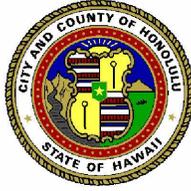


ETHICS COMMISSION
CITY AND COUNTY OF HONOLULU

715 SOUTH KING STREET, SUITE 211, HONOLULU, HAWAII 96813-3091
Phone: (808) 768-7786 · Fax: (808) 768-7768 · EMAIL: ethics@honolulu.gov
Internet: www.honolulu.gov/ethics

KIRK CALDWELL
MAYOR



CHARLES W. TOTTO
EXECUTIVE DIRECTOR & LEGAL COUNSEL

MEMORANDUM

DATE: December 28, 2014

TO: SPECIFIED CITY EMPLOYEES AND OFFICERS

FROM: CHARLES W. TOTTO,
EXECUTIVE DIRECTOR AND LEGAL COUNSEL

SUBJECT: NEW - ETHICS COMMISSION MANDATORY E-FORM FOR
FINANCIAL DISCLOSURES DUE JANUARY 31, 2015

You are receiving this memo because you have been identified as an employee who is required under the Revised Ordinances of Honolulu to file a financial disclosure form with the Ethics Commission.¹

The form you file is **confidential** and not available for review by anyone other than members of the Ethics Commission and its staff. The purpose of the form is to prevent potential financial conflicts of interests with your official city duties through awareness and also as a brief refresher of the major city ethics laws.

Beginning this year, the Honolulu Ethics Commission will only accept financial disclosure forms submitted through the city's intranet E-Form system. All E-Forms must be submitted by January 31, 2015.

Instructions:

- Go to City FYI, the city's intranet site: <http://cityfyi/>

¹ NOTE: If you have already filed your Annual Financial Disclosure E-form within the last 30 days that accurately reflects all required financial information for calendar year 2014, please disregard this Memo.

NOTE: If you are an elected public official (Mayor, Prosecutor, City Councilmembers) or cabinet member (Directors and First Deputy Directors), you must file your form with the City Clerk's Office; do not use the E-form.

Memo to Specified City officers and Employees

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- Under the heading “Forms” click on “Eforms Application for Leave of Absence.” This will take you to the Electronic Forms site.
- Under the heading “Request,” click on “Submit a Request.”
- Under “Category,” click on “ETH Forms” and “ETH – Financial Disclosure.”
- First time users click on “Create New Request.”
 - *NOTE: If you have submitted an Eform Financial Disclosure before, you can submit a copy of your prior Eform (**making any necessary changes**) for the current year instead of having to retype all the data.*
 - *In the “Status” field, click on “ALL.”*
 - *In the “Last Routed From” fields type in the appropriate time period when you last submitted the form.*
 - *Click “Search.”*
 - *This should retrieve your prior Eforms.*
 - *Select the Eform you want to copy.*
 - *Click on “Copy Selected Request” and that prior form will be retrieved with all of your data.*
 - **Make any necessary changes** and submit the form.
- Documentation including: Instructions, and a “FAQ” Memo are provided for your reference.
- Read the instructions carefully before completing the form, and submit the completed form to the Commission before January 31, 2015.

Please note that all disclosure forms may be audited to ensure the accuracy of the information provided. Failure to file by January 31, or filing incomplete, false or misleading information may result in a civil fine and disciplinary action.

If you have any questions, please contact Kristine Bigornia, Legal Clerk I, Honolulu Ethics Commission at (808)768-7791.

CWT/LAW