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OFFICE OF COUNCIL SERVICES  
City and County of Honolulu  
Honolulu, Hawaii 96813

# REVISED CHARTER OF THE CITY & COUNTY OF HONOLULU 1973

(1983 EDITION)



*Eileen R. Anderson, Mayor*

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## FOREWORD

This volume sets forth the Charter of the City and County of Honolulu as revised by the Charter Commission in 1972 and approved by a majority of the voters voting thereon at the General Election on November 7, 1972, and as amended with regard to the power of initiative at the General Election of November 2, 1982. The power of initiative, set forth in Article III, Chapter 4, was approved by the voters pursuant to a petition presented to the City Council under Section 15-101 of the Revised City Charter.

It should be noted that a Charter Review Commission was appointed in April of 1981 pursuant to Section 15-105 of the Revised City Charter. The 1981 Charter Commission presented proposed amendments to the electorate at the General Election of November 2, 1982. These proposed amendments were disapproved by the voters.

This volume also incorporates amendments to the Charter proposed by the City Council and approved by the voters at the General Elections of 1974 and 1978.

This 1983 edition of the Charter, therefore, replaces all previous editions and contains all those Charter provisions in effect at the time of its publication.

GARY M. SLOVIN  
*Corporation Counsel*

Honolulu, Hawaii  
August 1983

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## **PREAMBLE**

**We, the people of the City and County of Honolulu, accepting responsibility to seek to achieve in our time that righteousness by which the life of our land is preserved and to encourage and enable our people to participate in their governance, do hereby adopt this Charter of the City and County of Honolulu.**

**ARTICLE I**  
**INCORPORATION, LIMITS AND STRUCTURE OF**  
**GOVERNMENT**

**Section 1-101. Incorporation**—The people of the City and County of Honolulu shall be and continue as a body politic and corporate by the name of "City and County of Honolulu," hereinafter in this charter called "city." By that name it shall have perpetual succession.

**Section 1-102. Geographical Limits**—The island of Oahu and all other islands in the State of Hawaii, not included in any other county and the waters adjacent thereto, shall constitute the City and County of Honolulu.

**Section 1-103. Structure of Government**—The government provided by this charter shall consist of two coordinate branches to be known as the "Legislative Branch" and the "Executive Branch."

**ARTICLE II**  
**POWERS AND PURPOSES OF THE CITY**

**Section 2-101. Powers**—The city shall have and may exercise all powers necessary for local self-government and any additional powers and authority which have been or may be hereafter granted to it, subject only to the general laws of this State allocating and real-locating powers and functions pursuant to Article VII, Section 2 of the Constitution of the State of Hawaii. The enumeration of express powers in this charter shall not be exclusive. In addition to these enumerated express powers and those implied thereby, the city shall have and may exercise all powers it would be competent for this charter to enumerate expressly.

**Section 2-102. Purposes**—All city powers shall be used to serve and advance the general welfare, health, happiness, safety and aspirations of its inhabitants, present and future, and to encourage their full participation in the process of governance. ✓

**ARTICLE III**  
**LEGISLATIVE BRANCH**

**CHAPTER 1**  
**COUNCIL**

**Section 3-101. Legislative Power**—The legislative power of the city shall be vested in and exercised by the city council, except as otherwise provided by this charter.

**Section 3-102. Number, Election and Terms of Office of Councilmen**—The council shall consist of nine members. One member shall be elected from each of the nine districts hereinafter provided. The terms of office of councilmen shall be four years beginning at twelve o'clock meridian on the second day of January following their election.

**Section 3-103. Reapportionment and Reapportionment Years**—

1. The year 1973 and every eighth year thereafter shall be reapportionment years.

2. A council reapportionment commission shall be constituted on or before the first day of July of each reapportionment year and whenever reapportionment is required by court order. The commission shall consist of nine members. The presiding officer of the council shall, with the approval of the council, select the members of the commission, no more than a majority of whom shall be from the same political party.

The commission shall elect a chairman from among its members. Any vacancy in the commission shall be filled in the same manner as for an original appointment. The commission shall act by majority vote of its membership and shall establish its own procedures. The members of this commission shall not, in any manner, be deemed officers of the city. The commission and its members shall be subject only to the provisions of this section of the charter. Commission members shall be compensated and reimbursed for their necessary expenses as provided by ordinance. No member of the commission shall be eligible to become a candidate for election to the council in the initial election held under any reapportionment plan adopted by the commission.

The city clerk, under the direction of the commission, shall furnish all necessary technical and secretarial services. The council shall appropriate funds to enable the commission to carry out its duties.

3. In effecting reapportionment, the commission shall be guided by the following criteria:

(a) No district shall be so drawn as to unduly favor a person or political faction.

(b) Districts, insofar as practicable, shall be contiguous and compact.

(c) District lines shall, where possible, follow permanent and easily recognized features, and, when practicable, shall coincide with census tract boundaries.

4. On or before January 2 of the year following appointment, the commission shall file with the city clerk a reapportionment plan, which shall become effective upon filing.

5. Any registered voter may petition the proper court to compel, by mandamus or otherwise, the appropriate person or persons to perform their duty or to correct any error made in a reapportionment plan, or the court may take such other action to effectuate the purposes of this section as it may deem appropriate. Any such petition

must be filed within forty-five days of the date specified for any duty or within forty-five days after the filing of a reapportionment plan.

**Section 3-104. Qualifications of Councilmen**—To be eligible for election or appointment to the council, a person must be a duly qualified elector of the council district from which he seeks to be elected. Any councilman who removes his residence from the district from which he was elected or appointed shall, by that fact, be deemed to have vacated his office.

**Section 3-105. Vacancy in Office**—A vacancy in the office of any councilman shall be filled in the following manner:

(a) If the unexpired term is less than one year, the remaining members of the council shall elect a successor with requisite qualifications to fill the vacancy for the unexpired term. Vacancies shall be filled only at a regular meeting of the council after reasonable notice of intent to fill the vacancy has been given to all remaining members of the council by the presiding officer. Should the council fail to fill any vacancy within thirty days after its occurrence, the mayor shall appoint a successor to fill the vacancy for the unexpired term.

(b) If the unexpired term is for one year or more, the vacancy shall be filled by special election to be called by the council within ten days and to be held within sixty days after the occurrence of the vacancy. At such time, the electors of the district shall elect a successor to fill the vacancy for the remainder of the term. If any special or general election is to be held in the city after thirty days and within one hundred eighty days after the occurrence of the vacancy, then the election shall be held in conjunction with such other election.

**Section 3-106. Salaries of Councilmen**—The salaries of councilmen shall be established by ordinance, but no increase shall be effective during the term in which an increase was enacted. No increase of salaries shall be enacted during the period between the date of the city general election and the second day of January following. The presiding officer of the council may receive a higher salary than the other councilmen.

**Section 3-107. Removal of Councilmen**—Any councilman may be removed by recall or impeachment as provided in article XII of this charter.

**Section 3-108. Organization of Council; Officers; Rules; Meetings; Employees**—

1. The council shall meet in the council room at the city hall for its organization at twelve o'clock meridian on the second day of January following its election, or on the next business day if the second day be a Sunday or a holiday, at which time it shall elect one of its councilmen as chairman and presiding officer of the council. It shall also elect one of its councilmen as vice-chairman who shall act as the presiding officer in the event of the chairman's absence or

disability. The council shall appoint a presiding officer pro tempore from its own members in the event of the absence or disability of both the chairman and vice-chairman. All councilmen shall have the right to vote in the council at all times. A majority of the entire membership of the council shall constitute a quorum and, except as otherwise provided, the affirmative vote of a majority of the entire membership shall be necessary to take any action.

2. The council shall adopt rules governing its officers and employees, the organization of committees and the transaction of business.

3. The council shall keep a journal of its proceedings in which the ayes and noes shall be entered as required by this charter or at any other time upon the demand of any member.

4. The council may suspend, without pay for not more than one month, any member for disorderly or contemptuous behavior in its presence, upon an affirmative vote of at least two-thirds of its entire membership. The presiding officer or the council may, by a majority vote, expel any other person who is guilty of disorderly, contemptuous or improper conduct at any meeting.

5. The council may authorize the employment of special counsel to represent it, upon the affirmative vote of at least two-thirds of its entire membership. Any such authorization shall specify the compensation, if any, to be paid such special counsel, and the council shall make an appropriation therefor.

6. The presiding officer of any committee of the council or a majority of the committee may expel any person who is guilty of disorderly, contemptuous or improper conduct at any committee meeting.

7. The council may establish an office of council services and create such positions therein as it deems necessary to assist it in the exercise of its legislative power. The council shall fix the salaries of such positions by ordinance. Funds appropriated for such salaries shall be allotted by, and the persons holding such positions shall be appointed by and serve under the direction of, the presiding officer of the council. Staff shall be appointed in a manner consonant with the merit principles set forth in section 6-302 of this charter, but shall not otherwise be subject to the provisions of chapter 3 of article VI of this charter, pursuant to section 6-304 of this charter.

The council may authorize attorneys within the office of council services to represent it in court litigation where the dispute is with the Executive Branch and where the corporation counsel may represent the Mayor or officers of the Executive Branch. In the event that attorneys within the office of council services should be authorized to represent the city council, those staff attorneys shall be deemed to have the status of "special counsel." (*Reso. 78-277*)

✓ 8. The council shall hold regular meetings and shall meet at least once each month. All meetings of the council shall be open to the public, and every vote taken by the council shall be by open ballot. With the exception of consultations with the corporation counsel on

claims where premature public disclosure of information would adversely affect the city's interest and consultation with its own counsel or staff, all council committee meetings shall be open to the public. The council may adjourn to any meeting place, provided notice of the time and place of the meeting is published at least three days prior to such meeting in a daily newspaper of general circulation in the city, and notice is also given to all council members at least three days prior to the meeting.

9. The council shall, prior to making its decisions on confirmations, hold public hearings on the appointees of the mayor.

**Section 3-109. Applicability of Certain General Provisions—**The council and its employees shall be subject to the provisions of this charter relative to the procurement of materials, supplies, equipment, services and the disposal of personal property, excepting the provisions relative to independent contractual services and except as otherwise provided in subsection 9-106.1 of this charter.

**Section 3-110. Mayor May Appear Before Council—**The mayor may attend any meeting of the council or any of its committees and may express his views. He may propose any resolution or ordinance, or amendments thereto, but shall have no right to vote thereon.

**Section 3-111. Condemnation—**The council shall by resolution determine and declare the necessity of taking property for public purposes, describing the property and stating the uses to which it shall be devoted.

**Section 3-112. Annual Budget for the Legislative Branch—**The budget for the legislative branch for the ensuing fiscal year shall be in the form submitted by the council. It shall be prepared and available for public review not later than one hundred twenty days prior to the end of the current fiscal year. Appropriations to fund the activities of the legislative branch shall only be made through the annual legislative budget ordinance and amendment or supplements thereto.

**Section 3-113. Revenue Program—**The council, at the meeting at which the annual legislative and executive budget ordinances are enacted, shall also enact such measures as will yield sufficient moneys, together with available surplus and other available moneys, to balance the budget.

The council shall by ordinance fix the fees and charges for all services rendered by the city and for the use of city property and facilities, except as otherwise provided by this charter. The council may specifically delegate this authority to the executive branch as it deems necessary or desirable.

**Section 3-114. Annual Operating and Capital Program and Budget for the Executive Branch—**The council shall adopt an executive operating and capital program and enact the necessary budget ordinances annually and provide for the financing thereof.

**Section 3-115. Financial Audit—**Within thirty days after the

beginning of each fiscal year, the council shall provide for an independent financial audit of all operations of the city and all operations for which the city is responsible and of their funds and accounts for the current fiscal year to be made by a certified public accountant or a firm of certified public accountants. The scope of the audit shall be in accordance with the terms of a written contract to be signed by the presiding officer of the council, which contract shall encourage recommendations for better financial controls and procedures and shall provide for the completion of the audit within a reasonable time after the close of the current fiscal year. A copy of the audit report shall be filed with the city clerk and shall be a public record.

**Performance Audit**—The council may at any time provide for a performance audit of any or all of the agencies and operations of the city and all operations for which the city is responsible. The scope of the audit shall be in accordance with the terms of an assignment referred to the office of council services by the city council or a written contract to be signed by the presiding officer of the council, but may include the following activities:

1. Examination and testing of city agencies' implementation processes to determine whether the laws, policies and programs of the city are being carried out in the most effective, efficient and economical manner.

2. Examination and testing of the internal control systems of local agencies to ensure that such systems are properly designed to safeguard public assets against loss from waste, fraud, or error, to promote efficient operations, and to encourage adherence to prescribed management policies. Said assignment or contract shall encourage recommendations for changes in the organization, management and processes which will produce greater efficiency and effectiveness in meeting the objectives of the programs or operations carried out by the respective city agencies, and shall provide for the completion of the audit within one calendar year. A copy of the audit report shall be filed with the city clerk and shall be a public record. (*Reso 78-278*)

**Section 3-116. Adoption of Pay Plan**—All persons employed in the executive branch of the city or by any of its boards or commissions, whether as officers or otherwise, except those whose pay is otherwise provided for, shall be paid in accordance with a pay plan recommended by the mayor and enacted with or without modification by ordinance. The pay plan for those persons holding positions in the position classification plan shall be in accordance with section 6-309 of this charter.

**Section 3-117. Creation of General Debt**—

1. The council may authorize the issuance of general obligation bonds not to exceed the amount and only for the purposes prescribed by the Constitution of the State of Hawaii, by the affirmative vote of at least two-thirds of its entire membership.

2. Each bond authorization shall relate to not more than one

issue and shall specify the purpose for which moneys are to be borrowed and the maximum amount of bonds to be issued for that purpose. This provision shall not be construed to prohibit the sale and issuance of single bond issues for multiple purposes, each of which purposes has been authorized.

3. The council may provide for the refunding of general obligation bonds.

**Section 3-118. Creation of Special Assessment Debt—**The council may authorize the issuance of improvement bonds to finance assessable public improvements in the manner provided by this charter and by ordinance.

**Section 3-119. Revenue Bond Indebtedness—**The council may authorize the issuance of revenue bonds for the purpose of initiating, constructing, acquiring, extending, replacing or otherwise improving any revenue-producing facility as provided by law and may provide for the refunding of such bonds.

**Section 3-120. Temporary Borrowing—**

1. The council may borrow in any fiscal year in anticipation of revenues to be derived from taxes for that year, and for any of the purposes to which the revenues are appropriated. No such borrowing shall be in excess of twenty-five percent of the amount of the uncollected taxes of that year.

2. When any warrants are presented to the city for payment and the same are not paid for want of funds, the director of finance shall issue a warrant note, equal in amount to the face value of the warrant or warrants so presented for payment. The warrant note shall be in a form and shall be due at a date prescribed by the director of finance. It shall bear interest at the lowest obtainable rate per annum. The notes shall be a first charge on the moneys of any fund against which the warrants are issued.

3. The council upon recommendation of the mayor may authorize the director of finance to obtain temporary loans from the State.

**Section 3-121. Investigation—**

1. The council, or any authorized committee thereof, shall have the power to conduct investigations of:

(a) The operation of any agency or function of the city.

(b) Any subject upon which the council may legislate.

2. In investigations conducted by the council or by any committee of the council, the presiding officer shall have the right to administer oaths and, in the name of the council, to subpoena witnesses and compel the production of books and papers pertinent thereto. If any person subpoenaed as a witness or to produce any books or papers called for by the process of the council shall fail or refuse to respond thereto, or refuse to answer questions propounded by any member of the investigating body or its counsel material to the matter pending before such body, the proper court, upon request of the council, shall have power to compel obedience to any process of the

council and require such witness to answer questions put to him as aforesaid and to punish, as a contempt of the court, any refusal to comply therewith without good cause shown therefor.

False swearing by any witness shall constitute perjury and be punished as such, and, whenever the council is satisfied that a witness has sworn falsely in any hearing or investigation, it shall report the same to the prosecuting attorney for prosecution.

3. In any investigation which concerns the alleged gross misconduct or alleged criminal action on the part of any individual, such individual shall have the right to be represented by counsel, the right of reasonable cross-examination of witnesses and the right to process of the council to compel the attendance of witnesses in his own behalf.

#### **Section 3-122. Creation of Semi-Autonomous Agencies—**

1. The city may by ordinance create special proprietary semi-autonomous agencies as may be necessary. Any such agency shall function as a public body, corporate and politic, with the authority to sue and to be sued and may be granted such other powers as may be necessary or convenient for its purposes.

2. Any such agency shall be subject to the civil service provisions and centralized purchasing and disposal of personal property provisions of this charter and shall come within the purview of the performance audit conducted by the managing director and such audits as may be required by the council.

3. Pensions for officers and employees of any such agency shall be governed by law.

## **CHAPTER 2**

### **ORDINANCES AND RESOLUTIONS**

✓ **Section 3-201. Actions of the Council—**Every legislative act of the council shall be by ordinance. Non-legislative acts of the council may be by resolution, and except as otherwise provided, no resolution shall have force or effect as law. The enacting clause of every ordinance shall be "Be it ordained by the people of the City and County of Honolulu" and the enacting clause of every resolution shall be "Be it resolved by the council of the City and County of Honolulu."

#### **Section 3-202. Introduction, Consideration and Passage of Ordinances and Resolutions—**

1. Every proposed ordinance shall be initiated as a bill and shall be passed only after three readings on separate days. The vote on final passage shall be taken by ayes and noes and entered in the journal. Full readings of bills may be required by one-third vote of the entire membership of the council.

2. Every ordinance of the council shall embrace but one subject, which shall be expressed in its title. If an ordinance embraces any subject not expressed in its title, only that subject shall be void.

3. No bill shall be so amended as to change its original purpose. On the demand of at least four members, any bill shall, after amendment, be laid over for one week before its final reading. Every bill, as amended, shall be in writing before final passage.

4. When a bill fails to pass on final reading and a motion is made to reconsider, the vote on such motion shall not be acted upon before the expiration of twenty-four hours.

5. Ordinances shall take effect on the date specified therein or, in the absence of such specification, upon approval thereof by the mayor.

6. Except as otherwise provided in this charter, resolutions may be adopted on one reading by the affirmative vote of a majority of the entire membership of the council taken by ayes and noes and entered in the journal. The reading shall be in full, except by unanimous consent of all councilmen present, in which case the reading may be by title only.

7. Bills embracing (a) the fixing of special assessments for the cost of improvements, (b) the appropriation of public funds or the authorization of the issuance of general obligation bonds or (c) the imposition of a duty or penalty on any person shall pass second reading by a vote taken by ayes and noes, and digests of such bills shall be advertised once in a daily newspaper of general circulation in the city and may be advertised, as deemed helpful, in other newspapers, with the ayes and noes, at least three days before final reading by the council. Not less than three copies of such bills shall be filed for use and examination by the public in the office of the city clerk at least three days prior to the final reading thereof.

8. All ordinances shall be promptly advertised once by title only in a daily newspaper of general circulation in the city and may be advertised, as deemed helpful, in other newspapers, with the ayes and noes, after enactment. Unless otherwise provided, resolutions need not be advertised either before or after adoption.

9. Resolutions authorizing proceedings in eminent domain shall not be acted upon on the date of introduction, but shall be laid over for at least one week before adoption. Such resolutions shall be advertised once in a daily newspaper of general circulation and may be advertised, as deemed helpful, in other newspapers at least three days before adoption by the council. Not less than three copies of such resolutions shall be filed for use and examination by the public in the office of the city clerk at least three days prior to the adoption thereof. Upon adoption, every such resolution shall be presented to the mayor, and he may approve or disapprove it pursuant to applicable provisions governing the approval or disapproval of bills.

10. Should the council find, by a two-thirds vote of its entire membership, the existence of any emergency due to a public calamity, it may waive all of the requirements of this section of the charter pertaining to procedure, except those relating to the number of votes required for passage and the recording of the vote in the journal.

**Section 3-203. Submission of Bills to the Mayor—**

1. Every bill which has passed the council and has been duly authenticated by the city clerk and the presiding officer of the council shall be presented to the mayor for his approval. If he approves it, he shall sign it, and it shall then become an ordinance. If he disapproves it, he shall specify his objections thereto in writing and return the bill to the city clerk with his objections within ten days (excluding Saturdays, Sundays and holidays) after receiving it. If he does not return it with his disapproval within that time, it shall take effect as if he had signed it. The objections of the mayor shall be entered at large in the journal of the council, and the council may, after five and within thirty days after the bill has been so returned to the city clerk, reconsider the vote upon the bill. If the bill, upon reconsideration, is again passed by the affirmative vote of not less than two-thirds of the entire membership of the council, the presiding officer shall verify that fact on the bill, and, when so certified, the bill shall then become an ordinance with like effect as if it had been signed by the mayor. If the bill fails to receive the vote of at least two-thirds of the entire membership of the council, it shall be deemed finally lost. The vote upon reconsideration shall be taken by ayes and noes and entered in the journal.

2. If any bill appropriating money is presented to the mayor, he may veto any item or items or portion or portions thereof by striking out or reducing the same. In the case of such a veto, the mayor shall append to the bill, at the time of signing it, a statement of the item or items or portion or portions thereof to which he objects and the reasons therefor, and the item or items or portion or portions thereof, so vetoed, shall not take effect unless passed notwithstanding the mayor's veto. Each item so vetoed may be reconsidered by the council in the same manner as bills which have been disapproved by the mayor.

**Section 3-204. Amendment, Revision or Repeal; Adoption of Codes by Reference—**

1. No ordinance shall be amended, revised or repealed by the council except by ordinance. No resolution shall be amended, revised or repealed except by resolution, but a resolution may be superseded by a subsequent ordinance.

2. Any ordinance or resolution may be repealed by reference to its number or section number. Revisions or amendments may be made in the same manner, but the same, or the section, subsection or paragraph thereof, revised or amended, shall be re-enacted at length as revised or amended; but when the amendment consists of adding new sections, subsections or paragraphs or substituting a word, term or number for another word, term or number, it shall be sufficient to enact the new matter alone, if reference thereto is made in the title.

3. Any code or portions thereof may be adopted by reference thereto by the enactment of an ordinance for that purpose. The code or portions thereof need not be published in the manner required for ordinances, but not less than three copies thereof shall be filed for use

and examination by the public in the office of the city clerk not less than fifteen days prior to the final reading thereof, and notice of the availability of said copies shall be published by the city clerk.

**Section 3-205. Codification of Ordinances—**

1. Within two years of the effective date of this charter, the council shall cause a code to be prepared containing all of the ordinances of the city which are appropriate for continuation as law. The code may be prepared by the corporation counsel or the council may contract for its preparation by professional persons or organizations experienced in the revision and codification of ordinances or statutes.

2. The code may be adopted by reference by the passage of an ordinance for that purpose. No publication of the code shall be required, but not less than three copies of the code shall be filed for use and examination by the public in the office of the city clerk at least sixty days prior to the adoption thereof.

3. All proposed ordinances of general application introduced after the approval of the code shall be adopted as amendments of or additions to the code and by reference thereto.

**CHAPTER 3  
CITY CLERK**

**Section 3-301. Powers, Duties and Functions—**

1. The council shall appoint and fix the salary of the city clerk.

2. The city clerk shall:

(a) Be the clerk of the council.

(b) Take charge of, safely keep and dispose of all books, papers and records which may properly be filed in his office and keep, in separate files, all ordinances and resolutions and cumulative indices of the same or exact copies thereof, enacted or adopted by the council, and all rules and regulations.

(c) Have custody of the city seal, which shall be used to authenticate all official papers and instruments requiring execution or certification by the city clerk in the exercise of his office. A copy of the impress thereof, certified to be genuine, and also a copy of such seal when altered or changed by the council, shall be filed in the office of the lieutenant governor.

(d) Conduct all elections held within the city and perform voter registration functions pursuant to this charter or the laws of the State.

(e) Perform such other functions as required by this charter or by law.

3. The city clerk may appoint the necessary staff for which appropriations have been made by the council.

4. Subject to the provisions of this charter and applicable rules and regulations adopted thereunder, the city clerk shall have the same powers with respect to the personnel of his office as the department heads in the executive branch.

**CHAPTER 4**  
**ORDINANCES BY INITIATIVE POWER**

**Section 3-401. Declaration—**

1. **Power.** The power of electors to propose and adopt ordinances shall be the initiative power.

2. **Limitation.** The initiative power shall not extend to any ordinance authorizing or repealing the levy of taxes, the appropriation of money, the issuance of bonds, the salaries of county employees or officers, or any matter governed by collective bargaining contracts. (*Petition No. 17 (1982)*)

**Section 3-402. Procedure for Enactment and Adoption—**

1. **Petition.** An ordinance may be proposed by petition, signed by qualified electors equal in number to at least ten percent of the entire vote cast for mayor in the last preceding mayoral\* election.

2. **Form of Petition.** Each elector signing such petition shall add to his signature, his printed name, his residence and the date of signing.

3. **Affidavit on Petition.** Signatures may be on separate sheets, but each sheet shall have appended to it the affidavit of some person, not necessarily a signer of the petition, that, to the best of the affiant's knowledge and belief, the persons whose signatures appear on the sheet are qualified electors of the city, that they signed with the full knowledge of the contents of the petition and that their residences are correctly given.

4. **Proposed Ordinance.** Such petition shall set forth the proposed ordinance, or a draft of the proposed ordinance may be attached and made part of such petition. (*Petition No. 17 (1982)*)

**Section 3-403. Filing and Examination of Signatures on Petition—**

1. **Duty of Clerk.** Upon filing of such petition with the council, the clerk shall examine it to see whether it contains a sufficient number of apparently genuine signatures of qualified electors. The clerk may question the genuineness of any signature or signatures appearing on the petition, and if he finds that any such signature or signatures are not genuine, he shall, after his public disclosure of the signatures in question, disregard them in determining whether the petition contains a sufficient number of signatures.

2. **Clerk to Reject Petition, When.** The clerk shall eliminate any sheet of the petition which is not accompanied by the required affidavit. 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 clerk shall complete his examination of the petition within fifteen days after the date of filing with the council.

3. **Review by the Court.** A final determination as to the suffi-

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\*Revision note: Clerical error corrected. Changed "mayoralty" to "mayoral."

ciency or validity of the petition may be subject to court review. (*Petition No. 17 (1982)*)

**Section 3-404. Submission of Proposal to Electors—**

1. **For General Elections.** Any petition for proposed ordinance which has been filed with the council at least ninety days prior to a general election and which has been certified by the clerk, shall be submitted to electors for the aforementioned general election.

2. **For Scheduled Special Election.** If any petition for proposed ordinance is filed at least ninety days before a scheduled special election within the city and which has been certified by the clerk, it shall be submitted to the electors for the aforementioned special election.

3. **For Initiative Special Elections.** A special election\* for an ordinance by initiative power shall be called within ninety days of filing of the petition if signed by qualified electors equal to at least fifteen percent of the number of the entire vote cast for mayor in the last preceding mayoral\*\* election, and if such petition specifies that a special election be called; provided that if the clerk certifies less than fifteen percent but at least ten percent, the proposed ordinance shall be submitted at the next general election or scheduled special election. No special initiative election shall be held if an election is scheduled within one hundred eighty days of submission of the proposal.

4. **Adoption by the Council.** If the council introduces and adopts after three separate readings, including a public hearing, the proposed ordinance which was the basis for a petition on or before ten days prior to date of publication of the proposed ordinance as required in this charter, then the proposed ordinance need not be submitted to the electors. (*Petition No. 17 (1982)*)

**Section 3-405. Adoption, Effective Date and Limitations—**

1. **Adoption and Effective Date of Ordinance.** Any proposed ordinance which is approved by the majority of voters voting thereon shall be adopted, and shall become effective ten days after certification of the results of the election, or at the time and under the conditions specified in the ordinance.

2. **No Veto.** No ordinance adopted by the initiative power shall be subject to mayoral veto.

3. **Limitation Against Council.** No ordinance adopted by initiative power shall be amended or repealed by the council within two years after adoption, except as a result of subsequent initiative or by an ordinance adopted by the affirmative vote of at least three quarters of the entire council after public hearing. (*Petition No. 17 (1982)*)

**Section 3-406. Approval of Alteration—**

1. **Amendments Made by Corporation Counsel.** The petition shall designate and authorize not less than three nor more than five of the signers thereto to approve any alteration in form or language,

\* Revision note: Clerical error corrected. Changed "elections" to "election."

\*\*Revision note: Clerical error corrected. Changed "mayoralty" to "mayoral."

or any restatement of the text of the proposed ordinance which may be made by the corporation counsel.

2. **Restatement of Proposed Ordinance on Ballot.** The same designated and authorized signers shall approve any restatement of the proposed ordinance on the ballot. (*Petition No. 17 (1982)*)

**Section 3-407. Inconsistent Provisions—**All rules, ordinances and Revised Charter provisions which are inconsistent with this chapter shall be superseded by the provisions of this chapter from its effective date. (*Petition No. 17 (1982)*)

## ARTICLE IV

### EXECUTIVE BRANCH—GENERAL PROVISIONS

#### CHAPTER 1

#### GENERAL ORGANIZATION

**Section 4-101. Executive Power—**The executive power of the city shall be vested in and exercised by the mayor, as chief executive officer, except as otherwise provided by this charter.

**Section 4-102. Organization of the Executive Branch—**The departments of general planning, the corporation counsel and the budget shall report directly to the mayor.

All other executive departments and agencies of the city, excepting the mayor's office staff, the office of information and complaint, the board of water supply and any other semi-autonomous agency, shall be organized as provided in this charter or by ordinance and shall be supervised by and report directly to the managing director as principal administrative aide to the mayor.

Each executive department shall be headed by a single executive.

✓ **Section 4-103. Creation of Advisory Committees—**The mayor or department heads, with the approval of the mayor, may each appoint advisory committees. Such advisory committees shall not exist beyond the term of office of the appointing authority. Their function shall be limited to counsel and advice. The members of advisory committees shall not be paid, but their authorized expenses shall be paid from appropriations to the appointing authority. Advisory committees shall have no employees, but each appointing authority shall cause employees of the department to furnish such services as may be needed by the committees.

**Section 4-104. Appointment and Removal of Officers and Employees—**

1. All department heads shall be appointed and may be removed by the mayor, except as otherwise provided by this charter. Qualifications of department heads shall be as required by this charter.

2. Department heads may appoint the necessary staff for which appropriations have been made by the council.

3. No appointing authority shall appoint any person to any office or position exempted from civil service until satisfied by proper investigation that the person to be appointed is fully qualified by experience and ability to perform the duties of his office or position.

**Section 4-105. Powers and Duties of Heads of Executive Agencies—**

1. Subject to the provisions of this charter and applicable regulations adopted thereunder, the heads of the executive agencies of city government shall have the power and duty to take all personnel actions.

2. Each head of an executive agency of city government may assign and reassign duties to employees and supervise the performance thereof.

3. Each head of an executive agency of city government may, subject to the approval of the mayor or the managing director, prescribe such rules and regulations as are necessary for the organization and internal administration of the executive agency.

4. Rules and regulations affecting the public as may be necessary to the performance of the functions assigned to executive agencies may be promulgated as authorized by this charter or by law. Such rules and regulations, after public notice and public hearing and upon approval by the mayor, shall have the force and effect of law. Each head of an executive agency shall file in the office of the city clerk not less than three copies of such rules and regulations. The rules and regulations may be amended or repealed by the same process required for original promulgation.

5. Each head of an executive agency shall perform such duties not inconsistent with the duties of his office as may be assigned by the mayor.

**CHAPTER 2  
REORGANIZATION**

**Section 4-201. Assignment of New Duties and Functions—**New duties and functions may be assigned by the mayor to departments of the executive branch established by this charter, excepting the departments or agencies reporting directly to the mayor, the board of water supply or any other semi-autonomous agency created pursuant to this charter.

**Section 4-202. Executive Reorganization Power—**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 semi-autonomous agencies and departments or agencies reporting directly to the mayor, be changed or departments or agencies be combined, rearranged or renamed. Such proposal or proposals shall take effect upon approval of the council or sixty calendar days after transmittal to the council unless rejected by a two-thirds vote of the council's entire membership.

Not more than twenty departments shall exist at any one time.

**Section 4-203. Reorganization Commission**—No later than one hundred eighty calendar days after the effective date of this charter, and thereafter at least two years prior to the appointment of a charter commission, the mayor shall appoint, with the approval of the council, a reorganization commission consisting of nine members to study the structure, duties and functions of the several departments and agencies constituting the executive branch, excepting the board of water supply and any other semi-autonomous agency created pursuant to this charter. No officer or employee of the city shall be eligible for appointment to this commission.

The commission shall elect a chairman from among its members. Any vacancy in the commission shall be filled in the same manner as for an original appointment. The commission shall act by majority vote of its membership and shall establish its own procedures. The members of this commission shall not, in any manner, be deemed officers of the city. Commission members shall be compensated and reimbursed for their necessary expenses as provided by ordinance.

A reorganization commission shall, whenever possible, make use of existing staff made available by the mayor; provided however, that the council may, upon request, appropriate sufficient funds to enable the commission to retain special staff or appropriate consultant services.

This commission shall, no later than eighteen months after its creation, transmit the results of its study and its recommendations to the mayor and the council.

## ARTICLE V

### EXECUTIVE BRANCH—MAYOR AND AGENCIES DIRECTLY UNDER THE MAYOR

#### CHAPTER 1

#### MAYOR

**Section 5-101. Election and Term of Office**—The electors of the city shall elect a mayor whose term of office shall be four years beginning at twelve o'clock meridian on the second day of January following his election.

**Section 5-102. Qualifications**—Any duly qualified elector of the city not less than thirty years of age shall be eligible to fill the office of mayor. Upon removal of his residence from the city, the mayor shall, by that fact, be deemed to have vacated his office.

**Section 5-103. Compensation**—The salary of the mayor shall be established by ordinance. The salary of an incumbent shall be reduced only in the event a general reduction in salaries of all city officers and employees is simultaneously effected.

**Section 5-104. Powers, Duties and Functions**—The mayor shall be the chief executive officer of the city. He shall have the power to:

(a) Except as otherwise provided, exercise direct supervision over all agencies enumerated in this article of the charter and other agencies as he may deem desirable and through the managing director exercise supervision over all other executive agencies of the city. He shall provide for the coordination of all administrative activities and see that they are honestly, efficiently and lawfully conducted.

(b) Appoint the necessary staff for which appropriations have been made by the council.

(c) Create or abolish positions within the executive branch, but a monthly report of such actions shall be made to the council.

(d) Make temporary transfers of positions between departments or between subdivisions of departments.

(e) Except as otherwise provided, recommend to the council a pay plan for all persons employed in the executive branch or any of its boards and commissions, whether as officers or otherwise.

(f) Appoint a personal representative who shall, subject to his direction, perform such ceremonial functions of the mayor's office and such other duties as he may designate.

(g) Submit an operating and capital program and budget and necessary proposed budget ordinances annually to the council for its consideration and necessary action.

(h) Sign instruments requiring execution by the city, except those which the director of finance or other officer is authorized to sign by this charter, ordinance or resolution.

(i) Present information or messages to the council which, in his opinion, are necessary or expedient.

(j) In addition to the annual report, make periodic reports informing the public as to city policies, programs and operations.

(k) Call special sessions of the council.

(l) Veto ordinances, resolutions authorizing proceedings in eminent domain and resolutions adopting or amending the general plan.

(m) Have a voice, but no vote, in the proceedings of all boards provided for by this charter or by ordinance.

(n) Enforce the provisions of this charter, the ordinances of the city and all applicable laws.

(o) Exercise such other powers and perform such other duties as may be prescribed by this charter or by ordinance.

**Section 5-105. Location of Office**—The mayor's office shall be in the city hall.

**Section 5-106. Mayor's Contingency Fund**—The council shall provide, in the annual budget for the executive branch, a contingency fund to be expended by the mayor for such public purposes as he may deem proper.

**Section 5-107. Office of Information and Complaint—**There shall be in the office of the mayor an office of information and complaint reporting directly to the mayor, which shall receive complaints and inquiries concerning city policies, programs and operations and promptly answer such complaints or inquiries.

**Section 5-108. Vacancy in Office—**

1. A vacancy in the office of mayor caused by death, resignation, removal or disqualification to hold office shall be filled as follows:

(a) If the unexpired term is for less than one year, the council shall, by a majority vote of all of its members, elect one of its members to be mayor for the unexpired term, and a vacancy shall thereupon exist in the council.

(b) If the unexpired term is for one year or more, the vacancy shall be filled by a special election to be called by the council within ten days and to be held within sixty days after the occurrence of the vacancy. The electors of the city shall then elect a successor with requisite qualifications to fill the vacancy for the remainder of the term. If any special or general election is to be held in the city after thirty days and within one hundred eighty days after the occurrence of the vacancy, then the election shall be held in conjunction with such other election.

2. Pending the election of a mayor in case of a vacancy or in the temporary absence of the mayor from the State or temporary disability of the mayor, the managing director shall act as mayor. If there is no managing director or if he is unable to act, the chief budget officer shall then act as mayor.

**Section 5-109. Removal of Mayor—**The mayor may be removed by recall or impeachment as provided in article XII of this charter.

## CHAPTER 2

### DEPARTMENT OF THE CORPORATION COUNSEL

**Section 5-201. Organization—**There shall be a department of the corporation counsel headed by a corporation counsel who shall be appointed by the mayor, with the approval of the council, and who may be removed by the mayor.

**Section 5-202. Corporation Counsel, Qualifications—**The corporation counsel shall be an attorney licensed to practice and in good standing before the supreme court of the State and who shall have engaged in the practice of law for at least five years.

**Section 5-203. Powers, Duties and Functions—**The corporation counsel shall serve as the chief legal adviser and legal representative of all agencies, the council and all officers and employees in matters relating to their official powers and duties, and he shall represent the city in all legal proceedings, except as otherwise provided in this

charter. He shall perform all other services incident to his office as may be required by this charter or by law. (*Reso. 78-277*)

**Section 5-204. Special Deputies and Counsel—**

1. Special deputies may be appointed by the corporation counsel, with the approval of the city council. Such appointment shall be based on a contract specifying the compensation, if any, to be paid a special deputy. The compensation shall be based on the prevailing rate for the specified services to be rendered. (*Reso. 78-237*)

2. No special counsel shall be retained to represent the city or any officer or executive agency, except as otherwise provided in this charter.

3. The mayor or any councilman may retain special counsel in impeachment proceedings initiated against him or where the corporation counsel has disqualified himself to represent him. The council shall appropriate the necessary funds to pay reasonable fees for such legal services.

4. Any special deputy or counsel appointed under this section shall be a subordinate of the corporation counsel.

**Section 5-205. Service of Legal Process—**Legal process against the city shall be served upon the corporation counsel or any of his deputies, and in default of finding the corporation counsel or any deputy, upon the mayor, and in default of finding the mayor, then upon any councilman. When such service is made upon any officer other than the corporation counsel, such officer shall promptly notify the corporation counsel.

## CHAPTER 3

### DEPARTMENT OF THE BUDGET

**Section 5-301. Organization—**There shall be a department of the budget headed by a chief budget officer who shall be appointed and may be removed by the mayor.

**Section 5-302. Chief Budget Officer, Qualifications—**The chief budget officer shall have had a minimum of five years of training and experience in budgeting or related fields, at least three years of which shall have been in a responsible supervisory capacity.

**Section 5-303. Powers, Duties and Functions—**The chief budget officer shall:

(a) Prepare the operating and capital program and budget and necessary budget ordinances and amendments or supplements thereto, under the direction of the mayor.

(b) Review the operating and capital budget program schedules of each executive agency and make budgetary allotments for their accomplishment, with the approval of the mayor.

(c) Review all executive agency requests for the creation of new positions.

**CHAPTER 4**  
**DEPARTMENT OF GENERAL PLANNING**

**Section 5-401. Organization**—There shall be a department of general planning which shall consist of a chief planning officer, an executive planning committee, a planning commission and the necessary staff. The chief planning officer shall be the administrative head of the department of general planning.

**Section 5-402. Chief Planning Officer**—The chief planning officer shall be appointed and may be removed by the mayor. He shall have had a minimum of five years of training and experience in a responsible planning position, at least three years of which shall have been in a responsible administrative capacity in charge of major city planning activities.

**Section 5-403. Powers, Duties and Functions**—The chief planning officer shall:

(a) Prepare a general plan and revisions thereof at least every five years and development plans and annual reviews thereof for the improvement and development of the city.

(b) Establish procedures for processing revisions to the general plan and development plans.

(c) Prior to the submission of the executive program and budget to the council, review the executive operating and capital program and budget for conformance to the purposes of the general plan and development plans and make a written report of his findings to the mayor and the council within thirty days after receipt of such program and budget.

(d) Advise the mayor and council on matters concerning the planning programs.

(e) Conduct such other studies as the mayor may direct.

(f) Consult with the appropriate State officials concerned with planning and environmental quality to assure consideration of State guidelines.

**Section 5-404. Executive Planning Committee**—There shall be an executive planning committee which shall consist of the chief planning officer, who shall serve as the chairman of the committee, the managing director, the chief budget officer and such other members of the executive branch as the mayor may appoint. The executive planning committee shall assist the department of general planning by providing information as to the needs of the city. It shall also assist and advise the mayor and departments in determining priorities, in evaluating studies and new programs and in developing programs and means for the implementation of the general plan and development plans.

✓ **Section 5-405. Planning Commission**—There shall be a planning commission which shall consist of nine members. The commission shall be provided with its own executive secretary. The commission

shall be governed by the provisions of section 13-103 of this charter.

**Section 5-406. Powers, Duties and Functions—**The planning commission shall:

(a) Advise the mayor, council and chief planning officer on matters concerning the planning programs.

(b) Review the general plan and development plans and revisions thereof developed by the chief planning officer. The commission shall hold public hearings on such plans and revisions thereof and shall transmit them, with its findings and recommendations thereon, through the mayor to the council for its consideration and action. The commission shall recommend approval in whole or in part and with or without modification or recommend rejection of such plans or revisions.

(c) Review land subdivision and zoning ordinances and amendments thereto developed by the director of land utilization. The commission shall, after public hearings, transmit such proposed ordinances, with its findings and recommendations thereon, through the mayor to the council for its consideration and action. The commission shall recommend approval in whole or in part and with or without modification or recommend rejection of such proposed ordinances. The commission shall also review and comment on rules and regulations dealing with zoning and land subdivision, as prepared by the director of land utilization.

(d) Perform such other related duties as may be necessary to fulfill its responsibilities under this charter or as may be assigned by the mayor or the council.

**Section 5-407. General and Development Plans—**The purposes of preparing a general plan and development plans are to recognize and state the major problems and opportunities concerning the needs and the development of the city and the social, economic and environmental effects of such development and to set forth the desired sequence, patterns and characteristics of future development. The chief planning officer shall prepare a general plan for the entire city and development plans for particular areas of the city.

**Section 5-408. General Plan—**The general plan shall set forth the city's broad policies for the long range development of the city. It shall contain statements of the general social, economic, environmental and design objectives to be achieved for the general welfare and prosperity of the people of the city through government action, city, State or federal. The statements shall include, but not be limited to, policy and development objectives to be achieved with respect to the distribution of social benefits, the most desirable uses of land within the city, the overall circulation pattern and the most desirable population densities within the several areas of the city.

**Section 5-409. Development Plans—**"Development plans" mean relatively detailed schemes for implementing and accomplishing the

development objectives and policies of the general plan within the several parts of the city. A development plan shall include a map of the area of the city to which it is applicable; shall contain statements of standards and principles with respect to land uses within the area for residential, recreational, agricultural, commercial, industrial, institutional, open spaces and other purposes and statements of urban design principles and controls; and shall identify areas, sites and structures of historical, archaeological, architectural or scenic significance, a system of public thoroughfares, highways and streets, and the location, relocation and improvement of public buildings, public or private facilities for utilities, terminals and drainage. It shall state the desirable sequence for development and other purposes as may be important and consistent with the orderly implementation of the general plan.

Development plans may contain statements identifying the present conditions and major problems relating to development, physical deterioration and the location of land uses and the social, economic and environmental effects thereof; may show the projected nature and rate of change in present conditions for the reasonably foreseeable future based on a projection of current trends; and may forecast the probable social, economic and environmental consequences of such changes.

**Section 5-410. Consultation with the Board of Water Supply—**  
Prior to the submission of the general plan and development plans to the council, the chief planning officer shall consult with the board of water supply on such parts thereof relating to the water systems of the city. No addition or change shall be made without prior consultation with the board of water supply. (*Reso. 70 and 253 (1974)*)

**Section 5-411. Preparation of the General Plan and Development Plans—**

1. The chief planning officer shall prepare the general plan and development plans. In preparing such plans, the chief planning officer shall consult with the executive planning committee and shall have continuing liaison with all agencies of the executive branch. The chief planning officer, with the approval of the mayor, may assign any relevant study to any agency. Any agency may undertake the study of any matters relating to such plans which are within the scope of its duties. The chief planning officer shall evaluate all such studies and other reports and information, in the light of the policies, programs and priorities of the mayor.

2. The people of the city living in an area likely to be affected by a development plan under preparation by the chief planning officer shall be given reasonable opportunity to present facts and arguments relative to the matters under study.

3. In preparing such plans, the chief planning officer shall consult with persons responsible for the development activities of other governmental and private organizations operating within the city.

**Section 5-412. Adoption of the General Plan and Development Plans—**

1. The council shall adopt the general plan or revisions thereof by resolution and development plans or amendments thereto by ordinance. Resolutions adopting or revising the general plan shall be laid over for at least two weeks after introduction. Such resolutions shall be advertised once in a daily newspaper of general circulation at least ten days before adoption by the council. Upon adoption, every such resolution shall be presented to the mayor, and he may approve or disapprove it pursuant to applicable provisions governing the approval or disapproval of bills.

The general plan and all development plans shall be kept on file in the department of general planning.

2. Any revision of or amendment to the general plan or any existing development plan may be proposed by the council and shall be processed in the same manner as if proposed by the chief planning officer. Any such revision or amendment shall be referred to the chief planning officer and the planning commission by resolution. If the planning commission disapproves the proposed revision or amendment or recommends a modification thereof, not accepted by the council, or fails to make its report within the period of thirty days, the council may nevertheless adopt such revision or amendment, but only by the affirmative vote of at least two-thirds of its entire membership.

3. No public improvement or project, or subdivision or zoning ordinance shall be initiated or adopted unless it conforms to and implements the development plan for that area. In case of a conflict between any federal aid project and the general plan or the development plans, the council, after public hearings, may set aside the general plan or development plans to the extent that such conflict prevents the obtaining or the granting of federal aid on any such project or the prosecution of the work thereunder.

4. No person shall construct, operate or maintain any street railway or bus or other motor vehicle common carrier line or transit system on any street or route within the city unless the location and extent thereof has been submitted to and approved by the chief planning officer as being in conformity with the general plan and the development plan for that area.

**Section 5-413. Public Hearings—**

1. Revisions of or amendments to the general plan and any existing development plan or a new general plan or new development plans proposed by the chief planning officer shall be referred to the planning commission for its review and recommendations. The planning commission shall hold public hearings prior to making its recommendations thereon. Its recommendations shall include written findings.

2. Prior to adopting any such revision or amendment or any new general plan or development plan, the council shall hold a public

hearing thereon and upon adoption, shall set forth its written findings of fact.

3. All public hearings held pursuant to this section of the charter shall afford interested persons a reasonable opportunity to be heard and may be held in the development plan area directly affected by the proposal.

## ARTICLE VI

### EXECUTIVE BRANCH—MANAGING DIRECTOR AND AGENCIES DIRECTLY UNDER THE MANAGING DIRECTOR

#### CHAPTER 1

#### MANAGING DIRECTOR

##### Section 6-101. Managing Director—

1. There shall be a managing director who shall be appointed and may be removed by the mayor. He shall be the principal management aide of the mayor. He shall have had at least five years of such training and experience, either in public service or private business, as shall qualify him to perform the executive duties of his office.

2. The position of the managing director shall be in the office of the mayor.

3. The salary of the managing director shall be established by ordinance. The salary of any incumbent shall be reduced only in the event that a general reduction in salaries of all city officers and employees is simultaneously effected.

4. Should the mayor fail to appoint a managing director within ninety days of the occurrence of any vacancy in the position, unless such period is extended by the council, the council shall make the appointment, but the power to remove the managing director shall nevertheless be vested in the mayor.

##### Section 6-102. Powers, Duties and Functions—The managing director shall:

(a) Supervise the heads of all executive departments and agencies assigned to him by section 4-102 of this charter.

(b) Evaluate the management and performance of each executive agency, including the extent to which and the efficiency with which its operating and capital program and budget have been implemented, appoint the necessary staff to assist him in such evaluation and analyses and to assist the executive agencies in improving their performance and make reports to the mayor and to the police commission, in the case of the police department, on the findings and recommendations of such evaluation and analyses.

(c) Prescribe standards of administrative practice to be followed by all agencies under his supervision.

(d) Attend meetings of the council and of any board, commission or committee, when requested by the mayor.

(e) Attend meetings of the council and its committees upon request and make available such information as they may require.

(f) Perform all other duties required of him by this charter or assigned to him in writing by the mayor.

**Section 6-103. Municipal Reference and Records Center**—There shall be a municipal reference and records center headed by a director of municipal reference and records, with professional library training, who shall be appointed and may be removed by the mayor. The director of municipal reference and records shall:

(a) Fulfill the research and information needs of the city through the acquisition and maintenance of relevant research materials which shall be made available to the executive and legislative branches.

(b) Coordinate a city government records management program and supervise the city archives containing historical and legal documents and materials.

**Section 6-104. Civil Defense Agency**—There shall be a civil defense agency headed by a civil defense administrator who shall be appointed and may be removed by the mayor in accordance with law. The civil defense administrator shall:

(a) Develop, prepare and, under disaster or emergency situations, assist in the implementation of civil defense plans and programs to protect and promote the public health, safety and welfare of the people of the city.

(b) Coordinate the civil defense activities and functions of the city with those of the State and federal governments and other public or private organizations for civil defense within the State.

**Section 6-105. Royal Hawaiian Band**—There shall be a Royal Hawaiian Band headed by a bandmaster who shall be appointed and may be removed by the mayor. The bandmaster shall perform such duties as may be required by law.

## CHAPTER 2

### DEPARTMENT OF FINANCE

**Section 6-201. Organization**—There shall be a department of finance headed by a director of finance who shall be appointed and may be removed by the mayor.

**Section 6-202. Director of Finance, Qualifications**—The director of finance shall have had a minimum of five years of training and

experience in a public or private financial position, at least three years of which shall have been in a responsible administrative capacity.

**Section 6-203. Powers, Duties and Functions**—The director of finance shall be the chief accounting officer of the city and shall:

(a) Prepare bills for the collection of money due the city or authorize the preparation thereof by other executive agencies of the city government under his general supervision.

(b) Collect and receive moneys due to or receivable by the city and issue receipts therefor or authorize other executive agencies to do so under conditions prescribed by him.

(c) Keep accurate and complete account of receipts and disbursements.

(d) Maintain the treasury and, with the approval of the mayor, deposit moneys belonging to the city in depositories authorized by law which fulfill all conditions prescribed for them by law.

(e) Contract for services of independent contractors, purchase materials, supplies and equipment and permit disbursements to be made only pursuant to rules and regulations adopted under the terms of this charter.

(f) Have the responsibility of issuing, selling, paying interest on and redeeming bonds of the city.

(g) Prepare and issue warrants.

(h) Prepare payrolls and pension rolls.

(i) Be responsible for the management of city funds.

(j) Sell real property upon which improvement assessments are not paid within the period prescribed and dispose of personal property not needed by any agency of the city, pursuant to policies established by the council.

(k) Rent or lease city property, except property controlled by the board of water supply, and award concessions, pursuant to law and to policies established by the council.

(l) Prepare and maintain a perpetual inventory of all lands owned, leased, rented or controlled by the city.

(m) Prepare and maintain a perpetual inventory of equipment owned or controlled by the city and materials and supplies in central city storerooms.

(n) Review assessment rolls for assessable public improvements prior to approval by the council and issue bills therefor after such approval has been given.

(o) Have custody of all official bonds, except the bond of the director of finance, which shall be in the custody of the mayor.

(p) Review the manner in which public funds are received and expended and report to the mayor on the integrity with which said funds are accounted for and on the financial responsibility of officers and employees administering said funds.

(q) Provide information pertaining to the financial affairs of

the city and make financial reports at least quarterly to the mayor and the council.

**Section 6-204. Cash Count**—The director of finance, or a designated assistant, and a person designated by the council shall jointly, at least once in every three months and at such other times as may be deemed necessary, verify the amount of money in the treasury and make a certified report showing:

- (a) The amount of money that ought to be in the treasury.
- (b) The amount and kind of money actually therein.

A signed copy of such a report shall be filed with the mayor and the council, and another signed copy shall be posted in the department of finance for public view for at least one month from the date of such report.

**Section 6-205. Board of Trustees of the Policemen, Firemen and Bandsmen Pension Fund**—The organization and the duties and functions of the board of trustees of the policemen, firemen and bandsmen pension fund of the City and County of Honolulu shall be as provided by law, except that the board shall be attached to the department of finance, and the director of finance shall ex officio be the secretary and the treasurer of the board.

**Section 6-206. Pension Board**—The organization and the duties and functions of the pension board of the City and County of Honolulu shall be as provided by law, except that the board shall be attached to the department of finance, and the director of finance shall ex officio be the secretary and the treasurer of the board.

**Section 6-207. Liquor Commission**—The organization and the duties and functions of the liquor commission of the City and County of Honolulu shall be as provided by law, except that the commission shall be attached to the department of finance.

### CHAPTER 3

#### DEPARTMENT OF CIVIL SERVICE

**Section 6-301. Organization**—There shall be a department of civil service which shall consist of a director of civil service, a civil service commission and the necessary staff. The director of civil service shall be the administrative head of the department of civil service.

**Section 6-302. Statement of Policy**—It is hereby declared to be the purpose of this chapter of the charter to establish in the city a system of personnel administration based on merit principles and generally accepted methods governing the classification of positions and the employment, conduct, movement and separation of public officers and employees.

It is also declared to be the purpose of this chapter of the charter to build a career service which will attract, select and retain, on a merit basis, the best qualified civil servants who shall hold their

offices or positions, free from coercive political influences, with incentives in the form of genuine opportunities for promotions in order that they may provide competent and impartial service to the public according to the dictates of ethics and morality. In order to achieve these purposes, it is the declared policy of the city that the personnel system hereby established be applied and administered in accordance with the following merit principles:

- (a) Equal opportunity for all regardless of age, race, sex, religion or politics.
- (b) Impartial selection of the ablest person for government service by means of competitive tests which are fair.
- (c) Just opportunity for competent employees to be promoted within the service.
- (d) Reasonable job security for the competent employee.
- (e) Systematic classification of all positions through adequate job evaluation.
- (f) Proper balance in employer-employee relations between the people, as the employer, and employees, as individual citizens, to achieve a well trained and productive working force.

**Section 6-303. Civil Service and Executive Branch Exemptions**—The provisions of this chapter of the charter shall apply to all positions in the service of the executive branch. This section shall apply to semi-autonomous agencies as though they are departments of the executive branch. The following positions shall be exempt from the provisions of this chapter of the charter:

- (a) Positions of officers elected by public vote; positions of heads of departments; the position of the director of the municipal reference and records center; the position of head of the office of information and complaint; the position of the bandmaster of the Royal Hawaiian Band; the position of the manager and chief engineer of the board of water supply and the manager of any semi-autonomous agency created by ordinance.
- (b) Positions in the office of the mayor, but such positions shall be included in the position classification plan. Employees of the office of information and complaint, municipal reference and records center and Royal Hawaiian Band, other than the heads of such agencies, and employees of the civil defense agency shall not be exempted from civil service.
- (c) Positions of deputies of the corporation counsel, deputies of the prosecuting attorney and law clerks.
- (d) Positions of members of any board, commission or equivalent body.
- (e) Positions filled by inmates in city institutions.
- (f) Positions of a temporary nature filled by students.
- (g) Personal services obtained by contract where the director has certified that the service is special or unique, is essential to the public interest and that, because of circumstances surrounding its fulfillment, personnel to perform such service cannot be obtained through normal civil service recruitment procedures.

Any such contract may be for any period not exceeding one year.

(h) Personal services of a temporary nature needed in the public interest where the need for the same does not exceed ninety days, but before any person may be employed to render such temporary service, the director of civil service shall certify that the service is of a temporary nature and that recruitment through normal civil service recruitment procedures is not practicable. The employment of any person for service of a temporary nature may be extended for good cause for an additional period not to exceed ninety days upon similar certification by the director, subject to approval of the civil service commission.

(i) Personal services performed on a fee, contract or piecework basis by persons who may lawfully perform their duties concurrently with their private business or profession or other private employment, if any, and whose duties require only a portion of their time, where it is impracticable to ascertain or anticipate the portion of time devoted to the service of the city and when such fact is certified to by the director of civil service.

(j) Positions of one first deputy; private secretaries to heads of departments and their deputies; and the position of managing director, one first deputy and private secretaries to each; but, private secretarial positions shall be included in the position classification plan. The first deputy in the department of civil service, however, shall not be exempt from civil service.

(k) Positions or personal services in demonstration programs and joint participation and special projects which serve the community; provided that such exemptions are required by federal law or rules and regulations and then in accordance with procedures established by ordinance.

The director of civil service shall determine the applicability of this section of the charter to specific employment or services in the executive branch.

**Section 6-304. Civil Service and Legislative Branch Exemptions**—The provisions of this chapter of the charter shall apply to all positions in the service of the legislative branch and shall embrace all personal services performed for the legislative branch, except the following:

(a) Positions of officers elected by public vote or appointed to office as provided in subsection 3-105(a) of this charter.

(b) The position of city clerk.

(c) Positions in the office of council services.

(d) Positions of the first deputy and the private secretaries to the city clerk and the first deputy, but private secretarial positions shall be included in the position classification plan.

(e) Positions of temporary election clerks employed during election periods, but such positions shall be included in the position classification plan.

(f) Positions and services described by subsections (f), (g), (h) and (i) of section 6-303 of this charter, provided, however, that no

certification by the director of civil service or approval by the civil service commission shall be required.

**Section 6-305. Director of Civil Service—**

1. Appointment and Removal; Qualifications. The director of civil service shall be appointed and may be removed by the mayor only for cause after being given a written statement of the charges against him and a hearing before the council thereon, if he so requests. He shall have had a minimum of five years of training and experience in personnel administration, either in public service or private business or both, at least three years of which shall have been in a responsible administrative capacity, and shall be in sympathy with the principles of the merit system.

2. Powers, Duties and Functions. The director of civil service shall be responsible for the proper conduct of all administrative affairs of the department and for the execution of the personnel program prescribed in this charter and in the ordinances and rules and regulations authorized by this charter.

**Section 6-306. Appointments and Promotions in Civil Service—**Appointments and promotions in the civil service shall be made only after certification by the director under a general system based upon merit, efficiency and fitness as ascertained by examinations which, so far as practicable, shall be competitive, and all positions in the civil service shall be filled from those eligible under such certification. In case of persons employed to perform manual labor for which no special skill is required, original entrance examination may be waived by the director.

**Section 6-307. Classifications—**Class titles shall be used to designate positions in all official records, documents, vouchers and communications, and no person shall be appointed to or employed in a position in the civil service under any title which has not been approved by the director.

**Section 6-308. Appeals—**

1. Any person aggrieved by any action of the director of civil service or who has been suspended, demoted or dismissed may appeal to the civil service commission for redress, pursuant to its rules and regulations.

2. If the civil service commission, after a hearing, orders a demoted, dismissed or suspended employee reinstated, it may reinstate such employee under such conditions as it deems proper.

**Section 6-309. Position Classification Plan; Compensation—**Except as provided by sections 6-303 and 6-304 of this charter, all positions in the service of the city shall be classified within a position classification plan, and all persons holding such positions shall be compensated as provided by law.

**Section 6-310. Civil Service Commission—**

1. Membership. The civil service commission shall consist of

five members who shall believe in the principles of the merit system in public employment. Of the members appointed, one shall be selected from among persons employed in private industry in either skilled or unskilled laboring positions as distinguished from executive or professional positions. Not more than three members of the commission shall belong to the same political party. The commission shall be governed by the provisions of section 13-103 of this charter.

2. Powers, Duties and Functions. The civil service commission shall:

(a) Advise the mayor and the director of civil service on problems concerning personnel administration.

(b) Advise and assist the director in fostering the interest of institutions of learning and of civic, professional and employee organizations in the improvement of personnel standards.

(c) Make any investigation which it may consider desirable concerning personnel administration and report to the mayor, at least once a year, its findings, conclusions and recommendations. The commission may appoint a master and invest him with power to conduct such investigations and report thereon to the commission.

(d) Hear appeals. The commission may appoint a master and invest him with power to hear such appeals and report thereon to the commission.

(e) Prescribe rules and regulations to carry out the provisions of this chapter of the charter.

3. Interference with Administrative Affairs. Except for purposes of inquiry, neither the civil service commission nor its members shall interfere in any way with the administrative affairs of the department.

#### **Section 6-311. Adoption and Content of Regulations—**

1. Adoption. The director of civil service shall prepare and recommend to the civil service commission reasonable rules and regulations to carry out the provisions of this chapter of the charter. Upon adoption by the commission and approval by the mayor, such rules and regulations shall have the force and effect of law.

2. Content. The rules and regulations shall:

(a) Regulate appointments, promotions, removals and other personnel matters.

(b) Contain uniform provisions covering the method and manner of conducting examinations; on the job training programs; a uniform performance evaluation system, including the manner in which ratings are to be used in promotions, salary increases, suspensions and separations; and position classifications.

(c) Provide procedures for original appointment or temporary appointment, promotion, transfer, the filling of vacancies, leaves of absences, lay-offs, suspension, demotion, separation, reinstatement and re-employment.

(d) Provide for the establishment, maintenance, consolidation,

cancellation and extension of eligible lists and the removal of names therefrom.

(e) Provide for the establishment of desirable standards of training, experience and other qualifications of applicants.

(f) Establish work test periods of not less than six nor more than twelve months before appointees acquire permanent civil service status.

(g) Establish procedures for grievance proceedings.

(h) Fix the procedure and the time within which appeals must be taken and heard.

(i) Establish the method of certification of eligibles for appointment or promotion. The appointing authorities shall be entitled to the certification of not less than five eligibles for each vacancy. If more than one vacancy is to be filled, an additional eligible shall be certified for each additional vacancy. Special and different rules and regulations may be established for unskilled labor lists, re-employment lists, reinstatements and procedures for emergency, provisional or temporary appointments or appointments for a limited period where status in the civil service is not obtained and certification is not required.

(j) Provide the extent to which preference shall be given in appointments and promotions to persons honorably discharged or discharged under honorable conditions from the armed forces; to the unmarried widows of such persons; and to disabled veterans or to their wives when the veterans are unable to work. Such preference shall be given only to persons who have met the minimum requirements imposed for each test and have received at least the rating required for eligibility.

(k) Prescribe the conditions pursuant to which transfer of employees between the city and the State and other political subdivisions may be made.

#### **Section 6-312. Prohibitions—**

1. Discriminatory Practices. No person holding any position in the civil service shall be favored or discriminated against on the grounds of age, race, sex, religion or politics.

2. Political Activities.

(a) No person in the civil service shall (1) use his official authority or influence for the purpose of interfering with an election or affecting the result thereof; (2) use his official authority or influence to coerce the political action of any person or party; (3) be obliged to contribute to any political fund or to render any political service, nor shall he be removed or otherwise prejudiced for refusing to do so; (4) solicit or receive any political contribution from any officer or employee or from any person in any city building or from any person receiving any benefit under any law of the State appropriating funds for relief or public assistance; or (5) discriminate in favor of or against any officer or employee on account of any political contribution.

(b) The foregoing prohibited activities shall not be deemed to

preclude the right of any person in the civil service to vote as he chooses and to express his opinions on all political subjects and candidates or to be a member of any political party, organization or club. Any person in the civil service may make voluntary contributions to a political organization for its general expenditures. "Contribution" includes a gift, subscription, loan, advance or deposit of money or anything of value and includes a contract, promise or agreement, whether or not legally enforceable, to make a contribution.

### 3. Other Prohibited Activities.

(a) No recommendation of any person who applies for examination or appointment to any office or position under the provisions of this chapter of the charter which may be given by an elected officer of the city, except as to the ability or character of the applicant, shall be received or considered by any person concerned in the giving of any examination or the making of any appointment under this chapter of the charter.

(b) It shall be unlawful for any candidate for election to any public office or for any public officer or employee, any portion of whose compensation is paid by the city directly or indirectly, to solicit or assess any contribution or assessment for any political purpose whatever from any member in the civil service.

(c) No person shall, in any room or building occupied in the discharge of official duties by any officer or employee, solicit in any manner whatever or receive any contribution of money or other things of value from any officer or employee for any political purpose whatever.

(d) No officer or employee shall discharge, promote or demote or, in any manner, change the status or compensation of any other officer or employee or promise or threaten so to do for giving or withholding or neglecting to make any contribution of money or other things of value for any political purpose whatever.

(e) No officer or employee shall directly or indirectly hand over to any other officer or employee any money or other things of value on account of or to be applied to the promotion of any political object whatever.

(f) No officer or employee shall discharge, promote or demote or, in any manner, change the status or compensation of any other officer or employee or promise or threaten so to do because of the political or religious actions or beliefs of such other officer or employee or for the failure of such other officer or employee to take any political action for any political purpose whatever or to advocate or fail to advocate the candidacy of any person seeking an elective office.

(g) No person shall make any false statement, certificate, mark, rating or report with regard to any test, certification or appointment made under any provision of this chapter of the charter nor commit or attempt to commit any fraud preventing

the impartial execution of any provision of this chapter of the charter and of the rules and regulations adopted hereunder.

(h) No person shall, directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other thing of value to obtain any appointment, proposed appointment, promotion or proposed promotion to or obtain any advantage in, a position in the civil service.

#### 4. Certification of Payrolls.

(a) No disbursing or certifying officer shall make or approve or take any part in making or approving any payment for personal service to any person holding a position in the civil service or otherwise employed under the provisions of this chapter of the charter unless payroll certification has been made by the director or his authorized agent that the person named therein has been appointed and employed in accordance with the provisions of this chapter of the charter and the rules and regulations adopted thereunder. The director may, for proper cause, withhold payroll certification for any position or positions in the civil service or for any other position where the director's certification is required under the provisions of this chapter of the charter.

(b) If the director of civil service wrongfully withholds payroll certification for a position in the city service held by any employee, such employee may maintain a proceeding in the courts to compel the director to certify such payroll.

#### 5. Wrongful Payments.

(a) Any citizen may maintain a suit to restrain a disbursing officer from making any payments of any salary or compensation to any person whose appointment or employment has not been made in accordance with this chapter of the charter and the rules and regulations in force thereunder. Any sum paid contrary to the provisions of this chapter of the charter and the rules and regulations established thereunder may be recovered in an action maintained by any citizen from any officer who made, approved or authorized such payment or who signed or countersigned a voucher, payroll, check or warrant for such payment or from the sureties on the official bond of any such officer. The citizen bringing the action shall be entitled to the costs of suit, including a reasonable attorney's fee from any money recovered in such action. The balance of any sums recovered shall be paid into the city's treasury.

(b) Any person who is appointed or is employed in contravention of any provision of this chapter of the charter or of the rules and regulations thereunder and who performs service for which he is not paid may maintain an action against the officer or officers who purported so to appoint or employ him to recover the agreed pay for such services or the reasonable value thereof, if no pay is agreed upon. No officer shall be reimbursed at any time by the city for any sum paid to such person on account of such services.

**CHAPTER 4**  
**DEPARTMENT OF PUBLIC WORKS**

**Section 6-401. Organization**—There shall be a department of public works headed by a chief engineer who shall be appointed and may be removed by the mayor.

**Section 6-402. Chief Engineer, Qualifications**—The chief engineer shall be a registered professional engineer and shall have had a minimum of five years of training and experience in an engineering position, at least three years of which shall have been in a responsible administrative capacity.

**Section 6-403. Powers, Duties and Functions**—The chief engineer shall:

- (a) Plan and perform the engineering design, construction and maintenance of public streets, roads, bridges and walkways and drainage and flood control systems.
- (b) Develop and administer solid waste collection, processing and disposal systems.
- (c) Perform such other duties as may be required by law.

**CHAPTER 5**  
**FIRE DEPARTMENT**

**Section 6-501. Organization**—There shall be a fire department headed by a fire chief who shall be appointed and may be removed by the mayor.

**Section 6-502. Fire Chief, Qualifications**—The fire chief shall have had a minimum of five years of training and experience in a fire department, at least three years of which shall have been in a responsible administrative capacity.

**Section 6-503. Powers, Duties and Functions**—The fire chief shall:

- (a) Perform firefighting and rescue work in order to save lives and property from fires and from emergencies arising on the sea and hazardous terrain.
- (b) Train, equip, maintain and supervise a force of firefighting and rescue personnel.
- (c) Monitor the construction and occupancy standards of buildings for the purposes of fire prevention.
- (d) Provide educational programs related to fire prevention.
- (e) Perform such other duties as may be required by law.

## CHAPTER 6 POLICE DEPARTMENT

**Section 6-601. Organization**—There shall be a police department which shall consist of a chief of police, a police commission and the necessary staff. The chief of police shall be the administrative head of the police department.

**Section 6-602. Statement of Policy**—It is hereby declared to be the purpose of this chapter of the charter to establish in the city a system of law enforcement which shall be based on due regard for the constitutional rights of all persons, which shall promote the highest possible degree of mutual respect between law enforcement officers and the people of the city and which shall provide for the expeditious apprehension of those who violate the law. In order that these purposes may be achieved, the police department shall be conducted in accordance with the following:

(a) Standards of recruitment shall be designed to attract into the service persons with high degrees of education, intelligence and personal stability.

(b) Promotions shall be based upon fair standards of merit and ability which shall include peacekeeping and law enforcement criteria.

(c) Grievance procedures for the people and police officers of the city shall be based on due regard for their constitutional rights.

**Section 6-603. Chief of Police**—The chief of police shall be appointed by the police commission. He may be removed by the police commission only after being given a written statement of the charges against him and a hearing before the commission. He shall have had a minimum of five years of training and experience in law enforcement work, at least three years of which shall have been in a responsible administrative capacity.

**Section 6-604. Powers, Duties and Functions**—The chief of police shall:

(a) Be responsible for the preservation of the public peace; the protection of the rights of persons and property; the prevention of crime; the detection and arrest of offenders against the law and the enforcement, and prevention of violations, of all laws of the State and city ordinances and all rules and regulations made in accordance therewith.

(b) Train, equip, maintain and supervise the force of police officers.

(c) Serve process and notices both in civil and criminal proceedings.

(d) Promulgate rules and regulations necessary for the organization and internal administration of the department.

(e) Perform such other duties as may be required by this charter or by law.

**Section 6-605. Police Commission**—There shall be a police commission which shall consist of seven members. The commission may appoint such staff and engage consultants as is necessary to assist it in the performance of its duties. The commission shall be governed by the provisions of section 13-103 of this charter.

**Section 6-606. Powers, Duties and Functions**—The police commission shall:

(a) Adopt such rules as it may consider necessary for the conduct of its business and review rules and regulations for the administration of the department.

(b) Review the annual budget prepared by the chief of police and may make recommendations thereon to the mayor.

(c) Submit an annual report to the mayor and the city council.

(d) Receive, consider and investigate charges brought by the public against the conduct of the department or any of its members and submit a written report of its findings to the chief of police. A summary of the charges filed and their disposition shall be included in the annual report of the commission.

Except for purposes of inquiry or as otherwise provided in this charter, neither the commission nor its members shall interfere in any way with the administrative affairs of the department.

**Section 6-607. Suspension; Removal; Appeals**—

1. Suspension or removal of any officer or employee shall be made pursuant to law and the rules and regulations of the department.

2. Appeals from personnel actions shall be in accordance with section 6-308 of this charter.

**Section 6-608. Political Activities Prohibited**—Except for exercising the right to vote, no member of the police department shall support, advocate or aid in the election or defeat of any candidate for public office. Any violation of this section of the charter by a member of the department shall be cause for summary dismissal from the department.

## CHAPTER 7

### DEPARTMENT OF THE MEDICAL EXAMINER

**Section 6-701. Organization**—There shall be a department of the medical examiner headed by a medical examiner who shall be appointed by the mayor. He may be removed only for cause after being given a written statement of the charges against him and a hearing before the council.

**Section 6-702. Medical Examiner, Qualifications**—The medical examiner and any deputy medical examiner shall be pathologists and licensed physicians.

**Section 6-703. Powers, Duties and Functions**—The medical examiner shall:

(a) Perform medical investigation services to establish the cause of any unattended death in the city in order to protect the rights of individuals and contribute legal evidence to the system of justice.

(b) Exercise the power vested in the coroner and coroner's physician of the city by law, where not in conflict with the provisions of this chapter of the charter.

(c) Perform such other duties as may be required by law.

**Section 6-704. Office Always Open**—The department of the medical examiner shall be kept open every day in the year, including Sundays and legal holidays.

**Section 6-705. Notification of Death**—When any person dies in the city as a result of violence or by a casualty or by apparent suicide or suddenly when in apparent health or when not under the care of a physician or when in jail or in prison or within twenty-four hours after admission to a hospital or in any suspicious or unusual manner, it shall be the duty of the person having knowledge of such death immediately to notify the department of the medical examiner and the police department.

**Section 6-706. Investigations by the Medical Examiner**—Immediately upon receipt of such notification, the medical examiner shall go to the body and take charge of it and shall make a full investigation concerning the medical cause of death. He shall also take possession of all property of value found upon such person, make an exact inventory and surrender the property, except such items as are necessary to determine the cause of death, to the chief of police. All property, when no longer needed for medical or police purposes, shall be returned to the person entitled to its custody or possession. No person shall move the corpse or remains of any deceased person appearing to have come to death under any of the circumstances set forth in this chapter of the charter without the prior approval of the medical examiner and the chief of police.

**Section 6-707. Autopsies**—If, in the opinion of either the medical examiner or the prosecuting attorney, an autopsy is necessary, the autopsy shall be performed by the medical examiner. A detailed description of the findings of such autopsy and the conclusions drawn therefrom shall be filed in the department of the medical examiner.

**Section 6-708. Records**—The medical examiner shall keep full and complete records of all deaths resulting under the circumstances set forth in this chapter of the charter and promptly deliver to the prosecuting attorney and the chief of police copies of all such records.

**Section 6-709. Oaths**—The medical examiner and any deputy medical examiner may administer oaths and affirmations, take affidavits and make examinations as to any matter within the jurisdiction of the department, but may not summon a jury of inquisition.

## CHAPTER 8 DEPARTMENT OF HEALTH

**Section 6-801. Organization**—There shall be a department of health headed by a city physician who shall be appointed and may be removed by the mayor.

**Section 6-802. City Physician, Qualifications**—The city physician shall be a licensed physician who shall have engaged in the practice of medicine for at least five years.

**Section 6-803. Powers, Duties and Functions**—The city physician shall:

- (a) Develop programs and deliver services related to emergency medical care.
- (b) Provide training and educational programs related to emergency medical care.
- (c) Perform such other duties as may be required by law.

## CHAPTER 9 DEPARTMENT OF LAND UTILIZATION

**Section 6-901. Organization**—There shall be a department of land utilization which shall consist of a director of land utilization, a zoning board of appeals and the necessary staff. The director of land utilization shall be the administrative head of the department of land utilization.

**Section 6-902. Director of Land Utilization**—The director of land utilization shall be appointed and may be removed by the mayor. He shall have had a minimum of five years of training and experience in a responsible planning position, at least three years of which shall have been in a responsible administrative capacity in charge of major land utilization activities.

**Section 6-903. Powers, Duties and Functions**—The director of land utilization shall:

- (a) Prepare zoning ordinances, maps and rules and regulations and any revisions or amendments thereto.
- (b) Prepare ordinances and rules and regulations governing the subdivision of lands within the city and any revisions or amendments thereto.

(c) Establish procedures for the review of land utilization applications.

(d) Be charged with the administration of the zoning and subdivision ordinances and rules and regulations adopted thereunder and any regulatory laws or ordinances which may be adopted to supplement or replace such ordinances.

**Section 6-904. Other Development Codes and Ordinances—**The administration of other ordinances regulating the utilization of land, to the extent practicable, shall be vested in this department.

**Section 6-905. Review by the Chief Planning Officer—**Prior to the submission of a proposed zoning or subdivision ordinance or revisions or amendments thereto, to the planning commission and the council, the director shall consult with the chief planning officer. Prior to the submission of proposed rules and regulations dealing with zoning and land subdivision, the director shall consult with the chief planning officer.

**Section 6-906. Zoning Ordinances—**The council shall, after public hearings, enact zoning ordinances which shall contain the necessary provisions to carry out the purpose of the general plan and development plans. In enacting the ordinances, the council shall take into consideration the character of the several parts of the city and their peculiar suitability for particular uses and types of development with a view to encouraging the most appropriate use of land throughout the city. The ordinances shall contain reasonable standards with respect to the location, height, bulk, size of buildings and other structures, the area of yards, courts, off-street parking spaces and facilities and other open spaces, the density of population, and the use of buildings, structures and land for trade, industry, business, residence or other purposes.

**Section 6-907. Subdivision or Consolidation of land—**

1. Subdivision Ordinance. The council shall, after public hearings, enact an ordinance governing the subdivision or consolidation of land pursuant to which subdivision rules and regulations shall be promulgated.

2. Approval of Subdivisions. After the enactment of the ordinance governing subdivisions or consolidations of land, no land may be subdivided unless the proposed subdivision plans are in conformity with the subdivision ordinance and rules and regulations and have been approved by the director of land utilization.

3. Rules and Regulations of the Board of Water Supply. The rules and regulations of the board of water supply shall govern the extent to which water systems and all necessary appurtenances shall be installed to and within subdivisions. (*Reso. 70 and 253 (1974)*)

**Section 6-908. Zoning Board of Appeals—**There shall be a zoning board of appeals which shall consist of five members. The board shall be governed by the provisions of section 13-103 of this charter.

**Section 6-909. Powers, Duties and Functions—**The zoning board of appeals shall:

(a) Hear and determine appeals from the actions of the director of land utilization in the administration of the zoning and subdivision ordinances and any rules and regulations adopted pursuant thereto. An appeal shall be sustained only if the board finds that the director's action was based on an erroneous finding of a material fact, or that the director had acted in an arbitrary or capricious manner or had manifestly abused his discretion.

(b) Hear and determine petitions for varying the application of the zoning ordinance with respect to a specific parcel of land and may grant such a variance upon the ground of unnecessary hardship if the record shows that (1) the applicant would be deprived of the reasonable use of such land or building if it were used only for the purpose allowed in that zone; (2) the request of the applicant is due to unique circumstances and not the general conditions in the neighborhood, so that the reasonableness of the neighborhood zoning is not drawn into question; and (3) the use sought to be authorized by the variance will not alter the essential character of the locality nor be contrary to the intent and purpose of the zoning ordinance.

The board shall specify the particular evidence which supports the granting of a variance.

**Section 6-910. Public Hearings—**

1. Prior to the granting of any variance, the zoning board of appeals shall hold a public hearing thereon.

2. All public hearings shall afford interested persons a reasonable opportunity to be heard and may be held in the development plan area directly affected.

## CHAPTER 10

### DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**Section 6-1001. Organization—**There shall be a department of housing and community development which shall consist of a director of housing and community development, a commission on housing and community development and the necessary staff. The director of housing and community development shall be the administrative head of the department of housing and community development.

**Section 6-1002. Director of Housing and Community Development—**The director of housing and community development shall be appointed and may be removed by the mayor.

**Section 6-1003. Powers, Duties and Functions—**The director of housing and community development shall:

(a) Develop and administer projects, programs and plans of

action designed to stimulate or aid the supply of housing in the city and to achieve sound community development, provided that such projects, programs and plans of action conform to and implement the general plan and development plans.

(b) Act as the local public officer for the purpose of implementing federally-aided housing and urban renewal and community development programs.

**Section 6-1004. Commission on Housing and Community Development**—There shall be an advisory commission on housing and community development which shall consist of seven members. The commission shall advise the mayor, the council and director on matters pertaining to housing and community development and to the promotion of community understanding and interest in such matters. The commission shall be governed by the provisions of section 13-103 of this charter.

## CHAPTER 11

### DEPARTMENT OF TRANSPORTATION SERVICES

**Section 6-1101. Organization**—There shall be a department of transportation services headed by a director of transportation services who shall be appointed and may be removed by the mayor.

**Section 6-1102. Powers, Duties and Functions**—The director of transportation services shall:

(a) Plan, design, operate and maintain transportation systems to meet public transportation needs, in accordance with the general plan and development plans.

(b) Locate, select, install and maintain traffic control facilities and devices and street lighting systems.

(c) Approve plans and designs for the construction, reconstruction and widening of public streets and roads, all of which shall be submitted to the department.

(d) Provide educational programs to promote traffic safety.

(e) Promulgate rules and regulations pursuant to standards established by law.

## CHAPTER 12

### DEPARTMENT OF PARKS AND RECREATION

**Section 6-1201. Organization**—There shall be a department of parks and recreation which shall consist of a director of parks and recreation, a board of parks and recreation and the necessary staff. The director of parks and recreation shall be the administrative head of the department of parks and recreation. (*Reso. 192*)

**Section 6-1202. Director of Parks and Recreation**—The direc-

tor of parks and recreation shall be appointed and may be removed by the mayor. He shall have had a minimum of five years of training and experience in a parks and recreation position or related fields, at least three years of which shall have been in a responsible administrative capacity. (*Reso. 192*)

**Section 6-1203. Powers, Duties and Functions**—The director of parks and recreation shall:

(a) Plan, design, construct, maintain and operate all parks and recreational facilities of the city.\*

(b) Develop and implement programs for cultural, recreational and other leisure-time activities for the people of the city, except as otherwise provided by law.

(c) Beautify the public parks, facilities and streets of the city, including, but not limited to, the planting, trimming and maintaining of all shade trees, hedges and shrubs on such city parks, facilities and streets. (*Reso. 192*)

**Section 6-1204. Board of Parks and Recreation**—There shall be an advisory board of parks and recreation which shall consist of nine members. The board shall advise the mayor, the council and the director on matters relating to the recreational, cultural and entertainment activities and facilities of the city and on the beautification of such facilities and public streets of the city. The board shall be governed by the provisions of section 13-103 of this charter. (*Reso. 192*)

## CHAPTER 13

### DEPARTMENT OF DATA SYSTEMS

**Section 6-1301. Organization**—There shall be a department of data systems headed by a director of data systems who shall be appointed and may be removed by the mayor.

**Section 6-1302. Powers, Duties and Functions**—The director of data systems shall:

(a) Operate a data processing system, excluding those systems maintained by the board of water supply and any other semiautonomous agencies created by ordinance.

(b) Provide technical expertise in data processing to the city government.

(c) Assist the managing director in management information analysis and evaluation.

(d) Advise the mayor on data processing matters.

(e) Perform such other duties as may be required by law.

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\*The director of parks and recreation has the power to decide whether or not a concession should be permitted on park property. *City Council v. Fasi et al*, 52 Hawaii 3 (1970)

## CHAPTER 14 BUILDING DEPARTMENT

**Section 6-1401. Organization**—There shall be a building department headed by a building superintendent who shall be appointed and may be removed by the mayor.

**Section 6-1402. Building Superintendent, Qualifications**—The building superintendent shall be a registered architect or a registered professional engineer and shall have had a minimum of five years of training and experience in an architectural or engineering position, at least three years of which shall have been in a responsible administrative capacity.

**Section 6-1403. Powers, Duties and Functions**—The building superintendent shall:

(a) Plan and perform the engineering design, construction and maintenance of public buildings and their adjoining parking facilities, except as otherwise provided by this charter.

(b) Enforce housing and building codes as may be provided by law.

(c) Perform such other duties as may be required by law.

## CHAPTER 15 DEPARTMENT OF AUDITORIUMS

**Section 6-1501. Organization**—There shall be a department of auditoriums headed by a director of auditoriums who shall be appointed and may be removed by the mayor.

**Section 6-1502. Powers, Duties and Functions**—The director of auditoriums shall:

(a) Operate and maintain the Neal S. Blaisdell Center\* and any other auditorium or cultural or entertainment facilities assigned to his charge.

(b) Perform such other duties as may be required by law.

## ARTICLE VII BOARD OF WATER SUPPLY

**Section 7-101. Organization**—There shall be a department of water, to be known as the “board of water supply,” consisting of a board of water supply, manager and chief engineer of the board of water supply and the necessary staff.

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\* Revision note: Name changed from “Honolulu International Center” to “Neal S. Blaisdell Center” by Resolution No. 14 dated January 14, 1976, as amended by Resolution No. 85 dated March 24, 1976.

**Section 7-102. Definitions—**The terms “department” and “board” as used in this article of the charter shall have the following meaning:

(a) “Department” shall mean the governmental unit known as the “board of water supply,” unless the context indicates otherwise.

(b) “Board” shall mean the policy-making body, consisting of seven members, of the board of water supply.

**Section 7-103. Powers, Duties and Functions of the Department—**

1. All water systems of the city, including water rights and water sources, together with all materials, supplies and equipment and all real and personal property used or useful in connection with such water systems shall be under the control of the department.

2. The department shall have full and complete authority to manage, control and operate the water systems and properties used or useful in connection with such water systems.

3. The department shall:

(a) Make studies, surveys, investigations and estimates relating to the locations and sources of water supply within the city, the amounts available for current and prospective uses, the water resources which may be made available for such uses and the maximum productivity of such sources.

(b) Investigate, examine, inspect and ascertain the manner and extent of use or other disposition of any water by any person irrespective of ownership thereof and any machinery, pump or other plant or equipment and conduits, pipes or other means used for the elevation, transmission or distribution of water, upon either public or private property and, in the case of wells, ascertain, as far as practicable, the depth thereof, depth and thickness of the different strata penetrated, pressure, quantity, quality or chemical composition of the water, and the general conditions surrounding the same, including encasement, capping and other equipment or means of control thereof.

(c) Devise ways and means for the economic distribution and conservation of water.

(d) Make contracts necessary or convenient to the execution and performance of its powers, duties and functions.

4. To carry out the powers, duties and functions of the department, any member or authorized representative of the department may enter upon any public or private property at any reasonable time without warrant, doing no unnecessary injury thereto. (*Reso. 70 and 253 (1974)*)

**Section 7-104. Board of the Department of Water—**The board shall consist of seven members. The chief engineer of the department of public works of the city and the director of transportation of the State shall be members ex officio of the board. Five other members shall be appointed as provided by section 13-103 of this charter. Each member at the time of his appointment shall be an elector of the city.

The chairman of the board shall be elected annually by the appointed members from among themselves. The board shall be governed by the provisions of section 13-103 of this charter.

**Section 7-105. Powers, Duties and Functions of the Board of Water Supply—**The board of water supply shall:

(a) Appoint and remove the manager and chief engineer of the department. He shall be a registered engineer who shall have had a minimum of five years of training and experience in water-works activities or related fields, at least three years of which shall have been in a responsible administrative capacity.

(b) Fix the salary of the manager and chief engineer.

(c) Have the authority to create and abolish positions.

(d) Determine the policy for construction, additions, extensions and improvements to the water systems of the city which shall include a long range capital improvement program covering a period of at least six years which shall be adopted after consultation with the chief planning officer and which may be amended or modified by the board from time to time.

(e) Have the authority to acquire by eminent domain, purchase, lease or otherwise, in the name of the city, all real property or any interest therein necessary for the construction, maintenance, repair, extension or operation of the water systems of the city. The council shall take no action to acquire real property or any interest therein for the department without the written approval of the board.

(f) Have the authority to recommend to the council the sale, exchange or transfer of real property or any interest therein which is under the control of the department. The council shall take no action to dispose of such property without the prior approval of the board, and all proceeds from the disposition of such property shall be paid into the special fund of the department.

(g) Have the authority to enter into arrangements and agreements, as it deems proper for the joint use of poles, conduits, towers, stations, aqueducts, and reservoirs, for the operation of any of the properties under its management and control.

(h) Have the authority to issue revenue bonds under the name of "board of water supply."

(i) Modify, if necessary, and approve and adopt annual operating and capital budgets submitted by the manager and chief engineer.

(j) Prescribe and enforce rules and regulations having the force and effect of law to carry out the provisions of this article of the charter, including (1) the regulation of water systems and necessary appurtenances for subdivisions and other properties and requirements for adequate water supply and storage facilities for domestic use and fire protection, (2) the prevention of waste and pollution of water, (3) the manner in which new wells or shafts may be bored, drilled or excavated, cased and capped or

recased, (4) the manner in which wells or shafts shall be maintained, controlled and operated to prevent waste of water or the impairment of potability, (5) the limitation to beneficial uses of all water, (6) in times of shortage or threatened shortage of water or of danger to potability of the water of any ground water basin or area by overdraft on such basin, the restriction of the drawing of water in all wells supplied from such basin on a basis proportionate to the proper and beneficial uses served by them respectively, and (7) other matters having for their object the proper conservation and beneficial use of the water resources available for the city.

(k) Hear appeals from the order of the manager and chief engineer refusing, suspending or revoking any permit for the sinking, drilling or reopening of any well or shaft for the development of underground water supply. (*Reso. 70 and 253 (1974)*)

**Section 7-106. Powers, Duties and Functions of the Manager and Chief Engineer—**The manager and chief engineer shall:

(a) Administer the affairs of the department, including the rules and regulations adopted by the board.

(b) Grant, suspend or revoke permits under conditions prescribed by the rules and regulations of the department for the drilling, casing, recasing or reopening of any well or shaft for the development of underground water.

(c) Unless otherwise provided by this charter, sign all necessary contracts for the department.

(d) Appoint and remove members of the staff.

(e) Make recommendations to the board to create or abolish positions.

(f) Prepare bills, collect and, by appropriate means including discontinuance of service and civil action, enforce the collection of charges for the furnishing of water and for water services.

(g) Prepare payrolls and pension rolls.

(h) Maintain proper accounts in such manner as to show the true and complete financial status of the department and the results of management and operation thereof.

(i) Prepare annual operating and capital budgets.

(j) Prescribe rules and regulations as are necessary for the organization and internal management of the department.

(k) Recommend rules and regulations for adoption by the board. (*Reso. 70 and 253 (1974)*)

**Section 7-107. Personnel Administration; Centralized Purchasing; Auditing; Pension—**

1. The department shall be subject to the civil service provisions of this charter.

2. The department shall be subject to the centralized purchasing and disposal of personal property provisions of this charter.

3. The department shall come within the purview of the performance audit conducted by the managing director and such

audits as may be required by the council.

4. Pensions for officers and employees shall be governed by law.

**Section 7-108. Independent Post Audit**—The accounts and financial status of the department shall be examined annually by a certified public accountant whose services shall be contracted for by the board and whose fees shall be paid as an expense of the department. The result of such examination shall be reported to the board, the council and the mayor.

**Section 7-109. Rates, Revenues and Appropriations**—The board shall have the power to fix and adjust reasonable rates and charges for the furnishing of water and for water services so that the revenues derived therefrom shall be sufficient to make the department self-supporting. Such revenues shall be sufficient to meet all necessary expenditures, including expenditures for (a) operating and maintenance expenses; (b) repairs, replacements, additions and extensions; (c) accident reserve, pension charges and compensation insurance; (d) payment of principal and interest on all bonds, including reserves therefor, issued for the acquisition or construction of waterworks and extensions thereto, and (e) reserve funds under section 7-112 of this charter. All water furnished to the city or any department thereof shall be charged to the respective departments and collected at the regular rates established by the board. There shall be no free water, except as authorized by the State. The board may make appropriations for the purposes stated in this section of the charter. (*Reso. 70 and 253 (1974)*)

**Section 7-110. Public Hearings**—The board shall hold public hearings prior to fixing and adjusting rates and prior to the adoption of the budget.

**Section 7-111. Receipt and Disbursement of Funds**—The department shall make its own collections, but all receipts shall be paid daily into the city treasury and maintained in a fund separate and apart from any other funds of the city.

All moneys expended by the department shall be disbursed with the written approval of the department according to procedures prescribed by the director of finance. (*Reso. 70 and 253 (1974)*)

**Section 7-112. Reserve Funds**—The board may provide for the accumulation of funds for the purpose of financing major replacements, or extensions and additions to the water systems, the average estimated annual increment to which, for a period of ten years, shall not exceed fifteen per cent of the gross revenues of the water systems of the department in any fiscal year. (*Reso. 70 and 253 (1974)*)

**Section 7-113. Bond Sales**—The director of finance, when so directed by the board, shall sell such revenue bonds as may be authorized by the board for the acquisition, construction, replacement, extension or completion of water systems in accordance with the procedures prescribed by law for such sales. The proceeds from such

sales shall be kept by the director of finance in a separate fund to be used only for the purposes for which the bonds were sold. (*Reso. 70 and 253 (1974)*)

**Section 7-114. Special Deposits**—Whenever there are on deposit in the department of finance, funds belonging to the department, in an amount greater than is necessary for the immediate needs of the department, the director of finance shall, upon the direction of the board, deposit such funds in such depositories as provided by law for the city. All interest received by the director of finance upon the funds so deposited shall be credited to the department. All interest from all other moneys of the department on deposit in any bank shall likewise be credited to the department.

**Section 7-115. Performance Bonds**—The board may require an individual or blanket bond in such amount as it shall deem proper for any or all employees, which bond shall be duly conditioned for the faithful performance of duties, and the board may provide that the premium on the bond be paid out of the revenues of the department.

**Section 7-116. Legal Counsel**—The corporation counsel of the city shall be the legal adviser of the department and shall institute and defend, as the board may require, any and all actions involving matters under the jurisdiction of the department. He may, with the prior approval of the board, compromise, settle or dismiss any claim or litigation, for or against the department.

The compensation for such legal work shall be as agreed upon by the board and the council and shall be paid from the revenues of the department.

The department may employ an attorney to act as its legal adviser and to represent the department in any litigation to which the department is a party.

**Section 7-117. Service of Process; Claims**—The department may sue and be sued under the name of the “board of water supply, City and County of Honolulu.” Service of process in all matters affecting the department or any property under its jurisdiction may be made by service upon any member of the board or on the manager and chief engineer. Any action commenced or prosecuted for the recovery of damages for any injury to persons or property by reason of negligence of the board or of any agents or employees of the department, shall be commenced and prosecuted against the department. No action shall be maintained for the recovery of damages unless a written statement verified by oath of claimant, setting forth the nature and items of the claim and the time and place where the alleged injury occurred, has been filed with the department within six months after the date of sustaining the injury.

**Section 7-118. Appeals**—

1. Any order of the manager and chief engineer refusing any permit or suspending or revoking any permit for the sinking, drilling or reopening of any well or shaft for the development of underground

water shall be subject to an appeal therefrom to the board. The board shall have power to review and to affirm, modify or reverse any decision or order of the manager and chief engineer so appealed from. Such appeal shall be taken within ten days after service of the order of the manager and chief engineer.

2. Any decision of the board, upon such review, shall be appealable directly to the supreme court of the State by any person who has been refused a permit or whose permit has been suspended or revoked. The court shall have power to review and to affirm, modify or reverse any decision or order of the board so appealed from and may determine all questions of fact or of law involved in the appeal. Such appeal shall be taken within ten days after service of the board's order by filing notice of appeal with the clerk of the supreme court of the State and serving a copy thereof upon the board stating the grounds therefor.

**Section 7-119. Applicability of Charter Provisions**—Except as otherwise provided, no provision of this charter, other than those set forth in this article of the charter, shall be applicable to the department.

## ARTICLE VIII PROSECUTING ATTORNEY

**Section 8-101. Organization**—There shall be a department of the prosecuting attorney headed by a prosecuting attorney. (*Reso. 78-279*)

**Section 8-102. Election and Term of Office**—The prosecuting attorney shall be elected for a term of four years which term shall commence at twelve o'clock meridian on the second day of January following his election. (*Reso. 78-279*)

**Section 8-103. Prosecuting Attorney, Qualifications**—The prosecuting attorney shall be an attorney licensed to practice and in good standing before the supreme court of the State and who shall have engaged in the practice of law for at least five years, and who shall have been actively involved in criminal cases for at least three years within ten years next preceding his election. (*Reso. 78-279*)

**Section 8-104. Compensation**—The salary of the prosecuting attorney shall be established by ordinance. (*Reso. 78-279*)

**Section 8-105. Powers, Duties and Functions**—The prosecuting attorney shall:

(a) Attend all courts in the city and conduct, on behalf of the people, all prosecutions therein for offenses against the laws of the State and the ordinances and rules and regulations of the city.

(b) Prosecute offenses against the laws of the State under the authority of the attorney general of the State.

(c) Appear in every criminal case where there is a change of

venue from the courts in the city and prosecute the same in any jurisdiction to which the same is changed or removed. The expense of such proceeding shall be paid by the city.

(d) Institute proceedings before the district judges for the arrest of persons charged with or reasonably suspected of public offenses, when he has information that any such offenses have been committed, and for that purpose, take charge of criminal cases before the district judges either in person or by a deputy or by such other prosecuting officer or in such other manner as he shall designate with approval of the district court or in accordance with statute; draw all indictments and attend before and give advice to the grand jury whenever cases are presented to it for its consideration; and investigate all matters which may properly come before him. Nothing herein contained shall prevent the conduct of proceedings by private counsel before courts of record under the direction of the prosecuting attorney. (*Reso. 78-279*)

#### **Section 8-106. Staff—**

1. The prosecuting attorney may appoint deputies and other necessary staff, including investigators who shall have all the powers and privileges of a police officer of the city.

2. At the request of the prosecuting attorney, one or more officers of the police department may be detailed by the chief of police for the purpose of doing necessary investigative work, and such police officers shall continue to serve on such a detail during the pleasure of the prosecuting attorney and as long as the necessity of such detail exists.

3. The deputy who is designated as first deputy shall, during the temporary absence or disability of the prosecuting attorney, assume the power and perform the duties of the prosecuting attorney. (*Reso. 78-279*)

**Section 8-107. Vacancy in Office—**A vacancy in the office of prosecuting attorney shall be filled by the first deputy who shall act as prosecuting attorney, or if the position of first deputy is vacant or if the first deputy is unable to so act, the mayor with the approval of the council shall fill the vacancy by appointment of a person with the requisite qualifications within thirty days after the occurrence of the vacancy.

The first deputy or the person appointed to fill the vacancy shall serve until a successor is duly elected at the next State or State and county election and seated. The election shall be held in accordance with the election laws of the State insofar as applicable.

The person elected as the successor shall serve out the unexpired term of the person he succeeds commencing at twelve o'clock meridian on the second day of January following his election. (*Reso. 78-279*)

**Section 8-108. Removal of Prosecuting Attorney—**(1) The prosecuting attorney may be removed by recall which shall be initiated upon petition signed by registered voters equal in number to at least ten percent of the votes cast at the last preceding city general election.

Signatures from any one council district, as provided by this charter for the election of councilmen, in excess of forty percent of the total number required on the petition shall not be counted. (2) The prosecuting attorney may be impeached for malfeasance, misfeasance or nonfeasance in office. The supreme court of the State shall constitute a board of impeachment in any proceeding for the removal of the prosecuting attorney who may be charged on any of the foregoing grounds. The charges shall be set forth in writing in a petition for impeachment signed by not less than five hundred qualified electors of the city, and said signatures shall be necessary only for the purpose of filing the petition. The petition having once been filed, hearings shall be held on all such charges. The board of impeachment may appoint a master and invest him with power to investigate the charge and report thereon to the board. If the board sustains the charge, the prosecuting attorney shall be deemed removed from office. (*Reso. 78-279*)

## ARTICLE IX FINANCIAL ADMINISTRATION

### CHAPTER 1 BUDGETING

**Section 9-101. Fiscal Year—**The fiscal year of the city shall begin on the first day of July and end on the last day of June of the succeeding year.

**Section 9-102. Preparation and Submission of the Program and Annual Budget for the Executive Branch—**

1. Not less than one hundred twenty days prior to the end of each fiscal year, the mayor shall prepare and submit to the council:

(a) An operating and capital program and a statement of relationships between the operating and capital components for the ensuing six fiscal years for the executive branch.

(b) An operating and capital budget and a statement of relationships between operating and capital items for the ensuing fiscal year for the executive branch.

(c) An accompanying message and necessary proposed ordinances for the ensuing fiscal year.

(d) Such other information as may be requested by the council.

2. Sufficient copies of the program and annual budget shall be supplied by the mayor to the city clerk for distribution to the members of the council and the general public.

3. Appropriations to fund the activities of the executive branch shall only be made through the annual budget ordinances for the executive branch and amendments or supplements thereto.

**Section 9-103. Scope of the Annual Executive Budget—**The annual executive budget shall contain at least the following:

(a) An explanation of the financial program and policies proposed by the mayor for the executive branch for the ensuing fiscal year, including the relationships of the financial program and policies and operating and capital program to the general plan and development plans of the city and additionally, a financial statement reflecting the relationship of the expenses of the council, based upon current level of services, to the city's financial program.

(b) An operating budget which shall at least contain a statement of transactions of each of the pensions systems, trust proceeds funds, debt service funds and revolving funds for the preceding, current and ensuing fiscal periods.

(c) A capital budget which shall contain at least the following:

(1) Permanent public improvements and furnishings, fixtures and appurtenances of any improvement when first constructed or acquired.

(2) The acquisition of land or any interest therein for any permanent public improvement.

(3) Planning, engineering and conceptual studies relative to proposed public improvements or land acquisition.

(4) An explanation of the relationship of the capital program and budget to the general plan and development plans of the city.

(d) Such other information as may be requested by the council.

**Section 9-104. Consideration and Adoption by the Council—**

1. Upon receipt of the executive program, annual budget, and proposed ordinances from the mayor, the council shall immediately notify the public of its intention to hold public hearings on the proposed executive program and annual budget and on the proposed annual legislative budget. Such notice shall conform to the provisions of section 13-106 of this charter, and in addition, shall set forth the following:

(a) A summary of the estimated revenues and expenditures as prepared by the chief budget officer.

(b) Details of recommended new sources of revenues or increased rates for existing licenses, fees or other revenues.

(c) Summaries of the executive program and budget and of the legislative budget.

(d) Notice that copies of the executive and legislative budgets are available at the office of the city clerk.

(e) Such other information as the council may deem desirable.

2. Upon the conclusion of the hearings, the council may add new items to, or delete or amend any item or items in the proposed executive program and annual budget and proposed annual legisla-

tive budget. The council shall adopt the executive program and pass on third reading the annual executive and legislative budget ordinances not less than thirty days before the ensuing fiscal year begins. If final action is not taken on or prior to that day, the budget ordinances as submitted shall be deemed to have been enacted.

Notwithstanding the above, the city council shall be authorized additional time beyond the above mentioned thirty days to reconsider and take final action on any vetoed item or items or portion or portions of the annual budgets vetoed by the mayor. The number of additional days, procedures and requirements as to votes shall be identical with that of bills which have been disapproved by the mayor. (*Reso. 78-271*)

**Section 9-105. Amendments to the Annual Legislative and Executive Budget Ordinances and Executive Program; Other Appropriations—**

1. Amendments to the annual legislative budget ordinance may be initiated and considered by the council under the same procedures prescribed for the adoption of the annual legislative budget ordinance, subject to the proviso in subsection 2(a) of this section of the charter.

2. Amendments to the annual executive budget ordinances and program may be submitted by the Mayor and considered by the council under the same procedures prescribed for the enactment of the annual executive budget ordinances and adoption of the executive program, provided that:

(a) No amendment shall increase the aggregate of authorized expenditures to an amount greater than the estimate of available resources for the fiscal year.

(b) Amendments to the capital budget ordinance shall conform to the operating and capital program, as amended.

3. Appropriations for items not included in the annual legislative or executive budget ordinances may be proposed by the council or by the mayor and enacted for the following purposes only:

(a) To meet contingencies which could not be anticipated when the budget ordinances were passed.

(b) To pay the expenses of holding special elections and elections on proposals to amend this charter.

Unless paid for out of current revenues, all amounts appropriated under this subsection of the charter must be included as liabilities of the city in the next succeeding annual legislative or executive budget ordinances. Operating expenses shall neither be appropriated nor paid out of loan funds, except to meet emergencies as declared by the mayor.

**Section 9-106. Administration and Enforcement of the Budget Ordinances—**

1. Administration and enforcement of the legislative budget ordinance. Immediately following the enactment of the legislative budget ordinance, the presiding officer of the council shall submit to the chief budget officer a schedule showing the expenditures of the

legislative branch anticipated for each quarter of the fiscal year. The schedule shall not require the approval of nor can it be altered by the mayor, and the council may proceed without any other authority to incur obligations and make expenditures after the schedule has been submitted. The director of finance shall approve or issue any requisition, purchase order, voucher, warrant or contract, in accordance with the schedule and upon request of the presiding officer of the council. Barring judicial order prohibiting the honoring of any specific requisition, purchase order, voucher, warrant or contract, the director of finance shall process the same for payment within three working days from date of receipt thereof. Appropriations for the legislative branch shall be considered valid only for the fiscal year for which made, and any part of such appropriation which is not encumbered or expended shall lapse at the end of the fiscal year. (*Reso. 78-273*)

2. Administration and enforcement of the executive operating budget ordinance:

(a) The enactment of the executive operating budget ordinance or any supplementary appropriation shall constitute an appropriation of the sums specified therein for the purposes and from the funds indicated. Such appropriation shall be considered valid only for the fiscal year for which made, and any part of such appropriation which is not encumbered or expended shall lapse at the end of the fiscal year. Executive agencies authorized to make expenditures under the executive operating budget ordinance may proceed without other authority from the council to incur obligations or make expenditures for proper purposes to the extent that the moneys are available.

(b) Immediately following the enactment of the executive operating budget ordinance, the heads of all executive agencies shall submit to the chief budget officer schedules, supported by work programs, showing the expenditures anticipated for each quarter of the fiscal year.

(c) The approval of an expenditure schedule by the mayor shall constitute a budgetary allotment which shall, unless a revision thereof is approved by the mayor, be binding upon such agencies, and the director of finance shall approve or issue no requisition, purchase order, voucher or warrant that is not in accordance with such allotment.

(d) The allotments herein provided may be altered at any time by the mayor. The mayor shall direct appropriate revisions in allotments to keep expenditures within the revenues received or anticipated.

(e) Any part of an allotment which is not expended or encumbered shall lapse at the end of the allotment period.

(f) The mayor may at any time transfer an unencumbered appropriation balance or portion thereof within a division or between divisions in the same department, and a report of such transfer shall be made to the council. Transfers between departments shall be made only by the council by ordinance upon

the recommendations of the mayor.

(g) The director of finance and his surety shall be liable for moneys withdrawn from any operating fund other than in accordance with the executive operating budget ordinance and allotments.

3. Administration and enforcement of the executive capital budget ordinance:

(a) Appropriations authorized in the executive capital budget ordinance or any supplementary appropriation shall be considered valid only for the fiscal year for which made and for six months thereafter, and any part of such appropriations which is not expended or encumbered shall lapse six months after the end of the fiscal year. Agencies authorized to make expenditures under the executive capital budget ordinance may proceed without other authority from the council to incur obligations or make expenditures for proper purposes to the extent that the moneys are available.

(b) The director of finance shall be responsible for the enforcement of the executive capital budget ordinance to the same extent that he is responsible for the enforcement of the executive operating budget ordinance.

**Section 9-107. Improvement Revolving Fund**—There may be established a revolving fund for the purpose of acquiring real estate and constructing improvements thereon. Moneys in the fund may be used to option, purchase, lease, make down payments and take other actions necessary to acquire real estate or any interest therein for specific public purposes related to the development of the city as proposed in the general plan and development plans. No expenditure from this fund shall be made unless approved by the council. Reimbursements to this fund shall be made from the appropriated funds of any project for which such expenditures are made, and such reimbursements shall be effected immediately upon the appropriation of funds for such project.

## CHAPTER.2

### FUND ADMINISTRATION

**Section 9-201. Deposit of Funds**—Money received by officers and employees shall be deposited promptly to the city's account in depositories authorized by law. The depository account shall indicate the name of the fund or the name of the department, board or beneficiary for whom deposited.

**Section 9-202. Creation of Funds**—In addition to the funds established by this charter, the mayor, with the approval of the council, may establish other funds when necessary and when no appropriate class of funds exists.

**Section 9-203. Fund Investment Policy**—Funds in excess of the immediate needs of the city shall, whenever practicable, be invested at interest in accordance with applicable law.

### **CHAPTER 3 PROCUREMENT AND DISPOSITION OF PROPERTY**

**Section 9-301. Centralized Purchasing—**

1. The department of finance shall be responsible for the procurement of all materials, supplies, equipment and services required by any agency of the city.

2. There shall be a standardization committee composed of five members. The mayor shall appoint four members, each of whom shall be from a separate department. The fifth member shall be a representative of the department of finance who shall serve as chairman of the committee. The committee shall classify all materials, supplies and equipment commonly used by the various agencies of the city and shall prepare and adopt standards and specifications for such materials, supplies and equipment.

3. All purchases and contracts for materials, supplies, equipment and services shall be made by advertising, except that such purchases and contracts may be negotiated without advertising if:

(a) The public exigency will not admit of the delay incident to advertising.

(b) The aggregate amount involved does not exceed \$4,000.00; however, any purchases or contracts involving sums between \$500.00 and \$4,000.00 shall be based on competitive bids which shall be in writing.

(c) It is impracticable to secure competitive bidding for materials, supplies and equipment, including animals, plants, food and fodder for animals in the zoo, non-processed agricultural products, patented or proprietary articles and books and publications.

(d) It is determined that the procurement of equipment determined to be technical equipment is necessary to assure standardization of the equipment and interchangeability of parts and that such standardization and interchangeability are necessary in the interest of economy.

The advertisement for bids shall be made a sufficient time before the purchase or contract, and specifications and invitations for bids shall permit such full and free competition as is consistent with the procurement of the types of materials, supplies, equipment and services necessary to meet the requirements of the agency concerned.

All bids shall be publicly opened at the time and place stated in the advertisement. Award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid, conforming to

the invitation for bids, will be most advantageous to the city, price and other factors considered.

4. Purchase orders shall be issued upon the endorsement of the purchasing administrator, and such endorsement shall be made in accordance with rules and regulations promulgated by the director of finance.

5. The director of finance shall, from time to time, secure from all agencies estimates of their needs for articles of common use and shall, when practicable, consolidate requisitions in order to secure the benefits of quantity purchases, and to that end, when authorized by the council, cooperate with other public agencies.

6. The director of finance shall by rules and regulations provide for:

- (a) Emergency purchases which might be required.
- (b) Petty cash funds or blanket purchase orders or both.
- (c) Non-competitive purchases and contracts provided for under subsection 9-301.3(c) of this charter.
- (d) Approval and signing procedures related to the issuance of purchase orders.
- (e) Negotiated sales of city property found unusable for public purposes and valued below \$100.00 without public auction.

7. All city storerooms (other than departmental) shall be supervised and operated by the director of finance.

8. The director of finance shall require such guarantees of performance by vendors as in his opinion may be necessary or may be prescribed by ordinance.

**Section 9-302. Disposition of Personal Property**—All agencies, the council and its offices, having materials, supplies or equipment which are not useful to them, shall, from time to time, and at least annually, furnish a list thereof to the director of finance who shall examine such property, and if the same is found to be usable, it shall be returned to the general storeroom or inventoried for subsequent issue upon requisition. If it is found to be unusable for public purposes, the director of finance, after fixing a minimum price for the property, shall cause it to be exchanged or sold at public auction to the highest bidder for not less than the minimum price established or without public auction, if such property is valued below \$100.00, after advertisement twice in one week in a daily newspaper of general circulation in the city, and the proceeds shall be placed in the fund from which the original purchase was made.

**Section 9-303. Insurance**—The director of finance shall procure insurance in such amounts and under such conditions as the council shall prescribe by ordinance for the protection of all properties of the city. Such insurance shall be procured from companies licensed to do business in the State. With reference to property under the control and management of the board of water supply, however, its board may specify the kind and amount of insurance to be procured.

**Section 9-304. Surety Bonds**—Except as otherwise provided, the

council shall determine which officers and employees shall be required to furnish surety bonds and shall determine the kind and amount of each individual or blanket bond. All officers concerned with the receipt, collection, custody or disbursement of public funds shall be bonded. The director of finance shall procure all such surety bonds from companies licensed to do business in the State. All such bonds shall be in the favor of and the premiums thereon shall be borne by the city.

**Section 9-305. Contracts—**

1. Before execution, all written contracts to which the city is a party shall be approved by the corporation counsel as to form and legality. Except as otherwise provided, all such contracts shall be signed by the mayor. Except as provided in paragraph (2) below, nothing in this section and this article shall be construed as granting any authority to the mayor, the corporation counsel or any department to exercise control over the organization, programs, functions, operations or expenditures of the legislative branch.

2. Before execution, contracts involving financial obligations of the city shall also be approved by the director of finance as to the availability of funds in the amounts and for the purposes set forth therein. Such contracts shall not extend beyond the term for which an appropriation to finance such obligations has been made, except as otherwise provided by this charter. This paragraph shall not apply to obligations for the procurement of utility services. (*Reso. 78-272*)

**ARTICLE X**

**SPECIAL ASSESSMENT IMPROVEMENTS**

**Section 10-101. Improvements by Special Assessments —** Improvements by special assessment shall be as provided by law. No changes, however, shall be made by the council regarding any matter under the control of the board of water supply without the prior approval of its board.

**ARTICLE XI**

**STANDARDS OF CONDUCT**

**Section 11-101. Declaration of Policy—**Elected and appointed officers and employees shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. They, as agents of public purpose, shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their offices regardless of personal considerations.

**Section 11-102. Conflicts of Interest**—No elected or appointed officer or employee shall:

1. Solicit or accept any gift, directly or indirectly, whether in the form of money, loan, gratuity, favor, service, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence him in the performance of his official duties. Nothing herein shall preclude the solicitation or acceptance of lawful contributions for election campaigns.

2. Disclose confidential information gained by reason of his office or position or use such information for the personal gain or benefit of anyone.

3. Engage in any business transaction or activity or have a financial interest, direct or indirect, which is incompatible with the proper discharge of his official duties or which may tend to impair his independence of judgment in the performance of his official duties.

4. Receive any compensation for his services as an officer or employee of the city from any source other than the city, except as otherwise provided by this charter or by ordinance.

5. Represent private interests in any action or proceeding against the interests of the city or appear in behalf of private interests before any agency, except as otherwise provided by law.

**Section 11-103. Disclosure of Interest**—Any elected or appointed officer or employee who possesses or who acquires such interests as might reasonably tend to create a conflict with the public interest shall make full disclosure in writing to his appointing authority or to the council, in the case of a member of the council, and to the ethics commission, at any time such conflict becomes apparent. Such disclosure statements shall be made a matter of public record and be filed with the city clerk. Any member of the council who knows he has a personal or private interest, direct or indirect, in any proposal before the council, shall disclose such interest in writing to the council. Such disclosure shall be made a matter of public record prior to the taking of any vote on such proposal.

**Section 11-104. Fair and Equal Treatment** — No elected or appointed officer or employee shall use his official position to secure or grant special consideration, treatment, advantage, privilege or exemption to himself or any person beyond that which is available to every other person.

**Section 11-105. Future Employment**—No person who has served as an elected or appointed officer or employee of the city shall, within a period of one year after termination of such service or employment, appear for compensation before any agency of the city, or receive compensation for any services rendered in behalf of any private interests in relation to any case, proceeding or application with respect to which such person was directly concerned, or which was under his active consideration, or with respect to which knowledge or information was made available to him during the period of said service or employment.

**Section 11-106. Penalties and Disciplinary Action for Violations**—The failure to comply with or any violation of the standards of conduct established by this article of the charter or by ordinance shall be grounds for impeachment of elected officers and for the removal from office or from employment of all other officers and employees. The appointing authority may, upon the recommendation of the ethics commission, reprimand, put on probation, demote, suspend or discharge an employee found to have violated the standards of conduct established by this article of the charter or by ordinance.

**Section 11-107. Ethics Commission**—There shall be an ethics commission which shall consist of seven members. The commission shall be governed by the provisions of section 13-103 of this charter.

The commission is authorized to hold hearings and to conduct investigations concerning the application of this article of the charter and shall have the powers provided in section 13-114 of this charter.

The commission may, on its own initiative, render advisory opinions with respect to this article of the charter. Advisory opinions shall be rendered pursuant to the written request of any elected or appointed officer or employee concerned and may be rendered pursuant to the request of any person. The commission shall publish its advisory opinions with such deletions as may be necessary to prevent disclosure of the identity of the persons involved.

The commission shall recommend appropriate disciplinary action against officers and employees found to have violated the standards of conduct established by this article of the charter or by ordinance. The appointing authority shall promptly notify the commission of the action taken on the recommendation.

**Section 11-108. Registration of Lobbyists**—The council shall by ordinance provide for the registration of lobbyists, including the classification, issuance, revocation, suspension, and renewal of certificates of registration, the disclosure of information necessary in the public interest, and the investigative procedures and sanctions necessary to effectuate the purposes of the ordinance. As used herein, "lobbyist" means any person who engages himself for pay or other consideration for the purpose of attempting to influence legislative or administrative action of the city.

## ARTICLE XII

### RECALL AND IMPEACHMENT

#### CHAPTER 1

#### RECALL OF ELECTED OFFICERS

**Section 12-101. Recall of the Mayor**—The mayor may be re-

moved by recall which shall be initiated upon petition signed by registered voters equal in number to at least ten percent of the votes cast at the last preceding city general election. Signatures from any one council district, as provided by this charter for the election of councilmen, in excess of forty percent of the total number required on the petition shall not be counted.

**Section 12-102. Recall of a District Councilman**—A district councilman may be removed by recall which shall be initiated upon petition signed by registered voters equal in number to at least ten percent of the votes cast in his district at the last preceding city general election.

**Section 12-103. Recall Petition; Recall Election**—Each elector signing a recall petition shall add to his signature his address, his council district and the date of signing. Signatures on a recall petition may be on separate sheets but each sheet shall have appended to it the affidavit of some person, not necessarily a signer of the petition, that to the best of the affiant's knowledge and belief the persons whose signatures appear on the sheet are registered electors of the city, that they signed with full knowledge of the contents of the petition, and that their residences are correctly given.

A recall petition shall be tendered for filing with the city clerk. The clerk shall examine it to see whether it contains a sufficient number of apparently genuine signatures of registered voters. The clerk may question the genuineness of any signature or signatures appearing on the recall petition and if he finds that any such signature or signatures are not genuine, he shall disregard them in determining whether the petition contains a sufficient number of signatures. He shall also disregard any signature dated more than sixty days before the petition was tendered for filing. The clerk shall eliminate any sheet of the petition which is not accompanied by the required affidavit. The invalidity of any sheet of the petition shall not affect the validity of the petition if a sufficient number of signatures remains after eliminating such an invalid sheet. The clerk shall complete his examination of the petition within fifteen days after the submission of the petition to him and shall thereupon file the petition if valid or reject it if invalid.

As soon as the clerk has accepted a recall petition for filing, he shall notify the elected officer that the petition has been filed. Upon receipt of such notice, the elected officer may resign from his office and thereupon the recall proceedings shall terminate.

If the elected officer does not resign from his office within ten days after notice of the filing of such petition shall have been given to him, the clerk shall arrange a recall election. If a general or special city or State election is to be held not less than thirty days nor more than ninety days after the ten days have expired, the recall question shall be placed before the electors at such an election. Otherwise a special recall election shall be fixed for a date not earlier than thirty days nor later than ninety days after the ten days have expired. The

elected officer may resign at any time prior to the recall election and thereupon the election shall not be held.

The following question shall be presented to each elector in a recall election: "Shall (name of elected officer) be recalled and removed from the office of (title of office)?"

If a majority of the registered electors who vote on the question at a recall election shall vote "Yes," the elected officer shall be deemed recalled and removed from office, otherwise he shall remain in office.

No person, who has been removed from his elected office or who has resigned from such an office after a recall petition directed to him has been filed, shall be eligible for election or appointment to any office of the city within two years after his removal or resignation.

No recall petition shall be filed against an elected officer within the first or the last year of the term of his office or within six months after an unsuccessful recall election against him.

## CHAPTER 2

### IMPEACHMENT OF ELECTED OFFICERS

**Section 12-201. Impeachment of the Mayor**—The mayor may be impeached for malfeasance, misfeasance or non-feasance in office. The supreme court of the State shall constitute a board of impeachment in any proceeding for the removal of the mayor who may be charged on any of the foregoing grounds. The charges shall be set forth in writing in a petition for impeachment signed by not less than five hundred qualified electors of the city, and said signatures shall be necessary only for the purpose of filing the petition. The petition having once been filed, hearings shall be held on all such charges. The board of impeachment may appoint a master and invest him with power to investigate the charge and report thereon to the board. If the board sustains the charge, the mayor shall be deemed removed from office.

**Section 12-202. Impeachment of a Councilman**—Any councilman may be removed for malfeasance, misfeasance or non-feasance in office or for interference with the performance of the duties of any officer or employee in any executive agency of the city government. The supreme court of the State shall constitute a board of impeachment in any proceeding for the removal of a councilman who may be charged on any of the foregoing grounds. The charges shall be set forth in writing in a petition for impeachment signed by not less than five hundred qualified electors of a district for the removal of a councilman, and said signatures shall be necessary only for the purpose of filing the petition. The petition having once been filed, hearings shall be held on all such charges. The board of impeachment may appoint a master and invest him with the power to investigate the charge and report thereon to the board. If the board sustains the charge, the councilman shall be deemed removed from office.

**ARTICLE XIII**  
**GENERAL PROVISIONS**

**Section 13-101. Definitions—**

1. The term "agency" shall mean any office, department, board, commission or other governmental unit of the city excluding the council and its offices and any commission excluded by the provisions of this charter.

2. The term "executive agency" shall mean any agency of the executive branch of the city government, excluding the board of water supply.

3. The term "employee" shall mean any person, except an officer, employed by the city or any agency thereof, but the term shall not include an independent contractor.

4. Except as otherwise provided in this charter, the term "officer" shall include the following:

(a) Members of the council, the mayor and the managing director.

(b) Any person appointed as administrative head of any agency of the city or as a member of any board or commission.

(c) Any person appointed by a board or commission as the administrative head of such agency.

(d) The first deputy or a division chief appointed by the administrative head of any agency of the city.

(e) Deputies of the corporation counsel and the prosecuting attorney.

**Section 13-102. Titles, Subtitles, Personal Pronouns; Construction—**Titles and subtitles shall not be used for purposes of construing this charter. When any personal pronoun appears in this charter, it shall be construed to mean either sex.

**Section 13-103. Boards and Commissions—**Except as otherwise provided by this charter or by law, all boards and commissions established by this charter or by ordinance shall be governed by the following provisions:

(a) All members shall be appointed by the mayor and confirmed by the council.

(b) All appointed members shall serve for staggered terms of five years, and they shall serve until their successors have been appointed and qualified. The initial appointments shall be as follows:

(1) Five members: One member each to serve for five, four, three, two, and one year, respectively.

(2) Seven members: Two members to serve for five years, one member for four years, two members for three years, one member for two

years, and one member for one year.

- (3) Nine members: Two members each to serve for five, four, three, and two years, respectively, and one member for one year.

Each succeeding appointment shall be for a term ending five years from the date of the expiration of the term for which the predecessor had been appointed.

(c) Any vacancy occurring other than by expiration of a term of office shall be filled for the remainder of such unexpired term in the same manner as for an original appointment.

(d) Temporary vacancies shall be filled by the mayor as provided by ordinance.

(e) A chairman shall be elected annually by members from the membership.

(f) A majority of the members shall constitute a quorum.

(g) All meetings shall be held in city hall or other public places.

(h) The affirmative vote of a majority of the entire membership shall be necessary to take any action, and such action shall be made at a meeting open to the public.

(i) All members shall be entitled to be reimbursed for travelling and other necessary expenses incurred by them in the performance of their official duties.

(j) All appointed members may be compensated for their service as provided by ordinance.

#### **Section 13-104. Annual Reports—**

1. Not later than ninety days after the close of the fiscal year, each agency of the city shall make an annual written report of its activities to the mayor in such form and under such rules and regulations as the mayor may prescribe.

2. Not later than one hundred eighty days after the close of the fiscal year, the mayor shall publish an annual written report concerning the activities of all agencies of the city. A copy of such report shall be filed in the office of the city clerk.

3. For the purpose of informing the public on the activities of the city during a fiscal year, the mayor may use radio and television media, in addition to the publication of the annual written report.

**Section 13-105. Records Open to the Public—**All books and records of the city shall be open to the inspection of any citizen at any time during business hours. Certified copies or extracts from such books and records shall be given by the officer having custody of the same to any person demanding the same and paying or tendering a reasonable fee to be fixed by the council for such copies or extracts, but the records of the police department or of the prosecuting attorney shall not be subject to such inspection unless permission is given by the chief of police or the prosecuting attorney, except in the case of

traffic accidents where such records, including all statements taken, shall be available for inspection by the parties directly concerned in such accident, or their duly licensed attorneys acting under written authority signed by either party. Any person who may sue because of death resulting from any such accident shall be deemed a party directly concerned.

**Section 13-106. Public Hearings; Notice—**

1. No public hearing shall be held by any agency or the council, unless public notice is given prior to such hearing.

2. Notice of any public hearing shall be adequately publicized at least ten days prior to such hearing in a daily newspaper of general circulation in the city and may be advertised, as deemed helpful, in such other newspapers and through communications media as will afford the public maximum information concerning such hearing. The notice shall include:

(a) The date, time and place of such hearing.

(b) A statement in plain language of the nature or purpose, including the issues involved, if any, of such hearing.

(c) A statement that all interested persons shall be afforded the opportunity of being heard.

**Section 13-107. Title to Property—**Except as otherwise provided by law, title to all property acquired by any agency of the city shall be vested in the city.

**Section 13-108. Facsimile Signatures—**Whenever any person is required to sign negotiable instruments or multiple bonds, the signature may be a facsimile.

**Section 13-109. Payment of Moneys out of the City Treasury—**All disbursements of city controlled funds shall be made pursuant to procedures prescribed by the director of finance.

**Section 13-110. Expenses—**Except as otherwise provided in this charter and subject to procedures prescribed by the director of finance and approved by the mayor, all officers and employees of the city shall be entitled to their travelling or other necessary expenses incurred in the performance of their official duties.

**Section 13-111. Claims—**No action shall be maintained for the recovery of damages for any injury to persons or property by reason of negligence of any official or employee of the city unless a written statement, stating fully when, where and how the injuries occurred, the extent thereof and the amount claimed therefor, has been filed with the city clerk within six months after the date the injury was sustained.

**Section 13-112. Declaration of Emergencies—**The mayor may declare an emergency due to a public calamity, but his failure or refusal to make such a declaration shall not preclude the council from finding that an emergency exists under the provisions of section 3-202 of this charter.

**Section 13-113. Acceptance of Gifts or Donations**—The council, on behalf of the city, may accept gifts or donations of money, securities or other personal property or of real estate or any interest in real estate.

**Section 13-114. Oaths, Attendance of Witnesses and Production of Documents**—Every officer or agency of the city authorized to hold hearings or to conduct investigations shall have power to administer oaths and to issue subpoenas to compel the attendance of witnesses and the production of documents. If any person, subpoenaed as a witness or to produce any books or papers called for by the process of the investigating body, shall fail or refuse to respond thereto or refuse to answer questions propounded by any member of the investigating body or its counsel, material to the matter pending before such body, the proper court, upon request of the investigating body, shall have power to compel obedience to any process of such body and require such witness to answer questions put to him as aforesaid and to punish, as a contempt of the court, any refusal to comply therewith without good cause shown therefor.

**Section 13-115. Penalties**—The council shall by ordinance provide for the punishment of violations of any provisions of this charter and may provide for punishment of violations of ordinances and rules and regulations, but no penalty shall exceed the amount of \$1,000.00 or one year's imprisonment, or both. Prosecutions in such cases shall be as provided by law for the prosecution of misdemeanors.

**Section 13-116. City Elections**—City elections shall be conducted in accordance with the election laws of the State insofar as applicable, but the city primary and general elections shall be held in every fourth year following the 1976 general election.

**Section 13-117. Term of Office of Department Heads**—Except as otherwise provided in this charter, the term of office of department heads shall be coterminous with that of the appointing authority. Pending the appointment of the department head, all deputies shall continue in office until a new department head is appointed, with the highest ranking deputy acting as department head.

**Section 13-118. Oaths of Office**—Before entering upon the duties of his office, each officer elected or appointed shall subscribe to the following oath or affirmation before some person duly qualified to administer oaths:

“I solemnly swear (or affirm) in the presence of Almighty God, that I will faithfully support the Constitution and laws of the United States of America, the Constitution and laws of the State of Hawaii and the Charter and laws of the City and County of Honolulu, and conscientiously and impartially discharge my duties as \_\_\_\_\_ of the City and County of Honolulu.”

**Section 13-119. Dual Offices or Positions**—No person shall hold more than one public office or position under the city or hold such

office or position while holding any other office or position in or under the government of the United States or of the State, but nothing herein shall preclude the holding of an ex officio office or part-time employment with a State or federal agency or the appointment of a city officer or employee to membership on a State commission or board or the selection of any city, State, or federal officer or employee to membership on a neighborhood board under provisions of section 14-104 of this charter, unless such service shall be as a member of the civil service commission or would be inconsistent or incompatible with or would tend to interfere with the duties and responsibilities of the other office, employment or position held by the officer or employee. The term "public office," as used in this section of the charter, shall not include notaries public, reserve police officers or officers of emergency organizations for civilian defense or disaster relief. (*Reso. 77-412*)

**Section 13-120. Coordination of Work**—The several agencies of the city shall devise a practical and working basis for cooperation in and coordination of work, eliminating duplication and overlapping of functions and shall, so far as practicable, cooperate with each other in the use of employees, land, buildings, quarters, facilities and equipment. The head of any agency may empower or require an employee of another agency, subject to the consent of the head of such other agency, to perform any duty which he might require of the employees of his agency. Whenever, in this charter, power is vested in an agency to inspect, examine or secure data or information or to procure assistance from any other agency, a duty is hereby imposed upon the agency upon which demand is made to render such power effective.

**Section 13-121. Cooperation with Other Agencies**—In the performance of its functions, each agency of the city shall cooperate with private agencies and with agencies of the governments of the United States, the State and any state and with any of their political subdivisions having similar functions.

**Section 13-122. Receipt and Use of Federal Allotments of Money**—If any provision of this charter jeopardizes the receipt by the city of any federal grant-in-aid or other federal allotment of money, such provision may, insofar as such fund is jeopardized, be waived by the council, after public hearing, upon recommendation of the mayor.

Real property may be purchased in the name of the city through the use of any federal grant-in-aid or other federal allotment of money received for such purpose, upon recommendation of the mayor and approval of the council. Except as provided for in subsection 5-412.3 of this charter, any provision of the charter which jeopardizes such purchase may, insofar as such purchase is jeopardized, be waived by the council, after public hearing, upon recommendation of the mayor.

**Section 13-123. Severability Clause**—If any part of this charter is for any reason declared unconstitutional or invalid, the other separable parts thereof shall not be affected thereby.

**ARTICLE XIV**  
**NEIGHBORHOODS AND NEIGHBORHOOD BOARDS**

**Section 14-101. Neighborhoods and Neighborhood Boards—**Neighborhoods and neighborhood boards to increase and assure effective citizen participation in the decisions of the city shall be established in accordance with a neighborhood plan.

**Section 14-102. Neighborhood Commission—**There shall be a neighborhood commission which shall consist of nine members chosen from the city at large. The mayor shall appoint four members; the presiding officer of the council, with the approval of the council, shall appoint four members; and the ninth member shall be appointed by the mayor and confirmed by the council.

The commission shall elect a chairman from among its members. Any vacancy in the commission shall be filled in the same manner as for an original appointment.

The commission shall act by majority vote of its membership and shall establish its own procedures. Commission members shall be compensated and reimbursed for their necessary expenses as provided by ordinance. The council shall appropriate funds to the neighborhood commission necessary for the performance of its official duties.

The terms of members initially appointed shall be for five years, and their successors shall serve for staggered terms of five years in the manner provided in subsection 13-103(b) of this charter.

**Section 14-103. Powers, Duties and Functions—**The neighborhood commission shall:

- (a) Develop, after public hearings, a neighborhood plan which shall be effective upon filing with the city clerk.
- (b) Review and evaluate the effectiveness of the neighborhood plan and neighborhood boards and report thereon.
- (c) Assist areas of the city in the formation and operation of their neighborhoods and neighborhood boards, upon their request.

**Section 14-104. The Neighborhood Plan —** The neighborhood plan shall designate the boundaries of neighborhoods and provide procedures by which registered voters within neighborhoods may initiate and form neighborhoods and the manner of selection of the members of neighborhood boards, their terms of office and their powers, duties and functions.

The plan may be amended by the commission, after public hearings to be held in various areas of the city, and amendments shall become effective upon filing with the city clerk.

**ARTICLE XV**  
**CHARTER AMENDMENT OR REVISION**

**Section 15-101. Initiation of Amendments or Revisions—Ex-**

cept 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.

(b) By petition presented to the council, signed by qualified electors equal in number to at least ten percent of the number of the entire vote cast for mayor in the last preceding mayoralty 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.

Each elector signing such petition shall add to his signature, his residence and the date of signing. Signatures may be on separate sheets, but each sheet shall have appended to it the affidavit of some person, not necessarily a signer of the petition, that to the best of the affiant's knowledge and belief the persons whose signatures appear on the sheet are registered electors of the city, that they signed with full knowledge of the contents of the petition and that their residences are correctly given.

Upon filing of such petition with the council, the city clerk shall examine it to see whether it contains a sufficient number of apparently genuine signatures of registered voters. The clerk may question the genuineness of any signature or signatures appearing on the petition, and if he finds that any such signature or signatures are not genuine, he shall disregard them in determining whether the petition contains a sufficient number of signatures. The clerk shall eliminate any sheet of the petition which is not accompanied by the required affidavit. The invalidity of any sheet shall not affect the validity of the petition if a sufficient number or signatures remains after eliminating such invalid sheet. The clerk shall complete his examination of the petition within fifteen days.

#### **Section 15-102. Elections to be Called—**

1. Any resolution of the council initiating an amendment or revision to the charter shall provide that the amendment or revision shall be submitted to the electors of the city at the next general election.

2. Any amendment or revision to the charter proposed by petition shall be submitted to the electors of the city at the next general election.

3. Any amendment or revision to the charter proposed by the council or by petition shall be published at length in a daily newspaper of general circulation in the city at least forty-five days prior to its submission to the electors of the city at the next general election.

#### **Section 15-103. Approval of Amendment or Revision — No**

amendment or revision of this charter shall be effective unless approved by a majority of the voters voting thereon.

**Section 15-104. Effective Date of Amendment or Revision—**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.

**Section 15-105. Mandatory Review—**On or before April 1, 1981, and at intervals of ten years thereafter, 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.

The commission shall elect a chairman from among its members. Any vacancy in the commission shall be filled in the same manner as for an original appointment. 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 of the charter.

The commission may propose amendments to the existing charter or a draft of a revised charter which shall be submitted to the city clerk. Upon receipt of the amendments or revised charter, the clerk shall provide for the submission of such amendments or revised charter to the electors of the city at the next general election.

The commission shall publish not less than forty-five days before any election, 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.

## ARTICLE XVI TRANSITION SCHEDULE

**Section 16-101. Effective Date of Revisions—**All provisions of this revision of the charter of the City and County of Honolulu, approved on November 7, 1972, shall become effective as of the second day of January 1973, except that:

(a) The provisions relating to the department of land utilization shall become effective as of the first day of July, 1973.

(b) The election of members of the council in 1974 shall be in accordance with the provisions of this revised charter, and the members so elected shall serve four year terms ending on January 1, 1979. Thereafter, members of the council shall be elected in accordance with the provisions of this revised charter and shall serve four year terms. (*Reso. No. 177*)

**Section 16-102. Abolition of the Planning Department**—Upon the effective date of the provisions relating to the department of land utilization, the planning department, as it existed prior to this revision, shall stand abolished.

**Section 16-103. Abolition of the Honolulu Redevelopment Agency and Transfer of Functions**—On or before the first day of July, 1973, the powers, duties and functions of the Honolulu redevelopment agency shall be transferred to the department of housing and community development. Thereafter, the Honolulu redevelopment agency shall stand abolished.

**Section 16-104. Abolition of the Office of Social Resources and Transfer of Functions**—On or before the first day of July, 1973, and notwithstanding the provisions of section 4-201 of this revised charter, the powers, duties and functions of the office of social resources shall be assigned by the mayor to departments provided for in this revised charter. Thereafter, the office of social resources shall stand abolished.

**Section 16-105. Abolition of the Division of Sewers and Transfer of Records, Property and Personnel** — [REPEALED by Resolution No. 70 dated April 23, 1974. Resolution No. 253, dated November 12, 1974, created a Division of Sewers (now known as Division of Wastewater Management) within the Department of Public Works.]

**Section 16-106. General Plan and Development Plans**—The existing general plan of the city shall continue as the general plan of the city, subject to change under the provisions of this revision. Development plans shall be adopted in accordance with the provisions of this revised charter at the earliest practicable date consistent with sound planning principles, and until the adoption of a development plan for any area, existing development plans and detailed land use maps for such area shall be continued in full force and effect.

**Section 16-107. Boards and Commissions; Terms of Office of New Members**—All members of boards and commissions of the city shall continue to hold office for the terms for which they were appointed. Initial terms of office of members appointed to boards and commissions, the membership of which has been increased by this revision, shall be for three years.

**Section 16-108. Neighborhood Commission**—The neighborhood commission shall be appointed on or before June 30, 1973 and shall, after holding public hearings in various areas of the city, develop the neighborhood plan before December 31, 1974. The terms of members initially appointed shall be for five years.

**Section 16-109. Transfer of Records and Property**—All records, property and equipment whatsoever of any office, division, department, board, commission or agency, the functions of which, or some of

the functions of which, are assigned to any other agency by this revision shall be transferred and delivered to the agency to which such functions are assigned.

**Section 16-110. Status of Present Employees** — No loss of vacation allowance, sick leave and other service credits, retirement benefits or other rights and privileges on the part of any officer or employee of the city shall be caused by the adoption of this revision, but nothing contained herein shall be construed to prevent future changes in status pursuant to the civil service provisions of this revised charter.

**Section 16-111. Department Heads Continued in Office**—Notwithstanding any provision to the contrary, all department heads who have been appointed by the mayor and who are holding office on the effective date of this revision shall continue in office without reappointment until their terms of office expire or until they are removed from office pursuant to the provisions of this revised charter.

**Section 16-112. Ordinances Continue in Effect**—All ordinances, resolutions, rules and regulations in force at the time this revision takes effect and not in conflict or inconsistent with this revised charter are hereby continued in force until repealed, amended or superseded by proper authority.

**Section 16-113. Pending Proceedings** — All petitions, hearings and other proceedings pending before any office, department, board or commission abolished by this revision and all legal proceedings and investigations begun by such office, department, board or commission and not completed at the effective date of this revision shall continue and remain in full force and effect and shall be completed before or by the office, department, board or commission which succeeds to the powers and functions of such office, department, board or commission.

**Section 16-114. Lawful Obligations of the City** — All lawful obligations of the city existing on the effective date of this revision and all fines, taxes, penalties, forfeitures, obligations and rights, due, owing or accruing to the city, and all writs, prosecutions, actions and proceedings by or against the city shall remain unaffected by the adoption of this revision.

**Section 16-115. Inconsistent Provisions of Rules, Ordinances and Laws**—The provisions of all rules, regulations, resolutions, ordinances and laws which are inconsistent with this revision shall be superseded by the provisions of this revision at its effective date, except that ordinances which are inconsistent with those provisions of this revised charter that require action by the council to make them effective, shall remain in full force until such action has been taken.

**TABLE I**

**DISPOSITION OF RESOLUTIONS FROM  
JANUARY 1, 1974 TO DECEMBER 31, 1982**

<b>Resolution No.</b>	<b>Dated</b>	<b>Revised Charter of the C&amp;C of Honolulu 1973</b>
70*	4-23-74	Repeals RCH §16-105 (Transfers Division of Sewers back to Department of Public Works from BWS).
177	9-17-74	Article XV, §15-101(b) (changed to §16-101 by Reso. 78-279).
192	9-17-74	Article VI, §6-1303(c), §6-1304; also in Article VI, Chapter 12, whenever "Department of Recreation" appears, change to "Department of Parks and Recreation."
77-412	11-2-77	Article XII, §12-119 (changed to §13-119 by Reso. 78-279).
78-237	9-13-78	Article V, §5-204.1.
78-271	9-13-78	Article VIII, §8-104.2 (changed to §9-104 by Reso. 78-279).
78-272	9-13-78	Article VIII, §8-305 (changed to §9-305 by Reso. 78-279).
78-273	9-13-78	Article VIII, §8-106.1 (changed to §9-106 by Reso. 78-279).
78-277	9-13-78	Article III, §3-108. Article V, §5-203.
78-278	9-13-78	Article III, §3-115.
78-279	9-21-78	Deleting Article VI, Chapter 7; renumbering Article VI, Chapters 8 thru 16 as Chapters 7 thru 15, respectively, and renumbering sections of said chapters accordingly; renumbering Articles VIII thru XV as Articles IX thru XVI, respectively, and renumbering sections of said articles accordingly.  Adding new Article VIII.
Petition No. 17 (1982) (submitted by Initiative Committee pursuant to RCH, §15-101(b))		Article III (adding new Chapter 4).

\*On November 12, 1974, the City Council adopted Resolution No. 253 which created a Division of Sewers within the Department of Public Works.

## TABLE II

### Disposition of Chapters, Sections and Articles of the Revised City Charter 1973

1973	1973 (1983 Edition)
Chapter 7	Deleted by Reso. 78-279 (Added as new Article VIII, Prosecuting Attorney)
6-701 to 6-704	8-101 to 8-108
Chapter 8	Chapter 7
6-801 to 6-809	6-701 to 6-709
Chapter 9	Chapter 8
6-901 to 6-903	6-801 to 6-803
Chapter 10	Chapter 9
6-1001 to 6-1010	6-901 to 6-910
Chapter 11	Chapter 10
6-1101 to 6-1104	6-1001 to 6-1004
Chapter 12	Chapter 11
6-1201 and 6-1202	6-1101 and 6-1102
Chapter 13	Chapter 12
6-1301 to 6-1304	6-1201 to 6-1204
Chapter 14	Chapter 13
6-1401 and 6-1402	6-1301 and 6-1302
Chapter 15	Chapter 14
6-1501 to 6-1503	6-1401 to 6-1403
Chapter 16	Chapter 15
6-1601 and 6-1602	6-1501 and 6-1502
Article VIII	Article IX
8-101 to 8-107	9-101 to 9-107
8-201 to 8-203	9-201 to 9-203
8-301 to 8-305	9-301 to 9-305
Article IX	Article X
9-101	10-101
Article X	Article XI
10-101 to 10-108	11-101 to 11-108
Article XI	Article XII
11-101 to 11-103	12-101 to 12-103
11-201 and 11-202	12-201 to 12-202
Article XII	Article XIII
12-101 to 12-123	13-101 to 13-123

Article XIII  
13-101 to 13-104

Article XIV  
14-101 to 14-105

Article XV  
15-101 to 15-104  
15-105

15-106 to 15-115

Article XIV  
14-101 to 14-104

Article XV  
15-101 to 15-105

Article XVI  
16-101 to 16-104

Repealed (Reso. 70, April 23, 1974) (Reso. 253,  
November 12, 1974, created a Division of Sewers  
(now known as Division of Wastewater Manage-  
ment) within the Department of Public Works.)

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