CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAI'I

ORDINANCE _____

BILL 1 (2023)

A BILL FOR AN ORDINANCE

RELATING TO REPORTING REQUIREMENTS.

BE IT ORDAINED by the People of the City and County of Honolulu:

SECTION 1. Purpose. The purpose of this ordinance is to direct the Office of Council Services to prepare a consolidated table of reporting requirements found in the Revised Ordinances of Honolulu 2021, and to insert the table in the Revised Ordinances of Honolulu 2021.

SECTION 2. The Office of Council Services, as the Revisor of Ordinances of the City and County of Honolulu, is directed to prepare and keep current a consolidated table of reporting requirements found in the Revised Ordinances of Honolulu 2021, and to insert the Table of Reporting Requirements as an Appendix to the Revised Ordinances of Honolulu 2021 to be appropriately designated by the Revisor of Ordinances. The initial Table of Reporting Requirements prepared by the Office of Council Services is attached hereto as Exhibit A and incorporated herein by this reference.

A BILL FOR AN ORDINANCE

SECTION 3. This ordinance takes effect upon its approval.

INTRODUCED BY:

DATE OF INTRODUCTION:

JAN 19 2023

Honolulu, Hawai'i

Councilmembers

APPROVED AS TO FORM AND LEGALITY:

Deputy Corporation Counsel

APPROVED this _____day of _____, 20 _____.

RICK BLANGIARDI, Mayor
City and County of Honolulu

EXHIBIT A

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Applicable Agency	Intergovernmental Agreements and Private Grant Agreements Placing Obligations Upon the Agency	Council	Annually, by September 30	§ 1-8.2(a)
Applicable Agency	Sexual Harassment Investigation Findings and Results	Inspection limited to certain parties	Upon receipt of an informal or formal complaint	§ 1-17.4(c) and § 1-17.4(d)
Applicable Agency	Transfer of Funds Between Activities Under a Certain Threshold	City Clerk	Monthly, within 15 days after the end of the month	§ 2-17.2(c)(1)
Applicable Agency	Transfers Between Characters of Expenditure Within the Same Activity Under a Certain Threshold	City Clerk	Monthly, within 15 days after the end of the month	§ 2-17.2(c)(2)
Applicable Agency	Transfers Between Characters of Expenditure Within the Same Activity for Transit Management Services	City Clerk and Council	Monthly, within 15 days after the end of the month	§ 2-17.2(c)(4)
Applicable Agency	Notice of Bid Results	Council	Upon the agency's decision not to proceed with a project after receipt of bids that exceed project estimates	§ 2-17.4(a)
Applicable Agency (Director)	Age-Friendly City Program Compliance	Council	Annually; may be part of agency's annual report required by Charter	§ 2-22.4(a)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Applicable Agency	Seals and Logotypes	City Clerk	Within 30 days of adoption	§ 2-31.1(a)
Applicable Agency (Responsible City Official)	Overt Video Monitoring of Public Activity	Council	Annually, no later than January 15	§ 2-32.3(b)(8)
Applicable Agency (Appointing Authority)	Actions Related to Violations of Ethics Standards of Conduct	Ethics Commission	Within 15 days after receiving an Ethics Commission advisory opinion and recommendations	§ 3-6.4(e)
Applicable Agency (Officers and Department Heads)	Pertinent and Necessary Reports Related to the Preparation of the Oahu Regional Transportation Plan or Other Planning Documents	Oahu Metropolitan Planning Organization	Upon request, in a timely and satisfactory manner	§ 4-2.2(a)
Applicable Agency (Director)	Preliminary Report on Proposed Improvement District	Council, applicable neighborhood board	Upon request by Council resolution	§ 14-10.1(a) and (b)
Applicable Agency (Director)	Final Report on Proposed Improvement District	Council	Upon request by Council resolution	§ 14-10.4(a)(9)
Applicable Agency (Director)	Report on Improvement District Refunding	Council	Upon request by Council resolution	§ 14-13.2(a)(1)
Applicable Agency (Law Enforcement Officer)	Motor Vehicle Accident	Police Department	Within 24 hours after completing the accident investigation	§ 15-5.1(c)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Applicable Agency (to be Designated by the Mayor)	Automated External Defibrillators in City Buildings and Newly Constructed Buildings	Emergency Services Department, Emergency Medical Services Division	Not specified	§ 16-16.4
Applicable Agency	Emergency Repair Projects to Existing Public Utilities	Department of Planning and Permitting	Within three days after the start of the repair project and upon its completion	§ 25-7.1(a)
Applicable Agency	Surplus Real Property	Director of Budget and Fiscal Services	Upon determination that the real property is no longer desired or needed by the agency for its own use	§ 37-1.2(a)
Applicable Agency	Leases to Providers of Housing or Human Services	City Clerk	Following selection of a proposal	§ 38-3.4(d)
Budget and Fiscal Services (Director)	Change Orders Exceeding a Certain Threshold	Council	Within 30 days of the approval of the change order or orders	§ 2-4.2(c)(1)
Budget and Fiscal Services (Director)	City-Financed Construction Project Delays	Council	Within 30 days of the completion of a project that was overdue by 90 days or more	§ 2-4.2(c)(2)
Budget and Fiscal Services (Director)	City Fees and Charges Review with Recommendations	Council	Annually, at the same time the annual executive operating and capital budgets are submitted	§ 2-4.2(d)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Budget and Fiscal Services (Director)	Employer-Employee Contracts (Forwarded from Individual Agencies)	Council and City Clerk	Annually, within 30 days following the end of the fiscal year	§ 2-30.4(a) and § 2-30.4(b)
Budget and Fiscal Services (Director)	Seals and Logotypes	Council	Annually, on or before January 1	§ 2-31.1(f)
Budget and Fiscal Services	Special Duty Police Officer Fees	City Clerk	Annually, within 30 days after the first day of each fiscal year	§ 6-44.3(c)
Budget and Fiscal Services (Director)	Reserve for Fiscal Stability Fund Expenditures	Council	Within 30 days of the expenditure of any Reserve for Fiscal Stability Fund moneys	§ 6-56.4(b)
Budget and Fiscal Services (Director)	Acts and Doings of the Department, Other Matters or Information Regarding Real Property Taxation	Mayor	Annually, and at such other times as the Mayor may require	§ 8-1.3(10)
Budget and Fiscal Services (Director)	Real Property Tax Assessment List	City Clerk	Annually, on or before January 31 preceding the tax year	§ 8-2.2
Budget and Fiscal Services (Director)	Net Taxable Real Property Within the City	Council	Annually, on or before February 1 preceding the tax year	§ 8-11.1(e)
Budget and Fiscal Services (Director)	Real Property Tax Settlements	City Clerk	Annually, no later than 90 days following the close of the tax year	§ 8-12.14(c)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Budget and Fiscal Services (Director)	Suspension of Newsstand Permit Due to Hazardous Conditions	Council	Upon suspension of the permit	§ 13-8.2(g)(3)
Budget and Fiscal Services (Director)	Suspension of Public Telephone Enclosure Permit Due to Hazardous Conditions	Council	Upon suspension of the permit	§ 13-8.3(i)(3)
Budget and Fiscal Services	Contracts Relating to the Use of the Ferry System Logo (Requested by the Department of Transportation Services)	City Clerk	Within 30 days of execution of the contract	§ 15B-10.6(b)
Budget and Fiscal Services (Director)	Special Improvement District Assessment Collection	The Special Improvement District Board	By a date set in the ordinance establishing the district or in the written agreement between the district board and the City	§ 28-3.4(f)
Budget and Fiscal Services (and Planning and Permitting) (Directors)	Affordable Rental Housing	Council	Every six months following April 21, 2021 (to be repealed May 21, 2024)	§ 32-4.3
Budget and Fiscal Services (Director)	Inventory of Surplus Real Property	Such agencies as the Director of Budget and Fiscal Services shall determine	As necessary, upon notification of surplus property from City agencies	§ 37-1.2(b)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Budget and Fiscal Services (Director)	Proposed Transfer of Surplus Real Property	Mayor, the neighborhood board of the district in which the subject property is situated, and any abutting property owners	Per proposal, and at least 10 days before the transfer	§ 37-1.2(c)
Budget and Fiscal Services (Director)	Bid to Lease or Rent City Property	City Clerk	Upon completion of the evaluation and selection process	§ 38-2.6
Budget and Fiscal Services (Director)	Leases of City Property to Private Developers	City Clerk	Upon completion of the evaluation and selection process	§ 38-3.3(c)(2)
Community Services	First Source Programs	Council	Quarterly, within 30 working days of the end of each calendar quarter	§ 2-33.6
Community Services (Director)	Grants in Aid Projects	Council	Annually, within one month of the end of the fiscal year	§ 6-52.6
Community Services (Director)	Enterprise Zones Status	Council	Annually, by June 30	§ 31-1.3(b)(2)
Corporation Counsel	Settlements Requiring Payments of $5,000 or Less	Council	Quarterly, within 15 days after the end of each quarter	§ 2-3.1(4)(A)
Corporation Counsel	Report of Decisions/Outcomes of Litigation	Mayor and Council	Upon the conclusion of the litigation	§ 2-3.1(5)(A)
Corporation Counsel	Pending City Litigation	Mayor and Council	Annually, by January 15	§ 2-3.1(5)(B)
Corporation Counsel	Settlement of Land Acquisitions and Eminent Domain Actions	Council	Quarterly, within 15 days after the end of each quarter	§ 2-3.1(8)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Corporation Counsel	Billings of Fees to Private Attorneys	Council	Prior to making payment	§ 2-26.4(b)
Corporation Counsel	Cases Requiring Private Attorneys as Special Counsel under Charter § 5-204.3	Council	Quarterly	§ 2-26.5
Customer Services (Officer or Employee)	Removal of Vehicle with Unknown Ownership	Director of Customer Services	Immediately, if vehicle is not returned to the owner within a period of three days after the removal of the vehicle	§ 15-13.9(c)
Design and Construction (and Facility Maintenance, Planning and Permitting, and Transportation Services) (Directors)	Complete Streets—Compliance with Complete Streets Policy and Principles; Report of Agency's Performance Under Measurable Performance Standards	Council	Annually, by December 31; may be part of agency's annual report required by Charter	§ 14-18.5
Enterprise Services (Director)	Events Co-Promoted by the Department and/or Promoter	Council	Annually, within 30 days of end of the fiscal year just ended	§ 38-6.13
Environmental Services	Revised 10-Year Integrated Solid Waste Management Plan and Interim Status Report	Council, State Department of Health	Once every 10 years; an interim status report on the implementation of a revised plan shall be submitted five years after every submission of a revised plan	§ 42-1.13

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Environmental Services	Sewer Service Charge Rate	All Users of the Public Sewer System	Annually	§ 43-6.3(c)
Facility Maintenance (Automotive Equipment Service Division)	Automotive Equipment, Stock Accidents or Apparent Abuse	Appropriate Department of Facility Maintenance Division Chief, Chief Engineer of the Department of Facility Maintenance, and Mayor	As necessary	§ 2-8.1(a)(5)
Facility Maintenance (Automotive Equipment Service Division)	Affairs of the Division, Including Automotive Equipment Work Done, Equipment and Stock, Purchases and Disposal of Equipment	Chief Engineer of the Department of Facility Maintenance and Council	Quarterly, not later than the 15th day following close of each quarter	§ 2-8.1(a)(9)
Facility Maintenance (Chief Engineer)	Levy of Annual Assessments for Maintenance Districts	Council	At least 90 days before the end of the preceding assessment year	§ 14-16.9(a)
Facility Maintenance (and Design and Construction, Planning and Permitting, and Transportation Services) (Directors)	Complete Streets—Compliance with Complete Streets Policy and Principles; Report of Agency's Performance Under Measurable Performance Standards	Council	Annually, by December 31; may be part of agency's annual report required by Charter	§ 14-18.5

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Facility Maintenance (Chief Engineer)	Proposed Community Facilities District Evaluation	Council	Upon request, at least 10 days before the public hearing on the proposed district	§ 27-2.4
Facility Maintenance (Chief Engineer)	Status of City-Owned Stream Inspections	Public (Post on the Department Website)	Annually	§ 40-2.3(c)
Fire (Chief)	Fire Losses	Mayor	Periodically	§ 2-11.1(1)
Fire (Chief, as the Head of the Authority Having Jurisdiction)	Appeals Filed for Final Building Fire and Life Safety Evaluation Score and the Resulting Fire Safety Requirements for the Building	Council	Annually	§ 20-1.1(15)
Managing Director	Age-Friendly City Program Efforts	Public	Not specified	§ 2-22.4(b)
Mayor	Absence of the Mayor	Council and City Clerk	Before any anticipated absence and as soon as is practicable due to an unanticipated emergency	§ 1-7.10
Mayor	Creation of Temporary Positions	Council	As position is needed due to an unforeseen or emergency circumstance	§ 2-17.2(a)
Mayor	Temporary Transfers of Positions	City Clerk	Quarterly	§ 2-17.2(b)(1)
Mayor	Line-Item Budget Details	Council	Annually, at the same time as submittal of annual executive budget to the Council	§ 2-18.6(a) and § 2-18.6(b)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Mayor	Vacant Positions in the Executive Branch	Council	Annually, within five days of submittal of annual executive budget to the Council	§ 2-18.7
Mayor (Mayor's Designated Volunteer Services Program Coordinator)	Volunteer Services Program	Council	Annually	§ 2-27.3(c)(7)
Mayor (Mayor's Designated Arts Coordinator)	City Art Inspections and Inventories Conducted	City Clerk	Biennially	§ 3-2.8(a)(3)
Mayor (Mayor's Designated Arts Coordinator)	City Art Inspection, Inventory, and Maintenance Program and Funding	Mayor and Council	Annually, by March 1	§ 3-2.8(b)
Mayor	Notice of Removal or Conditional Retention of a Board, Commission, or Committee Member	Member, Chair of the Board, Commission, or Committee, and Council	Upon decision not to retain the member unconditionally	§ 3-9.6(f), § 3-9.6(g), and § 3-9.6(j)
Mayor	Recommendations Related to Hawaii or National Registers of Historic Places Nominations	State Historic Preservation Officer	Within 15 days after receiving evaluation report from the Oahu Historic Preservation Commission related to nominations to Hawaii or National Register of Historic Places	§ 3-10.9(e)
Mayor	Clean Water and Natural Lands Fund	Council	Annually, within 15 days of submittal of annual executive budget documents to the Council	§ 6-62.4

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Mayor	Affordable Housing Fund	Council	Annually, within 15 days of submittal of annual executive budget documents to the Council	§ 6-63.4
Mayor	Acts, Doings, and Administration of the Department of Budget and Fiscal Services, Other Matters or Information Regarding Real Property Taxation	Council	Annually, within 30 days of receipt from the Department of Budget and Fiscal Services	§ 8-1.3(10)
Mayor	Activities of the City in Promoting the Expansion of Child Care Services	City Clerk	Annually, no later than 180 days after the close of the fiscal year; part of the annual report required by Charter § 13-104	§ 11-1.1(13)
Mayor	Planning Commission's Recommendations Re Applications for Establishing or Amending Special District, Amending LUO, or Zone Changes	Council	Per proposal, within 30 days of receipt from the Planning Commission	§ 21-2.70(b)(1)(A) and § 21-2.70(b)(1)(C)
Mayor	Inventory of Official Names of Parks, Sites, Facilities, and Memorials (including statues and busts)	Municipal Reference and Records Center	Updated annually	§ 22-9.6

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Office of Climate Change, Sustainability and Resiliency	Long-Term Disaster Recovery Plan	Mayor and Council	Within 60 days following the end of the fiscal year ending June 30, 2022; must be reviewed annually and updated every five years thereafter	§ 2-10.11
Office of Climate Change, Sustainability and Resiliency	Progress in Meeting Emissions Reductions Targets and Implementing Strategies Identified in the Climate Action Plan	Council	Annually; may be included in the annual sustainability report	§ 2-10.12(c)(1)
Office of Climate Change, Sustainability and Resiliency	Climate Action Plan Update	Council	Within 120 days following the end of the year the climate action plan is updated (updated every five years, starting no later than 2025)	§ 2-10.12(c)(2) and § 2-10.12(c)(3)
Office of Climate Change, Sustainability and Resiliency	Compliance with the One Water Climate Resiliency Policy	Council	Annually, within 120 days following the end of each calendar year; may be included in the annual sustainability report	§ 2-10.13(b)(7)
Office of Climate Change, Sustainability and Resiliency	Visitor Industry Sustainability Progress	Not Specified	Annually, within 120 days following the end of each calendar year; may be included in the annual sustainability report	§ 2-10.14(a)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Office of Climate Change, Sustainability and Resiliency	Sustainability Report (Energy Usage, City Facilities' Benchmarked Data, Water Usage, etc.)	Mayor and Council	Annually	§ 2-10.15 (and § 2-10.3, § 2-10.4(c), § 2-10.6, and § 2-10.10(b)(6))
Parks and Recreation (Director)	Park Land Acquisitions	Council	Prior to inclusion of funding for acquisition in the executive capital budget	§ 2-18.8(a)
Parks and Recreation (Director)	Proposed Fees at Recreational Facilities	All Duly Constituted Park Advisory Organizations	Before establishing the fees	§ 10-2.9(a)
Planning and Permitting (Director)	Council-Initiated Proposals to Revise or Amend the General Plan, Development Plan, or Zoning Ordinances	Planning Commission	Per proposal, within 270 days of the adoption of the Council resolution initiating the proposal	§ 2-24.4(a)
Planning and Permitting (Director)	Council-Initiated Proposals to Revise or Amend the Subdivision Ordinance	Council	Per proposal, within 270 days of the adoption of the Council resolution initiating the proposal	§ 2-24.4(b)
Planning and Permitting (Director)	Work of the Department, Including a Summary of Recommended Amendments to the Building Code and Other Related Ordinances During Preceding Year	Mayor	Annually	§ 2-24.16(b)(1)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting (Director)	Any Subject	Mayor	Upon request	§ 2-24.16(b)(1)
Planning and Permitting	Administrative Deletion of any Public Infrastructure Map Symbol	Council	Upon deletion	§ 4-8.2(b)
Planning and Permitting	Recommendations Related to Council-Initiated Proposed Revisions to the Public Infrastructure Map	Council	Within 75 days following introduction of the Council-proposed resolution	§ 4-8.2(d)
Planning and Permitting (or Design and Construction) (Director)	Preliminary Report on Proposed Improvement District	Council and Neighborhood Board(s) for the area included within the proposed improvement district	Upon request by Council resolution	§ 14-10.1(a) and § 14-10.1(b)
Planning and Permitting (or Design and Construction) (Director)	Final Report on Proposed Improvement District	Council	Upon request by Council resolution	§ 14-10.4(a)
Planning and Permitting (or Design and Construction) (Director)	Report on Improvement District Refunding	Council	Upon request by Council resolution	§ 14-13.2

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting (and Design and Construction, Facility Maintenance, and Transportation Services) (Directors)	Complete Streets-Compliance with Complete Streets Policy and Principles; Annual Reports of Agency's Performance Under Measurable Performance Standards	Council	Annually, by December 31; may be part of agency's annual report required by Charter	§ 14-18.5
Planning and Permitting (Building Official)	Notice of Order Issued to Contractors	State Department of Commerce and Consumer Affairs	Upon issuance of a Notice of Order	§ 16-10.4(e)
Planning and Permitting (Director)	Notice of Violation with an Order to Stop Work	Chief of Police	Concurrently with the issuance of the notice to the responsible person, firm, or corporation	§ 18A-4.2(c)
Planning and Permitting (Director)	Application for a Plan Review Use	Council	Within 90 days after Director's acceptance of completed application	§ 21-2.40-2(c)(7)
Planning and Permitting (Director)	Application for Establishment of or Amendment to a Special District (Major), a Zone Change, or a Major Permit Regarding Downtown Heights in excess of 350 ft.	Planning Commission	Within 90 days after Director's acceptance of completed application, if not denied	§ 21-2.40-2(c)(8)
Planning and Permitting (Director)	Status of Compliance with Unilateral Agreement Conditions—Conditional Zoning Agreements	Council	Annually	§ 21-2.80(e)(3)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting (Director)	Planned Development-Resort, -Apartment, -Transit, and Interim Transit Projects.	Council	Per proposal, upon conclusion of the public hearing and not more than 80 days after acceptance of the application	§ 21-2.110-2(e)
Planning and Permitting (Director)	Design Guidebook for the Waikiki Special District	Council	Before making the guidebook or any revisions thereof available to the public	§ 21-9.80-4
Planning and Permitting (Director)	Proposed Extensions for a Planned Development-Resort or Planned Development-Apartment Project	Council	Per proposal, upon request by the applicant	§ 21-9.80-4(d)(4)(E)(ii)
Planning and Permitting (Director)	Proposed Extensions for an Interim Planned Development-Transit Project	Council	Per proposal, upon request by the applicant	§ 21-9.100-5(i)(2)(B) and § 21-9.100-5(i)(4)
Planning and Permitting (Director)	Proposed Extensions for a Planned Development-Transit Project	Council	Per proposal, upon request by the applicant	§ 21-9.100-10(h)(2)(B) and § 21-9.100-10(h)(2)(E)
Planning and Permitting (Director)	State Land Use District Boundary Amendment Petition and Public Hearing Notice	State Land Use Commission and State Department of Business, Economic Development, and Tourism	Per petition	§ 23-1.4(a)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting (Director)	State Land Use District Boundary Amendment Approvals	State Land Use Commission and State Department of Business, Economic Development, and Tourism	Within 60 days of the effective date of the ordinance enacting the boundary amendment	§ 23-1.9
Planning and Permitting	Consistency of Proposed Development Plan Amendment with the General Plan and the applicable Development Plan	Council (through the Planning Commission)	Per proposal	§ 24-1.2(d) (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area)
Planning and Permitting	Consistency of Proposed Amendment to Development Plan Common Provisions or Special Provisions of any Development Plan with the General Plan and Other Development Plan Provisions	Council (through the Planning Commission)	Per proposal	§ 24-1.2(e) (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area)
Planning and Permitting	Public Facility Proposal Sequencing Guidelines	Line Departments and Council	Annually, by July 15 (for following year's CIP budget)	§ 24-1.9(c)(1) (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area)
Planning and Permitting (Director)	Proposed Amendments to Development Plans and Approvals of Amendment Withdrawals	Council	Annually, not later than July 1	§ 24-1.12(c)(5)(C) (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area)

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Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting (Director)	Development Plan Amendment Recommendations (Independent Consideration)	Planning Commission	Per proposal, within 90 days of the date of filing of a completed application	§ 24-1.12(c)(6)(A) (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area)
Planning and Permitting (Director)	Status of Development Plans	Council	Annually, by September 1	§ 24-1.13(a) (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area)
Planning and Permitting (Director)	Conditions of the City and the City's Regulatory System and Capital Improvement Program	Council	Biennially (odd years), by December 31	§ 24-1.13(b) (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area)
Planning and Permitting (with Budget and Fiscal Services) (Directors)	Review of Capital Improvement Program Projects for Compliance with the General Plan, Development Plans, Special Area Plan Provisions, and Functional Plans	Council	Annually	§ 24-2.9, § 24-3.8, § 24-4.9, § 24-5.9, § 24-6.8, § 24-7.9, § 24-8.8, and § 24-9.8
Planning and Permitting	Comprehensive Review of the Primary Urban Center Development Plan	Council	Every five years after June 21, 2004	§ 24-2.10(a)
Planning and Permitting	City's Achievements and Progress in Fulfilling the Vision of the Primary Urban Center Development Plan	Council	Biennially; as part of the biennial report required by Charter § 6-1510.4	§ 24-2.11

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Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting	Comprehensive Review of the Ewa Development Plan	Council	Every five years after the plan's adoption	§ 24-3.9(a)
Planning and Permitting	Comprehensive Review of the East Honolulu Development Plan	Council	Every five years after July 27, 1999	§ 24-4.10(a)
Planning and Permitting	City's Achievements and Progress in Fulfilling the Vision of the East Honolulu Development Plan	Council	Biennially; as part of the biennial report required by Charter § 6-1510.4	§ 24-4.11
Planning and Permitting	Comprehensive Review of the Central Oahu Sustainable Communities Plan	Council	Every five years after February 18, 2003	§ 24-5.10(a)
Planning and Permitting	City's Achievements and Progress in Fulfilling the Vision of the Central Oahu Sustainable Communities Plan	Council	Biennially; as part of the biennial report required by Charter § 6-1510.4	§ 24-5.11
Planning and Permitting	Comprehensive Review of the Koolau Poko Sustainable Communities Plan	Council	Every five years after the plan's adoption	§ 24-6.9(a)
Planning and Permitting	Comprehensive Review of the Koolau Loa Sustainable Communities Plan	Council	Every five years after February 14, 2000	§ 24-7.10(a)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting	City's Achievements and Progress in Fulfilling the Vision of the Koolau Loa Sustainable Communities Plan	Council	Biennially; as part of the biennial report required by Charter § 6-1510.4	§ 24-7.11
Planning and Permitting	Comprehensive Review of the North Shore Sustainable Communities Plan	Council	Every five years after the plan's adoption	§ 24-8.9(a)
Planning and Permitting	Comprehensive Review of the Waianae Sustainable Communities Plan	Council	Every five years after the plan's adoption	§ 24-9.9
Planning and Permitting	Special Management Area Use Permit Findings and Recommendations	Council	Per special management area use permit application, within 20 working days of the close of the public hearing or within 10 working days of either the issuance of the finding of no significant impact or the acceptance of a final environmental impact statement	§ 25-5.4
Planning and Permitting	Involuntary Revocation or Modification of a Special Management Area Use Permit Initiated by the Department	Council	Within 30 calendar days of the close of the public hearing	§ 25-9.6(c)(6)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Planning and Permitting	Council-Initiated Revocation or Modification of a Special Management Area Use Permit	Council	Within 30 calendar days of the close of the public hearing	§ 25-9.6(d)(6)
Planning and Permitting (and Budget and Fiscal Services) (Directors)	Affordable Rental Housing	Council	Every six months following April 21, 2021 (to be repealed May 21, 2024)	§ 32-4.3
Police	Dog Bite Incidents (Forwarded From Medical Service Providers and Veterinarians)	Animal Control Contractor	Per incident	§ 12-7.8(c)
Police	Statistical Information on the Number and Circumstances of Traffic Accidents	Not specified (HPD "shall publish")	Annually or at more frequent intervals	§ 15-5.4
Police (Chief)	Accident Reports	Department of Transportation Services	Within 48 hours of filing accident reports	§ 15-5.5
Police (Officer)	Dangerous Vehicles Near a Preschool, Kindergarten, Elementary, Intermediate, Middle, Secondary, or High School	Department of Customer Services	Upon determination of the dangerous vehicle in the prohibited location	§ 15-13.15(b)
Police	Vehicles with Unknown Owners Removed from Property	Department of Budget and Fiscal Services	In the event the vehicle is not returned to the owner within a period of three days	§ 15A-5.6(e)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Police (Officer Assigned to Provide Escort Service for Building Relocation)	Damage Sustained During Building Relocation	The Building Official	Upon any damage to property resulting from the moving of any building or structure	§ 16-2.6(b)
Police (Officer at the Scene)	False Alarm	Permittee or alarm user	Upon the determination that the activated alarm system was a false alarm	§ 40-9.4(b)
Prosecuting Attorney	Copy of the Adopted Seal and Motto	City Clerk	Upon adoption of seal and motto	§ 1-13.2
Transportation Services (Director)	Revisions to the Bikeway System and Master Plan	Council	At least every five years	§ 2-12.1(4)
Transportation Services (and Design and Construction, Facility Maintenance, and Planning and Permitting) (Directors)	Complete Streets—Compliance with Complete Streets Policy and Principles; Annual Reports of Agency's Performance Under Measurable Performance Standards	Council	Annually, by December 31; may be part of agency's annual report required by Charter	§ 14-18.5.
Transportation Services (Director)	Traffic Control Devices Schedule	City Clerk and Publish in a Daily Newspaper	Upon the amendment of an existing schedule or adoption of an additional schedule	§ 15-3.1(a)(2)(C) and § 15-3.1(c)

I. Reporting Requirements for Executive Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency / Due Date***	***ROH Citation(s)***
Transportation Services (Director)	Car-Sharing Report on Department's Efforts Demonstrating Interaction and Solicitation of Community Input	Council	No less than 30 days before the assignment of the first stall in a City-controlled public off-street parking facility reserved for a car-sharing organization or the assignment of the first on-street parking stall reserved for such organiztion, whichever occurs first	§ 15-28.1(c)
Transportation Services (Director)	Car-Sharing Program	Council	Annually, no later than 120 days after the end of the calendar year	§ 15-28.4(d)
Transportation Services	Public Transit Promotional or Demonstration Project	Council	Within 60 days of the completion of the promotional or demonstration project	§ 15B-2.6(c)

II. Reporting Requirements for Legislative Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency/ Due Date***	***ROH Citation(s)***
Council	Sexual Harassment Investigation Findings and Results	Inspection Limited to Certain Parties	Within 10 working days of receipt of an informal or formal complaint, unless extended	§ 1-17.5(c) and § 1-17.5(d)

II. Reporting Requirements for Legislative Agencies				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency/ Due Date***	***ROH Citation(s)***
Council	Actions Related to Violations of Ethics Standards of Conduct	Ethics Commission	Within 15 days after receiving an Ethics Commission advisory opinion and recommendations	§ 3-6.4(e)
Council	Tax Rate or Rates Set for a Tax Year	Director of Budget and Fiscal Services	Before the commencement of the tax year	§ 8-11.1(d)
Council	Surplus Real Property	Director of Budget and Fiscal Services	Upon determination that real property under Council jurisdiction or control is no longer desired or needed by the agency for its own use	§ 37-1.2(a)

III. Reporting Requirements for Boards, Commissions, and Committees				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency/ Due Date***	***ROH Citation(s)***
Applicable Board, Commission, or Committee	Expiration of a Member's Appointed Term	Mayor and Council	No later than 90 days before the expiration of a member's appointed term	§ 3-9.2(b)(1)
Applicable Board, Commission, or Committee (Chair)	Notice of Member's Failure to Attend Meetings	Mayor; may also be provided to director or agency head of the agency to which the Board, Commission, or Committee is Attached	Upon board member's failure to attend scheduled meetings or failure to provide to the chair a certification of participation in Sunshine Law training	§ 3-9.6(a); § 3-9.6(b); and § 3-9.6(h)

III. Reporting Requirements for Boards, Commissions, and Committees				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency/ Due Date***	***ROH Citation(s)***
Applicable Board or Commission	Review of City Boards and Commissions	Council	No later than January 31 of each calendar year the board or commission is scheduled for review pursuant to § 3-15.3	§ 3-15.4(a)
Ethics Commission	Suspected Violations of Law	Appropriate Law Enforcement Authorities	As appropriate	§ 3-13.7(5)
Grants in Aid Advisory Commission	Grants in Aid Funding Recommendations	Council	Annually, by March 4	§ 6-52.4(c)
Oahu Historic Preservation Commission	State of Historic Preservation in the City	Not Specified	Annually	§ 3-10.7(16)
Oahu Historic Preservation Commission	Evaluation of Hawaii or National Registers of Historic Places Nominations	Mayor	Within 45 days after receiving notice from the State historic preservation officer	§ 3-10.9(e)
Planning Commission	Recommendations for Council-Initiated Proposals to Revise or Amend the General Plan, Any Development Plan, or a Zoning Ordinance	Council (through the Mayor)	Per proposal, within 30 days of the close of the public hearing; Mayor to submit to the Council within 30 days of receipt from the Planning Commission	§ 2-24.5(b)
Planning Commission	Recommendations for Applications for Establishing or Amending a Special District, amending the Land Use Ordinance, or a Zone Change	Council (through the Mayor)	Per proposal; Mayor to submit to the Council within 30 days of receipt from the Planning Commission	§ 21-2.70(b)(1)(A) and § 21-2.70(b)(1)(C)

III. Reporting Requirements for Boards, Commissions, and Committees				
Reporting Body	***Report Subject***	***Report Recipient***	***Frequency/ Due Date***	***ROH Citation(s)***
Planning Commission	Findings and Recommendations for Proposed Amendments to Development Plans	Council (through the Mayor)	Per proposal; annual amendment review to be transmitted in time to be reviewed by the Council by October 1 of the year covered by that annual amendment review. (Chapter 24, Article 1, applies only to the Northwest Hawaiian Islands Development Plan Area.)	§ 24-1.12(c)(5)(D)
Rate Commission	Member's Temporary Inability to Serve	Appointing Authority	When the commission finds that a member cannot serve temporarily because of illness, incapacity, or absence	§ 3-11.4(a)
Real Property Tax Boards of Review	Work of the Boards of Review	Mayor, Council, and Director of Budget and Fiscal Services	Annually, after completion of tax appeals for the current year	§ 8-12.7(f)
Salary Commission	Recommended Salaries and Findings of Fact	Mayor and Council	Annually (per Charter § 3-122), no later than the first day of May	§ 5-3.2
Special Assessment District Association Board of Directors	Anticipated Surplus or Deficit from Previous Special Assessment Year and Any Proposed New Rate or Method of Special Assessment	Council	Annually per date set in ordinance, or if none set, 30 days prior to start of new assessment year.	§ 28-3.2(a)