

RECEIVED
CITY CLERK
C & C OF HONOLULU
2017 JAN 10 PM 2:19

FINAL REPORT

2015-2016 Charter Commission City & County of Honolulu

December 30, 2016

THIS PAGE INTENTIONALLY LEFT BLANK

THE 2015-2016 CHARTER COMMISSION

DAVID W. RAE, CHAIR

KEVIN D. MULLIGAN, VICE CHAIR

JUDGE MICHAEL F. BRODERICK (RET.)

REGINALD V. CASTANARES, JR.

GUY K. FUJIMURA

DONNA R. IKEDA

NATHAN T. OKUBO

PAUL T. OSHIRO

CHERYL D. SOON

EDLYN S. TANIGUCHI

R. BRIAN TSUJIMURA

GOVERNOR JOHN D. WAIHEE III

PAMELA WITTY-OAKLAND (APPOINTED NOVEMBER 20, 2015)

JESSE K. SOUKI (RESIGNED NOVEMBER 10, 2015)

STAFF

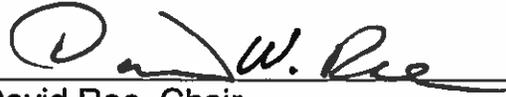
LINDA LULI NAKASONE OAMILDA, EXECUTIVE ADMINISTRATOR

MARY C. JAMES, RESEARCHER

NORMA REYES, SECRETARY

THIS PAGE INTENTIONALLY LEFT BLANK

Respectfully submitted by the 2015 – 2016 Honolulu Charter Commission



David Rae, Chair



Kevin Mulligan, Vice Chair



Judge Michael F. Broderick (Ret.)



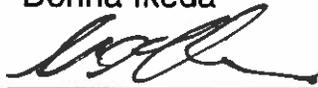
Reginald V. Castanares, Jr.



Guy K. Fujimura



Donna Ikeda



Nathan T. Okubo



Paul T. Oshiro



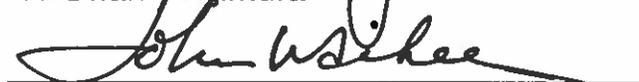
Cheryl D. Soon



Edlyn S. Taniguchi



R. Brian Tsujimura

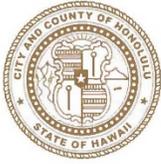


Governor John D. Waihee III



Pamela Witty-Oakland

THIS PAGE INTENTIONALLY LEFT BLANK



**2015-2016
CHARTER COMMISSION**
City and County of Honolulu

MEMBERS

David W. Rae, Chair

Kevin Mulligan, Vice Chair

Judge Michael F. Broderick (Ret.)

Reginald V. Castanares, Jr.

Guy K. Fujimura

Donna Ikeda

Nathan T. Okubo

Paul T. Oshiro

Cheryl D. Soon

Edlyn S. Taniguchi

R. Brian Tsujimura

Gov. John D. Waihee III

Pamela Witty-Oakland

Honolulu Hale
530 South King Street, Room 501
Honolulu, Hawaii 96813

Telephone
808-768-5093

E-Mail
cclcharter@honolulu.gov

Web Site
honoluluchartercommission.org

The Honorable Kirk Caldwell, Mayor
City and County of Honolulu
Honolulu Hale, Room 300
530 South King Street
Honolulu, HI 96813

AND

The Honorable Ernest Martin, Chair
And The Honorable Members of the City Council
Honolulu Hale, Room 202
530 South King Street
Honolulu, HI 96813

Dear Mayor Caldwell, Council Chair Martin, and
Councilmembers:

The 2015-2016 Honolulu City Charter Commission is pleased to submit its final report containing information regarding the Commission's procedures and activities, the charter amendments approved by the voters in the 2016 General Election, issues for future consideration, and recommendations.

The Commission expresses its gratitude to the Administration and City Council for their cooperation, assistance, and expertise throughout the charter revision process. The Commission also appreciates the contributions made by many citizens, organizations, and businesses.

It was an honor and privilege to have served the people of Honolulu.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dave Rae".

Dave Rae
Chair, 2015-2016 Charter Commission
City and County of Honolulu



Front row: Paul T. Oshiro, Cheryl D. Soon, Guy K. Fujimura
 Back row: Judge Michael F. Broderick (Ret.) Nathan T. Okubo, Vice-Chair Kevin D. Mulligan, Mayor Kirk Caldwell, Chair David W. Rae, Gov. John D. Waihee III, R. Brian Tsujimura
 Missing: Reginald V. Castanares, Jr., Donna R. Ikeda, Edlyn S. Taniguchi, Pamela Witty-Oakland



Front row: Council Member Kymberly Marcos Pine, Commission Chair David W. Rae, Guy K. Fujimura, Donna R. Ikeda, R. Brian Tsujimura, Paul T. Oshiro, Nathan T. Okubo, Council Member Ann H. Kobayashi, Council Member Trevor Ozawa, Council Chair Ernest Y. Martin
 2nd row: Gov. John D. Waihee III, Reginald V. Castanares Jr., Commission Vice-Chair Kevin D. Mulligan, Judge Michael F. Broderick (Ret.)
 Back row: Council Member Ikaika Anderson, Council Member Carol Fukunaga, Council Member Ron Menor, Council Member Joey Manahan, Council Member Brandon J.C. Elefante
 Missing: Cheryl D. Soon, Edlyn S. Taniguchi, Pamela Witty-Oakland

Table of Contents

EXECUTIVE SUMMARY	1
INTRODUCTION	5
PART ONE	7
ISSUES CONSIDERED, OUTCOMES, AND SUBSTANTIVE RECOMMENDATIONS	7
SECTION 1: ISSUES AND PROPOSALS CONSIDERED	7
SECTION 2: ISSUES FOR FUTURE CONSIDERATION	11
PART TWO	13
IMPORTANCE OF PUBLIC INVOLVEMENT, OUTREACH, AND EDUCATION IN CHARTER WORK.....	13
SECTION 1: PUBLIC OUTREACH	13
SECTION 2: PUBLIC EDUCATION AND INFORMATION	15
PART THREE.....	19
ORGANIZATION AND ADMINISTRATIVE MATTERS	19
SECTION 1: COMMISSION STRUCTURE	19
SECTION 2: USE OF SUPPLEMENTAL SERVICES	24
SECTION 3: BUDGET	25
SECTION 4: SCHEDULE AND WORK PHASES.....	26
SECTION 5. ISSUES REGARDING START UP AND ORGANIZATION	31
PART FOUR.....	35
SUNSHINE LAW	35
SECTION 1: COMPLIANCE WITH THE SUNSHINE LAW	35
PART FIVE	41
RECOMMENDATIONS	41
RECOMMENDATIONS ON ISSUES AND PROPOSALS TO CONSIDER IN THE FUTURE	41
RECOMMENDATIONS REGARDING PUBLIC OUTREACH	42
RECOMMENDATIONS FOR ORGANIZATION AND ADMINISTRATION	43
RECOMMENDATIONS TO IMPROVE THE SUNSHINE LAW	44

List of Appendices

APPENDICES	45
Appendix A: Background on City & County Charter Commission.....	47
Appendix B: 2015-2016 Charter Commission Members, Officers and Meeting Dates	53
Appendix C: Proposals Received	61
Appendix D: Permitted Interaction Groups, Membership, and Meeting Dates.....	73
Appendix E: Committee on Submission and Information Memorandum on Themes for Reforming the Charter	75
Appendix F: City Clerk Certification of Election Results.....	77
Appendix G: Chronology of Public Education Materials	83
Appendix H: Final Report by Public Relations Consultant	85
Appendix I Rules of the 2015-2016 Honolulu Charter Commission	89
Appendix J: Charter Commission Budget.....	97
Appendix K: Proposal Submission Form	99

EXECUTIVE SUMMARY

Article XV of the Revised Charter of the City and County of Honolulu 1973 (2000 ed.), as amended, (RCH) requires periodic review of the Charter by an appointed Commission. The thirteen members of the 2015-2016 Honolulu Charter Commission consisted of a diverse group of members from the community.

This report contains the collective and collaborative efforts of the Charter Commission over the last two years to draft an updated governance document that provides a path to more effective, efficient government serving the needs of the City and County of Honolulu. The Commission made a strategic review of the Charter and provided thoughtful recommendations for modernizing the document often referred to as our “City’s Constitution.”

The 2015-2016 Charter Commission operated from a philosophy that this was the “People’s Charter,” meaning that it was this document that lays out the expectations, responsibilities, and structure of the government of the City & County of Honolulu and its relationship to the people. The Commission was mindful of Honolulu’s tradition of being a progressive, forward-looking city. The Commission’s aim was to develop a set of recommendations that the Commission believed would enable Honolulu to meet the many challenges it will face in the coming decades in light of population growth, climate change, aging infrastructure, and uncertain fiscal resources.

The Commission hopes that these recommendations will improve the Charter in preparation for the challenges and opportunities our city will face in the future. The Commission’s recommendations simply reflect the Commission’s best independent judgment.

The Charter Commission relied on various individuals, groups, and organizations who provided their expertise, insights and time. The Commission appreciates the dedication and commitment of all these individuals in helping to design a Charter and governance structure that will make the City and County of Honolulu a stronger community for many years to come.

The Commission solicited proposals from the public, community groups, the City Council, and the Administration. Deliberations involved sifting through public testimony, conducting research, soliciting legal review, and administration/city agency review. From the original 162 proposals received by the Commission, twenty-four were submitted to the voters in the form of twenty ballot questions. The sixteen of the twenty questions that passed by the voters were:

- Charter Question 1: Police Commission and Police Department Powers and Authority
- Charter Question 2: Ethics Commission Staff Salaries

- Charter Question 3: Budgetary Authority of the Prosecutor
- Charter Question 4: Honolulu Authority for Rapid Transportation and Unified Multi-modal Transportation System
- Charter Question 5: Affordable Housing Fund
- Charter Question 6: Long-term Functional Plans
- Charter Question 7: Office of Climate Change, Sustainability and Resiliency
- Charter Question 8: Department of Land Management
- Charter Question 9: Honolulu Zoo Fund
- Charter Question 11: Clean Water and Natural Lands Fund Commission
- Charter Question 12: Periodic Review of Boards and Commissions
- Charter Question 13: Grants in Aid Fund
- Charter Question 14: Special Elections Deadlines
- Charter Question 16: Small Infrastructure Design and Construction Projects for Departments
- Charter Question 18: Fire Commission and Fire Department Powers
- Charter Question 20: Housekeeping

The four questions that the voters did not pass were:

- Charter Question 10: Executive and Legislative Budgetary Powers
- Charter Question 15: Term Limits
- Charter Question 17: Mayor’s Delegation of his Signing Authority
- Charter Question 19: Reapportionment Commission

The Commission process was intense with 79 public meetings during a short two-year period. The process consisted of four elements: public testimony, permitted interaction groups, committee meetings, and full Commission meetings.

Public testimony was an essential element in the process. The Commission meetings and public hearings were widely publicized. Testifiers included members of the public, current and former elected and appointed officials, and representatives of civic organizations. The Commission received oral, written and electronic testimony from hundreds of people, which are part of the written record.

This report represents the culmination of that work. In addition to providing a compendium of issues considered, this report contains a listing of the Commission’s recommendations for

future Charter Commissions. These recommendations include several suggestions for improving the operations of the Commission through administration, budget, schedule, committees, and rules. This was the first Charter Commission that operated under the Hawai'i Sunshine Law and its provisions need to be understood as part of Commission procedures.

Records of the 2015-2016 Charter Commission are filed at the Municipal Reference Center (MRC) and with the Honolulu City Council.

This Page Intentionally Left Blank

INTRODUCTION

This is the Final Report of the 2015-2016 Honolulu Charter Commission. This is the sixth Charter Commission convened since the first one in 1957-1958 prior to statehood. There are other ways to amend the Charter, through action by the City Council or by petition. See Appendix A for a short background of previous Charter Commissions. See Appendix B for the members and officers of the 2015-2016 Charter Commission,

The Final Report consists of five parts plus eleven Appendices.

- Part One: Issues Considered, Outcomes, and Substantive Recommendations
- Part Two: Importance of Public Involvement, Outreach, and Education in Charter Work
- Part Three: Organization and Administrative Matters
- Part Four: Sunshine Law
- Part Five: Recommendations

The Appendices are:

- Appendix A Background on City & County Charter Commissions
- Appendix B 2015-2016 Charter Commission Members, Officers, and Meeting Dates
- Appendix C Proposals Received
- Appendix D Permitted Interaction Groups, Membership, and Meeting Dates
- Appendix E Committee on Submission and Information Memorandum on Themes Used for Reforming the Charter
- Appendix F City Clerk Certification of Election Results
- Appendix G Chronology of Education Materials
- Appendix H Final Report of the Public Relations Consultant
- Appendix I Rules of the 2015-2016 Charter Commission.
- Appendix J Charter Commission Budget
- Appendix K Proposal Submission Form

Philosophy and Core Principles

The 2015-2016 Charter Commission considered the following core values as essential to a well-functioning city government:

- Accountability
 - A governmental structure should demarcate clear lines of accountability
- Effectiveness
 - City government should deliver superior levels of service to the public
 - City government actions should produce desired results

- Elected officials should clearly articulate goals and policies, and City government should achieve these goals and abide by those policies in a timely manner
- Responsiveness
 - City government should be responsive to the needs of its people
 - City government should represent the diverse interests of and needs of O‘ahu residents
- Efficiency
 - City government should deliver services in an efficient, cost-effective manner
 - City government should carefully manage taxpayer dollars
- Leadership
 - Elected officials should drive strategic direction and establish policy
 - Elected officials should be held accountable for their decisions and actions

The overarching theme for reform was to prepare the City for future challenges. The Charter sets out governing principles and organization that the City elected and appointed officials must use to manage an increasingly complex world. While the Charter sets forth governing and organizational structures, it leaves many of the implementation details to ordinances and rules of the various governmental units.

The impact of City actions is felt at several different levels. Conflicts can and do occur between island-wide, district, and neighborhood levels. The Charter Commission, while cognizant of the differences, is obligated to take a countywide perspective.

Reform of the Charter can help the City and County of Honolulu deal with many problems, both those currently faced and those in the future. The governing structure alone will not solve every problem. Problems such as homelessness, high cost of housing, and fiscal constraint are not caused directly by governance structure. There is no substitute for political consensus and many hard substantive choices by elected and appointed officials.

PART ONE

ISSUES CONSIDERED, OUTCOMES, AND SUBSTANTIVE RECOMMENDATIONS

SECTION 1: ISSUES AND PROPOSALS CONSIDERED

APPROACH

In tackling its mission, the Commission discussed the various approaches it could take. One approach was to review the entire Charter by reviewing it section by section. The Commissioners generally agreed that this approach had merit, but given its late start, this work should be reserved for another Commission to tackle in the future.

The second approach was for the Commission to selectively work on issues or concerns raised by the Commissioners. The Commission discussed various issues and concerns, including:

- Department and agency organization; Do any need to be split or combined? Why? To whom is each department accountable?
- Should any parts of Public Safety be combined: Fire Department, Police Department and Water Safety?
- Is the Ethics Commission needed, or could the State Ethics Commission be used?
- Which Boards and Commissions are still needed?
- What structural changes are needed at the Honolulu Authority for Rapid Transportation (HART) which will move into Operations phase within five years, long before the next Charter Commission is formed.
- Department of Information Technology (DIT) seems to do a considerable amount of work for other governmental levels with little or no compensation. Examples are: State Judiciary, Department of Transportation, Elections (voter registration lists); and other counties, Motor Vehicle registration and licensing. The Commission could not find authority for DIT to provide services to State and counties. One option considered was to stipulate that all services provided to other entities must be compensated or receive fair payment for service rendered.
- How do the two semi-autonomous agencies work in relation to the rest of the City (Board of Water Supply, HART)? To whom are they responsible?
- Climate Change is a looming issue not addressed in the duties of any department.
- Does the issue of contract hires in Section 6-1103, RCH, (Personal Service Contracts) need to be addressed?

- Long-range planning is needed for: parks, land management, low-income housing, affordable housing, and climate change. Some of these were functions eliminated in previous Charter reorganization, either purposely or inadvertently.
- Should there be planning functions included in the duties of each department?

The third approach for reviewing the Charter was to have people submit their ideas by filling out a proposal form. This was the approach, combined with some issues from the second approach, adopted by this Commission. The Commissioners agreed that this combined approach would enable them to review and amend the Charter through the eyes of the public, as well as incorporating the issues and concerns raised by the Commissioners.

PROPOSALS

A total of 154 proposals were submitted by the deadline. Please see Appendix C. In addition to these proposals, the Commission’s permitted interaction groups (PIG or PIGs) prepared proposals either by combining multiple proposals and/or considering testimonies received. For more information on the PIG proposals, please see Appendix D.

New Proposal number	Proposer	Subject Matter
C-1	PIG	Police Department Powers and Authority
C-2	PIG	Police Commission Powers and Authority
C-3	PIG	Honolulu Zoo Funding
C-4	PIG	Grants In Aid (GIA) Fund
C-5	PIG	Land Management Department
C-6	PIG	Board of Water Supply
C-7	PIG	GIA Fund
C-8	PIG	Legislative and Executive Budgetary Powers

DECISION MAKING

As the Commission advanced proposals for further consideration, certain Commissioners expressed their opinion that the Mayor, pursuant to Section 4-202, RCH, has the power to reorganize his departments, and therefore, proposals such as creating a Department of Land Management and long term functional plans should not be advanced by the Commission.

The Committee on Submission and Information did not concur. In explaining its decision, Chair Waihee stated:

The overarching theme for reform has been to prepare the City for challenges of the future. The Charter sets out governing principles that the city elected and appointed officials must use to manage an increasingly complex world. While the Charter sets forth governing and organizational structures, it leaves many of the implementation details to ordinances and rules of the various governmental units.

The Committee on Submission and Information used three themes for inquiry deliberation:

- *Does it address an emerging need that will arise in the future and must start to be addressed today?*
- *Will it set a tone of transparency, fairness, and ethical behavior? Will it improve public confidence in city government?*
- *Will it make government more efficient and/or will it improve the delivery of services to the public?*

Please see Appendix E for the Committee memorandum on the themes used.

At its July 13, 2016 meeting, the Commission voted that the following be placed on the ballot for the voters to decide:

PROPOSAL #	Number when voted on	YES VOTES	NO VOTES	RECUSE	BRIEF DESCRIPTION
1	C-1 & C-2	13			Police Commission and Police Department Powers and Authority
2	39	13			Ethics Commission Staff Salaries
3	29	13			Budgetary Authority of the Prosecutor
4	76A	13			HART and Unified Multi-Modal Transportation System
5	3	13			Affordable Housing Fund
6	54	10	3		Long-term Functional Plans
7	48	12	1		Sustainability and Resiliency
	73	13			Office of Climate Change
8	C-5	8	5		Department of Land Management
9	C-3	9	4		Honolulu Zoo Fund
10	78	13			Executive and Legislative Budgetary Powers
11	116	12		1	Clean Water and Natural Lands Fund Commission
12	40	11	2		Periodic Review of Boards and Commissions
13	C-7	12	1		GIA Fund
14	2	13			Special Elections Deadline
15	44	10	3		Term Limits
16	77	9	4		Small Infrastructure Design and Construction Projects for Departments
17	80	13			Mayor's Delegation of his Signing Authority
18	86 & 87	13			Fire Commission and Fire Department Powers
19	35	12	1		Reapportionment Commission
20a	23	13			Conform County Law to State Law on Open Records
20b	34	13			Preparation of Updated Edition of Charter Every 10 Years
20c	36	13			Deadline for Submission of Charter Amendment

20d	79	13			Approval of Form and Legality of Contracts by HART and Board of Water Supply (BWS)
20e	90	11	2		Conform City Centralized Purchasing to the State Procurement Code

OUTCOME

The Charter Commission determined that there were 24 issues worthy to put before the voters. Some of these were combined to create 20 measures to be placed on the ballot. Of the twenty, the voters approved sixteen questions and disapproved four questions, as shown below.

Please see Appendix F for the City Clerk’s certified vote on each proposed measure. The sixteen questions that were approved by the voters include:

- Charter Question 1: Police Commission and Police Department Powers and Authority
- Charter Question 2: Ethics Commission Staff Salaries
- Charter Question 3: Budgetary Authority of the Prosecutor
- Charter Question 4: HART and Unified Multi-modal Transportation System
- Charter Question 5: Affordable Housing Fund
- Charter Question 6: Long-term Functional Plans
- Charter Question 7: Office of Climate Change, Sustainability and Resiliency
- Charter Question 8: Department of Land Management
- Charter Question 9: Honolulu Zoo Fund
- Charter Question 11: Clean Water Natural Lands Fund Commission
- Charter Question 12: Periodic Review of Boards and Commissions
- Charter Question 13: Grants in Aid Fund
- Charter Question 14: Special Elections Deadline
- Charter Question 16: Small Infrastructure Design and Construction Projects
- Charter Question 18: Fire Commission and Department Powers
- Charter Question 20: Housekeeping

The four questions that the voters did not approve were:

- Charter Question 10: Executive and Legislative Budgetary Powers
- Charter Question 15: Term Limits
- Charter Question 17: Mayor’s Delegation of his Signing Authority
- Charter Question 19: Reapportionment Commission

SECTION 2: ISSUES FOR FUTURE CONSIDERATION

CHARTER FOUNDATION REVIEW VERSUS OPERATIONS REVIEW

Because of its late start, the Commission decided its overall approach would be to review the current operations of city government and not focus on the overall foundation of city government.

Although a number of proposals were submitted to change the governance or the fundamental structure of city government, such as changing from an elected mayor to an appointed city manager, these proposals were not considered. The Commission also decided that it would not conduct a review of the entire Charter because it felt that it did not have the time or resources to undertake such an enormous task.

DRAFTING CONVENTIONS

Concerns were raised early that the proposals lacked a number of the usual drafting conventions and format, such as no prefatory language on what was being amended and no explanation of what the underscoring or brackets meant that are common in any bill drafting.

Concerns were also raised about another common drafting convention: the effective dates. The Charter states that:

Any amendment or revision approved by the electors of the city shall become effective at the time and under the conditions specified in the amendment or revision.

The Commission was advised by the City Department of Corporation Counsel (COR) that it was not necessary or possible in all instances to add a specific effective date. COR explained that each proposal differed on the effective date and it would be the date on which the proposal could take effect. In some instances, a proposal could take effect as soon as it was approved and certified in the election. In others, the proposal would not be able to take effect without some action by a city department or other agency.

However, for clarity and understanding of the proposed amendments, the proposals should contain all the accepted Ramseyer conventions used in drafting legislative and constitutional amendments, including effective dates. At the City, the Office of Council Services (OCS) drafts the bills and resolutions for the City Council and are the experts in the use of the Ramseyer format in drafting.

Recommendations related to Issues and Proposals can be found in Part Five.

This Page Intentionally Left Blank

PART TWO

IMPORTANCE OF PUBLIC INVOLVEMENT, OUTREACH, AND EDUCATION IN CHARTER WORK

SECTION 1: PUBLIC OUTREACH

From the outset, public participation was key to the work of the Commission. As the Charter is the document by which people of the City and County of Honolulu agree to be governed, public involvement is the fundamental principle in ensuring that the Charter will provide the guidance and the flexibility for the City to meet its current obligations and prepare for future challenges.

PIG ON PUBLIC OUTREACH

As part of its overall approach to conducting its duties and responsibilities, the Commission agreed on the “importance of ensuring access and transparency.” To this end, the Commission established a PIG on Public Outreach to “deliberate on methods for increasing public awareness and interaction with the activities of the Commission.”

The PIG outlined the three phases needed to increase public awareness and participation. These are:

- Awareness to increase the public’s knowledge of the Commission’s work and the process to encourage people to prepare and submit proposals for the Commission’s consideration including an Op Ed piece and radio and television appearances;
- Deliberation to provide the public with opportunities to support or provide alternative views on the proposals received. Increased public access would be important including meetings in various locations around the island, Olelo broadcasts of the meetings, a public service announcement for radio and television and an additional Op Ed piece; and
- Education to inform the public about the proposed amendments possibly including paid advertisements, a public service announcement, and a third Op Ed piece.

The PIG offered the following Statement of Principle:

It is the intention of the Charter Commission that the people of Oahu are encouraged to fully participate in the Commission’s process, because they will ultimately decide what changes are made to the Charter by voting on the 2016 general election ballot. The Commission will practice inclusiveness and transparency in the performance of its duties.

One of the major discussions involved the cost of having Olelo broadcasts of the Commission meetings. The decision was to try a couple meetings to get a better idea of what the actual cost would be and then hopefully broadcast the rest of the meetings. They also recommended that the taped Olelo broadcasts be linked to the Commission website.

Some suggestions for increased public outreach and education, plus those from the PIG, include:

- Hold public meetings around the island;
- Establish a website and keep it current;
- Send informational letters to organizations that have a high likelihood of interest in the City Charter;
- Reach out to the media to have Commission members be on TV to encourage submission of ideas and proposals;
- Author an opinion editorial for the *Honolulu Star-Advertiser* explaining the purpose of the review, the process, and the schedule;
- Provide live and taped Olelo broadcasts of the Commission meetings;
- Develop an educational pamphlet;
- Provide advertisements and materials that will encourage people to go to the website for additional information;
- Establish a speakers' bureau to provide speakers for various community meetings; and
- Ensure that enough funding is budgeted for the Educational Phase.

OLELO BROADCASTS

Following the Outreach PIG's recommendation to have the Commission meetings broadcast on Olelo for purposes of transparency and access, the Commission agreed to start having its meetings taped in December 2015.

The City Council has a contract with Access Media Services Corporation (AMSC) to have its Council and Committee meetings broadcast live, and taped for future broadcasts, on Olelo. Because the Charter Commission is administratively attached to the Council and uses the Council Committee Meeting Room for most of its meetings, a rider was added to that contract to include the live broadcast and tapings of the Commission meetings. The cost for broadcasting live and taping a Commission meeting in the Council Committee Meeting Room was \$2,098 per meeting (no time limit) and \$3,084 (no time limit) at any location outside of the Council Committee Meeting Room.

The Commission decided to broadcast only the Commission meetings and not its Committee meetings due to budgetary concerns.

All videotapes of the 30 Commission meetings, from December 30, 2015 to December 20, 2016, were posted on the Commission website. They are part of the Commission records filed at Municipal Reference Center (MRC).

WEBSITE

The most fundamental level of public outreach was the website. Information was shared and received through the web site. The form for proposals was posted and the Commission agreed that the first day that these proposals could be submitted was July 1, 2015.

The executive administrator hired the website consultant who had previously worked on the Council's website. The consultant had the knowledge and experience developing a website for the Council, which enabled him to immediately begin working on developing the website for the Commission. To ensure that the website could be developed and ready in two weeks, it was decided to use an off-site host for the website to be housed and to provide a link on the Council site.

The executive administrator and the website consultant worked together to design and develop the website. The website was launched on July 1, 2015. The consultant was the website master and assisted with maintaining the website with materials sent by the Commission staff. Materials such as testimonies, proposals, and other written, public documents were scanned and sent to the webmaster for posting. At times when workload was heavy, the Council's administrative office assisted with file compression and other preparatory work so videos of the Commission meetings were available online within a short time after the initial broadcast on Olelo.

There was one attempt to hack into the website and some data was lost, but the webmaster was able to restore the lost files.

The website had a subscription page for those who wanted to receive an email notification of upcoming meetings of the Commission. There were 200 subscribers. When the Commission ended, the City continued to host the website as a courtesy to users.

FACEBOOK AND OTHER SOCIAL MEDIA

After the launch of the website, discussions were held on using social media to connect with the public, in particular the younger generation, but only a Facebook account was created. The initial chair of the Commission, familiar with various social media, created and maintained a Facebook page that was linked to the website. When the chair resigned from the Commission, the Facebook page was not as active as it could have been.

When the public relations firm was hired to do the public relations and other public outreach work to educate the public about the Charter ballot questions, the firm took over updating and maintaining the Facebook page. There were 154 "likes" on the Facebook page.

SECTION 2: PUBLIC EDUCATION AND INFORMATION

GETTING THE PUBLIC INVOLVED

Once the website was up and running, the Charter Commission began reaching out to the public for their ideas on what Charter amendments members of the public thought would improve the way the City and County is run. Press releases were sent out in mid-July of 2015 that included all the information about what the Charter Commission does and a bit of its history. As a result, toward the end of that month, the *Honolulu Star-Advertiser* published a detailed article that included a great deal of information about how the Charter Commission works and its goals. The article provided information about an upcoming group of public hearings being held to brief the Commissioners on the workings of the various City departments and agencies. Finally the article provided the necessary information to the public, including

deadlines, to enable them to submit their proposal ideas to the Commission. In addition to print information, Commissioners were interviewed by television stations KHON2 and KITV4 in the last week in September of 2015, urging public involvement in the process. Flyers were also prepared and distributed to the Neighborhood Boards through the Neighborhood Commission. In mid-October, an ad was placed in the *Honolulu Star-Advertiser* to further encourage the public to become involved with the Charter amendment process.

PREPARATION OF BALLOT QUESTIONS

Once the Commission decided which proposals would be included on the ballot, the Committee on Submission and Information met numerous times to provide final drafts of the ballot questions to be approved by the Commission.

The Commission decided it needed assistance from a professional writer to ensure that the public could understand the ballot questions. Using the competitive bid process, an invitation for bids (IFB) was placed on the City's procurement site.

The Commission reviewed responses to the IFB and hired a professional writer from a public relations firm to work closely with the Committee on the language for the proposals and supporting materials for each proposal including a digest and a comparison of the current situation with the situation if the proposal passed and the Charter was amended. The writer drafted language which would be reviewed and revised by COR. The finalized language was presented to and discussed by the Commissioners at the Commission meeting of August 4, 2016. The Commission made several amendments, and then approved the language provided, allowing for minor, non-substantive corrections by COR and staff if necessary.

PREPARATION AND DISTRIBUTION OF EDUCATIONAL MATERIALS

Once the Commission approved the language of the brochures and educational materials, the Commission hired a company to translate them into Chinese, Ilocano, and Japanese. Volunteers reviewed them for local accuracy and understanding.

The Commission, using the competitive bid process, hired a public relations firm to prepare and implement a public education program and a publication company to print and mail out the English brochures to voting households on Oahu.

The City's Design and Print Office printed the first batch of English brochures that needed to be mailed out earlier for the 550 overseas voters. These were mailed out by the City Clerk's Election Office on September 23, 2016. Both Offices also worked on preparing and mailing out the non-English brochures. The City's Design and Print Office also printed the posters in all four languages, containing the same information as the educational brochures, to be posted at each polling place.

The English language brochures were mailed the week of October 10, 2016 to the 270,000 addresses provided for registered voters. Brochures translated into Chinese were delivered to the City Office of Elections on October 10, 2016 to be mailed and brochures translated into Japanese were delivered the same day to be mailed to 1,000 registered voters. Brochures translated into Ilocano were delivered to the City Office of Elections on October 12, 2016 to be

mailed to 2,000 voters. Please see Appendix G for a timeline of the work and distribution of the educational materials.

The educational brochures were available at the public libraries and Satellite City Halls. Many calls were received for additional brochures including some calls from interested groups. These were sent out immediately.

The City Clerk's Office delivered the brochures and posters, along with the actual language of the proposed Charter amendments, to the State Election Office for distribution to all the polling places.

PUBLIC RELATIONS AND INFORMATION PROGRAM

The Commission agreed that an in-depth and comprehensive education and information program should be implemented to help the public understand the proposed Charter amendments. The Commission agreed the public relations and media expertise was needed and that a public relations firm should be hired as soon as possible. Their duties would include:

- Monitoring media coverage;
- Drafting advertising for circulation in the various newspapers, including those in languages other than English;
- Providing media access including interviews, news releases, and op-ed pieces;
- Arranging speaking engagements;
- Providing access through social media;
- Tracking the positions taken by the media and various groups such as the *Honolulu Star-Advertiser*, Civil Beat, League of Women Voters, and Sierra Club.

The Commission found that the public relations firm it hired was very helpful and responsive in providing advice and advertising used by the Commission to provide the public with the knowledge necessary to prepare for the vote on the proposals.

The public relations firm designed and produced the informational brochure, polling place posters and a checklist of the 20 Charter Amendment questions. They arranged the following print advertising:

- Spadea (wrap around) for the September 22, 2016 edition of *Honolulu Star-Advertiser*
- Reminder ads for voters to vote that ran in the October 27 and November 4, 2016 editions of the *Honolulu Star-Advertiser*
- Mahalo ad to voters that ran in the November 16, 2016 edition of the *Honolulu Star-Advertiser*
- *Fil-Am Courier*, *Hawaii Hochi*, *Hawaii Chinese News*, and *Midweek*
- 30 second radio ads that ran on 7 stations between October 17, 2016 and Election Day

The public relations firm also provided media coverage, including working with the editorial staff of the *Honolulu Star-Advertiser* that took a position on all 20 Charter amendments. The public relations firm provided a number of opportunities for commissioners to be interviewed

by the media including four TV stations and two radio stations. News releases and numerous editorials by the *Honolulu Star-Advertiser* and Civil Beat were tracked and distributed.

Finally, the firm created a PowerPoint presentation and drafted speaking points to provide an overview of the Charter Commission; and created an e-mail blast and posted Charter information 31 times on Facebook.

See Appendix H for the final report by Stryker Weiner & Yokota.

In addition, the Commissioners reached out in person to the communities, presenting information to a number of organizations such as the Japanese Chamber of Commerce, the General Contractors Association, the League of Women Voters, Region Five and the East Oahu Democratic Party, the Waikiki Community Center and the Hau'ula Community Association along with various Neighborhood Boards including Ala Moana, Kakaako, Pearl City, Makiki/Tantalus, and Kaneohe. These presentations were well-received and the attendees were appreciative that the Commissioners themselves took the extra effort to provide information about the Charter and the proposals.

PUBLIC FEEDBACK DURING EDUCATION PHASE

Many entities, including political parties, advocacy groups, media, and individuals made public their views on various measures. The League of Women Voters made a PRO and CON information piece based on a review of testimonies received by the Council. Anecdotal stories of informal study groups were reported. This is the time of social media and mass media, and there was an exciting realm attached to debate over the charter proposals. In all there was a robust environment for inquiry and discussion.

A *Honolulu Star-Advertiser* non-scientific poll reported that contrary to popular opinion, most people studied the measures and then voted. Following the election at which 16 of the 20 Charter ballot questions passed, the *Honolulu Star-Advertiser* ran a "Big Question" poll asking "What did you think of the proposed City Charter amendments?" About 58.6% of those who answered the question said they took the time to vet most or all of the questions, about 40% said the questions were too complicated so they mostly guessed, and only 3% admitted they didn't vote.

PART THREE

ORGANIZATION AND ADMINISTRATIVE MATTERS

SECTION 1: COMMISSION STRUCTURE

RULES

The Charter Commission adopted its Rules at its second meeting on March 18, 2015. Please see Appendix I for the official rules. With the exception of some minor changes that were made to the Rules, such as elimination of the positions of a Commission secretary, treasurer and parliamentarian, the Rules are essentially the same as those adopted by the previous Commission.

On June 23, 2015, the Commission approved making technical, non-substantive amendments to correct inconsistencies in the Rules.

The Commission had additional discussions on amending the Rules, including among other things, whether to:

- Add a disclosure of conflict of interest provision; and
- Delete the time constraints that meant the Commission could not consider any new proposals within 30 days after its first public hearing on proposed Charter amendments.

On January 15, 2016, the Commissioners adopted its conflict of interest policy (see Rule 12), even though the Commission is only subject to the Charter provisions governing the Commission, audit requirements in the Charter, and the State Sunshine Law.

On March 4, 2016, the Commission amended Rule 3a to enable the Commission to consider additional Charter amendment proposals, provided that a majority of the Commissioners agreed.

COMMITTEE OF THE WHOLE

The Commission worked as a “Committee of the Whole” as much of the time as possible to ensure a uniform base of knowledge and exposure to the diversity of perspectives in the Commission membership, and to enhance engagement and participation by the members.

The Commission evaluated the proposals and scheduled for hearing those considered the most significant in terms of improving public policy and certain governance structures of the City and County of Honolulu. The Commission believed that the Charter should give the Mayor and City Council the flexibility to make decisions and govern the City and County effectively. In addition, the changes to the Charter were designed to apply to future administrations, not just to deal with current issues. It should also be uniquely adapted for our community.

EXECUTIVE SESSIONS

The Commission held three executive sessions pursuant to Sections 92-4, 92-5(a)(2), and 92-5(4), HRS, to consider the hiring, evaluation, dismissal, or discipline of an officer or employees, where consideration of matters affecting privacy will be involved; and to also consult with COR on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities.

The Commission and Committees also held closed meetings to discuss with COR regarding questions and issues on such matters as these:

- Pertaining to Section 92-7, HRS, and related Office of Information Practices opinions regarding Sunshine Law agenda requirements;
- Relating to COR's legal analysis and recommendations for the Charter proposals identified and described in this agenda item;
- Regarding the Committee's powers, duties, privileges, immunities, and liabilities in connection with the draft plain English questions and written explanatory information for the final proposals.

Please see Appendix B for a list of the dates of all meetings including the executive sessions. Minutes of all Commission and Committee meetings are filed at the Municipal Reference Center and with the Honolulu City Council.

STANDING COMMITTEES

The Commission, adopting the previous Commission's Standing Committee structure and functions established the same five Standing Committees in the Rules: Personnel, Rules, Submission and Information, Style, and Budget.

For a description of the duties and membership of each Committee, please see Appendix B. Only three of the five Committees held any meetings:

- Submission and Information Committee Meetings held 13 meetings;
- Style Committee held 8 meetings; and
- Budget Committee held 2 meetings.

Rules were discussed, adopted, and amended at the Commission meetings. The Rules Standing Committee did not have any meetings.

The Personnel Committee also did not have meetings. Instead, a PIG was formed to search for the executive administrator and staff. The PIG was formed on March 6, 2015, and made an interim report on April 16, 2015, and May 21, 2015. The Commission approved the final report on June 23, 2015.

The Budget Standing Committee had two meetings: one to discuss the FY 2016-2017 budget to be submitted to the City Council for its consideration and the second to approve the minutes for that meeting. For FY 2014-2015, the Council had already appropriated the amount of \$150,000 with no input from the Commission, again because of its late start. The Budget Standing Committee did not work on the budget for FY 2015-2016. Instead a PIG on the budget was formed on March 18, 2015 and made a report to the Commission on April 16, 2015.

The Style Standing Committee held a total of eight meetings. In that a number of the Charter proposals transmitted to the Style Committee either were not drafted in the proper Ramseyer format or did not include previously approved amendments, the Style Committee encountered a number of challenges in reviewing and properly formatting the proposals in a timely manner. The Commission Rules also limited the authority of the Style Committee to “rephrase or reword, but shall have no authority to change the sense or purpose of any proposal or any statement of intent or purpose referred to it.” As a result, it could not make extensive corrections to a proposal, including adding the usual Ramseyer conventions. Following review and revision by the Style Committee, proposals were then transmitted to COR for legal review at which time, they were often re-drafted and sent directly back to the full Commission for final approval. Because COR generally made the final determination on the wording and drafting of the proposals, some Commissioners found that it became a redundant process for the Style Committee to hold public meetings to review and amend the proposals, when COR often, during its legal review, further amended the proposals. Future consideration of additional staff assistance by the Office of Council Services or other steps in the process to enable proposals to be properly prepared in the Ramseyer format with the inclusion of all amendments prior to review by the Style Committee is recommended.

PERMITTED INTERACTION GROUPS (PIG)

The Sunshine Law (HRS Section 92-2.5(b)) allows for the creation of Permitted Interaction Groups (PIG) to allow research into an issue without public input or presence. The Sunshine Law requires that a PIG must be formed in a meeting that establishes their purpose and membership. It then reports back at the end of its work, and then it goes out of existence.

While the PIG process provided flexibility for the Commissioners to investigate issues in depth without the required public meeting notice or notification, the PIG process does involve public

disclosure of its work. Even if the PIG could complete its investigation in a timely manner, it is not a quick process, and time must be factored in deciding when to use a PIG. The PIG process requires three steps, with each step to be properly noticed on an agenda and taken up at three separate Commission Meetings. First, the PIG is established and Commissioners assigned at a Commission meeting. The PIG can meet as often as it needs to and when the PIG has drafted its report, the PIG presents the report at a second Commission meeting. Finally, to approve a PIG report, the Commission has to hold a third meeting.

The 2015-2016 Charter Commission made extensive use of PIGs in the following 13 subject areas:

- Budget
- Search for Executive Administrator and Staff
- Public Outreach
- Ethics and the Ethics Commission
- Police Department and Commission
- Planning
- Public Transportation
- Open Government and Citizen Participation
- Use and Development of City Resources
- Oversight and Powers over Specific Functions
- Grant in Aid Fund
- Housing
- Honolulu Zoo

Please see Appendix D for a list of the thirteen PIGs, their membership, and public meeting dates. Final PIG reports are filed with Commission records at MRC.

STAFFING

In its FY 2014-2015 budget, the Council appropriated \$110,000 for three temporary staff positions for the Commission. These were the same staff positions that the previous Commission had: an executive administrator, researcher, and secretary.

At its first meeting on March 6, 2015, the Commission received job descriptions for these positions that were used by the 2005-2006 Commission. The Commission, at the following meeting on March 18, 2015, voted to accept the job descriptions. The Commission also established a PIG to accept and review the applicants.

The Commission placed an employment ad in the *Honolulu Star-Advertiser* on March 15 for an executive administrator, with a deadline for applications to be received by March 30. The ad had the salary as negotiable and commensurate with experience. When the PIG reported that the pool of applicants received by the deadline was small and some were received after the

deadline, the Commission decided to extend the application deadline and place another ad in the *Honolulu Star-Advertiser*. The Commission also discussed the salary for the executive administrator, noting that the previous executive administrator received an annual salary of \$72,000. This time the deadline was extended to May 11, 2015, and listed the salary range as up to \$100,000.

The PIG made its recommendation to the Commission, which was accepted, and the executive administrator started work on June 1, 2015. The Commission also authorized the executive administrator to make hiring recommendations for the researcher and secretary positions. Employment ads for these positions were placed in the *Honolulu Star-Advertiser* on June 3 and 7, 2015.

The Commission approved the hiring of the researcher who started work on July 1, 2015, at \$70,000 per year and the secretary who started work on August 17, 2015, at \$50,000 per year.

The late hiring of staff posed many challenges. All three had to start the job running. They had to quickly learn what needed to be done and what was expected. There was no “blueprint” to follow, except for the final reports of the previous Commissions. The staff spent considerable time searching for original documents from the previous Commissions while navigating through the City procedures and processes.

The three Commission staff not only served the Commission as a whole, but each of the Commission Committees and at times, the PIGs. They also responded to individual requests from the 13 Commissioners and the public.

Some of the concerns related to work surrounding the meetings included concerns over:

- Materials that had to be included or attached to an agenda
- Meeting binders
- Minutes
- Website posting of meeting documents

This Commission had almost double the number of meetings than the previous Commission, which at least can be loosely inferred as double the workload of the previous Commission as it related to Committee and Commission meeting work. Some of the Commissioners urged the hiring of additional staff. Even the public noticed, with one long-time City advocate urging the Commission to hire more staff. The Commission agreed and obtained the services of the Council Boards and Commissions’ legislative analyst to assist with the minutes.

Another staffing issue that was raised was the skill set of the staff. Some Commissioners thought it would have been helpful for staff to have skills that include:

- Computer skills beyond just being able to use the Microsoft office suite, such as website development and maintenance

- Fiscal analysis to help the Commission develop fiscal notes and conduct cost/benefit analysis for each proposal
- Public communication experience, including social media work
- Experience complying with the Sunshine Law
- Proficiency preparing minutes

LAW INTERN

The Commission also sought the services of the students at the William S. Richardson School of Law at the University of Hawaii through its internship program. However, the request to the Law School was made late in the semester, but in January 2016, a third-year law student, wanting to learn more about public service, became an intern with the Commission. He worked on a number of projects ranging from researching subjects that were part of proposals, such as climate change offices and youth commissions in other states to analyzing and comparing the gift provisions of Honolulu with those of San Francisco, Los Angeles, San Diego, Sacramento, Portland, and Seattle.

The Commission appreciated his assistance. The next Charter Commission should investigate similar opportunities to work with students.

SECTION 2: USE OF SUPPLEMENTAL SERVICES

COUNCIL ADMINISTRATIVE ASSISTANCE

In addition to assistance with the minutes from the Council Boards and Commissions' legislative analyst, the Council Administrative Division assisted the Commission with personnel matters, including preparing the staff's contracts. The Division also assisted the Commission staff with budgetary matters, ensuring that obligations had the proper documentation and were paid on time, and with procurement matters, ensuring that all procurement were made in compliance with the State Procurement Code.

Council Administrative Division also assisted with file compression and other necessary work to ensure that the videotapes could be uploaded onto the Commission website.

OFFICE OF THE CITY CLERK

The City Clerk and his staff assisted the Commission to meet its legal obligations under ROH and HRS requirements to transmit the required documents to the appropriate agencies by the deadlines. They also assisted the Commission staff, providing advice and assistance on preparing and posting agenda, and other related notices such as continuation or cancellation of a meeting.

The Elections Division helped with the early mailings for the overseas voters and specialized mailings for the foreign language voters. They also packaged and delivered the educational brochures, proposed Charter amendments, and posters to the State Office of Elections for distribution to the polling places on general election day.

OFFICE SPACE AND EQUIPMENT

The previous Charter Commission rented office space in a location outside of Honolulu Hale. For this Charter Commission, the Council provided a room on the fifth floor of Honolulu Hale, which had been used as office space for Council staff, but at the time was being used to house furniture and equipment among other things.

The Commission was grateful for the generosity of the Council in lending its limited space to be used by the Commission. That meant that the Commission would not have to find and rent its own office. The Council also provided equipment, including telephones, computers and monitors. The Council also provided a multifunction copier, scanner, and printer machine.

SECTION 3: BUDGET

The work of the Charter Commission spanned three fiscal years: FYs 2014-2015, 2015-2016, and 2016-2017, during which the City Council appropriated a total \$972,068.00 and the Commission expended \$734,563.48 (as of December 15, 2016).

During its first fiscal year, the Commission spent only \$35,615.65 of its \$150,000 appropriation, due to its late start. Some of the funds were used to pay for Council staff assistance until the executive administrator was hired in June, at which time she used most of the funds for website design/development and to set up the office. There was a year-end balance of \$114,384.35.

During its second fiscal year, the Commission spent \$266,472.52 of its \$308,268.00 appropriation. The major cost elements, besides salaries, were the Olelo broadcasting costs, the education and information program, fees for website maintenance and other professional services. There was a year-end balance of \$41,795.48.

During its third fiscal year, the Commission spent \$432,475.31 of its \$513,800 appropriation. The major cost elements, besides salaries, Olelo broadcasting, and website maintenance, were all related to voter education and information, including advertising, developing and mailing out the educational brochures, and professional services. There was a year-end balance of \$81,324.69 (as of December 15, 2016).

For its public outreach efforts, the Commission spent \$84,885.58 to broadcast its Commission meetings on Olelo, \$54,539.11 on advertising, and \$28,300 for its website design, development, and maintenance.

For its educational and informational program about the proposed Charter amendments that went on the ballot, the Charter Commission spent \$153,209.47 on the preparation, including translations and publications of the educational brochures and other materials, and \$47,016.27 for postage.

For more information on the budget, please see Appendix J.

SECTION 4: SCHEDULE AND WORK PHASES

At the April 6, 2015, meeting, the Department of the Corporation Counsel provided a calendar for the Commission. That calendar basically tracked the 2005-2006 calendar, with changes made to reflect the current years and the current deadline dates, required by the Hawaii Revised Statutes (HRS) and the Revised Charter of Honolulu (RCH).

The two deadlines that the Commission had to meet were:

- August 25, 2016: The last day for the City Clerk to submit the exact wording of the ballot questions to the Chief Election Officer, pursuant to Section 11-119, HRS
- September 24, 2016: The last day to publish a digest of the proposed Charter amendments or revised Charter in a daily newspaper of general circulation, along with a notice that copies of the amendments or revised charter are available at the office of the City Clerk, pursuant to Section 15-105(4), RCH.

The Commission met these two required deadlines, submitting the ballot questions to the City Clerk on August 22, 2016 and publishing the required descriptions and notifications in the *Honolulu Star-Advertiser* on September 22, 2016. The General Election was held on Tuesday, November 8, 2016.

GENERAL WORK PLAN

In addition to the Commission calendar, a two-year work plan was developed that roughly divided the Commission’s timeframe into major work categories, as follows:

DATES	WORK PHASE
March-June 2015	Preparation
July–October 2015	Solicitations and Informational Briefings
November 2015	Initial Review
December 2015	Analysis
January-May 2016	Public Hearings
May-July 2016	Final Review
July-August 2016	Preparation/Adoption of Ballot Questions
August-October 2016	Public Education

November 2016	Election
December 2016	Wrap-up

WORK SCHEDULE

Based on the general work plan, a work schedule was developed and used to help keep the Commission on schedule as much as possible. However, it was clear that significant delays occurred from the very start and many of the work categories extended beyond their planned ending dates.

- **Preparation Phase**

The Commissioners were appointed at the end of January 2015 and held their first meeting in March. In the preparation phase, the Commission learned about its authority under the Charter, the work of previous Charter Commissions, and the Sunshine law, and other legal requirements, as well as made a number of important decisions, such as adopting its rules and calendar. The executive administrator came on board June 1, 2015. The executive administrator was responsible for setting up the office; creating a website to be launched on July 1, 2015; and purchasing supplies and equipment prior to the FY 2015 funds lapsing. The researcher and secretary positions were filled in July and August, respectively.

- **Solicitations and Informational Briefings Phase**

The Commission provided a four-month window of opportunity for individuals, organizations, businesses, and others to submit Charter amendment proposals to the Commission. It began on July 1, 2015, and ended on October 31, 2015.

In the beginning of this phase, proposals trickled in, with the first proposal received by the Commission on July 31, 2015, the second on August 11, 2015, and the third on September 3, 2015. Proposals began to pour in as the October 31st deadline approached. A total of 154 proposals, including those authored by the Commissioners, were submitted by the deadline. One proposal came in after the deadline and the Commission decided not to consider the late proposal.

During this phase, the Commission also held a number of informational briefings. These briefings ranged from previous Commissioners sharing their perspective and experiences to groups relaying their concerns, and executive and legislative branches providing overviews of their departments and agencies. At the November 24, 2015, meeting, the Commissioners discussed various ideas for grouping the proposals and asked the Department of the Corporation Counsel to determine which proposals were under the jurisdiction of the City and if there were legal issues.

- **Initial Review Phase**

December was set aside for the Commission to discuss how to conduct its review of the proposals. The Commission, met on December 10, 2015, to review and analyze the proposals. COR prepared a worksheet in which columns indicated substantive categories and blank columns to indicate the Commission's action to move on or defer a proposal.

The Commissioners also discussed the screening process for the proposals. Discussion centered on how broad the initial screening should be. It was suggested that the Commission should not entertain proposals to change the form of government, proposals that are preempted by other branches of government, proposals that could be done administratively or legislatively, or proposals that were ministerial changes such as minor word changes. COR explained that it was their understanding that the intent for this meeting was to have some sort of guidelines for the Commission to consider and not as a means to cut any proposals to give the Commissioners flexibility and the option to consider or defer proposals and reconsider the deferred proposals at a later time. The Commission made a preliminary analysis and review of the proposals and sorted them into categories of those that warranted further action and those that did not. The Commission decided that proposers of those proposals that were to be eliminated from further consideration would have another opportunity to testify and submit reasons why the Commission should still consider them.

On December 30, 2015, the Commission met to discuss the difference between proposals that lacked merit versus proposals that should be deferred due to jurisdictional or process issues. A number of proposers or supporters of the proposals that were to be initially cut testified in support of keeping them on the list for the Commission's consideration. The Commission further discussed the proposals, and made additional decisions on which should be considered further and which should not. The Commission noted that no proposal, even those that were deferred, was considered "dead" and that any could be brought back for discussion – as many were. Numerous proposals continued to be considered through the Analysis Phase and into the Public Hearing Phase.

- **Analysis Phase**

By January of 2016, the proposals had been grouped by subject area and public hearings were planned to solicit public input based on these groupings. In addition, a number of permitted interactive groups (PIGs) were established from January to March 2016 to provide further insight into topic areas including Ethics, Police, Planning, Public Transportation, Open Government/Citizen Participation, Use and Development of City Resources, Oversight and Powers over Specific Functions, Grant in Aid Fund, Housing, and the Honolulu Zoo.

- **Public Hearing Phase**

Because of the number of proposals that were continued to be discussed and the number of public hearings that were scheduled (27 in all), the Commission extended the time for the public hearings on the proposals into July 2016. Originally, the period of public hearings that began in January was scheduled to continue only through May.

These hearings were held on numerous proposals in a variety of subject areas. The public was encouraged to testify on proposals in which they had an interest. Hearings were also held on the reports received from the PIGs. The PIG reports were discussed and considered from March to June of 2016.

In addition, during that time the Commission held four meetings in the community to provide information to the public and to solicit additional public testimony. These hearings were held in Kapolei, Kaneohe, Mililani, and Honolulu Hale in late June and early July.

- **Final Review Phase**

Beginning on March 17, 2016, and continuing through July 13, 2016, the Style Committee held seven hearings, plus one continuation, to review the proposals, sent to it by the Commission, and put them into final format including Ramseyer drafts. The Style Committee also put the proposals in the proper order in the Charter. In addition, the proposals were sent to COR for legal review and to the affected departments and agencies for their review as well. The responses from these were reviewed by the Style Committee. The Style Committee forwarded them to the Commission.

By July 22, 2016, the Commission had made final decisions on 24 proposals to be placed on the ballot. Five of these were considered “housekeeping” measures that were combined into one proposal, bringing the total number of proposals to be put on the ballot to 20. On August 4, 2016, these 20 proposals were renumbered as they appeared on the ballot.

- **Adoption and Preparation of Ballot Questions Phase**

By July 15, 2016, the Commission hired a professional writer to draft the ballot questions and the educational materials to enable the voters to understand the purpose of the approved proposals. That same day, the Committee on Submissions and Information began working on preparing the list of proposals sent by the Commission to provide a short description and the authors of each.

The professional writer was tasked with writing ballot questions that would reflect the proposed amendments to the Charter and would be easy to understand by the voters. The educational materials would consist of a digest of the proposal, a description of the current situation, and a “what if” narrative explaining what would happen if the proposal passed.

These materials would be used for the educational brochures that would be mailed out to the voters. COR reviewed the work of the professional writer and worked with him in revising the ballot questions and educational materials to ensure that they were “legally sufficient.” As a result, COR rewrote a number of the ballot questions and educational materials, resulting in ballot questions that were longer and contained more detailed information.

At the time, there were also several versions of some of the proposals still being used by different parties. To ensure that the correct version of the proposals would be sent to the City Clerk, the Commission requested that COR review the proposals to ensure that they were properly drafted using the Ramseyer format and to submit the final, legally reviewed and approved proposal to the Commission.

The Committee on Submission and Information also decided that the educational brochures mailed out to the voters would consist of the ballot questions, the description of the current situation, and the “what if” narrative. Once the final form of each of the ballot questions, description, and narrative was accepted, they were translated into Chinese, Japanese, and Ilocano.

The ballot questions were submitted to the City Clerk on August 22, 2016, and approved proposals amending the Charter were submitted to the City Clerk on August 31, 2016. The Submission and Information Committee began preparing for the public education program.

- **Public Education Phase**

On August 18, 2016, the Commission hired a public relations firm, to propose a variety of methods to provide information to help the public understand the proposed ballot questions. These methods included a print campaign, a mail campaign, online outreach, media appearances, community informational events, and written explanatory information. At its meeting on August 18, 2016, the Committee on Submission and Information finalized its plan for public education and the public relations firm provided a presentation about the firm’s background and their work. By late September, brief digests of the proposed Charter amendments were published in the *Honolulu Star-Advertiser* including a public notice that copies of the proposed Charter amendments were available at the City Clerk’s office.

- **Election Phase**

The election was held on November 8, 2016. The ballot included all twenty of the proposals that had been approved and finalized. There were also posters with information at every polling site along with extra brochures explaining each of the proposals. These were the same brochures that had been mailed out to all registered voter households in preparation for the election. Sixteen of the twenty proposals were approved by the electorate.

- **Wrap-up Phase**

Following the election, the final report was drafted and provided to the Committee on Submission and Information and the Commission for approval. The final meeting of the Commission was held on December 30, 2016, and the Final Report was approved. The Final Report was transmitted to the Mayor and the City Council and copies were distributed to the Municipal Reference Center, the state libraries, and the Legislative Reference Bureau library.

The final two weeks of December were spent organizing and packaging the documents for future commissions and others to use. Staff's work had to be finished no later than December 31, 2016.

SECTION 5. ISSUES REGARDING START UP AND ORGANIZATION

ACCESS TO THE OFFICIAL VERSION OF A COMPLETE CHARTER

As the reviser of the Charter, pursuant to Section 15-101, RCH, the Department of the Corporation Counsel (COR) supplied each Commissioner with a spiral bound copy of the 1973 Revised Charter (2000 ed.) and a Supplement for Charter Amendments 2002 through 2012.

However, since the publication of the Supplement, additional changes were made to the Charter when the Mayor using the authority provided under Section 4-202, RCH, proposed the transfer of certain functions between his departments. The City Council agreed and adopted his recommendations in two resolutions:

- Resolution 15-10 CD1, *Initiating Charter Amendments Pursuant to the Mayor's Executive Reorganization Authority to Transfer All Duties and Functions of the Department of Environmental Service Relating to Storm Water to the Department of Facility Maintenance*
- Resolution 15-68, *Adopting the Reorganization Plan Submitted by the Mayor Relating to Department of Transportation Services of the City and County of Honolulu*

These 2015 changes to the Charter were not reflected in any other Charter-related document provided by COR.

In addition, the public complained that they could not find any hard copies to purchase or borrow. Available copies of the Charter at the libraries are non-circulating and must be used at the library. While the public could also access an online version on the COR's website, the disclaimer that it was not the official version of the Charter confused the public on the reliability of using the online version.

Eventually, COR provided a hard copy of the Charter in one document to each Commissioner, with the disclaimer that it was not the official version and was not for use by the public. By then, some of the Commissioners had become accustomed to using the bound version with the

supplement, and there was confusion at times, trying to find the relevant sections under discussion when one group of Commissioners used the integrated, unofficial version and the other group continued to use the bound copy with the supplement.

Due to the difficulty in finding an official version of the Charter, the Commission proposed as part of the housekeeping amendments in Charter Question 20(b) to “require the Department of the Corporation Counsel to update the Charter by July 1 of the year after the election at which amendments proposed by the Charter Commission are approved by the electorate.” This question was approved by the electorate.

At the November 28, 2016, meetings of the Committee on Style and of the Charter Commission, Corporation Counsel assured the Committee and the Commission that COR will be updating the Charter, after the election results are certified by the City Clerk. COR also stated that the online version will become the official version of the Charter.

TIMING OF THE ESTABLISHMENT AND BEGINNING OF THE WORK OF THE CHARTER COMMISSION

The 2015-2016 Charter Commission managed to complete its tasks on time, despite a late start, in contrast to the previous Charter Commission. The Commissioners for the 2015-2016 Charter Commission were appointed at the end of January 2015. It held its first meeting on March 6, 2015, when it was provided an overview of the Sunshine Law and the purpose and function of the Charter Commission and a review of activities of prior Charter Commissions by the Department of the Corporation Counsel (COR).

In comparison, the 2005-2006 Charter Commission members were appointed in late 2004. The Commission held its first meeting on December 20, 2004. This allowed time for the Commission to deliberate in depth and thoughtfully act on a number of important steps and issues, including its rules, work schedule and plans, committee structures, hiring of staff, proposal forms, and website,

The late start for the 2015-2016 Commission caused delays in many areas that could have been avoided and helped the Commission run more smoothly. Even with the shortened time frame, the 2015-2016 Charter Commission still had to complete its work in time for any proposed Charter amendments to be placed on the November 2016 ballot. The 2015-2016 Charter Commission adopted, with minor amendments, many of the procedures and documents developed by the previous Charter Commission including the rules, calendar, work schedule and plans, committee structure, and proposal forms. It would have perhaps improved the process and work with the community had the Commission had the time to properly review these procedures and documents and decide what still may apply ten years later or what changes needed to be made to address the changes that occurred over the previous decade.

The Commission did not hire staff until almost six months after the Commissioners were appointed. This posed many challenges and obstacles, resulting in the Commission relying on the Department of the Corporation Counsel (COR) deputies and the Council Board and Commissions' legislative analyst for staff assistance, until the executive administrator was hired in June 2015.

FORM FOR SUBMITTING PROPOSALS

The Rules required a specific form to be used to submit proposals to amend the Charter. Please see Appendix K for the Proposal Submission form. This form is the same form used by the previous Commission.

The public found that the form was difficult to use or fill in. One section asked the proposer to cite the Charter provision affected by the proposal, if applicable. Without an up-to-date, readily available Charter for the public to use (please see discussion on Charter), the public complained that they could not provide that information. Other sections asked the proposer to use the Ramseyer format to show the changes to the Charter or to provide research documents, if applicable. This also posed problems for the public not familiar with using the Ramseyer format or able to do research.

In addition, the proposal form asked for identifying information. The reason for requesting the identity of the proposer and contact information was to enable the Commission to contact the proposer should the Commission need additional information. As evidenced by proposals that were mailed to the office, or sometimes slipped under the door, with no identification, some proposers did not want to be identified.

Because of these difficulties, many of the fields on the proposal form were simply left blank. A number of ideas to amend the Charter also came in, not on the form, but as comments in letters or emails. The form was adopted as part of the Rules. Given the tight timeframe to have the proposal form available online on July 1, 2015, there was only enough time to design, develop and launch the Commission website on July 1 and no opportunity to amend the form prior to making it available online for public use.

ROLE OF THE DEPARTMENT OF THE CORPORATION COUNSEL

The Department of the Corporation Counsel provided many valuable services. They were open, available, and efficient in providing reviews, advice and assistance. Until the Commission could hire its own staff, it relied on COR deputies and the Council Board and Commissions' legislative analyst to prepare the agenda, take minutes, and perform many valuable services. During this time period, with the assistance and advice from COR, the Charter Commission made several important decisions, including adoption of the previous Commission's rules, work schedule, calendar, committee structure, and proposal forms with a few minor edits. COR continued to

assist and provide legal advice to the Commission throughout the process. The Commission greatly appreciated this assistance.

There was discussion about what should be the appropriate role of COR in relation to the Commission. Most of the Commissioners assumed that COR was advisory, in a position to help them evaluate legal issues raised in by the proposals. Some Commissioners felt that at times COR went farther and tried to lead decision-making instead of trying to help the Commission achieve its goals and intentions. Some Commissioners felt that COR made too many revisions to the ballot questions that had been written by the Commission's hired professional writer, making some of them too lengthy and difficult for the voters to understand without a great deal of research.

Because COR did not assume the role of creating Ramseyer versions, there was often a confusion about the clarity of proposals. It is recommended that the entity to do Ramseyer work be clearly laid out up front to avoid any confusion or misunderstandings.

Five COR deputies attended meetings and advised the Commissioners. Sometimes the legal advice would conflict with another previously given opinion. Based on some of the difficulties, it might be advisable to have a single lead deputy act on behalf of issuing opinions and giving advice.

PART FOUR

SUNSHINE LAW

SECTION 1: COMPLIANCE WITH THE SUNSHINE LAW

Codified as Chapter 21, Part 1, Hawaii Revised Statutes (HRS), Hawaii’s open meeting law is often referred to as the “Sunshine Law.” It governs how all State and County Boards, including the Charter Commissions, are to conduct their official business.

At the first meeting of the Commission, COR made a presentation on the Sunshine Law. COR explained that there are four pieces of how the formation and conduct of public policy apply in the law. Noting that two of the four areas, agenda and minutes, would be handled by the Commission staff with the assistance of COR, emphasized the two other areas that the Commissioners needed to be aware of included public access to Commission business, and the public’s right to testify.

Emphasizing that all Commission meetings are open to the public, that Commission business must be conducted during a meeting, and that there can be no discussion of Commission business outside of a meeting, COR noted three exceptions: two Commissioners may discuss Commission business outside of a meeting provided that there is no discussion or commitment to vote on a matter; Executive Session; and Permitted Interaction Group (PIG).

The 2015-2016 Charter Commission (through December 20, 2016) held 77 Commission and Committee meetings, encompassing approximately 135 hours in open meeting. This was over twice the number of public meetings held by the previous Commission. The 2005-2006 Charter Commission held only 34 Commission and Committee meetings, encompassing approximately 77 hours. For a summary of the types of meetings and the meeting dates of the 2015-2016 Charter Commission, please see Appendix B.

The main reason for the necessity of so many meetings was the requirements of the Sunshine Law. The Commission needs to have flexibility in meeting the Sunshine Law requirements, not to thwart public input, but to allow the Commission to complete its work within a given timeframe. For example, this Commission was required to include full details of what was to be discussed on each agenda. If a topic arose during a discussion that was connected to but not actually on the agenda, the topic would have to be put on a later agenda for discussion at another meeting with a minimum six-day posting requirement. One method to allow the Commission more latitude and avoid additional meetings would be to allow the various discussion items to be open on the agendas to allow free discussion of the issues. Requiring the Commission to provide the details of what was to be discussed ahead of time on the agenda

was not always feasible and didn't allow for the public to introduce related material that was not on the agenda

Another major reason for so many meetings was the number of proposals provided to the Commission. Even putting the proposals into categories and scheduling meetings based on those, many meetings were required. There were numerous categories and therefore numerous meetings to ensure that each category had fair public involvement. In addition, the Commission heard many proposals more than once to enable the public to provide detailed comments after the first meeting at which a proposal was presented.

Finally, another reason for the additional meetings was because of the number of informational briefings held early on. These were important to provide a base understanding of the workings of the City and County government but required many meetings, some fairly lengthy.

There were a number of meetings that were cancelled or rescheduled because COR opined that the agenda did not meet the public notice requirements of the Sunshine Law or that the public notification was not timely.

PUBLIC NOTICE

The agendas, under the direction of the Chair and/or Vice Chair, were prepared by the Commission staff and reviewed by COR for compliance with the Sunshine Law. Once approved, the agendas were time-stamped by the Clerk's Office and the Commission staff physically posts them on the designated bulletin boards at Honolulu Hale in time to meet the public notice requirement of posting the agenda six calendar days prior to a meeting.

However, a number of meetings were cancelled when COR opined that upon further review, not enough information was provided in the agenda, noting that the Sunshine Law requires that the agenda "lists all of the items to be considered at the forthcoming meeting." Initially, brief descriptions of the items to be discussed were provided in the agenda. But soon COR stated that the descriptions of the proposals were insufficient public notice and required that the actual language of the proposals be included as part of the agenda, resulting in agendas that contained pages of information, even though the proposals were available in the Commission office and on the website. As an example, the July 13, 2016 agenda was 71 pages long.

PUBLIC NOTIFICATION

The Commission had 200 subscribers requesting email notification of a meeting and one individual requesting meeting notification through regular mail. Subscribers automatically receive their email meeting notification when a meeting agenda was posted on the website. The lone individual requesting a hard copy of the meeting agenda received his copy via the postal service and a Commission staff dropped off that notice at the airport post office on the day that the agenda was posted.

In an effort to learn how to avoid further cancellations of meetings due to internet issues with email notifications, the Commission learned from both the City Clerk's Office and the Office of Information Practices, that the required meeting notification under the Sunshine Law applied only to mailed, not emailed, notices. Therefore, the meeting did not have to be cancelled, provided that the mailed notices were sent out in time, which was done.

MINUTES

Another requirement under the Sunshine Law involved the minutes of a meeting. The timely completion of the minutes posed a major hurdle for the Commission. Until staff was hired, COR with the assistance of the Council Boards and Commissions' legislative analyst, prepared the minutes for the first five meetings of the Commission. Another eight meetings were held before the staff positions were fully filled.

When staff came on board, COR instructed the staff to continue preparing the minutes with as much specificity as possible to enable future researchers, including attorneys, to find needed information on the work of the Charter. In addition, COR reviewed the minutes prior to posting them on an agenda for the Commission's review and approval.

Minutes were prepared sometimes months after a meeting was held. The Commission was not able to approve the minutes in a timely fashion and this part of public information was missing or late. The Commission was deeply concerned and discussed the delay in completing these minutes as well as others that were not timely completed within the 30-day requirement. The Commission discussed the possibility of hiring additional staff. Commissioners were also not in agreement that minutes had to be verbatim or detailed given that the meetings were televised and taped.

Minutes are an essential record of Commission deliberations and decisions. COR preferred minutes with detail that could be used in the event of a challenge. The Commission attempted to comply, but found that drafting verbatim minutes is too onerous and time consuming. The Commission had elected to air its meetings on Olelo. This was felt to be a superior method of making deliberations public, and that summary minutes should be sufficient for record keeping.

The Commission agreed to draft a more abbreviated version of the minutes because all the meetings are audio-taped. In addition, starting with the December meeting, the Commission meetings would also be video-taped and available on the Commission website after the meeting is broadcast on Olelo. The Commission also requested and received the assistance of the Council Boards and Commissions' legislative analyst who had previously assisted COR with the minutes to help the Commission staff complete the minutes that were outstanding. On the website, a folder was created under the "approved minutes" folder to post the drafts of the minutes as they were completed.

Although it took time to complete and approve all the minutes for the 79 meetings, all of the minutes were eventually completed, approved, and posted. Officially adopted minutes are in the records filed at the Municipal Reference Center and City Council.

The Commission notes that technology for making deliberations public is available on Olelo and summary minutes should be sufficient. By the time the next Commission meets, video technology will be even better.

EXEMPTIONS TO THE SUNSHINE LAW

The two structural exemptions from the sunshine law are Executive Sessions and Permitted Interaction Groups meetings.

The Commission intends to write to the State Legislature expressing its experience in trying to conform to the Sunshine Law, and to make recommendations for relief from some of the more difficult provisions. This Commission meets every ten years and has strict deadlines for completing its work, which critically differentiates it from other boards and commissions. The reason for requesting flexibility would be not to thwart public input, but rather to allow the Commission to complete its work within the allotted time.

The Commissioners generally agreed that the Sunshine Law prevented them from being able to do their job completely and in the best way possible to improve the City and County government. It was pointed out that the Commission meets for a very short time and that every proposal that the Commission advances to go on the ballot will have to be voted on by the public. Therefore, the public is necessarily involved in the decisions and the Commission cannot change a law without the public being personally involved by their vote.

One method to allow the Commission more latitude would be to allow the various discussion items be open on the agendas to allow free discussion of the issues. The current Commission was required to provide the details of what was to be discussed. This prevented them from continuing a discussion that came up connected to an item on the agenda, but not part of that item. To be able to discuss the new issue, the Commission had to put it on a new agenda which would take a minimum of six days to post.

Following notice and other Sunshine Law requirements, this Commission held 79 meetings in a two-year span. The Commissioners are volunteers and it is remarkable that they met so often to improve the Charter to help the City and County of Honolulu. The Charter does not require the Commissioners to comply with the ethics code or file financial disclosures in recognition that the Commissioners are volunteers tasked with completing its work in a relatively short period of time.

The Charter Commission is not an ongoing board or commission. Furthermore, its objective is to make recommendations. Final decisions are made by the public when they vote. This means it

is impossible to avoid public involvement in the decision-making and may suggest that the sunshine provisions may be considered differently. Moreover, with audio and video tapings to record the meetings themselves, the public can hear and view what was actually discussed at meetings, instead of relying on a written summary of the meeting contained in the minutes.

This Page Intentionally Left Blank

PART FIVE

RECOMMENDATIONS

RECOMMENDATIONS ON ISSUES AND PROPOSALS TO CONSIDER IN THE FUTURE

1. The Commission recommends that the entire Charter should be reviewed in the future. The Administration recommended that the Commission begin its process by brainstorming overall philosophy and areas to be addressed before soliciting public and administration proposals. Further, the Administration suggested that formation of a PIG to do early culling of proposals might reduce the amount of time the full Commission would have to spend to do the same. Creating multiple PIGs for specific sections might be another way of organizing the work of culling.
2. The Commission recommends that the next Charter Commission, Council, or Mayor review and reconsider the proposed Charter amendments that the voters did not approve. The Charter Commission in particular, strongly recommends a review of Proposed Charter Amendment 10 to clarify the executive and legislative powers to propose amendments to the annual executive budget and concurrent authority to establish funds when no appropriate funds of the same type exist.
3. The Commission recommends that the feasibility of ranked choice voting be studied and considered for enactment once there is a way to implement it in Honolulu. This should be referred to the City Council for further investigation and potential implementation as it may result in a cost savings. Proposed Submittal #69 sought to authorize the use of “instant runoff” or a “ranked choice” voting system for county election vacancies. Based on evidence of its use in other cities in the United States, this Commission concluded that the proposal brought forth several valid and worthwhile considerations, such as having outcomes that more accurately reflect the will of the voters. However, the Commission deferred this submission at this stage because additional information was needed on the logistics and administering such a voting system balanced against the Commission's limited time and deadlines.
4. The next Charter Commission should have the proposals drafted using the Ramseyer drafting format and conventions used by the State Legislature and the City Council. The proposals should have effective dates, which can be staggered, and do not all have to be the same.

5. The next Charter Commission should seek approval from the City Council for assistance by OCS in properly drafting the proposals using the accepted Ramseyer drafting format and conventions used for bills.

RECOMMENDATIONS REGARDING PUBLIC OUTREACH

1. The next Charter Commission should begin its work in November or December of 2024, with staffing support in place to facilitate more time for public input. The Administration suggested that more workshop style meetings would allow for conversations rather than the public hearing format of question and answer.
2. The next Charter Commission should establish a calendar and work schedule that leaves sufficient time to do the final drafting, review and make all necessary changes, and abide by the deadlines. Even though the process is deadline-oriented, “eleventh-hour” rushes may be unavoidable. But if the next Commission establishes a more detailed schedule that incorporates each step in the process, including opportunity for multiple drafts to be reviewed, it may be possible to minimize the deadline rush at the end.
3. The next Charter Commission should investigate and use all appropriate manner and avenues of public engagement, such as social media, website, and other methods, and quickly develop and set them in place for the public to access.
4. The next Charter Commission should consider having a professional writer involved at an earlier stage in the process to become familiar with the proposed amendments and the Commission.
5. The next Charter Commission should consider bringing in a public relations firm at the beginning to develop an overall plan for public engagement and participation, instead of at the end.
6. The next Charter Commission should investigate ways to provide public education materials in a format that may be less expensive to produce and mail to the voters, instead of the 5 ½ by 4 inch saddle-stitched brochure used by the previous Commission and this Commission.
7. The large number of proposals meant that public education was challenging. This should be a consideration for the next Commission.

RECOMMENDATIONS FOR ORGANIZATION AND ADMINISTRATION

1. Before creating any Standing Committee, the next Charter Commission should carefully determine the function and duty of a Standing Committee. It may be more appropriate in some situations to create a PIG, though the time constraints and limitations of a PIG should also be considered.
2. The Council is requested to continue to provide the administrative services for the next Commission; office space at Honolulu Hale for the next Commission; assist the next Commission in obtaining reliable, working equipment; and provide, if warranted, staffing support similar to the support provided to the Council Committees with a council aide from the Clerk's office to assist the Commission staff with the agenda and minutes and an attorney or analyst from the Office of Council Services to assist with drafting the proposals in the proper Ramseyer format.
3. The Chief Clerk is requested to continue to provide its services to the next Commission.
4. COR is requested to make the Charter more accessible by providing a hard copy of a complete, up-to date Charter to each Commissioner at the beginning of the Charter Commission process and by keeping the Charter up-to-date on the website for public access and use. COR has stated that the online version will be the official version of the Charter, but the Commission recommends that COR still print hard copies of the Charter for use or purchase by the public on a periodic basis since not all have access to a computer and printer.
5. The Charter process should start earlier. Specifically, the Mayor and the City Council should appoint the members of the 2025-2026 Charter Commission members by November 2024. The 2025-2026 Charter Commission should hold its first meeting no later than December 2024.
6. The next Charter Commission should decide the best method to encourage the public to submit ideas to amend the Charter, whether by sending suggestions through informal means such as by email messages or a more formal means such as filling in requested information on a designated form. If a form will be used, the Commission should design a form that is user friendly; determine what information is necessary on the form; and decide if the form should be part of the Rules.
7. The next Charter Commission should have more autonomy and ensure that COR assist, and avoid dominating the work of the Charter Commission. It should review the role of COR with this Commission and determine COR's relationship with the Commission. It should also consider hiring its own attorney(s).

8. The next Charter Commission should review the previous job descriptions and revise to ensure that they reflect the changing skill sets that may evolve over the ten years and may be more appropriate for a Commission a decade later. The Commission should review the salary ranges, current with similar positions at the time of hire, keeping in mind that these are temporary positions and the difficulty in attracting and retaining people to work on a “two-year” project. As temporary positions, the staff is hired on a contract basis and not through the usual appointment process for regular government hires.

The Commission should use a wide variety of recruitment tools, such as online job sites, social media, and other methods that may develop over the next decade. The Commission should hire appropriate staff as soon as possible and make sure they are highly competent in the skills that will be required in ten years by the next Charter Commission. This may mean the budget for staff and the number of positions should be re-visited.

RECOMMENDATIONS TO IMPROVE THE SUNSHINE LAW

1. The Hawaii State Legislature is requested to review the Sunshine Law and its application to Charter Commissions or any volunteer board or commission that is in existence for only a short duration to complete its tasks and its work will be ultimately voted on by the voters. The Commission desires to have open public discussions among themselves and with the public without being unduly restrained by the current detailed requirements of the Sunshine Law and without having to resort to the use of Sunshine Law exemptions of creating PIGs and holding Executive Sessions. The Commission respectfully requests that the Hawaii State Legislature amend the Sunshine Law with less stringent public notice, notification and minutes requirements for Charter Commissions.
2. If no changes are made to the Sunshine Law, the next Charter Commission should:
 - Carefully review its staffing level and workload; and
 - Request additional resources to assist it to meet the Sunshine Law requirements.

APPENDICES

- A. Background on City & County Charter Commissions
- B. 2015-2016 Charter Commission Members, Officers, and Meeting Dates
- C. Proposals Received
- D. Permitted Interaction Groups, Membership, and Meeting Dates
- E. Committee on Submission and Information Memorandum on Themes for Reforming the Charter
- F. City Clerk Certification of Election Results
- G. Chronology of Public Educational Materials
- H. Final Report by Public Relations Consultant
- I. Rules of the 2015-2016 Honolulu Charter Commission
- J. Charter Commission Budget
- K. Proposal Submission Form

This Page Intentionally Left Blank

Appendix A: Background on City & County Charter Commissions

STATUTORY AND CONSTITUTIONAL AUTHORITY

In 1955, the Hawaii Territorial Legislature enacted Act 225 which authorized the City and County of Honolulu to create a Charter Commission to draft a “legislative” charter to improve the City’s efficiency, economy and representative form of government. This type of charter requires that any proposed charter or amendments would have to be approved by the Legislature.

In 1963, each county was authorized to have its own charter commission when the State Legislature enacted Act 73, codified as Chapter 50, Hawaii Revised Statutes.

The State Constitution eventually allowed counties to have "home rule" charters which did not require legislative approval, provided that the charters were limited to the executive, legislative and administrative structure of the counties. The state legislature reserved authority if there was a general law that applied to all counties. The 1968 Constitutional Convention proposed and the electorate ratified a new section to be added to Article VIII of the State Constitution and as amended by the 1978 Constitutional Convention and ratified by 1978 electorate, Article VIII, Section 2 of the Hawaii State Constitution provides:

LOCAL SELF-GOVERNMENT; CHARTER

Section 2. *Each political subdivision shall have the power to frame and adopt a charter for its own self-government within such limits and under such procedures as may be provided by general law. Such procedures, however, shall not require the approval of a charter by a legislative body.*

Charter provisions with respect to a political subdivision's executive, legislative and administrative structure and organization shall be superior to statutory provisions, subject to the authority of the legislature to enact general laws allocating and reallocating powers and functions.

A law may qualify as a general law even though it is inapplicable to one or more counties by reason of the provisions of this section.

WHAT THE CHARTER SAYS ABOUT CHARTER COMMISSIONS

The Honolulu Charter Commission is an appointed board which meets every ten years to study and review the City government operations in the City Charter, most often described as the “constitution” or the foundation of the City and County of Honolulu.

Section 15-105 of the Revised Charter of the City and County of Honolulu 1973 (2000 ed.) as amended, (RCH) requires a mandatory review of the Charter:

1. After November 1 of every year ending in "4," but before the immediate following February 1, the mayor and the presiding officer of the council shall appoint a charter commission consisting of thirteen members to study and review the operation of the government of the city under this charter. The mayor shall appoint six members; the presiding officer of the council, with the approval of the council, shall appoint six members; and the thirteenth member shall be appointed by the mayor and confirmed by the council. For the 2005 charter commission, Section 16-127 shall prevail over any conflicting provision of this subsection.

2. The commission shall elect a chair from among its members. Any vacancy in the commission shall be filled in the same manner as for an original appointment, except as otherwise provided under Section 16-127 for the 2005 charter commission. The commission shall act by majority vote of its membership and shall establish its own procedures. The commission shall be recognized as a constituent body, and its members shall not, in any manner, be deemed officers of the city. The commission and its members shall be subject only to provisions of this article, Section 3-114, and Section 3-502 of the charter.

3. The commission may propose amendments to the existing charter or a draft of a revised charter, which shall be submitted to the city clerk at any time prior to September 1 of the year ending in "6" that immediately follows the appointment of the commission. Upon receipt of the amendments or revised charter, together with ballot language prepared by the commission, the clerk shall provide for the submission of such amendments or revised charter to the electors of the city at the next general election.

4. The commission shall publish, not less than forty-five days before any election at which charter amendments or a revised charter are submitted, at least once in a daily newspaper of general circulation within the city, a brief digest of the amendments or revised charter and a notice to the electorate that copies of the amendments or revised charter are available at the office of the city clerk.

SHORT HISTORY OF PAST CHARTER COMMISSIONS

From the 1955 enactment of Act 225, there have been six Charter Commissions plus the 2015-2016 Charter Commission.

The first one in 1957-1958 considered what type of government the City should have, recommending a strong mayoral form of government, vesting in the mayor all the responsibility and authority for the administration of the City and providing policy-making authority for the legislature. This Commission also established the position of a managing director to handle the day-to-day operations of the City, leaving the Mayor to focus on overall city planning and leadership.

The Charter Commission of 1971-1972 presented the electorate with a revised Charter consisting of 62 amendments. These were adopted and included provisions to strengthen the legislative branch, improve comprehensive planning, and increase citizen participation by

creating the Neighborhood Commission and the neighborhood board system. It specifically provided for equal rank and authority for the City Council and the Executive Branch. It also created the Reapportionment Commission to ensure that district lines were evenly drawn to ensure fair representation and required all City Council votes to be by open ballot and required all committees to be open to the public.

The Charter Commission of 1981-1982 proposed many revisions but bundled them all into one package requiring one vote for all, resulting in none of them being approved by the electorate.

The 1991-1992 Charter Commission provided a number of individual proposals including a term limit of two consecutive four-year terms for the Mayor and Council members, adoption of non-partisan elections, authorization for the Mayor to transfer funds within departments without Council approval, the authority of the Salary Commission to set the salaries of appointed and elected officials subject to Council veto, and the authority of department heads to serve prior to Council confirmation.

In 1998, the Mayor proposed a broad reorganization of the departments and agencies of the City, which was approved by the Council via Resolution 98-117, CD 1. Certain elements of the Mayor's desired reorganization, those involving departments and agencies reporting directly to the Mayor, however, required amendments to the Charter in order to take effect. Therefore, the Mayor and the Council appointed members to a 1998 Charter Commission even though ten years had not elapsed since the 1991-92 Charter Commission had convened. The desired amendments included: combining the Department of Land Utilization and Department of Planning into a Department of Planning and Permitting; combining the Department of Budget and Department of Finance into a Department of Budget and Fiscal Services; and folding the functions of the Mayor's Office of Information and Complaint into a new Department of Customer Services. The Commission also proposed, among others, amendments to: authorize Corporation Counsel to amend the Charter to reflect mayoral reorganizations; implement staggered terms for Councilmembers; and set a five-year term for the Police Chief and allow the Chief's removal for cause by the Police Commission. The League of Women Voters of Hawaii went to court to challenge the Mayor's and Council's authority to convene the Charter Commission in 1998 based on the argument that the Charter provided for Charter Commissions to be appointed every ten years, but not before the elapsing of ten years. The League's challenge was rejected on procedural grounds.

The 2005-2006 Charter Commission received 109 written proposals and held 35 public meetings. The Commission selected 18 proposals to present to the electorate. Only eight of these were approved by the voters, including the establishment of the Land Conservation and Affordable Housing Funds, curbside recycling, authorization for the Ethics Commission to impose civil fines for ethics violations, and a clear delineation of authority between the Fire Department and the Emergency Services Department to address overlapping services.

OTHER METHODS TO AMEND THE CHARTER

In addition to the decennial review of the Charter by a Charter Commission, Section 15-101, RCH, states:

Initiation of Amendments or Revisions -- Except as hereinafter provided, amendments or revisions of this charter may be initiated only in the following manner:

(a) By resolution of the council adopted after three readings on separate days and passed by an affirmative vote of two-thirds of its entire membership at each reading.

(b) By petition filed with the city clerk, signed by duly registered voters equal in number to at least ten percent of the total voters registered in the last regular mayoral election, setting forth the proposed amendments or revisions.

Such petition shall designate and authorize not less than three nor more than five of the signers thereto to approve any alteration or change in the form or language or any restatement of the text of the proposed amendments or revisions which may be made by the corporation counsel. Such petition shall include each signing voter's signature, residence, and date of signing. Signatures may be on separate sheets, but each sheet shall have appended to it the affidavit of the person who circulated that sheet of the petition, that to the best of the affiant's knowledge and belief the persons whose signatures appear on the sheet are duly registered voters of the city, that they signed with full knowledge of the contents of the petition and that their residences are correctly given.

Such petition shall be filed with the city clerk at least forty-five days before the city first special election preceding the general election of that year. Such petition shall be tendered in its entirety for filing with the city clerk with a transmittal letter to the city clerk. Upon filing of such petition with the city clerk, the city clerk shall examine it to determine whether it contains a sufficient number of apparently genuine signatures of registered voters. The city clerk may question the genuineness of any signature or signatures appearing on the petition, and if the city clerk finds that any such signature or signatures are not genuine, the city clerk shall disregard them in determining whether the petition contains a sufficient number of signatures. The city clerk shall eliminate any sheet of the petition which is not accompanied by the required affidavit of the person who circulated that sheet of the petition. The invalidity of any sheet shall not affect the validity of the petition if a sufficient number of signatures remains after eliminating such invalid sheet. The city clerk shall complete the examination of the petition within twenty working days after the date of filing and shall certify the petition or shall reject the petition.

Notwithstanding the foregoing, the corporation counsel, as revisor, may, subject to the provisions of Section 4-202 of this charter, prepare supplements or editions of the charter containing language which reflects an exercise of the reorganization power as prescribed therein.

In addition, the Mayor also has power to reorganize the City Departments. Section 4-202, RCH provides:

In the interest of administrative efficiency, effectiveness and economy, the mayor, and only the mayor, may propose to the council that the duties and functions of existing departments or agencies of the executive branch, excepting departments or agencies reporting directly to the mayor and not including semi-autonomous agencies, be changed or departments or agencies be created, combined, rearranged, renamed or eliminated. All such proposals shall be in a form stylistically equivalent to that of a proposal for charter amendment. Such proposal or proposals shall take effect upon approval of the council or sixty days after transmittal to the council unless rejected by a two-thirds vote of the council's entire membership. Within six months thereafter, the corporation counsel, as revisor, shall prepare a supplement of an edition, or a new edition, of the charter which contains the reorganization language previously approved, and said language shall take effect as charter language and may be subsequently published as such. Not more than twenty departments shall exist at any one time; provided, however, that neither the office of the mayor, the office of the managing director, the prosecuting attorney, nor the board of water supply or any other semi-autonomous agency shall be counted as "departments" for the purpose of this prohibition.

This Page Intentionally Left Blank

Appendix B: 2015-2016 Charter Commission Members, Officers and Meeting Dates

Mayor Caldwell in Mayor's Message 11 dated January 30, 2015, appointed six members to the Commission:

1. Judge Michael F. Broderick (Ret.)
2. Kevin Mulligan
3. Cheryl D. Soon
4. Jesse K. Souki
5. R. Brian Tsujimura
6. Governor John D. Waihee III

The City Council in Resolution 14-290 FD1 introduced on December 9, 2014 and approved on January 28, 2015, appointed six members:

1. Reginald V. Castanares, Jr.
2. Donna Ikeda
3. Nathan T. Okubo
4. Edlyn S. Taniguchi
5. Paul T. Oshiro
6. David W. Rae

The thirteenth member was nominated by Mayor Caldwell and confirmed by the City Council in Resolution 15-6 CD1 on January 28, 2015:

Guy K. Fujimura

The appointees officially met as the Charter Commission on March 6, 2015, with Jesse K. Souki being selected as Chair Pro Tempore.

At its April 16, 2015, meeting, the Commission elected the following officers:

Chair: Jesse K. Souki
Vice Chair: David W. Rae

Chair Souki appointed the following members to the

- *Budget Committee:* Chair R. Brian Tsujimura, Vice Chair David W. Rae, Reginald V. Castanares, Jr., Kevin Mulligan, Edlyn S. Taniguchi
- *Personnel Committee:* Chair David W. Rae, Vice Chair Kevin Mulligan, Judge Michael F. Broderick (Ret.), Donna Ikeda
- *Rules Committee:* Chair Nathan T. Okubo, Vice Chair Kevin Mulligan, Paul T. Oshiro, Edlyn Taniguchi

- *Style Committee:* Chair Donna Ikeda, Vice Chair Paul T. Oshiro, Nathan T. Okubo, R. Brian Tsujimura, Guy K. Fujimura
- *Submission and Information Committee:* Chair Governor John D. Waihee, III, Vice Chair Cheryl D. Soon, Reginald V. Castanares, Jr., Kevin Mulligan, Nathan T. Okubo

On November 10, 2015, Chair Souki resigned to accept a position with the Honolulu Authority for Rapid Transportation. To fill this vacancy, Mayor Caldwell appointed Pamela Witty-Oakland on November 20, 2015 in Mayor’s Message 156.

The Commission then elected David W. Rae as Chair and Kevin Mulligan as Vice Chair.

Chair Rae also appointed the remaining Commissioners to serve as nonvoting members for the Style Committee and the Submission and Information Committee.

Meeting Dates for Commission, Committees, and PIGs

#	Meeting Date		Comments
1	March 6, 2015	M1 ⁱ	
2	March 18, 2015	M2	
3	April 16, 2015	M3	Report of the Permitted Interaction Group – Budget Report of the Permitted Interaction Group – Personnel Search for Executive Administrator and Staff
4	May 21, 2015	M4	Meeting Part 1, 1:30 PM Report of the Permitted Interaction Group – Personnel Search for Executive Administrator and Staff <u>Executive Sessionⁱⁱ:</u> The Commission anticipates going into Executive Session pursuant to Hawaii Revised Statutes Sections 92-4, 92-5(a)(2) and 92-5(4) to consult in closed meeting to consider the hire, evaluation, dismissal, or discipline of an officer or employees, where consideration of matters affective privacy will be involved; and to consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities.
5	May 21, 2015	M5	Meeting Part 2, 3:00 PM <u>Executive Session:</u> The Commission anticipates going into Executive Session pursuant to Hawaii Revised Statutes Sections 92-4, 92-5(a)(2) and 92-5(4) to consult in closed meeting to consider the hire, evaluation, dismissal, or discipline of an officer or employees,

#	Meeting Date	Comments
		<p>where consideration of matters affective privacy will be involved; and to consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities.</p>
6	June 23, 2015	<p>M6</p> <p>Report of the Permitted Interaction Group – Personnel Search for Executive Administrator and Staff</p> <p><u>Executive Session:</u> The Commission anticipates going into Executive Session pursuant to Hawaii Revised Statutes Sections 92-4, 92-5(a)(2) and 92-5(4) to consult in a closed meeting to consider the hire, evaluation, dismissal, or discipline of officers or employees, where consideration of matters affective privacy will be involved; and to consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities.</p>
7	July 27, 2015	<p>M7</p> <p>Informational Briefings by City Departments and Agencies <i>Administration/Housing:</i></p> <ul style="list-style-type: none"> • Mayor • Managing Director • Corporation Counsel (COR) • Budget and Fiscal Services (BFS) • Human Resources (DHR) • Information Technology (DIT) <p>Report of the Permitted Interaction Group – Public Outreach</p> <p><u>Executive Session:</u> The Commission anticipates going into Executive Session pursuant to Hawaii Revised Statutes Sections 92-4, 92-5(a)(2) and 92-5(4) to consult in a closed meeting to consider the hire, evaluation, dismissal, or discipline of officers or employees, where consideration of matters affective privacy will be involved; and to consult with the Commission’s attorney on questions and issues pertaining to the Commission’s powers, duties, privileges, immunities, and liabilities.</p>
8	July 29, 2015	<p>M8</p> <p>Informational Briefings by City Departments and Agencies <i>Public Safety</i></p> <ul style="list-style-type: none"> • Police (HPD) • Fire (HFD) • Emergency Services (HESD) • Prosecuting Attorney (PAT) • Medical Examiner (MED) • Emergency Management (DEM)

#	Meeting Date		Comments
			Report of the Permitted Interaction Group – Public Outreach
9	July 30, 2015	M9	Informational Briefings by City Departments and Agencies <i>Customer Service</i> <ul style="list-style-type: none"> • Customer Services (CSD) • Enterprise Services (DES) • Community Services (DCS) • Parks and Recreation (DPR) • Neighborhood Commission (NCO) • Royal Hawaiian Band (RHB) • Office of Culture and the Arts (MOCA) • Office of Economic Development • Office of Housing
10	July 31, 2015	M10	Informational Briefings by City Departments and Agencies <i>Planning and Engineering</i> <ul style="list-style-type: none"> • Planning and Permitting (DPP) • Design and Construction (DDC) • Transportation Services (DTS) • Environmental Services (ENV) • Facility Maintenance (DFM) • Honolulu Authority for Rapid Transportation (HART) • Transit-oriented Development (TOD) • Board of Water Supply (BWS) Recessed to Aug. 4
11	August 4, 2015	M11	Reconvened from its 7/31 meeting Informational Briefings by City Departments and Agencies <ul style="list-style-type: none"> • Honolulu Authority for Rapid Transit • Board of Water Supply
12	August 6, 2015	M12	Informational Briefings by City Departments and Agencies <i>Legislative Branch</i>
13	August 27, 2015	M13	
14	September 3, 2015	M14	Informational Briefings by City Departments and Agencies <ul style="list-style-type: none"> • 1998 City & County Government Reorganization • Auditor
15	September 10, 2015	M15	Informational Briefings by City Departments and Agencies <ul style="list-style-type: none"> • City Planning – continued discussion • Climate Change and Resiliency
16	September 18, 2015	M16	Informational Briefings by City Departments and Agencies <i>Continuation of Planning Discussion</i>
17	September 24, 2015	M17	Informational Briefings by City Departments and Agencies <ul style="list-style-type: none"> • Honolulu Authority for Rapid Transit

#	Meeting Date		Comments
			<ul style="list-style-type: none"> Department of Transportation Services
18	October 1, 2015	M18	Informational Briefings by Boards and Commissions <ul style="list-style-type: none"> The Fire Commission The Police Commission
19	October 15, 2015	M19	Informational Briefings by Boards and Commissions <ul style="list-style-type: none"> Board of Water Supply
20	October 28, 2015	M20	Informational Briefings by Boards and Commissions <ul style="list-style-type: none"> Salary Commission Civil Service Commission Transportation Commission Ethics Commission Planning Commission Waste Reduction Commission
	November 6, 2015	ⁱⁱⁱ X-M21	NOTE: Meeting Cancelled -- Lack of Quorum Rescheduled to Nov. 24
21	November 24, 2015	M21	
22	December 10, 2015	M22	
	December 17, 2015	X-M23	NOTE: Meeting Cancelled – Potential violation of Sunshine Law Rescheduled to Dec. 30
23	December 30, 2015	M23	
24	January 6, 2016	M24	
25	January 15, 2016	M25	
26	January 25, 2016	M26	
27	February 4, 2016	M27	
	February 19, 2016	X-B1 ^{iv}	NOTE: Committee on Budget Meeting Cancelled -- Lack of Quorum. Rescheduled to Feb. 25
28	February 19, 2016	M28	
	February 25, 2016	X-B1	NOTE: Committee on Budget Meeting Cancelled -- Lack of Quorum. Rescheduled to Mar. 4
	February 25, 2016	X-M29	NOTE: Meeting Cancelled -- Potential violation of Sunshine Law Rescheduled to Mar. 17
29	March 4, 2016	B1	Committee on Budget, 3:30 PM
30	March 4, 2016	M29	4:30 PM; Recessed to Mar. 8
31	March 8, 2016	M30	Reconvened its 3/4 meeting
32	March 17, 2016	S1 ^v	Committee on Style, 2:00 PM
33	March 17, 2016	M31	3:30 PM Report of the Permitted Interaction Group – Police Department and Police Commission

#	Meeting Date		Comments
34	March 23, 2016	M32	Report of the Permitted Interaction Group – Ethics and the Ethics Commission Report of the Permitted Interaction Group – Police Department and Police Commission
35	March 24, 2016	M33	
36	April 1, 2016	M34	Report of the Permitted Interaction Group – Ethics and the Ethics Commission
37	April 7, 2016	M35	Report of the Permitted Interaction Group – Planning
38	April 14, 2016	S2	Committee on Style, 2:00 PM
39	April 14, 2016	M36	3:30 PM Report of the Permitted Interaction Group – Planning
40	April 29, 2016	M37	Report of the Permitted Interaction Group – Housing Report of the Permitted Interaction Group – Honolulu Zoo
41	May 16, 2016	S3	Committee on Style, 2:00 PM
42	May 16, 2016	M38	3:30 PM Report of the Permitted Interaction Group – Public Transportation Report of the Permitted Interaction Group – Open Government / Citizen Participation Report of the Permitted Interaction Group – Housing Report of the Permitted Interaction Group – Honolulu Zoo
	May 26, 2016	X-M39	NOTE: Meeting Cancelled – Potential violation of Sunshine Law Rescheduled to June 9
43	June 2, 2016	M39	Report of the Permitted Interaction Group – Public Transportation Report of the Permitted Interaction Group – Use and Development of City Resources
44	June 9, 2016	M40	Report of the Permitted Interaction Group – Open Government / Citizen Participation <u>Executive Session:</u> The Commission anticipates going into Executive Session pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(4) to consult in a closed meeting with the attorneys for the Commission on questions and issues pertaining to Hawaii Revised Statutes §92-7 and related Office of Information

#	Meeting Date		Comments
			Practices opinions regarding Sunshine Law agenda requirements. Deferred to 6/17/16.
45	June 17, 2016	M41	Report of the Permitted Interaction Group – Use and Development of City Resources <u>Executive Session:</u> The Commission anticipates going into Executive Session pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(4) to consult in a closed meeting with the attorneys for the Commission on questions and issues pertaining to Hawaii Revised Statutes §92-7 and related Office of Information Practices opinions regarding Sunshine Law agenda requirements.
46	June 23, 2016	M42	Report of the Permitted Interaction Group – Oversight and Powers Over Specific Function Report of the Permitted Interaction Group – Grant in Aid Fund <u>Executive Session:</u> The Commission anticipates convening an Executive Session closed to the public pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(4) to consult its attorneys on questions and issues relating to their legal analysis and recommendations for the Charter proposals identified and described in this agenda item.
47	June 27, 2016	M43	Community Outreach – Downtown / Honolulu, 6:00 PM
48	June 29, 2016	M44	Community Outreach – Central Oahu / North Oahu, 6:00 PM
49	June 30, 2016	S4	Committee on Style, 2:00 PM. Recessed to July 5, 1:55 PM
50	June 30, 2016	M45	3:30 PM Report of the Permitted Interaction Group – Oversight and Powers Over Specific Function Report of the Permitted Interaction Group – Grant in Aid Fund
51	July 1, 2016	M46	Community Outreach – Windward / East Oahu, 6:00 PM
52	July 5, 2016	S5	Committee on Style, 1:55 PM; reconvened from its 6/30 meeting
53	July 5, 2016	S6	Committee on Style, 2:00 PM Action on Proposals in Report of the Permitted Interaction Group – Oversight and Powers Over Specific Function

#	Meeting Date		Comments
			Action on Proposals in Report of the Permitted Interaction Group – Grant in Aid Fund
54	July 6, 2016	M47	Community Outreach – Leeward / West Oahu, 6:00 PM
55	July 7, 2016	M48	<u>Executive Session:</u> The Commission anticipates convening an Executive Session closed to the public pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(4) to consult with its attorneys on questions and issues relating to their legal analysis and recommendations for the Charter proposals identified and described in Items II, IV, V, VI, VII, VIII and IX of this agenda. Executive Administrator in attendance ^{vi} .
56	July 12, 2016	S&I 1 ^{vii}	Committee on Submission & Information (S&I), 1:30 PM
57	July 12, 2016	M49	3:30 PM
58	July 13, 2016	S7	Committee on Style, 12:30 PM
59	July 13, 2016	M50	2:00 PM
60	July 15, 2016	S&I 2	Committee on Submission & Information (S&I) <u>Executive Session:</u> The Committee anticipates convening an Executive Session closed to the public pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(4) to discuss with Legal Counsel any permitted legal and/or personnel matters that may have arisen during the course of the meeting. None ^{viii} S&I Committee Recessed to 7/18
61	July 18, 2016	S&I 3	Committee on Submission & Information (S&I) reconvened its 7/15 meeting. Recessed to 7/21.
62	July 21, 2016	S&I 4	Committee on Submission & Information (S&I) reconvened from its 7/15 & 7/18 meetings. Recessed to 7/22.
63	July 22, 2016	S&I 5	Committee on Submission & Information (S&I) reconvened at 2:00 PM from its 7/15, 7/18, & 7/21 meetings.
64	July 22, 2016	M51	3:30 PM <u>Executive Session:</u> The Committee anticipates convening an Executive Session closed to the public pursuant to Hawaii Revised Statutes §92-4 and §92-5(a)(4) to discuss with Legal Counsel any permitted legal and/or personnel matters that may have arisen during the course of the meeting. None
65	August 2, 2016	S&I 6	Submission & Information Committee (S&I) meeting.

#	Meeting Date		Comments
			<p><u>Executive Session:</u> The Committee anticipates convening in executive session pursuant to Hawaii Revised Statutes Section 92-5(a)(4) to consult with its attorneys regarding the Committee’s powers, duties, privileges, immunities, and liabilities in connection with the draft plain English questions and written explanatory information for the 27 final proposals.</p> <p>Recessed to 8/3</p>
66	August 3, 2016	S&I 7	<p>Submission & Information Committee (S&I) meeting reconvened its 8/2 meeting. Recessed to 8/4, 1:15 PM</p>
67	August 4, 2016	S&I 8	<p>Submission & Information Committee (S&I) meeting reconvened its 8/2 and 8/3 meetings. Recessed to reconvene after the end of the 2:15 PM Charter Commission Meeting</p>
68	August 4, 2016	M52	<p>2:15 PM</p> <p><u>Executive Session:</u> The Commission anticipates convening in executive session pursuant to Hawaii Revised Statutes Section 92-5(a)(4) to consult with its attorneys regarding the Commission’s powers, duties, privileges, immunities, and liabilities in connection with the draft plain English questions and written explanatory information for the 27 final proposals.</p> <p>None</p>
67	August 4, 2016	S&I 8	<p>Submission & Information Committee (S&I) reconvened its 8/4 meeting at 4:33 PM (after the adjournment of the 2:15 PM Charter Commission meeting)</p>
	August 15, 2016	X-S&I 9	<p>NOTE: Submission & Information Committee (S&I) Meeting Cancelled -- Rescheduled to August 18.</p>
69	August 18, 2016	S&I 9	<p>Submission & Information Committee Meeting</p> <p><u>Executive Session:</u> The Committee anticipates convening in executive session pursuant to Hawaii Revised Statutes Section 92-5(a)(4) to consult with its attorneys regarding the Committee’s powers, duties, privileges, immunities, and liabilities in connection with the draft plain English questions and written explanatory information for the 20 final proposals.</p> <p>None</p>
70	November 22, 2016	S&I 10	<p>Submission & Information Committee – 1 PM. Recessed to Nov. 28</p>
71	November 22, 2016	B2	<p>Committee on Budget - 2:00 PM</p>
72	November 22, 2016	S8	<p>Committee on Style - 2:30 PM</p>
73	November 22, 2016	M53	<p>3:30 PM. Recessed to Nov. 28</p>

#	Meeting Date		Comments
74	November 28, 2016	S&I 11	Submission & Information Committee, 2:30 PM; reconvened its 11/22 meeting
75	November 28, 2016	M54	Charter Commission, 3:00 PM; reconvened its 11/22 meeting.
76	December 20, 2016	S&I 12	Submission & Information Committee - 2:30 PM Recessed to Dec. 30
77	December 20, 2016	M55	3:30 PM. Recessed to Dec. 30
78	December 30, 2016	S&I 13	Submission & Information Committee, to reconvene its 12/20 meeting
79	December 30, 2016	M56	Charter Commission to reconvene its 12/20 meeting.

ⁱ M – Meeting of the Charter Commission; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

ⁱⁱ Executive Session: Minutes of the Executive Sessions were compiled by the Department of the Corporation Counsel. Charter Commission Staff not in attendance in Executive Sessions.

ⁱⁱⁱ X – Cancelled Meeting

^{iv} B – Meeting of the Committee on Budget; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

^v S – Meeting of the Committee on Style; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

^{vi} Charter Commission Executive Administrator in attendance in the Executive Session, effective July 7, 2016

^{vii} S&I – Meeting of the Committee on Submission and Information; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

^{viii} No Executive Session held.

Appendix C: Proposals Received

#	PROPOSER	SUMMARY
1	Vincent Shigikuni	<ul style="list-style-type: none"> Require American Planning Association training for Planning Commissioners and every Corporation Counsel assigned to the Planning Commission; and Specifically apply the Sunshine Law to the Planning Commission.
2	Glen I. Takahashi, City Clerk	Amend Special Elections timing.
3	Brandon Elefante, Council-member	<p>Increase the availability of the Affordable Housing Fund by:</p> <ul style="list-style-type: none"> Allowing it to be used for persons earning 60% or less of median household income (rather than just 40%); Allow mixed use and mixed income projects; and Limit the time required for the housing to remain affordable to 60 years.
4	Anonymous	Empower the City Council to remove the Corporation Counsel by a vote of two-thirds of the entire Council membership.
5	Anonymous	Include deputies in the Department of Corporation Counsel in civil service.
6	Darlene Yoshioka	Provide more City Council oversight of Board of Water Supply.
7	John Kawamoto	<ul style="list-style-type: none"> Limit political contributions to \$100 for each election period; and Prohibit campaign contributions by organizations.
8	Kent Fonoimoana Kahuku Community Organization	Ensure public comment for wind machines by requiring them to have a major conditional use permit instead of a minor conditional use permit.
9	Kellen Smith, Co-Vice Chair, Wai`anae Neighborhood Board	Increase City Council to 36 members.
10	Clifton Masayoshi Hasegawa	Terminate Honolulu Authority for Rapid Transit and allow the Mayor and Council to control the rail functions.
11	Kevin Mulligan	Re-establish a housing agency to provide and develop affordable housing, and implement the City and County of Honolulu's housing policies.
12	Kevin Mulligan	Extend the terms of Council members.
13	Kevin Mulligan	<p>Require that:</p> <ul style="list-style-type: none"> Honolulu Authority for Rapid Transit Board members meet specific knowledge and professional experience in specified areas; and Board members ride Honolulu Authority for Rapid Transit once a week on average.
14	Kevin Mulligan	Establish a single transit agency for bus, rail, and HandiVan service on Oahu.
15	Kenneth Conklin	Require recusal of elected or appointed officials from participating, deliberating, voting, or implementing policies or decisions which will have a financial or political impact on other institutions where they or their spouses, children, or parents are officers, members, or beneficiaries.

#	PROPOSER	SUMMARY
16	Kevin Mulligan	Amend the terms of service of the Police Commissioners to ensure a broad representation so that decisions reflect the diverse communities on Oahu.
17	Charles Katsuyoshi	Improve financial flexibility for the City Council and the Mayor by repealing the: <ul style="list-style-type: none"> • Clean Water and Natural Lands Fund; • Affordable Housing Fund; • Grants in Aid Fund; and • Charter section allowing for creation of new funds.
18	Will Espero	<ul style="list-style-type: none"> • Authorize the Police Commission to punish officers for misconduct or bad behavior; and • Authorize the Mayor to fire the Police Chief with the support of the majority of the Police Commissioners.
19	Donna Ikeda	Reduce the number of Neighborhood Boards to one per Council District for efficiency and cost savings.
20	Donna Ikeda	Subject Board of Water Supply Board to oversight by the City Council and to Charter standards of conduct.
21	David Rae	Limit terms of office for all elective county offices to two consecutive six-year terms, specifically for the Mayor, the City Council members, the Prosecuting Attorney, and the Neighborhood Boards.
22	Kevin Mulligan	Establish an Office of the Inspector General attached to the Police Commission.
23	Civil Beat	Conform the county public records law to state requirements to ensure greater access to public records.
24	Civil Beat	Require boards and commissions to have an internet presence and use electronic communications to distribute board information to: <ul style="list-style-type: none"> • Provide ready access to information; • Reduce barriers to and encourage public engagement with government; • Build trust in government; and • Encourage a paperless government.
25	Civil Beat	Require city agencies to: <ul style="list-style-type: none"> • Assist the public in getting public records; and • Make the process more efficient.
26	Civil Beat	Prohibit charging for copies of public records when obtaining copies is in the public interest.
27	Donna Ikeda	Establish a five year term for the Fire Chief.
28	Donna Ikeda	Keep the identities of complainants against the police confidential until the case is completed.
29	Donna Ikeda	Establish budget autonomy for the Prosecuting Attorney.
30	Terrence Aratani	<ul style="list-style-type: none"> • Limit Neighborhood Boards' advisory rules to City and County matters; and • Consider abolishing the Neighborhood Boards by reviewing participation and other factors.

#	PROPOSER	SUMMARY
31	Kevin Mulligan	Give the Police Commission the authority to place the Police Chief on leave due to an ongoing investigation.
32	Larry Bartley for Save Oahu's Neighborhoods	Create the position of Land Use Enforcement Officer to increase enforcement of land use regulations
33	Paul Oshiro	Provide for the timely filling of a vacancy in the office of any Councilmember.
34	Paul Oshiro	Publish a new and updated edition of the Charter at least every 10 years by July 1 of the year following the general election and ending in "6".
35	Paul Oshiro	Repeal the requirement that no more than a majority of members of the Reapportionment Commission can be members of the same political party.
36	Paul Oshiro	Modify the deadline by which the Charter Commission must send Charter proposals to the City Clerk from September 1 to the 80 th calendar day prior to the General Election.
37	Paul Oshiro	<ul style="list-style-type: none"> Establish a five-year term for the Fire Chief; and Delete the authority of the Fire Commission to remove the Fire Chief.
38	APA	Make detailed revisions to the duties of the Department of Planning and Permitting.
39	Totto	Authorize the Salary Commission to set salary ranges for attorneys who work for the Ethics Commission which would set their actual salaries.
40	Tsujimura	Provide for the sunset of every board and commission and review the necessity of every board and commission at least every five years.
41	Paul Oshiro	<p>Authorize the Salary Commission to:</p> <ul style="list-style-type: none"> Establish salary ranges for department heads or deputy department heads in positions with recruitment challenges that have been vacant for more than one year; and Require the salary for a particular position within the applicable salary range be specified by the appointing official or entity.
42	Paul Oshiro	Prohibit Neighborhood Board members from serving on the Neighborhood Commission.
43	Paul Oshiro	Require that the Salary Commission recommendations go into effect within sixty days if they have a two-thirds majority vote
44	Paul Oshiro	<p>Establish term limits of:</p> <ul style="list-style-type: none"> Three four-year terms for the Mayor, Councilmembers, and the Prosecuting Attorney; and Six two-year terms for Neighborhood Board members.
45	Paul Oshiro	Require that the budget be submitted to the Council through the Mayor with or without recommendation no less than 120 days prior to the end of the fiscal year.
46	Paul Oshiro	Delete the duties of the Transportation Commission to evaluate the Director of the Department of Transportation and review the rules, budget, and public transit and other transportation system contractors.
47	Cheryl Soon	Establish a single entity for transportation operations and maintenance of public transportation.

#	PROPOSER	SUMMARY
48	Cheryl Soon	<ul style="list-style-type: none"> Amend powers of the City to include sustainability and resource protection; and Emphasize that inclusiveness, transparency, and participation by the citizenry is a fundamental principle of conduct.
49	Cheryl Soon	Provide for a second Managing Director and reorganize the departments for a more narrow and achievable span of control.
50	Cheryl Soon	Transfer the following from the Managing Director's Office to other departments: <ul style="list-style-type: none"> Emergency Management; Citizen Advisory Commission on Civil Defense; Royal Hawaiian Band; and Office of Housing.
51	Cheryl Soon	Allow the Department of Enterprise Services to negotiate with non-city entities for use of city lands and property.
52	Cheryl Soon	Create a Climate Change Commission attached to the Department of Facility Maintenance to: <ul style="list-style-type: none"> Review the latest science of climate change; and Advise the Director on adaptation measures to protect city properties and facilities.
53	Cheryl Soon	Remove the State Director of Transportation as an ex officio member of the Board of Water Supply.
54	Cheryl Soon	Require Functional Plans for the Departments of: <ul style="list-style-type: none"> Environmental Services; Facility Maintenance; Parks and Recreation; and Transportation Services; And for the Board of Water Supply.
55	Cheryl Soon	Revise the Charter through an omnibus provision to eliminate unnecessary or out-of-date materials.
56	Anonymous	Move all core parking functions to the Department of Enterprise Services for operational financial efficiencies.
57	Ed Wagner	Provide for initiative, referendum, recall; and Prohibit gifts of any kind to politicians
58	Derek Liam	Create an independent citizen agency to review police misconduct.
59	Joyce Salmon	Open the Municipal Library at least one day a week.
60	Leon Kau	Address the use of sirens late at night primarily by the Fire Department.
61	David Rae	Establish a new department for Transit-Oriented Development and Strategic Partnerships.
62	David Rae	Make Salary Commission decisions final without the need for approval by the City Council or the Mayor.
63	David Rae	Eliminate first reading of bills for efficiency and increased public input.

#	PROPOSER	SUMMARY
64	David Rae	Eliminate the Transportation Commission.
65	Shannon Wood; Windward Ahupua`a Alliance, a 501c NGO	Investigate public ownership of HECO. If the public has the right to own it, the question should be put on the 2016 ballot.
66	Menor	<ul style="list-style-type: none"> • Consolidate all housing functions into one department; and • Rename the Department of Community Services to the Department of Housing and Community Services which can emphasize: <ul style="list-style-type: none"> ○ Affordable housing; ○ Senior housing; ○ Special needs housing; and ○ Homelessness.
67	Camille Lim; Common Cause Hawaii	Require City Clerk to take part in “Get out the Vote” to encourage voter registration and turnout.
68	Camille Lim; Common Cause Hawaii	Require the City Clerk to produce and distribute voter guides on candidates and in “plain English” for ballot issues before a general election.
69	Camille Lim; Common Cause Hawaii	Require an instant run-off system for county elections to fill vacancies rather than winner take all.
70	Rafael Bergstrom; Waste Reduction Hui (Surfrider Foundation Oahu Chapter)	Require Honolulu to operate on the basis of sustainability to preserve natural resources and environmental health into the future.
71	William Grant, Jr.	Eliminate Honolulu Authority for Rapid Transit and Transit-Oriented Development, and demolish what’s been built so far; or end the rail at Aloha Stadium. Restore bus routes to 2010 routes.
72	Nicole Chatterson; Waste Reduction Hui (Wild Kids and Surfrider Oahu)	Add language to the duties of the Department of Environmental Services to change from focusing exclusively on downstream disposal methods to focusing on generation reduction and recycling as the primary strategy for waste management practices.
73	Burkett	Create an office for policy framework, leadership, and coordination for climate change and resiliency across all relevant city agencies, other counties, and the State.
74	Burkett	Require enactment of ordinances to adequately facilitate resilience and increased adaptive capacity for climate change.
75	Burkett	<ul style="list-style-type: none"> • Create an office for policy framework, leadership, and coordination for climate change and resiliency across all relevant city agencies, other counties, and the State; and • Require enactment of ordinances to adequately facilitate resilience and increased adaptive capacity for climate change.

#	PROPOSER	SUMMARY
76	City and County of Honolulu, Office of the Managing Director	<ul style="list-style-type: none"> • Remove operation and maintenance authority from Honolulu Authority for Rapid Transit and the Department of Transportation Services; and • Create a new municipal public transit entity.
77	City and County of Honolulu, Office of the Managing Director	<p>Add planning, engineering, design, construction, and installation to the Departments of:</p> <ul style="list-style-type: none"> • Design and Construction; • Enterprise Services; • Environmental Services; • Facility Maintenance; • Transportation Services; • Information Technology; and • Parks and Recreation.
78	City and County of Honolulu, Office of the Managing Director	Allow the Mayor to create a fund, with Council approval.
79	City and County of Honolulu, Office of the Managing Director	Require Board of Water Supply and Honolulu Authority for Rapid Transit contracts to be approved for form and legality by Corporation Counsel.
80	City and County of Honolulu, Office of the Managing Director	Allow the Mayor to delegate the signing of documents.
81	City and County of Honolulu, Office of the Managing Director	Establish dimensional zoning variance criteria.
82	City and County of Honolulu, Office of the Managing Director	<p>Add to the Department of Facility Maintenance:</p> <ul style="list-style-type: none"> • Vehicle and equipment fleet maintenance; and • Stormwater quality responsibilities as of July 1, 2015.
83	City and County of Honolulu, Office of the Managing Director	Remove cesspool treatment and pumping as a core function of the Department of Environmental Services.
84	City and County of Honolulu, Office of the Managing Director	Consolidate and clarify management of wastewater and solid waste by amending the powers, duties, and functions of the Director of the Department of Environmental Services.
85	City and County of Honolulu, Office of the Managing Director	Allow the Police Chief to appoint six assistant chiefs in addition to two deputies.

#	PROPOSER	SUMMARY
86	City and County of Honolulu, Office of the Managing Director	<ul style="list-style-type: none"> Amend the description of the powers, duties, and functions of the Fire Chief to better reflect prevention, preparedness, and emergency response; and Require the Fire Chief to promulgate rules and regulations necessary for organization and internal administration.
87	City and County of Honolulu, Office of the Managing Director	Increase the number of members on the Fire Commission from 5 to 7.
88	City and County of Honolulu, Office of the Managing Director	Clarify that additional revenues for Board of Water Supply may come from land and property development.
89	City and County of Honolulu, Office of the Managing Director	Change the Neighborhood Commission title of “Executive Secretary” to “Executive Director.”
90	City and County of Honolulu, Office of the Managing Director	<ul style="list-style-type: none"> Align Central Purchasing with the Procurement Code; and Remove requirement for an appointed standardization committee as it is obsolete.
91	City and County of Honolulu, Office of the Managing Director	Correct earlier reorganization of Department of Emergency Management by replacing obsolete references to “civil defense” with “emergency management.”
92	Honolulu Authority for Rapid Transit	Establish a single authority for bus, handi-van, and rail by the time that city funds are needed for operations and maintenance.
93	Honolulu Authority for Rapid Transportation	<p>Establish a transition Committee to recommend:</p> <ul style="list-style-type: none"> The best governance structure and process to implement a unified transit authority; How to amend the Charter to reflect that the Mayor and City Council have approval authority over the transit authority’s budgets; Qualifications for members of the transit authority; and Charter amendments to the Mayor and City Council for approval at the 2016 general election.
94	Honolulu Authority for Rapid Transportation	<ul style="list-style-type: none"> Authorize the City Council to provide additional revenues for Honolulu Authority for Rapid Transit; and Limit Honolulu Authority for Rapid Transit revenues to capital projects only, removing operating costs for Honolulu Authority for Rapid Transit from the Charter.
95	Honolulu Authority for Rapid Transportation	Allow Honolulu Authority for Rapid Transit to issue any kind of bonds, not just revenue bonds.
96	Ryan Akamine	Allow the Affordable Housing Fund to be used for operating expenses in addition to capital expenses.

#	PROPOSER	SUMMARY
97	Ryan Akamine	Make the office of Corporation Counsel less connected to the Mayor's Office by: <ul style="list-style-type: none"> • Providing the City Council with the power to remove the Corporation Counsel; • Making the Corporation Counsel an independently elected position; or • Adding the Corporation Counsel duties to the Department of the Prosecuting Attorney.
98	Ryan Akamine	Add more Councilmembers and make each district smaller.
99	Ryan Akamine	<ul style="list-style-type: none"> • Increase the number of elected officials in city government (no number provided); • Increase government accountability by making more positions elected, such as the City Auditor, the Corporation Counsel, the Board of Water Supply and the Director of the Board of Water Supply, the Board and Executive Director of the Honolulu Authority for Rail Transit, the Fire Commission, the Police Commission, the Parks Commission, and the Transportation Commission.
100	Ryan Akamine	Make Salary Commission recommendations binding.
101	Ryan Akamine	Require that excess property be put to the highest and best use.
102	Ryan Akamine	Establish a Youth Commission to, among other things: <ul style="list-style-type: none"> • Involve youth in the policymaking process; • Facilitate pro-youth policies; • Increase youth voter turnout; and • Promote leadership development for the next generation.
103	Gerald Chang	<ul style="list-style-type: none"> • Allow citizens to submit ordinances for consideration; • Provide for publicly initiated referendum.
104	Lynne Matusow	<ul style="list-style-type: none"> • Provide for equal female/male representation on boards; and • Delete Charter references to parties since all City and County elections are non-partisan.
105	Lynne Matusow	<ul style="list-style-type: none"> • Abolish the Neighborhood Commission or keep it for administrative purposes only; and • Assign the Neighborhood Boards to the Office of Council Services.
106	Paulette Tam	Create the position of Land Use Enforcement Officer.
107	Natalie Iwase	Create an Office of the Inspector General to replace the Ethics Commission not under the control or administrative authority of the corporation counsel to provide a more independent watchdog agency for residents and taxpayers.
108	Paulette Tam	Create the position of Land Use Enforcement Officer.
109	Anonymous	Create a Residential Rent Stabilization and Arbitration Board as an emergency measure to address Honolulu's housing crisis by limiting rent increases and reasons for eviction and to be funded through newly created rental unit fees.
110	Anonymous	Establish lesser, more manageable administrative/ municipal districts consisting of similar neighborhoods and communities (similar to Miami).

#	PROPOSER	SUMMARY
111	Laura Thielen	<ul style="list-style-type: none"> Investigate Honolulu Police Department officers based on anonymous complaints relating to domestic abuse, other violence or corruption; and Make limited information regarding final disciplinary actions against Honolulu Police Department officers public 30 days after finalization.
112	David Mitchell	Increase the City Council from 9 to 13; the four additional positions to come from super districts.
113	David Mitchell	<ul style="list-style-type: none"> Elect members of Neighborhood Boards in the same cycle as council members of each district; and Require nomination papers with at least 40 signatures of voters registered in the district.
114	Janet Mason; League of Women Voters of Honolulu	Support the independence of the Ethics Commission by: <ul style="list-style-type: none"> Clarifying that the Ethics Commission administers the Ethics Code; and Locating it within the Office of the City Auditor.
115	William Liggitt; Conservation council for Hawaii	Employ city powers to advance the environment and sustainability in planning and operations.
116	Lea Hong; The Turst for Public Land	Amend the Clean Water and Natural Lands Fund to de-politicize the funding and implementation process.
117	Mahealani Cypher; Ko`olaupoko Hawaiian Civic Club	Change Council districts to align with six traditional moku; 2 members per district; to support better governance, stewardship and sustainability: Kona, `Ewa, Wai`anae, Waialua, Ko`olauloa, Ko`olaupoko.
118	Mahealani Cypher; Ko`olaupoko Hawaiian Civic Club	Change Planning Districts to the six traditional Hawaiian moku: Ko`olaupoko, Kona, `Ewa, Wai`anae, Waialua, Ko`olauloa.
119	APA	Add a Second Deputy to the Department of Planning and Permitting.
120	APA	Require 20-year plus functional plans for wastewater, transportation, and parks and recreation facilities
121	APA	<ul style="list-style-type: none"> Expand the duties of the Department of Community Services to centralize housing functions; Eliminate the Mayor's Office of Housing; and Rename the Department the Department of Housing and Neighborhood Services.
122	APA	Change the period of affordability for use of the Affordable Housing Fund to 60 years versus in perpetuity.
123	APA	<ul style="list-style-type: none"> Require the Charter Commission to: <ul style="list-style-type: none"> Specify the purpose of Charter amendments or revision; and Use metrics to measure past performance of amendments or revision; and Require the City Auditor to report annually to the City Council on the results and findings of a yearly examination of the performance metrics and progress toward the stated goal of the amendments or revision.
124	Carolyn Weygan-Hildebrand	Change the Department of Community Services to the Department of Housing and Community Services with the central responsibility of housing concerns in the context of community development.

#	PROPOSER	SUMMARY
125	Tom Heinrich	Add to the City Charter: <ul style="list-style-type: none"> • Historical citations; • Case note annotations; and • Tables of disposition.
126	Tom Heinrich	Make various amendments to Article XIV on Boards and Commissions to address significant issues regarding the relationship between the Executive Secretary and the Neighborhood Commission; their respective roles, powers, duties, and functions; and the organization of the neighborhood system.
127	Tom Heinrich	Amend the process of codification of ordinances.
128	Tom Heinrich	Prohibit concurrent service on the Neighborhood Commission and a Neighborhood Board.
129	Tom Heinrich	Confer civil service status on Neighborhood Commission staff except for the Executive Secretary.
130	Tom Heinrich	Change the Neighborhood Commission title of “Executive Secretary” to “Executive Director.”
131	Tom Heinrich	Increase the number of members on the City Council from 9 to perhaps 11 or 13 to: <ul style="list-style-type: none"> • Improve accessibility opportunities for constituents; • Allow for more contiguous and compact districts; and • Distribute the committee and other workload assignments among more members.
132	Tom Heinrich	Restore partisan elections for Mayor and Council, but not necessarily for the Prosecuting Attorney.
133	Tom Heinrich	Require the Corporation Counsel to: <ul style="list-style-type: none"> • Serve as the Revisor of the Charter; • Be responsible for maintaining the Charter in its current form as amended along with the legislative and electoral history of all revisions; and • Publish and make readily available the Charter in its current form both as a user-friendly hard copy and in a user-friendly electronic format.
134	Tom Heinrich	<ul style="list-style-type: none"> • Establish a four-year term of office for the Prosecuting Attorney; and • Clearly specify that it is an elective office.
135	Anonymous	<ul style="list-style-type: none"> • Ensure that wastewater is not discharged into waters of the U.S.; and • Treat all wastewater to the tertiary level.
136	Anonymous	Raise minimum wage to \$15 an hour
137	Anonymous	Establish alternative campaign financing by creating a Clean Election Fund and Commission to administer it.
138	Anonymous	<ul style="list-style-type: none"> • Ban toxic lawn pesticides on municipal parks and playgrounds and schools adjacent to municipal parks; • Provide a 24-hour notification of any pesticide application on school or park property; • Track the use of pesticides; and • Establish an integrated pest management method to reduce pesticide use on City properties.

#	PROPOSER	SUMMARY
139	Anonymous	End the Honolulu Authority for Rapid Transit rail project at Aloha Stadium.
140	Anonymous	Establish an independent review board to review 5, 10, 15, 20 year financial projections to determine how rail endangers the City's fiscal health especially in the face of rising Rail costs and their relation to the city's ability to meet its existing financial obligations.
141	Anonymous	Label genetically modified products as "genetically modified organism."
142*	John Doe	Delete the position of Managing Director.
143*	John Doe	Change the Mayor's Office of Housing into a department.
144*	John Doe	Provide for a professional City Manager appointed by the City Council and remove the position of Mayor.
145*	John Doe	Put the City Charter and City Ordinances on-line in a form that is up-to-date and easy to read.
146*	John Doe	<ul style="list-style-type: none"> • Eliminate Honolulu Authority for Rapid Transit and turn over its functions to the Department of Transportation Services; and • End the rail at Middle Street.
147*	Fred Metcalf	<ul style="list-style-type: none"> • COMMUNICATIONS • GOV'T SECRECY • Treat Honolulu Police Department officers the same as civilians if they commit crimes. • Allow public access to Ethics Commission rulings, decisions and reasoning. • GIFT DISCLOSURES • Rail full of lies, deceptions, scams, conflicts.
148*	Anonymous	Consolidate the Corporation Counsel and Prosecuting Attorney into one office.
149*	Anonymous	Change to a City Manager form of government without a Mayor.
150*	Alvin Wong	Require live Olelo telecasts for all Charter Commission meetings. Consider using the latest technology and teleconferencing.
151	Cynthia Thielen	<ul style="list-style-type: none"> • Increase the number of members on the Honolulu Police Commission from 7 to 10; • Limit terms of Police Commissioners to 4 years with a maximum of 3 terms; • Require at least 3 Police Commissioners to have specified qualifications and experience in enforcement, etc.
152	Cynthia Thielen	<p>Improve the functioning of the Honolulu Police Department and help restore the public's trust in the Honolulu Police Department by:</p> <ul style="list-style-type: none"> • Authorizing the Police Commission to: <ul style="list-style-type: none"> ○ Override a disciplinary decision of the police chief if public safety would be compromised; ○ Make recommendations directly to the Mayor on the hiring and dismissal of the police chief and participate in the selection of a chief; and • Deleting language preventing the Police Commission or its members from interfering with the administrative affairs of the Police Department.

#	PROPOSER	SUMMARY
153	Donna Ikeda	Provide a clear standard of conduct provision in the ethics language about gifts from lobbyists.
154	Ken Hirata	Create a 3-member project-review board for each multi-million dollar public works project with specific expertise and experience related to the project. No member or relative may have any monetary interest in the project. Each such project shall be required to provide specified public information well in advance of a referendum for approval of the project.

Notes:

Proposal 147 was found to include six distinct proposals that should have been numbered separately.

Proposals 142, 143, 144, 145, 146, 148, and 149 were submitted “as is” via regular mail, with the right side cut off, making it difficult to impossible to reproduce completely.

Proposal 150 was submitted as a comment but upon review, it was decided that it was actually a proposal and numbered as such

Appendix D: Permitted Interaction Groups, Membership, and Meeting Dates

The Charter Commission of 2015-2016 established thirteen PIGs. Their members and meeting dates are shown below. Individual PIG reports are filed with the Commission records at the Municipal Reference Library and with the Honolulu City Council.

Budget (Castanares, Oshiro, Souki)

- Formed on March 18, 2015
- Report presented April 16, 2015

Search for Executive Administrator and Staff (Ikeda, Okubo, Souki)

- Formed March 6, 2015
- Interim report presented April 16, 2015; May 21, 2016
- Report approved June 23, 2015

Public Outreach (Soon, Castanares, Okubo, Souki)

- Formed on March 18, 2015
- Discussion on May 21, 2015
- Report dated July 24, 2015
- Report presented July 27, 2015
- Report approved July 29, 2015

Ethics and the Ethics Commission (Mulligan, Broderick, Oshiro)

- Formed on January 15, 2016
- Report presented March 23, 2016
- Report approved on April 1, 2016

Police Department and Commission (Mulligan, Fujimura, Witty-Oakland)

- Formed on January 15, 2016
- Report presented March 17, 2016
- Revised Report dated March 21, 2016
- Report approved on March 23, 2016

Planning (Soon, Okubo, Waihee)

- Formed on February 19, 2016
- Report presented on April 7, 2016
- Report approved on April 14, 2016

Public Transportation (Mulligan, Fujimura, Soon, Rae, Okubo)

- Created March 8, 2016
- Report presented to Commission on May 16, 2016

- Report approved on June 2, 2016 (Agenda Attachment 1)

Open Government/Citizen Participation (Witty-Oakland, Broderick, Castanares, Okubo)

- Formed on March 17, 2016
- Report dated May 16, 2016
- Discussion and approval on June 9, 2016 (Agenda Attachment 2)

Use and Development of City Resources (Soon, Castanares, Mulligan, Okubo)

- Formed on March 17, 2016
- Report presented to Commission on June 2, 2016
- Report approved on June 17, 2016

Oversight and Powers Over Specific Functions (Waihee, Castanares, Ikeda, Taniguchi, Tsujimura)

- Letter from Mayor Caldwell April 27, 2016
- Discussion and Action on letter May 16, 2016
- Report dated and presented June 23, 2016
- Report approved on June 30, 2016
- Action on proposals in report - July 5, 2016

Grant in Aid Fund (Waihee, Castanares, Ikeda, Taniguchi, Tsujimura)

- Letter from Mayor Caldwell April 27, 2016
- Action relating to letter May 16, 2016
- Report dated and presented to the Commission June 23, 2016
- Report approved on June 30, 2016
- Style Committee July 5, 2016
- Action on proposals in report on July 5, 2016

Housing (Witty-Oakland, Okubo, Tsujimura, Taniguchi)

- Formed on March 23, 2016
- Report dated and presented April 29, 2016
- Report approved on May 16, 2016

Honolulu Zoo (Fujimura, Tsujimura, Taniguchi, Mulligan)

- Letter from Council Chair Martin March 31, 2016
- Formed on April 7, 2016
- Report presented April 29, 2016
- Report approved on May 16, 2016

Appendix E: Committee on Submissions and Information Memorandum on Themes for Reforming the Charter

TO: HONOLULU CHARTER COMMISSION MEMBERS

FROM: COMMITTEE ON SUBMISSIONS AND INFORMATION

DATE: July 13, 2016

SUBJECT: Proposed Themes for Reforming the City Charter 2015-16

The Charter Commission has met for over a year and a half to deliberate what changes are needed in the Honolulu City Charter. The process is moving from the period for considering, creating and narrowing choices to set before the voters towards that part of the process that educates and informs voters about those choices.

The overarching theme for reform has been to prepare the City for challenges of the future. The Charter sets out governing principles that the city elected and appointed officials must use to manage an increasingly complex world. While the Charter sets forth governing and organizational structures, it leaves many of the implementation details to ordinances and rules of the various governmental units.

The impact of city actions is felt at several different levels. Conflicts can and do occur between island-wide, district, and neighborhood levels. The Charter Commission, while cognizant of the differences, is obligated to take a countywide perspective.

Reform of the Charter can help the City and County deal with many problems, both those currently faced and those seen in the future. The governing structure alone will not solve every problem. Problems such as homelessness, high cost of housing, and fiscal constraint are not caused directly by governance structure. There is no substitute for political consensus and many hard substantive choices by elected and appointed officials.

Part of the responsibilities of the Submissions and Information Standing Committee is to assist the voters in understanding what are sometimes technical and intricate issues behind the reforms proposed. Often there will be a diversity of interests that must be explained. A successful strategy for passage will require a concerted effort of education.

The following themes are offered as sorting mechanism for Commission members to determine now, what are the priority issues to be put before the voters.

Core Values

The following core values are considered essential to a well-functioning city government.

- **Accountability**
A governmental structure should provide clear lines of accountability
- **Effectiveness**
 - City Government should deliver superior levels of service to the public
 - City government should produce desired results

- Elected officials should clearly articulate goals and policies, and city government should achieve these goals and abide by those policies in a timely manner.
- Responsiveness
 - City government should be responsive to the needs of its people
 - City government should represent the diverse interests of and needs of O‘ahu residents
- Efficiency
 - City government should deliver services in an efficient, cost-effective manner
 - City government should carefully manage taxpayer dollars
- Leadership
 - Elected officials should drive strategic direction and establish policy
 - Elected officials should be held accountable for their decisions and actions.

Themes for Inquiry and Deliberation

- Does it address an emerging need that will arise in the future and must start to be addressed today?
- Will it set a tone of transparency, fairness, and ethical behavior? Will it improve public confidence in city government?
- Will it make government more efficient and/or will it improve the delivery of services to the public?

Preliminary Sorting of Vetted Proposals

The above themes can be used as a sorting mechanism for purposes of determining how to organize proposals and possibly further reduce the number to be presented to voters.

Appendix F: City Clerk Certification of Election Results



GLEN I. TAKAHASHI
CITY CLERK

KIMBERLY L. RIBELLIA
DEPUTY CITY CLERK

OFFICE OF THE CITY CLERK

CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 100
HONOLULU, HAWAII 96813-3077
TELEPHONE: (808) 768-3810 • FAX: (808) 768-3835

RECEIVED
 CITY CLERK
 C. & C. OF HONOLULU
 2016 NOV 29 PM 2:19

CERTIFICATE OF RESULTS CHARTER AMENDMENTS CITY AND COUNTY OF HONOLULU

I, Glen I. Takahashi, City Clerk of the City and County of Honolulu, do hereby certify that the following charter amendments were duly adopted by a majority of the votes cast on the questions at the General Election held on November 8, 2016 in the City and County of Honolulu:

CHARTER QUESTION #1

Should the Police Commission have greater authority to suspend or dismiss the chief of police and have additional powers to investigate complaints concerning officer misconduct, and should the chief of police be required to submit a written explanation for his or her disagreement with the Commission?

Yes	225,842
No	49,081

CHARTER QUESTION #2

Should the Ethics Commission set the salaries of the Ethics Commission's executive director and staff attorneys within specified limits?

Yes	168,294
No	99,469

CHARTER QUESTION #3

Should the Department of the Prosecuting Attorney control its budget after it is approved by the City Council?

Yes	189,420
No	76,686

COUNCIL COM. 272

CHARTER QUESTION #4

Should a unified multi-modal transportation system be created by:

- 1) Forming a Rate Commission to annually review and recommend adjustments to bus and paratransit fares, rail fares and parking fees;
- 2) Placing operations and maintenance responsibilities for bus, paratransit and rail solely in the Department of Transportation Services and providing for the transfer of positions and legal rights and obligations relating to rail operations and maintenance from the Honolulu Authority for Rapid Transportation (HART) to the Department of Transportation Services effective July 1, 2017; and
- 3) Clarifying the responsibility of the HART Board to establish policies, rules, and regulations regarding the development of the rail system, the internal management and organization of HART, and the allocation of decision-making authority between the Board and the agency's executive director and staff, and amending the responsibilities of the HART Board to include determining the policies for approval of certain agreements with the federal, public or private entities?

Yes	175,390
No	82,575

CHARTER QUESTION #5

Should the Affordable Housing Fund be used to develop rental housing for persons earning 60 percent or less of the median household income, provided that the housing remains affordable for at least 60 years?

Yes	186,700
No	80,040

CHARTER QUESTION #6

Should departments responsible for the city's infrastructure needs be required to prepare long-term plans?

Yes	231,772
No	35,988

CHARTER QUESTION #7

Should the city use its powers to serve the people in a sustainable and transparent manner and to promote stewardship of natural resources for present and future generations, and should the city create an Office of Climate Change, Sustainability and Resiliency?

Yes	157,215
No	109,389

CHARTER QUESTION #8

Should a new Department of Land Management responsible for the protection, development, and management of city lands be established?

Yes	135,108
No	127,873

CHARTER QUESTION #9

Should a Honolulu Zoo Fund be established and funded by a minimum of one-half of one percent of estimated annual real property taxes to pay for Honolulu Zoo expenses to assist the Honolulu Zoo in regaining its accreditation by the Association of Zoos and Aquariums?

Yes	154,092
No	115,594

CHARTER QUESTION #11

Should an approval process and an advisory commission for Clean Water Natural Lands Fund projects be established in the Charter?

Yes	166,255
No	95,237

CHARTER QUESTION #12

Should all boards and commissions, except for the Board of Water Supply, the board for the Honolulu Authority for Rapid Transportation (HART) and any board or commission mandated by state or federal law, be reviewed periodically to determine whether they should be retained, amended or repealed?

Yes	219,824
No	46,412

CHARTER QUESTION #13

Should the Grants in Aid Fund be the sole source (with certain designated exceptions) for city-funded grants to federal income tax-exempt nonprofit organizations that provide services to economically and/or socially disadvantaged populations or that provide services for the public benefit in the areas of the arts, culture, economic development or the environment?

Yes	133,455
No	121,055

CHARTER QUESTION #14

Should the deadline to hold a special election to replace the mayor, prosecutor or councilmembers be extended from 60 to 120 days, and should the City Council be able to appoint a temporary member until a special election is held?

Yes	146,579
No	117,566

CHARTER QUESTION #16

Should certain city departments be responsible for their own program planning and small infrastructure design and construction projects, and should the powers, functions, and duties of the Department of Environmental Services be updated and expanded to emphasize resource recovery and include the planning, engineering, design, and construction of all of its projects?

Yes	180,867
No	77,728

CHARTER QUESTION #18

Should the Fire Commission be expanded from five to seven members, and should the fire chief's powers, duties and functions be updated to reflect current services?

Yes	180,843
No	85,432

CHARTER QUESTION #20

Should the Charter be amended for housekeeping amendments (i) to conform to current functions and operation, (ii) to conform to legal requirements, (iii) to correct an inadvertent omission, and (iv) for clarity?

- (a) Require the books and records of all city departments be open to public inspection;
- (b) Require the Department of the Corporation Counsel to update the Charter by July 1 of the year after the election at which Charter amendments proposed by the Charter Commission are approved by the electorate;
- (c) Require the Charter Commission to submit amendments to the Office of the City Clerk five working days before the deadline for ballot questions to be submitted to the state Chief Election Officer;
- (d) Require that all written contracts of the Board of Water Supply and the Honolulu Authority for Rapid Transportation be approved by the Department of Corporation Counsel for form and legality; and
- (e) Require that the city centralized purchasing practices conform to the state procurement code.

Yes	207,725
No	40,174

I also hereby certify that on the 8th day of November 2016, the following questions were duly rejected by a majority of the votes cast on the questions:

CHARTER QUESTION #10

Should the mayor's executive powers and the City Council's legislative powers only be subject to exceptions specifically provided in the Charter and should the mayor and the City Council be given concurrent authority to establish funds when no appropriate funds of the same type exist and to propose amendments to the annual executive budget?

No	140,088
Yes	115,722

CHARTER QUESTION #15

Should the term limit for the prosecuting attorney, the mayor and the councilmembers be three consecutive four-year terms?

No	168,859
Yes	98,071

CHARTER QUESTION #17

Should the mayor have the authority to delegate the signing of documents to certain other city officers?

No	149,191
Yes	116,664

CHARTER QUESTION #19

Should the requirement be repealed that no more than five of the City Council Reapportionment Commission's nine members be from the same political party?

No	161,931
Yes	88,748

In witness whereof, I have hereunto set my hand and caused the Seal of the City and County of Honolulu to be affixed this 29th day of November, 2016.



GLENN T. TAKAHASHI
City Clerk
City and County of Honolulu

This Page Intentionally Left Blank

Appendix G: Chronology of Public Education Materials

2016	
Date	Event
July 12	First Submission and Information Committee (CSI) Meeting: <ul style="list-style-type: none"> Determine how to submit proposed Charter amendments to the electorate and provide a public education program.
August 4	Commission Meeting: <ul style="list-style-type: none"> Decision-making on ballot language recommended by the Committee on Submission and Information.
August 7	Ballot questions sent to translators: <ul style="list-style-type: none"> ➤ Traditional Chinese text ➤ Ilocano text ➤ Japanese text
August 8	Post to Website: Ballot questions and Proposed Charter Amendments
August 12	Received translated versions of ballot questions (Traditional Chinese, Ilocano, and Japanese); sent to local readers of native translation for review and edits
August 13, 2016	Primary Election Day
August 15 <i>(tentative target date)</i>	Review by local readers—Translations of Approved Ballot Questions from the Translators (translations of Chinese, Ilocano, and Japanese)
August 18 2pm	Ninth CSI Meeting (posted Aug. 11) <ul style="list-style-type: none"> Decision-making on action plan to acquaint the electorate with the proposed Charter amendments. Governor Waihee introduced Neal Yokota of Stryker Weiner & Yokota (SWAY), the public relations firm for the Committee.
August 18	“Final” versions -- Proposal Review by COR
August 22, 2016	DEADLINE – Submit Proposed Amendments to City Clerk Last day for Commission to submit proposed Charter amendments to the City Clerk.
August 25, 2016	DEADLINE – City Clerk to submit Ballot Questions to State Chief Election Officer Absolute last day for the City Clerk to transmit ballot questions to the Office of Elections.
August 31, 2016	DEADLINE – Proposed City Charter Amendments Due to City Clerk [Section 15-105.3]
September 6	Received translated versions of: <ol style="list-style-type: none"> Ballot Questions – Description of 2016 Proposed Charter Amendment Questions, and Contact Information In Traditional Chinese text and Japanese text
September 8	Received translated versions of: <ol style="list-style-type: none"> Ballot Questions – Description of 2016 Proposed Charter Amendment Questions, and Contact Information In Ilocano text

2016	
Date	Event
September 20 1:00 PM	Honolulu City Council, Committee on Executive Matters and Legal Affairs Charter Commission Informational Briefing – Proposed Amendments to the Revised Charter of the City and County of Honolulu
September 21	Delivered to City Clerk, Office of Elections: Educational brochures, English text, 575 ➤ *overseas mail out + local distribution (*prior to mail-out of AB Ballots Overseas)
September 22	Delivered to Satellite City Office, 300 Delivered to Hawaii State Public Library, Main Branch, 30
September 22	Publication of <u>20 Charter Amendment Questions</u> – <i>Honolulu StarAdvertiser</i> wraparound (spadea)
September 23	City Clerk – Mail-out of overseas absentee ballots
September 24	DEADLINE – Publish Charter Amendments Last day to publish a brief digest of the proposed Charter amendments or revised Charter in a daily newspaper of general circulation, along with notice that copies of the amendments or Revised Charter are available at the Office of the City Clerk (Article XV, Section 15-105 (4), Revised Charter of Honolulu).
September 26	Educational brochures provided as requested: • Trust Fund for Local 368, Sept. 28 meeting
September 27	Educational brochures requested: • Ashford Wriston, 250 • Comm. Fujimura, 30 for Oct. 11 mtg • Waipahu N.B. member, 10
September 27 7:00 PM	Informational Forum – Pearl City Neighborhood Board #21 Commissioner Soon, educational brochures provided
September 30 to October 4	Foreign Educational Pamphlets – Print Project to City Print Shop: educational brochures, translated versions: ➤ Traditional Chinese ➤ Ilocano, and ➤ Japanese
October 3	Educational brochures, delivered 300 to Hawaii State Public Libraries (HSPLS) for distribution to 24 Oahu Public Libraries
October 4	Educational brochures provided as requested; 40, Councilmember Fukunaga. Delivered additional 50 on Oct. 17
October 5	Educational brochures provided as requested; 150, Comm. Soon for Oct. 5 mtg
October 10-14 (target dates)	Mail-out of 270,000 Educational Pamphlets to Registered Voters (list of registered voters provided by Office of Elections) Note: Not mailed to all households just to addresses of registered voters.
October 10	Deliver educational brochures, translated versions: ➤ Traditional Chinese ➤ Ilocano, and ➤ Japanese to City Clerk for Mail-out

2016	
Date	Event
October 12-14 <i>(tentative target date)</i>	Delivery of 30K Educational Pamphlets to Charter Commission office for local distribution: <ul style="list-style-type: none"> ➤ 24 Oahu Public Libraries ➤ 9 Satellite City Offices ➤ Office of Elections: City and State ➤ Various Interest Groups (as requested)
October 12	Educational brochures provided as requested for the Maunawili Community Assoc. Mtg
October 13	Delivered educational brochures to Hawaii State Public Libraries (HSPLS) for distribution to 24 Oahu Public Libraries <ul style="list-style-type: none"> • 4000 English text • 200 each of each translated versions
October 14	Delivered educational brochures to Hawaii State Office of Elections <ul style="list-style-type: none"> • 50 English text • 25 of each translated text
October 14	Delivered educational brochures to Satellite City Main Office for distribution to nine satellite city offices <ul style="list-style-type: none"> • 7200 English text • 700 of each translated text
October 14	Delivered educational brochures to Neighborhood Commission Office, 1600, English text, for distribution to all neighborhood boards
October 16	Publication of 20 Charter Amendment Questions – Ilocano translation Fil-Am Courier
October 17	Delivered educational brochures to MRC <ul style="list-style-type: none"> • 50, English text • 2 of each translated text
October 18	City Clerk Mail-Out Batch of AB Ballots
October 20	Posters: 20 Charter Amendment Questions, 2 sets of each language: English, Traditional Chinese, Ilocano, and Japanese texts to City Clerk’s Office of Elections)– Early Voting Locations and Polling Precincts
October 20	News Release: Honolulu to Vote on 20 Charter Amendments in General Election
October 21	Publication of 20 Charter Amendment Questions – Chinese translation Hawaii Chinese News
October 21	Publication of 20 Charter Amendment Questions – Japanese translation Hawaii Hochi
October 24	Posters: 20 Charter Amendment Questions, 190 sets of each language: English, Traditional Chinese, Ilocano, and Japanese texts to City Clerk’s Office of Elections for Polling Precincts (– deliver sets to City Clerk’s Office of Elections for Polling Precincts)
October 25	EARLY WALK-IN VOTING – Opens Oct 25 to Nov. 5 Locations: Honolulu Hale and Kapolei Hale Open early walk-in voting locations and late registration for the General Election (HRS §15-7)
October 25	Late voter registration begins

2016	
Date	Event
October 30	Ad: Your Vote Counts Honolulu StarAdvertiser
November 2	Ad: Your Vote Counts Mid- Week Publications
November 2	News Release: Twenty Proposed Charter Amendments on the Nov. 8 General Election Ballot
November 5	EARLY WALK-IN VOTING ENDS Close early walk-in voting locations and late registration for the General Election (HRS §15-7)
November 5	Late voter registration ends
November 6	Ad: Your Vote Counts Honolulu Star-AdvertiserHonolulu Star-Advertiser
November 8	GENERAL ELECTION DAY

Appendix H: Final Report by Public Relations Consultant

Final Public Relations Recap Report to the Honolulu Charter Commission From Stryker Weiner & Yokota Public Relations December 2016

Stryker Weiner & Yokota Public Relations, Inc. (SWAY) was contracted by the Honolulu Charter Commission to provide public relations and media services related to the proposed charter amendments. SWAY's responsibilities included increasing public awareness of the 2016 Honolulu Charter amendments, encouraging Honolulu residents to exercise their right to vote, and educating voters by providing a clear understanding of each of the proposed amendments and what the outcome would mean for the City and County of Honolulu.

Listed below is a recap of all activities conducted by SWAY on behalf of the Commission:

Collateral

- Brochure: Designed and produced a 20-page informational brochure (4-color cover, black and white inside pages) that was printed and distributed by the City to 270,000 Honolulu registered voter households
- Posters: Designed a 3-page educational poster of all 20 Charter amendments in English, Ilocano, Japanese and Chinese to be posted at polling places
- Checklist/Worksheet: Created a checklist, a smaller, shorter collateral piece that included only the Charter amendments questions. The checklist was designed as a supplemental piece to the brochure that would allow voters to take with them into the polls and print extra copies for other household members

Advertising

- **Honolulu Star-Advertiser**
Honolulu's only daily printed paper with a circulation of approximately 119,000
 - Designed and created layout for a front page spadea (wrap-around) ad in 4-color that included all of the Charter amendment questions and background, as well as a the checklist
 - Run date: Thursday, Sept. 22
 - Designed and created two ads (4 col 10") as reminders for voters to vote on Charter Amendments
 - Run dates: Sunday, Oct. 30 and Sunday, Nov. 6
 - Designed and created one ad (4 col 10") as a mahalo to Honolulu voters
 - Run date: Wednesday, Nov. 16
- **The Fil-Am Courier**
Hawaii's leading Filipino publication printed twice a month with 20,000 copies distributed at pick up points statewide to the Filipino community
 - Designed and created layout for a two page ad, listing all 20 proposed amendments in the *Fil-Am Courier* in Ilocano
 - Run date: Sunday, Oct. 16

- **Hawaii Hochi**
Leading Japanese language newspaper printed twice a month and mailed to 2,000 subscribers
 - Designed and created layout for a two page ad, listing all 20 proposed amendments in the *Hawaii Hochi's* General Election issue in Japanese
 - Run date: Friday, Oct. 21
- **Hawaii Chinese News**
Only Chinese language newspaper printed and distributed twice a month
 - Designed and created layout for a two page ad, listing all 20 proposed amendments in the *Hawaii Chinese News*
 - Run date: Friday, Oct. 21
- **Midweek**
Weekly publication distributed by mail to Oahu households with a circulation of more than 290,000
 - Designed and created one ad (4 col 10") to urge voters to review Charter Amendments, vote in general election and get information
 - Run date: Wednesday, Nov. 2
 - Designed and created one ad (4 col 10") as a mahalo to Honolulu voters
 - Run date: Wednesday, Nov. 16
- Radio: 30 second radio ads ran on AM 830, Island 98.5, KSSK, KCCN, Krater, KINE, Power 104.3 KPHW between Monday, Oct. 17 and Election Day, Tuesday, Nov. 8. Reached an estimated 700,000 listeners through the duration of the campaign

Media

- Editorial Board: Pitched and secured an editorial board with the *Honolulu Star-Advertiser* on Oct. 18 with three editorial staff, two reporters and two Commissioners. The *Honolulu Star-Advertiser* took a position on all 20 Charter Amendments with editorial features in the paper
- The *Honolulu Star-Advertiser* posed the "Big Question" online following the general election with 58 percent of surveyed saying they took the time to vet the amendments
- Media Interviews
 - *Hawaii News Now*, top morning and late night news casts, reaching approximately 85,000 viewers on two networks for both morning and evening news casts – NBC and CBS affiliates
 - Live morning show interviews with Commissioner John Waihee prior to election to discuss amendments on Oct. 13 and Nov. 8
 - Live morning show interviews on Election day with Chair David Rae and Commissioner Kevin Mulligan
 - Various recorded interviews with commissioners for evening news segments on specific charter amendment issues
 - *KITV*, ABC affiliate reaching approximately 50,000 viewers on both morning and evening news casts
 - Live morning show interviews with Commissioner John Waihee prior to election to discuss amendments on Oct. 19

- Various recorded interviews for evening news segments on specific charter amendment issues
- *KHON*, FOX affiliate reaching approximately 37,000 viewers with the top rated 6 p.m. news cast
 - Various recorded interviews for evening news segments on specific charter amendment issues
- *PBS Hawaii*
 - *Insights on PBS Hawaii*, a live public affairs television show panel discussion with Commissioner Kevin Mulligan on Oct. 13 and with Commissioner Cheryl Soon on Oct. 27
- *Hawaii Public Radio*
 - Live morning show interview on *The Conversation* with Commissioner John Waihee on Oct. 10
 - Recorded interview with HPR's business/political reporter with Chair David Rae on Oct. 20
- *Mike Buck Show*, AM690 (radio)
 - Conducted two live interviews on *The Mike Buck Show* with Chair David Rae and Commissioner Waihee on Oct. 24 and Oct. 28
- News Releases
 - Oct. 20: Drafted and distributed a news release regarding the importance of the Honolulu City Charter and the amendments
 - Nov. 2: Drafted and distributed a news release to urge residents to review the proposed amendments in advance before voting
- Op-Ed pieces
 - Numerous editorials ran in the *Honolulu Star-Advertiser* and *Civil Beat* with various stakeholders taking positions in support, as well as opposition, to some of the Charter amendments

Speaking Engagements/Community Outreach

- Powerpoint Presentation: Created a Powerpoint presentation to provide an overview of the 20 proposed Charter amendments, which was utilized for various speaking engagements
- Speaking Points: Drafted speaking points to provide an overview on the Honolulu Charter Commission, encouraging voters to understand the amendments and vote. This was utilized for speaking engagements and TV interviews

E-Mail Blast

- Developed a list of business and community organizations that the Commission could ask to send a notice to its members helping to educate them on the proposed Charter amendments
- Created an email message to be provided to the organizations and distributed to its databases to inform/remind its members that the 20 Charter amendments will be on the ballot, encourage them to learn more about the amendments, and vote

Social Media

- Facebook: SWAY took over the Commissions social media account to increase its social media presence and engagement, by regularly posting from late September to Election Day regarding the amendments and relevant media coverage

Recommendations

Stryker Weiner & Yokota was engaged by the Honolulu Charter Commission to provide public relations and media services in late September, around six weeks prior to the General Election. For the next Charter Commission, we would recommend engaging the services of a public relations agency earlier in the planning process to support the Commission's efforts to educate the public on the proposed amendments. From our experience, we would suggest the following:

- **Social Media:**
A longer lead time would have helped in gaining more social media followers and allowed for greater engagement on social media platforms. By establishing a social media following early in the process, social media users would have more opportunity to learn about the process of the Charter Commission in determining the amendments and better understand each of the amendments, while engaging a younger voter demographic.
- **Media Relations:**
Working with the commission and media earlier would have allowed for a more strategic media outreach plan, resulting in additional opportunities for the media and the public to better understand what the Honolulu Charter is, how the amendments were determined, as well as understanding each of the amendments. Furthermore, it would have allowed for more lead time in working with each of the media outlets and placing more stories leading up to the general election.
- **Collateral:**
There were certain deadlines that needed to be met for the distribution of the mailers and the running of the print advertisements. Having more time for an agency to better coordinate this would have allowed more time for design and review. It could have also allowed for better coordination with the mail house and the printer to determine the most cost effective means to get the information to voters.

The final number of proposed Charter amendments could also have an impact on outreach, educational materials, costs and time. In 2006, there were 12 charter amendments and in 2016 there were 20 charter amendments. The brochure, posters and ads all required more pages/space and design time.

Appendix I: Rules of the 2015-2016 Honolulu Charter Commission

RULE 1. QUORUM

The quorum required for the Commission to hold meetings shall be seven, a majority of all of the Commission members.

RULE 2. VOTING: RULE OF THE MAJORITY

- a. Procedural matters, requests for information, and internal Commission matters shall require the approval of a majority vote of members present at any meeting. Voting on the initial review of proposed Charter amendments for further consideration shall be considered a procedural matter under this Rule;
- b. Matters of substance, including all votes other than the initial vote on any proposed Charter amendments, shall require the approval of seven members of the Commission. Proposed Charter changes require a minimum of two reviews, adoption or approvals of the Commission as set forth in Rule 4 before inclusion on the general election ballot;
- c. Each member shall have one vote. No votes by proxy shall be permitted;
- d. Any member can vote on a pending motion and participate in discussion on every debatable motion before it is finally acted upon. The holding of an office on the Commission shall not disqualify the member from making motions, participating in debate, or voting; and
- e. Voting shall be by show of hands. A roll call vote shall be required when requested by at least three members.

RULE 3. PROPOSED AMENDMENTS TO THE CHARTER; FORM; STATEMENT OF PURPOSE

A Charter amendment proposal shall be prepared on the form attached as Exhibit A and shall include the following information:

- a. A brief description of the proposed Charter amendment, purpose of the proposed Charter amendment, issue or problem to be addressed by the proposal; and how the proposal would address the issue or problem;
- b. If applicable, the citation of the Charter provision proposed to be deleted or amended;
- c. If the proposal is based on a provision or provisions in the Charter or laws of another jurisdiction, the name of the jurisdiction and, if possible, a copy of each relevant provision or law attached to the proposal;
- d. Copies of other written materials supporting the proposal if relevant; and
- e. The text of the proposed Charter amendment in Ramseyer format.

RULE 3a. PROPOSED AMENDMENTS TO THE CHARTER; TIMING OF ACCEPTANCE OF PROPOSALS

The Commission wishes to obtain input and ideas from the public and all interested parties, and therefore shall establish an open period for acceptance of proposed amendments from the general public, agencies and any other parties, in the form set forth in Rule 3 above. To ensure ample time to consider all proposed amendments, proposed amendments must be submitted to the Commission by October 31, 2015. Notwithstanding the foregoing, proposals may be submitted by any Commissioner after October 31, 2015, and such proposals may be considered by the Commission upon approval by a majority of Commissioners.

RULE 3b. PROPOSED AMENDMENTS TO THE CHARTER; PROPOSALS SUBMITTED BY COMMISSIONERS

Charter amendment proposals submitted by Commissioners shall include the name of the Commissioner submitting the proposal. Commissioners who have submitted Charter amendment proposals prior to the adoption of this Rule 3b without the inclusion of their name, shall disclose their identity as the submitter of the proposal at or before the first Commission meeting when their proposal is on the meeting agenda of the Commission.

RULE 4. PROCEDURES FOR THE CONSIDERATION AND ADOPTION OR APPROVAL OF PROPOSED AMENDMENTS TO THE CHARTER

The following procedures shall be followed in the consideration and adoption or approval of the proposals for the amendment of the Charter:

- a. Introduction of each proposal for the amendment of the Charter for consideration by the Commission;
- b. Upon adoption or approval of one or more proposals by the Commission, each proposal shall be referred to the Committee on Style;
- c. Consideration and report on every proposal by the Committee on Style to the Commission;
- d. Consideration of the report of the Committee on Style by the Commission;
- e. Upon adoption or approval of the report of the Committee on Style, the Commission shall refer each proposal to legal counsel for recommendations regarding the legality and compliance with statutes and superior laws and may refer any proposal to appropriate agencies, organizations, or persons for recommendations regarding the proposed amendment;
- f. Upon receipt of the recommendations of legal counsel and any recommendations of the appropriate agencies, organizations, or persons to which any proposal has been referred, the Commission may reconsider the proposal and make such substantive or legal changes to the proposal as it deems necessary;

- g. Upon reconsideration and/or adoption or approval of substantive or legal changes, or both, to any proposal by the Commission, the proposal shall be referred to the Committee on Style for further consideration, report on the final and proper arrangement and order of the proposed amendments, or both;
- h. After all proposals to amend the Charter have been disposed of, the Commission shall review all proposals that have been tentatively approved. The Commission shall consider each proposal on its merits paying attention to the manner in which each proposal relates to the Charter as a whole; and
- i. After all proposals have been finally reviewed, those that are approved shall be submitted to the Committee on Submission and Information. The Committee on Submission and Information shall be responsible for proposing the form in which the proposed amendments are submitted to the electorate, provided that the Committee shall not be authorized to propose that the electorate must approve the amendments as one package. The Committee shall also be responsible for proposing and implementing a public education program to acquaint the electorate with the proposed amendments.

RULE 5. COMMITTEES OF THE CHARTER COMMISSION; APPOINTMENT OF MEMBERS

- a. The standing committees of the Commission shall be the:
 - 1. Committee on Rules;
 - 2. Committee on Style;
 - 3. Committee on Submission and Information;
 - 4. Committee on Budget; and
 - 5. Committee on Personnel.

The members of the standing committees shall be appointed by the Chair.
- b. The Commission may create special committees as it deems necessary. The members of the special committees shall be appointed by the Chair.

RULE 6. FUNCTIONS AND DUTIES OF THE STANDING COMMITTEES

- a. The Committee on Rules shall consider and report on changes in the rules of the Commission and changes in its organization as referred to it by the Commission from time to time.
- b. The Committee on Style shall:

1. Examine and correct the proposals which are referred to it and the statement of intent or purpose accompanying each proposal for the purpose of avoiding inaccuracies, repetitions, and inconsistencies;
2. Draft in the same style as required for specifically worded proposals, in Ramseyer format, the correct and appropriate charter language for ideas or conceptual proposals which are referred to it;
3. Arrange the proposed amendments in the proper order in the Charter; and
4. Report thereon to the Commission.

The Committee on Style shall have the authority to rephrase or reword, but shall have no authority to change the sense or purpose of any proposal or any statement of intent or purpose referred to it.

Where a proposal referred to the Committee on Style appears inconsistent with or in conflict with a proposal already acted upon favorably by the Commission, the Committee shall so notify the Commission and wait for further instruction.

c. The Committee on Submission and Information shall:

1. Consider and report to the Commission for its approval the method and manner of submitting the language of the proposed amendments to the Charter to the people;
2. Prepare and present to the Commission for its approval the plan or method of informing the people the effects of adoption of the proposed amendments;
3. Prepare and present to the Commission for its approval a report to the people outlining the results of the Commission's work;
4. Make recommendations to the Commission on the Commission's calendar; and
5. Perform other duties and prepare other reports as may be required by the instructions of the Commission.

d. The Committee on Budget shall:

1. Prepare and present to the Commission for its approval a budget for the Commission for each fiscal year;
2. Provide advice on fiscal matters, as requested, to the Chair and members of the Commission; and
3. Perform other duties assigned to it by the Commission.

e. The Committee on Personnel shall:

1. Make recommendations to the Commission regarding the staffing needs of the Commission, including the recommended salary ranges for staff positions, subject to appropriation;
2. Assist the Commission, to the extent requested, in the solicitation of qualified applicants, and in the review of qualifications of applicants, for Commission staff positions;
3. Provide, as requested by the Commission, evaluations of Commission staff, and recommendations on any personnel actions, including salary adjustments, proposed to be taken by the Commission regarding its staff; and
4. Perform other duties as may be assigned to it by the Commission.

RULE 7. FUNCTIONS AND DUTIES OF THE SPECIAL COMMITTEES

A special committee of the Commission shall perform functions and duties as required by the instructions of the Commission.

RULE 8. TESTIMONY BY MEMBERS OF THE PUBLIC

- a. Members of the public may address comments to the Commission on matters relevant to the Commission's review of the Charter. Whether comments are relevant shall be determined by the Chair.
- b. At the Commission's regular meetings, testimony from members of the public shall be limited to three minutes but such time limit shall not include pertinent responses by the testifier to questions posed by the members of the Commission. Testifiers shall be requested to submit two written copies of their testimony to the Commission but the failure to provide written testimony shall not bar a person from speaking. A testifier's time may be limited to one minute if, in the discretion of the Chair, such limitation is necessary to accommodate all persons desiring to address the Commission at that meeting.
- c. Notwithstanding the above, at the Commission's public outreach meetings, testimony may be limited at the Chair's discretion to two minutes. Those members of the public desiring to address testimony to the Commission shall register with the staff at the beginning of the meeting.

RULE 9. OFFICERS OF THE COMMISSION

- a. The officers of the Commission shall be a Chair and Vice Chair who shall be elected by the Commission.
- b. It shall be the duty of the Chair to:
 1. Preside at all meetings of the Commission;

2. Receive all communications and present them promptly to the Commission;
 3. Authenticate by signature all acts of the Commission as required by law and to sign all instruments requiring execution or agreement by the Commission;
 4. Promptly refer all Charter amendment proposals and other matters to the full Commission or to the appropriate committee or committees, subject to appeal. A list of all referrals and any subsequent changes in referrals shall be filed with the staff and be available for public review;
 5. Appoint members of committees in accordance with Rule 5;
 6. Preside at all permitted executive sessions of the Commission;
 7. Direct the preparation of the agenda for meetings of the Commission and have the agenda posted and filed with the Office of the City Clerk in accordance with Section 92-7, Hawaii Revised Statutes;
 8. Supervise the staff of the Commission and preside over staff meetings;
 9. Provide for the coordination of all administrative activities of the Commission and to see that they are honestly, efficiently, and lawfully conducted;
 10. Serve as the chief spokesperson for the Commission before the public, media, the State and federal governments, the City Council, and the City Administration;
 11. Appoint the Commission's Parliamentarian;
 12. Prepare the agenda for meetings of the Commission and transmit the agenda to the Office of the City Clerk for posting in accordance with Section 92-7, Hawaii Revised Statutes; and
 13. Perform other duties as required by law or as properly pertain to the office.
- c. It shall be the duty of the Vice Chair of the Commission to:
1. Exercise all the duties and powers of the Chair in the Chair's absence;
 2. Assist the Chair as needed; and
 3. Perform other duties as prescribed by law or assigned by the Commission.

- d. The Chair or Vice Chair may delegate, by administrative directive, any of the administrative duties assigned to the officer under these rules to another Commission member or to a member of the Commission staff, provided that the officer or staff shall take reasonable measures to ensure that any delegated duties are being faithfully performed.

RULE 10. PARLIAMENTARIAN

The Chair of the Commission shall appoint a Parliamentarian. A member serving as Parliamentarian retains all Charter Commission debate and voting privileges. It shall be the duty of the Parliamentarian to:

- a. Advise the Chair on matters of parliamentary procedures and the Commission's Rules; and
- b. Perform any other duties assigned to the Parliamentarian by the Chair or the Chair Pro Tempore.

RULE 11. PARLIAMENTARY AUTHORITY

Meetings shall be conducted in accordance with the procedures established in these Rules. On all matters of procedure not addressed in these Rules, the Commission may refer to *Robert's Rules of Order Newly Revised (11th Edition)* for guidance in developing procedures for the conduct of the Commission meetings.

RULE 12. CHARTER COMMISSION CONFLICT OF INTEREST POLICY

Commissioners are committed to act with the highest integrity. From time-to-time, Commissioners may have a conflict of interest between their official duties and a private interest. Commissioners pledge to identify any real or perceived conflicts of interest at any time such conflict becomes apparent. Commissioners further pledge to assure that these real or perceived conflicts of interest are fully and publicly disclosed to the rest of the Commissioners, and to take the appropriate action if any.

Although it is impossible to identify all potential conflicts of interest, examples may include:

- a. Having an ownership or financial interest in a matter before the Commission;
- b. Holding a fiduciary position (including officerships, directorships or trusteeships) in an organization (whether operated for profit or not) which the Commission is considering; or
- c. Representing an organization which the Commission is considering.

RULE 13. SUSPENSION OF THE RULES

Unless superseded or prohibited by state or city law, these Rules may be suspended by the affirmative vote of at least nine Commissioners.

This Page Intentionally Left Blank

Appendix J: Charter Commission Budget

The budget for the Charter Commission spanned three fiscal years: FY 2014-2015, FY 2015-2016, and FY 2016-2017.

<u>FY/Category</u>	<u>Appropriation</u>	<u>Expended/Encumbered</u>	<u>Balance</u>
FY 2014-2015			
Personnel Costs	\$110,000.00	\$12,533.34	\$97,466.66
Current Expenses	\$40,000.00	\$23,082.31	\$16,917.69
<u>TOTAL</u>	<u>\$150,000.00</u>	<u>\$35,615.65</u>	<u>\$114,384.35</u>
FY 2015-2016			
Personnel Costs	\$202,500.00	\$214,173.05	-\$11,673.05
Current Expenses	\$105,768.00	\$52,299.47	\$53,468.53
<u>TOTAL</u>	<u>\$308,268.00</u>	<u>\$266,472.52</u>	<u>\$41,795.48</u>
FY 2016-2017 (as of December 15, 2016)			
Personnel Costs	\$110,000.00	\$92,160.42	\$17,839.58
Current Expenses	\$403,800.00	\$340,314.89	\$63,485.11
<u>TOTAL</u>	<u>\$513,800.00</u>	<u>\$432,475.31</u>	<u>\$81,324.69</u>
Cumulative Personnel Costs	\$422,500.00	\$318,866.81	\$103,633.19
Cumulative Expenses	\$549,568.00	\$415,696.67	\$133,871.33
<u>CUMULATIVE</u>	<u>\$972,068.00</u>	<u>\$734,563.48</u>	<u>\$237,504.52</u>

FY 2014-2015 Budget

DESCRIPTION	APPROPRIATION	EXPENDITURE	BALANCE
PERSONNEL COSTS			
Salary and Pay	110,000.00	12,533.34	97,466.66
TOTAL PERSONNEL COSTS	\$110,000.00	\$12,533.34	\$97,466.66
EXPENSES			
Supplies	6,500.00	4,658.36	1841.64
Parts & Accessories	6,000.00	4,107.34	1,892.66
Consultant: Website Design & Development	7,500.00	10,000.00	-2,500.00
Transportation Of Things	2,500.00	230.00	2,270.00
Advertising & Publication	4,500.00	3,755.21	744.79
R & M - Furniture & Equipment	1,000.00	0	1,000.00
Rentals	11,000.00	0	11,000.00
Subscriptions	1,000.00	331.40	668.60
TOTAL EXPENSES	\$40,000.00	\$23,082.31	\$16,917.69
TOTAL PERSONNEL COSTS & EXPENSES	\$150,000.00	\$35,615.65	\$114,384.35

FY 2015-2016 Budget

DESCRIPTION	APPROPRIATION	EXPENDITURE	BALANCE
PERSONNEL COSTS			
Salary & Pay	202,500.00	214,173.05	-11,673.05
TOTAL PERSONNEL COSTS	\$202,500.00	\$214,173.05	- \$11,673.05
EXPENSES			
Supplies	9,500.00	3,243.73	6,256.27
Parts & Accessories	5,500.00	297.15	5,202.85
Consultants:	25,000.00		-14,561.58
	Website Design, Development & Maintenance	7,500.00	
	Council Municipal Cable Television Project	32,061.58	

Other Professional Services	25,000.00	0	25,000.00
Guard & Security	0	200.00	-200.00
Postage	2,400.00	0	2,400.00
Transportation of Things	500.00	0	500.00
Advertising & Publication	27,500.00	2,950.66	24,549.34
R & M—Furniture & Equipment	300.00	1,299.84	-999.84
Rentals	3,880.00	4,564.05	-684.05
Subscriptions	500.00	182.46	317.54
Food	1,200.00	0	1,200.00
Auto Allowance	4,488.00	0	4,488.00
TOTAL EXPENSES	\$105,768.00	\$52,299.47	\$53,468.53
TOTAL PERSONNEL COSTS & EXPENSES	\$308,268.00	\$266,472.52	\$41,795.48

**FY 2016-2017 Budget
(as of December 15, 2016)**

DESCRIPTION	APPROPRIATION	EXPENDITURE	BALANCE
PERSONNEL COSTS			
Salary and Pay	110,000.00	92,160.42	17,839.58
TOTAL PERSONNEL COSTS	\$110,000.00	\$92,160.42	\$17,839.58
EXPENSES			
Supplies	9,500.00	633.48	8,866.52
Parts & Accessories	5,500.00	0	5,500.00
Consultants:	40,000.00		-33,124.00
	Website Design, Development & Maintenance	20,800.00	
	Council Municipal Cable Television Project	52,324.00	
Professional Services:	49,000.00		-67,919.67
	Writing Services	11,623.04	
	Media & Public Relations	91,296.63	
	Stipends	14,000.00	
Non-Professional Services	66,000.00	0	66,000.00
Guard & Security	0	302.43	-302.43
Translation Services	0	3,289.80	-3,289.80
Printing & Mail Preparation For Mailout To Oahu Households	0	47,000.00	-47,000.00
Postage	100,000.00	47,016.27	52,983.73
Transportation Of Things	1,000.00	0	1,000.00
Advertising & Publication	126,250.00	47,833.24	78,416.76

R & M—Furniture & Equipment	300.00	1,144.75	-844.75
Rentals	2,300.00	3,051.25	-751.25
Subscriptions	250.00	0	250.00
Food	1,200.00	0	1,200.00
Auto Allowance	2,500.00	0	2,500.00
TOTAL EXPENSES	403,800.00	340,314.89	63,485.11
TOTAL PERSONNEL & EXPENSES	513,800.00	432,475.31	81,324.69

This Page Intentionally Left Blank

Appendix K: Proposal Submission Form

Exhibit A

PROPOSAL No _____
(for Commission Use)

2015-2016 HONOLULU CHARTER COMMISSION CITY AND COUNTY OF HONOLULU CHARTER AMENDMENT PROPOSAL FORM

1. Provide a brief description of the:
 - Proposed Charter amendment;
 - Purpose of the proposed Charter amendment;
 - Issue or problem to be addressed by the proposal; and
 - How the proposal would address the issue or problem.

2. If applicable, list the Charter provision affected by the proposal.

3. If the proposal is based on a provision or provisions in the charter or laws of another jurisdiction (e.g., another county, city, or municipality), name the jurisdiction and, if possible, attach a copy of each provision or law.

4. If the proposal is based on any written materials you have, please attach a copy of each with a citation to its source.

5. Attach the text of the proposed Charter amendment in Ramseyer format (see instructions below).

Ramseyer format:

- **AMENDING AN EXISTING CHARTER PROVISION:** Indicate by underscoring, any language being proposed to be added to the Charter and indicate by [bracketing], any language being proposed to be deleted from the Charter.
 - **REPLACING AN EXISTING CHARTER PROVISION:** [Bracket] the article, chapter, or section of the Charter proposed to be deleted, and underscore the text of any provision proposed to replace the deleted material.
 - **ADDING A NEW CHARTER PROVISION:** Provide the text of the new provision and, if possible, indicate where in the Charter the new material should be added.
6. If this proposal is being submitted by an organization, please indicate the organization. If it is being submitted by an individual, please indicate the individual's first and last name.*

7. Please include the address, phone number, and email of the organization or individual from Item 6 above, if you would like to be contacted.*

*Responses to Items 6 and 7 are optional; however, providing responses to these items will help the Commission’s deliberations, especially when additional information or research is required. Please be aware that these document will be part of the public record and available to the public.

All proposals must be submitted by **October 31, 2015**.

You may submit your proposal by:

- Filling the form online and uploading documents, if any; or
- Submitting your completed form and any attachments by mail or email:

- ✓ Mail to:
2015-2016 Charter Commission
City and County of Honolulu
530 South King Street, Room 501
Honolulu, Hawaii 96813

- ✓ Email to:

_____@honolulu.gov

Thank you for participating in the 2015-2016 Honolulu Charter Commission process!

This Page Intentionally Left Blank

DELETE AFTER PDF

ⁱ M – Meeting of the Charter Commission; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

ⁱⁱ Executive Session: Minutes of the Executive Sessions were compiled by the Department of the Corporation Counsel. Charter Commission Staff not in attendance in Executive Sessions.

ⁱⁱⁱ X – Cancelled Meeting

^{iv} B – Meeting of the Committee on Budget; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

^v S – Meeting of the Committee on Style; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

^{vi} Charter Commission Executive Administrator in attendance in the Executive Session, effective July 7, 2016

^{vii} S&I – Meeting of the Committee on Submission and Information; the digit “1” references its first meeting, digit “2” references its second meeting, etc.

^{viii} No Executive Session held.