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DEPARTMENT OF INFORMATION TECHNOLOGY
KA 'OIHANA 'ENEHANA
CITY AND COUNTY OF HONOLULU

650 SOUTH KING STREET, 5TH FLOOR • HONOLULU, HAWAI'I 96813
PHONE: (808) 768-7684 • FAX: (808) 768-7807 • WEBSITE: honolulu.gov/it

RICK BLANGIARDI
MAYOR
MEIA

BRIAN McKEE
DIRECTOR AND CHIEF INFORMATION OFFICER
PO'O AND KAHU LUNA 'IKEPILI

STEPHEN COURTNEY
DEPUTY DIRECTOR
HOPE PO'O

March 21, 2025

The Honorable Tommy Waters
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawai'i 96813

Dear Chair Waters and Councilmembers:

SUBJECT: Report of Gift Valued in Excess of $2,500 and Requested Acceptance

We respectfully request the acceptance by the Council, on behalf of the City and County of Honolulu, of a gift to the City valued in excess of $2,500 under the provisions of Resolution No. 05-349, CD1, FD1. A proposed resolution accepting the gift is attached for the Council's favorable consideration. The Department of Information Technology has not taken custody of the gift. The recommendation of the Managing Director for acceptance of the gift is evidenced by his signature below.

American Association of Motor Vehicle Administrators (AAMVA) has requested Mr. Kylan Hughes and Ms. Lauren Sunamoto to attend the 2025 Federal Motor Carrier Safety Administration (FMCSA)/American Association of Motor Vehicle Administrators (AAMVA) Commercial Driver License (CDL) Coordinators and IT Managers Meeting on May 6-8, 2025, in Orlando, Florida.

AAMVA is a tax-exempt, nonprofit organization developing model programs in licensing, motor vehicle administration, law enforcement and highway safety. Their membership is comprised of administrators from all fifty states, the District of Columbia, U.S. Territories, Canada, and Mexico, and a collaborative effort focused on providing a common mechanism for improving driver, highway safety, and identification security.

Each year, FMCSA/AAMVA conducts a meeting for the membership, which provides an excellent opportunity for CDL Coordinators and IT representatives to meet with other jurisdictional representatives to share information, learn what others are doing to enhance their CDL and IT programs, and provide forums discussing regulatory and compliance issues, best practices, and future projects or program developments that may be used and implemented in our Driver License and State ID programs and systems.

We recommend acceptance of this gift on behalf of the City and County of Honolulu. Should you have any questions, please contact Mr. Kylan Hughes at (808) 768-7819 or kylan.hughes@honolulu.gov.

Sincerely,

Brian McKee
Director and CIO

Attachments

APPROVED:

FOR Michael D. Formby, Managing Director
Office of the Managing Director

HONOLULU CITY COUNCIL

KE KANIHELA O KE KALANA O HONOLULU

CITY AND COUNTY OF HONOLULU

No. _____

RESOLUTION

ACCEPTING A GIFT OF TRAVEL, LODGING, MEALS AND RELATED EXPENSES VALUED AT APPROXIMATELY $5,000 TO THE CITY FROM THE AMERICAN ASSOCIATION OF MOTOR VEHICLE ADMINISTRATORS FOR TWO REPRESENTATIVES FROM THE DEPARTMENT OF INFORMATION TECHNOLOGY TO ATTEND THE ANNUAL COMMERCIAL DRIVER LICENSE COORDINATORS AND IT MANAGERS MEETING IN ORLANDO, FLORIDA, FROM MAY 6-8, 2025.

WHEREAS, Section 13-113 of the Revised Charter of the City and County of Honolulu 1973 (Amended 2017 Edition), as amended, provides the City Council ("Council") with authority to accept gifts to the City and County of Honolulu ("City"); and

WHEREAS, Resolution 05-349, CD1, FD1, establishes a policy of the Council for the solicitation and acceptance of gifts donated to the City; and

WHEREAS, the policy allows for the acceptance of gifts by the affirmative action of the Council; and

WHEREAS, through a letter dated March 21, 2025, approved by the Managing Director, the Director of Information Technology has submitted a request to the Council for acceptance of a gift from the American Association of Motor Vehicle Administrators of travel, lodging, meals and related expenses to attend the 2025 Federal Motor Carrier Safety Administration (FMCSA)/American Association of Motor Vehicle Administrators (AAMVA) Commercial Driver License Coordinators and IT Managers Meeting in Orlando, Florida, from May 6-8, 2025; and

WHEREAS, the description and value of the gift are set forth in the Declaration of Gift form attached hereto as Exhibit A and incorporated herein; now, therefore,

BE IT RESOLVED by the Council of the City and County of Honolulu that this body gratefully accepts the gift valued at $5,000 from AAMVA that is more fully described in the above-mentioned letter dated March 21, 2025 and the Declaration of Gift attached as Exhibit A; and

HONOLULU CITY COUNCIL

KE KANIHELA O KE KALANA O HONOLULU

CITY AND COUNTY OF HONOLULU

No. _____

RESOLUTION

BE IT FINALLY RESOLVED that copies of this resolution be transmitted to the Director of Information Technology; and the American Association of Motor Vehicle Administrators, 4401 Wilson Boulevard, Suite 700, Arlington, Virginia 22203.

INTRODUCED BY:

_____

_____

_____

_____

_____

_____

DATE OF INTRODUCTION: _____

_____

_____ _____

Honolulu, Hawai'i Councilmembers

EXHIBIT A

City and County of Honolulu

DECLARATION OF GIFT

NAME OF DONOR	American Association of Motor Vehicle Administrators
DONOR'S ADDRESS	4401 Wilson Blvd., Suite 700 Arlington, VA 22203
DONOR'S TELEPHONE	(703)908-2823

STATEMENT OF OWNERSHIP AND/OR TERMS OF CONVEYANCE

On behalf of the American Association of Motor Vehicle Administrators, we would like to donate a gift of $2,500** to the City and County of Honolulu for use by the Department of Information Technology for Mr. Kylan Hughes, Software Developer Supervisor, to attend the 2025 FMCSA/AAMVA Commercial Driver License (CDL) Coordinators/IT Meeting in Orlando, Florida from May 6 to May 8, 2025.

DESCRIPTION OF GIFT	VALUE
Airfare Lodging Meals and incidentals	$1,300* $ 900** $ 300**

* Airline costs as of March 12, 2025. Exact cost will be determined when ticket is purchased.
** Estimated costs
AAMVA will cover all costs associated with travel, lodging and meals, within the current per diem rate.

Signature: *Jeff Oberdank*	**Date: 03/17/2025**
Print Name: Jeff Oberdank	**Title:** CDL Program Director, AAMVA

City and County of Honolulu

DECLARATION OF GIFT

NAME OF DONOR	American Association of Motor Vehicle Administrators
DONOR'S ADDRESS	4401 Wilson Blvd., Suite 700 Arlington, VA 22203
DONOR'S TELEPHONE	(703)908-2823

STATEMENT OF OWNERSHIP AND/OR TERMS OF CONVEYANCE

On behalf of the American Association of Motor Vehicle Administrators, we would like to donate a gift of $2,500** to the City and County of Honolulu for use by the Department of Information Technology for Ms. Lauren Sunamoto, Software Developer, to attend the 2025 FMCSA/AAMVA Commercial Driver License (CDL) Coordinators/IT Meeting in Orlando, Florida from May 6 to May 8, 2025.

DESCRIPTION OF GIFT	VALUE
Airfare Lodging Meals and incidentals	$1,300* $ 900** $ 300**

* Airline costs as of March 12, 2025. Exact cost will be determined when ticket is purchased.
** Estimated costs
AAMVA will cover all costs associated with travel, lodging and meals, within the current per diem rate.

Signature: *Jeff Oberdank*	**Date: 03/17/2025**
Print Name: Jeff Oberdank	**Title:** CDL Program Director, AAMVA