



EXECUTIVE CHAMBERS
HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

September 6, 2002

Memo No. 02-04

EXECUTIVE MEMORANDUM

TO: All Department Directors and Agency Heads

SUBJECT: Legislation-Guidelines and Procedures

In prior years, departments have annually submitted over 200 legislative proposals for my consideration during the September to December period. In this transition year, **I am directing all department heads to limit the number of proposals submitted and to focus on critical statutory corrections that require immediate change. This policy shall also apply to all attached agencies under your jurisdiction.**

Further, in view of our financial situation, departments may not submit proposals that appropriate funds; create, expand, or mandate programs or services; create/expand special funds or special fund programs (unless there are significant general fund savings); exempt special funds from central service charges; or reduce current general fund revenue sources. **Proposals that expand general fund requirements will not be considered.**

Sam Callejo will continue to oversee the legislative program and I have assigned David Rodriguez to facilitate and manage all legislative coordination efforts until December 2, 2002. Please contact them if there any concerns regarding legislative matters.

I am proud of what we accomplished during our eight years together, and I thank you for your perseverance and commitment. In the face of difficult situations we have succeeded in improving education, boosting the economy, protecting our environment and making government more responsive and efficient. I am confident that you will continue to pursue programs and ideals to improve the lives of our citizens.

BENJAMIN J. CAYETANO

Attachment

**Executive Branch
State of Hawaii**

Legislative Guidelines

**Twenty-Second State Legislature
Regular Session of 2003**

September 6, 2002

TABLE OF CONTENTS

	<u>Page</u>
I. <u>Introduction</u>	
A. Guideline Format	1
B. Purpose.....	1
C. Definitions.....	1
II. <u>Policies and Guidelines</u>	
A. Legislative Coordinators	2
B. Preparing the Legislative Package	
1. Legislative Proposal Deadline	2
2. Prior Consultation With Other Agencies.....	2
3. Short Form Bills.....	2
4. Appropriations Bills	2
5. Emergency General Fund Appropriations Requirements.....	3
6. Bill Titles	3
7. Office, Board and Commission Measures	3
8. Additions to the Legislative Package	3
9. Resolutions	3
10. Governor’s Review	3
11. Final Legislative Package Deadline	4
12. Opening Day	4
13. Transmittal of the Legislative Package to the Legislature.....	4
C. Testifying and Tracking Bills	
1. Copies of Testimony.....	4
2. Lead Agencies	4
3. Testifying.....	4
4. Tracking Bills.....	4
D. Review of Passed Legislation	
1. Comments and Recommendations.....	5
2. Bills Presented to the Governor Ten (10) or More Days Prior to Adjournment Sine Die	5
3. Bills Presented to the Governor Less Than Ten (10) Days Prior to Adjournment Sine Die	5

4.	Veto Reviews/Meetings	6
5.	Reports, Resolutions Adopted, and Requests Made by Budget Provisos or Other Acts	6
6.	Responding to Other Legislative Requests	6
7.	Changes to the General or Supplemental Appropriation Bills	6

III. Requirements and Procedures

A.	Legislative Proposals (use Bill template)	7
B.	Justification Sheet(s)	7-8
C.	Summary Sheet(s)	8
D.	Proposal(s) Withdrawal	8

IV. Distribution Schedule and Timetable

A.	Opening Day	8
B.	Legislative Package	8-10
C.	Resolutions	10
D.	Reports to the Legislature	11
E.	Comments and Recommendations on Resolutions Adopted and Requests Made by Budget Provisos and Other Acts	11
F.	Date Due (Timetable)	12-13

V. Exhibits

Exhibit	A	Use of the 3.5 diskette bill template	14-15
Exhibit	B	Justification Sheet	16-17
Exhibit	C	Summary Sheet	18
Exhibit	D-1	House Concurrent Resolution (use HCR template)	19-20
	D-2	Senate Concurrent Resolution (use SCR template)	21-22
	D-3	Justification Sheet	23
	D-4	Legislative Proposals/Resolutions Summary Sheet	24
Exhibit	E	Standard Language for Testimony	25
Exhibit	F-1	Letter Addressed to the House	26
	F-2	Blind Copies of Transmittal Letters - “/s/”	27
	F-3	Letter Addressed to the Senate	28
	F-4	Blind Copies of Transmittal Letters - “/s/”	29
Exhibit	G	Memo Appointing Legislative Coordinators	30
Exhibit	H	Comments and Recommendations Format	31
Exhibit	I-1	Form For Comments and Recommendations on Resolutions Adopted and Other Studies Requested By the Legislature	32
	I-2	List of Requests by the State Legislature	33
	I-3	List of Annual Reports	34

Exhibit	J	Agencies Legislative Code	35
Exhibit	K-1	Cover Memo (Attached Agency Only).....	36
	K-2	Cover Memo	37
Exhibit	L	Referral Sheet Requesting Recommendation.....	38
Exhibit	M-1	Cover Memo (Legislative Proposals)	39
	M-2	Cover Memo (Revised Legislative Proposals).....	40
	M-3	Cover Memo (Final Legislative Proposals)	41
Exhibit	N	Proposal(s) Withdrawal Memorandum.....	42
Exhibit	O-1	Emergency Appropriation Letter (Senate).....	43
	O-2	Emergency Appropriation Letter (Senate)-copy “/s/” ...	44
	O-3	Emergency Appropriation Letter (House)	45
	O-4	Emergency Appropriation Letter (House)-copy “/s/” ...	46

I. INTRODUCTION

A. Guideline Format

- Section I. **Introduction**
 General Outline
- Section II. **Policies and Guidelines**
 Policies and guidelines of the legislative program
- Section III. **Requirements and Procedures**
 Requirements and procedures for the preparation of the legislative package
- Section IV. **Timetable and Distribution Schedule**
 Timetable for administrative review and deadlines
- Section V. **Exhibits**

B. Purpose

The purpose of these guidelines is to detail the policies and procedures that will govern the Administration's Legislative Program. The cooperation of every agency is needed to assure that the Governor is able to identify which measures should become part of the Administration's package and that these proposals be submitted to the Legislature in a timely manner in accordance with the requirements established by the two houses.

It is of high importance to follow these guidelines in order to achieve and maintain proper communication between offices.

C. Definitions

The following terms will be used frequently:

"Agency" refers to any department, agency, office, board, commission, or other entity whose legislative proposals may be included in the Administration's package.

"Legislative package" refers to the summary sheet(s), drafts of an agency's complete set of legislative measures, and the justification sheet(s) for each measure.

"Legislative proposal" refers to a proposed bill or resolution.

II. POLICIES AND GUIDELINES

A. Legislative Coordinators

1. Each agency will designate a deputy director or an officer and an alternate top-level officer or representative to serve as its legislative coordinator. Each director or agency head shall send a memo via electronic mail to the Office of the Governor (**Genaro_Q_Bimbo@exec.state.hi.us** - Attn.: David J. Rodriguez) stating the name, title, office phone, fax, e-mail address, pager, and cellular number of the legislative coordinator by **Monday, September 9, 2002**.
2. Each legislative coordinator must examine all bills to determine which ones affect the coordinator's agency. The coordinator will then be responsible for carefully examining and tracking these bills.
3. Legislative coordinators are expected to attend weekly meetings during the legislative session. **(Deputy directors of a department or an officer of an office, board, commission, or other entity are highly encouraged to attend these weekly meetings).**
4. Any questions regarding guidelines or procedures should be referred to David J. Rodriguez at 586-0001. **(You must bring to his attention any information that is unclear to you in regards to the guidelines or procedures).**

B. Preparing the Legislative Package

1. Legislative Proposal Deadline

All agencies must have the first draft of their legislative proposals and justification sheets submitted by **Tuesday, October 8, 2002**, with a summary sheet and a cover memo (see Exhibit M-1). If pressing circumstances require the submittal of additional proposals after this deadline, please inform David J. Rodriguez via e-mail.

2. Prior Consultation with Other Agencies

All state or county agencies that may be affected by a proposed measure **MUST** be informed prior to submission of the first draft of the proposal.

3. Short Form Bills

No short form bills will be accepted unless written permission has been previously obtained from the Chief of Staff or David J. Rodriguez.

4. Appropriations Bills

Proposals that expand general fund requirements will not be considered and should not be submitted. Further, in view of our financial situation, departments may not submit proposals that appropriate funds; create or expand or mandate programs or services; create or expand special funds or special fund programs (unless there are significant general fund savings); exempt special funds from central service charges; or reduce current general fund revenue sources.

Emergency Appropriations Requirements

Emergency appropriation proposals for FY 2002-2003 must include the following in the body of the bill:

“SECTION 1. This Act is recommended by the governor for immediate passage in accordance with section 9 of article VII of the Constitution of the State of Hawaii.”

“SECTION 2. (Continue original text of bill from section.....)”

VERY IMPORTANT: Before submitting an emergency appropriation, the agencies should have coordinated the proposals with Budget and Finance. Remember, the policy for general funds should be more restrictive. Agencies should accommodate shortfalls within their current allocation rather than request additional funds. Emergency proposals for general fund deficiency appropriations for FY 2002-2003 may only be submitted if the department has done a comprehensive review to accommodate the deficiency within its total current allocation (i.e. trade-off). Departments must also indicate if the proposal was coordinated with the Department of Budget and Finance. Appropriate commentary should also be included in the proposal’s justification sheet. (See III. B. Justification Sheet(s)).

NOTE: As a reminder, once a bill is introduced, the department must draft the letter from the Governor to the Legislature recommending passage of the emergency appropriation (see Exhibits O-1, O-2, O-3, and O-4). Please make sure to include a cover letter to Governor (see samples - Exhibits K-1, K-2, M-1, M-2, and M-3).

5. Bill Titles

Each bill must have a specific title that expresses a single subject, which covers all parts of the bill. **IMPORTANT:** Departments shall consolidate related topics under one bill.

6. Office, Board, and Commission Measures

Offices, boards, and commissions shall submit their legislative proposals through the director of the department to which they are attached. The director may include these proposals in the department’s legislative package. The director will be responsible for these proposals throughout the legislative process.

7. Additions to the Legislative Package

No additions to the legislative package will be permitted after **Tuesday, October 8, 2002**. However, an exception is made when the Governor makes a specific request. Please note that this date is very important. This is due to the short timeline for Budget and Finance and Attorney General to review your proposals. Furthermore, Budget and Finance is also finalizing the budget at the same time during the review periods. (Your adherence to this deadline is greatly appreciated).

8. Resolutions

Resolutions will be introduced in both houses of the Legislature as concurrent resolutions and should be entitled as such.

10. Governor’s Review

Meetings will be held with the directors of each department after **Monday, December 9, 2002**. Directors will be notified directly of the exact times.

11. Final Legislative Package Deadline

All approved proposals and justification sheets must be submitted in **FINAL** form with a summary sheet and a cover memo (see Exhibit M-3) on **Thursday, January 9, 2003**.

12. Opening Day

The Opening Day of the Twenty-Second State Legislature, Regular Session of 2003, is on **Wednesday, January 15, 2003**.

13. Transmittal of the Legislative Package to the Legislature

The legislative proposals and justification sheets will be transmitted by the Governor's Office to both houses of the Legislature. The date will be set by the Legislative Calendar, usually one week after the **State-of-the-State Address**. When the Administration's bills have been formally submitted to the Legislature, the Governor's Office Legislative Coordinator will notify each department of the bill numbers of their package via e-mail. You must let him know as soon as possible if you encounter any discrepancies.

C. Testifying and Tracking Bills

1. Copies of Testimony

At least one day prior to testifying, an agency **MUST** e-mail a copy of its testimony to **HI_BudgetandFinance@exec.state.hi.us** (Budget and Finance) **AND** **govleg@exec.state.hi.us** (Governor's Office) **AND** hand deliver an original copy of its testimony to the State Capitol, Governor's Office, Room #415 as soon as possible. This is for our administrative file.

2. Lead Agencies

Every effort should be made to coordinate testimony with related agencies in order to avoid conflicting testimony. No written testimony on administration bills should be prepared without consulting the lead agency. Other bills may also have a designated lead agency, which should always be consulted before testifying.

3. Testifying

It is very important that, whenever possible, department Directors testify before Senate and House committees. Testimony should be coordinated in one strong voice by all departments, clearly in support of or opposition to the bill(s) in question. When testifying on bills appropriating money beyond what the budget provides, standard language should be utilized by all departments (see Exhibit E).

4. Tracking Bills

The legislative coordinator is responsible for tracking their respective administration bills. The legislative coordinator is also responsible for identifying and tracking other bills that are of importance to their department. It is the responsibility of the legislative coordinator to identify any potential problems or conflicts immediately. Weekly status reports will be distributed during our legislative coordination meetings and each legislative coordinator is responsible for updating and correcting the status and purpose of these reports during our meetings.

D. Review of Passed Legislation

1. Comments and Recommendations

Each agency will be requested to submit comments and recommendations on bills passed which affect its department or office. All comments and recommendations, **except for those from the Attorney General and Budget and Finance**, should follow the standard format (see **Exhibit H**). Please transmit **original** comments and recommendations to the Governor's Office, Room No. 415 and **one copy** to Budget and Finance.

- a. To obtain information on individuals and/or organizations that supported or opposed bills, please refer to the Senate and House standing committee reports and the hearing folders. If the bill went through numerous drafts, indicate the positions on the final draft.
- b. Final floor votes can be obtained from the Legislature's website or the Legislative Reference Bureau's Information Office. List the names of legislators that voted "No" on the **FINAL** draft.

NOTE: If your agency has an interest in a bill but is not requested to submit comments, notify the Legislative Coordinator **via e-mail** immediately and submit (hard copy) your comments and recommendations as soon as possible.

2. Bills Presented to the Governor Ten (10) or More Days Prior to Adjournment Sine Die

A Referral Sheet requesting comments will be sent via fax to each agency affected by the bill (see **Exhibit L**). The deadline for comments and recommendations is five days. This deadline (**date**) is indicated on the Referral Sheet sent by the Governor's Office. **This deadline must be strictly observed.**

Because the Governor only has ten days to consider passed bills that have been presented to the Governor ten or more days before the adjournment of a legislative session, the suspense date **MUST BE MET.**

3. Bills Presented to the Governor Less than Ten (10) Days Before Adjournment Sine Die

A Referral Sheet requesting comments will be sent to each agency affected by the bill (see **Exhibit L**). The deadline for comments and recommendations is five days, except for AG and B & F, which might take longer due to the high volume of bills they have to review. **This deadline must be strictly observed.**

One day after adjournment, **each legislative coordinator, except Budget & Finance and Attorney General, must submit a list of bills that affect the coordinator's department.** (You have to call the Senate/House clerks or LRB to find out the final disposition of bills if the Legislative Web Page is not current). This list will be considered by the Governor's Office when requesting comments and recommendations.

4. Veto Reviews/Meetings

- a. Departments, **except Attorney General and Budget and Finance**, that submit comments and recommendations of approval with concern(s) or are recommending **VETO MUST** immediately fax it to the Chief of Staff at 586-3953 **AND** deliver the original document to the Legislative Coordinator, Office of the Governor, Room No. 415. **IMPORTANT: A copy should also be sent immediately to Budget and Finance and Attorney General.**

5. Reports, Resolutions Adopted, and Requests Made by Budget Provisos or Other Acts

- a. Each Agency will submit a list of comments and recommendations on resolutions adopted that directly affect, or interest the department and on requests made by budget provisos or other acts (see Exhibits I-1 and I-2). Please see **“Requests by the Hawaii State Legislature to Agencies and Officials of Federal, State and County Governments and Quasi-public and Private Agencies”** for required reports from your department. The list that you submit to us should all come from this book.

NOTE: All departments are required to submit a list of reports they intend to submit. **If there is no intention to submit, do not list them, as your department will be held accountable for compliance.**

- b. Reports are to be prepared for Concurrent Resolutions only. **If a department wishes to respond to a single House or Senate resolution, the director must submit a request in writing by fax to the Governor for approval and notify the Legislative Coordinator by e-mail.**
- c. Reports requested by concurrent resolutions, budget provisos, or other acts are to be submitted and distributed in accordance with Section IV-C: Reports to the Legislature.

6. Responding to Other Legislative Requests

Legislative requests that are sent to all departments or **require substantial amounts of work should be referred to the Legislative Coordinator for review and coordination.**

The director or agency head should handle all ordinary requests. **Requests that are sensitive should be discussed with the Legislative Coordinator for possible discussion and review with the Governor.**

A copy of all correspondence prepared for the Legislature must be sent to the Governor’s Office and the Department of Budget and Finance.

7. Changes to the General or Supplemental Appropriation Bills

Amendments to the Executive Budget Request must be coordinated directly with the Department of Budget and Finance. The Director of Finance will make recommendations to the Governor. Budget and Finance will send copies of the responses to the Legislature on budget matters to the Governor’s Office.

III. REQUIREMENTS AND PROCEDURES

A. Legislative Proposals

1. All measures are to be drafted in Ramseyer format in accordance with the requirements of the *Legislative Drafting Manual*, Ninth Edition, 2002, published by the Legislative Reference Bureau (see **Exhibit A**) and **should be prepared using the templates and instructions provided on the diskette given to you by the House/Senate Clerk.**
2. An identification code for each proposed bill must be indicated at **the lower right corner of each page** of the proposed bill. Use a letter code to identify the agency and a number code to identify the number and another number code to identify the year of the proposal (see **Exhibit J** – e.g. BED-15 (03)).
3. Revised bills that supersede earlier proposed bills are to be identified by the label “**REVISED**” and the date of the revision in **the upper left hand corner of the first page** of the revised proposal (see **Exhibit A**).

B. Justification Sheet(s) (NOTE: Please put it in the back of the bill)

The justification sheet will list the submitting agency, the date submitted, and the title of the proposed bill or resolution (see **Exhibit B**). In addition, it must contain statements on the following:

- a. The purpose of the proposal
- b. The means of carrying out the proposal
- c. Justification for the proposal

As part of the justification narrative, short descriptions explaining the impact of this proposal on the public and this department/other department shall be included (see **Exhibit B**). Justification sheets that are revised must be labeled “**REVISED**” with the date of the revision at the upper right hand corner of each front page (see **Exhibit B**).

- d. If federal funds are involved, the amounts and methods of acquiring these funds must be indicated. Estimates of the required funds, including the initial and subsequent annual operating costs and the means of financing.
- e. The PPBS program designation: The program designation should reflect the lowest level program affected by the proposal. If more than one program is involved, the primary program is to be identified first.
- f. Other governmental agencies affected by the proposed legislation. These must have been consulted prior to **Tuesday, October 8, 2002.**

- g. Effective date: Insert effective date of legislative proposal here, including explanations when appropriate.
- h. Identification number at the lower right corner (see Exhibit B – e.g. BED-10 (03)).

NOTE: FY 2002-03 emergency general fund appropriation proposals: Any general fund appropriations proposed for FY 2002-03 will cause the executive branch general fund appropriation ceiling for FY 2002-03 to be further exceeded. As such, the following declaration should be included in the “Justification” section of the Justification Sheet:

“The general fund recommendation included in this measure has been made in accordance with the statutorily defined appropriation ceiling for the executive branch pursuant to section 37-92, Hawaii Revised Statutes. Including appropriations made up to and including the regular session of 2002, the executive branch appropriation ceiling for fiscal year 2002-2003 has already been exceeded by \$27,406,208 or 0.7 per cent. Funding requested in this measure is for _____ (*explain purpose/reason for the general fund appropriation*), and will result in the appropriation ceiling for the executive branch to be now exceeded in fiscal year 2002-2003 by \$ _____ (*insert sum of \$27,406,208 + general fund appropriation amount of this bill*) or _____ per cent (*leave blank; to be calculated by B&F*). This current declaration takes into account additional general fund appropriations authorized for fiscal year 2002-2003 in this measure only, and does not include other general fund appropriations for fiscal year 2002-2003 that may be authorized for the executive branch in other legislation submitted to the legislature during the regular session of 2003.”

This declaration is for emergency general fund appropriations only; it is not required for other means of financing. Furthermore, this declaration is about the executive branch’s appropriation ceiling, which is different from the general fund expenditure ceiling.

C. Summary Sheet(s)

The summary sheet will list each legislative proposal being submitted by the agency, including resolutions. Summary sheets that are revised must be labeled “**REVISED**” with the revision date on the upper left corner of each page (see Exhibit C).

D. Proposal(s) Withdrawal

If a department or agency withdraws a proposal, a memo informing the Governor from the agency or department is needed (see Exhibit N).

IV. DISTRIBUTION SCHEDULE AND TIMETABLE

A. **Opening Day:** January 15, 2003, Wednesday.

B. Legislative Package

1. **September 9, 2002, Monday:** Memo appointing Legislative Coordinators due (see Exhibit G).
2. **September 13, 2002, Friday:** List of Annual Reports due (see Exhibit I-3).

3. **October 8, 2002, Tuesday:** LEGISLATIVE PACKAGE DUE (First drafts of proposals, justification sheets, summary sheet w/ a cover memo). Submit a package to the following:

Governor's Office (Attn.: David Rodriguez) – 1 original & 1 copy (unstapled)
Attorney General (Attn.: Maurice Kato) – 2 copies
Budget and Finance (Attn.: Legislative Coordinator) – 1 copy

4. **November 8, 2002, Friday:** Attorney General completes legal and format review and returns bill proposals to departments for revision.

5. **November 15, 2002, Friday:** REVISED LEGISLATIVE PACKAGE DUE.

All legislative proposals, any justification sheets, and the summary sheet with a cover memo shall be distributed to:

Governor's Office (Attn.: David Rodriguez) – 1 original & 1 copy (unstapled)
Attorney General (Attn.: Maurice Kato) – 2 copies
Budget and Finance (Attn.: Legislative Coordinator) – 1 copy

6. **December 6, 2002, Friday:** Budget and Finance sends original comments on legislative proposals to Attorney General (Attn.: Maurice Kato) for review. The Attorney General then sends the original comments to Governor's Office (Attn: Legislative Coordinator).
7. **Before December 13, 2002, Friday:** Annual Reports and Transmittal Letters due to Governor's Office (Attn.: Legislative Coordinator).

IMPORTANT: All Departments send reports requested by concurrent resolutions, budget provisos, and other acts and transmittal letters to House and Senate to Governor's Office (Attn.: Legislative Coordinator).

8. **December 10, 2002 through December 31, 2002 - Governor's Review:**

Agencies will be notified of the Governor's decision, which might include requests for revisions or even new legislative proposals.

9. **January 9, 2003, Thursday:** FINAL LEGISLATIVE PACKAGE DUE.

The agency's bills and justification sheets must be in final form. The instructions are as follows:

1. All measures should be prepared using MS-WORD using the templates and instructions provided on the diskette.
2. Create only one diskette for both the Senate and House versions of a bill. Do not prepare separate House and Senate versions of a bill. (The chief clerks of both houses will hand write the SB or HB on the header of the bill). For resolutions, separate House and Senate versions should be prepared and submitted.

3. Include the agency code letters at the footer of the document for reference. The document name and footer should be identical. A uniform naming convention for all documents within the package is helpful.

Example: AGR-02 (03) or LTG-04/SWAT-DOH (03)

4. Diskette(s) should be PC format and should be clearly marked to identify the name of the package and the documents included. Do not forget to include the name and telephone number of a contact person.
5. All documents for the executive package should be prepared on computers that are loaded with a current version of an anti-virus software.
6. Do not include any previous drafts, justification sheets, or other documents on the diskette. There should be a one-to-one match between the hard and electronic copies submitted.
7. Remove any internal notations from the FINAL hard and electronic documents (i.e., "Draft", "November 30, 2002", "Revised Date", etc.)
8. The electronic copy MUST be submitted together with the hard copies and summary sheets of all the bills. Do not staple original hard copy. Please see distributions below:

DISK	HARD COPY (COPIES)
House (1 original-unstapled/2 copies-stapled) - collated	3 sets
Senate (1 original-unstapled/1 copy-stapled) - collated	2 sets
Legislative Reference Bureau 1	1 (stapled)
Governor's Office, Room 415 (to be marked FINAL) (1 original-unstapled/1 copy-stapled) - collated	2 sets
TOTAL = 1	8

Please send your **FINAL PACKAGE** with a cover memo regarding your legislative package to the Governor's Office, State Capitol, Room No. 415 (Attn: Legislative Coordinator) with all copies of the summary sheet marked "FINAL". We ask that you assist us with these goals in developing and introducing the Governor's package. If for any reason your department is simply unable to prepare a document using the required specifications, please identify what type of word processing software was used to prepare that specific document.

In addition, we still need five (5) sets (unstapled/collated) of the justification sheet(s). Please mark "FINAL" in the upper right hand corner of the first page of each justification sheet and no dates. This is also due on the day you submit your **FINAL PACKAGE**.

10. After Notification of Submittal

When the Administration's bills have been formally submitted to the Legislature, the Legislative Coordinator will notify each department to inform bill numbers of their package via e-mail. You must let him know as soon as possible if you encounter any discrepancies.

C. Resolutions

Resolutions will follow the same preparation procedures as bills, including justification sheets and agency summary sheet. Use the same agency code and add an "R" (e.g. **BUF-R1 (03)** -- see Exhibits **D-1, D-2, D-3, and D-4**). Resolutions also follow the same timetable as bill proposals.

D. Reports to the Legislature

1. **Annual Reports:** Each agency will transmit a list of all annual reports (see Exhibit I-3) required by the Legislature to the Governor's Office, State Capitol, Room No. 415 by Friday, September 13, 2002.

NOTE: All departments are required to submit a list of reports they intend to submit. If there is no intention to submit, do not list them, as your department will be held accountable for compliance.

2. **Reports requested by concurrent resolutions, budget provisos, and other acts:** Reports shall be submitted by Friday, December 13, 2002.
3. **Processing of All Reports:** Send ONE (1) copy of the report with original transmittal letters addressed to the Senate and House from the Governor's Office with cover memo (see Exhibits K-1 and K-2) for the Governor's signature (see Exhibits F-1, F-2, F-3, and F-4). Each report shall be submitted separately. The date on the transmittal letters to the Speaker and President shall be 7 days in advance, not including weekends. A copy of the report will be retained by the Governor's Office.

Concerning the preparation of transmittal letters (see Exhibits F-1, F-2, F-3, and F-4): Let us be consistent on this. Please affix a conforming notation "/s/" on the signature block of copies of correspondence sent for signature (see Exhibits F-2 and F-4). If you are not sure of what to do, please let us know so we can assist you. Otherwise, your work will be returned, wasting time and money.

4. **Office, Board, and Commission Reports:** Offices, boards, and commissions shall submit their legislative reports through the director of the department to which they are attached. The director will be responsible for these reports.
5. **Distribution:** After approval of the report by the Governor, the signed transmittal letters will be returned to you. The reports are then to be distributed as follows:
 1. Senate President's Office with original transmittal letter – 2 copies
 2. House Speaker's Office with original transmittal letter – 2 copies
 3. Governor's Office (Attn.: Research) – 1 copy
 4. Lt. Governor's Office – 1 copy
 5. Legislative Reference Bureau (Attn.: Karen Mau) – 1 copy
 6. Legislative Auditor – 2 copies
 7. Budget and Finance – 1 copy

E. Comments and Recommendations on Resolutions Adopted and Requests Made by Budget Provisos and Other Acts

22ND State Legislature – Regular Session of 2003: Each legislative coordinator is requested to submit a list of comments and recommendations on resolutions adopted, budget provisos, and other acts that affect the coordinator's agency (see Exhibits I-1 and I-2). This form or list is due on Monday, July 14, 2003. If a resolution requires action prior to July 14, 2003, comments should be submitted to the Governor's Office at least one week prior to the stated deadline.

NOTE: Please see "Requests by the Hawaii State Legislature to Agencies and Officials of Federal, State and County Governments and Quasi-public and Private Agencies" for required reports from your department. The list that you submit to us should all come from this book. If you're not the lead, please don't list them.

**F. DATE DUE: TIMETABLE AND DISTRIBUTION SCHEDULE
REPORT/LEGISLATIVE PACKAGE**

DATE DUE	DESCRIPTION	SEND TO:	TOTAL COPIES	SPECIAL INSTRUCTION
9/9/2002	Letter appointing Legislative Coordinator	GOV/David J. Rodriguez BUF/Legislative Coordinator ATG/Maurice Kato	1 1 1	Include name, title, office phone, fax, e-mail address, pager, & cellular number. (See Exhibit G)
9/13/2002	List of Annual Reports	GOV/David J. Rodriguez	1	(See Exhibit I-3)
10/8/2002	1. First draft of proposed bills and resolutions 2. Justification sheets and summary sheets (with memo-see Exhibit N-1)	GOV/David J. Rodriguez ATG/Maurice Kato BUF/Legislative Coordinator	Original + 1 (Unstapled) 2 1	All short form bills must have the Chief of Staff's prior approval.
11/8/2002	Attorney General completes legal and format review of proposed resolutions and bills and return to agencies for revision.	All Agencies		
11/15/2002 Revised Legislative Package Due	1. Current versions of all bills 2. Current versions of all concurrent resolutions 3. Revised justification sheets and summary sheets	GOV/David J. Rodriguez ATG/Maurice Kato BUF/Legislative Coordinator	Original + 1 (Unstapled) 2 1	Please do not staple. You may use paper clips. Always include a cover memo to any proposals that you submit.
12/6/2002	BUF comments on legislative proposals	ATG/Maurice Kato GOV/Legislative Coordinator	1 1	BUF sends original comments to ATG for review, then ATG sends original comments to GOV.
Before 12/13/2002	1. Reports requested by concurrent resolutions, budget provisos and other acts 2. Transmittal letters addressed to the House and Senate for above reports	House Speaker Senate President	2 2	Your adherence to submission deadlines is VERY important.
Before 12/13/2002	Annual Reports and Transmittal Letters	GOV/Legislative Coordinator		(See Exhibits K-1 & K-2) (See Exhibits F-1 thru F-4)
After GOV signs transmittal letters	Annual Reports and Transmittal Letters Annual Reports and blind copies of Transmittal Letters	House Speaker Senate President GOV/Attn.: Research LRB/Attn.: Karen Mau Lieutenant Governor Legislative Auditor Budget and Finance	2 2 1 1 1 2 1	Please see Exhibits K-1, K-2, F-1, F-2, F-3, and F-4.
12/10/2002 through 12/31/2002	Governor's review with Directors (Please send 5 copies of the Legislative Proposals the day before the scheduled review date).	GOV/Legislative Coordinator	5	Agencies will be notified of the GOV's decision, which might include requests for revisions or even new legislative proposals.

1/9/2003	Final Legislative Package Due:	GOV/Legislative Coordinator	8	Please see Page 9 and 10 for proper preparation.
1/9/2003	3 ½" diskette of proposals in final form with 1 hard copy of each bill. On the diskette, indicate the document names, the format used, and the name and telephone number of a contact person.	Governor's Legislative Office, State Capitol, Room No. 415 (Attn.:)	1	Use Microsoft Word or compatible software. Name the documents using the agency code and number. (e.g. BED-19 (03))
1/15/2003	OPENING DAY (State of Hawaii)			22ND STATE LEGISLATURE, REGULAR SESSION OF 2003
One day before hearing	Testimony	BUF/Director's Office GOV/Legislative Coordinator	1 1	Please see page 4, C:1
2003 After bill passes the legislature	Comments and recommendations on passed bills: Five (5) or Twelve (12) day deadline	BUF/Director's Office GOV/Legislative Coordinator GOV/Chief of Staff (Concerns, Disapproval, or Veto only)	1 Original 1 Fax Copy	All departments, except AG and B & F, who have been sent a referral sheet, whether you have no comment or no position to the bill must submit comments and recommendations and must adhere to the 5 or 12 day deadline, which will be indicated on the referral sheet. (Exhibit L)
Before VETO deadline	Veto meetings with Directors to discuss possible vetoes	GOV/Legislative Coordinator	5	Please send 5 copies of the bill(s) the day before the scheduled meeting.
Reminder	Bills Presented to the Governor Less than Ten (10) Days Before Adjournment Sine Die	GOV/Legislative Coordinator ATG/Maurice Kato BUF/Director's Office	1 1 1	One day after adjournment, <u>each legislative coordinator, except Budget and Finance and Attorney General, must submit a list of bills that affect the coordinator's department.</u> This list will be considered by the Governor's Office when requesting comments and recommendations.
7/14/2003	Comments and recommendations on resolutions and requests made in budget provisos and other acts	GOV/Legislative Coordinator BUF/Director's Office	1 1	Notify the Governor's Office immediately (Legislative Coordinator) at 586-0001 if unable to make the deadline. NOTE: Please see "Requests by the Hawaii State Legislature to Agencies and Officials of Federal, State and County Governments and Quasi-public and Private Agencies" for required reports from your department. The list that you submit to us should all come from this book. If you're not the lead, please don't list them.

EXHIBIT A
___B. NO. ___

A BILL FOR AN ACT

RELATING TO ORGANIZED CRIME.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1 SECTION 1. Section 842-3, Hawaii Revised Statutes, is
2 amended to read as follows:

3 "**§842-3 Penalty; forfeiture of property.** Any person who
4 violates this chapter shall be guilty of a class B felony and
5 shall be fined not more than \$10,000, [~~or~~] and sentenced to an
6 indeterminate term of imprisonment of ten years without
7 possibility of suspension of sentence or probation, and shall
8 forfeit to the State any interest or property acquired or
9 maintained in violation of this chapter as provided in chapter
10 712A."

11 SECTION 2. Section 842-11, Hawaii Revised Statutes, is
12 amended to read as follows:

13 "**§842-11 Failure to report income; penalty.** Any law to
14 the contrary notwithstanding, no person shall [~~willfully~~]
15 willfully fail to report income derived, directly or indirectly,
16 from a racketeering activity or through collection of an unlawful
17 debt, or to pay the taxes due thereon as provided by [~~chapters~~]

____.B. NO. _____

1 chapter 235 or 237. Whoever violates this section is guilty of
2 a class B felony and shall be fined not more than \$10,000 [~~or~~]
3 and imprisoned not more than ten years, [~~or both,~~] in addition
4 to any assessment and collection of taxes, penalties, and
5 interest to which the State may be entitled under chapters 235
6 and 237."

7 SECTION 3. Statutory material to be repealed is bracketed
8 and stricken. New statutory material is underscored.

9 SECTION 4. This Act shall take effect upon its approval.

10
11
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INTRODUCED BY: _____

EXHIBIT B

JUSTIFICATION SHEET

REVISED: December 9, 2002

DATE: November 9, 2002

DEPARTMENT: Attorney General

TITLE: A BILL FOR AN ACT RELATING TO ORGANIZED CRIME.

PURPOSE: To clarify that when a person fails to report income derived from a racketeering activity, or fails to pay the taxes due thereon, the person commits a class B felony, punishable by a mandatory fine and imprisonment.

MEANS: Amend sections 842-3 and 842-11, Hawaii Revised Statutes.

JUSTIFICATION: The present elements of the offense in section 842-11 (a felony offense) overlap with the elements of the offense in chapter 235 (a misdemeanor) relating to failure to report income or nonpayment of taxes. The overlap creates a conflict based on the Hawaii Supreme Court's ruling in State v. Modica, 58 Haw. 249 (1977). Modica held that an act which constitutes a felony under one statutory provision and a misdemeanor under another statutory provision cannot be prosecuted under the greater offense, based on constitutional principles of due process and equal protection. This conclusion is true only where the elements of the two statutory provisions are the same. Accordingly, the amendment adds an additional element to the felony offense in section 842-11, so that it applies only where the income is derived from racketeering activity.

In addition, this bill establishes that the mandatory penalty for racketeering offenses requires the imposition of a fine and imprisonment, in accordance with the intent of the legislature when section 842-3 was amended in 1987. In 1987, Act 140 amended section 842-3 to provide that the imposition of a fine should be in addition to the term of imprisonment, thus making the offense non-probationable. However, when section 842-3 was further amended by Act 27, Session Laws of Hawaii 1990, the "and" was inadvertently

EXHIBIT B

Page 2

changed to "or". This bill would correct this error.

Impact on the public: Eliminating the conflict in the penalty provisions will permit felony prosecutions where the State establishes that the offense involves racketeering activity. The amendment will aid in enforcement and will enhance the deterrent effect of the racketeering laws.

Impact on the department and other agencies: This bill should not affect criminal justice agencies, other than eliminating the possibility that they would have to debate the interpretation of the penalty provisions of the racketeering law.

GENERAL FUND:	None.
OTHER FUNDS:	None.
PPBS PROGRAM DESTINATION:	None.
OTHER AFFECTED AGENCIES:	Judiciary, County Prosecutors, and Office of the Public Defender.
EFFECTIVE DATE:	Upon approval.

EXHIBIT C

REVISED: November 29, 2002

LEGISLATIVE PROPOSALS AND RESOLUTIONS SUMMARY SHEET
22ND State Legislature, Regular Session of 2003

Department: DEPARTMENT LAND AND NATURAL RESOURCES

Date: October 7, 2002

CODE	TITLE
LNR-01(03)	RELATING TO LAND COURT
LNR-02(03)	RELATING TO RECORDATION
LNR-03(03)	RELATING TO THE BOATING SPECIAL FUND
LNR-R1(03)	CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION

H.C.R. NO. _____

**HOUSE CONCURRENT
RESOLUTION**

CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE
FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON
DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

1 WHEREAS, the Highways Division of the Department of
2 Transportation, Highways Division will have transferred
3 approximately \$99,000,000 from the State Highway Fund to the
4 General Fund from fiscal year 1999-2000 to fiscal year 2002-
5 2003; and

6
7 WHEREAS, the Highways Division has lengthened it's ten-year
8 cycle road maintenance resurfacing program to a thirteen-year
9 cycle program due to reductions in the maintenance program
10 budget; and

11
12 WHEREAS, state roads will continue to deteriorate and the
13 costs to maintain state roads will increase due to the
14 lengthening of the maintenance cycle; and

15
16 WHEREAS, Hawaii's bridges are the second worst in the
17 nation with fifty-one per cent of the bridges in the State of
18 Hawaii in need of repair or replacement because they are either
19 structurally deficient or functionally obsolete; and

20
21 WHEREAS, with the federal Intermodal Surface Transportation
22 Efficiency Act (ISTEA) and the new Transportation Efficiency Act
23 (TEA 21) programs, there are more agencies competing for limited
24 federal funds and the Highways Division is getting a smaller
25 percentage of federal dollars than in previous years; and

26
27 WHEREAS, the Highways Division must maintain a sufficient
28 fund balance in the State Highway Fund for cash flow purposes to
29 provide advance funding for the federal-aid reimbursement
30 program; and

31

H.C.R. NO. _____

1 WHEREAS, the last increase in the state liquid fuel tax,
2 state motor vehicle registration fee, and the state vehicle
3 weight tax and the establishment of the rental motor vehicle and
4 tour vehicle surcharge tax occurred in 1991 under Act 263,
5 Session Laws of Hawaii 1991; now, therefore,

6
7 BE IT RESOLVED by the House of Representatives of the
8 Twenty-First Legislature of the State of Hawaii, Regular Session
9 of 2002, the Senate concurring, that the Department of
10 Transportation is requested to convene a Task Force to review
11 the fiscal needs of the State Highway Fund relative to its
12 ability to meet planned operating and capital improvement
13 expenditure requirements; and to develop a revenue plan that
14 will maintain the solvency of the fund through the six-year
15 planning period in an efficient and equitable manner; and

16
17 BE IT FURTHER RESOLVED that the Task Force is requested to
18 report its findings and recommendations to the Legislature
19 twenty days before the convening of the Regular Session of 2003;
20 and

21
22 BE IT FURTHER RESOLVED that certified copies of this
23 Concurrent Resolution be transmitted to the Director of
24 Transportation, the President of the Hawaii Automotive Retail
25 Gasoline Dealers Association, the Chair of OMPO's Citizen
26 Advisory Commission, the Managing Director of the Hawaii
27 Transportation Association, the Executive Director of the Tax
28 Foundation of Hawaii, the Vice-President and Chief Economist of
29 the Bank of Hawaii, the President of the Chamber of Commerce of
30 Hawaii, the Executive Director of the Construction Industry
31 Legislative Organization, the Director of the Construction
32 Industry Legislative Organization, the House of Representatives,
33 the Director of Finance, the Director of Taxation, and the
34 Director of Business, Economic Development, and Tourism.

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OFFERED BY: _____

S.C.R. NO. _____

**SENATE CONCURRENT
RESOLUTION**

CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE
FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON
DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

1 WHEREAS, the Highways Division of the Department of
2 Transportation, Highways Division will have transferred
3 approximately \$99,000,000 from the State Highway Fund to the
4 General Fund from fiscal year 1999-2000 to fiscal year 2002-
5 2003; and

6
7 WHEREAS, the Highways Division has lengthened it's ten-year
8 cycle road maintenance resurfacing program to a thirteen-year
9 cycle program due to reductions in the maintenance program
10 budget; and

11
12 WHEREAS, state roads will continue to deteriorate and the
13 costs to maintain state roads will increase due to the
14 lengthening of the maintenance cycle; and

15
16 WHEREAS, Hawaii's bridges are the second worst in the
17 nation with fifty-one per cent of the bridges in the State of
18 Hawaii in need of repair or replacement because they are either
19 structurally deficient or functionally obsolete; and

20
21 WHEREAS, with the federal Intermodal Surface Transportation
22 Efficiency Act (ISTEA) and the new Transportation Efficiency Act
23 (TEA 21) programs, there are more agencies competing for limited
24 federal funds and the Highways Division is getting a smaller
25 percentage of federal dollars than in previous years; and

26
27 WHEREAS, the Highways Division must maintain a sufficient
28 fund balance in the State Highway Fund for cash flow purposes to
29 provide advance funding for the federal-aid reimbursement
30 program; and

31

S.C.R. NO. _____

1 WHEREAS, the last increase in the state liquid fuel tax,
 2 state motor vehicle registration fee, and the state vehicle
 3 weight tax and the establishment of the rental motor vehicle and
 4 tour vehicle surcharge tax occurred in 1991 under Act 263,
 5 Session Laws of Hawaii 1991; now, therefore,

6
 7 BE IT RESOLVED by the Senate of the Twenty-First
 8 Legislature of the State of Hawaii, Regular Session of 2002, the
 9 House of Representatives concurring, that the Department of
 10 Transportation is requested to convene a Task Force to review
 11 the fiscal needs of the State Highway Fund relative to its
 12 ability to meet planned operating and capital improvement
 13 expenditure requirements; and to develop a revenue plan that
 14 will maintain the solvency of the fund through the six-year
 15 planning period in an efficient and equitable manner; and

16
 17 BE IT FURTHER RESOLVED that the Task Force is requested to
 18 report its findings and recommendations to the Legislature
 19 twenty days before the convening of the Regular Session of 2003;
 20 and

21
 22 BE IT FURTHER RESOLVED that certified copies of this
 23 Concurrent Resolution be transmitted to the Director of
 24 Transportation, the President of the Hawaii Automotive Retail
 25 Gasoline Dealers Association, the Chair of OMPO's Citizen
 26 Advisory Commission, the Managing Director of the Hawaii
 27 Transportation Association, the Executive Director of the Tax
 28 Foundation of Hawaii, the Vice-President and Chief Economist of
 29 the Bank of Hawaii, the President of the Chamber of Commerce of
 30 Hawaii, the Executive Director of the Construction Industry
 31 Legislative Organization, the Director of the Construction
 32 Industry Legislative Organization, the Senate, the Director of
 33 Finance, the Director of Taxation, and the Director of Business,
 34 Economic Development, and Tourism.

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OFFERED BY: _____

EXHIBIT D-3

JUSTIFICATION SHEET

REVISED: December 9, 2002

DATE: November 9, 2002

DEPARTMENT: Transportation

TITLE: CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS DIVISION.

PURPOSE: To authorize the Department of Transportation to convene a Task Force to review the fiscal needs of the state highway fund relative to its ability to meet planned operating and capital improvement expenditure requirements.

MEANS: To develop a revenue plan.

JUSTIFICATION: This resolution will allow the DOT to establish a Task Force to develop a revenue plan that will maintain the solvency of the state highway fund through the six-year planning period in a efficient and equitable manner.

Impact on the public: There will be no impact on the public for the work required by the task force.

Impact on the department: Staff time will be required to provide the task force with the Highways Division's revenues and expenditures, debt service, current and future projects, the federal-aid reimbursement program and other necessary information.

GENERAL FUND: None.

OTHER FUNDS: State Highway Fund.

PPBS PROGRAM
DESTINATION: TRN 595

OTHER AFFECTED
AGENCIES: Department of Budget and Finance.

EFFECTIVE DATE: July 1, 2003

EXHIBIT D-4

REVISED: November 15, 2002

LEGISLATIVE PROPOSALS AND RESOLUTIONS SUMMARY SHEET
22ND STATE LEGISLATURE, REGULAR SESSION OF 2003

Department: Department of Budget and Finance

Date: October 3, 2002

CODE	TITLE
BUF-01(03)	RELATING TO LAND COURT
BUF-02(03)	RELATING TO RECORDATION
BUF-03(03)	RELATING TO THE BOATING SPECIAL FUND
BUF-R1(03)	CONCURRENT RESOLUTION CONFIRMING THE USE OF THE HOMES REVOLVING FUND TO PROVIDE FOR THE STATE'S EQUITY CONTRIBUTION FOR THE PAWAA PROJECT.
BUF-R2(03)	CONCURRENT RESOLUTION CALLING FOR A TASK FORCE AND REQUESTING A STUDY TO REVIEW THE FISCAL NEEDS OF THE STATE HIGHWAY FUND AND REPORT ON DEVELOPING A REVENUE PLAN FOR THE HIGHWAYS



EXHIBIT E

EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

STANDARD LANGUAGE FOR TESTIMONY

The following standard language may be utilized in developing testimony for various situations. If in doubt as to what your position should be, please call the Legislative Coordinator at 586-0001 or the Chief of Staff at 586-0005.

SUPPORT (Examples)

1. We support this (bill/resolution) provided that its passage does not replace or adversely impact priorities as indicated in our *Executive Biennium Budget*.
2. We support the intent of this bill inasmuch as no costs will be incurred upon its passage, which would adversely impact priorities as indicated in our *Executive Biennium Budget*.
3. We support the over-all concept of this bill as it includes initiatives supportive of our goals and objectives but we are concerned about the cost implications generated by this proposal.

OPPOSE (Examples)

1. We oppose this bill, as it will adversely impact our already limited resources during these difficult economic times. (Specify in what way in your testimony).
2. We oppose this bill as it includes recommendations, which are too costly. (Specify how much if information is available).
3. We oppose this bill as it is too costly and would create significant problems to implement. (Specify).

EXHIBIT F-1



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

*NOTE: Aloha & Governor's name are not centered.
I don't know how your computer is set-up
but I use 6 tabs and 5 spaces before you type
Aloha & Governor's name. Please see below.*

The date is centered.

November 22, 2002

4 spaces

The Honorable _____, Speaker
and Members of the House of Representatives
Twenty-Second State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

2 spaces

Dear Mr. Speaker and Members of the House:

2 spaces

For your information and consideration, I am transmitting herewith two (2) copies of the Department of Land and Natural Resources' Annual Report for fiscal year ending June 30, 2002. Pursuant to Act 231, SLH 2001, I am also informing you that the report may be viewed electronically at www.state.hi.us/dlnr/Reports.html.

2 spaces

With warmest personal regards,

2 spaces

Aloha,

4 spaces

BENJAMIN J. CAYETANO

2 spaces

Enclosures

EXHIBIT F-2



EXECUTIVE CHAMBERS

BENJAMIN J. CAYETANO
GOVERNOR

HONOLULU

*NOTE: Aloha & Governor's name are not centered.
I don't know how your computer is set-up, but I
use 6 tabs and 5 spaces before I type Aloha,
/s/ & Governor's name. Please see below.*

The date is centered

November 22, 2002

4 spaces

The Honorable _____, Speaker
and Members of the House of Representatives
Twenty-Second State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

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Dear Mr. Speaker and Members of the House:

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For your information and consideration, I am transmitting herewith two (2) copies of the Department of Land and Natural Resources' Annual Report for fiscal year ending June 30, 2002. Pursuant to Act 231, SLH 2001, I am also informing you that the report may be viewed electronically at www.state.hi.us/dlnr/Reports.html.

2 spaces

With warmest personal regards,

2 spaces

Aloha,

4 spaces

/s/

BENJAMIN J. CAYETANO

2 spaces

Enclosures

2 spaces

bc: Governor's Office (Attn.: Research)
Lieutenant Governor's Office
Legislative Reference Bureau (Attn.: Karen Mau)
Legislative Auditor
Department of Budget and Finance

EXHIBIT F-3



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

NOTE: See Exhibit F-1 for proper spacing.

November 22, 2002

The Honorable _____, President
and Members of the Senate
Twenty-Second State Legislature
State Capitol, Room 003
Honolulu, Hawaii 96813

Dear Mr. President and Members of the Senate:

For your information and consideration, I am transmitting herewith two (2) copies of the Department of Land and Natural Resources' Annual Report for fiscal year ending June 30, 2002. Pursuant to Act 231, SLH 2001, I am also informing you that the report may be viewed electronically at www.state.hi.us/dlnr/Reports.html.

With warmest personal regards,

Aloha,

BENJAMIN J. CAYETANO

Enclosures

EXHIBIT F-4



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

NOTE: See Exhibit F-2 for proper spacing.

November 22, 2002

The Honorable _____, President
and Members of the Senate
Twenty-Second State Legislature
State Capitol, Room 003
Honolulu, Hawaii 96813

Dear Mr. President and Members of the Senate:

For your information and consideration, I am transmitting herewith two (2) copies of the Department of Land and Natural Resources' Annual Report for fiscal year ending June 30, 2002. Pursuant to Act 231, SLH 2001, I am also informing you that the report may be viewed electronically at www.state.hi.us/dlnr/Reports.html.

With warmest personal regards,

Aloha,

/s/

BENJAMIN J. CAYETANO

Enclosures

bc: Governor's Office (Attn.: Research)
Lieutenant Governor's Office
Legislative Reference Bureau (Attn.: Karen Mau)
Legislative Auditor
Department of Budget and Finance

EXHIBIT G



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

September 6, 2002

MEMORANDUM

TO: David J. Rodriguez
Legislative Coordinator
Office of the Governor

FROM: Glenn M. Okimoto
Comptroller

SUBJECT: 2003 Legislative Coordinator

The following persons have been designated as the department's legislative coordinator and alternate:

Mary Alice Evans, Deputy Comptroller - Coordinator

Telephone: (808) 586-0402
Fax: (808) 586-0775
E-mail address: mae@exec.state.hi.us
Pager/Cell: (808) 287-0073/479-3602

Gary Yamaoka, Business Management Officer - Alternate

Telephone: (808) 586-0696
Telephone: (808) 586-0707
E-mail address: gary_k_yamaoka@exec.state.hi.us
Pager/Cell: (808) XXX-XXXX/XXX-XXXX

c: Maurice Kato, Department of the Attorney General
Legislative Coordinator, Department of Budget and Finance

EXHIBIT H



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. GAYETANO
GOVERNOR

COMMENTS AND RECOMMENDATIONS ON BILLS PASSED

DEPARTMENT:

BILL NO. AND TITLE:

INTRODUCER:

BRIEF SUMMARY OF PURPOSE:

SUPPORTERS OF BILL: (Individuals and/or organizations)

THOSE OPPOSED TO BILL: (Individuals and/or organizations)

FINAL FLOOR VOTE: (Please indicate NO votes only)

House: (Representative(s) Names)

Senate: (Senator(s) Names)

COMMENTS:

RECOMMENDATION:

(Please indicate: Approval; Approval with concern; Veto; or No position or No comment)

Director (Signature required)

EXHIBIT I-1



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

Department: _____

NOTE: Please see "Requests by the Hawaii State Legislature to Agencies and Officials of Federal, State and County Governments and Quasi-public and Private Agencies" for required reports from your department. The list that you submit to us should all come from this book. If you're not the lead, please don't list them.

Comments and Recommendations on Resolutions Adopted And Other Studies Requested

22ND State Legislature, Regular Session of 2003

RESOLUTION NO. AND TITLE/PROVISO NO. OR ACT NO.	PRODUCT OR SUMMARY	DUE DATE	FUNDING REQUIRED	RECOMMENDATION

EXHIBIT I-2



EXECUTIVE CHAMBERS
HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

NOTE: Please see "Requests by the Hawaii State Legislature to Agencies and Officials of Federal, State and County Governments and Quasi-public and Private Agencies" for required reports from your department. The list that you submit to us should all come from this book. If you're not the lead, please don't list them.

Department: Department of the Attorney General

COMMENTS AND RECOMMENDATIONS on RESOLUTIONS ADOPTED
and OTHER STUDIES REQUESTED

22ND State Legislature, Regular Session of 2003

RESOLUTION NO. AND TITLE PROVISO NO. OR ACT NO.	PRODUCT OR SUMMARY	DUE DATE	FUNDING REQUIRED	RECOMMENDATION
1. Act 127, § 5 (S.B. No. 2151, S.D.1, H.D.1, C.D.1), RELATING TO FIREARMS	Report of findings and recommendations to the Legislature for the reduction of violent firearm crime and the process to seize firearms from unqualified individuals.	20 days before convening of the 2003 Regular Sessions.	Unknown.	Act creates the "Violent Firearm Crime Coalition" in the Department of the Attorney General, without providing the funding. Coalition members only include one county prosecutor and one county police chief, although each county has its own procedures for seizing firearms. We will implement the Act to the extent reasonably possible within the fiscal and membership limitations.
2. Act 259, § 80 (H.B. No. 200, H.D.1, S.D.1, C.D.1), RELATING TO THE STATE BUDGET	Attorney General's report of all litigation expenditures and settlements.	20 days before 2003 Regular Sessions.	None.	AG will submit the report. Information should be readily available and easily compiled.

EXHIBIT I-3



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

Department: Department of the Attorney General

ANNUAL REPORTS

22ND State Legislature, Regular Session of 2003

SUBJECT/DESCRIPTION	PRODUCT OR SUMMARY	DUE DATE	NOTES
1. Section 7 of Act 100/99	A report addressing the department's goals, objectives and policies, and implementation plan with a timetable and the process to be used to measure the performance of its programs and services	20 days prior to convening	Annual Report
2. Section 712A-16(6), HRS	A report on the use of the Hawaii Omnibus Criminal Forfeiture Act during the past fiscal year (99-00)	20 days prior to convening	Annual Report
3. Section 36-77, HRS	A report of all claims for legislative relief for which the Attorney General has recommended denial.	20 days prior to convening	Annual Report

EXHIBIT J

CODE LETTERS ASSIGNED TO AGENCIES

1. AGR Department of Agriculture
2. AGS Department of Accounting and General Services
3. ATG Department of the Attorney General
4. BED Department of Business, Economic Development,
and Tourism
5. BUF Department of Budget and Finance
6. CCA Department of Commerce and Consumer Affairs
7. DEF Department of Defense
8. EDN Department of Education
9. GOV Office of the Governor
10. HHL Department of Hawaiian Home Lands
11. HMS Department of Human Services
12. HRD Department of Human Resources Development
13. HTH Department of Health
14. LBR Department of Labor and Industrial Relations
15. LIB Office of Library Services
16. LNR Department of Land and Natural Resources
17. LTG Office of the Lieutenant Governor
18. PSD Department of Public Safety
19. TAX Department of Taxation
20. TRN Department of Transportation
21. UOH University of Hawaii

EXHIBIT K-1



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

November 29, 2002

MEMORANDUM

TO: The Honorable Benjamin J. Cayetano
Governor of the State of Hawaii

ATTENTION: David J. Rodriguez
Legislative Coordinator
Office of the Governor

THROUGH: Seiji F. Naya, Director
Department of Business, Economic Development, and Tourism

FROM: David W. Blane, Director
Office of Planning

SUBJECT: 2002 DBEDT Annual Report

Enclosed are two copies of the 2002 DBEDT Annual Report as required by Chapter 201-10, Hawaii Revised Statutes.

Also enclosed are transmittal letters to the Senate and House, which have been prepared for your signature. When these letters are returned to us, we will forward them to the respective offices with the report.

Enclosures

NOTE: FOR ATTACHED AGENCY USE ONLY

EXHIBIT K-2



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

November 29, 2002

MEMORANDUM

TO: The Honorable Benjamin J. Cayetano
Governor of the State of Hawaii

ATTENTION: David J. Rodriguez
Legislative Coordinator
Office of the Governor

FROM: Seiji F. Naya, Director
Department of Business, Economic Development, and Tourism

SUBJECT: 2002 DBEDT Annual Report

Enclosed are two copies of the 2002 DBEDT Annual Report as required by Chapter 201-10, Hawaii Revised Statutes.

Also enclosed are transmittal letters to the Senate and House, which have been prepared for your signature. When these letters are returned to us, we will forward them to the respective offices with the report.

Enclosures

EXHIBIT L

STATE OF HAWAII
Twenty-Second State Legislature
Regular Session of 2003

HB 1800 HD1 SD1 CD1

TEN DAY DEADLINE:

TITLE: RELATING TO THE STATE BUDGET

Admin Code: BUF-09 (03)

Delivery of the bill hereon identified, to the Governor of Hawaii by the Clerk of the House/Senate of the Legislature in which the same originated is hereby acknowledged on the day and hour noted hereon:

Introducer: CALVIN K. Y. SAY (BR)

Support:

Wednesday, April 30, 2003 1:00 PM

For the Governor of Hawaii:

By: *David J. Rodriguez*

TEL: 586-0001 FAX: 586-0046

NOTE: Please send recommendation to State Capitol, Room 415

Oppose:

Effective Date of this bill: EUA.

None.

Purpose/Description:

To provide for adjustments to the operating and capital improvement appropriations and authorizations for agencies in the Executive Branch for the supplemental year of the Fiscal Biennium 2003-2004.

No Votes:

Representative(s) CASE, DJOU, FOX, GOMES, HALFORD, JAFFE, MEYER, ONTAI, RATH, STONEBRAKER, and WHALEN; and Senator(s) HEMMINGS, HOGUE, and SLOM.

REFERRED TO:

DEPARTMENTAL RECOMMENDATION:

BUF

ATG

DOA/DAGS/DBEDT/DCCA

DOD/DOE/DHHL/DHS

DHRD/DOH/DLIR/LIB

DLNR/LTG/PSD/DoTAX

DOT/UOH/Constituents

Dept Due Date: Friday, May 23, 2003

EXHIBIT M-1



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

September 10, 2002

MEMORANDUM

TO: The Honorable Benjamin J. Cayetano
Governor of the State of Hawaii

THROUGH: David J. Rodriguez
Legislative Coordinator
Office of the Governor

FROM: Bruce S. Anderson, Ph.D., M.P.H.
Director of the Department of Health

SUBJECT: 2003 LEGISLATIVE PROPOSALS

Enclosed for your review are the department's legislative proposals for the Twenty-Second State Legislature, Regular Session of 2003, and summary sheet.

If you have any questions, feel free to call either Dean Shimamoto at 586-4167 or Valerie Yin at 586-4187.

Attachment

c: Maurice Kato, Department of the Attorney General
Legislative Coordinator, Department of Budget and Finance

EXHIBIT M-2



EXECUTIVE CHAMBERS
HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

December 2, 2002

MEMORANDUM

TO: The Honorable Benjamin J. Cayetano
Governor of the State of Hawaii

THROUGH: David J. Rodriguez
Legislative Coordinator
Office of the Governor

FROM: Bruce S. Anderson, Ph.D., M.P.H.
Director of the Department of Health

SUBJECT: REVISED 2003 LEGISLATIVE PROPOSALS

Enclosed for your review are the following revised legislative proposals for the Twenty-Second State Legislature, Regular Session of 2003, and summary sheet.

HTH-05	RELATING TO VITAL STATISTICS
HTH-08	RELATING TO TATOO ARTISTS
HTH-19	RELATING TO EMERGENCY MEDICAL SERVICES

If you have any questions, feel free to call either Dean Shimamoto at 586-4167 or Valerie Yin at 586-4187.

Attachment

c: Maurice Kato, Department of the Attorney General
Legislative Coordinator, Department of Budget and Finance

EXHIBIT M-3



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

January 9, 2003

MEMORANDUM

TO: The Honorable
Governor of the State of Hawaii

THROUGH: Legislative Coordinator
Office of the Governor

FROM: , Ph.D., M.P.H.
Director of the Department of Health

SUBJECT: FINAL 2003 LEGISLATIVE PROPOSALS

Enclosed for your review are the department's *FINAL* legislative proposals for the Twenty-Second State Legislature, Regular Session of 2003, and summary sheet.

If you have any questions, feel free to call either Dean Shimamoto at 586-4167 or Valerie Yin at 586-4187.

Attachment

c: Maurice Kato, Department of the Attorney General
Legislative Coordinator, Department of Budget and Finance

EXHIBIT N



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

December 19, 2002

MEMORANDUM

TO: The Honorable
Governor of the State of Hawaii

THROUGH: Legislative Coordinator
Office of the Governor

FROM: , Director
Department of Human Services

SUBJECT: 2003 LEGISLATIVE PROPOSALS - WITHDRAWN PROPOSALS

The Department of Human Services is requesting withdrawal of HMS-08, Making An Emergency Appropriation For The State Medical Assistance Program.

If you have any questions concerning our proposals, you may call me at 586-4997, or legislative coordinator Pat Murakami at 586-4999. Thank you.

c: Maurice Kato, Department of the Attorney General
Legislative Coordinator, Department of Budget and Finance

EXHIBIT O-1



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

NOTE: See Exhibits F-1 and F-2 for proper spacing.

February 3, 2003

The Honorable
President of the Senate
Twenty-Second State Legislature
State Capitol, Room 003
Honolulu, Hawaii 96813

Dear Mr. President:

In accordance with Section 9, Article VII of the Constitution of the State of Hawaii, I am requesting your immediate consideration and passage of Senate Bill No. 1234, which makes an emergency appropriation and authorization for \$5,000,000 from general funds to allow the Hawaii Health Systems Corporation to repay funds advanced by the State and to pay for mandated and rural healthcare costs for fiscal year 2002-2003.

Because the timely passage of a Supplemental Appropriations Act amending fiscal year 2002-2003 appropriations cannot be assured, your timely passage of the measure is requested because a funding requirement for the Hawaii Health Systems Corporation must be accommodated by March 10, 2003.

We appreciate your prompt attention to this matter. The Hawaii Health Systems Corporation will be available to answer any questions you may have on this request.

With warmest personal regards,

Aloha,

GOVERNOR'S NAME

c: The Honorable _____, Chair
Senate Committee on Ways and Means

The Honorable _____, Chair
Senate Committee on Health and Human Services

EXHIBIT O-2



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

NOTE: See Exhibits F-1 and F-2 for proper spacing.

February 3, 2003

The Honorable
President of the Senate
Twenty-Second State Legislature
State Capitol, Room 003
Honolulu, Hawaii 96813

Dear Mr. President:

In accordance with Section 9, Article VII of the Constitution of the State of Hawaii, I am requesting your immediate consideration and passage of Senate Bill No. 1234, which makes an emergency appropriation and authorization for \$5,000,000 from general funds to allow the Hawaii Health Systems Corporation to repay funds advanced by the State and to pay for mandated and rural healthcare costs for fiscal year 2002-2003.

Because the timely passage of a Supplemental Appropriations Act amending fiscal year 2002-2003 appropriations cannot be assured, your timely passage of the measure is requested because a funding requirement for the Hawaii Health Systems Corporation must be accommodated by March 10, 2003.

We appreciate your prompt attention to this matter. The Hawaii Health Systems Corporation will be available to answer any questions you may have on this request.

With warmest personal regards,

Aloha,

/s/

GOVERNOR'S NAME

c: The Honorable _____, Chair
Senate Committee on Ways and Means

The Honorable _____, Chair
Senate Committee on Health and Human Services

EXHIBIT O-3



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

NOTE: See Exhibits F-1 and F-2 for proper spacing.

February 3, 2003

The Honorable
Speaker of the House
Twenty-Second State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear Mr. Speaker:

In accordance with Section 9, Article VII of the Constitution of the State of Hawaii, I am requesting your immediate consideration and passage of House Bill No. 2244, which makes an emergency appropriation and authorization for \$5,000,000 from general funds to allow the Hawaii Health Systems Corporation to repay funds advanced by the State and to pay for mandated and rural healthcare costs for fiscal year 2002-2003.

Because the timely passage of a Supplemental Appropriations Act amending fiscal year 2002-2003 appropriations cannot be assured, your timely passage of the measure is requested because a funding requirement for the Hawaii Health Systems Corporation must be accommodated by March 10, 2003.

We appreciate your prompt attention to this matter. The Hawaii Health Systems Corporation will be available to answer any questions you may have on this request.

With warmest personal regards,

Aloha,

GOVERNOR'S NAME

c: The Honorable , Chair
House Committee on Finance

The Honorable , Chair
House Committee on Health

EXHIBIT O-4



EXECUTIVE CHAMBERS

HONOLULU

BENJAMIN J. CAYETANO
GOVERNOR

NOTE: See Exhibits F-1 and F-2 for proper spacing.

February 3, 2003

The Honorable
Speaker of the House
Twenty-Second State Legislature
State Capitol, Room 431
Honolulu, Hawaii 96813

Dear Mr. Speaker:

In accordance with Section 9, Article VII of the Constitution of the State of Hawaii, I am requesting your immediate consideration and passage of House Bill No. 2244, which makes an emergency appropriation and authorization for \$5,000,000 from general funds to allow the Hawaii Health Systems Corporation to repay funds advanced by the State and to pay for mandated and rural healthcare costs for fiscal year 2002-2003.

Because the timely passage of a Supplemental Appropriations Act amending fiscal year 2002-2003 appropriations cannot be assured, your timely passage of the measure is requested because a funding requirement for the Hawaii Health Systems Corporation must be accommodated by March 10, 2003.

We appreciate your prompt attention to this matter. The Hawaii Health Systems Corporation will be available to answer any questions you may have on this request.

With warmest personal regards,

Aloha,

/s/

GOVERNOR'S NAME

c: The Honorable _____, Chair
House Committee on Finance

The Honorable _____, Chair
House Committee on Health