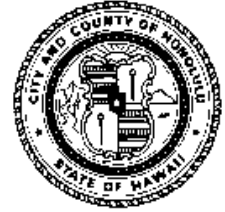


Charter Commission

CITY AND COUNTY OF HONOLULU

Honolulu Hale • 530 South King Street • Honolulu, Hawaii 96813



SUBMISSION AND INFORMATION COMMITTEE COUNCIL COMMITTEE MEETING ROOM HONOLULU HALE JULY 12, 2016, 1:30 PM

MINUTES

Submission and Information Committee Members Present:

Gov. John D. Waihee, III, Chair
Cheryl D. Soon, Vice Chair
Reginald V. Castanares, Jr. (arrived at 1:53 p.m.)
Kevin Mulligan
Nathan Okubo (arrived at 1:50 p.m.)

Submission and Information Committee Nonvoting Member(s) Present:

R. Brian Tsujimura

Others Present:

Dana Viola, Deputy Corporation Counsel
Krishna Jayaram, Deputy Corporation Counsel
Kimberly Ribellia, Deputy City Clerk, City Clerk Office
Chadd Kadota, Elections Administrator, City Clerk Office
Linda Luli Nakasone Oamilda, Executive Administrator, Honolulu Charter Commission
Mary James, Research Analyst, Honolulu Charter Commission
Norma Reyes, Secretary, Honolulu Charter Commission

I. CALL TO ORDER

Roll Call: Governor announced that 3 out of 5 members present. Kevin Mulligan, John Waihee, Cheryl Soon.

With a quorum present, Governor Waihee called the meeting to order at 1:33 p.m.

II. DISCUSSION AND ACTION

Discussion and action on the Submission and Information Committee's action plan that will include but not be limited to determining the method for (1) proposing the form in which the proposed Charter amendments are submitted to the electorate and (2) proposing and implementing a public education program to acquaint the electorate with the proposed Charter amendments.

Governor Waihee explained the purpose of the meeting, as stated in the agenda, is to devise an action plan to determine the form for submittal of the proposed Charter amendments and the educational program. He noted that Commissioners Soon and Mulligan drafted a working document for the Committee to review.

Commissioner Soon explained the draft document which includes a reiteration of the Committee's duties, identifying the method for presenting proposals to the voters, the wording of the ballot measure, and delivery of the Ramseyer version to the City Clerk's office. The Committee will also focus on a short digest for each ballot measure, the current situation, and the effect if the proposal is passed. It will also arrange for these to be translated into Japanese, Chinese and Ilocano. The due date for ballot measures is August 1st, to be in time to get on the ballot. Publication in a daily newspaper is required by September 24th, 45-days prior to election. The Committee is considering a printed educational brochure to be mailed to voters and distributed for pickup at various locations. Once the election is over, a report is required.

Commissioner Soon noted that the proposals center around certain themes, based on permitted interaction group reports and Commission meeting notes. Most prominent is the effort to prepare government for the challenges of the future such as climate change and rail. The Commission believes that government must be well-positioned to address future actions and issues of transparency and community input.

Commissioner Soon noted that the City's operations are very complex, the work is complicated, and technology moves quickly. The proposals cover a diversity of interests and require a successful strategy for passage of issues, including a concerted effort for education.

The Commission perceives that with core goals for government such as accountability, structure with clear lines for accountability and effectiveness, government can deliver superior levels of service with desired results. The Commission believes that elected

officials must articulate goals and policies, and be responsive to the needs of the people and represent the diversity of these needs; and there must be efficiency and cost effectiveness in the delivery of services by carefully managing taxpayer dollars. There should be leadership, where elected officials drive strategic direction and establish policy, and they should be held accountable for such decisions and actions. Therefore, the Committee divided the proposals into 3 major groups: 1) preparing government structure to meet the challenges of the future (5 major proposals), 2) setting a tone of transparency, fairness, and public confidence (8 proposals), and 3) providing greater efficiency and effectiveness in management of operations and responsiveness to a diverse customer base and fiscal responsibility (20 proposals). There may be a possible 4th category of housekeeping measures, as has been done by previous Charter Commissions.

In considering the number of proposals the Commission is mindful of its ability to educate voters on all proposals.

Commissioner Tsujimura commented on a digest and suggested the inclusion of a fiscal note for each proposal to indicate the financial impact of each proposal on the city.

Governor Waihee asked for copies of the draft plan to be made available for the public.

At 1:47 p.m. the Committee recessed.

At 1:50 p.m. Governor Waihee called the meeting back to order.

Commissioner Okubo moved that the draft plan be adopted by the Committee. Commissioner Castanares seconded the motion. Commissioner Soon made friendly technical amendments. Hearing no objections the motion passed.

Kimberly Ribellia, Deputy City Clerk, and Chad Kadota, Elections Administrator, represented the City Clerk's Office. Governor Waihee noted that at the next meeting the Committee will start to formulate questions and anticipates the culling of issues before that meeting.

Ms. Ribellia shared calendar dates regarding the requirements of the Clerk's and Elections' office, including submittal of the ballot questions by August 22nd formatted into a yes/no question and the required translations. The number of questions is not limited but is to be determined by the Commission.

Mr. Kadota noted that the number of questions per ballot card depends on the length of the questions, and the number of candidates, because questions will be printed on the same ballot after the listing of candidates. He also explained that each ballot is in one language and the voter chooses the preferred language.

Ms. Ribellia affirmed that whatever is submitted by the Commission will go on the ballot. She noted that previous Commissions published educational materials and the deadline depends on the general election date. Military and overseas ballots must go out by September 24th, 45 days before the general election. Therefore, the Clerk's office will mail the ballots on September 23rd. This means that educational materials should be online by this date to be available to overseas voters. Ms. Ribellia will submit a calendar to the Committee.

On Oahu, absentee ballots will be mailed on October 18th. Ms. Ribellia recommends that educational materials be mailed before that date so voters can receive them before the ballots.

Commissioner Soon noted that the Committee needs a reference point for how many questions can fit on a ballot.

The Executive Administrator will get the City Clerk contact information for Committee members.

Mr. Kadota confirmed that the Clerk's Office can upload educational materials on its elections site, and, if the document is in pdf format, it can be done within a day.

Deputy Corporation Counsel Dana Viola noted the importance of the pamphlet for future analysis of Charter intent. She noted that a number of deputies of the Department of the Corporation Counsel are assigned to the Commission and subject matter deputies will review the proposals. The Commission must make it clear to the deputies what their intent is.

Governor Waihee noted that production of the proposals needs a staff person, a writer. Bids have been solicited, with no response, so a second request has been issued and the deadline is tomorrow. This person will write the ballot questions. The writer for the educational materials will be procured later, the communications aspect will be addressed in a few weeks. Commissioner Mulligan noted that writing is important for this position but communications experience is more important.

It was moved to authorize Commissioners Soon and Mulligan to select someone who meets the needs of the Commission, for recommendation for approval by the full Commission. Commissioner Castanares seconded the motion. Hearing no objections, the motion passed.

Commissioner Soon clarified that the budget for this was approved by the Commission.

III. ANNOUNCEMENTS

None

IV. ADJOURNMENT

With no further business, Governor Waihee adjourned the meeting at 2:20 p.m.