Difference</u>	<u>%</u>
Total Budget	\$22,509,649.42	\$25,871,091.73	\$3,361,442.31	+14.9%
Personal Services	\$19,067,589.66	\$22,065,711.57	\$2,998,121.91	+15.7%
Current Expenses	\$ 2,914,748.70	\$ 3,323,160.34	\$ 408,411.64	+14.0%
Equipment	\$ 527,874.25	\$ 482,219.82	\$ 45,654.43	- 8.6%

73-74 BUDGET APPROPRIATION

Total \$25,871,091.73



## PERSONNEL DIVISION

The Personnel Division performs the administration of personnel matters within the Department and in conjunction with Civil Service, coordinates personnel actions affecting the Department.

It is also responsible for the Police Cadet Program, Reserve Officer Program and the assignment of off-duty employment.

The primary objective of the Personnel Division is attracting and retaining competent, productive employees. With this in mind, a Recruit Evaluation Study has been initiated by the Personnel Division. The study is designed to facilitate the successful hiring and retention of quality officers by isolating the crucial variables of high or low performance.

Additionally, it is hoped the study will determine "how successful or unsuccessful the Civil Service examination process and our Departmental training and testing procedures have been in selecting and educating our police officers." The evaluation should be available early in fiscal year 1974-75.

The Department reduced its authorized strength by one -- its Informations Specialist position was transferred to the Office of Information and Complaints. At the end of this fiscal year (June 30, 1974), the Department's authorized strength totals 1,860--not including 8 temporary and federally-funded positions.

The following is a breakdown of appointments for this past fiscal year as compared with the 1972-73 fiscal period.

	<u>Fiscal Year 1972-1973</u>	<u>Fiscal Year 1973-1974</u>
Police	33	54
Jail	11	2
Civilian	<u>31</u>	<u>26</u>
TOTAL	<u>75</u>	<u>82</u>

To meet Departmental manpower needs, every effort is made to fill vacant positions by processing and appointing eligible applicants. As fiscal year 1973-74 ends, men as well as women have been accepted as applicants for Civil Service testing.

Thereafter, qualified men and women will be appointed to vacant positions.

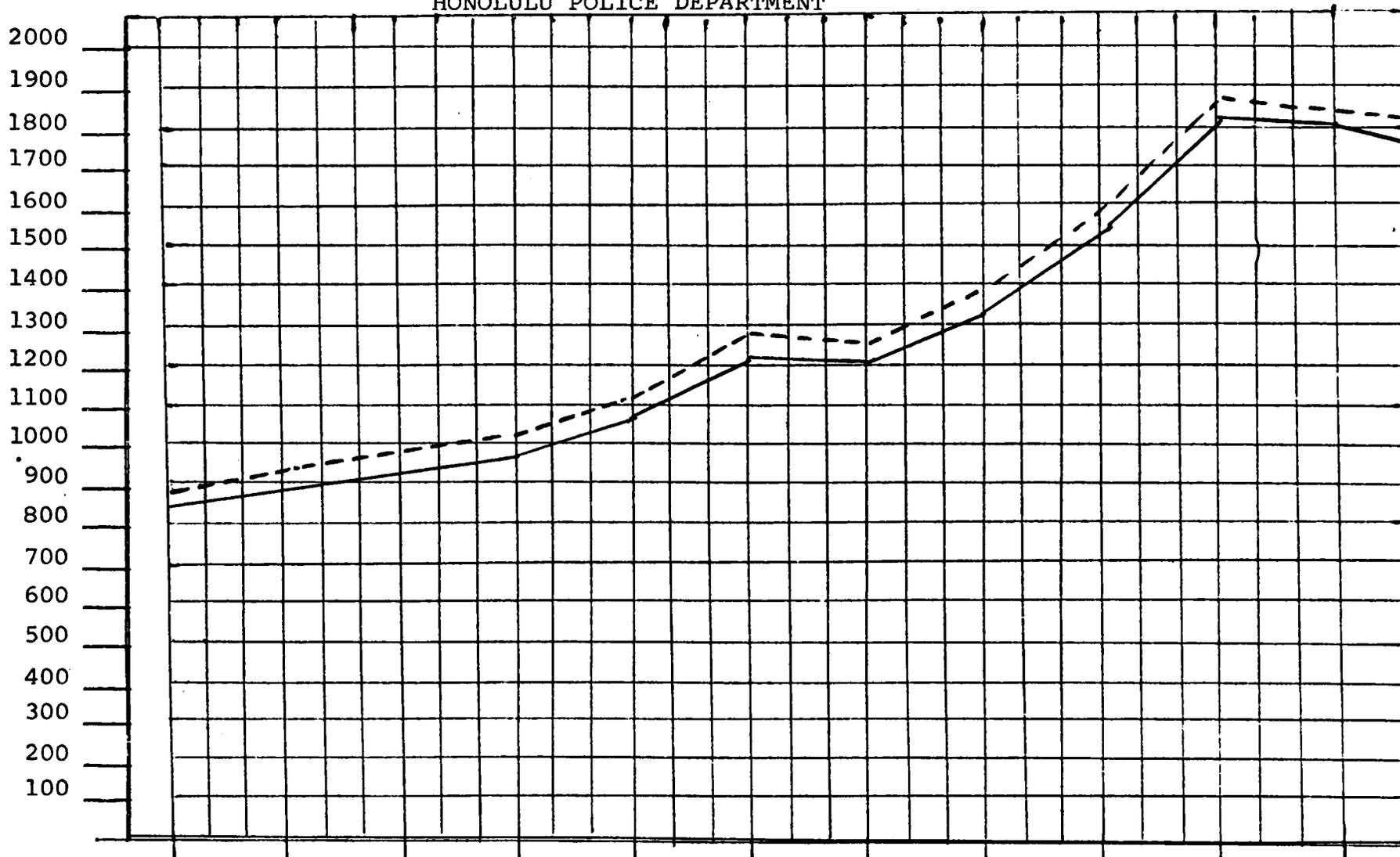
This fiscal year retirement accounted for 14.66 percent of the total personnel separated from the Department. The remaining 85.34 percent either resigned for various reasons, transferred to other government agencies, were terminated, or died.

As the fiscal year closes, there are 95 vacant positions, of which 87 are uniformed positions. The comparative breakdown of separations for the reporting fiscal year is:

	1972-1973		1973-1974	
	<u>Civilian</u>	<u>Uniform</u>	<u>Civilian</u>	<u>Uniform</u>
Resignation	19	45	8	49
Termination				
Probation	0	5	1	4
Provisional Apptmt	1	0	1	0
Short-term Apptmt	5	0	2	0
Service Retirement	2	22	3	14
Inter-Governm'l Transf	0	1	10	12
Dismissal	0	9	0	8
Death	<u>1</u>	<u>2</u>	<u>0</u>	<u>4</u>
Sub Total	<u>28</u>	+ <u>84</u>	<u>25</u>	+ <u>91</u>
TOTAL	112		116	

DEPARTMENT STRENGTH  
BY FISCAL YEAR  
HONOLULU POLICE DEPARTMENT

368



FISCAL YEAR:	'63-'64	'64-'65	'65-'66	'66-'67	'67-'68	'68-'69	'69-'70	'70-'71	'71-'72	'72-'73	'73-'74
AUTHORIZED:-----	908	950	1025	1108	1288	1257	1380	1581	1876	1867	1862
ACTUAL: _____	897	944	988	1084	1219	1205	1348	1549	1830	1782	1764

## TRAINING DIVISION

The Training Division maintains and conducts full scale training programs, consistent with modern police methods, in order to increase the efficiency of all departmental employees.

In a staff capacity, Training Division provides other units with current training information to insure their ability to provide proper service to the public.

Training Division also assists the Federal Government in the training of Far East police officials.

It is presently understood that the Police profession must rely on exceptionally trained personnel to more efficiently perform their function in our complex, modern society. The 18-week, 680-hour curriculum of the Recruit Training Program for the 84 men in this year's class attests to the determination of this Department to produce the best trained officers in its history. The 84 recruits trained is an increase of the 67 for 1972-73.

One hundred and four subjects covering most aspects of Police service were taught. The recruits were given courses in human relations, departmental and Civil Service rules, criminal law, evidence, investigations, firearms training, first aid, patrol procedures, self defense, water safety, traffic duties and others. This was followed by four weeks of on-the-job training.

In order to assure that basic Police skills are maintained and that new developments and techniques are made available, the Training Division conducted 2,336 hours of in-service training classes for 718 officers and employees. The Training Division also conducted or coordinated 731 hours of specialized training for 206 personnel. Courses ranged from the FBI Criminology class to the Secretarial/Clerical Seminar.

## COMMUNITY RELATIONS DIVISION

The Community Relations Division shall strive to obtain the highest possible degree of cooperation between citizens and members of the Department by promoting an understanding of Police tasks and problems.

It will seek information regarding community problems, beginning with the administration of criminal justice and supply information of the role of the Police in the community to various citizens groups.

It coordinates all activities which have the ultimate goal of attaining increased respect for the Department by individual citizens for the accomplishment of Police purposes.

The Honolulu Police Department is aware that every action it performs has a bearing on its relationship with the community. Further, the Department acknowledges that community support and understanding are essential in effecting crime prevention and law enforcement.

The Community Relations Division of the Honolulu Police Department, as with other police departments, is relatively new and is learning from experience. Specialized community relations programs to instill in every officer the concept of good community relations have been developed. The following are some of these programs:

#### Community Relations Officer (CRO) Decentralization Concept

With the aid of Model Cities funding, decentralization of police-community relations at the district level was effected in the District I and District III areas. This innovative program provided intensive community relations training for patrol officers who were assigned to the Community Relations Division for a 12-week period. During the 1973-74 fiscal year, twenty-four patrol officers received this training.

A major portion of the training was furnished through the Law and Justice Awareness Program. Patrol officers performed teaching and home follow-ups with the families of problem students. This experience gave officers the chance to discover some of the factors contributing to delinquent behavior.

The training also enabled the officers to work with immigrant and other minority groups in the target areas of Kalihi-Palama and Waianae-Nanakuli, and to get first-hand knowledge of problems experienced by these groups.

At the end of the 1973-74 fiscal period, Model Cities funding for this demonstration period terminated. The Honolulu Police Department will assume the funding for the program on July 1, 1974 and program activities will continue and expand to other districts when the need arises.

## "Kops 'N Kids" Summer Program

This educational and recreational summer program, designed to service 25 problem youngsters in the Waimanalo area each summer, was extended to include the Kaneohe area for this fiscal period.

Summer-long educational and recreational activities, community service oriented activities, and fund raising projects are designed to facilitate participation and to instill a sense of community involvement in the participants and to effect a positive change in their attitude towards law enforcement and anti-social behavior.

The highlight of the program each summer is a trip to the Island of Kauai which is financed by the participating youths through door-to-door sales.

Funding in 1974 for both Waimanalo and Kaneohe programs was secured through "The Deputies," a group of businessmen, who have organized for the purpose of rendering financial assistance for projects administered by police personnel to improve the welfare of the community.

## Speakers Bureau

One of the major functions of a Community Relations Division is the establishment of lines of communication between the citizens and the Police. One of the methods used to develop such lines is to meet with the public as much as possible. To do this effectively, the Department utilizes public speaking engagements.

Through the Speakers Bureau, the Community Relations Division coordinates all requests for police speakers and then makes the assignment to the appropriate division.

Speaking assignments for this period totalled 339. There were 336 requests in 1972-73.

## Youth Programs

Emphasis continues to be focused on the youth of our community. The following successful youth-oriented programs were continued:

### "Say Hi!"

The "Say Hi!" program, an organized program of uniformed officers and equipment designed for presentation to elementary school children, was demonstrated at 43 schools

reaching 26,941 students during this past school year.

### "Officer Friendly"

A slide program, also developed for elementary schools, depicting the police officer as a friend, was shown at 25 schools and played before a total audience of 19,476 children.

### Law Enforcement Explorers

The Law Enforcement Explorer Program continued to be an effective one. Since 1965, the program has expanded from 15 Explorers and one advisor to its present strength of 371 Explorers and 46 staff personnel. During that time, 12 Explorers have advanced to become police officers. Two new posts were added during this fiscal year.

## RESEARCH AND DEVELOPMENT DIVISION

The Research and Development Division conducts research projects, develops plans and special studies, analyzes crime trends, controls departmental directive system, reviews departmental forms to assure need and adequacy of design, and performs such other functions as may be assigned by the Chief of Police.

One of the most effective tools or processes that the Chief of Police has at his disposal is planning. Much of this activity and the research function of the Department is centered in the Research and Development Division. This function has proven itself over the last six years, and as a result the Division has greatly expanded in size and responsibility since its inception from a two-man unit in 1967 to a 16-man organization of eight officers and eight civilians, including a Statistician, Graphic Artist and an Offset Pressman.

This Division has three objectives:

1. To provide the administration with sufficient information to make a decision on a specific course of action from various alternatives and then undertake the detailed analysis necessary to implement the selected course of action.
2. To determine areas for application of work simplification.
3. To develop systems and procedures which improve work efficiency.

One of the major concerns of the Division is the coordination of the Law Enforcement Assistance Administration projects. During fiscal year 1973-74, 13 projects were administered for grants totaling \$516,008.97.

The following are some examples of surveys and research projects completed by the Division:

1. Study of compact car to be utilized by Field Units.
2. Revision of Department policies and procedures.
3. Prepare and maintain charts depicting index crime offenses for presentation to command level personnel on a monthly basis.
4. Published and distributed to field and investigative personnel, 203 Crime Bulletins containing crime analysis, trends, and information on wanted persons.
5. Responded to 148 requests for statistical information from private and governmental agencies.
6. Responded to 205 correspondence requests relating to Police work.

#### FIELD OPERATIONS BUREAU

The Assistant Chief of the Field Operations Bureau is responsible for the planning, direction and coordination of functions of the field operation in the Metropolitan and Rural Areas, the Airport Detail, Parks and Recreation Detail, Task Group and the Civil Defense Coordinator.

#### UNIFORMED PATROL DIVISIONS

##### PATROL DIVISION

The Patrol Division is responsible for all District I Field Operations relating to the preservation of the peace, protection of life and property, and the prevention of crime.

It is also responsible for the Helicopter Section, Honolulu International Airport Detail, and the Parks and Recreation Detail.

##### RURAL DISTRICTS

The same general duties and responsibilities enumerated for District I are also applicable to all Rural Districts. The districts shall perform all other duties of the Department outside of the limits of the District of Honolulu as well as within said limits whenever so directed, regardless of the fact that such duties may

normally be assigned to some other division.

The Uniformed Patrol Division is referred to as the "heart" of the Department, and its personnel comprise 60% of the actual strength of the Department.

The Uniformed Patrol Division is a 24-hour service function and the range of services it performs is generally wide and dictated to a great extent by the local community. This includes, but is not limited to, the investigation of criminal violations, miscellaneous assistance to the citizenry, enforcement of traffic ordinances and the investigation of motor vehicle accidents.

In order that these services can be performed more effectively, the City and County of Honolulu is divided into four police districts.

Area	Population	% of Total	Square Miles	Road Miles	Sworn Officers	Beat
D-I Metro Honolulu	324,871	52%	86.6	626.1	596	74
D-II Wahiawa	46,500	7%	205.8	220.2	79	9
D-III P.C./Waianae	156,376	25%	179.9	299.5	134	15
D-IV Kan./Kailua	102,781	16%	123.4	329.4	135	15

Each district experiences unique operational problems. Therefore, the district commanders determine the manpower deployment and tactics used to combat crime problems in their respective districts.

District II, Wahiawa, for example, experienced an increase in crime of 47%. With the hope of eliminating or minimizing this increase, a redistribution of manpower into unbalanced watches was implemented. This redistribution was designed to more closely coordinate calls for service with manpower needs. Plain clothes officers were utilized for stake outs and surveillance to augment the patrol force.

The expanding population in each district calls for an ever increasing demand for police service. The community of Mililani in District II is an excellent example. Mililani is the site of constant population expansion with a total of 544 housing units scheduled for completion in the latter part of

1974. The rapid growth of Mililani is a major concern in planning for the future. At the present time, the population is estimated at 14,363 persons and is expected to increase to 17,300 within the next fiscal year, with the same increase expected every year through 1981.

To meet the increasing demand for high caliber service, the Uniformed Patrol Division has intensified in-service training, increased participation in re-call training and emphasized off-duty education to help provide the best possible protection and service for the citizens of the City and County of Honolulu.

In the District I (Honolulu) area, where 43% (596 officers) of the Department's sworn personnel are concentrated, two programs became active in the fight against rising crime rates. These were the Fourth Watch and the Alpha Detail:

#### Fourth Watch

On November 4, 1973, the Fourth Platoon became the Fourth Watch. All footpatrolmen on the 1st, 2nd, and 3rd watches were divided into four equal groups to be rotated in four watch periods.

There are five primary objectives of the Fourth Watch:

1. To provide additional manpower during the evening and early morning hours - the hours of high crime activity, 1800 to 0245 hours.
2. To provide additional manpower in the high crime areas of Waikiki and Downtown Honolulu.
3. To provide flexibility and availability of manpower to meet emergencies.
4. To improve morale within the Patrol Division. (Footpatrolmen previously were held back on the 1st and 3rd watches for extended periods of time to maintain the uneven or staggered watches.)
5. To provide "on-the-job" training for new officers upon graduation from recruit class.

The Fourth Watch, since its inception, has handled more than 1,000 numbered cases in the high crime areas of Waikiki and Downtown Honolulu. The majority were picked up on beat and would have gone unreported if it were not for the footpatrolmen. Its officers have manned strike posts, provided security for the recent crime syndicate trials, and provided

manpower support to other divisions.

### The Alpha Detail

The Alpha Detail was created in the District I area to provide the Uniformed Patrol Division with tactical flexibility and to enable the Police to take the offensive in certain crime situations.

The plainclothes detail is comprised of 22 men - one lieutenant, three sergeants, nine motorpatrolmen, and nine footpatrolmen, all of whom are permanently assigned to the Patrol Division. The assignments were purposely made from the ranks of the Patrol force to retain the support and rapport between the detail and their uniformed counterparts. Consequently, the detail is able to tap the vast resources of crime information from the uniformed patrol officer and in turn follow up on the information in a way that only a plainclothes unit can.

The unit provides mobility and speed in dealing with specific crime situations at various locations in District I and has assisted the rural districts when a large force of men was required. The Alpha teams work in conjunction with the watches. Their working hours are frequently adjusted for concerted and multiple team efforts.

On occasion, the unit will go out on conspicuous patrol (marked Police vehicles and uniforms) to saturate a high crime area. The result in almost every instance was a marked decline in the burglary rate and in one instance, from a high of 70 burglaries to complete elimination.

The Alpha Detail has also been assigned to the beach areas on Oahu's east side to prevent auto burglaries. It has resulted in a decline in auto burglaries during the daylight hours.

### Actual Offenses Handled (All Districts)

#### Uniform Classification of Offenses

<u>Part I Class</u>	<u>Fiscal 72/73</u>	<u>Fiscal 73/74</u>	<u>Numerical Change</u>	<u>Percent Change</u>
<u>CRIMINAL HOMICIDE</u>				
a. Murder & Non-Negligent Manslaughter	42	47	+5	11.9
b. Manslaughter by Negligence	39	69	+30	76.9

	Fiscal 72/73	Fiscal 73/74	Numerical Change	Percent Change
<u>FORCIBLE RAPE</u>	162	171	+9	5.6
a. Rape by Force	146	152	+6	4.1
b. Assault to Rape- Attempts	16	19	+3	18.8
<u>ROBBERY</u>	497	901	+404	81.3
a. Armed-Any Weapon	293	503	+210	11.7
b. Strong-Arm No Weapon	204	398	+194	95.1
<u>ASSAULT</u>	4,542	5,024	+482	10.6
a. Gun	88	77	-11	-12.5
b. Knife or Cutting Instrument	129	119	-10	- 7.8
c. Other Dangerous Weapon	95	108	+13	13.7
d. Hands, Fists, Feet, etc. - Aggravated	26	21	-5	-19.2
e. Other Assaults - Not Aggravated	4,203	4,699	+496	11.8
<u>BURGLARY</u>	9,265	12,001	+2,736	29.5
a. Forcible Entry	6,782	9,130	+2,348	34.6
b. Unlawful Entry - No Force	1,890	2,144	+254	13.4
c. Attempted Force Entry	593	727	+134	22.6
<u>LARCENY - Theft</u>				
a. \$50 & Over	7,595	9,693	+2,098	27.6
b. Under \$50	11,106	13,103	+1,997	18.0
<u>AUTO THEFT</u>	2,989	4,152	+1,163	38.9
TOTAL PART I CLASS	36,273	45,121	+8,848	24.4
<u>Part II Class</u>				
Other Assaults	4,209	4,696	+487	11.6
Arson	267	219	-48	-18.0
Forgery & Counterfeiting	304	377	+73	24.0
Fraud	660	660	0	0
Embezzlement	25	17	-8	-32.0
Stolen Property/Receiving, etc.	22	7	-15	-68.2
Vandalism	4,234	4,802	+568	13.4
Weapons	422	494	+72	17.1
Prostitution	190	450	+260	136.8
Sex Offenses	460	294	-166	-36.1

	Fiscal 72/73	Fiscal 73/74	Numerical Change	Percent Change
Drug Laws	906	753	-153	-16.9
Gambling	332	302	-30	- .9
Offenses Against Family	34	65	-31	-91.2
Driving Intoxicated	1,495	2,832	+1,337	89.4
Liquor Laws	183	200	+17	9.3
Disorderly Conduct	496	680	+184	37.1
Vagrancy	0	0	0	0
All Other Offenses	17,831	20,211	+2,380	13.4
TOTAL PART II CLASS	32,070	39,177	+7,107	22.2
TOTAL BOTH CLASSES	68,533	84,298	+15,955	23.4

### Airport Detail

The Airport Detail is under the direct command of the Patrol Major, District I. However, the detail is administratively responsible to the Department of Transportation, State of Hawaii, and is responsible for enforcing the rules and regulations of that agency in addition to the laws and ordinances of the State of Hawaii and the City and County of Honolulu.

The Airport Detail is comprised of one Police lieutenant, five Police sergeants, ten motorpatrol officers and four foot-patrolmen.

They patrol by foot or motor vehicle all areas within the Airport complex giving particular attention to the parking violations as well as the various businesses located in the main building, and checking for suspicious persons or activity. They are responsible for investigating any complaint or violation occurring on the property.

The Airport Detail issued a total of 50,711 citations for various parking, moving, and miscellaneous violations in the fiscal year 1973-74.

### Parks and Recreation Detail

The Parks and Recreation Detail is responsible to the Assistant Chief of Field Operations and is under the direct command of the Major of the Patrol Division, District I.

The detail is assigned to the Department of Recreation for the specific purpose of enforcing the laws and ordinances affecting that Department in addition to enforcing the laws of the State of Hawaii and the City and County of Honolulu.

The Parks and Recreation Detail is comprised of one Police sergeant and four motorpatrolmen. They circulate throughout the entire Island of Oahu, overseeing the 265 improved parks and playgrounds, insuring that camping, picnic and athletic permits are in order.

For the fiscal year 1973-74, this detail issued 10,780 parking and miscellaneous citations, an increase of 4.9% over 1972-73.

### Helicopter Section

The Helicopter Section is responsible to the Assistant Chief of Police, Field Operations Bureau, and is under the direct command of the Patrol Division Major, Metropolitan Area, District I.

The mission of the Police helicopters is to provide aerial support by way of observation, surveillance and communication for all departmental ground elements.

The visual capability, speed, and maneuverability of the helicopters enhance the flexibility of the Department and their use serves to further the two primary objectives of law enforcement, crime repression and apprehension of offenders.

The following lists comparative figures for Helicopter Section operations for fiscal year 1972-73 and 1973-74.

<u>Operation</u>	<u>72-73</u>	<u>73-74</u>	<u>Difference</u>
Sightings-(Total No. of observations from the ship)	531	702	+171 or +24.4%
Traffic-(Sightings regarding traffic accidents/hazards/tie-ups)	141	120	- 21 or -17.5%
Alarms-(Burglary/Robbery)	528	587	+ 59 or +10.1%
Assists-(Total No. of cases responded to)	1,228	1,012	-216 or -21.3%
Public Relations Missions	46	37	- 9 or -24.3%
Miscellaneous Missions-(Photo/SA /surveillance/orientation flights)	209	164	- 45 or -27.4%
Cases Handled	165	426	+261 or +61.3%

	<u>72/73</u>	<u>73/74</u>	<u>Difference</u>
Arrests-(Total No. helicopter and crew participated in directly or indirectly)	124	110	-14 or -12.7%
Interrogation Cards	100	86	-14 or -16.3%
Auto Theft Recoveries	80	113	+33 or +29.2%

#### CIVIL DEFENSE COORDINATOR

The Civil Defense Coordinator coordinates all departmental Civil Defense activities with Federal, State, and City and County agencies.

The Honolulu Police Department is somewhat unique among law enforcement agencies in that it is not only responsible for the basic police protection of the Island community but also has the added responsibility of being the State Civil Defense Primary Warning Point. This function carries the duties of recording Civil Defense and other emergency messages, such as warnings from the U.S. Weather Bureau relative to hurricanes, high surf or possible flooding, and transmitting them to other key personnel and agencies.

The following are the major activities for 1973-74:

Monthly siren tests were conducted to test and keep the siren warning system in good working order. All malfunctions were reported to the proper authorities for immediate repair.

Fifteen earthquakes and seismic information messages were received from the Honolulu Observatory and serviced. All required no action. In all the messages received, key personnel and agencies were notified to stand by for development until instructions for cancellations were received.

Twenty-two storm and flood warnings from the U.S. Weather Bureau were received. During April, flooding in Haleiwa caused three deaths and extensive damages to buildings and property.

Thirteen high winds and surf warnings were received and serviced during this fiscal year. Four persons drowned when they were swept out to sea and another drowned when his boat capsized. There were damages to several beach homes.

In addition, one hurricane message was received and serviced during this period.

## TASK GROUP

The Task Group performs specialized selective enforcement duties which exceed the capabilities of regular patrol. Additionally, they train and utilize dogs for Police work and provide security for foreign and national dignitaries.

The Task Group is a specialized unit designed to supplement regular patrol units. Its purpose is to suppress criminal incidents by surveillance and saturation patrol. In addition, it provides assistance to the Criminal Investigation Division and the Criminal Intelligence Unit of the Department. For fiscal 1973-74, the Task Group made 407 Part I and Part II arrests as a result of these activities.

The Task Group also assisted uniformed units in the control of 12 demonstrations by various organized groups in 1973-74.

The Task Group provided security for 29 foreign and national dignitaries, involving 357 officers and 2,482 man hours. Some of the security assignments were for:

(Then) Vice-President Gerald Ford  
Vice President Yen-Chia Kan from the Republic of Korea  
President Hammer Derobert of Nauru  
Queen Elizabeth II of the United Kingdom  
Prince Charles of England  
Crown Prince Hassan of Jordan  
Mrs. Imelda Marcos of the Philippines

This unit also supervised the training of Police dogs in the detection of explosives, narcotics, and weapons.

## TRAFFIC DIVISION

The Traffic Division is responsible for the enforcement of laws and ordinances relating to traffic, motor vehicles and operators.

It is also responsible for traffic accident investigation, traffic supervision, traffic education, driver licensing and examination, motor vehicle inspection, and the administration of the Junior Police Organization.

In the fiscal year 1973-74, the Traffic Division continued to focus its efforts on the speeding violator and the driver under the influence of alcohol. This is in keeping with national studies which show that alcohol was a factor in nearly one-half of all traffic fatalities.

In this regard, the nine-man Traffic Task Force, designed to combat the speeding problem was increased to 14 men in 1973-74. This force concentrated on high frequency accident locations.

The DUI Detail continued to reduce the number of drinking drivers on the road by making 1,642 arrests for Driving Under the Influence of Alcohol.

The DUI Detail and the Traffic Task Force were two of the reasons statistical comparisons of accidents for 1972-73 and 1973-74 show that there were 629 less major traffic accidents, 463 less accident injuries, and 11 less traffic fatalities this fiscal year. The 79 fatalities was the lowest such total since 1964-65.

<u>Accidents:</u>	<u>Major</u>	<u>Minor</u>	<u>Non-Traffic</u>
1972-73	15,546	3,895	2,940
1973-74	14,917	4,754	3,252
<u>Injuries:</u>			
1972-73	8,523	0	360
1973-74	8,060	0	313
<u>Fatalities:</u>	<u>Fatalities</u>	<u>Accidents</u>	
1972-73	90	67	
1973-74	79	68	

Accomplishments of other sections of the Traffic Division are reflected in the following comparison tables:

Comparative Traffic Activities

Driver licenses issued for fiscal year July 1, 1973 through June 30, 1974:

Relicense .....	23,072
Renewal .....	68,794
New License .....	<u>23,441</u>
<b>Total Licenses</b>	<b>115,307</b>

Comparison Table

	<u>1972-73</u>	<u>1973-74</u>	<u>Difference</u>
Persons Processed	310,625	201,922	+108,703
Fees Collected	\$848,802.50	\$429,608.50	-\$419,194.00
Written/Road Tests Administered	84,009	85,636	+ 1,627
Special Permits Issued	10,798	11,022	+ 224
Drivers Licenses Issued	229,192	115,307	-113,885

The Motor Vehicle Control Section was responsible for the removal of 10,576 derelict and abandoned vehicles, an increase of 4,239 over 1972-73. It was also responsible for the following inspections:

	<u>1972-73</u>	<u>1973-74</u>	<u>Difference</u>
Stands Inspected	4,870	5,088	+218
Vehicles Inspected	15,642	16,107	+465
Vehicle Permits Issued (Reconstruction, U-Drive, etc.)	11,138	11,397	+259

Citations issued by the Solo Motorcycle and Servi-Motorcycle  
Details:

	<u>1972-73</u>	<u>1973-74</u>
Solo Motorcycle	39,209	28,975
Servi Motorcycle	33,746	41,955

INVESTIGATIVE OPERATIONS BUREAU

The Assistant Chief of the Investigative Operations Bureau is responsible for the planning, direction and coordination of the functions of the Criminal Investigation Division, Juvenile Crime Prevention Division, and the Vice Division

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division investi-  
gates all crimes of fraud, theft and violence.

The Division assembles evidence to identify and apprehend criminals and prepares cases for prosecution. It is also in charge of detached services to the Prosecuting Attorney and the Corporation Counsel.

To meet the rise in crime and increased case load, the organizational structure of the Criminal Investigation Division was reviewed and evaluated in 1973-74. This action resulted in a restructure of the theft zones and the deployment of investigators and supervisory personnel.

The new look for the Criminal Investigation Division with its manpower allocation is as follows: a major is in charge of the division and he is assisted by an executive officer with the rank of captain. There are 11 lieutenants, 101 detectives, 5 sergeant trainees and 8 civilian personnel for a total complement of 127.

With the exception of the Theft Detail, each of the following details is headed and supervised by a lieutenant: Homicide-Robbery, General, First Watch and Third Watch. The Theft Detail has five lieutenants, one for each zone. Two new lieutenant positions were created and serve as night and vacation relief.

Major changes were made in the Theft Detail. The city area previously consisting of five zones with one lieutenant in charge has been modified to comprise of three zones with a lieutenant in charge of each zone. Three rural districts were consolidated to make up two zones with a lieutenant in charge of each zone. The "mal con detail" formerly a separate detail, has been merged into the theft zones thus abolishing this detail.

A surveillance team initially consisting of two detectives gained another detective and was bolstered by personnel from Task Group and the Alpha Detail of the Uniformed Patrol Division this fiscal year. This unit, under the direction of the executive officer of CID, specializes in cases of complexity and major significance and has ably demonstrated its effectiveness and capabilities in these areas. They are currently assigned to gather information on criminal and related activities on a rapidly growing segment of the criminal underworld.

BY CRIMINAL INVESTIGATION DIVISION  
Month of JULY, 1973 - JUNE, 1974

**PART I OFFENSES**

CLASSIFICATION	ASSND	RECLASSIFIED			ACTUAL NET CASES	UNF	WITH-DRAWN	OUT-SIDE	CLOSED	
		+ GAIN	- LOSS	+ NET					NUMBER	%
Murder Manslaughter	45	-	-	-	45	-	-	-	23	51.11
Rape	85	-	2	- 2	83	8	17	2	76	91.57
Robbery	903	4	15	-11	892	28	10	3	334	37.44
Assault 1 & 2	278	4	21	-17	261	1	7	1	135	51.72
Burglary	12041	1	42	-41	12000	151	72	4	2843	23.69
Burglary from Vehicle	261	-	3	- 3	258	1	5	-	34	13.18
Theft 1	3693	13	26	-13	3680	85	34	7	642	17.45
Theft 2 & 3	1624	38	9	+29	1653	70	29	8	1106	66.91
Auto Theft	4347	223	223	-	4347	425	19	93	775	17.83
<b>TOTAL</b>	<b>23277</b>	<b>283</b>	<b>341</b>	<b>-58</b>	<b>23219</b>	<b>769</b>	<b>193</b>	<b>118</b>	<b>5968</b>	<b>25.70</b>

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**PART II OFFENSES**

CLASSIFICATION	ASSND	RECLASSIFIED			ACTUAL NET CASES	UNF	WITH-DRAWN	OUT-SIDE	CLOSED	
		+ GAIN	- LOSS	+ NET					NUMBER	%
Assault 3	321	23	3	+20	341	1	9	-	185	54.25
Embezzlement Gross Cheat	2	-	-	-	2	-	-	-	3	150.00
Forgery	421	-	2	-2	419	3	11	3	255	60.86
Miscellaneous	3457	49	5	+44	3501	14	19	57	2198	62.78
<b>TOTAL</b>	<b>4201</b>	<b>72</b>	<b>10</b>	<b>+62</b>	<b>4263</b>	<b>18</b>	<b>39</b>	<b>60</b>	<b>2641</b>	<b>61.95</b>
<b>GRAND TOTAL</b>	<b>27478</b>	<b>355</b>	<b>351</b>	<b>+ 4</b>	<b>27482</b>	<b>787</b>	<b>232</b>	<b>178</b>	<b>8609</b>	<b>31.33</b>

## VICE DIVISION

The Vice Division is responsible for the enforcement of laws and ordinances in relation to moral turpitude, narcotics and gambling.

The 1973-74 fiscal year saw the Division's enforcement priorities shifted towards the more serious felony offenses, some of which were newly created by the Hawaii Revised Penal Code. Vice officers concentrated heavily on organized vice activities.

Three professional-type gambling operations were uncovered: the first was on Maunakea Street, the second was at a private residence on Manoa Road, and the last was at the Red Carpet Lounge in Kailua. A total of 65 persons were arrested and over \$10,000 was confiscated. Also, for the first time, two search warrants, issued on two large cockfight operations in Waianae, were directed to search the premises and persons within for contraband items used in cockfighting. In the first operation, 493 persons were involved, and in the second, there were 612 participants.

During the first quarter of this fiscal year, the Morals Detail experienced the first major breakthrough into illicit peddling of pornography. Coordinating efforts with the Prosecutor's Office and following guidelines in accordance with the latest U.S. Supreme Court decisions, 31 pornography investigations were concluded. This resulted in the issuance of 12 penal summons, the execution of four search warrants and the arrest of nine persons.

Narcotic investigations have concentrated on "suppliers" and "dealers." With the cooperation of other law enforcement agencies, the Narcotics Detail has not only been able to seize sizable amounts of narcotics and marijuana, but has also been able to apprehend key "suppliers" and "dealers." Through information received from one of our narcotics officers, a key operator of narcotics traffic in the western part of the U.S. was arrested by the San Diego Narcotics Task Force with the aid of our officer. An amount of \$400,000 worth of heroin and cocaine was seized.

An 11-month investigation by the Narcotics Detail led to the apprehension of 20 persons, charged for distributing narcotics. In this case, assistance was attained from the Federal Strike Force rendering a Title III, the monitoring and recording of telephone conversations. In still another case, 379 pounds of marijuana, valued at \$57,000 was found growing on the slopes of a ridge, approximately one mile mauka of Haleiwa town.

Information received by the Narcotics Detail resulted in the confiscation of two wooden footlockers containing eight rifles, six shotguns, seven handguns, one machine gun, three silencers, two grenades and 6,500 rounds of ammunition, all belonging to the local organized crime syndicate.

The fiscal year also showed a strong emphasis on training for vice personnel. Learning the techniques and functions of other law enforcement agencies is enhanced through classroom instruction as well as through joint efforts. Such training was received by the members of the Division from the:

Seattle Police Department  
 Las Vegas Metropolitan Police Department  
 San Diego County Integrated Narcotic Task Force  
 Drug Enforcement Administration, San Diego Branch  
 Drug Enforcement Administration, Washington, D. C.  
 Los Angeles Police Department, Administrative Vice Sec.  
 San Francisco Strike Force

COMPARATIVE VICE ACTIVITIES

	Number of Cases			PERCENTAGE
	72/73	73/74	DIF.	
GAMBLING	483	450	-33	-6.9%
MORALS	446	612	+166	+37.2%
NARCOTICS	<u>715</u>	<u>632</u>	<u>-83</u>	<u>-11.6%*</u>
	1,644	1,694	+50	+3.0%

	Number of Persons Arrested			PERCENTAGE
	72/73	73/74	DIF.	
GAMBLING	1,154	1,267	+133	+9.8%
MORALS	423	632	+209	+49.4%
NARCOTICS	<u>915</u>	<u>602</u>	<u>-313</u>	<u>-34.2%*</u>
	2,492	2,501	+9	+.4%

\*A significant cause for the decrease in narcotics cases and number of persons arrested is that less time was spent on enforcement of certain offenses recently declared misdemeanors under the new penal code which accounted for a large number of cases during 1972. However, the total value of Narcotics/Drugs seized this past Fiscal Year was \$546,388.00, as compared to the 1972-1973 total of \$269,100.00.

Value of Evidence Seized

<u>1972-73</u>	<u>1973-74</u>	<u>Numerical Diff.</u>	<u>Percentage</u>
\$269,100.00	\$546,388.00	+\$277,288	+103%

JUVENILE CRIME PREVENTION DIVISION

The Juvenile Crime Prevention Division investigates and deals with cases involving children and minors, domestic and social irregularities and maladjustments, missing persons, dance halls, schools, public places tending to promote anti-social behavior or crime, emotional problems and related matters. Cooperates with public health and welfare agencies and schools, as provided for under Chapter 571 of the Hawaii Revised Statutes.

The population of the City and County of Honolulu is increasing as new people, many of them immigrants from Samoa and the Philippines, arrive every day. Like other cities faced with rapid growth, we have increased problems of insufficient housing, unemployment and welfare assistance. These sociological problems often become an imposition on youth, and the result is anti-social delinquent behavior.

The Honolulu Police Department is aware that such behavior may lead to confrontations with the Police and has taken the steps necessary to establish a genuine relationship with the youth. The Juvenile Crime Prevention Division has been instrumental in effecting crime prevention through the School Liaison Detail and the Police Activities League.

The number of youngsters serviced by the PAL continues to grow each year. Effective July 1, 1974, the PAL Section will be transferred to the Community Relations Division.

COMPARATIVE J.C.P.D. ACTIVITIES

<u>DIVISION</u>	<u>1972-73</u>	<u>1973-74</u>	<u>DIFFERENCE</u>	<u>% OF INCREASE</u>
Total Cases Handled	8,860	11,615	2,755	31%
Cases Closed	6,104	8,827	2,723	45%
Percent of Cases Closed	68.9%	75.9%	7	10%
Juvenile Arrests	7,072	7,786	714	10%
Meetings/Lectures Attended	174	181	7	4%

	1972-73	1973-74	DIFFERENCE	% OF INCREASE
<u>RUNAWAY PROGRAM</u>				
Cases Reported	2,562	2,740	178	7%
Juveniles Returned Home/No Arrest	1,694	1,853	159	9%
Closed by Arrests	809	813	4	5%
Pending	59	190	131	225%
<u>BICYCLE DETAIL</u>				
Bicycle Thefts	1,883	2,384	501	27%
Recovered	527	582	55	10%
Arrests	88	145	57	65%
<u>SCHOOL LIAISON DETAIL</u>				
Schools Serviced	52	54	2	4%
Cases Handled	85	153	68	8%
Arrests	79	65	-14	-18%
<u>PAL PROGRAM</u>				
PAL Youngsters Serviced	9,414	11,575	2,161	23%

#### TECHNICAL BUREAU

The Assistant Chief of the Technical Bureau is responsible for the planning, direction and coordination of the functions of the Records and Identification Division, Communications Division, Data Processing Division, Corrections Division, Radio Maintenance Section, and the Vehicle Maintenance Section.

#### RECORDS AND IDENTIFICATION DIVISION

The Records and Identification Division maintains, in a manner consistent with good Police practices, all necessary records and statistics of offenses known to Police. It is also responsible for the service of warrants and subpoenas, the issuance of firearms registration and permits, the Crime Laboratory, the Photo Lab, handling of evidence

and lost or found property, fingerprinting and identification.

The Records Division has continued to strive for simplification, modification, and improvement in dealing with the tremendous amount of reports and record files. Microfilming, the Miracode System, and the Microfiche System are three ways the problem is being met.

Work continues on the microfilming of all police reports under a contract with Bell and Howell. Much of the work has been completed with only 500,000 reports yet to be processed. In addition, 275,000 non-criminal fingerprint cards have been microfilmed, eliminating 15 files.

The Microfiche System has been utilized to replace the 3 x 5 Alpha Card System, and in the fiscal year 1973-74, one hundred and nine files have been emptied.

This year, the Miracode System has been utilized in the Identification Section by storing on microfilm, the fingerprint records of active criminal characters which permit immediate comparison of latent fingerprints.

During this fiscal year 1973-74, \$20,000 was expended on automated photographic equipment in preparation for taking mug shots in color. Crime scene photos were taken in color.

The Records Division also processed 60,136 warrants, penal summons, and subpoenas serving a total of 50,734 documents. The Warrants Section also issued 4,448 permits to acquire firearms and registered a total of 14,418 weapons.

The Evidence Room processed 7,480 evidence reports and 1,421 found property reports. They also handled 18,815 items of evidence and 4,568 items of found property with a total value of \$1,216,159.41.

#### COMMUNICATIONS DIVISION

The Communication Division organizes and operates a centralized communications system to provide for the most efficient and effective communication with all elements of the Police Department and the public.

The Communications Division can rightfully be considered the hub or center of police operations as the greatest majority of requests for service, complaints, and reports of criminal offenses are initially transmitted through this unit.

The training of the relatively new personnel of this recently civilianized division was a major goal in this fiscal year. An extensive training program was incepted to insure the efficiency of the civilian employees in performing the important tasks of the Communications Division.

All new employees received an average of 200 hours of training time which was divided into three parts: classroom, field orientation, and on-job experience. Selected civilian employees attended Police Recruit Training classes and recall training was conducted for the more experienced personnel.

The "Dispatchers Handbook" and the "Manual of Operations" were updated in December, 1973, to provide better informational tools for all employees.

The proposed universal emergency telephone number "911" moved closer to realization in this fiscal year. The department approved this "911" plan in September, 1973, to be implemented when the centralization of the police communications network on the Island was completed. This plan includes the sharing of "911" with the Fire and Ambulance services in the City. It will make it easier for the public to contact the appropriate agency in emergencies.

The Division also finalized plans in June, 1974, for the operation of a new radio frequency for Waikiki. Implementation is set for January, 1975.

Comparative Communications Activities

	1972-73	1973-74	Numerical Difference	%
<b>Cases Processed</b>				
Numbered	109,894	82,154	-27,740	-25.2%
Unnumbered	91,572	70,037	-21,535	-23.5%
<b>Telephone Calls</b>				
Total Calls	1,035,554	1,018,554	-17,000	- 1.6%
Emergency Line	503,584	547,020	+43,436	+ 8.6%
<b>Computer Assistance</b>				
Queries	849,747	875,280	+25,533	+ 3.0%

## CORRECTIONS DIVISION

The Corrections Division administers the program for persons detained at the Honolulu Jail and is responsible for all personnel assigned to that facility.

This past fiscal year, 1.8 million dollars was appropriated by the legislature for the transfer of the Honolulu Jail from the City to the State. Although the transitional period is set for the next fiscal year, key supervisory personnel are being groomed to assume administrative and operational positions when sworn police personnel vacate the Jail, possibly during the second quarter of 1974-75.

In this regard, courses on "Basic Supervision" and "Supervisory Management" were offered and enthusiastically attended by 40% of all the Jail personnel.

Two programs to enhance the security of the Jail were adopted. The first, a dog training program, was completed on June 7, 1974 with the certification of three dogs in surveillance and detection. The second measure, the installation of closed circuit TV's for rapid surveillance of key spots in the Jail awaits installation and operation.

The accomplishments of the past fiscal year should provide the ground work for the transition period next year. The Jail is at a level of efficiency to permit a smooth transfer of operations and management to the State.

## DATA PROCESSING DIVISION

The Data Processing Division plans, recommends, and coordinates the design of new systems or system improvements to provide management with vital information and to apply data processing methods where it will help the overall efficiency of the Police Department.

Presently in the analysis stage, the major achievement for the Data Processing Division for the fiscal year 1973-74 is the "Evaluation of the Daily Physical Performance Activities of Line Officers." The purpose of this system is to:

1. Provide for a collection of data on physical confrontations experienced by line officers.
2. Provide a valid data base from which an evaluation of physical activities, encountered in the field or at the station desk, may be accomplished.

3. Provide for possible validation of the Civil Service "Agility Test" used during pre-employment testing.
4. Preparation of valid statistics to reflect the occurrence of physical force or confrontation necessary to accomplish the police mission.

The Division also developed an innovative system called Police-Parolee Contact. The objective of this system is to identify the procedures for processing parole information between the Board of Parolees and Pardons and the Honolulu Police Department. It will also define the functions of the Adult Parole System as it relates to the Police Department's effort to assist in providing supervisory services for parolees.

#### RADIO MAINTENANCE SECTION

The Radio Maintenance section plans, organizes, directs and maintains the Police Communication network which provides for effective communications within all elements of the Police Department and other associated agencies.

Radio Communication is the nervous system of any law enforcement organization. All effective actions are coordinated through this medium. To provide the best radio network to meet the needs of the Department and the conditions existing on the Island, is the responsibility of the Radio Maintenance Section. It must plan, administer, design and modify the total communications system.

The Radio Maintenance Section has continued to provide improvements in the Department's communications system. In fiscal 1973-1974, the installation of a radio communications system for CIU was completed. This involved installing repeater stations at Manawahua, Mokuleia, and Mokapu, and a control station at Pawa Annex.

The Section also provided technical assistance to the Data Processing Division in determining the type and quantity of radio crystals for a new radio channel for Waikiki.

#### Comparative Radio Maintenance Activities

	<u>72-73</u>	<u>73-74</u>	<u>Numerical Difference</u>	<u>%</u>
Mobile Radio Installation and Removal	614	896	+282	+45.9%
Blue Light Installed and Removed	294	698	+404	+137.4%

	72-73	73-74	Numerical Difference	%
Total No. of Jobs Installation, Repair & Projects	11,069	9,256	-1,813	-16.4%

#### VEHICLE MAINTENANCE SECTION

The Vehicle Maintenance section maintains, inspects and repairs all motorized equipment and auxiliary generators for all stations.

The 22-man Vehicle Maintenance Section is responsible for maintaining, inspecting and repairing a City owned fleet of 140 marked police vehicles.

In addition, they install sirens and seal speedometers on all subsidized vehicles and issue gasoline and oil to all City owned and subsidized vehicles.

#### Comparative Vehicle Maintenance Activities

	<u>1972-73</u>	<u>1973-74</u>	<u>Numerical Difference</u>	<u>%</u>
Vehicles Services	145	157	+12	+8.3%
Major Repairs	1,132	1,208	+76	+6.7%
Minor Repairs	3,996	4,020	+24	+ .6%
Lubrications	1,405	1,062	-343	-24.4%
Gasoline Consumed	845,917 gal.	862,529 gal.	+7,612 gal.	+ .9%

#### CONCLUSION

The rapid growth of our community, more complex problems in law enforcement, and the growing demands for specialized police services require the necessity for constant improvement of police performance.

The accomplishments outlined in this report are reflective of an overall improvement of police performance by all officers and employees of the Honolulu Police Department.

The entire resource of the Department is dedicated to constant improvement to efficiently serve the citizens of the City and County of Honolulu.

## HISTORY OF THE HONOLULU POLICE DEPARTMENT

The origin of the Honolulu Police Department can be traced to 1834 when King Kamehameha III organized the first police force. This was only four years after the first metropolitan police force was organized in London, England. It was ten years before a municipal police force was established in New York City.

Mr. Kronenberg was appointed the first Chief of Police with a staff of two men. Nine years later, in 1843, a police corps for the islands was organized. It was comprised of a captain, sergeant, corporal and 24 privates.

In 1845, the King appointed a Marshal of the Hawaiian Islands for the supervision and control of the sheriffs of the several islands. At that time, police work included the inspection of inns, hotels, eating houses, billiard parlors and houses of ill fame, enforcement of all laws and patrolling of the wharves during the shipping season. During the same year, the police were incorporated into a military system of the government.

In the spring of 1850, all soldiers who were on the police force were removed from the latter office and replaced by full-time police officers. By July of 1861, there were 59 officers on the force and the budget was \$12,120 per year. This compares to the present cost of police operations of \$25,871,091.73 with 1,829 employees as of June, 1974.

From the days of the monarchy, the rank and file of the patrolmen of Hawaiian ancestry proved themselves able officers. This is attributed to their physical characteristics, conservative habits and their innate cheerfulness.

In 1902, High Sheriff Brown installed an electrical police alarm system which added to the effectiveness of the force. In 1904, the police station of Honolulu was equipped with an up-to-date rubber tire police wagon with two pairs of horses; one team for the day shift and one for the night shift. The patrol wagon served as an ambulance, as well as a bus for the transportation of prisoners. From 1902 until 1932, there was a continuation of the sheriff and the county system. In all, there were 19 heads of the Police Department from its origin until 1932. The Police Department of Honolulu had long been a political pawn whose purpose consisted of perpetuating in office the group in control, rather than safe-guarding lives and property of Honolulu residents. This along with the Fukunaga case (kidnap and murder of the Jamieson child) - in later 1928, and the Massie case of 1931 (alleged rape) brought

about a change in the police force in 1932.

A special session of the Legislature in January, 1932, created a Police Commission of 5 men who were appointed by Governor Lawrence M. Judd. The Commission appointed Charles F. Weeber on January 27, 1932 as Chief of Police replacing the administration of the Sheriff in the Police Department. This appointment was made with the understanding that Mr. Weeber accept it for an indefinite period. Upon the resignation of Mr. Weeber on August 9, 1932, William A. Gabrielson was appointed Chief of Police by the Commission to succeed Mr. Weeber.

Both the Army and Navy and their contractors were already at work on extensive construction projects for National Defense at the beginning of 1941. The population of Honolulu had been growing for the past ten years and the influx of men from the Mainland, many with their families, to work on government construction projects, added to this growth in an abnormal way. In an attempt to meet the increasing problems confronting the Department, the Police Commission authorized the organization of an Emergency Police Reserve in July, 1941. The reserve force originally had an authorized strength of 150 men, which was increased to 200, then to 300.

The ability of the Department to cope with the situation resulting from the Japanese attack on December 7, 1941, proved the value of the reserves and the extensive preparation. The entire Department worked without regard to hours, and throughout the month of December, days off were canceled. The Governor of Hawaii declared Martial Law on December 7, 1941, and the Police Department operated in close cooperation with the military authorities.

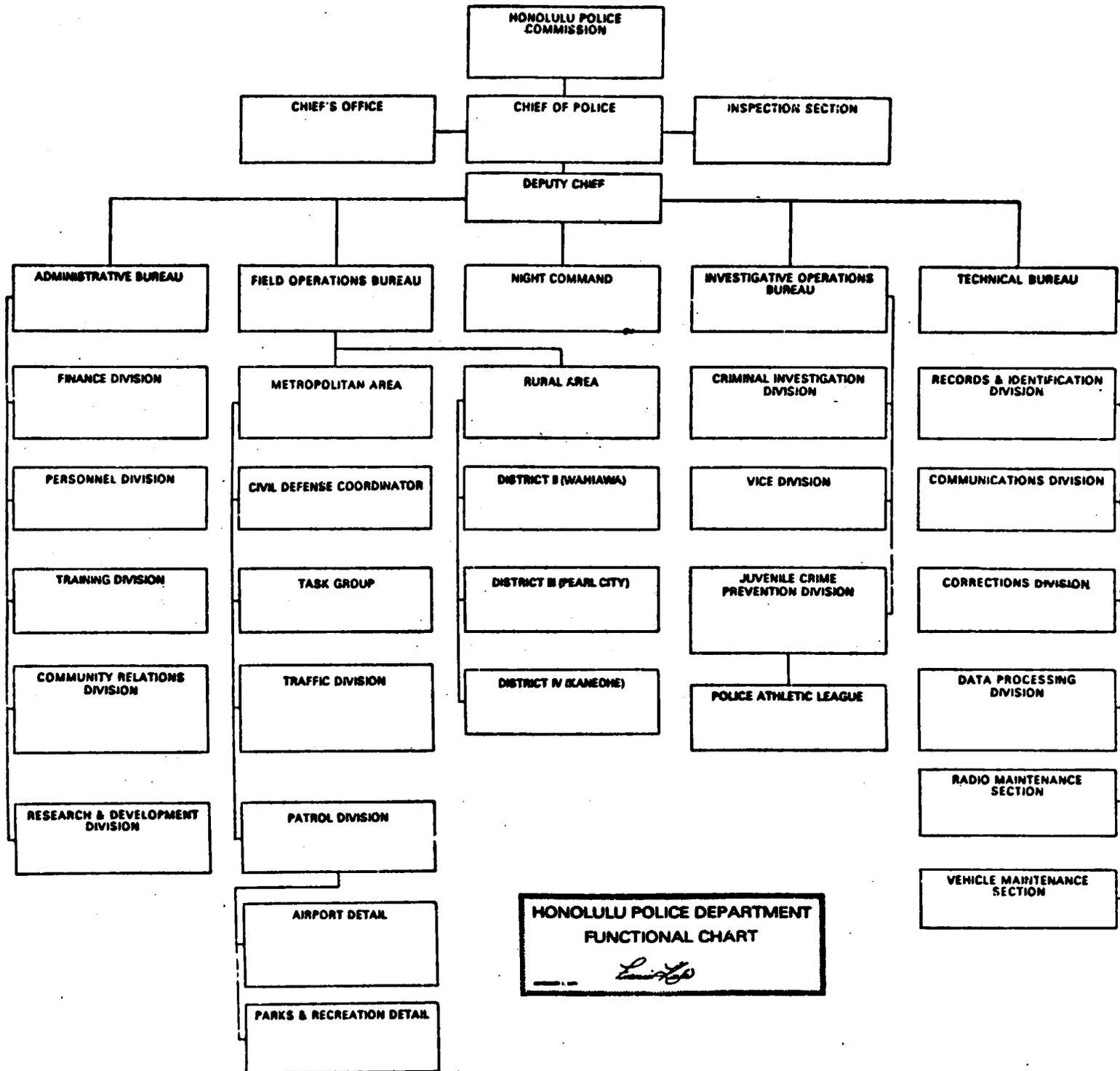
Chief of Police William A. Gabrielson remained in office until 1945 when he was replaced by William Hoopai, a veteran of many years of police service.

Chief William Hoopai retired from the services of the Department and Deputy Chief of Police Dan Liu was elevated to the position of Chief of Police on October 1, 1948.

The Honolulu Police Department moved to its present location from 842 Bethel Street on February 1, 1961. On January 1, 1965, the City Charter went into effect, transferring the appointing of the five Police Commissioners from the Governor to the Mayor of the City and County of Honolulu.

After serving the Department for nearly 21 years as Chief of Police, Chief Dan Liu took his retirement on July 1, 1969. His replacement was Deputy Chief William Sheather, who served as Acting Chief of Police from July 1, 1969, to December 24, 1969.

Chief of Police Francis Keala was appointed to his present position on December 24, 1969, by the Honolulu Police Commission after an extensive screening process was conducted with the assistance of the International Association of Chiefs of Police.



**DEPARTMENT OF THE PROSECUTING ATTORNEY**



## DEPARTMENT OF THE PROSECUTING ATTORNEY

Barry Chung, Prosecuting Attorney

### 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 if we are to be truly a government of laws.

The operations of this department generally break down into four sections, namely: 1) Administration, 2) Supreme and Circuit Court, 3) Family and District Court and 4) Investigation. The twenty one (21) deputy prosecuting attorneys on the staff are assigned to the various courts on a rotation basis, enabling the deputies to be familiar with the many diversified categories of all cases.

With a staff of three investigators and one police officer on loan from the Honolulu Police Department, this section provides investigative services pursuant to Charter Section 6-704 of the City and County of Honolulu. Its major function is to compile and submit comprehensive information and evidence required by the Prosecuting Attorney and his deputies for preparation of trials.

### FELONY CASES FILED IN THE FIRST CIRCUIT COURT

A total of 1,265 complaints by way of indictments was filed during the past fiscal year, charging 1,563 persons with

felonies covering variety of criminal behavior. A tabular summary of cases and defendants is contained in the Appendix as Exhibit 1.

#### FELONY DISPOSITIONS - CIRCUIT COURT

848 felony cases reached final dispositions during the past fiscal year. Of this number, 475 cases resulted in convictions by way of guilty pleas or trials as compared to 29 cases in which acquittals were obtained. This represents a conviction rate of approximately 96%. The remaining cases dealt for the most part with defendants who entered guilty pleas, the acceptances 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 further criminal involvement. The success rate has been so far extremely high and reflects the great care with which individuals are screened.

Deferred prosecution as described above are still largely experimental. However, the results to date strongly indicate that such pretrial dispositions may be an effective and expeditious means of achieving substantial justice without lengthy court proceedings.

Exhibit 2 of the Appendix sets out the statistical data relating to felony dispositions.

#### FAMILY COURT

837 Family Court cases, including felonies, misdemeanors and traffic cases were disposed of in the past fiscal year. This is an increase of approximately 40% as compared to cases disposed of last fiscal year. Exhibit 3 of the Appendix illustrates the quarterly breakdown of these dispositions.

#### PROCEEDINGS IN THE DISTRICT COURTS

Fourteen lawyers from this office appear daily, Mondays through Fridays in the Honolulu and Rural District Courts for arraignments, trials and hearings. In addition, a prosecutor is required to appear on the Monday night traffic court and Saturday criminal and traffic arraignments.

An overwhelming portion (92%) of the District Court caseload is traffic offenses. A significant increase in in-court proceedings can be attributed to a change in procedure which has decreased the number of traffic offenders who forfeit bail before arraignment.

During this past fiscal year, this office received a total of 1,987 private complaints involving misdemeanors. Of this total, 478 complaints were filed in the District Courts, 1,103 complaints were referred to either the Legal Aid Society, private attorneys or otherwise disposed of. No action was taken on the remaining 406 complaints due to the complainants' unwillingness to proceed for a number of reasons.

#### SUPREME COURT APPEALS

A total of 42 appeals were disposed of during the fiscal year. Convictions were affirmed in 21 cases, two cases were reversed, three cases were remanded, two cases were reversed and remanded and one case was remanded for issuance of Habeas Corpus. Four appeals were dismissed, eight were withdrawn, three of which were withdrawn by the State as Appellant.

One petition for writ of prohibition was granted.

#### WELFARE FRAUD PROSECUTIONS

This office regularly assists the State of Hawaii, Department of Social Services and Housing (DSSH) in the enforcement of the sanctioning section of the Welfare Fraud Law, Section 346-34 of the Hawaii Revised Statutes. This statute requires that recipients of public welfare from the DSSH report all such income. A violation of this statute carries a possible penalty of one year in jail and a \$1,000 fine or both. In addition, the statute provides for the recovery of such sums not reported by an order of restitution by the Court on conviction.

Due to the increasing number of requests for prosecution received by this office, two deputy prosecuting attorneys have been assigned to process these requests. These two deputies work in conjunction with an investigator from DSSH.

Reports of suspected frauds and requests are received by this office from the Oahu Branch Administrator of the DSSH and

after perusal by the Prosecuting Attorney, are assigned to the deputies for evaluation and disposition. The disposition of cases include such alternatives as 1) definite intent to prosecute, 2) request for further investigation and resubmission for reconsideration of case, 3) declination to prosecute, or 4) "others" which may include such alternatives as "hold", pending execution of repayment plan or pending determination of location of necessary witnesses.

During the period of July 1, 1973 to June 30, 1974, this office received 176 requests for prosecution from the DSSH and actions were taken as follows:

Complaints filed in the District Court: 62

Disposition

Guilty or no contest pleas	17
Guilty after trial	5
Pending trial or service	21
Nolle Prosequi (missing witness or agreement to repay, etc.)	16
Cases dismissed by Court	<u>3</u>
	62

Repayment program with DSSH: 44

Cases not prosecuted (for reasons of insufficient evidence, statute of limitation, unavailable witness, no evidence of intent to defraud, etc.) 55

Cases pending further information from DSSH: 15

Total Welfare Fraud Cases 176

Repayment Policy. It is apparent that the Courts are hesitant to impose severe sentences on conviction in most cases. For instance, no person found guilty during the above term received a jail sentence, although in some instances the Court did order that restitution be made. In almost all instances wherein it appears to the prosecutor, after conferring with the DSSH worker involved, that the recipient's fraud was unintentional and that the recipient is willing to make restitution, a repayment plan is initiated rather than

prosecution. Such a repayment plan allows an informal enforcement of the statute with a minimum amount of work for the office. The repayment plan also allows recipients who violated the law once to be advised and to prove their good faith by repaying the amount owed. It also serves to place the recipient on notice for future violations.

### FEDERALLY FUNDED PROGRAMS

Through the Omnibus Crime Control and Safe Streets Act of 1968, P. L. 90-351, a federal grant of \$4,000 was received by this office again this year to resume the Law Student Internship Program.

The interns, under the direct supervision of the Prosecuting Attorney or his duly authorized representative, are assigned research projects to assist the deputy prosecuting attorneys and given complete orientation on the functions of the office and Courts.

The first recruit started in April 1974 and will continue for a 5-month internship period with the second intern to be recruited shortly thereafter to serve another 5 months.

This internship program is primarily to attract and retain qualified law school graduates, who during their academic years were oriented in the work being done in a prosecutor's office and were attracted to the type of work involved to pursue a law career in prosecution.

### MISCELLANEOUS

A computerized record-keeping and management control system was implemented for this office during the past fiscal year. This project is being funded by a federal grant from the Law Enforcement Assistance Administration issued to the Department of Data Systems.

A private contractor along with the personnel of the Department of Data Systems performed the analysis and system designs for the requirements of this office. When all phases of the system have been implemented, it should eliminate most of the manual record-keeping of cases for this office, with record retrieval capabilities and should furnish sufficient information about the case files to enable the Prosecuting Attorney to assign the deputies difficult cases with sufficient time for preparation of trials.

INVESTIGATIONS COVERING OTHER STATUTORY VIOLATIONS  
 (City and County Ordinances)  
 (Rules and Regulations of County and State Agencies)  
July 1, 1973 - June 30, 1974

<u>Violations</u>	<u>No. Cases</u>	<u>Corrections</u>	<u>Pending Appeal for Variance, etc.</u>	<u>Court Cases</u>	
				<u>Disposed of</u>	<u>Pending</u>
Zoning	90	9	60	12	9
Revised Ordinances	74	12	47	8	7
Building	53	3	34	10	6
Housing	11		8	3	
Public Works	10		3		7
C & C Shoreline Regulations	6		4		2
Electrical	3	1	1	1	
Hawaii Revised Statutes	3		1		2
Plumbing	1	1			

INVESTIGATIONS COVERING OTHER STATUTORY VIOLATIONS  
 (City and County Ordinances)  
 (Rules and Regulations of County and State Agencies)  
July 1, 1973 - June 30, 1974

<u>Violations</u>	<u>No. Cases</u>	<u>Corrections</u>	<u>Pending Appeal for Variance, etc.</u>	<u>Court Cases Disposed of</u>	<u>Pending</u>
Fire Marshall Regulations	<u>1</u> 252	<u>        </u> 26	<u>        </u> 158	<u>1</u> 35	<u>        </u> 33

Note: In addition to the above investigations, other requests for investigation and enforcement have been investigated and found to involve civil matters or to be under the jurisdiction of other agencies.

EXHIBIT 1

GRAND JURY CASES AND INFORMATIONS  
 FILED IN THE FIRST CIRCUIT COURT  
JULY 1, 1973 TO JUNE 30, 1974

1,193 cases were presented to the Oahu Grand Jury during this period. 1,177 True Bills and 16 No Bills were returned on 74 different crimes against 1,487 defendants. 95 defendants waived Grand Jury indictment and 88 Informations were filed against them. Indictments and No Bills returned by the Grand Jury and Informations filed are listed below alphabetically by crime:

Note: Until HRS offenses phase out and HPC prevails, where the same offense is covered under both, it is categorized as separate crimes, i.e., Escape, Escape 1°, etc.

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	<u>True Bills</u>		<u>No Bills</u>		<u>Informations</u>	
	Cases	Defts	Cases	Defts	Cases	Defts
Abduction .....	1	1				
Accessory Before the Fact .....	1	5				
Accomplice .....	19	32				
Arson 2° .....					1	1
Assault 1° .....	14	17	2	2	1	1
"    "    , Att. ....	1	1				
Assault 2° .....	15	17	1	1	1	1
"    "    , Att. ....	5	5			1	1
Rail Jumping 1° .....	1	1				
Burglary 1° .....	128	162	4	4	10	10
"    "    , Att. ....	5	5			1	1
Burglary 2° .....	57	77			6	7
"    "    , Att. ....	2	2				
Conspiracy, Criminal .....	1	2				
Conspiracy 1° .....	3	15				

GRAND JURY CASES AND INFORMATIONS FILED  
 IN THE FIRST CIRCUIT COURT 7/1/73 - 6/30/74 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Informations</u>	
	Cases	Defts	Cases	Defts	Cases	Defts
Conspiracy to Commit Class B Felony .....					1	2
Credit Cards, Fraudulent Use .....	5	5				
" " , Theft .....	1	1				
Criminal Property Damage 1° .....	3	4				
Criminal Property Damage 2° .....	3	4			1	1
" " " " , Att. .	1	1				
<u>Drugs</u>						
<u>Dangerous Drug 1°, Promoting</u>						
Amphetamine .....	3	3				
Amphetamine & LSD .....					2	2
Barbiturate .....					1	1
Cocaine .....	14	14				
LSD .....	4	4				
Secobarbital .....	4	4				
<u>Dangerous Drug 2°, Promoting</u>						
Amphetamine .....	1	1			1	1
Amphetamine & LSD .....					2	2
Cocaine .....	39	47			1	1
Heroin .....	152	185				
LSD .....	19	20			6	6
Opium .....	2	2			1	1
Secobarbital .....	1	2			1	1
Secobarbital & amobarbital .....	1	1				
Seconal .....	1	1				
Tuinal .....	1	1				
<u>Dangerous Drug 3°, Promoting</u>						
Amphetamine .....	2	2				
Cocaine .....	7	7				

GRAND JURY CASES AND INFORMATIONS FILED  
IN THE FIRST CIRCUIT COURT 7/1/73 - 6/30/74 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Informations</u>	
	Cases	Defts	Cases	Defts	Cases	Defts
Heroin .....	2	2	.....	.....	.....	.....
LSD .....	6	6	.....	.....	1	1
Oxycodone (percodan) .....	1	1	.....	.....	.....	.....
Secobarbital .....	11	13	.....	.....	.....	.....
Tuinal .....	1	1	.....	.....	.....	.....
Tuinal & seconal .....	1	1	.....	.....	.....	.....
Detrimental Drug 1°, Promoting						
Marijuana .....	15	21	.....	.....	4	4
Fraud. Obt'g Controlled Subs.						
Dilaudid .....	2	2	.....	.....	.....	.....
Ritalin .....	.....	.....	.....	.....	2	2
Robitussin A.C. ....	1	1	.....	.....	.....	.....
Tuinal .....	1	2	.....	.....	.....	.....
Fraud. Obt'g Controlled Subs., Att.						
Quaalude .....	.....	.....	.....	.....	1	1
Tuinal .....	2	3	.....	.....	.....	.....
Harmful Drug, Promoting 1°						
Hashish .....	2	2	.....	.....	.....	.....
Hashish oil .....	5	5	.....	.....	.....	.....
Harmful Drug, Promoting 2°						
Hashish .....	2	2	.....	.....	3	3
Hashish oil .....	1	1	.....	.....	.....	.....
LSD .....	1	1	.....	.....	.....	.....
Phencyclidine .....	2	4	.....	.....	.....	.....
Phenobarbital .....	2	2	.....	.....	.....	.....
Harmful Drug, Sale						
LSD .....	1	1	.....	.....	.....	.....

GRAND JURY CASES AND INFORMATIONS FILED  
IN THE FIRST CIRCUIT COURT 7/1/73 - 6/30/74 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Informations</u>	
	Cases	Defts	Cases	Defts	Cases	Defts
Narcotic Drug, Sale						
Cocaine .....	2	3				
Heroin .....	2	2				
Marijuana .....	1	1				
Escape .....	1	1				
Escape 1° .....	2	3				
Escape 2° .....	9	11			3	3
Explosives, Prohibited Sale .....	1	1				
Explosives or Bombs, Possession ...	1	1				
Failure to Render Aid .....	10	10				
Firearm						
Alteration of I.D. Marks .....	2	2				
Carrying w/o Permit or License ..	37	39			6	6
Place for Keeping .....	21	22	1	1	1	1
Possession by Certain Persons ...	39	44			1	1
Possession, Loaded w/Ammunition .	8	8			1	1
Possession of Prohibited .....	2	2			1	1
Forgery 2° .....	60	62			4	4
Hindering Prosecution 1° .....	3	4				
Kidnapping .....	40	54	2	4	1	1
" , Att. ....	1	2				
Larceny 1° .....	2	3				
Malicious Conversion .....	1	1				
Manslaughter .....	4	4	1	1	1	1
Murder .....	14	15	1	1		
" , Att. ....	21	22				
Murder 1° .....	4	16				

GRAND JURY CASES AND INFORMATIONS FILED  
 IN THE FIRST CIRCUIT COURT 7/1/73 - 6/30/74 (Contd.)

	<u>True Bills</u>		<u>No Bills</u>		<u>Informations</u>	
	Cases	Defts	Cases	Defts	Cases	Defts
Negligent Homicide 1° .....	10	10	.....	.....	.....	.....
Prison Contraband 1°, Promoting ..	3	3	.....	.....	.....	.....
Prostitution 2°, Promoting .....	1	1	.....	.....	.....	.....
Rape .....	1	1	.....	.....	.....	.....
Rape 1° .....	28	41	.....	.....	1	1
" " , Att. ....	4	4	.....	.....	.....	.....
Rape 2° .....	9	9	.....	.....	.....	.....
" " , Att. ....	.....	.....	1	2	.....	.....
Reckless Endangering 1° .....	.....	.....	.....	.....	1	1
Robbery 1° .....	71	95	.....	.....	4	4
" " , Att. ....	6	6	.....	.....	.....	.....
Robbery 2° .....	61	95	.....	.....	6	10
" " , Att. ....	3	5	.....	.....	.....	.....
Sexual Abuse 1° .....	16	18	.....	.....	.....	.....
Sodomy .....	2	2	.....	.....	.....	.....
Sodomy 1° .....	5	5	.....	.....	.....	.....
" " , Att. ....	1	1	.....	.....	.....	.....
Sodomy 2° .....	1	1	.....	.....	.....	.....
Theft 1° .....	91	116	2	2	8	9
" " , Att. ....	.....	.....	1	1	.....	.....
<b>TOTALS</b>	<b>1,177</b>	<b>1,468</b>	<b>16</b>	<b>19</b>	<b>88</b>	<b>95</b>

EXHIBIT 2

FELONIES DISPOSED OF DURING 1973-1974

	Pleas	Jury Conv	JW Conv	Jury Acq	JW Acq	Nolle	Dism	Other	Total
<u>1973</u>									
July	37	3	7	2	3	28	7	-	87
August	29	4	2	2	-	15	6	2	60
September	53	3	1	2	1	27	5	-	92
Subtotal	119	10	10	6	4	70	18	2	239
October	44	2	2	3	1	17	3	7	79
November	44	3	2	2	-	19	2	2	74
December	33	2	2	3	1	32	6	-	79
Subtotal	121	7	6	8	2	68	11	9	232
<u>1974</u>									
January	33	5	3	3	-	18	2	-	64
February	13	1	-	1	-	20	6	2	43
March	18	2	-	1	1	25	4	2	53
Subtotal	64	8	3	5	1	63	12	4	160
April	38	3	-	1	-	17	3	2	64
May	42	8	2	-	1	27	8	1	89
June	28	5	1	-	1	21	6	2	64
Subtotal	108	16	3	1	2	65	17	5	217
<u>TOTAL</u>	412	41	22	20	9	266	58	20	848

EXHIBIT 3

FAMILY COURT, FIRST CIRCUIT

CASES DISPOSED OF  
JULY 1, 1973 TO JUNE 30, 1974

<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		8		9
Assault 2°	2	2	1	2	7
Burglary 1°	39	22	22	27	110
Burglary 1°, Att.	3	1		2	6
Burglary 2°	16	12	13	14	55
Drugs 1°, Promoting		1	1		2
Drugs 2°, Promoting	2	2	2		6
Escape	5	2	1	2	10
Hindering Prosecution				2	2
Kidnapping	3	1	7	6	17
Larceny 2°	1				1
Mal. Con.	1				1
Murder, Att.	3		1	1	5
Neg. Hom. 1°		1			1
Rape	1	1	10	5	17
Rape, Att.				2	2
Robbery, 1°	6	19	7	5	37
Robbery, 1°, Att.	2	3	4	7	16
Robbery 2°	5	9	9	22	45
Robbery 2°, Att.	5	5	4	1	15
Sex Abuse			1	1	2
Sodomy				2	2
Theft 1°	10	5	11	13	39
Theft 1°, Att.				4	4
Trespass 1°	10		2	1	13
	—	—	—	—	—
<b>TOTAL FELONIES</b>	<u><b>115</b></u>	<u><b>86</b></u>	<u><b>104</b></u>	<u><b>119</b></u>	<u><b>424</b></u>

FAMILY COURT, FIRST CIRCUIT

CASES DISPOSED OF  
JULY 1, 1973 TO JUNE 30, 1974

<u>MISDEMEANORS</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 3°	6	16	7	8	37
Burg. Tools, Poss.			1		1
Carrying Deadly Weapon	6		1	2	9
Crim. Prop. Dam. 2°			2	1	3
Crim. Prop. Dam. 3°	3	4	4	1	12
Crim. Prop. Dam. 4°	1		2	4	7
Curfew	12	3	2	1	18
Disorderly Conduct	1	1	1	1	4
Drinking in Public			1		1
Drugs, Poss. of					
Prescription w/o Permit		1			1
Drugs 3°, Promoting	3	4	6	6	19
False Report	1				1
Firearm, Poss.	4		2		6
Gaff, Poss.		1			1
Gambling		1		31	32
Gambling, Promoting	6			1	7
Harassment	3	3	4	4	14
Indecent Exposure		2			2
Intox. Compounds, Prom.	7	3	1	11	22
Liquor, False I.D.			1		1
Liquor, Poss.				3	3
Liquor, Unlawful Purchase			1		1
Loitering School Prem.				2	2
Neg. Hom. 2°	1				1
Obstruction	1		3		4
Person in Need of					
Supervision	1	1	2		4
Prison Contraband, Prom.		1			1
Probation Violation	4	3	3	1	11
Prostitution	1		1	1	3
Pyrotechnic, Removal			2		2
Resisting Arrest		1	1		2
Resisting Order to Stop			1		1
Runaway	2	1			3
Switchblade, Poss.				1	1

FAMILY COURT, FIRST CIRCUIT  
CASES DISPOSED OF 7/1/73 - 6/30/74 (Contd.)

<u>MISDEMEANORS</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>
Theft 2°	4	6	8	9	27
Theft 2°, Att.		2			2
Theft 3°	12	12	20	25	69
Theft 3°, Att.			5		5
Threatening	2	1	1	1	5
Trespass	2	3	3	3	11
Unauth. Oper. of P.V.	15	11	5	18	49
Unauth. Oper. of P.V. Attempted				1	1
<b>TOTAL MISDEMEANORS</b>	<u><u>98</u></u>	<u><u>81</u></u>	<u><u>91</u></u>	<u><u>136</u></u>	<u><u>406</u></u>

FAMILY COURT, FIRST CIRCUIT

CASES DISPOSED OF  
JULY 1, 1973 TO JUNE 30, 1974

<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>
Driving w/o License			1	1	2
Leaving Scene of Accident			1		1
Load Extending From Vehicle			1		1
Riding to the Right of Roadway				1	1
Speeding	1				1
Unsafe Change of Lanes				1	1
	—	—	—	—	—
TOTAL TRAFFIC CASES	<u>1</u>	<u>0</u>	<u>3</u>	<u>3</u>	<u>7</u>

PRIVATE COMPLAINTS

JULY 1, 1973 TO JUNE 30, 1974

	<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>
NO. OF COMPLAINTS FILED	543	517	459	468	1,987
NO. OF COMPLAINTS ISSUED	132	118	104	124	478
NO. OF COMPLAINTS REFUSED	345	297	263	198	1,103
NO. OF COMPLAINTS PENDING	66	102	92	146	406

**DEPARTMENT OF PUBLIC WORKS**



## DEPARTMENT OF PUBLIC WORKS

\*Kazu Hayashida, Director and Chief Engineer

\*Wallace S. Miyahira, 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; 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.

The Department administers such supportive service programs as the municipal garage and land surveying and acquisition.

### ORGANIZATION

The Department is organized into five divisions and has an authorized strength of 1408 positions.

In January the Board of Water Supply assumed management of the City's sewage waste collection, treatment and disposal systems. Finalization of the transfer was extended by Council action to December 31, 1974.

The administration of division programs and activities is under the direction of the Director and Chief Engineer.

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\* Kazu Hayashida became Director and Chief Engineer on March 29, 1974 following the resignation of Edward Y. Hirata. Wallace S. Miyahira was named as Deputy Director and Chief Engineer on May 28, 1974 to vacancy created by the promotion of Kazu Hayashida.

The Office of the Director 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

Management improvement studies were conducted for the Divisions of Engineering and Land Survey and Acquisition. At the close of the year systems were installed designed for effective work planning, scheduling and control using EDP applications to work assignement and performance data.

Similar systems designed for the Divisions of Automotive Equipment Services and Road Maintenance and installed the previous year have proven satisfactory with gains in work productivity.

At the year's end plans were finalized for a similar management improvement project for the Division of Refuse Collection and Disposal.

Among our accomplishments:

1. Completing the conversion of truck engines to LPG fuel.
2. Improving our automotive repair shop and servicing facilities in the Honolulu and rural areas.
3. Transferring vacant lot and sidewalk code enforcement and the City's house numbering program to the Building Department where it can be integrated with related enforcement activities.
4. Expanding our derelict vehicle pick-up service to include state and private properties and at the same time showing an appreciable increase in the number of vehicles removed.
5. A greatly improved bulky item pick-up service for the Honolulu District.

6. Entering into a joint City-private industry power generation feasibility study, exploring the use of refuse as fuel.
7. Installation of the first refuse transfer station at the Kewalo Incinerator Plant Site.
8. Construction of base yard facilities at Kapaa in the Windward district to consolidate refuse and rural automotive shop facilities under improved conditions of space and working conditions is near completion.

Direct support to outside agencies was at a high level and further information appears in the divisions portion of this report.

#### OUR CAPITAL IMPROVEMENT PROGRAM

The transfer of the duties and functions of the Division of Sewers in January 1974, has considerably reduced the volume of construction from that of the previous fiscal year.

Much of the engineering activity was focused on the planning and design of projects within the six-year program. The workload is reflected by completing design of 41 projects.

The opening of bids for general improvements, such as for Coconut Grove and Keeaumoku Street Improvements, gave impetus to the upgrading of our City facilities.

Increased interest by the 1974 Legislature authorized \$3.4 million in appropriations for 19 capital improvement projects. This, in addition to prior legislative authorization, provides an on-going program of community improvements. During the year, 5 state-assisted projects were completed or carried well into construction.

## DIVISION OF AUTOMOTIVE EQUIPMENT SERVICE

### 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, except Sewers, which is maintained by Automotive Equipment Services Division, 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

Improved fueling service facilities by installing air pumps and reels at the LPG station, thereby allowing complete servicing at one stop.

Improved the Leeward Yard shop facility by constructing an additional shop stall.

Completed the conversion of trucks to LPG, which concluded the program involving a total of 226 equipment.

Established a shop facility at the Wahiawa Baseyard and manned it with one mechanic for support to equipment needs in the Wahiawa and Waialua districts. This resulted in reducing travel time from the Leeward Yard shop in Pearl City and improved response to maintenance needs.

## DIVISION OF ENGINEERING

The principal responsibilities of the Division of Engineering are planning, design, construction and inspection of Capital Improvement Projects for the City and County of Honolulu, to include 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 and street excavation; operates the City's Material Testing Laboratory, reviews private subdivision 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 plans and designs capital projects and reviews subdivision 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 and operates a soils and materials testing laboratory, and consists of the West Construction Section, East Construction Section, Testing Laboratory and Field Survey Section. The division has 158 authorized positions.

### ACCOMPLISHMENTS

To provide more efficient services to the public, plans were readied for the transfer of the house numbering function and sidewalk and driveway permit issuance function to the Building Department early in fiscal year 74-75.

The sidewalk and driveway permits will be integrated into the Building Department building permit form and house numbering-tax map key information will be dispensed as part of the building permit counter services.

The division compiled and published a house number-tax map key listing which was made available for sale to the public for \$25 a book. The Department of Data Systems assisted in forming the book by use of personnel and data processing machines. By June 30, 1974, 132 books were sold and 61 complimentary copies were issued to government agencies. The number of telephone services on address and tax map key numbers was reduced by 50 percent as the fiscal year ended.

During the fiscal year, the division with the aid of a management consulting firm, H. B. Maynard Company and a team composed of division personnel developed and implemented a management information system designed to give all levels of management the tools to identify and control work assigned to the division. The system is presently undergoing modifications to increase its utilization.

PLANNING AND DESIGN ACTIVITIES

26 projects were advance-planned or designed in-house, and 15 projects were designed by consultant contract and reviewed by the division during the year. The table below shows the planning and engineering funds and number of projects handled by each design section.

ENGINEERING DIVISION DESIGN EFFORT  
(Planning and Engineering Funds,  
Number of Projects in Brackets)

	In-House	Consultant	Total
Structural Section	50,000 (4)	25,000 (1)	75,000 (5)
Drainage Section	85,000 (8)	1,006,000 (11)	1,091,000 (19)
Highway Section	120,000 (14)	68,000 (3)	188,000 (17)
TOTALS	255,000 (26)	1,099,000 (15)	1,354,000 (41)

CONSTRUCTION ACTIVITY

During the fiscal year 1973-74, construction of 19 projects was completed at a total construction cost of \$3,946,221. In addition, 7 projects costing \$3,935,240 were under construction by June 30, 1974. As of June 30, 1974, there were 38 projects with "Construction Start Pending or Programmed for FY 1974-75" totalling \$12,197,000. See attached sheets for details on all of the aforementioned construction activities.

## LAND DEVELOPMENT

In fiscal year 1973-74, 24 subdivisions with contract costs totalling \$13,305,150 were granted final approval by the Director of Land Utilization. Fifty-five subdivisions with a total construction cost of \$27,219,845 received final inspections in the fiscal year. A total of 55 construction plans was approved by the Department of Public Works during the year. At the year's end, there were 61 subdivisions under construction with a total construction cost of \$48,571,039.

## CITY-COUNTY ROAD SYSTEM

A total of 9.268 miles of new roads and streets was added to the City and County inventory. This includes 5.957 miles of newly constructed subdivision roads and 3.311 miles of old private roads accepted by action of the City Council.

The new total road system of the City and County is 999.883 miles.

## FEDERAL AND STATE AID

One Federal assistance project was completed during the fiscal year, the Waianae Flood Control, Maili Channel M-5, M-6 Channel Improvement project. Federal share of this project was \$444,248. This project was sponsored by the U.S. Soil Conservation Service.

There were 2 State-assisted projects totalling \$57,029 in State funds completed during the fiscal year. These projects are Waipahu Street Footpath and Booth Road Bridge. As the fiscal year ended there were 3 State-assisted projects under construction totalling \$1,506,173 in State funds. These projects are the Aiea Stream Flood Control, Liliha-Puunui Drain and Waimano Home Road.

## ROADWAYS AND IMPROVEMENT DISTRICTS

Eleven roadways and improvement district projects were completed during the fiscal year at a cost of \$385,687 (see attached sheets for projects and costs). The following major projects were completed.

Waipahu Depot Street Widening, from Farrington Highway to Railroad Right-of-Way improved 1,300 feet of roadway including grading, paving, sodding of shoulder areas, and installation of drainage system and street light system. This improvement provides better access to the new incinerator and the abutting properties.

Kohou Street Improvement from Olomea Street to N. King Street, improved 587 feet of roadway, including pavement, sidewalk, gutters, curbs, grading, fencing, drainage system, adjustment to sewer system and underground street lighting system.

At year's end, there were 3 projects under construction at a total construction cost of \$2,639,971. These projects were Keeaumoku Street I.D., Waimano Home Road and Kinau Street Reconstruction.

#### FLOOD CONTROL AND STORM DRAINAGE

Four drainage and flood control projects were completed during the year at a cost of \$2,299,876. (See attached sheets for projects and costs)

Four projects were under construction as of June 30, 1974, totalling \$1,295,269. (See attached sheets for projects and costs)

#### PUBLIC WORKS STRUCTURES AND MISCELLANEOUS PROJECTS

Two new bridges, one incinerator transfer facility and one stream protective fencing project were completed during the fiscal year at a total construction cost of \$1,260,658. These projects were the Haleiwa Road Bridge, Booth Road Bridge, Kewalo Incinerator Transfer Facility and Waipio Acres Protective Fencing.

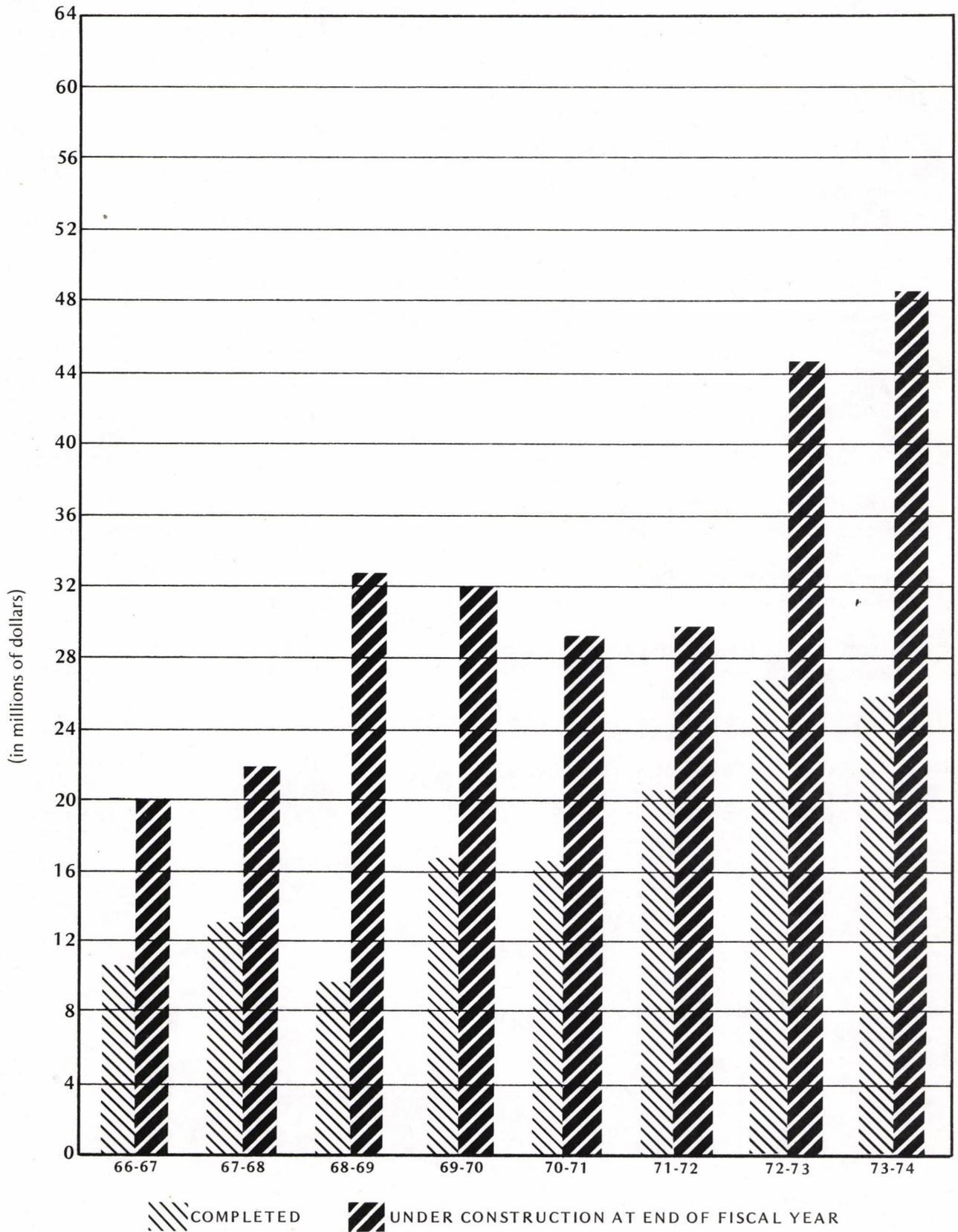
The Structural Section's planning and design effort consisted mainly of review and design work for other sections, the Federal Standards bridge surveys, planning and design of Aina Haina slide restoration, Waiomao slide area restoration, protective fencing along improved streams, Ahihi Street Foot-bridge Over Kamaikai Stream and Lokoea Stream Bridge at Kamehameha Highway at Haleiwa.

## OTHER ACTIVITIES

The Soils and Materials Testing Laboratory accomplished 190 soil analyses, 1,056 field compaction tests, 631 CBR tests, 709 concrete compressive strength tests, 359 pavement thickness corings and 49 subsurface investigations.

The Division permit issuance staff issued 1,005 sidewalk and driveway permits for which \$22,558 in fees was collected, 417 grading permits with \$37,505 collected and 1,976 trench excavation permits with \$10,504 collected. House numbers issued during the year totalled 994. There were 47,000 telephone and counter services for house numbers and tax map key information handled.

### SUBDIVISION DEVELOPMENT ON OAHU



PROJECTS COMPLETED DURING FISCAL YEAR 1973-74

<u>Project</u>	<u>Final Inspection</u>	<u>Construction Cost</u>
<u>ROADWAYS AND IMPROVEMENT DISTRICTS</u>		
1. Wheel Chair Ramps, Waikiki	7/13/73	\$ 20,918
2. Demolition and Removal of Two Story Building at 1219 Keeaumoku Street	7/30/73	4,000
3. Partial Closure of Kapiolani Boulevard at South King Street and Rounding of Corner at Alapai Street and South Beretania Street	7/14/73	19,622
4. Kaukonahua Road-Wilikina Road Intersection Improvements	9/12/73	41,569
5. Waipahu Depot Street Widening	10/12/73	102,694
6. Improvement of a Portion of North King Street and Akepo Lane	10/3/73	27,190
7. Demolition and Removal of 5 Buildings on King Street	10/24/73	8,900
8. Improvement of a Portion of Pensacola Street	2/27/74	5,433
9. Waipahu Street Footpath (State Aid)	4/2/74	7,557
10. Von Hamm View Lots Subdivision	5/8/74	53,022
11. Kohou Street Improvement	5/15/74	<u>94,782</u>
	SUB-TOTAL	\$ 385,687

<u>Project</u>	<u>Final Inspection</u>	<u>Construction Cost</u>
<u>FLOOD CONTROL AND DRAINAGE</u>		
12. Maili Channel M-5, M-6 (Federal Aid)	7/20/73	\$ 449,028
13. Pensacola Street Relief Unit I	10/2/73	1,381,082
14. Nu Place-Ihe Street Drain	12/19/73	23,685
15. Pensacola Street Relief Drain Unit III	5/15/74	<u>446,081</u>
	SUB-TOTAL	\$2,299,876
 <u>STRUCTURES AND MISCELLANEOUS</u>		
16. Haleiwa Road Bridge	11/6/73	\$1,077,765
17. Kewalo Incinerator Transfer Facility	11/21/73	43,650
18. Waipio Acres Protective Fencing	2/27/74	47,165
19. Booth Road Bridge (State Aid)	3/27/74	<u>92,078</u>
	SUB-TOTAL	\$1,260,658
	TOTAL	\$3,946,221

PROJECTS UNDER CONSTRUCTION OR AWAITING FINAL APPROVAL  
(30 JUNE 1974)

<u>Project</u>	<u>Construction Cost</u>
<u>ROADWAYS AND IMPROVEMENT DISTRICTS</u>	
1. Keeaumoku Street Improvement District	\$1,498,373
2. Waimano Home Road-Noelani Street to Komo Mai Drive (State Aid)	676,300
3. Kinau Street Reconstruction (State Aid)	<u>465,298</u>
	SUB-TOTAL \$2,639,971
<u>FLOOD CONTROL AND DRAINAGE</u>	
4. Aiea Stream Flood Control, Unit 1 (State Aid)	\$ 811,024
5. Puohala Village Park Relief Drain	166,515
6. Liliha-Puunui Drain (State Aid)	232,730
7. Alii Shores Relief Drain	<u>85,000</u>
	SUB-TOTAL \$1,295,269
	TOTAL \$3,935,240

## 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 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 numbers 70 in its personnel staff, comprising of 5 in the Administration Section, 33 in the Survey Section made up of surveyors, draftsmen and field crews, 2 in the Appraisal Section, and 30 in the Land Acquisition Section including right-of-way agents, title searchers and document technicians.

The activities of the aforementioned sections are administered, planned and coordinated by the Administration Section. The Survey Section conducts field surveys and prepares maps and descriptions while the Appraisal Section prepares real estate appraisals and reviews appraisals contracted to private appraisers. The Land Acquisition Section 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. Working with the Honolulu Redevelopment Agency, this section 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

Some of the major projects that were undertaken by this Division during this fiscal year were:

1. Aiea Outfall Relief Sewer
2. Backlog Sewer and Drain Projects
3. Coconut Grove I.D. 236
4. Ewa Beach Sewers, Section 2, I.D.
5. Ewa Sewage Pump Station Site
6. Fern Street Realignment
7. Haiku Road Exchange
8. Haiku Road Widening, Kam Highway to Kahekili Highway
9. Halawa Heights Sewers, I.D. 239
10. Halawa Sewage Pump Station and Force Main
11. Halekou Sewage Pump Station Site
12. Kahala Heights Community Park
13. Kahaluu Flood Control, Line KA-1
14. Kahaluu Wastewater Treatment Plant Site
15. Kailua Effluent Force Main
16. Kailua Sewers, Section 8, I.D. 241
17. Kaimuki East Sewers, Section 2, I.D. 242
18. Kam Highway Unit 1, I.D. 235
19. Kamooalii-Kaneohe Stream Flood Control (Kaneohe Dam)
20. Kaneohe Sewers, Section 8, I.D. 244
21. Kuhio Beach Park
22. Kuhio Park Terrace Addition
23. Lanikai District Sewers, Section 1
24. Lilipuna-Kahanahou Circle Relief Drain
25. Lualualei Sewage Pump Station
26. Maili Beach Park Addition
27. Maili Sewers, Section 1, I.D. 237
28. Makiki District Park Addition
29. Makiki Heights and Puowaina Drive Sewers I.D.
30. Makiki Stream Flood Control, Unit 1
31. Maunawili District Trunk Sewer, Section 1
32. Mokapu Ocean Outfall
33. Nanakuli Interceptor Sewer, Section 2
34. Niu Valley Park
35. Nuhelewai Stream Flood Control
36. Pauoa Valley Sewers, Section 2, I.D. 245
37. Pearl Harbor Bikepath
38. Piikoi-Rycroft Mini Park
39. Puiwa Road Widening, Pali Highway to Park Street
40. Pupukea Road Relief Drain
41. Sand Island Sewage Treatment Plant, Unit 1
42. Street Setback and Rounding Corners pursuant to Ord. 2412
43. Sunset Beach Fire Station Relocation
44. Waimalu Stream Flood Control, Units 2 and 3
45. Waimanalo Stream Improvement
46. Waiomao Sewers, I.D. 238

- 47. Waipahu Garden Park
- 48. Woodlawn Drive and Lowrey Avenue I.D. 240

The Division also pursued the following on-going programs as workload permitted:

1. Because of our heavy current workload, we were able to acquire only 8 backlog parcels during the year. The backlog inventory is now kept at a manageable number of about 300 parcels depending on the amount of time we are able to devote to backlog research and acquisition.

2. 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.

3. 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.

The following is a summary of accomplishments of the three sections of this Division including work done by private firms and checked and reviewed by the staff.

Survey Section

Number of parcel maps by staff . . . . .	246
Number of parcels involved . . . . .	866
Number of parcel maps by private firms . . . . .	51
Number of parcels involved . . . . .	256
Land Court tracings by staff . . . . .	150
(Subdivision, consolidation and delineation) . . . . .	
Land Court tracings by private firms . . . . .	18
(Subdivision, consolidation and delineation) . . . . .	
Descriptions by staff . . . . .	630
Descriptions by private firms . . . . .	223
Topographic maps . . . . .	25

### Appraisal Section

- a. Appraisals by staff
  - (1) Fee Acquisition: 617 parcels; estimated value \$364,850,000
  - (2) Easement acquisition: 206 parcels; estimated value \$59,000
  - (3) Reviewed: 956 parcels; estimated value \$9,772,000
  - (4) Preliminary estimate: 353 parcels; estimated value \$148,840,000
- b. Appraisals by others: 387 parcels; estimated value \$6,002,000

### Acquisition Section

- a. Title searches by staff: 1,794
- b. Title searches by others and reviewed by staff: 0
- c. Negotiations: 2,060
- d. Rights-of-Entry obtained:
  - (1) Temporary: 90
  - (2) 5 Years: 0
  - (3) Future Acquisition: 15
- e. Relocations completed: 22; cost of relocations: \$25,996
- f. Deeds drafted: 182
- g. Easements drafted: 552
- h. Miscellaneous documents typed: 193
- i. Private documents submitted: 64
- j. Private documents processed: 42
- k. Fee parcels acquired: 103
- l. Area of fee acquisition: 946,967 square feet
- m. Cost of fee acquisition \$800,583
- n. Easement parcels acquired: 262
- o. Area of easement acquisition: 996,630 square feet
- p. Cost of easement acquisition: \$46,673
- q. Condemnation requested: 91

WORKLOAD STATISTICS

NO.	TYPE OF WORK	1972 - 1973		1973 - 1974		1974 - 1975		1975 - 1976	
		Prop.	Actual	Prop.	Actual	Prop.	Actual	Prop.	Actual
1.	Parcel & Land Ct. Maps	400	284	400	297	400			400
2.	No. of Parcels	1100	758	1100	1122	1100			1100
3.	Descriptions	1100	586	1100	853	1100			1000
4.	Topographic maps	75	32	50	25	50			50
5.	Property Appraisals	1400	2347	1200	2519	2500			2500
6.	Title Searches	1500	2215	1500	1794	2200			2000
7.	Negotiations	950	2620	1000	2060	2500			2500
8.	Relocations	50	56	60	22	100			50
9.	Documents	700	909	500	927	900			900
10.	Private Subdivisions	50	51	50	42	50			50

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 plus the number of remainder parcels computed by staff.
3. Descriptions prepared by staff plus descriptions by others and checked by staff.
4. Topographic maps or worksheets prepared by staff.
5. Appraisals and estimates by staff plus appraisals by others and checked by staff.
6. Searches by staff plus searches by others and checked by staff.
7. Negotiations by staff with different parties for deeds, easements, rights of entry, agreements, etc.
8. Relocations of displacees by staff.
9. Documents by staff for deeds, easements, and other miscellaneous matters.
10. 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, collection of bulky items and dead animals in the Honolulu District.

ORGANIZATION

To perform the function of refuse collection, Oahu has been divided into 6 districts, each district having its own baseyard. Refuse disposal operations are carried out by 2 incinerators in the Honolulu District, one incinerator in the Ewa District and a landfill in each of the Districts of Waianae, Waialua and Koolaupoko. A clerical staff handles business accounts for refuse collection and disposal.

Disposal activities were recently reorganized and combined as transfer, incineration and landfill under a disposal branch. An engineer heads this disposal branch.

Additional support for the administrative staff is provided by a new refuse Planner position.

ACCOMPLISHMENTS

1. Update of the Refuse Collection Task Work Agreement include the adoption of 3 additional sections - Pay Policy, Route Policy and Grievance Procedure.

2. The Kewalo transfer station began operations in November, 1973, with two tractor-trailers. Since then, approximately 16,000 tons of refuse have been transferred out of this facility or approximately 1,000 trips by our transfer trailers. If our individual collection trucks were to transfer this same 16,000 tons, it would take approximately 3,500 trips. This represents a savings of approximately 65-70% in hauling costs.

3. Contracts for the design of the modifications for the Waipahu Incinerator were awarded to The Ralph M. Parsons Company. These contracts call for the replacement of the refractories and

the upgrading of the scrubbers in order to make the incinerators conform to air pollution regulations.

4. Funds were obtained and arrangements made for a power generation feasibility study with joint participation by the City, AMFAC and HECO. The purpose of this study, which is being done by the consulting firm of Sunn, Low, Tom and Hara, is to see if refuse and sugar cane waste can be burned for the generation of electric power.

5. A permanent use was found for a portion of the Waipahu ash disposal site. A decision was made by affected agencies to construct a police and fire training facility on land adjacent to Waipahu Incinerator. Engineering for the filling of the low-lying area was completed and filling operations began.

6. The collection of bulky items in the Honolulu District was greatly improved by the use of new equipment and new work methods. The average waiting time has been reduced from several months to a few days.

7. Fifteen side-loading refuse collection trucks were added to our collection fleet. Besides the side-loading feature, these trucks have more powerful engines, automatic transmissions and a larger body.

8. A separate newspaper collection route was started for 1,700 Hawaii Kai homes for 3 months. An average of 7% of the householders put out their newspapers each Saturday for the experiment.

9. Construction of baseyard facilities at Kapaa was started for the eventual move of the Kailua refuse collection baseyard to Kapaa. The move will give the Division more space and better repair facilities for trucks.

## DIVISION OF ROAD MAINTENANCE

### DUTIES AND FUNCTIONS

The Division of Road Maintenance is responsible for the maintenance of all public roads and streets under the jurisdiction of the City and County of Honolulu. In addition, the Division renders "first aid" type maintenance to private roads, open for public use, servicing six or more individually owned parcels.

Another major responsibility of this Division is the maintenance of streams, channels, ditches and other waterways and storm drain systems located throughout the island of Oahu.

The Division is responsible, in cooperation with the Honolulu Police Department, to remove and dispose of derelict vehicles from our landscape. This work is presently being done by contract.

In all rural areas, the Division performs weekly bulky item and daily dead animal pickup. Manpower support for refuse collection crews is provided in six districts. In four of these districts, the overseers also supervise the refuse collection personnel.

The Division is called upon to respond to emergencies created by heavy rains, winds and/or surf. It has the resources to do this on relatively short notice.

Primarily because of the varied types of equipment and supportive personnel, this Division is often requested to assist other departments and agencies in special situations.

### ORGANIZATION

A major organizational change was made during the fiscal year in Honolulu Maintenance. Under the new set up implemented in December 1973, the Honolulu operation is reorganized into five functional units. Previously, three of the units were operating functionally, while the other two were responsible for assigned geographical areas. This change has resulted in better control and utilization of Division resources.

The major components comprising the division organization are the Administrative Section, Honolulu Maintenance and Rural Maintenance.

Honolulu and Rural Maintenance are each headed by a superintendent. These positions were created during the fiscal

year to assist division management plan, direct, control and coordinate the operational activities in each area.

The Division began the fiscal year with 415 of 496 authorized positions filled. During the year, 171 personnel transactions were made including 82 reallocations and 18 promotions. A total of 47 positions were vacated and 8 positions filled for a net increase of 39 vacancies. The following table gives a breakdown of personnel by districts at the end of the year:

Personnel Breakdown by Districts

<u>District</u>	<u>Authorized Positions</u>	<u>Filled</u>	<u>Vacancies</u>	<u>Savings</u>
Honolulu	283	222	61	37
Kailua	39	27	12	5
Koolaupoko	44	31	13	7
Koolauloa	21	14	7	3
Waialua	22	16	6	2
Waianae	23	15	8	3
Wahiawa	22	17	5	2
Ewa	<u>42</u>	<u>34</u>	<u>8</u>	<u>5</u>
TOTAL	496	376	120	64

ACCOMPLISHMENTS

Gains were made in the Management Improvement Program. Performance factor for the work crews increased 13% from 63% to 76% while coverage improved 4% from 78% to 82%.

At year's end, the Division was waiting for the first printout of the street, street cleaning and stream inventory.

Annual operating expenditure for the Division continued to follow the escalating trend of previous years as shown on the following table. This reflects both the increased services provided and the effect of inflation in all areas.

Yearly Operating Expenditures

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Current Expenses</u>	<u>Equipment</u>	<u>Total Expenditures</u>
71-72	\$3,055,115	\$1,292,102	\$ 58,553	\$4,405,770
72-73	3,032,585	1,446,256	132,560	4,611,401
73-74	3,324,799	1,819,716	205,386	5,348,901

## STREET MAINTENANCE

Ninety-five streets totaling 25.2 miles were resurfaced by contract at a cost of \$462,291. Another \$245,680 representing 6.51 miles of resurfacing was let out for bid under a supplementary appropriation at the end of the year. Under these contracts, adjustment of manholes was included for the first time.

In addition, Puuhale Road and Pacific Heights Road were resurfaced by contract with State aid of \$32,406.

Road Division forces resurfaced 106 streets totaling 14.7 miles.

Trench patch crews placed final patch on 1,169 trenches, mostly for the Board of Water Supply including the Sewer Division.

## STREAM MAINTENANCE

Much of the Division resources were utilized in maintaining the many streams and waterways throughout the island. Major streams cleared or dredged included the following:

### Pearl City

Wailani Stream  
Waimanu Stream  
Kalauao Stream  
Ewa Lined Channel  
Wailani Stream  
Aiea Stream  
Pearl City Stream  
Waipahu Stream  
Waimalu Stream

### Waianae

Maipalawa Stream  
Maili Channel, M-4  
Ulehawa Stream, U-1, U-2, U-3

### Kailua

Maunawili Stream  
Kawainui Canal  
Kahawai Stream

### Kaneohe

Kahaluu Stream  
Kawa Stream  
Kaneohe Stream

### Kaneohe

Anolani Stream  
Heeia Stream Intake  
Keaahala Stream

### Honolulu

Moanalua Stream  
Pauoa Stream  
Wailupe Stream  
Waiialae Nui Stream  
Palolo Stream  
Niu Stream (mouth)  
Niu Valley Stream  
(East & West Forks)  
Kuliouou Stream  
Kapalama Canal  
Manaiki Stream  
Ala Moana Park Ditch  
H.I.C. Ditch  
Hausten Ditch  
Haku Ditch  
Ahuwale Ditch  
Lunalilo Terrace Ditch  
Lunalilo Interceptor  
Ditch  
Muliwai Ditch

## MASONRY AND CARPENTRY

Working on an islandwide basis, from Honolulu Corporation Yard, the masonry and carpentry crews completed 426 work orders. Major work done included the following:

1. Constructed 400 ft. of CRM retaining wall along Waianae Valley Road.
2. Underpinned Kealahala Stream Bridge abutment on Kam Highway.
3. Installed 18 inch drain line along Duncan Drive, Kaneohe.
4. Reset 1,220 lin. ft. of curb along Pio Place.
5. Reconstructed 270 lin. ft. of gutter along Kapiolani Boulevard and 540 lin. ft. along Dillingham Boulevard.
6. Reconstructed 320 lin. ft. of sidewalk along Beretania Street at Academy of Arts.
7. Installed chain link fence at Pearl City Yard.
8. Remodeled Road Division Office and Supervisor's Room.
9. Constructed grease traps at Honolulu Baseyard.

## DISPOSAL OF DERELICT VEHICLES

A new contract was awarded in January 1973, for the removal of derelict vehicles. Coupled with this, the procedure for removing derelicts was expanded to include pickup from State and private properties in addition to highways and streets. The result was an increased removal of vehicles from 1271 during the first half to 2333 during the second half of the fiscal year, all at a cost of \$74,770.

Because of the prohibitive cost of a vehicle shredding plant making it unfeasible locally at this time, the thought of government involvement in final disposal of vehicles was dropped.

Furthermore, the increased demand for used steel and private industry's increased ability to recycle vehicles at a rate faster than can be collected made government intervention unnecessary.

#### EMERGENCIES

Several storms necessitating emergency work by Division forces occurred during the fiscal year.

Heavy rains and wind hit the island in late November 1973, and on March 18, 1974, causing some flooding and blockage of roadways. Overtime hours incurred for cleanup work totaled 186 hours.

A freakish storm which concentrated in the Waialua-Wahiawa area and in Moanalua and Kalihi Valley areas occurred on April 19, 1974. Haleiwa town experienced one of its worst flooding while considerable damages occurred to stream improvements and abutting property owners in the Moanalua and Kalihi Valley areas. The Division expended a total of 769 overtime hours removing blockages from streams, storm drains, and roadways. In addition, considerable emergency repair work was performed during regular hours on damaged stream improvements.

#### AID TO OTHER AGENCIES

The Road Division assisted 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 operations, Kapaa Quarry and Waianae.
2. Operated Landfill at Haleiwa.
3. Provided substitute 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.
6. Resurfaced and fenced Refuse portion of Kapaa Yard.
7. Paved parking area for refuse trucks at Pearl City Corporation Yard.
8. Installed chain link fence at entrance to Kapaa Landfill.
9. Renovated Refuse Office at Kapaa Yard.

Road Division Aid to Refuse Division

<u>District</u>	<u>Landfill Operation (Mandays)</u>	<u>Replacement for Ref. Colln. (Mandays)</u>	<u>Bulky Item Pickup (Mandays)</u>	<u>Dead Animal Pickup (# Picked Up)</u>
Waialua	438	356	272	70
Laie	-	215	343	40
Kailua	-	366	153	314
Kaneohe	-	-	99	360
Waianae	97	439	402	345
P.C.	-	392	488	465
Wahiawa	-	249	536	240
<b>TOTAL</b>	<b>535</b>	<b>2017</b>	<b>2293</b>	<b>1834</b>

Division of Automotive Equipment Service

1. Paved and fenced AES portion of Kapaa Yard.
2. Constructed compressor shed and work benches for grease rack at Honolulu Yard.
3. Drilled and installed bolts for tire changer.
4. Constructed welder's office at Honolulu Yard.
5. Constructed concrete pad at Pearl City Yard.
6. Constructed concrete ramp for tire shop at Honolulu Yard.
7. Extended supervisor's office at Honolulu Yard.
8. Removed oil tank at Kapaa Yard.

9. Constructed gas pump island and compressor pad at Kapaa Yard.

Other agencies assisted by the Division include the following:

Department of Transportation Services

1. Constructed concrete pad for MTL gas dispenser.
2. Repaired hollow tile walls at Kekaulike Parking Lot, Beretania Street and Smith Street Parking Lot.
3. Constructed asphalt ramp for MTL gas dispenser.
4. Repaired MTL fuel tank area.
5. Constructed and widened driveways at King Street and Hotel Street bus parking lot.
6. Widened traffic island at Nimitz and Bethel Street.
7. Removed chain link fence at MTL parking lot.
8. Relocated two bus stops at Hotel Street and Alakea Street fronting Municipal Parking Lot.
9. Repaired bus stop fronting 57 Kaneohe Bay Drive.
10. Repaired road shoulder for bus stop at Koa Kahiko Street fronting Windward Shopping Center.
11. Maintained bus shelters.
12. Swept Municipal Parking Lots.

Department of Recreation

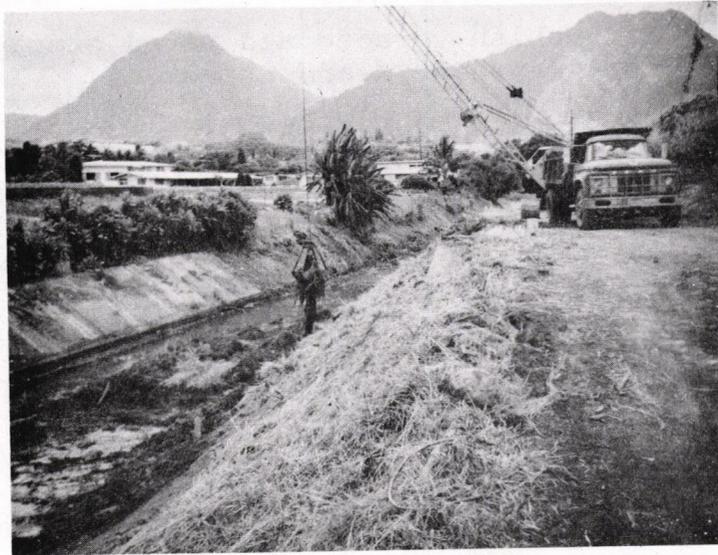
1. Swept parking lots: Keehi Lagoon, Honolulu Zoo, Kapiolani Shell, Queen Surf, Waikiki Natatorium, and Ala Moana Park.
2. Paved beach rights-of-way off Ke Iki Road.

Building Department

1. Cleaned vacant lots and sidewalks and repaired sidewalks per citations and work orders.

Board of Water Supply

1. Removed rubbish, graded and paved storage yard at 10th Avenue and Keanu Street.
2. Paved Manana Pump Station.
3. Reconstructed road trenches.



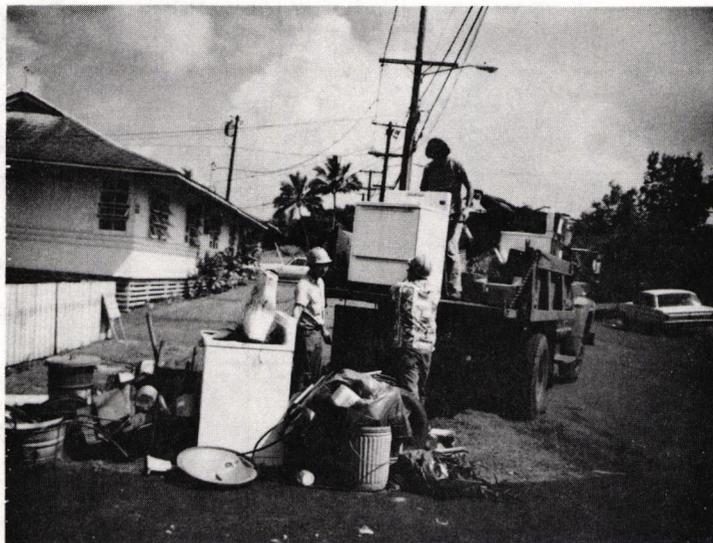
Crane dredging channel



Masonry crew reconstructing gutter



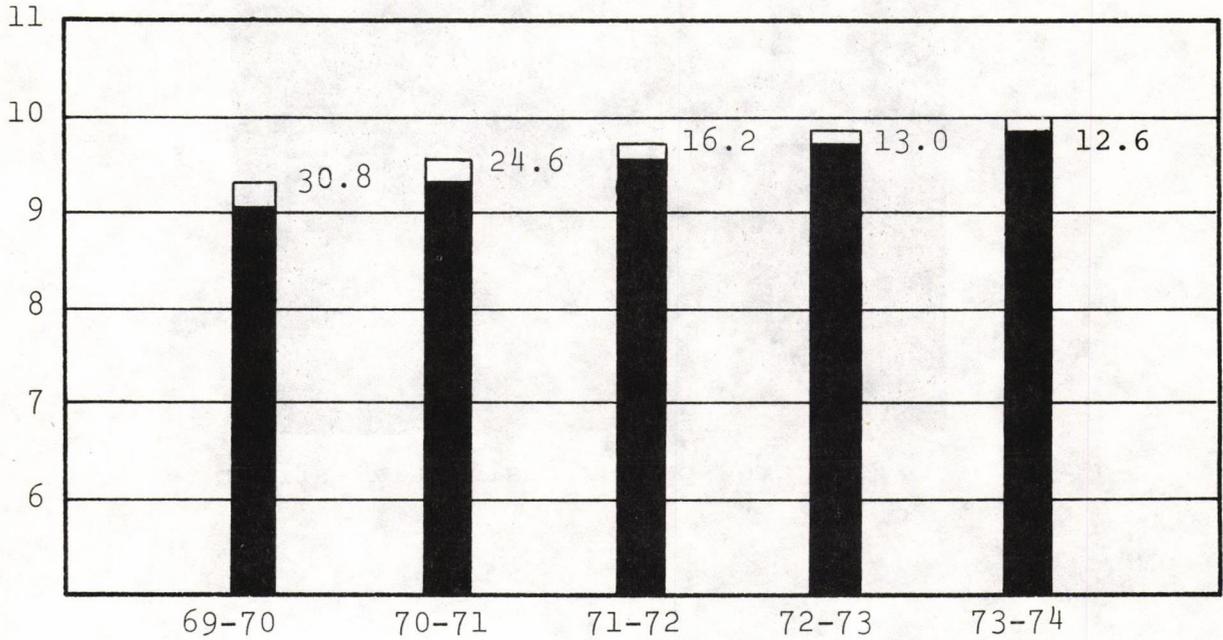
Road crew paving residential street



Road crew picking up bulky items in rural area

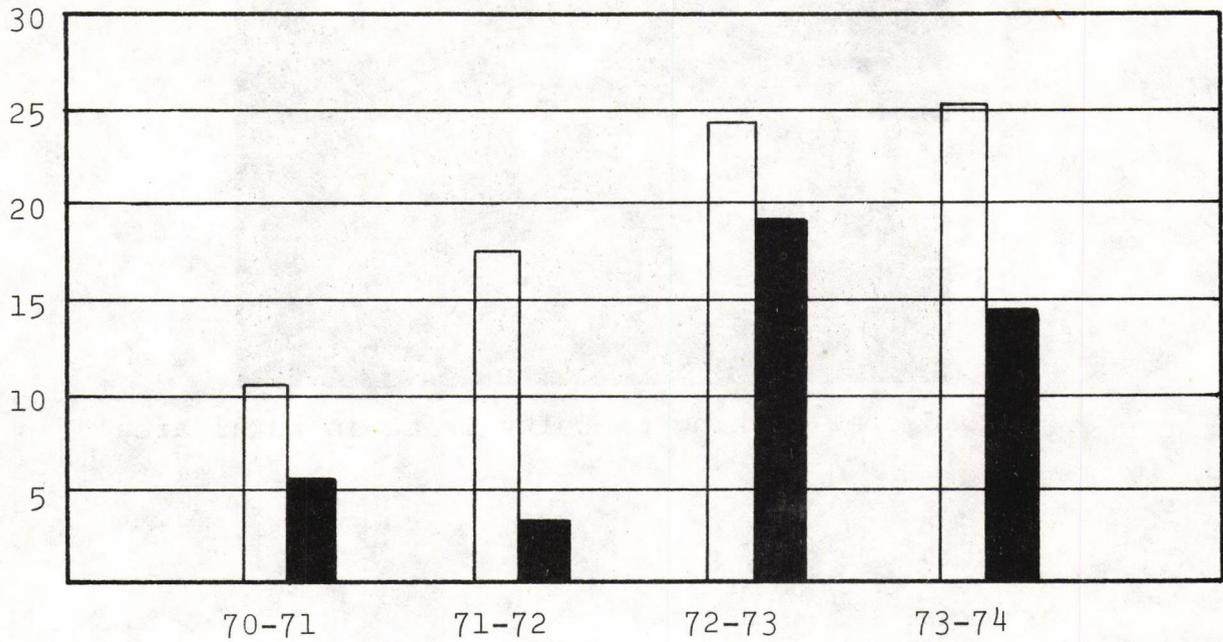
MILES OF ROADWAYS MAINTAINED  
(IN HUNDREDS)

□ MILES OF ROADWAYS ADDED EACH FISCAL YEAR



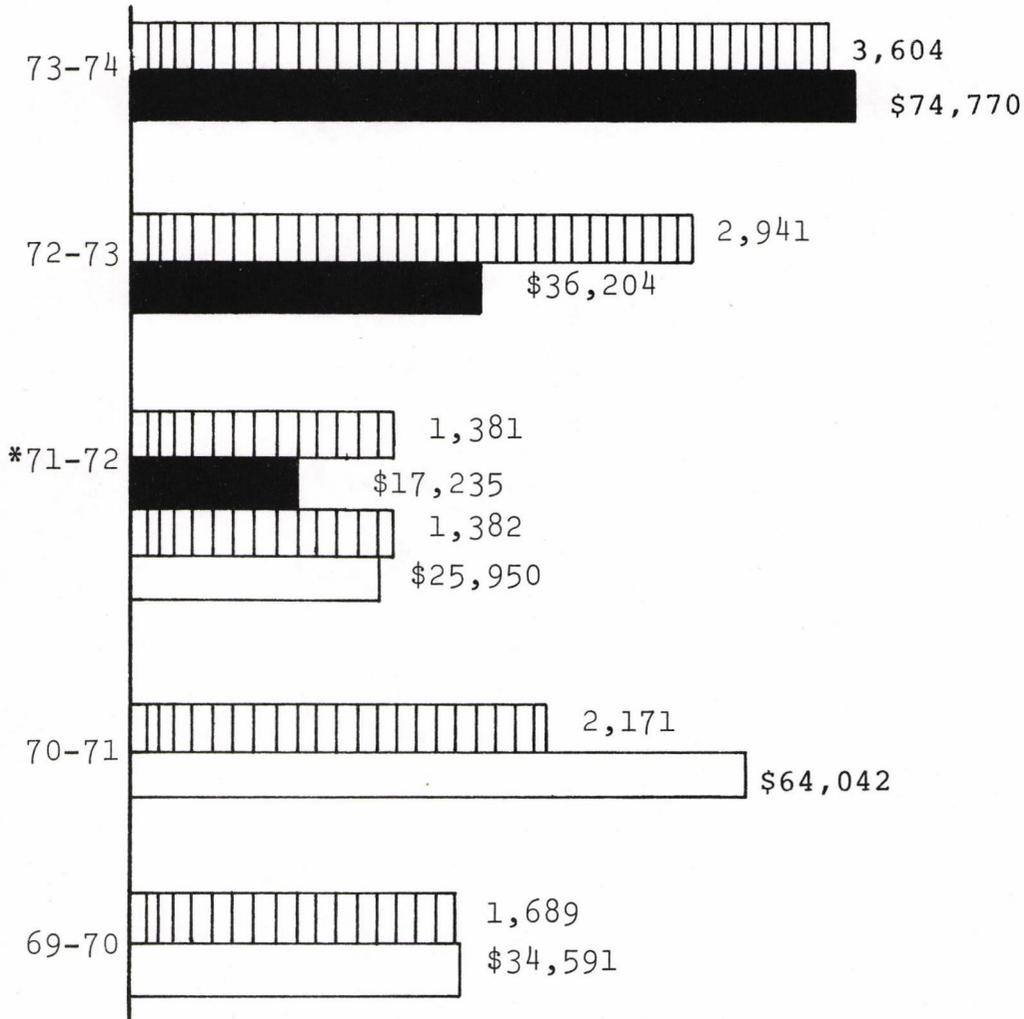
MILES OF ASPHALTIC CONCRETE ROADS RESURFACED

CONTRACT □  
IN-HOUSE ■



## DISPOSAL OF DERELICT VEHICLES

NUMBER OF VEHICLES DISPOSED  
 COST OF DISPOSAL BY CONTRACT  
 COST OF DISPOSAL BY IN-HOUSE FORCES



\* Disposal of Derelict Vehicles by Contract. Started January 10, 1972.



**DEPARTMENT OF RECREATION**



## DEPARTMENT OF RECREATION

Young Suk Ko, Director  
Ramon Duran, Deputy

### POWERS, DUTIES AND FUNCTIONS

The Department of Recreation strives to provide cultural, recreational and leisure time programs and activities for the benefit and enjoyment of the people of the city. It plans, designs, constructs, maintains and operates 293 parks, recreational grounds and facilities, totalling 4,567 acres under the jurisdiction of the City. It operates and maintains special facilities including the Honolulu Zoo; Foster, Wahiawa, Koko Head Crater, and Loi Kalo Botanic Gardens; Kapiolani Rose Garden; Koko Head Rifle Range; and the Ala Wai, Pali, Ted Makalena, and Kahuku Golf Courses. In addition, the department is responsible for beautifying city streets and highways by planting, trimming and caring for shade trees.

Programs of leisure activities are provided for young and old on a year round basis. Regular Fall, Winter, and Spring programs are offered in addition to an extensive Summer program serving 73 areas. Five hundred and eight summer aides were hired this past summer.

### ADMINISTRATION

#### ...Organization

The Department's Information and Public Relations Division was dissolved. Its staff and functions were transferred to the Mayor's Office of Information and Complaint.

The Honolulu Committee on Aging, which provides services for the older adult, was returned to the department as of April 1, 1974. It formerly operated in the Office of Human Resources.

#### ...Employee Training

Two courses in Fundamentals of Supervision were given to 54 employees. Eighty-six persons received First Aid training. Twenty grounds maintenance personnel attended the International Parks Association Management Workshop, January 7-11, 1974.

Summer recreation aides were offered two weeks of orientation and training to prepare them for the annual 8-week summer fun program for children and teens. In

addition, 56 summer lifeguards were hired and trained in water safety.

Several women staff members attended workshops and training sessions as part of the City's participation in federally-funded affirmative action programs.

...Personnel Transactions

	<u>Number</u>
New Hires	78
Separations	82
Promotions	49
Reallocation Actions Taken	110

...Facility Use by Groups

The user demand for park facilities continued to increase. Satellite offices helped to ease the burden of issuing permits, especially during the summer months.

Permits Issued by Fiscal Year  
Comparative Statistics

<u>Year</u>	<u>Picnic</u>	<u>Camping</u>	<u>Athletic</u>	<u>General</u>	<u>Total</u>
1969-70	2,736	6,970	1,688	879	12,273
1970-71	2,679	9,562	1,913	905	15,059
1971-72	2,802	9,865	2,285	919	15,871
1972-73	2,524	10,481	1,279	1,108	16,392
1973-74*	2,761	10,715	2,440	963	16,879

\*Permits issued at Pawaa Annex only. See below for permits issued at satellite stations.

Permits Issued from the Satellite City Halls  
July 1973 - June 1974

	<u>Picnic</u>	<u>Camping</u>	<u>General</u>	<u>Total</u>
Kailua	146	2,155	26	2,327
Wahiawa	111	857	38	1,006
Waianae	72	784	12	868
Waipahu Rec.	105	191	11	307
Beretania Center	19	44	4	67
(Oct. 1973-June 1974)				

...Park Concessions

Gross Revenue Totals for 7/1/73 to 6/30/74

Ala Moana Park (ewa end) Food Concession	\$55,260.00
Pali Golf Course Food Concession	13,515.26
Ala Wai Golf Course Food Concession	37,512.00
Kailua Beach Park Food Concession	2,638.35
Hanauma Bay Beach Park Food Concession	9,012.00
Kuhio Beach Park Concession	27,931.15
Honolulu Zoo Food Concession (Shari's)	40,358.10
Honolulu Zoo Food Concession (David Cho)	16,160.00
Koko Head Sandy Beach Mobile Food Conc.	1,122.00
Kapiolani Beach Center Food Concession	56,022.18
Kapiolani Park Bandstand Concession	30,360.00
Ala Moana Park (waikiki end) Food Concession	86,760.00
Haleiwa Beach Park Food Concession	1,500.00
Ted Makalena Golf Course Food Concession	12,960.00
Waimea Bay Mobile Food Concession	3,315.00
Ala Wai Golf Course Pro Shop Concession	79,992.00
Kahuku Golf Course Pro Shop Concession	1,531.77
Pali Golf Course Pro Shop Concession	93,600.00
Ted Makalena Golf Course Pro Shop Conc.	38,400.00
Telescopes at Kuhio Beach Park	72.74
Koko Head Stables Concession	2,531.54
Kapiolani Golf Driving Range Concession	58,509.00
Waikiki Beach Center Beach Services Conc.	56,100.00

DEPARTMENT OF RECREATION

CIP PROJECTS: JULY 1, 1973 TO JUNE 30, 1974

	<u>Adjusted Approp.</u>	<u>Exp. &amp; Enc.</u>	<u>Balance 6/30/74</u>
<b>Capital Improvement Program</b>			
General Improvement Bond Fund	\$ 112,200.00	\$ 19,300.00	\$ 92,900.00
General Fund	1,420,352.01	1,200,000.00	220,352.01
Federal Revenue Sharing Fund	6,366,275.00	2,200,508.47	4,165,766.53
<b>TOTAL</b>	<b>7,898,827.01</b>	<b>3,419,808.47</b>	<b>4,479,018.54</b>
<b>State Funds</b>	<b>3,313,085.00</b>	<b>3,238,884.50</b>	<b>74,200.50</b>
<b>TOTAL CIP PROGRAM</b>	<b><u>\$11,211,912.01</u></b>	<b><u>\$6,568,692.97</u></b>	<b><u>\$4,553,219.04</u></b>
<b>Special Programs</b>			
1973 Summer Rec. Support Program	\$ 52,565.98	\$ 52,565.98	\$ --
1973 Summer Youth Transp. Program	2,422.75	2,422.75	--
McInerny Foundation Grant	4,226.04	1,824.83	2,401.21
Bicentennial Celebration	3,000.00	1,163.50	1,836.50
<b>TOTAL</b>	<b><u>\$ 62,214.77</u></b>	<b><u>\$ 57,977.06</u></b>	<b><u>\$ 4,237.71</u></b>
<b>Lester McCoy Pavilion Fund</b>			
Planning	\$ 1,900.00	\$ 1,879.20	\$ 20.80
Construction	1,574,360.00	411,153.30	1,163,206.70
Inspection	20,000.00	20,000.00	--
<b>TOTAL</b>	<b><u>\$ 1,596,260.00</u></b>	<b><u>\$ 433,032.50</u></b>	<b><u>\$1,163,227.50</u></b>

DEPARTMENT OF RECREATION

SUMMARY OF APPROPRIATIONS AND EXPENDITURES - FISCAL YEAR 1973-74

	<u>Operating Approp.</u>	<u>Total Exp. &amp; Enc.</u>	<u>Unencumbered Balance</u>
Administration	\$ 382,662.00	\$ 382,199.10	\$ 462.90
Facilities Development	604,380.00	603,314.66	1,065.34
Honolulu Zoo	428,378.00	424,290.98	4,087.02
Botanic Gardens	197,501.00	197,152.60	348.40
Conservation & Beautification	658,451.00	652,901.05	5,549.95
Ala Wai Golf Course	221,645.00	220,697.83	947.17
Pali Golf Course	205,470.00	204,996.45	473.55
Kahuku Golf Course	52,310.00	52,027.17	282.83
Ted Makalena Golf Course	191,839.00	190,242.38	1,596.62
Maintenance Administration	131,776.00	129,446.50	2,329.50
Service Center	2,177,230.00	2,159,765.68	17,464.32
Organized Recreation	2,236,230.00	2,211,922.93	24,307.07
Sports & Community Recreation	777,249.00	770,685.78	6,563.22
Water Safety	484,751.00	477,118.40	7,632.60
Grounds Maintenance	1,767,564.00	1,749,864.18	17,699.82
TOTAL	<u>\$10,517,436.00</u>	<u>\$10,426,625.69</u>	<u>\$90,810.31</u>

## FACILITIES DEVELOPMENT

The 1973-74 Capital Improvement Budget continued at a pace set last fiscal year. Budget Ordinance No. 4161 provided an appropriation of \$4,945,000 with a supplemental appropriation of \$2,946,475. In addition, State funds of \$3,313,085 through earlier appropriations were released by the Governor to supplement City funds for park improvements and acquisition projects.

The breakdown of the City's appropriation is as follows:

Planning and Engineering	\$ 419,000
Construction	4,217,475
Land Acquisition	3,141,000
Equipment	22,000
Inspection	52,000
Relocation	40,000

Major areas acquired or possessed were (1) Makiki District Park, (2) Maili Beach Park Addition, (3) Waipahu Gardens Park, and (4) Piikoi-Rycroft Park. The processing of General Plan Amendment has hampered the Land Acquisition Program. Major emphasis in the design and construction of tennis courts at various parks were given high priority to meet the needs of tennis players. Six courts were completed with another 12 courts under design or construction.

Major design projects completed and under construction were: Kalihi Valley Field Gymnasium, Pearl City Recreation Center Gymnasium, Palolo Valley Field 50-meter Swimming Pool, Makakilo Playground Neighborhood Swimming Pool.

Construction projects totalling \$4,000,000 were completed during the year. Major projects were: Kaneohe District Park Site Improvements and Swimming Pool, Waiialua Recreation Center Addition to Gymnasium, Puunui Playground new Recreation Building, and Kualoa Beach Park Site Improvements.

## HONOLULU ZOO

The Zoo program continued to grow, as it kept pace with increased tourist visitations to Hawaii and increased island population. In fiscal year 1973-74, attendance was 1,359,120 people, and island residents made up 52 percent of that amount.

Two significant things were brought to light this year in relation to attendance. Not only were there more people each year using the Zoo but the average length of time spent in the visit significantly increased. In 1965, the attendance

was 500,000 people, and the average time spent in the Zoo was 45 minutes. A survey taken in early 1972 showed that the average length of the visit was 80 minutes. This was directly credited to several new construction projects that had heightened public interest and consequently extended the length of the visit. The Zoo Barn, Monkey Islands and Giraffe Exhibit were the most significant attractions.

In 1973, no new facilities were constructed, and yet the average attendance time extended to 95 minutes. This increase in time spent in the Zoo could only be credited to improvements in program rather than to improvements in facilities. The improvements in communication with the public through graphics, educational materials, newsletters, and family entertainment activities made the Zoo visit more valuable to the attendee.

The animal population was fairly well stabilized for the year. Births and hatchings equalized the losses through death and exchange.

The organized education program dealt directly with 68,246 people in groups throughout the year. Approximately 50 volunteers manned this program under the guidance of the staff coordinator. The volunteers were trained in 6-week courses in various aspects of the Zoo responsibility with assurance and intelligence. Each volunteer guaranteed to provide 80 hours a year toward this service and many far exceeded the minimum requirement.

Facility improvement was largely frustrated by union imposed limitations on employee participation and on very limited staffing of personnel that can effect improvements. One very real advantage was gained when the new refreshment center concession contract was renegotiated, and the concessionaire was made responsible for maintaining the cleanliness of the area surrounding the concession building (picnic tables, benches, etc.). This relieved the Zoo grounds maintenance staff of a considerable responsibility. When arrangements were made to have the Shade Tree section of the department trim all the trees within the Zoo block, this relieved the Zoo staff of much of the upper story ground maintenance. Each of these measures was significant toward the establishment of the Zoo as a botanical as well as a zoological garden.

## BOTANIC GARDENS

The staff of Honolulu Botanic Gardens carried on routine maintenance procedures in all developed areas and made significant progress in expanding the garden's program for better public service. In spite of personnel cutbacks which resulted in a reduction of planting projects, staff was able to maintain status quo in the level of maintenance and other operations. Of great assistance in this respect was the increase in use of mechanized maintenance equipment.

The plant import program saw the introduction of over 508 accessions into Honolulu from all over the tropical world, many of which will prove of ornamental and economic value. Of particular interest was the initiation of an import program from the Philippines for the new Waipahu Garden Park project. Participation in plant expeditions to New Caledonia and tropical East Africa as well as special contacts in New Guinea and Thailand, arranged through the help of the Friends of Foster Garden, resulted in the introduction of some particularly rare and unusual materials. In addition to these, there were 61 new hybrid orchids for the ever-popular hybrid orchid display at Foster Garden. Plant imports are primarily financed through funds furnished by the Friends of Foster Garden's annual Garden Fair.

The 1973 Garden Fair held September 8 netted over \$8,500, funds which are available for direct service projects in the several Honolulu Botanic Gardens, including plant imports, special garden construction projects and the plant inventory and labelling programs. In conjunction with the Friends of Foster Garden, a new Foster Garden self-guided tour brochure was completed. Work is now underway for a similar project for our Wahiawa Botanic Garden. The monumental Honolulu Botanic Gardens' inventory by Dr. Earl Bishop was completed and published during this period and some 600 copies have already been distributed to botanic gardens, botanical libraries and herbaria throughout the world. Concurrent with the completion of the garden inventory and through further support of the Friends and other volunteers, a complete inventory of the hybrid orchid collection was made. Additionally, over 500 new labels have been cut and placed at Foster Garden, another Friends' project.

Through a gift from the Garden Club of Honolulu, additions are underway to the Prehistoric Glen which will result in approximately a 25 percent expansion of that educational exhibit. Other educational activities include the planning of a small classroom structure for Foster Garden, a joint project of the Friends of Foster Garden, the U. S. Army Reserve and staff. This is due to be completed in the fall

of 1974. Additionally, the garden participated in the weekly television program, Fortunato Teho's "Talking to Plants." A total of 20,126 self-guided tour brochures was distributed free at Foster Garden.

Garden support was again rendered as it has been over the past 13 years by the Outdoor Circle which provides volunteers for the reception office and guide service at Foster Garden. The reception information office logged in over 106,529 visitors to Foster Garden. Our volunteer guides conducted 95 free school and organization tours involving 1,958 children and 1,096 adults.

A number of important gifts was received by the garden during the year. The Rock Memorial Library received botanical prints and a number of excellent reference volumes and colored slides. Additionally, the garden received gifts of rare plants and hybrid orchids.

Over 23,085 visitors enjoyed the Wahiawa Botanic Garden and 1,369 self-guided tour brochures were distributed. The garden staff conducted 19 school and organization tours. The new hybrid and species orchid projects at the garden are well underway and progress was made in clearing of new land for additions to the tropical palm collection.

Both Koko Crater Botanic Garden and Sandy Beach Botanic Garden were in a status quo situation pending completion of the long-awaited water connection. With the small amount of water available, however, staff was enabled to set out over a hundred new trees in the African section at the Koko Crater Garden.

Loi Kalo Botanic Garden saw normal maintenance routines with a few new specimens being added to the Hawaiian collection. Working drawings and specifications were completed for the new educational facility and for the new entrance and parking structure.

The garden staff looks forward to serving the Honolulu community during the coming year providing its high level of visitor enjoyment and educational opportunities to the Honolulu community and its visitors.

#### BEAUTIFICATION

Significant increases over the previous year were realized in trees root-pruned (70%) and young trees pruned and/or restaked (75%). Program priorities concentrated on maintenance of existing plantings under the guidelines of a status quo budget.

Statistics of the major operational activities include:

Trees Trimmed	20,868
Trees Removed	548
Trees Root-Pruned	95
Large Trees Relocated	76
New Trees Planted	3,661
Young Trees Pruned/Restaked	8,754
Potted Plants Loaned Out	8,530

The evolvement of a major new program requiring private developers to plant street trees in vastly cleared tracts of land under the New Subdivision Rules and Regulations furthered our efforts to beautify our street environment, provide distinction, and make our city a healthier place in which to live. Plans reviewed included various units in Mililani Town, various units in Makakilo, various areas in Hawaii Kai, Salt Lake Boulevard, Kaukama Road, Woodlawn Drive and Lowrey Avenue, Woodland Estates, Melemanu Woodlands, Kahakai Nani, Piikoi Street, Niu Valley Highlands, Momilani Villa, Kamehameha Highway, Keeaumoku Street, South King Street, Waimanalo Banyan Tree, Maunaloa Trans-Marina, Waialae Ridgeline, Waimalu Road, Puu Haleakala, Parklane Country Homes, Pokai Bay Estates, Kanoa Street, and Loihi Gardens.

Continued major street tree plantings under our existing program were installed at Halekou, Mahinui, Nanakai, Kailua Estates, Enchanted Lakes, Kaopa, Waipahu Estates, Waipahu Heights, Campbell Industrial Park, Pali View Estates, Waialae Ridgeline, Makakilo, Mililani Town, Koko Kai, Haiku Village, Pacific Palisades, older Kailua side streets, Ewa Acres, Ewa Estates, Halawa Valley Estates, and Waiiau View Estates.

The important Preservation of Trees Program, affecting trees displaced in all City initiated projects in addition to donations by private individuals, saved large field grown trees that were relocated to various parks and facilities including Ala Wai Golf Course, Ted Makalena Golf Course, Pali Golf Course, Kalaepohaku Park, Kapiolani Park, Beretania Community Park, Kahala Field, Booth Park, Kapaolono Playground, Ala Moana Park, Kuulei Road, Manoa Valley Park, Kapiolani Beach Park Breakers, Queen's Surf, and Koko Head Playground.

Other major landscape pilot projects were done at Aala Street (tree well covers in effort with Outdoor Circle), Kalakaua Avenue (masonic planters used as natural traffic barricade), Kalapawai Triangle (assisted by Lani-Kailua Outdoor Circle), Dole Playground, Kamalii Park, Fort Street Mall, Aala Park, Union Street Mall, Nuuanu Stream Mall, Ala Wai Minipark, Moanalua Valley entrance in joint effort with

Blue Mist 4-H and Moanalua Valley Crystalettes, Pawaa Annex, Mass Transit Lines, Waimea Bay Beach Park, Puunui Playground, Waialae Iki Park, Waikiki Playground, Waikiki Beach Center, Kapiolani Rose Garden, Paki Playground, Service Center, Lualualei Beach Park, Ulehawa Beach Park, Ewa Beach Community Park, Honolulu Zoo, Hanauma Bay Beach Park, Saratoga Road Traffic Island donation by Outdoor Circle, various Arbor Day plantings, Kaneohe District Park, Ala Wai Promenade, Aina Haina Playground, Koko Head District Park, Waikiki Gateway Park, and Kanewai Field.

The need for instant visual beautification by the heavy use of decorative potted plants has continued to receive major emphasis. Significant uses included the monthly art shows at City Hall, Aloha Week, Christmas, Flora Pacifica, Lei Day, Kamehameha Day, hanging baskets in Waikiki, Summer Fun, and various other Recreation events and dedication ceremonies. This major emphasis on potted plant decoration was a strain on our overtaxed resources and necessitated serious diversions in planning, administering, supervising and the planting and tree trimming operations.

The tree trimming operation continued to be hampered despite better equipment as part of an active equipment replacement program, priority scheduling, improved techniques, increased mobility, non-routine operational practices, and better communication. The major off-setting factor continued to be the long existent overwhelming backlog of work due to increasing annual tree inventories and the fact that work per tree increases as trees grow bigger each year. The backlog problem has been compounded by reduced personnel, industrial injuries in the sincere desire to get the job done, increased complaints, increased property damages, and public injuries. Increased manpower and increased funding for contractual services are badly needed to cope with handling hazardous trees immediately. The lack of manpower, especially when dependent contractual services are not available, jeopardizes public safety and the efficient maintenance of our valuable shade trees.

Major growth of existing programs was also realized at the Queen Kapiolani Rose Garden, in increased performance of our landscape gardening crew, in increased use of tree well covers to minimize weeds, pedestrian accidents, drying out and spillage onto full-width sidewalks, in increased use of large portable masonic planters to create instant beautification in high impact areas, and in the further development of a 20-acre tree farm at Kualoa for growing specimen trees and for a home of a limited tree bank for valuable private trees donated to our City.

## GOLF COURSES

### Comparative Data of Total Number of Registered Players

	<u>1972-1973</u>	<u>1973-1974</u>	<u>Increase</u> <u>Decrease</u>
Ala Wai Golf Course	137,552	136,088	-1.06%
Pali Golf Course	92,987	95,020	+2.19%
Ted Makalena Golf Course	88,330	82,652	-6.43%
Kahuku Golf Course	18,564	19,841	+6.88%
<b>TOTAL</b>	<b>337,433</b>	<b>333,602</b>	<b>-1.14%</b>

### Comparative Data of Total Golf Course Revenues

	<u>1972-1973</u>	<u>1973-1974</u>	<u>Increase</u> <u>Decrease</u>
Ala Wai Golf Course	\$284,364.00	\$275,861.00	-2.99%
Pali Golf Course	224,307.50	228,458.50	+1.85%
Ted Makalena Golf Course	205,960.00	188,271.00	-8.59%
Kahuku Golf Course	28,811.50	28,610.50	-0.70%
<b>TOTAL</b>	<b>\$743,443.00</b>	<b>\$721,201.00</b>	<b>-2.99%</b>

### Comparative Data of Total Number of Tourist Play

	<u>1972-1973</u>	<u>1973-1974</u>	<u>Increase</u> <u>Decrease</u>
Ala Wai Golf Course	11,712	8,957	-23.52%
Pali Golf Course	8,205	6,780	-17.37%
Ted Makalena Golf Course	462	464	+ 0.43%
Kahuku Golf Course	11	0	-100.00%
<b>TOTAL</b>	<b>20,390</b>	<b>16,201</b>	<b>- 20.54%</b>

## MAINTENANCE SUPPORT SERVICES

Maintenance Services rendered to all of the Department's operating divisions totaled 12,762 work orders. Following is a breakdown of these services:

Carpentry	938
Chemical	1642
Electrical	375
Heavy Equipment	479
Medial Strips	96
Roving Crew	59
Masonry	240
Painting	485
Plumbing	1755
Repair Shop (Automotive)	5326
Utility Crew	77
Welding	1290

Repairs made over the year included:

Mower Shop	1282
Equipment Repairs	2313
Tire Shop	533
Lubrication Shop	870
Preventive Maintenance	328

In addition, the various trades assisted in the following:

- Installed department's first sumo ring at Kalakaua Recreation Center.
- Converted open patio at Beretania Park into six offices.
- Constructed booths for lei displays for annual May Day program.
- Built plant boxes for the Bicentennial Music Festival.

## RECREATION DIVISION

Fiscal 1973-74 marked a year of continued change and growth. Efforts to bring programs and services closer to the people resulted in increased citizen participation, further decentralization of services, realignment of division boundaries and responsibilities, development of new programs, and expansion of successful and popular programs.

Intensive evaluation of programs, staff, and services showed a need for changing concepts relative to the delivery of leisure services. It became apparent that some programs had become "obsolete" while demand for others was expanding beyond the capacity to deliver. Expansive development of parks and facilities combined with a new "leisure ethic" made imperative the adoption of new methods and techniques to deal with recreation as a "big business" while remaining responsive to human needs.

Gradually, changes have been effected. Painful and difficult though change may be, our staff has recognized the need; accepted the challenge--and an exciting sense of purpose and direction is emerging.

### Highlights of the Year

#### ...Recreation Advisory Councils

Seven new councils were formed to bring the total number to 56. Workshops and training sessions for council members and staff were held around the island culminating in a successful island-wide training session attended by over 200 persons at HIC concentrating on "How to be Effective in Planning and Implementing CIP Projects."

Volunteer recognition night, sponsored by the Board of Recreation, was attended by over 1500 persons. Over 3000 volunteers were recognized this year for services to the Department of Recreation.

#### ...Camping

Although Kualoa continued to be "under construction," appointment of a camp director resulted in demand far exceeding the capabilities of the site and staff.

Over 52,000 persons from tiny tots to senior citizens were able to camp, picnic, and enjoy this beautiful site during fiscal 1973-74.

### ...Inter-Agency Programs

The Department staff spearheaded efforts to coordinate programs with other agencies. Some of these were:

- Support to the Honolulu Symphony resulted in 14 community concerts, 18 ensembles and several thousand persons attending performances at HIC concert hall and arena.
- Two senior citizen programs were televised on ETV. The District IV senior citizens held their Spring Festival at Kaneohe District Park, displaying their many talents. The seniors from Makua Alii participated in a hukilau at Kualoa Regional Park. These two activities were shown on Pau Hana Years.
- The Department assisted, as a co-sponsor, in the Special Olympics (mentally retarded population) and the Wheelchair Games (track and field, bowling, archery, swimming and table tennis competition for wheelchair patients).
- A lunch program was offered to impact areas, July 2 to 27, 1973, co-sponsored by the Department of Education (federal funds) and the Department of Recreation (city funds).
- A very successful Bi-centennial Celebration at Kapiolani Park drew over 20,000 participants and spectators.

### Sports

#### ...Physical Fitness

The first annual Honolulu Marathon drew 167 entries. This successful event to be repeated annually was followed by the very popular "Marathon Clinic" held each Sunday at Kapiolani Park.

Joggers' circuit training courses were opened at Ala Moana, Kapiolani, Aina Haina, and Diamond Head parks.

#### ...Aquatics

Thirteen swim meets were conducted with assistance from the AAU Swimming Committee including the Mayor's Invitational Meet and the State Age Group Championship.

### ...Boxing

Programs expanded with appointment of a specialist, formation of an advisory council and increased facilities.

### ...Tennis

Program continued to expand. A total of 2600 persons were enrolled in classes. The summer program was very popular with an additional 39 classes offered. The Tennis Advisory Council continued in their active role throughout the year and finalized new rules and permit policies for tennis court use.

### Culture and the Arts

Twelve Thursday "Evening at Honolulu Hale" concerts were produced: symphony, jazz, opera, comedy, drama, ethnic song, dance, etc. Audiences averaged 500-600; peaked with "An Evening in Hawaii" to 750-800. "Many Trees of Christmas" ran a little over two weeks and averaged about 500 children and 250-300 adults daily. Produced seven noon musical programs for this Christmas show.

Produced 11 major art shows and two extra art shows in Honolulu Hale.

Carried through a very successful "Trail Out Dance" at HIC with the assistance of the Hawaii Federation of Square Dancers in conjunction with the National Federation Conference.

A total of 272 concerts and performances was held at Kapiolani Bandstand during the year, attended by 151,580 spectators.

Many recreation programs held Spring Festivals at which time they presented their programs to the communities. An outstanding Art Festival was held at Kahala Mall.

Two films were produced on Hawaiian quilting and water safety.

### Summer Fun 1973

Summer Fun 1973 was conducted in 92 areas with a total participation of 23,013 children and teens.

### Year-round Programs

Year-round programs for youth have accelerated with

appointment of three District Youth Coordinators. More teens are getting directly involved in the planning of their activities and have learned to cope with problems on a "togetherness" basis.

### Hawaiian Cultural and Environmental Program

The Otani Mansion at 3187 Diamond Head Road served as temporary quarters for the Hawaiian Cultural and Environmental program. From this historic (but aging) 70 year old building, a Hawaiian cultural interpretive program for all age groups on the island was carried out.

Reef walks, tide pool, enjoying the nature and Hawaiian exhibits, the Hawaiian herb garden, singing, dancing, just relaxing Hawaiian style--these were the many recreation experiences provided and enjoyed by community groups, schools, scouts, campfire girls, and the general public.

The Hawaiiana Unit offered interpretive programs and cultural experiences through excursions and classes at the center, disseminated information, assisted the four districts with their Hawaiian programs, offered leadership in music, dance, crafts at workshops and seminars, and cooperated with related agencies in the community interested in perpetuating Hawaiiana.

### Ocean Recreation

Reassignment of two staff members to this program resulted in increased services. Sailing and canoeing were added to the ocean activities and increased participation in surfing, body surfing, swimming and snorkeling and paipo classes.

### Senior Citizens

The Senior Citizens Program continued to expand in three areas: (1) social recreation clubs, (2) classes and group activities and special events, (3) community and other services. A total of 5,600 members was enrolled in social recreation clubs. Two new clubs were organized during the year.

### Maintenance Management Program

Efforts continued to improve and upgrade the maintenance program in over 200 parks and playgrounds.

New and improvement equipment was purchased.

A 6-year CIP program to upgrade sprinkler systems

was established.

BOARD OF RECREATION

The members of the Board of Recreation are:

Dr. Richard You, Chairman  
Mrs. Baird Kidwell, Vice Chairman  
Dr. Mario Bautista, Secretary  
Roger Toguchi  
Wilfred Watanabe  
Gordon Yabui  
Gary Johnson  
Alfred Wong  
Sylvia Loque

**HONOLULU REDEVELOPMENT AGENCY**



## HONOLULU REDEVELOPMENT AGENCY

Manager  
Ray C. Fisher  
Deputy Manager  
Tyrone T. Kusao

Ralph S. Aoki, Chairman  
Sherman Dowsett, Vice-Chairman  
Joseph Lunasco, Member  
Sunao Miyabara, Member\*  
Takako I. Yoshimura, Member\*

### DEPARTMENTAL FUNCTIONS

#### Housing and Community Development

**Local:** Development and administration of projects, programs and plans of action designed to stimulate or aid the supply of housing in the city and to achieve sound community development, provided that such projects, programs and plans of action conform to and implement the general plan and development programs.

**Federal:** Act as the local public agency for the purpose of implementing federally-aided housing and urban renewal and community development programs; i.e., redevelopment, auxiliary redevelopment, rehabilitation and conservation and relocation and property management functions.

Enabling legislation was passed by the 1974 State Legislature to facilitate the implementation of Chapter 11 of the revised City Charter, which will, in effect, transpose the HRA to the Department of Housing and Community Development. The effective date of the aforesaid enabling legislation, State Act 123, is January 1, 1975.

#### Model Cities Housing Assistance

Under contract as operating and administrative agency for Model Cities Housing Assistance Programs: 1) Housing Development; 2) Loan programs for home purchase, rehabilitation and/or improvement; 3) Housing information, counseling and technical assistance programs.

\* Takako I. Yoshimura confirmed by Council 5/7/74 to serve the unexpired term of former member, John Henry Felix. Sunao Miyabara resigned Agency as of 3/13/74.

## General Relocation Services

Providing relocation services for all county displacing agencies, per state and federal requirements, and providing such services to state and federal displacing agencies who choose to contract with HRA 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 (including Model Cities), federal government and state to maximize our capacity for housing development, especially in the low-moderate income area. Research, formulate and execute experimental and demonstration housing projects, under Act 108, HRS, to further the development goals of low-moderate income housing.

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 law.

## HOUSING DEVELOPMENT

This program consists of a combination of efforts under the jurisdiction of the Honolulu Redevelopment Agency. The combined capabilities of Redevelopment, Model Cities, Auxiliary Redevelopment and Act 108 are utilized to maximize our capacity for housing development.

The following pages constitute a review of all HRA housing development projects from its inception to the present. Not included in the review, are a total of 111 new homes which have been constructed under the HRA's Rehabilitation program.

<u>Name of Project</u>	<u>Location</u>	<u>Type of City Participation</u>	<u>Unit Breakdown</u>		<u>Rental Rates or Sales Price</u>	<u>Status</u>
Wilson Project	Kalihi	Urban Renewal				Completed 1960.
<u>Queen Emma Project</u>						
Queen Emma Gardens	Downtown	Urban Renewal	Studio	84	\$152 to \$185	Completed 1964.
			1 BR	302	178 248	
			2 BR	<u>201</u>	236 325	
				587		
Former Kukui Mortuary Site			Studio )		29,300 to 31,000	Proposed.
			1 BR )	250	35,500 37,600	
			2 BR )		39,700 42,000	
<u>Kukui Project</u>	Downtown	Urban Renewal				
Kukui Gardens Corporation			1 BR	105	100	Completed 1970.
			2 BR	302	122	
			3 BR	279	140 to 152	
			4 BR	<u>136</u>	172	
				822		
Hawaii Housing Authority	Kalaniihuia		Studio	60	20% of annual gross income, minimum of \$32.00.	Completed 1969.
			1 BR	90		
			3 BR	<u>1</u>		
				151		
Kukui Plaza			1 BR	666	(low-mod.) 24,540-28,980	Under construction October, 1973.
			2 BR	181	30,180-43,680	
			3 BR	<u>61</u>	41,400-45,240	
				908		
					(market)	
			1 BR		42,500-53,000	
			2 BR		52,100-80,500	
			3 BR		76,800-95,300	

<u>Name of Project</u>	<u>Location</u>	<u>Type of City Participation</u>	<u>Unit Breakdown</u>	<u>Rental Rates or Sales Price</u>	<u>Status</u>		
<u>Kukui Project (continued)</u>							
Block J			1 BR	194	136.47 to 230.00	Planning.	
			2 BR	<u>216</u>	154.67 270.00		
				410			
Consolidated Amusement Company			1 BR	166		Pending departmental approvals and negotiating contract prices.	
			2 BR	<u>32</u>			
				198			
Block F					(Moderate Rental)	(Market Rental)	
			(1st Increm. - Rental)				
			1 BR	381	186.00	330.00	
			2 BR	381	206.00	365.00	
						Under construction September 16, 1974.	
			(2nd Increm. - Condo)				
			1 BR	123			
			2 BR	<u>248</u>			
				1,133			
<u>Kauluwela Project</u>	Downtown	Urban Renewal					
Kauluwela Elderly	Keola Hoonanea		1 BR	175	108.36 to 214.83	Completed 1971.	
HCHA Hawaii Development Corp.	Kauluwela I Co-op		1 BR	42	119.93 to 202.25	Completed 1971.	
			2 BR	<u>84</u>	137.01 247.58		
				126			
HCHA Kauluwela Development Corp.	Kauluwela II Co-op		3 BR	36	144.74	301.31	Completed 1971.
			4 BR	<u>48</u>	160.01	333.11	
				84			

<u>Name of Project</u>	<u>Location</u>	<u>Type of City Participation</u>	<u>Unit Breakdown</u>		<u>Rental Rates or Sales Price</u>		<u>Status</u>
<u>Kauluwela Project (continued)</u>							
Liliha Square			1 BR	2	(HRA) av.36,200	(Market) 38,500	Under construction April 19, 1973.
			2 BR	<u>134</u>			
				136			
<u>Pauahi Project</u>	Downtown	Urban Renewal					
Banyan Street Manor	Kalihi-Palama	Model Cities	1 BR	18	\$179		Negotiation.
			2 BR	31	232		
			3 BR	<u>6</u>	286		
				55			
481 Kahakai Nani	Nanakuli	Model Cities	2 BR	100	30,500		Under construction June 28, 1974.
			3 BR	212	31,500		
			4 BR	<u>190</u>	36,000		
				502			
Kanoa Street Apartments	Kalihi-Palama	Model Cities	2 BR	8	\$175		Under construction June 3, 1974.
			3 BR	3	275		
			4 BR	<u>3</u>	325		
				14			
Waianae Protestant Church	Waianae	Model Cities	1 BR	20			Negotiation.
			2 BR	30			
			3 BR	<u>32</u>			
				82			
Waianae (Wong)	Waianae	Model Cities	1 BR	32			Negotiation.
			2 BR	<u>16</u>			
				48			
Waipahu Auxiliary (Ota Camp)	Waipahu	Auxiliary Housing	3 BR	24	\$137		Under construction May 30, 1974.
			4 BR	5	159		
			5 BR	<u>2</u>	192		
				31			

<u>Name of Project</u>	<u>Location</u>	<u>Type of City Participation</u>	<u>Unit Breakdown</u>		<u>Rental Rates or Sales Price</u>		<u>Status</u>
<u>Halawa Project</u>	Halawa	Auxiliary Housing					
Makalapa Manor			1 BR	18	91.00	to 181.43	Completed 1971.
			2 BR	30	109.00	216.48	
			3 BR	32	137.00	274.21	
			4 BR	36	163.00	323.69	
			5 BR	6	178.00	352.82	
				122			
<u>Kewalo-Lunalilo</u>	Makiki	Auxiliary Housing	2 BR	39	100.00		Completed 1967.
<u>Kokea Project</u>	Kalihi	Auxiliary Housing					
Kokea Apartments			1 BR	12	120.00	to 130.00	Completed 1961-62.
			2 BR	69	135.00	150.00	
			3 BR	60	175.00		
			4 BR	3	190.00		
				144			
<u>Smith-Beretania Parking Facility</u>	Downtown	Act 108		300			Approved by Council
<u>Kailua Off-Street Parking Facility</u>	Kailua		Studio	36			Feasibility study.
			1 BR	72			
			2 BR	48			
				156			

## RELOCATION AND PROPERTY MANAGEMENT (R&PM)

R&PM is responsible for providing relocation services to all families, individuals, and business concerns required to relocate as a result of government initiated projects. In line with these services, this division also processes and recommends payments of benefits such as moving expenses, relocation adjustment payments, business displacement costs, and replacement housing costs to all eligible displacees.

The other major function of this division is the inspection and maintenance of all residential and commercial properties acquired by HRA in compliance with the applicable federal and state urban renewal laws.

The statistical tables below reveal the extent of activities involved during the fiscal year 1973-1974.

### RELOCATION

<u>Displacing Agency</u>	<u>Number Relocated</u>			<u>Remaining Workload</u>		
	<u>Fam.</u>	<u>Ind.</u>	<u>Bus.</u>	<u>Fam.</u>	<u>Ind.</u>	<u>Bus.</u>
Hoolulu (HRA)	11	0	0	38	3	1
Paki (HRA)	1	0	0	0	0	0
Hinano (HRA)	2	0	0	3	1	0
Building Dept.	48	42	4	50	17	6
Public Works	7	1	10	7	1	5
Recreation Dept.	0	0	1	4	0	0
DAGS (State)	<u>8</u>	<u>5</u>	<u>1</u>	<u>18</u>	<u>22</u>	<u>5</u>
TOTAL	77	48	16	120	44	17

### PROPERTY MANAGEMENT

<u>Temporary Management of Acquired Properties</u>	<u>Inspections</u>	<u>Violations</u>
50	5,424	6

Relocation program plans were developed for the Woodlawn Drive-Lowrey Avenue Improvement District and the Ward Avenue Widening Projects. The Ward Avenue plan was a conceptual rather than a final plan. The project is presently being held

up due to land acquisition problems. All, except two, of the properties have already been acquired for the Woodlawn-Lowrey Project and relocation activities are proceeding according to schedule. The Waipahu Garden Park and Kahaluu Flood Control Projects under the jurisdiction of the Department of Recreation and the Public Works Department, respectively, were given preliminary scrutiny and formal relocation work will begin when authorizations to proceed are given by both displacing agencies.

Acquisition notices for Phase I Pauahi Project have been mailed to the property owners who along with tenants are frequent callers to this office for further questions and relocation advice.

Detailed plans are presently being formulated for relocation studies needed for the Mass Transit System. This work element is carried out by HRA and the Department of Transportation Services Mass Transit Division staff.

Occasionally, nongovernmental projects were given advisory assistance by this division. No benefit payments were recommended or disbursed in projects of this nature.

During the final months of the fiscal year 1973-1974, this division, with the help of the City Computer Service, initiated a system of housing applications for rentals and sales. This is to create a list of prospective renters and buyers within the gap group for projects originated or under the sponsorship of the Agency.

#### REHABILITATION AND CONSERVATION

Since June 1972, the Agency has been working in Area I of the Hoolulu Project which is generally bounded by Kapahulu Avenue, Martha Street, Sixth and Alohea Avenues, Esther, Duval and Hollinger Streets. Until federal funds are available, activities in Area II generally bounded by Kapahulu Avenue, Mokihana Street, Sixth Avenue and Hoolulu Street, will be deferred indefinitely. Area I has been further divided into Areas IA and IB to coincide with the site improvement schedule.

A \$10,552,234 Loan and Grant Contract with HUD was executed in March 1974. Project goals are rehabilitation of 603 structures on 476 land parcels; public improvements; i.e., street widening, installation of sidewalks, curbs, gutters and

storm drain system, partial undergrounding of wiring, etc., for the 73-acre area.

A call for bids for the public improvements is scheduled for September 1974 with construction to start in January 1975.

In connection with the rehabilitation program, 47 unsalvageable structures were acquired and contracted out for demolition. To date 39 of these structures have been demolished and removed.

Construction of the Ala Wai Golf Course offsite storm drain, which is essential to the Hoolulu Project, funded 100% by the City, began in March 1974. This \$1.9 million drainage facility is scheduled to be completed by December 1974.

Inspection of 68% of the residential parcels and 100% of the commercial and mixed-use properties in Area I have been completed. Of these, 23% started and 2% substantially completed their rehabilitation work.

Federally rehabilitation on loan funds have been available since January 1974. Sixty-four loan applications have been processed in the total amount of \$247,500; 13 grant applications in the amount of \$40,271 were also processed.

When federal loan funds are depleted, the local HRA loan program will be available to the low- and moderate-income families. There is presently an allocation of about \$570,000 from State and City funds.

## REDEVELOPMENT PROJECTS

### Kauluwela

This project was officially closed out, on a cost determinable basis, on June 30, 1973. Thus far 385 low-moderate income housing units and the Aloha United Fund Services Center have been developed; the Salvation Army has renovated their existing structures and constructed new ones; the Kauluwela playground has been expanded and improved.

The last parcel to be developed, Liliha Square, is under construction; it will provide 136 apartment units (29% moderate income) and 40,000 square feet of commercial space. This project is 65% complete.

### Kukui

This project was closed out on a cost determinable basis on June 30, 1974. Thus far 973 low- and moderate-income units have been developed. An additional 2,636 housing units, which include both moderate income and market units, are either under construction or in final planning stages.

Block "E" (Cultural Plaza) is under construction and will include two (2) Chinese schools and four (4) societies, and 70 Pacific Basin retail outlets and restaurants. Construction is 89.5% complete.

Block "G" (Kukui Plaza). Construction began on this project October 1, 1973. It is 21% complete. It will contain 908 apartment units (25% low-moderate income), 1,800 parking stalls (900 of which will be public) and 60,000 square feet of service-commercial development.

Block "F" (Beretania North). This project has been revised to accommodate FHA 236 rental subsidy units recently released by the FHA. It will contain 1,133 units; 381 of these units will be developed under the FHA 236 rental program; 381 units will be developed under the FHA 221(d)(3) market rental program. The balance will be developed as market condominium sales units. Also included will be 34,000 square feet of service-commercial development and 58,000 square feet of recreation area. Construction will begin September 16, 1974.

Block "J" will contain 410 apartment units; 30% of which will be for moderate income families and 618 parking stalls, 208 of which will be for public parking. This project has been delayed because of required State legislative action to permit the project to go into final planning and construction. The necessary legislative amendments were enacted by the 1974 State Legislature and construction is anticipated to get underway by November 1974.

Parcel D-D-5 (Consolidated Amusement Company). This project will contain 198 market sales apartment units with 379 parking stalls and 31,840 square feet of service-commercial space. Construction is estimated to commence before the end of 1974.

#### Pauahi (First of Four Chinatown Project Phases)

Negotiations have already started for acquisition of lands in Phase I of the project area. Phase I is confined to Block "A" which is bounded by Maunakea, Beretania, Pauahi and River Streets and encompasses lands required for the first increment of the parking structure. Housing for the elderly is planned for development above the parking structure by utilizing the air rights.

The Historic Preservation Plan is being prepared by a consultant and should be completed in October 1974. Approval of the Plan is a prerequisite to demolition of buildings in the Pauahi Project as a consequence of inclusion of Chinatown in the National Register of Historic Places. The Plan will establish criteria for the retention and preservation of existing buildings as well as provide guidelines for construction of new buildings.

MODEL CITIES HOUSING ASSISTANCE PROGRAM

Statistical Report for Fiscal Year 1973-1974

The following are updated statistics in number of families served, seed money loans, land acquisition costs and projects in process for the fiscal year 1973-1974.

Housing Information Center, Kalihi-Palama & Waianae Coast (HIC)

	<u>Assistance</u>		<u>Secured</u>	
	<u>MNA</u>	<u>Non</u>	<u>MNA</u>	<u>Non</u>
Homeownership	2,681	353	161	80
Rental	1,964	159	160	29
Home Improvement	111	5	10	0
Other Technical Assistance	4,312	683	0	0
Financial Assistance	<u>130</u>	<u>28</u>	<u>21</u>	<u>0</u>
	9,198	1,228	352	109
Assistance Total	10,426			
Secure Total		461		

Financial Assistance Program (FAP)

1. Homeownership Loans

Formal Applicants	51
Ownership Secured	26

2. Home Improvement Loans

Formal Applicants	48
Improvements Secured	13

3. Rental Deposit Loans

Formal Applicants	10
Rentals Secured	7

4. Priority Furnishings	
Formal Applicants	5
Secured	1
5. Loan Counseling	
Formal Applicants	48
Counseling Completed	15
6. Additions, Alterations, Rehabilitation & Improvements	
Formal Applicants	44
Assistance Completed	10

Housing Development Program (HD)

1. Seed Money Loans	\$584,000
2. Land Acquisition Costs	-0-

Project in Process

1. Keystone - Sales
  - a. 502 units on 52 acres in Nanakuli
  - b. Estimated costs - \$20,000,000
2. Palama-Banyan - Rental
  - a. 55 units on 3/4 acres
  - b. Estimated costs - \$1,500,000
3. Kanoa Street - Rental
  - a. 14 units on 1/2 acre
  - b. Estimated costs - \$390,000

4. Waianae Protestant Church - Rental
  - a. 82 units on 3 acres
  - b. Estimated Costs - \$2,500,000
5. Francis Wong - Rental
  - a. 48 units on 3/4 acres
  - b. Estimated Costs - \$1,200,000
6. Momona Place - Sales
  - a. Two units
  - b. Estimated Costs - \$50,000

STATEMENT OF CASH RECEIPTS AND EXPENDITURES  
FOR THE FISCAL YEAR ENDED JUNE 30, 1974 AND CASH BALANCES AS OF JUNE 30, 1974

	Kukui, Hawaii R-2		Paki	Kauluwela, Hawaii R-7		Hinano, Hawaii R-9		Hoolulu	Paushi	Survey &	Urban	Total
	PE	PTLR	Hawaii R-5	PE	PTLR	PE	PTLR	Hawaii R-11	Hawaii R-15	Planning	Redevelopment	
			PE					PE	PE	Fund	Fund	
<b>CASH RECEIPTS:</b>												
Cash Balance & Investments, 7/1/73	\$ 22,158	7	\$182,989	\$ 92,004	\$742,525	\$464,078	\$4,837	\$1,253,000	\$ -0-	\$37,070	\$ 753,052	\$3,551,720
Local Cash Grants-in-Aid									104,848		1,232,452	1,337,300
Federal Grants	388,837											388,837
Proceeds from Sales of Land		2,089,800										2,089,800
Proceeds from Loan	386,389								3,860,000			4,246,389
Transfer from PTLR Fund				44,424	(44,424)							-0-
Transfer from Survey & Planning Fund									46,584			46,584
Transfer from Kauluwela PE, Hawaii R-7											700,807	700,807
Transfer from Hinano PE & PTLR, Hawaii R-9 Funds											226,134	226,134
Other Income and Receivables	149,057		13,735	11,431	2,706	24,306	32	4,061	(10,925)	16,685	(163,585)	47,503
<b>TOTAL CASH BALANCE AND RECEIPTS AVAILABLE FOR EXPENDITURES</b>	<b>946,441</b>	<b>2,089,807</b>	<b>196,724</b>	<b>147,859</b>	<b>700,807</b>	<b>488,384</b>	<b>4,869</b>	<b>1,257,061</b>	<b>4,000,507</b>	<b>53,755</b>	<b>2,748,860</b>	<b>12,635,074</b>
<b>CASH EXPENDITURES:</b>												
Adm. Cost Including Travel & Publication	7,019		594	2,238		10,686		574,388	107,307	1,602	690,320	1,394,154
Office Furniture & Equipment								3,890			8,476	12,366
Survey & Planning									7,500		21,780	29,280
Acquisition Expenses						350		42,831	20,550			63,731
Temporary Operation of Acquired Property			(1)	24		(498)		(768)	25		(15,191)	(16,409)
Relocation & Community Organization						220						220
Relocation Payments								122,262			6,000	128,262
Site Clearance						4,629		26,300				30,929
Site Improvements								7,400			7,050	14,450
Disposal Costs	1,225			50							3,479	4,754
Rehabilitation & Conservation							(13)	2,098				2,085
Interest Expense	136,791								34,061			170,852
Real Estate Purchases						2,109		535,167				537,276
Project Inspection								125,411	93,011		1,989	220,411
<b>TOTAL PROJECT COSTS</b>	<b>145,035</b>	<b>-0-</b>	<b>593</b>	<b>2,312</b>	<b>-0-</b>	<b>17,483</b>	<b>-0-</b>	<b>1,438,979</b>	<b>262,454</b>	<b>1,602</b>	<b>723,903</b>	<b>2,592,361</b>
Relocation Payments (100% Reimbursable)			6,000	67,255		104,212						177,467
Rehabilitation Grants Payments								39,824				39,824
Payment of Loan	781,589	2,089,800							272,670			3,144,059
Accounts Payable	988		4,011	1,256		3,938		(224,646)	(5,818)	5,569	(47,012)	(261,714)
Transfer to Urban Redevelopment Fund					700,807	221,265	4,869				104,848	926,941
Transfer to Paushi PE, Hawaii R-15 Fund										46,584		151,432
Transfer to Rehabilitation Loan Revolving Fund											70,000	70,000
<b>TOTAL CASH EXPENDITURES FOR THE YEAR</b>	<b>927,612</b>	<b>2,089,800</b>	<b>10,604</b>	<b>70,823</b>	<b>700,807</b>	<b>346,898</b>	<b>4,869</b>	<b>1,254,157</b>	<b>529,306</b>	<b>53,755</b>	<b>851,739</b>	<b>6,840,370</b>
<b>CASH BALANCE AND INVESTMENTS, 6/30/74</b>	<b>\$ 18,829</b>	<b>\$ 7</b>	<b>\$186,120</b>	<b>\$ 77,036</b>	<b>\$ -0-</b>	<b>\$141,486</b>	<b>\$ -0-</b>	<b>\$ 2,904</b>	<b>\$3,471,201</b>	<b>\$ -0-</b>	<b>\$1,897,121</b>	<b>\$5,794,704</b>

STATEMENT OF ESTIMATED CASH RECEIPTS AND EXPENDITURES  
FOR THE FISCAL YEAR BEGINNING JULY 1, 1974

	Kukui Hawaii R-2		Paki Hawaii R-5	Kauluwela Hawaii R-7	Hinano Hawaii R-9	Hoolulu Hawaii R-11		Paunahi Hawaii R-15		Survey & Planning Fund	Urban Redevelopment Fund	Total
	PE	PTLR	PE	PE	PE	PE	PTLR	PE	PTLR			
ESTIMATED CASH RECEIPTS:												
Cash Balance & Investments, 7/1/74	\$ 18,829	\$ 7	\$ 186,120	\$ 77,036	\$ 141,486	\$ 2,904	\$ -0-	\$ 3,471,201	\$ -0-	\$ -0-	\$ 1,897,121	\$ 5,794,704
Local Cash Grants-in-Aid						1,311,932		364,305		168,530		1,844,767
Federal Grants	57,871						1,690,000		1,865,000			3,612,871
Proceeds from Sales of Land		395,000										395,000
Proceeds from Loan &/or Transfer ) from PTLR Fund )	395,007	(395,007)				2,405,000	(1,690,000)	5,505,000	(1,865,000)			4,355,000
Transfer from Kukui PE Hawaii R-2 Fund											471,439	471,439
Transfer from General Fund											555,525	555,525
Other Income and Receivables	760		6,976	2,755	5,525	18,000		150,000			291,645	475,661
<b>ESTIMATED TOTAL CASH RECEIPTS</b>	<b>472,467</b>	<b>-0-</b>	<b>193,096</b>	<b>79,791</b>	<b>147,011</b>	<b>3,737,836</b>	<b>-0-</b>	<b>9,490,506</b>	<b>-0-</b>	<b>168,530</b>	<b>3,215,730</b>	<b>17,504,967</b>
ESTIMATED CASH EXPENDITURES:												
Adm. Cost Incl. Travel & Publication				2,000	8,220	540,000		240,000		42,555	369,159	1,201,934
Office Furniture & Equipment											3,440	3,440
Survey & Planning								22,500		20,000	117,677	160,177
Land Surveys & Appraisals										38,900	42,014	80,914
Acquisition Expenses					25	88,855		33,480				122,360
Temporary Operation of Acquired Property					(225)	(650)		21,700			49,581	70,406
Relocation & Community Organization					110	1,650					126,088	127,848
Relocation Payments						750,000		350,000			7,000	1,107,000
Site Clearance					1,870	31,685		20,000				53,555
Site Improvements						750,000						750,000
Disposal Costs				175				40,000			925	41,800
Rehabilitation and Conservation								12,300			100,876	113,176
Housing Development											113,547	113,547
Interest Expense												151,930
Real Estate Purchases						400,000		4,000,000			2,500	4,402,500
Project Inspection										15,000		15,000
<b>ESTIMATED TOTAL PROJECT COSTS</b>	<b>-0-</b>	<b>-0-</b>	<b>-0-</b>	<b>2,175</b>	<b>10,000</b>	<b>2,573,840</b>	<b>-0-</b>	<b>4,879,610</b>	<b>-0-</b>	<b>116,455</b>	<b>932,807</b>	<b>8,514,887</b>
Relocation Payments (100% Reimbursable)				8,000	52,650							60,650
Rehabilitation Grant Payments						70,000						70,000
Payment of Loan								3,860,000				3,860,000
Accounts Payable	278		8	109	614	272,650		13,401			107,292	394,352
Transfer to Urban Redevelopment Fund	471,439											471,439
Transfer to Hoolulu PE, Hawaii R-11 Fund											1,311,932	1,311,932
Transfer to Paunahi PE, Hawaii R-15 Fund											364,305	364,305
Transfer to Survey & Planning Fund											168,530	168,530
Transfer to Rehabilitation Loan Revolving Fund											75,000	75,000
Repayment of Excess Federal Grant	750		193,088									193,838
<b>ESTIMATED TOTAL CASH EXPENDITURES</b>	<b>472,467</b>	<b>-0-</b>	<b>193,096</b>	<b>10,284</b>	<b>63,264</b>	<b>2,916,490</b>	<b>-0-</b>	<b>8,753,011</b>	<b>-0-</b>	<b>116,455</b>	<b>2,959,866</b>	<b>15,484,933</b>
<b>ESTIMATED CASH BALANCE, 6/30/75</b>	<b>\$ -0-</b>	<b>\$ -0-</b>	<b>\$ -0-</b>	<b>\$ 69,507</b>	<b>\$ 83,747</b>	<b>\$ 821,346</b>	<b>\$ -0-</b>	<b>\$ 737,495</b>	<b>\$ -0-</b>	<b>\$ 52,075</b>	<b>\$ 255,864</b>	<b>\$ 2,020,034</b>

**ROYAL HAWAIIAN BAND**



## ROYAL HAWAIIAN BAND

Kenneth K. Kawashima, Bandmaster  
Gabriel Baltazar Jr., Deputy Bandmaster

### POWERS, DUTIES AND FUNCTIONS

As an agency of the City and County of Honolulu, the Royal Hawaiian Band serves as the official band, representing the city at public events and affairs, and providing a wide variety of music for both the educational and recreational needs of the community.

There are 37 full-time members in the band and one bandmaster and one secretary. There is also 1 one fourth-time member. Besides the regular concert band, there are two auxiliary units: The Glee Club and the Show Band.

During the past year (July 1, 1973 - June 30, 1974) the band performed a total of 379 concerts appearing at Waikiki Kapiolani Park, pier for incoming and outgoing passenger ships, hospitals and eleemosynary institutions, state and city functions, Iolani Palace weekly on Fridays, community affairs, school functions, graduations, sport events, dedications, armed Service YMCA, memorial services, private conventions, religious affairs and processions, parades on state and national holidays and etc.. Besides concerts, 203 rehearsals were held.

The highlights of the year were: Concert tour of Maui, playing, parading at Hana and concertizing at the business area in Kahului; Mayor's Thursday Night Cultural program at City Hall; Mayor's service award ceremony; taping of the band by KHON at HIC for the background music for one hour production (Special T.V.) on the Restoration of Iolani Palace; one half hour documentary film on the history of the band was aired on Channel 11 on May 13 and 17 featuring "Songs of Hawaii" (Mele Hawaii) by the band; special invitation to the band to participate at the various exhibitions in the cities of Victoria, Vancouver, Winnipeg, Ottawa and Toronto, Canada. Fund raising campaign initiated by the band to help defray expenses towards the tour.



**DEPARTMENT OF TRANSPORTATION SERVICES**



## DEPARTMENT OF TRANSPORTATION SERVICES

George C. Villegas, Director  
Roy A. Parker, 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 two auxiliary service sections, Office Management and Traffic Safety Education, and four divisions, Transportation Planning, Bus Systems, Traffic Engineering, and Electrical and Maintenance Services.

### BUDGET AND MANPOWER

The operating budget was \$8,143,026, an increase of \$1,124,390, or 16% over the previous fiscal year. This increase provided publication of a bicycle safety manual, part-time and temporary help, consultant and contractual services, additional and costlier electrical power to operate traffic signals and street lights; additional and costlier signs and markings materials, street lighting equipment; and expanded bus service.

Under the Mayor's Manpower Control Program, the department achieved its 10 percent reduction quota without adversely affecting the quantity and quality of service to the public.

## TRAFFIC SAFETY EDUCATION SECTION

This section is responsible for the administration and development of traffic safety programs.

### Bikeways

Along with the rapid growth in numbers of bike riders on Oahu came the demand for more bikeways and increased safety education for bike riders and motorists. Citizen demand was responded to by:

1. Extending the exclusive route in Lanikai from the Lanikai entrance to the parking lot at Lanikai Park;
2. Constructing a bicycle route on a former Navy railroad line from Pearl Harbor to Pearl City, which eventually will be extended to Lualualei; and
3. Designing a Central Honolulu Bikeway Plan that will connect the University Area and Waikiki with downtown Honolulu. The first phase of this project will require the reduction of the speed limit and the posting of signs along Young-Hotel Streets. Other development phases will emerge with demand and availability of funds.

### Mini-Bus Program

On Thursday morning, February 28, 1974 Mayor Frank F. Fasi drove "The Mayor's Bus", which he later called the Mini-Bus, to work and picked up City Hall employees on the way to prove that this type of car pool should work. The idea behind the Mini-Bus was to save fuel and reduce congestion of automobiles on the highways. Several hundred persons have requested information, and so far, one Mini-Bus is on the road.

### Oahu Fleet Safety Organization

During the past year the Oahu Fleet Safety Organization expanded to include insurance companies and labor representatives. In addition to its year-round educational programs, management has been very receptive to the continuing Cooperative Road Patrol Program designed to enhance traffic safety and improve the image of truck drivers on the roadways.

### Defensive Driving Course Program

During the past fiscal year, with the assistance of volunteer instructors, about 2,454 Defensive Driving

Course students were trained and 26 persons completed the instructor's course.

#### Traffic Safety Education

This office has distributed several thousand pamphlets on the traffic code and bicycle safety. Safety tips have been presented to radio stations. Numerous talks were made to school groups, and several safety presentations were viewed on television.

## TRAFFIC ENGINEERING DIVISION

The Traffic Engineering Division ensures the most efficient, safety, and expeditious movement and use of the City's streets, roadways, and appurtenant facilities, including off-street parking lots and bikeways.

The division is composed of two branches, Planning and Programming and Engineering and Operations.

### Planning and Programming Branch

This branch is comprised of the Traffic Planning, Programming, and Parking Sections. Its responsibilities include traffic planning, surveys, programming of projects, including TOPICS and Federal Aid Urban, and municipal parking facilities.

These are the functions, accomplishments, and highlights of each section:

#### Traffic Planning Section

This section prepares and reviews future plans for roads, subdivisions, and parking facilities in accordance with the City's Comprehensive Zoning Code and Subdivision Rules and Regulations.

#### Accomplishments:

1. Update of parking space inventory of the Central Business District and Waikiki;
2. Highway and street travel time and speed study of selected City streets (in coordination with the State Department of Transportation);
3. Participation in the 1974 National Transportation Study and the continuing, coordinated, comprehensive study of the Oahu Transportation Planning Program;
4. Review of 656 preliminary subdivision plans;

5. Processing of 63 subdivision roadway construction plans;
6. Completion of 355 short-range and 44 long-range planning projects. Here is a brief description of some of the major planning projects:
  - a. Restudy of the traffic impact of the proposed Kaiawa Ridge Planned Unit Development Housing Project on the Lanikai street system;
  - b. Evaluation of roadway requirements for the Kaukama Road Improvement District project.
  - c. Review of proposed roadway plans for the Kalihi-Palama Neighborhood Improvement Project;
  - d. Conducting a car occupancy survey on Kalaniana'ole Highway;
  - e. Evaluation of proposed roadway plans for the Ewa Housing Development Project;
  - f. Review of need to realign Ahaolele Road in conjunction with the Kahaluu Flood Control Project;
  - g. Review of design requirements for the Koko Head District Park Access Road;
  - h. Review of request to amend the General Plan to allow a food distribution center in the Ft. Armstrong-Kewalo Basin area.
7. Completion of planning and programming for the construction of a three-mile bike path on an abandoned Navy railroad right-of-way between Pearl Harbor and Pearl City. Cooperation was required from the U.S. Navy,

State Department of Transportation,  
Hawaiian Electric Co., and Standard Oil Co.

### Programming Section

This section is responsible for the coordination and administration of TOPICS, the Federal-Aid Urban System (FAM), and other similar (urban) programs which involve street and highway improvements.

The Traffic Operations Program to Increase Capacity and Safety (TOPICS) was developed by the U.S. Department of Transportation to assist cities in obtaining maximum efficiency and safety from existing streets through a systematic application of traffic engineering improvements and techniques. Selected urban streets which were not designated as part of the federally-aided primary or secondary systems were eligible for TOPICS funding.

The City and County of Honolulu has endorsed TOPICS and has prepared a plan for the Urban Honolulu Area and the Kailua-Lanikai, Kaneohe, and Wahiawa urban areas. These plans focus on short-range improvements, normally considered feasible within a five-year period. Projects under way or completed during this report year include:

1. F.A. Project No. T-9001(4), Upgrading of the Traffic Signal System at Various Intersections on Oahu. It was completed on September 6, 1973, at a total cost of \$168,530.55. The work consisted of improving vehicular capacity by modifying signal controllers, improving safety by providing adequate sight distance and signal visibility, reducing maintenance hours by installing interconnecting cables for assurance of synchronization, and providing a more efficient signal system operation by replacing outdated vehicular detectors. The project modified and updated existing traffic signals on:

- a. King Street from Gulick Avenue to Kokea Street;
  - b. Dillingham Boulevard from Kalihi Street to King Street;
  - c. Waialae Avenue from St. Louis Drive to 16th Avenue;
  - d. School Street from Alaneo Street to Gulick Avenue;
  - e. And at various street intersections on the island.
2. Bottleneck Improvement Projects: Central Honolulu Bottleneck Improvement Plan
- a. F.A. Project No. T-9001(5) was completed on June 22, 1973, at a total cost of \$160,838.44. The work consisted of typical intersection improvements, including improvement to horizontal alignments where needed, as well as improvements to any critical deficiencies in the roadway pavement. The following sub-projects also were completed:
    - (1) Project A, Nimitz Highway at Bethel Street;
    - (2) Project B, Lunalilo Street widening and Piikoi Street widening, ewa side from Kinau Street to Lunalilo Street.
  - b. F.A. Project No. T-9001(15) was completed on January 31, 1973, at a total cost of \$55,902.78. Approximately one-half of the cost was reimbursed by the Federal Government. The work consisted of various curb modifications and alignments, and pavement widening and reconstruction at these intersections:

- (1) Beretania Street at Pali Highway;
  - (2) Kukui Street at Queen Emma Street;
  - (3) Beretania Street at Alakea Street;
  - (4) King Street at Punchbowl Street;
  - (5) Beretania Street at Isenberg Street.
3. F.A. Project No. T-9001(6), Lusitana-Vineyard Traffic Improvements is in the process of being implemented as proposed under the Areawide TOPICS Plan for Honolulu. At present the project is in the planning and design phase under a consultant contract, which is administered by the department. Construction is scheduled to begin upon completion of the planning and design phases.
4. A few priority projects recommended in the Kailua-Lanikai, Kaneohe and Wahiawa Urban Areas Areawide Study were grouped together and called "TOPICS Type Improvements at Various Intersections". Plans, specifications and estimates have been prepared, and construction is expected to start shortly.
- a. TOPICS Type Improvements at Various Intersections in Windward Oahu and Waikiki include:
- (1) F.A. Project No. T-9003(1), Kainalu at Kuulei; Oneawa at Kihapai-Uluniu;
  - (2) F.A. Project No. T-9004(1), Kahekili at Keahala; Kahekili at Haiku;
  - (3) F.A. Project No. T-9001(22), McCully at Ala Wai.

- b. TOPICS Type Improvements at California Avenue. Plans, specifications and estimates are under final review.
5. F.A. Project No. T-9001(3) Ward Avenue Widening involves the widening on the ewa side of Ward Avenue between Kinau Street and Beretania Street. The proposed improvement will extend the present 40-foot curb-to-curb width to 52 feet and will include the relocation of the existing curbs, gutters, sidewalks, utilities and street appurtenances. This TOPICS project has presently reached the preliminary right-of-way acquisition and the design stages.
6. F.A. Project No. T-9001(7) 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. The work includes relocating curbs, gutters, sidewalks, utilities and street appurtenances to provide for another traffic-carrying lane. The project is presently at the stage of right-of-way acquisition and preparation of final plans, specifications, and estimates for a construction contract.
7. F.A. Project No. T-9001(21) and FAM Project No. M-8229(003), Kuhio Avenue Widening. The project consists of widening Kuhio Avenue from Kaiulani Avenue to Kapahulu Avenue. The present right-of-way width ranges from 22 feet to 40 feet. The proposed right-of-way width will be 70 feet with a 54-foot pavement width which will provide for a 5-lane roadway. The project is currently in the initial stages of engineering and environmental planning.

Section 106 of the Federal Aid Highway Act of 1970 (Public Law 91-605) authorizes the establishment of and funding for Federal Aid Urban Systems (FAM) in urbanized areas. FAM is intended to alleviate the

transportation problems in urban centers with particular emphasis on a multi-modal commitment for greater urban mobility through automobile and bus transit travel. The program is funded for land acquisition and new facility construction.

### Parking Section

This section is responsible for the installation and maintenance of all parking meters on the island. It also is responsible for the collection and accounting of revenues and enforcement of parking regulations through the issuance of citations.

Operations of the section were free of significant problems. The number of meters in service was decreased by some 100. Emphasis was placed on preventive maintenance to prolong the life of a meter. The Block F parking operation was terminated on May 20, 1974, when the housing developer assumed possession of the site.

#### Accomplishments:

1. Maintenance of some 2,900 on-street meters;
2. Maintenance of some 2,500 off-street meters in 13 municipal parking facilities;
3. Issuance of 161,800 citations;
4. Collection of \$761,557 from on-street meters and \$933,587 from off-street meters for a total of \$1,605,144. Total revenue from parking meters since 1952 now totals \$18,239,805.

### Engineering and Operations Branch

#### 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 issues permits for such special uses.

**Accomplishments:**

1. 1,773 Heavy equipment moving permits;
2. 313 house moving permits;
3. 1,865 construction and parade permits.

**Traffic Signal Section**

This section is responsible for the design, installation, maintenance, synchronization, modernization and timing of all traffic signals at 370 intersections, including 105 intersections under State jurisdiction.

**Accomplishments:**

1. Signalization of 23 additional City intersections;
2. Signalization of six additional State intersections;
3. Modernization of 48 intersections;
4. De-timing of 102 intersections;
5. Installation of five school flasher systems;
6. Repairing of 720 signals due to accidents or malfunctions.

**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.

In addition, each district conducts studies and surveys previously assigned to the defunct Studies and Surveys unit.

**Accomplishments:**

East Oahu District

1. Completed 8 major traffic engineering improvement projects (including intersection redesign).
2. Reviewed 40 construction plans.
3. Conducted 334 traffic engineering studies and investigations.

Central Honolulu District

1. Completed 6 major traffic engineering improvement projects.
2. Reviewed 60 construction plans.
3. Conducted 466 traffic engineering studies and investigations.

Leeward Oahu District

1. Completed 7 major traffic engineering improvement projects.
2. Reviewed 84 construction plans.
3. Conducted 281 traffic engineering studies and investigations.

Windward Oahu District

1. Completed 8 major traffic engineering improvement projects.
2. Reviewed 31 construction plans.
3. Conducted 367 traffic engineering studies and investigations.

## Highlights:

### East Oahu District

1. Planning and implementing the express bus lane on Kalaniana'ole Highway from Hawaii Kai Drive to West Hind Drive.
2. Joint planning and design (with State) for preliminary work along the Kalaniana'ole Highway Corridor.
3. Evaluation and implementation of refinements to the Waikiki Multi-Loop Traffic Circulation System, such as directional conversion of traffic flow on Prince Edward and Koa Streets, conversion of Kalaimoku Street between Kalakaua and Kuhio Avenues from two-way to one-way mauka traffic, and beautification of painted traffic islands through the placement of planter boxes at Kalakaua and Monsarrat Avenues.

### Central Honolulu District

1. Improvement of traffic flow around Central Honolulu gas stations, particularly during the energy crisis.
2. Completed the McCully area traffic plan consisting of a one-way system bounded by Kapiolani Boulevard and Kalakaua Avenue and King and McCully Streets.
3. Completed the Piikoi Street study involving a detailed traffic analysis for relocation and redesign of the street median between Kapiolani Boulevard and Waimanu Street.

### Leeward Oahu District

1. Reviewed plans for the improvement and widening of Salt Lake Boulevard.

2. Reviewed plans for the Makakilo subdivision.
3. Commenced installation of the Pearl Harbor Bikeway.

Windward Oahu District

1. Completion in April, 1974, of the Lanikai Bikeway extension, which connects the Lanikai community with Kailua Beach Park.
2. Installation of traffic safety devices for two new schools, Kaelepulu Elementary and Ahuimanu Elementary.
3. Commencement of planning and engineering for the Kailua and Kaneohe bikeway networks.
4. Completion in October, 1973, of the Wilikina-Kaukonahua Road intersection, which was redesigned to reduce accidents.

## ELECTRICAL AND MAINTENANCE SERVICES DIVISION

This division with a staff of 115 is divided into five sections 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.

These are the functions, accomplishments, and highlights of each section:

### Planning and Design Section

This section prepares and develops long-range plans for street, park, and mall lighting and communications facilities; designs and establishes standards for all electrical and electronic control systems and devices; supervises and inspects street and park lighting construction work performed by private contractors; and investigates complaints and irregularities on all electrical and electronic matters.

#### Accomplishments:

1. Plans reviewed included 418 for street lighting and 133 for parks;
2. 1,561 inspections conducted;
3. 246 investigations conducted;
4. 111 project designs completed;
5. 643 excavation applications processed;
6. 697 joint pole applications processed; and
7. 235 change-over requests prepared.

#### Highlights:

1. The program to reduce the consumption of energy for street lighting purposes produced significant results from the standpoint of the minimum resources expended in achieving the results. The steps taken included the replacement of incandescent lamps with high efficiency lamps at locations where traffic safety required a high illumination level, and the reduction of lamp size where the resultant lower light level would not compromise traffic safety. Also on certain

highly lighted throughways (King Street, Kapiolani Boulevard, Hotel Street, as some examples) alternate street lights were de-energized except at crosswalks, bus stops, and intersections. Approximately 220 barrels of oil per month were saved in the implementation of this program.

2. High-pressure sodium luminaires were installed on an experimental basis at critical intersections and at locations where traffic safety and crime prevention were paramount considerations. A total of 186 of such high efficiency, high output luminaires were placed, with plans set for the total conversion of the Honolulu Downtown Area to this type of lighting upon request of the Downtown Improvement Association.
3. A program to inventory and catalog all traffic regulatory, warning, and guide signs and markings on City and County roadways was initiated. All features on the roadway are to be catalogued under this program as the essential aspect will be the photographic logging of every mile of roadway. This undertaking is of considerable magnitude and importance. Signs alone number an estimated 50,000. With accurate and precise photologging, the information can be used in the department's sign maintenance program, in the design and planning of roadway geometrics, and as evidence in litigation involving traffic matters. A Highway Safety Grant was offered by the Federal Government to implement the program.
4. Capital Improvement Work totaling \$325,418.77, was completed during the fiscal year. These were:
  - a. Kailua Business District Lighting Improvement;
  - b. Wahiawa Town Area Street Lighting Improvement;
  - c. Kaneohe Business District Lighting Improvement;
  - d. Makaiwa Street, Street Lighting Improvement; and
  - e. Kilauea Avenue, Street Lighting Improvement.

## Maintenance and Operations Section

This section installs, repairs, tests, and maintains street, park, and mall lighting systems, including the upgrading of illumination and uniformity levels and the rehabilitation of existing equipment; and maintains a night crew to answer all trouble calls relating to street, park, and mall lights.

### Accomplishments:

1. 731 pole change-over jobs completed;
2. 20,454 defective lamps and photocells replaced;
3. 2,397 luminaires cleaned and/or replaced;
4. 142 emergency calls answered; and
5. 2,545 new luminaires installed.

### Highlights:

1. The maintenance and repair of approximately 400 additional lights due to new subdivisions, new park lights, and requests for individual lights were performed with a 10 percent reduction in force but with no serious complaints of inoperativeness or deficiencies.
2. Approximately 2,500 luminaires, mostly incandescent lamps, were replaced with the high-efficiency mercury vapor luminaires.

## Fire Alarm and Communications Section

This section installs, repairs, inspects, tests, and maintains fire and police call boxes, and civil defense sirens and systems. It is on call 24 hours a day.

### Accomplishments:

1. 2,010 fire alarm boxes tested and maintained;
2. 1,425 civil defense sirens tested and maintained; and
3. 10 police call boxes and antennas maintained.

The highlight of the year was the receipt and processing of new fire alarm equipment to be placed in the new Municipal Building. Preparation of this equipment is progressing satisfactorily, and installation will be done by in-house personnel.

## Signs and Markings Section

This section manufactures, installs, maintains, and replaces traffic control and street name signs; paints pavement markings such as center lines, traffic lanes, crosswalks, red and yellow curbs.

### Accomplishments:

1. 557 miles of traffic lines painted;
2. 1,961 crosswalks painted;
3. 19,278 signs manufactured;
4. 18,439 signs installed or repaired;
5. 38,919 feet of traffic lines erased; and
6. 45 miles of traffic lines spotted.

### Highlights:

1. A record 14 parades and events called for traffic control coning and/or barricading. A total of some 750 manhours was utilized.
2. The "express bus lane" on Kalaniana'ole Highway necessitated physical coning and de-coning on a daily basis, Monday through Friday. This project was unique in that it required a special cone that was highly visible, easily installed and removed, and capable of remaining upright during violent atmospheric disturbances. Also, a special truck had to be designed, manufactured, and purchased for the coning work. Finally, a special crew had to be trained for the job. After a year of operation, no deficiencies in the express bus lane are attributable to the coning operation.

## General Maintenance and Warehousing Section

This section performs shop and bench work in maintaining, repairing, testing, and adjusting street, park, and mall lighting and communications equipment and devices, including the overhaul of mechanized and power equipment; salvages street light standards, luminaires, etc.; and maintains a centralized storekeeping and warehousing system.

Accomplishments:

1. 122,266 supplies and tools received;
2. 105,296 supplies and tools issued;
3. 1,939 supplies and tools purchased;
4. 213 items of equipment repaired;
5. 2,130 items of equipment prepared/tested; and
6. 1,117 luminaires cleaned/refurbished.

## MASS TRANSIT PROGRAM

Two divisions, Transportation Planning and Bus Systems, make up this program. Their functions are to expand the present public bus system and to plan for a rapid transit system to be fed by buses.

Due to the nature of its impact on the life style of islanders, the program depends greatly on contact with the public through community meetings, publications and media briefings. Therefore, a marketing and public information office for both divisions has been set up, the personnel of which was incorporated by the Office of Information and Complaint in October, 1973, and subsequently assigned to the transit program.

The marketing and public information office held 108 community informational meetings during the year; literature in the form of individual route timetables and a tentative route map was printed and distributed by M.T.L., Inc., the private transportation company operating and servicing City-owned buses; public notices on changes in routes were posted by the Mass Transit staff; press briefings were held by the marketing staff, and news was released through the Office of Information and Complaint.

Dissemination of transit information also was handled by volunteer groups, such as Life of the Land and the Hawaii Chapter of the American Lung Association, and by a commercial organization, THC Financial Corporation.

A comprehensive marketing program for the next six years was developed in June, 1974.

## TRANSPORTATION PLANNING DIVISION

This division is charged with the responsibility of administering and managing the six-year bus planning and the long-range rapid transit elements of the City's Mass Transit Program.

These were the year's projects:

1. Rapid Transit Preliminary Engineering Evaluation Program, Phase II (PEEP II).

Accomplishments:

1. 122,266 supplies and tools received;
2. 105,296 supplies and tools issued;
3. 1,939 supplies and tools purchased;
4. 213 items of equipment repaired;
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These were the year's projects:

1. Rapid Transit Preliminary Engineering Evaluation Program, Phase II (PEEP II).

The past year has seen the initiation of PEEP II, the phase of the City's rapid transit program which encompasses the final planning and the initiation of preliminary engineering for the rapid transit system between Pearl City and Hawaii Kai supported by feeder and express buses. This phase was initiated in January, 1974, and is anticipated to be completed in January, 1975. Two-thirds of the \$1.8 million PEEP II is paid for by the Federal Urban Mass Transportation Administration (UMTA) under a Technical Studies grant with the other third shared equally by the City and the State. A majority of the work in PEEP II is being performed by Daniel, Mann, Johnson, and Mendenhall with substantial input by this division's staff.

PEEP II is designed to furnish all necessary information to the State Legislature and City Council for those legislative bodies to make the decision as to implementation of the system and to commit local funds to implement the program with a positive implementation decision. Specifically, PEEP II includes the following:

- a. Determination of the final alignment, grades, station locations and types, and required right-of-way and relocation.
- b. Preliminary design of all public and private utilities relocations.
- c. Development of preliminary standards and specifications for the entire system including the vehicles.
- d. Determination of the required supporting bus system including routes and numbers of vehicles.
- e. Required documentation for the General Plan amendment for the system.
- f. Comprehensive right-of-way acquisition and relocation program.
- g. Completion of the Environmental Impact Statement.

- h. Management study to determine the organization required to implement and operate the system.
- i. Development of the detailed implementation program.
- j. Development of updated implementation and operations costs and a detailed financial plan including recommendations for the source(s) of local funding.
- k. Study of all current City and State laws relating to mass transit and recommendations for changes in those laws to make the system legally viable (if required).

As of June 30, 1974, PEEP II was approximately 40% complete, and it is expected that the January 1975 completion date will be met.

## 2. Six-Year Bus Plan

Early in FY 1974, TheBus, ThePlan, TheProgram was completed. This is a detailed plan for the implementation of bus improvements for FY 1974-1979. On the basis of this plan, a successful Capital Grant application for a \$37 million improvement program was submitted to UMTA and is currently being implemented.

TheBus, ThePlan, TheProgram will be updated on an annual basis beginning in FY 1975, and, as updated, will be the basis for future UMTA Capital Grant applications.

## 3. Intermodal Integration Program (IIP)

The draft final report for IIP was completed in FY 1974 and presented to UMTA, the sponsor for the demonstration program study. UMTA is currently evaluating the report and is expected to make a decision regarding actual demonstrations to evaluate bus patronage increases as related to various innovative programs described in the report.

## BUS SYSTEMS DIVISION

This division plans and implements the public bus system and supervises the over-all operations of M.T.L., Inc. It consults daily with M.T.L. and schedules regular meetings with the principals of the private management company.

Celebrating its third anniversary on March 1, 1974, the City bus system enjoyed a year of unparalleled strides marred only by the energy crisis beginning in November, 1973, when it appeared that the fuel allocation would be based on 1972 consumption. The Federal Energy Office and the State, however, granted TheBUS an exemption, and while the City was still under the allocation program, it received full cooperation from the State when additional fuel was needed.

### Accomplishments:

1. Urban Mass Transportation Administration approval for federal funding of a portion of a three-year bus plan capital grant application, submitted October, 1973. The funding of some \$10 million authorizes the purchase of a second bus facility (a nine-acre site in the Halawa Industrial Park is preferred), building construction at the second facility, demolition of three dilapidated car houses at the Alapai facility, and purchase of 40 new buses.
2. Five new local routes, including:
  - a. Route 11, Aiea Heights-Pearl Harbor-Salt Lake, September, 1973;
  - b. Route 50, Honolulu-Ewa Beach, September, 1973;
  - c. Route 53, Honolulu-Pacific Palisades, September, 1973;
  - d. Route 70, Lanikai-Maunawili, July, 1973;
  - e. Route 71, Kailua-Kaneohe Marine Corps Air Station, July, 1973.

3. Five express bus services, including:
  - a. Hawaii Kai-Downtown Honolulu, August, 1973;
  - b. Hawaii Kai-University of Hawaii, October, 1973;
  - c. Wahiawa/Mililani-University of Hawaii, May, 1974;
  - d. Wahiawa/Mililani-Pearl Harbor, May 15, 1974;
  - e. Kaneohe/Kailua-University of Hawaii, March, 1974.
4. Extension and modification of several local routes.
5. Special events services, including:
  - a. Free rides on one selected bus during "Cleaner Air Week," October, 1973;
  - b. Supplementary service for the Hawaiian Open Golf Tournament, January, 1974.
  - c. Supplementary service for the Diamond Head Crater, "Sunshine 74", January, 1974;
  - d. Supplementary service for the Leahi Crater Festival, April, 1974.
6. Takeover of Leeward Oahu to Honolulu public routes operated by Leeward Bus Co., March, 1974. The total acquisition price is pending legal action by the City's Corporation Counsel.
7. Establishment of an island-wide common fare. The two-zone fare structure was succeeded in March, 1974, by a single 25-cent one-way adult fare and 10-cent one-way student fare. Senior citizens, the blind and their escorts, and children under age 6 continue to ride fare-free.
8. Expansion of fleet to 280 operable buses. New additions were:

- a. 85 new 40-foot buses, December, 1973;
- b. 10 used buses taken over from Leeward Bus Co.,  
March, 1974;
- c. Eight new 35-foot buses, April, 1974;
- d. Six used 30-foot hillclimbers swapped with  
McKenzie Tours for four 40-foot buses.



**BOARD OF WATER SUPPLY**



## BOARD OF WATER SUPPLY

Edward Y. Hirata, Manager and Chief  
Engineer  
George Yuen, Deputy Manager for  
Water Affairs

### POWERS, DUTIES, AND FUNCTIONS

The Board of Water Supply is semi-autonomous, governed by a Board, and operated solely on revenues generated. This Department has full and complete authority to manage, control and operate the water systems and properties used or useful in connection with the distribution of Water for all civilian use.

The revised City Charter, adopted by the electorate in November 1972, provided for the transfer of the Sewer function of the City and County of Honolulu to the Board of Water Supply effective January 2, 1974. The charter also mandated that sufficient charges be levied on sewer users to make the sewer system financially self-supporting. Sewer use and cesspool pumping charges, scheduled to go into effect on April 1, 1974, were deferred by Honolulu City Council action until after December 31, 1974.

### PUMPING:

Island wide pumpage by the department declined by an average of 4.6 million gallons of water a day in fiscal 1973-1974 to an average of 121.7 million gallons a day. The greatest one-day pumpage occurred on August 1, 1973, when 95.2 million gallons were pumped from Metropolitan Honolulu sources and 65.8 million gallons from Suburban sources for a total of 161 million gallons.

### PLANNING, RESOURCES AND RESEARCH:

A continuing source production program is required to keep pace with the growing island-wide demand for water. During the year, exploratory wells were successfully completed at Waiālae Iki, Wahiawa and Punaluu. In addition, an exploratory well was started in Palolo; sites were selected and specifications prepared for exploratory wells in Windward Oahu (Kahana Valley), the Pearl Harbor area (Kaahumanu, Wai-malu and Kaonohi) and Honolulu (Keanu).

Pumping station capacity was increased as the result of completion of new production wells -- two at Hoaeae, two at Kaamilo, two at Kunia and three at Moanalua.

Geologic field studies were carried out in upper Kalihi Valley and Palolo Valley to assess potential of additional wells to develop perched water, either for recharge of the basal aquifer or for domestic consumption.

A hydrologic feasibility study for the impounding of surface water in West Loch, Pearl Harbor was made, and a similar study is now in progress for Kipapa Gulch. Another feasibility study for recovery of water at Kamaile, Waianae, was completed.

In conjunction with the second five-year review of the classification and districting of lands under the Land Use law, the division completed a report recommending the re-classification of approximately 25,000 acres of agricultural land on the slopes of the Koolau range to protect and preserve the watershed infiltration areas.

As part of the department's water conservation program, five wells were sealed -- one in Honolulu, one at Halawa and three at Waimalu, under the joint supervision of the department and the State of Hawaii.

The third year of the WRRC research program to determine whether chlorinated, secondary treated sewage may be used for irrigation of sugar cane was completed. A six-month extension of the program was necessary, to allow harvesting of the cane, extending the three and half-year study to four years. The final report by WRRR and HSPA is expected at the end of fiscal 1974-1975, and should answer questions of potential viral transmission, build-up of dissolved solids and effects on sugar yield.

In its cross-connection program, the Research and Development Section has implemented a successful new program of reviewing plans for new installations. During the past fiscal year, 546 plans were reviewed, and 189 of these were required to have either an air gap, a double check valve assembly or reduced pressure principle backflow preventer. Field checks also have been made to verify installation of the required backflow prevention devices.

This section also reviews plans for all proposed waste disposal facilities, to protect the groundwater resources from contamination in those areas where a public sewer system is not available. During the past fiscal year, 134 such plans were reviewed, with 14 being found unacceptable.

During the year, the Microbiological Laboratory examined 11,940 samples, including those from 38 miles of new mains that were disinfected.

The bacterial quality of the water supplied throughout the island-wide systems continued to be excellent, and the average coliform densities were well below the maximum allowed by the U.S. Public Health Service.

The monthly coliform indexes for metropolitan Honolulu averaged 0.28 per cent for the 10 per cent allowable, and 0.09 per cent for the five per cent allowable. For the suburban areas, the indexes averaged 2.66 per cent and 1.02 per cent respectively.

Reflecting the continued growth of the system in the suburban areas of Oahu, more than 164,000 lineal feet of new mains were disinfected and put into service, an increase of 30 per cent over the 126,000 lineal feet recorded the previous year. In Honolulu, 39,000 lineal feet of new mains were disinfected, compared to 89,000 the year before.

The Microbiological Laboratory is continuing its research program in the field of virology with particular emphasis on the culturing of various tissues and their susceptibility to Poliovirus I.

The Chemical Laboratory completed 6,692 tests and examinations during the fiscal year. It is continuing to maintain its primary emphasis on the problem of sea water encroachment. Since the depth sampling tubes in Areas I and II have become no longer operable due to corrosion, the Chemical Laboratory has recommended the installation of new monitor wells in Areas III and IV.

The Chemical Laboratory also provided analytical services for new well developments at Kaamilo, Moanalua, Hoaeae, Punaluu and Waialae.

Soil corrosivity mapping for metropolitan Honolulu is now practically completed. Pollution studies in the area of pesticides have continued unabated. Up to the present time, no chlorinated hydrocarbon insecticides have been found in any of the water supplied by the department. Other activities of the Chemical Laboratory included a review of cesspool chemicals, seepage investigations and water quality checks for the Makalena Golf Course irrigation system.

The transfer of the privately owned Waianae water system of Waianae Development Company was effected during the fiscal year, culminating a long history of negotiations with the City, including an offer to the City in 1947 of all physical facilities and water rights for \$375,000. The Planning Section's participation in this project consisted of a field survey, following which a report was prepared recommending steps needed to accomplish take-over of the water system. The transaction was approved by the Public Utilities Commission on January 21, 1974. Operation of the system by the department began on April 1, 1974.

One of the major issues being explored is the feasibility of exchanging water with the sugar plantations. The Planning Section's efforts during the fiscal period were focused on economic calculations to be incorporated into a future report involving the sources at Kalauao Springs, Hawaiian Electric Company at Waiiau, and Waiawa Springs. The calculations revealed the costs involved in transporting 10 to 30 million gallons a day to various delivery points in the Pearl Harbor area.

The Planning Section also participated in cooperative undertakings with other agencies. One of these was the Hawaii Water Resources Regional Study for which it supplied projections of population and water demands by service areas to 1990. The HWRRS project, involving Federal, State, County and private entities, is designed to formulate an orderly guide for the conservation, development and utilization of Hawaii's water and related land resources.

A research study report on water consumption was completed by Dr. Ho-Sung Oh of Korea in cooperation with the Planning Section, and under the auspices of the Water Resources Research Center and the Department of Agricultural and Resource Economics of the University of Hawaii. The report presents nine major findings on patterns and trends of water consumption, and policy implications of these findings.

The Planning Section prepared a report on interconnection of distribution systems, to achieve greater operating flexibility and operating economy. Recommendations included utilization of unused capacity of the Newtown Wells and Kunia Wells II, and the interconnection of the Punaluu Wells II system with Punaluu Well I.

Preliminary studies have also been taken on the proposed Waiahole-Waikane development, which when fully developed will require as much water as the entire Kaneohe area uses at present.

Revision of the "2020 Plan" projections were continued, involving projections of population served, number of water services, per capita consumption and source input, all computed for each water service area. Projections are carried out by yearly intervals to 1990 and five-year intervals to 2020.

Although Hawaiian Electric Company's Waiiau Well project is a scheduled construction program for the department, it may not be available as a source of supply for Honolulu. A study on alternative source replacements recommended a series of new wells be drilled along Moanalua Road. Other recommendations were for improvement of the transmission main systems in Waipahu and Honolulu, and the initiation of the first phase of the Wahiawa project.

The Planning Section has been keeping population projections and figures up to date since this information is basic for the planning process. The most recent re-computations of Honolulu and Suburban Oahu population during the 1970 Census at present are the only estimates that are available in published form.

Frequent requests for information from other agencies, consultants and students are received by the Planning Section, and assistance is given to them.

The department's ability to meet water needs during the early summer months was severely tested due to record low heads. Fortunately, heavy rainfall from September to the end of the fiscal year alleviated the situation.

Rainfall was above normal for both intake and residential areas when compared with the 30-year average. The average monthly index was 120 for each area, and as a result, the low artesian heads throughout the Honolulu and Pearl Harbor basins in October recovered to normal operating levels by the end of the year.

The combination of heavy rainfall and construction slowdowns due to the energy crisis had a favorable effect on water production during the year. Input decreased, reversing a trend which saw water input increase annually since 1969-1970.

As heads increased and water demand decreased, the salinity levels of sources within the Honolulu and Pearl Harbor basins became more stabilized. However, increasing salinity is still the general trend at most sources. Seawater encroachment was evident at the Kaimuki and Beretania aquifers.

Chloride increases of three and 16 per cent were noted at the 420 foot depth in Kaimuki, and at the 1037 depth in the Bere-tania area.

#### ENGINEERING:

The Division advertised and opened bids for construction contracts totaling \$6.2 million during fiscal 1973-74. The major emphasis was new source development and sites throughout Oahu are being investigated, developed and expanded to keep pace with increasing water demands.

Production capacity was increased by seven million gallons per day when four new wells were placed in service. Kunia well field's capacity was doubled by installation of two additional wells, and two units at the new Waihee well field will add an additional two million gallons a day to the Windward system.

Three wells at Moanalua and two wells at Aiea were successfully drilled and tested. Construction of the control and pump facilities is nearly complete, and the stations will be placed in service in early fiscal 1974-1975. These well fields will add about 3.5 and 2.5 million gallons per day respectively to the metropolitan Honolulu system.

Contracts were awarded to drill exploratory wells at three metropolitan Honolulu sites -- at Waiialae Iki 405 reservoir, Palolo 405 reservoir, and Keanu Booster station. In the midst of developed areas, the wells if successful will increase the reliability of water service in their areas.

An exploratory well also is being drilled at Wahiawa Corporation Yard to investigate the feasibility of the site for another major well field. The Hoaeae well field was expanded to six wells when two additional wells were drilled. Pump and control facilities are now under construction.

Construction of major facilities in the Windward area continues, as the Board implements its plan to import Windward water to Honolulu. Two new well fields are being developed in Kahana and Punaluu Valleys. The second well is being drilled in Upper Punaluu Valley (Punaluu III well field), and plans and specifications for three additional wells in Kahana Valley are near completion. These two sources, if successful, will increase Windward production by five million gallons per day.

In line with expanding production capabilities, major transmission facilities are under construction. Construction of the 36-inch water main between Kaneohe and Kailua was completed. The Waihee Booster Station is 90 per cent completed, and work is progressing at the Pohakupu Booster Station. When completed, the booster stations will be capable of supplying up to nine million gallons per day to Honolulu.

Booster stations are also under construction in Waimanalo and Maunawili. These boosters are needed to augment tunnel production to their respective areas during peak summer flows.

Construction of the Federally aided Waianae Water Development Project is near completion. The new two million gallon reservoir, 20-inch main and renovated booster station should be placed in service in early fiscal 1975-1976.

Contracts were also awarded this year for a booster station at Barbers Point, and 9,000 lineal feet of 24-inch main in Makaha. The booster station will be capable of moving up to 11 million gallons per day to the Waianae area. The Makaha main, 98 per cent completed at the end of the year, will provide a continuous major main between Makaha and the Board's Kunia-Hoaeae sources.

Major pipelines are also under construction in Hawaii Kai, Kawaiiloa and Wahiawa -- 5,130 lineal feet of 24-inch main is under construction on the proposed Hawaii Kai Drive extension and will complete the Hawaii Kai transmission system; 5,600 lineal feet of 16-inch main is being installed along Kamehameha Highway in Kawaiiloa to complete the Waialua-Pupukea transmission main is under construction on Wilikina Avenue to improve service and fire protection in a section of Wahiawa.

Work is continuing on the Water Control Center for Honolulu (WATCCH), which will provide fully automatic control of the Board's water system. The Board's new DEC System-10 computer was delivered and installed during the year. The Department is currently processing financial and engineering programs while learning the system capabilities.

Installation of the required data transmission and supervisory control equipment to interface with the computer is being constructed in three stages. Stage 1 (Windward Oahu) was completed during the year. Stage 2 (Metropolitan Oahu) is under construction. Stage 3 (North, Central and Leeward Oahu) plans are being developed.

Construction is also well under way on additional facilities at Kalihi Yard and the Beretania Complex to accommodate the transfer of Sewer Division personnel.

To improve local conditions, eight-inch mains have been installed on Hanaimoa and Waikulama Streets in Hauula, Koohee Place in Lanikai, and Nihi Street in Honolulu.

Several new facilities are also under construction in conjunction with private developers. Since these facilities will be turned over to the Board, the Engineering Division has reviewed and approved the projects' plans and specifications and is overseeing the construction. These include Kamiloiki Booster Station and Kamehame 1.5 million gallon reservoir, Mililani Town Deepwell, Kaluanui 500-foot 200,000 gallon reservoir and booster station, Kaluanui 815-foot 300,000 gallon reservoir and booster station, and Waiuu 850-foot one million gallon reservoir and booster station.

#### OPERATIONS:

The Pumps Subsection during fiscal 1973-74 performed a number of activities designed to upgrade the department's water distribution system.

These included replacement of a deepwell pump at Halawa Wells, reconditioning or rewinding of eight pump motors, repainting of 11 Board plants and reservoirs, reroofing of Lower Nuuanu Aerator, construction of a driveway at Makaha Shaft, and efficiency testing of pumps in 47 of the 94 stations currently in service.

In addition, the subsection performed preventative maintenance of pumps, motors, automatic valves, recording meters and gauges, air conditioning systems and equipment, switch gears and other equipment.

At the close of the year, the Automotive Subsection had completed 1,220 major and minor repair orders, 30 work orders, painting of 69 vehicles and 10 pieces of equipment. Twenty-three new vehicles were put in service, along with five new pieces of equipment.

Presently, the Board fleet consists of 227 vehicles, 26 leased compact sedans and 55 pieces of construction equipment.

After years of anticipation and careful planning, the first stage of WATCCH was finally completed. During its development, the Telecommunications Subsection was actively involved with the contractors in implementing and testing the new system. At the same time, the subsection maintained all requirements for uninterrupted service to the public.

Completion of Stage 1 brought about an entirely new concept of telemetry data acquisition and supervisory control to the operation of the island's water system. It introduced the first of three stages in the development of a totally centralized and fully automated telemetry control and monitoring system under the direction of a computer.

The contract for Stage 2, which involves the stations in Metropolitan Honolulu, has been awarded and is under construction. Field data collection for the remaining stations covered under Stage 3 is near completion and plans should be initiated soon.

Five new telecommunication lines and two additional temporary circuits were added to the system in 1973-1974. Intrusion alarm installations were made at five locations to expand the Board's security system for its facilities. A closed circuit television system was installed to cover the main entry to the Beretania WATCCH complex.

Radio communications continued to play a vital role during the fiscal year. The relocation of Koko Head Station to Waimanalo Ridge was tested and completed, and preventative maintenance was maintained on a bi-annual basis.

The round-the-clock crews in Construction Section responded to 6,480 trouble calls, a slight increase of 38 over the previous year. The crews installed 92 large meters (a 13.6 per cent increase), and made 55 main line connections. Two of the connections were 36-inch by 36-inch concrete cylinder pipe connections, and one was a 36-inch by 12-inch concrete cylinder pipe into cast iron pipe connection.

In addition, the section responded to 75 main breaks, a decrease of 23 per cent over the previous year.

The Maintenance Section disinfected 33,069 lineal feet of main in 1973-1974 a decrease of 40 per cent in metropolitan Honolulu, and 167,330 lineal feet -- an increase of

15 per cent -- in suburban areas. There was an 11 per cent increase in tap-in jobs for a total of 110 in 1973-1974, with 125 taps being made. The crews also performed 35 machine cuts on mains from 12 inches to 24 inches, 149 welding jobs, and teated 49 reservoirs.

The number of hydrants in the system increased from 11,615 in 1972-1973 to 11,905 in 1973-1974. The number of valves increased by 904 to 37,906.

Groundkeeping crews maintained a total of 184 yards and grounds, for a total of approximately 300 acres. Landscaping was begun at five stations, with two completed by the end of the year.

Meter Shop personnel tested 8,480 meters, and repaired 3,830 meters and 6,341 meter dials. During 1973-1974, a total of 3,466 new services were installed, compared to 3,137 the previous year. In addition, Service and Meter Section crews completed 1,251 galvanized service renewals.

During the fiscal year, the Suburban Field Services crews responded to 7,110 trouble calls, an increase of 7.4 per cent over the previous year, and repaired 120 main breaks, an increase of 42.8 per cent over last year.

The Leeward crew also took over the newly acquired Waianae Town system on April 1, 1974. Improvements to the system since the take-over have been replacement of a primitive chlorinating device, an interconnection, and improved service in the town area.

#### WATER SALES AND SERVICE:

Transfer of the Waianae town water system of Waianae Development Company added 369 new services to the Leeward systems. With continued growth in the suburban areas, the Board now serves more customers in suburban Oahu than in metropolitan Honolulu.

Of the total of 114,462 services, 57,939 are in the suburban areas and 56,523 within Honolulu. The Department had a net gain of 3,499 services for the year.

Collections for the year amounted to \$16,483,752.29, a decrease of \$164,642.63 from last year. Write-offs of uncollectible accounts amounted to \$18,394.69, an increase of

\$4,464.58 over last year.

During the year, 232 subdivision and 39 planned development applications were reviewed.

Student employees conducted a survey of all water services to obtain customer information for billing of sewer user charges and cesspool pumping and treatment fees, which were mandated by the revised City Charter. Water service investigators and collectors, supplemented by two temporary employees, completed the survey. Although the effective date of the charges was postponed from April 1, 1974 to December 31, 1974, updating of survey data is being continued.

ADMINISTRATIVE OFFICE:

At the close of the fiscal year there were 649 regular, full-time employees in the department. Twenty-eight employees retired during the year, and employees with 25 or more years of government service numbered 117.

We regret to report the death in service of Edward K.C. Siu, accountant VII, who passed away on September 9, 1973.

Stanley Sumida, the Board's Employee of the Year, also was chosen as the City Employee of the Year.

The Board of Water Supply Employees' Federal Credit Union had 1,118 accounts at the end of the year, an increase of 64. Total assets as of June 30, 1973 amounted to \$1,811,204.41, an increase over the previous year of \$145,743.20.

Hui Waipuna, the mutual benevolent and social organization for employees, had a membership of 466, of which 24 were retired. The department's Athletic Association numbered 244 members.

A total of \$13,523.08 was contributed to the Aloha United Fund by 631 employees representing 97.8 per cent of the department's personnel.

As part of the department's inservice training program, more than 450 employees were registered for nearly 35 different classes, seminars, workshops, and conferences including safety, first aid, computer training, secretarial/clerical seminars, and several technological and administrative classes.

**MAYOR'S ADVISORY COMMITTEES**



During June, 1974, 21 students from families of limited income were provided the opportunity to gain work experience under careful supervision in the Board Operations Division in a federally funded program administered by the Office of Human Resources.

In cooperation with Civil Service, an apprenticeship program for Water Plant Maintenance Mechanics was developed for implementation early in fiscal 1974-1975.

The Board allocated funds to initiate the establishment of a Board of Water Supply museum to be housed at Kalihi Pumping Station. Using a "living museum" concept, the facility will encompass a strong historical core, an information and education center on the Board and its work, and audio-visual presentations and physical layouts of the more interesting Board programs, equipment and theme displays.

#### LAND OFFICE:

The department acquired four sites totaling 2.081 acres of land for pumping station and reservoir sites during the year. Three of the sites were conveyed by the developers of the projects, and one by the State of Hawaii by executive order.

One parcel of 0.022 acres was disposed of by the department. Numerous other land transactions, including waterline and sewer pipeline easements, were concluded.

#### PUBLIC RELATIONS OFFICE:

The Board's entry in the National Engineering Week display competition held in February 1974 at Ala Moana Center won the first place award for the second year in a row. "Solar Powered Sub-Irrigation System" described the solar battery-run drip irrigation system used by the Board at 15 locations throughout Oahu.

Informational leaflets on the department and developments in water supply continued to be published by the Public Relations Office and sent to consumers with their water bills.

"Water Week '74," the department's annual Open House and tour of Halawa Underground Pumping Station, again proved to be popular, drawing 1,300 visitors for in-house tours of Bere-tania Complex, and another 2,800 for the Halawa tours.

Public Relations personnel conducted tours of department installations throughout the year, and spoke on the subject of the island's water supply at various classroom and community functions.

Writing and photographic services for departmental publications, including Ka Waipuna, the monthly employee newspaper, were also provided by the office.

#### FINANCE:

Revenues from operations totaled \$15,847,631 during the fiscal year ended June 30, 1974. This is \$252,486 less than the \$16,100,117 recorded during the previous fiscal year and is attributable mostly to the lower quantity of water sold of about 1.7 billion gallons. The lower sales is the result of greater rainfall throughout a prolonged period during the fiscal year.

Total operating expenses was \$14,699,855 or \$1,101,263 higher than the total of \$13,598,592 for the previous year. Reflected in these higher operating expenses are an overall increase in payroll of \$520,000 for the year with a resultant increase in related fringe benefit cost of \$255,000. These are attributable mostly to increased compensation rates negotiated into collective bargaining contracts which are in effect. The sustained growth of the utility plant continues to provide an expanding base for depreciation which was \$285,250 higher than in the previous fiscal year.

There were 114,462 services at June 30, 1974, an increase of 3,499 over the 110,963 at June 30, 1973. The leeward area extending from Waiau to Waianae had an increase of 1,777 services including 366 in Waianae Valley which were conveyed to the department from the Waianae Development Company, Limited effective April 1, 1974. Another area which continued substantial growth in services was Hawaii Kai where 792 services were added. The remainder of the increase occurred throughout the island wide system.

Cash temporarily in excess of immediate requirements is invested primarily in interest bearing bank time certificates of deposit. Interest income from these investments amounted to \$1,938,751 during the year. This was \$884,971 more than that realized during the prior year. The increase was the result of having a larger average amount to invest as well as higher rates of return on the investments. Proceeds from the issuance of

\$8.5 million General Obligation Water Bonds in July 1973 was the principal reason for having the larger amount to invest.

Utility plant, at cost, totalled \$189,665,172 at June 30, 1974, which is a net increase of \$17,232,181 over the cost of the utility plant at the end of the previous year. Gross additions during the year amounted to \$17,731,645, of which \$6,324,124 was acquired from bond proceeds, \$3,685,962 from revenues, and \$7,721,559 from contributions by government agencies and real estate developers. Retirements totaled \$499,464.

The annual provision for depreciation is determined on the basis of straight-line rates calculated to extinguish costs, but in the case of motor vehicles their cost less residual values, over estimated useful lives. Accumulated depreciation which was equivalent to 29.23 percent of utility plant in service amounted to \$53,062,800 at June 30, 1974. This is a net addition of \$4,246,978.

Net revenues for the year amounted to \$9,594,924 which was 2.47 times the \$3,878,945 required to service the bonded indebtedness 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.

During the fiscal year an extensive survey was made of the department's insurance program by an independent insurance consultant. The purpose of the survey was to identify risk exposures, ascertain the kinds of coverage required and to determine the most economical program and the best manner of administration. As a result of the survey, substantial additional fire as well as general and auto liability coverages were procured. In addition, adjustments were made in all other areas of risk exposure. The insurance currently in force together with the Insurance Reserve Fund of \$119,500 and the Renewal and Replacement Fund of \$649,800 appear to provide adequate coverage for the department against possible losses.

**MAYOR'S BOARDS AND COMMISSIONS**



MAYOR'S BOARDS AND COMMISSIONS

Board of Appeals (Bldg.)  
Council Approval

George Ishida (Chairman), Douglas Freeth, Hideshi Iwamoto,  
George Kaneko, Robert Katsura, Edmund I. Kellett, Warren Malcolm  
LaFrance, Michael M. H. Moon, Gilbert Scott, Sr.

Board of Recreation  
Council Approval

Dr. Richard W. You (Chairman), Mario Bautista, Margaret E.  
Kidwell, Gary L. Johnson, Sylvia L. Loque, Roger S. Toguchi,  
Wilfred M. Watanabe, Alfred Y. K. Wong, Gordon Y. Yabui.

Board of Trustees of Policemen, Firemen, Bandsmen Pension Fund  
Council Approval

George S. Hasegawa (Chairman), Mareno Gulisao, Alexander K. Beck.

Board of Water Supply  
Council Approval

John Henry Felix (Chairman), George Apduhan, Walter Howard,  
Stanley S. Takahashi.

Civil Service Commission  
Council Approval

Daniel J. Pacheco (Chairman), Joseph S. Hunter, Hiroo W. Miyagi,  
Thomas K. Sing, Ray N. Tanaka.

Commission on Culture and the Arts  
Council Approval

Curtis Otani (Chairman), Camille Almy, Mirella Belshe, Agnes K.  
Cope, Roberta D. Fraser, Ligaya Victorio Fruto, Clarence Lee,  
Lila Morgan, Duane Preble, Jean L. Tarrant.

Ethics Commission  
Council Approval

Edward D. Sultan, Jr. (Chairman), Nathaniel Felzer, Gerald Harmon, Robert M. Nakagawa, Rev. William E. Smith, Laura Young.

Honolulu Committee on Aging  
No Council Approval

Patrick Hogan (Chairman), Herma Budroe, Rev. Theodore Chinen, Ernest K. Cockett, Kenji Goto, Paul Kane, Theodore Kida, Daisy McKeague, Charles K. O'Bevan, Rev. Wm. Phifer, Jr., Dr. Gerald Waring, Diane N. Ishida.

Honolulu Redevelopment Agency  
Council Approval

Ralph Aoki (Chairman), Sherman Dowsett, Joe Lunasco, Takako Yoshimura.

Housing Board of Appeals  
Council Approval

Joseph Spielman (Chairman), Tatsuo Kawamura, Rev. Olin Pendleton, Wm. E. Takabayashi.

Liquor Commission  
Council Approval

George H. Takabayashi (Chairman), Rosie K. Chang, Harold Lewis, Ahoi K. Simeona, Jr., Sohei Yamate.

Neighborhood Commission  
1 only Council Approval

Philip S. Chun (Chairman) Gene A. Albano, Audrey Fox Anderson, May Evelyn Kirkpatrick Chung, Katherine K. Kahihikolo, Harry S. Higa, Masato Kamisato, John E. S. Kim, William H. Miller.

Oahu Committee on Children and Youth  
No Council Approval

Mary Apfel, Dennard Byrd, Dr. Louise Childs, Patti Drake, Michael Ezzell, Dr. Marion Kagan, Dr. John Milnor, Donna Mersberg, Stephanie Miyashiro, Hisao Nakamura, Theodore Nishijo, Roger Ramey, Steve Rowland, Amy Timas, Lisa Wimberly.

Oahu Traffic Safety Council  
No Council Approval

Robert Bing, Jr. (Chairman), Major Clifford Anderson, Richard Brady, Leo Cheatham, Donald D. Dawson, Dr. Mor J. McCarthy, James E. McInerny, Tom Okuda, Al Pacheco, Walter P. Santos, Jack Teehan, Warren F. Wolff.

Pension Board of the City and County of Honolulu  
No Council Approval

Francis Y. W. Kwock (Chairman), Charles Y. Koseki, Ronald Manning, Herbert Y. Nishijo, Herbert A. Rego.

Planning Commission  
Council Approval

James D. Crane (Chairman), Dr. Wilbur Choy, Charles Duke, Donald Hosaka, Antone J. Kahawaiolaa, Jr. Randall Kamiya, Fredda Sullam, Alice Takehara.

Police Commission  
Council Approval

Myra Takasaki (Chairman), Veronica L. Barber, William C. H. Chung, James H. Fujioka, Mun Kin Wong.

Poundmasters  
Council Approval

Roger James, Joseph E. Ornellas, Claude Ortiz, George Oshiro, Bernard Teves.

Reorganization Commission  
Council Approval

Richard D. Davi (Chairman), Laurance Ah Nee, Irving Hutkins,  
Ann H. Kobayashi, Ella McComber, Jean Myers, Charles Podorean  
Buenaventura E. Realica, Gay N. Slavsky.

Zoning Board of Appeals (Planning)  
Council Approval

Jack Wakayama (Chairman), Norman E. Ahakuelo, Edward Berman,  
Thomas K. Beveridge, Charles T. Sueishi, DDS.

**MAYOR'S ADVISORY COMMITTEES**



## MAYOR'S ADVISORY COMMITTEES

### Hawaii Economic Development Corp. Board of Directors

Wilfred Young (President), John Chan, David Ferguson, Jay Landis, Kenneth Nakamura, Solomon Naome, Anson Rego, Kenneth Sumimoto, Jim Swenson, Chatt Wright, Allan Phillips, David Yuen.

### Joint Review - Model Cities

Joe Drake (Chairman), Christine Anthony, Peter Apo, James Awana, Ray C. Fisher, Royce Higa, Francis Keala, Monta Kinney, Young Suk Ko, Sister Grace Lim, Revocato Medina, Donald McComber, James Swenson, Dr. Hirobumi Uno, Takeshi Uyesugi.

### Mayor's Committee on the Handicapped

James A. Sweet, Jr. (Chairman), Dr. Edward W. Colby, Lowell Grant, Dr. Tim Gust, Bill Hindman, Florence Momeyer, Francis Oda, Sally Price, Don Robbs, Richard E. Saxton, Tamotsu Shimizu, Mary Smith, Nick Sylvester, Yasuo Takata.

### Mayor's Committee on the Status of Women

Mary Ellen Swanton (Chairman), Paige Barber, Anna W. K. Chung, Kay Johnson, Masae Gotanda, Marilyn Lockwood, Eileen Lum, Helen N. Miller, Henry E. Nowicki, Otto Orenstein, David B. Swenson, Helen B. Ryan, Isabel M. Tagala, Bette Takahashi, Lillie Y. Tsujimura, Mary O. Viele, Tempa Watson, Helen M. Wiegert.

### Product Standardization Committee

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### Royal Hawaiian Band Advisory Council

Jack De Mello (Chairman), Alex Anderson, Danny Kaleikini, Napua Stevens, Ray Tanaka.

Mayor's Water Safety Advisory Committee

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Mayor's Advisory Committee on Law Enforcement Planning

A. L. "Si" Ellingson (Chairman), Lloyd L. Ching, Esq., Phyllis Dowson, Eugene Fletcher, Irene Fujimoto, Benjamin Henderson, William K. C. Fung, Richard Kato, Lani Sen.



