



OFFICE OF THE CITY CLERK

Bernice K.N. Mau, City Clerk



POWERS, DUTIES AND FUNCTIONS

The City Clerk serves as the Clerk of the City Council; acts as the custodian of its books, papers and records including ordinances, resolutions, and rules and regulations of all City agencies; has custody of the City seal; authenticates all official papers and instruments requiring certification; is responsible for voter registration; conducts all elections for the City and County of Honolulu in accordance with the charter and laws of the State; and performs such other functions as required by the charter or by law.

Staffed with 28 positions, the Office of the City Clerk is organized under the following four operating units: Administration, Council Assistance, Office Services and Elections.

All appointees to boards/commissions are now required to sign our notary book

CLERK ADMINISTRATION

The Clerk, with the assistance of a staff assistant and two secretaries, is responsible for directing all programs and activities of the office.

Oaths of Office

For Fiscal Year 2010, 18 public officials were administered the oath of office in accordance with Section 13-118 of the Revised City Charter, 16 of which were performed for appointees to boards and commissions, and two for appointees as agency heads and deputies.

Disclosure of Financial Interests Statements

Elected officers and appointed agency heads and deputies are required to disclose their financial interests and file statements with the Clerk when taking or leaving office, and annually by January 31. Candidates for elective city office are also required to file disclosure of financial interests' statements with the City Clerk's Office within 10 working days after the candidate-filing deadline. Fifty-eight annual statements were filed in FY 10.

Revenue

The following sources of revenue collected by the office enabled the City to offset its expenditures.

FY 10 Revenue Detail

Copies of Records.....	\$	158.00
Certificate of Correctness of Information.....		8.00
Voter Certificates.....		258.50
Voter Tape Rental.....		4,750.50
Candidate Filing Fees		300.00
Sundry Refunds		61.16
Vac Accumulated Deposits		<u>2,769.64</u>
FY 10 Total Receipts.....	\$	<u>8,305.80</u>

COUNCIL ASSISTANCE

The division is responsible for providing staff support to the City Council at all of its regular council sessions, committee meetings and public hearings. The staff is responsible for preparation of all agendas, recording and reporting all proceedings, processing all communications and resolutions, bills and ordinances introduced and acted upon by the



Council Assistance Supervisor is discussing agenda with staff before Council meeting.

Council, and providing reference and research services regarding enacted or pending legislation and other council documents. Staffing includes a division head and an assistant division head, nine council/committee aides, three records and research technicians and one secretary.

Since upgrading its electronic filing system in 2004 using the DocuShare document management software, users as well as the public continue to enjoy access to research and printing full text of all public documents of the City Council, which includes all communications, bills, resolutions, ordinances, agendas, committee reports and minutes.

FY 10 Workload Statistics

Council Meetings and Hearings	
Regular Sessions	12
Special Sessions	0
Public Hearings	11
Legal Notices Published	
Public Hearing Notices	15
Speakers	
Council Meetings	287
Public Hearing	258
Honorary Certificates Presented	
Floor Presentation	162
Outside Presentation	381
Retirees Certificate	184
Standing Committee Meetings	
July 1, 2009 – August 26, 2009	
Budget	2
Executive Matters & Legal Affairs	2
Public Infrastructure	1
Public Safety & Services	2
Transportation & Planning	2
Zoning	1
August 27, 2009 – June 21, 2010	
Budget	12
Executive Matters & Legal Affairs	10
Planning	10
Public Infrastructure	10
Public Safety & Services	9
Transportation	8
Zoning	9
June 22, 2010 – June 30, 2010	
Boards & Commissions	1
Budget	1
Executive Matters & Legal Affairs	1
Planning	1
Public Infrastructure	1
Public Safety & Services	1
Transportation	0
Zoning	0
Total Standing Committee Meetings	79
Other Meetings	
Kapiolani Park Trust	2
Speakers	
Committee/Other Meetings	682

Committee Reports	
Committee Meetings	402
Information Section	
July 1, 2009 to June 30, 2010	
Legislative Items Published	
Ordinances	26
Bills Passes Second Reading	32
Resolutions (condemnations)	2
Resolutions (Second Reading-Charter Amendment)	7
Improvement Districts	0
Property Owners Notified by Certified Mail	0
Meeting Notices Filed Pursuant to HRS 92-7	1,079
Communications Received	
Council Communications	231
Departmental Communications	960
Mayor's Messages	161
Miscellaneous Communications	2,238
Petitions	34
Bills Introduced	
Passed	26
Veto Overridden	0
Veto Sustained	1
Returned Unsigned	0
Filed on Floor	3
Filed per ROH Sec. 1-2.4	55
Pending	85
Resolutions Introduced	
Adopted	267
Filed on Floor	3
Filed per ROH Sec. 1-2.5	57
Pending	103
Veto Sustained	0
Rules and Regulations Filed	5
Documents Processed	
Deeds	4
Easements	6
Extracts Certified	10

OFFICE SERVICES

This section provides office management and support services for the Office of the City Clerk. The section performs all functions concerning personnel and fiscal matters for the Clerk's Office, and provide printing, mail and messenger services for the legislative branch of the City and County of Honolulu. A staff of four, headed by the office manager, is organized into six functional units – office management, personnel, fiscal/inventory, sound, printing services, mail and messenger services.

FY 2010 Workload Statistics

The print room printed and distributed the following:

Council

Number of sets made for each meeting held:

- Order of the Day 27 sets
- Order of the Day Letterhead..... 150 sets

Committees

Number of sets made for each meeting held:

- Complete Agendas..... 45 sets
- Letterheads..... 180 sets

City Clerk

- Letterheads.....3,000
- Business cards1,200
- Election forms.....2,000
- Election envelopes2,500

City Council

- Business cards5,200
- Envelopes 1,000



Processing mail for the legislative branch is one of the Printroom staff's duties.

ELECTIONS DIVISION

The Elections Division is responsible for conducting all elections held in the City and County of Honolulu and performs voter registration functions pursuant to the Revised Charter of the City and County of Honolulu and the laws of the State of Hawaii. The division also administers the Statewide Voter Registration System database on behalf of each of the neighbor island counties.

Positions authorized to the Elections Division include an administrator, assistant administrator, elections specialist, and senior elections clerks (3). The FY 10 highlights included the implementation of a special vote-by-mail vacancy election for Council District V caused by the passing of the late Councilmember Duke Bainum. That election was held on August 7, 2009. The Elections Division also assisted the State Office of Elections with the implementation of a special congressional election for congressional district 1.

Voter Registration

- Active Voters..... 387,262
- Fail Safe Voters 69,400
- Total Registered Voters 456,662 **

*** The County voter registration total includes active voters and voters on "fail safe" status that must be maintained for two election cycles pursuant to federal law. Registration total is of July 9, 2010.*



Staff is explaining this year's new Permanent Absentee Application whereby once voters apply, they will not have to re-apply every election year to receive their absentee ballots as in the past.