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**A BILL FOR AN ORDINANCE**

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RELATING TO THE DEPARTMENT OF CUSTOMER SERVICES.

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

SECTION 1. Purpose. The purpose of this ordinance is to update Chapter 2, Article 21, Revised Ordinances of Honolulu 1990 relating to the "Municipal Reference and Records Center."

SECTION 2. Article 21 of Chapter 2, Revised Ordinances of Honolulu 1990 ("Municipal Reference and Records Center"), is repealed.

SECTION 3. Chapter 2, Revised Ordinances of Honolulu 1990 ("The Mayor and Executive Agencies—Additional Powers, Duties and Functions"), is amended by adding a new Article 21 to read as follows:

**"Article 21. Department of Customer Services**

**Sec. 2-21.1 Municipal Reference and Records Center.**

- (a) There shall be a municipal reference and records center in the department of customer services.
- (b) It shall be the duty of the director of customer services to guide the development and maintenance of a collection of publicly released documents, which may be made available to any officer or employee of the city government, and to maintain an electronic depository for the purpose of facilitating public access.
- (c) The municipal reference and records center is designated as a depository for publications issued by or for city agencies. Each city agency shall, immediately upon release of a publication, deposit with the municipal reference and records center a copy or copies of the final version of any consultant study, document, compilation, journal, report, rules and regulations in a manner, quantity, and format as determined by the municipal reference and records center, but excluding publications determined by the issuing agency to be of a confidential nature."



**CITY COUNCIL**  
CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII

ORDINANCE 18-30

BILL 39 (2018), CD1

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SECTION 4. This ordinance takes effect upon its approval.

INTRODUCED BY:

Ernest Martin (br)

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DATE OF INTRODUCTION:

May 8, 2018  
Honolulu, Hawaii

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Councilmembers

APPROVED AS TO FORM AND LEGALITY:

Saraht. Casken  
Deputy Corporation Counsel **SARAHT. CASKEN**

APPROVED this 31<sup>st</sup> day of August, 20 18.

Kirk Caldwell  
KIRK CALDWELL, Mayor  
City and County of Honolulu

CITY COUNCIL  
CITY AND COUNTY OF HONOLULU  
HONOLULU, HAWAII  
C E R T I F I C A T E

ORDINANCE **18-30**

BILL 39 (2018), CD1

Introduced: 05/08/18 By: ERNEST MARTIN – BY REQUEST Committee: PARKS, COMMUNITY AND CUSTOMER SERVICES

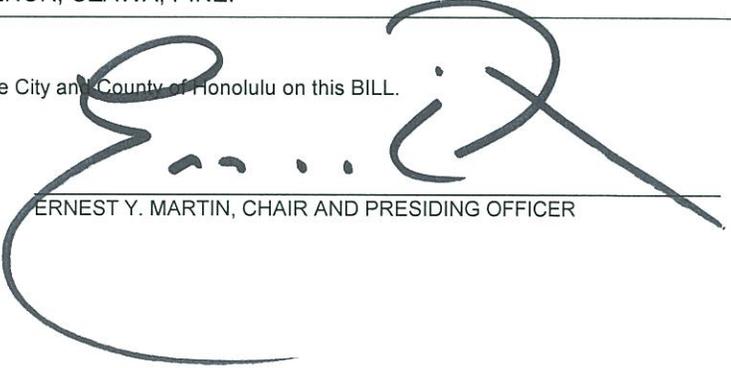
Title: A BILL FOR AN ORDINANCE RELATING TO THE DEPARTMENT OF CUSTOMER SERVICES.

Voting Legend: \* = Aye w/Reservations

06/06/18	COUNCIL	BILL PASSED FIRST READING AND REFERRED TO COMMITTEE ON PARKS, COMMUNITY AND CUSTOMER SERVICES. 9 AYES: ANDERSON, ELEFANTE, FUKUNAGA, KOBAYASHI, MANAHAN, MARTIN, MENOR, OZAWA, PINE.
06/26/18	PARKS, COMMUNITY AND CUSTOMER SERVICES	CR-211 – BILL REPORTED OUT OF COMMITTEE FOR PASSAGE ON SECOND READING AND SCHEDULING OF A PUBLIC HEARING AS AMENDED IN CD1 FORM.
06/30/18	PUBLISH	PUBLIC HEARING NOTICE PUBLISHED IN THE HONOLULU STAR-ADVERTISER.
07/11/18	COUNCIL/PUBLIC HEARING	CR-211 ADOPTED. BILL PASSED SECOND READING AS AMENDED, PUBLIC HEARING CLOSED AND REFERRED TO COMMITTEE ON PARKS, COMMUNITY AND CUSTOMER SERVICES. 8 AYES: ANDERSON, ELEFANTE, FUKUNAGA, MANAHAN, MARTIN, OZAWA, PINE. 2 ABSENT: KOBAYASHI, MENOR.
07/20/18	PUBLISH	SECOND READING NOTICE PUBLISHED IN THE HONOLULU STAR-ADVERTISER.
07/24/18	PARKS, COMMUNITY AND CUSTOMER SERVICES	CR-248 – BILL REPORTED OUT OF COMMITTEE FOR PASSAGE ON THIRD READING.
08/15/18	COUNCIL	CR-248 ADOPTED AND BILL 39 (2018), CD1 PASSED THIRD READING. 9 AYES: ANDERSON, ELEFANTE, FUKUNAGA, KOBAYASHI, MANAHAN, MARTIN, MENOR, OZAWA, PINE.

I hereby certify that the above is a true record of action by the Council of the City and County of Honolulu on this BILL.

  
GLEN I. TAKAHASHI, CITY CLERK

  
ERNEST Y. MARTIN, CHAIR AND PRESIDING OFFICER

**18-30**