

# CITY AND COUNTY OF HONOLULU

[www.honolulu.gov](http://www.honolulu.gov)

The City and County of Honolulu, a political and corporate body, consists of the island of Oahu, all other islands not included in any other county, and adjacent waters thereto, and is vested with all powers authorized by the State Constitution, the laws of the State of Hawaii, and the Revised Charter of the City and County of Honolulu.

## LEGISLATIVE BRANCH

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### CITY COUNCIL

Except as otherwise provided by the Charter, legislative powers are vested in and exercised by the City Council, which consists of nine nonpartisan members elected to four-year terms. No council member may serve for more than two consecutive full terms. Each member represents distinct districts that are reapportioned every ten years. Members must be duly qualified electors of the districts they represent.

The City Council is the lawmaking body of the City and County of Honolulu and determines policies and programs for the City. The Council is responsible for the enactment of ordinances affecting city law and the adoption of resolutions setting public and county policy. Among its powers are the determination and declaration of the necessity of eminent domain; adoption of a general plan setting forth the City's broad policies for the long-range development of Oahu; enactment of the annual legislative and executive budget ordinances and their balancing through the enactment of revenue producing resolutions and/or ordinances where necessary; adoption of a pay plan; authorization for the issuance and repayment of general obligation and revenue bonds; authorization of the issuance of improvement bonds to finance assessable public improvements; temporary borrowing of moneys on anticipated revenues; creation of semiautonomous agencies; provision of an independent financial and performance audit after each fiscal year; and investigations of the operation of any city agency or function and any matter subject to legislation by the Council.

**City Clerk.** The Council appoints the City Clerk who serves as the Clerk of the Council. The City Clerk is responsible for materials filed in the City Clerk's office; has custody of the city seal that is used to authenticate all official papers and instruments requiring execution or certification by the City Clerk; conducts all elections held in the City and County and performs voter registration functions as provided by the Charter or state law; and performs other functions pursuant to the Charter or state law.

**Office of Council Services.** The Office of Council Services assists the Council in the exercise of its legislative powers. Staff members, who are appointed by and serve under the direction of the presiding officer of the Council, conduct research, draft proposed ordinances, and provide other advisory and staff services to members of the Council.

**Office of the City Auditor.** The Office of the City Auditor is headed by a City Auditor who is appointed by the City Council and serves for a term of six years. The Council, by a two-thirds vote, may remove the Auditor at any time for cause. The Auditor conducts or causes to be conducted: the annual financial audit of the City; performance audits of the funds, programs, and operations of any agency or operation of the City as requested by the Council; performance and financial audits of the funds, programs, and operations of any agency or operation of the City, as determined by the Auditor to be warranted; and follow-up audits and monitoring of compliance with audit recommendations by audited entities.

### **Charter Commission**

Section 15-105 of the Charter provides for mandatory review of the Charter. After November 1 of every year ending in "4," but before the immediate following February 1, the Mayor and the presiding officer of the Council appoint a Charter Commission consisting of thirteen members to study and review the operation of the government of the City under the Charter. The Mayor appoints six members; the presiding officer of the Council, with the approval of the Council, appoints six members; and the thirteenth member is appointed by the Mayor and confirmed by the Council. The Commission elects a Chair from among its members. The Commission may propose amendments to the existing Charter or a draft of a revised charter, which is submitted to the City Clerk at any time prior to five working days before the deadline for submitting ballot questions for placement on the general election ballot as established in state law of the year ending in "6" that immediately follows the appointment of the Commission. Upon receipt of the amendments or revised charter, together with ballot language prepared by the Commission, the Clerk provides for the submission of such amendments or revised charter to the electors of the City at the next general election.

### **Council Reapportionment Commission**

Under section 3-103 of the Charter, the year 1991 and every tenth year thereafter are reapportionment years. A Council Reapportionment Commission of nine members is constituted on or before July 1 of every reapportionment year and whenever reapportionment is required by court order. Members are appointed by the presiding officer of the Council with the approval of the Council. No more than a majority of the members may be from the same political party. The Commission elects a Chair from among its members. In effecting reapportionment, the Commission must 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; and (c) district lines shall, where possible, follow permanent and easily recognized features, and, when practicable, shall coincide with census tract boundaries. On or before January 2 of the year following appointment, the Commission files with the City Clerk a reapportionment plan that is applicable to the next succeeding election at which council members are elected to regular terms.

## **Salary Commission**

An independent Salary Commission, under section 3-122 of the Charter, establishes the salaries of all elected City and County officials, including the Mayor, council members, and Prosecuting Attorney, and the following appointed officials: Managing Director, Deputy Managing Director, department heads and their deputies, Royal Hawaiian Band Director, and deputies of the Corporation Counsel and Prosecuting Attorney. The Commission consists of seven members appointed to staggered terms of five years: three by the Mayor, three by the Council, and one by the Mayor and confirmed by the Council. The Commission elects a Chair from among its members. The Commission convenes annually no later than February 1 and, after public hearing, establishes salaries and salary schedules no later than May 1 to take effect July 1, the first day of the fiscal year subsequent to their adoption by the Commission.

## **EXECUTIVE BRANCH**

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### **MAYOR**

The Mayor is elected to a term of four years and may not be elected to more than two consecutive full terms. The Mayor must be a duly qualified elector of the City not less than thirty years of age. The Mayor serves as the chief executive officer of the City and County government and exercises direct supervision over agencies when such arrangement is provided in the Charter or deemed desirable. The Mayor also exercises supervision, through the Managing Director, of other agencies; appoints necessary staff for which appropriations have been made by the City Council; creates or abolishes positions within the executive branch and makes monthly reports on such actions to the Council; makes temporary inter- and intra-departmental transfers of employees; recommends a pay plan for all persons employed in the executive branch to the Council; may appoint a personal representative who is subject to the Mayor's direction; submits annual operating and capital programs and budgets and necessary proposed budget ordinances to the Council; signs instruments requiring execution, except when other persons are authorized to sign by the Charter, ordinance, or resolution; presents information or messages to the Council; makes annual and periodic reports informing the public of city policies, programs, and operations; calls special sessions of the Council; may veto Council-passed bills, resolutions authorizing proceedings in eminent domain, and resolutions adopting or amending the city general plan; has a voice, but no vote, in proceedings of boards created by the Charter or ordinances; enforces provisions of the Charter, ordinances, and all applicable laws; and exercises other powers and performs other duties as prescribed by the Charter or ordinances.

## AGENCIES UNDER THE MAYOR

### Office of the Managing Director

**Managing Director.** The Managing Director is appointed and may be removed by the Mayor. The Managing Director must have had at least five years of such training and experience, either in public service or private business, as shall qualify the Managing Director to perform the executive duties of the office. As the principal management aide of the Mayor, the Managing Director supervises the heads of all executive departments and agencies under the Managing Director's assignment; evaluates the performance of those agencies; prescribes standards of administrative practice to be followed by those agencies; attends meetings on the Mayor's behalf, including those of the City Council, its committees, and of any board, commission, or committee, when requested; and performs all other duties required by the Charter or assigned in writing by the Mayor.

### Department of the Corporation Counsel

**Corporation Counsel.** The Department of the Corporation Counsel is headed by a Corporation Counsel who is appointed by the Mayor, with the approval of the Council, and may be removed by the Mayor. The Corporation Counsel must be an attorney licensed to practice law and in good standing before the Hawaii Supreme Court and who has engaged in the practice of law for at least five years. The Corporation Counsel serves as the chief legal advisor and legal representative of all agencies, the Council, and all officers and employees in matters relating to their official powers and duties; represents the City in all legal proceedings, except as otherwise provided in the Charter; and performs all other services incident to the office as may be required by the Charter or by law.

### ATTACHED FOR ADMINISTRATIVE PURPOSES

**Ethics Commission.** The Ethics Commission consists of seven members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Ethics Commission determines whether there have been any violations of the standards of conduct provisions of the City Charter or ordinances by any officer or employee of the City and County of Honolulu. It recommends disciplinary action through advisory opinions to the appointing authority.

## AGENCIES UNDER THE MANAGING DIRECTOR

### Department of Budget and Fiscal Services

The Department of Budget and Fiscal Services (BFS) is headed by a Director of Budget and Fiscal Services who is appointed and may be removed by the Mayor. Under the Director, the Department's responsibilities include: budgeting, purchasing, and treasury functions; real property assessment; real property tax billing and collection; managing the City's risk management program; performing long-range financial planning; maintaining inventories of lands under the jurisdiction of the Department of Parks and Recreation and equipment controlled by the City; and maintaining the integrity of the City's revenue and disbursement activities and financial records. The Director, who is the chief accounting officer of the City, must have had a minimum of five years of training and experience in a public or private financial position, including at least three in a responsible administrative capacity

### ATTACHED FOR ADMINISTRATIVE PURPOSES

**Clean Water and Natural Lands Advisory Commission.** The Clean Water and Natural Lands Advisory Commission consists of seven members who are appointed to staggered terms of five years. Three of the members are appointed by the Mayor, three are appointed by the Council, and one is appointed by a majority vote of the six appointed members. The Commission administers the Clean Water Natural Lands Fund and considers proposals for the purchase of or to otherwise acquire real estate or any interest therein for land conservation in the City.

**Ethics Board of Appeals.** The Ethics Board of Appeals consists of five members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. Any person aggrieved by a civil fine imposed by the Ethics Commission may appeal the civil fine to the Ethics Board of Appeals within thirty days of the mailing or service of the decision by the Ethics Commission.

**Liquor Commission.** The Liquor Commission consists of five members who are appointed to five-year terms by the Mayor and confirmed by the Council. The Commission issues liquor licenses and oversees the activities of licensees according to state law and its own rules. The Commission appoints and may remove a Liquor Administrator who serves as the administrative head of the commission staff.

**Oahu Workforce Development Board.** The Oahu Workforce Development Board (OWDB) is made up of individuals appointed by the Mayor to work in partnership with the State to implement a federally funded program that comes to the State of Hawaii through its Department of Labor and Industrial Relations. The State's Workforce Development Council together with the local workforce boards in each county cooperatively implement the Workforce Innovation and Opportunity Act (WIOA) of 2014,<sup>1</sup> which supersedes the Workforce Investment Act of 1998. The minimum OWDB membership is nineteen members. Functions of OWDB include, but are not limited to, development of a local plan that aligns with the state plan, labor market analysis,

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<sup>1</sup> See P.L. 113-128; 29 U.S.C. 3111 et seq.

convening workforce stakeholders, engaging employers, developing career pathways, the selection of a One-Stop Operator, as well as monitoring and certification of the American Job Center Network on Oahu.

**Real Property Boards of Review I, II, and III.** The Boards of Review consist of five members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Boards are independent bodies that hear property tax disputes between the Director of Budget and Fiscal Services and taxpayers.

## **Department of Community Services**

The Department of Community Services consists of a Director of Community Services, who is appointed and may be removed by the Mayor, and necessary staff. Under the Director, the Department develops and administers projects, programs, and plans of action for human resources and human services programs; develops and administers projects, programs, and plans of action designed to achieve sound community development, provided that such projects, programs, and plans of action conform to and implement the general plan and development plans; administers grants awarded from the Grants in Aid Fund; and acts as the local public officer for the purpose of implementing federally-aided and state-aided human resources, human services, housing, urban renewal, and community development programs.

### **ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Grants in Aid Advisory Commission.** The Grants in Aid Advisory Commission consists of seven members with staggered terms of five years who are charged with reviewing applications and making recommendations relating to the distribution of monies from the Grants in Aid fund to nonprofit organizations that provide services to economically and/or socially disadvantaged populations, or provide services for public benefits in the areas of the arts, culture, economic development, or the environment.

**Honolulu Committee on Aging.** Membership size of the Honolulu Committee on Aging is not fixed by law, and terms are coterminous with the Mayor. The Committee includes one elected official and one ex officio liaison member from the State Policy and Advisory Board on Elderly Affairs. The Committee advises the Mayor and the Elderly Affairs Division, Department of Community Services, on issues, problems, and needs of older people in the community. Subcommittees on Advocacy, Planning, and Senior Recognition assist with policy and program development.

**Honolulu County Committee on the Status of Women.** Membership size of the Honolulu County Committee on the Status of Women is not fixed by law, and appointments are for four-year terms. The Committee advises the Mayor and the State Commission on the Status of Women on matters of concern to Oahu's women. Its duties include public recognition of women's contributions, assessment of changes in women's status, and promotion of equality for both sexes.

**Mayor's Advisory Committee on Disabilities.** Membership size of the Mayor's Advisory Committee on Disabilities is not fixed by law, and terms are coterminous with the Mayor. The Committee makes recommendations on modifications to public facilities, such as curb ramps and TheBus operations, and generally advocates, promotes, and advises on how the special needs of the disabled community can be better served and interwoven with those of the general community.

### **Department of Customer Services**

The Department of Customer Services is headed by a Director of Customer Services who is appointed and may be removed by the Mayor. Under the Director, the Department receives complaints and inquiries concerning city policies, programs, and operations, and promptly answers those complaints or inquiries; fulfills the research and information needs of the City, coordinates a city government records management program, and supervises the city archive of documents and materials; performs motor vehicle driver licensing, commercial driver's licensing, and licensing of businesses, bicycles, mopeds, and dogs; conducts inspection of vehicles and reconstructed vehicles; and administers the motor vehicle registration program, abandoned vehicle program, and motor vehicle financial responsibility program.

### **Department of Design and Construction**

The Department of Design and Construction is headed by a Director of Design and Construction who is appointed and may be removed by the Mayor. Under the Director, the Department performs the planning, engineering, design, construction, and improvement of public buildings; performs the planning, engineering, design, and construction of public streets, roads, bridges and walkways, and drainage and flood improvements; and in consultation with the respective departments, performs the planning, engineering, design, and construction of parks and recreational facilities, and transportation systems. The Director must be a registered architect or registered professional engineer with a minimum of five years of training and experience in an architectural or engineering position, including at least three in a responsible administrative capacity.

### **Department of Emergency Management**

The Department of Emergency Management is headed by a Director of Emergency Management who is selected through the civil service process. Under the Director, the Department develops, prepares, and, in disaster or emergency situations, assists in the implementation of emergency management plans and programs to protect and promote the public health, safety, and welfare of the people of the City; and coordinates the emergency management and all-hazards preparedness activities and functions of the City with those of the state and federal governments and other public or private organizations within the State.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Citizens Advisory Commission on Civil Defense.** The Citizens Advisory Commission on Civil Defense consists of five members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Commission advises the Mayor, Council, and Director of Emergency Management on matters pertaining to civil defense and emergency management, and the promotion of community understanding and interest in such matters.

**Emergency Services Department**

The Emergency Services Department is headed by a Director of Emergency Services who is appointed and may be removed by the Mayor. Under the Director, the Department, as to medical services: is the primary provider of emergency medical care; develops programs and provides training and educational programs related to emergency medical services and injury prevention; is responsible for medical matters relating to public health and welfare; and is responsible for the administration of the City's health services programs and medical evaluations of current and prospective city employees. As to ocean safety, the Department is the primary responder to emergencies arising on the beach and in near shore waters, and is responsible for ocean safety training, educational, and risk reduction programs relating to ocean safety. The Director must have had a minimum of five years of training and experience in emergency medical services, including at least three in a responsible administrative capacity.

**Department of Enterprise Services**

The Department of Enterprise Services is headed by a Director of Enterprise Services who is appointed and may be removed by the Mayor. Under the Director, the Department operates and maintains the Neal S. Blaisdell Center, Waikiki Shell, Honolulu Zoo, six municipal golf courses, and any other auditorium or cultural or entertainment facilities assigned to the Department; and coordinates the preparation, administration, and enforcement of citywide concession contracts.

**Department of Environmental Services**

The Department of Environmental Services is headed by a Director who is appointed and may be removed by the Mayor. Under the Director, the Department oversees the planning and design of wastewater and solid waste facilities; oversees the operation and maintenance of sewer lines, treatment plants, and pumping stations; monitors the collection, treatment, and disposal of wastewater; and develops and administers solid waste collection, processing, and disposal systems. The Director must be a registered engineer with a background in sanitary engineering and have had a minimum of five years of engineering experience, including three in sanitary engineering, and three of administrative experience, not necessarily related to sanitary engineering.



## **Department of Facility Maintenance**

The Department of Facility Maintenance is headed by a Chief Engineer who is appointed and may be removed by the Mayor. Under the Chief Engineer, the Department maintains public buildings and their adjoining parking facilities, except as otherwise provided by law; maintains the city vehicle and equipment fleet (except those operated and maintained by the Honolulu Police Department, Honolulu Fire Department, Honolulu Board of Water Supply, and Honolulu Authority for Rapid Transportation), public streets, roads, bridges, traffic medians, triangles, circles, other traffic calming appurtenances and walkways, and drainage and flood control systems; and installs and maintains street lighting systems. The Department is also responsible for overseeing, coordinating, and enforcing compliance with storm water quality requirements and the enforcement of the City's Stored Property and Sidewalk Nuisance ordinances. The Chief Engineer must be a registered professional engineer and have had a minimum of five years of training and experience in an engineering position, including at least three in a responsible administrative capacity.

## **Fire Department**

The Fire Department consists of a Fire Chief, Fire Commission, and necessary staff. The Fire Chief is appointed and may be removed by the Fire Commission. Under the Fire Chief, the Department performs firefighting and rescue work to save lives, property, and the environment from fires; responds to emergencies arising on hazardous terrain and on the sea and hazardous material incidents; provides emergency medical care; trains, equips, maintains, and supervises firefighters and rescue personnel; monitors the construction and occupancy standards of buildings for fire prevention purposes; and provides educational programs related to fire prevention. The Fire Chief must have had a minimum of five years of training and experience in a fire department, including at least three in a responsible administrative capacity.

**Fire Commission.** The Fire Commission consists of seven members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Commission reviews and makes recommendations to the Mayor and Council on the annual budget of the Fire Department prepared by the Fire Chief; reviews the Department's operations, as deemed necessary, to recommend improvements to the Fire Chief; evaluates at least annually the performance of the Fire Chief and submits a report to the Mayor and Council; reviews personnel actions within the Department for conformance with the policies of recruitment, promotion, and training; hears complaints of citizens concerning the Department or its personnel and, if deemed necessary, makes recommendations to the Fire Chief on appropriate corrective actions; and submits an annual report to the Mayor and Council on its activities. The Commission does not interfere with the administrative affairs of the Department.

## **Department of Human Resources**

The Department of Human Resources consists of a Director of Human Resources, Civil Service Commission, and necessary staff. The Director is appointed and may be removed by the Mayor only for cause. Under the Director, the Department is responsible for the execution of the personnel program prescribed in the Charter and in the ordinances and rules authorized by the Charter. The Director must have had a minimum of five years of training and experience in personnel administration, either in public service or private business or both, including at least three years in a responsible administrative capacity, and must be in sympathy with the principles of the merit system.

**Civil Service Commission.** The Civil Service Commission consists of five members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Commission advises the Mayor and Director of Human Resources on problems concerning personnel administration; advises and assists the Director in fostering the interest of institutions of learning and civic, professional, and employee organizations in the improvement of personnel standards; makes any investigation which it may consider desirable concerning personnel administration; hears appeals; and prescribes rules.

## **Department of Information Technology**

The Department of Information Technology is headed by a Director of Information Technology who is appointed and may be removed by the Mayor. Under the Director, the Department operates and maintains information technology and telecommunications systems for the city government, excluding those systems maintained by the Board of Water Supply and any other semi-autonomous agencies created by ordinance; provides technical expertise and support in information technology and telecommunication technology to the city government; assists the Managing Director in information technology and telecommunication technology analyses and evaluation; and advises the Mayor on information technology and telecommunication technology matters.

## **Department of Land Management**

The Department of Land Management is headed by a Director of Land Management who is appointed and may be removed by the Mayor. Under the Director, the Department develops and manages city real property interests excluding those under the jurisdiction of the Department of Parks and Recreation; prepares and maintains a perpetual inventory of city real property interests; consults with and advises executive departments and agencies on best practices in land management, property management, and conservation and stewardship with respect to city real property interests; develops and implements land management plans, property management plans, and conservation and stewardship plans for all city real property interests that are not under the jurisdiction of any executive department or when requested by any executive department or agency; reviews and negotiates any transaction or activity that will result in real property interests being added to the City's inventory, including acquisitions funded by the City's Clean Water and

Natural Lands Fund and dedications of real property interests to the City; and recommends, reviews, and negotiates any transaction or activity relating to city real property interests, except those under the jurisdiction of the Department of Parks and Recreation, with particular focus on Transit-Oriented Development special districts.

### **Department of the Medical Examiner**

The Department of the Medical Examiner is headed by a Medical Examiner who is appointed by the Mayor and may be removed only for cause. Under the Medical Examiner, the Department performs 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 justice system; and exercises the power vested in the Coroner of the City by law, where not in conflict with the provisions of the Charter. The Medical Examiner and any Deputy Medical Examiner must be pathologists and licensed physicians and possess such additional licenses and certifications as state law may from time to time prescribe as qualifications for the performance of autopsies.

### **Department of Parks and Recreation**

The Department of Parks and Recreation consists of a Director of Parks and Recreation, Board of Parks and Recreation, and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department advises the Director of Design and Construction on the planning and design of the parks and recreational facilities of the City, and maintains and operates all such facilities; develops and implements programs for cultural, recreational, and other leisure-time activities for the people of the City; beautifies the public parks, facilities, and streets of the City, including, but not limited to, the planting, trimming, and maintenance of all shade trees, hedges, and shrubs on such city parks, facilities, and streets, except hedges and shrubs on traffic medians, triangles, circles, and other traffic calming appurtenances; and processes permit applications to use city parks and recreational facilities for free or affordable child day care programs for consideration by the Council, pursuant to the Charter. The Director must have had a minimum of five years of training and experience in a parks and recreation position or related fields, including at least three in a responsible administrative capacity.

**Board of Parks and Recreation.** The Board of Parks and Recreation consists of nine members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Board advises the Mayor, Council, and 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.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Honolulu County Arborist Advisory Committee.** The Honolulu County Arborist Advisory Committee consists of nine members: eight who are appointed by the Mayor and one ex officio member, the Director of Planning and Permitting, whose terms are coterminous with the Mayor. The Committee researches and recommends to the City Council exceptional trees to be protected by ordinance; advises property owners on the preservation and enhancement of exceptional trees; reviews all actions deemed by the Council to endanger exceptional trees; and recommends to the Council appropriate protective ordinances, regulations, and procedures.

**Department of Planning and Permitting**

The Department of Planning and Permitting consists of a Director of Planning and Permitting, Planning Commission, Zoning Board of Appeals, and necessary staff. The Director is appointed and may be removed by the Mayor. Under the Director, the Department prepares a General Plan and Development Plans, and their revisions; establishes procedures for adopting and revising the General Plan and Development Plans and amending state land use district boundaries; and is responsible for the City's long-range planning and community planning efforts, the administration and enforcement of ordinances and rules governing the development and use of land, various codes pertaining to the construction of buildings, and city standards pertaining to infrastructure requirements. The Director must have had a minimum of five years of training and experience in a responsible planning position, including at least three in a responsible administrative capacity in charge of major land utilization activities.

**Planning Commission.** The Planning Commission consists of nine members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Commission advises the Mayor, Council, and Director on planning programs; holds public hearings and makes recommendations on revisions and amendments to the General Plan, Development Plans, and zoning ordinances; and performs such other related duties as necessary to fulfill its responsibilities under the Charter or as may be assigned by the Mayor or Council.

**Zoning Board of Appeals.** The Zoning Board of Appeals consists of five members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Board hears and determines appeals regarding decisions of the Director of Planning and Permitting in the administration of zoning and subdivision ordinances and related rules.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Building Board of Appeals.** The Building Board of Appeals consists of nine members who are appointed to five-year terms by the Mayor and confirmed by the Council. The Board hears and determines appeals regarding decisions of officials of the Department of Planning and Permitting in the administration of building, electrical, plumbing, housing, and fire codes, and Building Energy Efficiency Standards. The Board also hears and determines requests for code variances.

## **Police Department**

The Honolulu Police Department (HPD) serves as the primary law enforcement agency for the City and County. HPD consists of a Chief of Police, Police Commission, and necessary staff. The Chief of Police is appointed and may be removed by the Police Commission. Under the Chief, HPD is responsible for the following: preservation of the public peace; protection of the rights of persons and property; prevention of crime; detection and arrest of offenders against the law; enforcement and prevention of violations of state laws and city ordinances; and service of process and notices in civil and criminal proceedings. The Chief of Police is appointed to a five-year term and must have had a minimum of five years of training and experience in law enforcement, including at least three in a responsible administrative capacity.

**Police Commission.** The Police Commission consists of seven members who are appointed to staggered terms of five years by the Mayor and confirmed by the Council. The Commission adopts rules and for the administration of the Police Department; reviews the annual budget prepared by the Chief of Police and may make recommendations thereon to the Mayor; receives, considers, and investigates charges brought by the public against the conduct of the Police Department or any of its members and submits a written report of its findings to the Chief; and evaluates at least annually the performance of the Chief. The Commission does not interfere with the administrative affairs of the Department.

## **Department of Transportation Services**

The Department of Transportation Services consists of a Director of Transportation Services, Rate Commission, and necessary staff. The Director of Transportation Services is appointed by the Mayor, subject to Council confirmation, and may be removed by the Mayor without necessity of Council action. Under the Director, the Department plans, operates, and maintains transportation systems, including bikeways, except for activities relating to the City's fixed guideway mass transit system, to meet public transportation needs, in accordance with the General Plan and Development Plans, and advises on the design plans and construction thereof; locates, selects, installs, and maintains traffic control facilities and devices; and provides educational programs to promote traffic safety. The Director has no power, duty, or function relating to transportation systems, facilities, or programs under the jurisdiction of the Public Transit Authority (Honolulu Authority for Rapid Transportation).

**Rate Commission.** The Rate Commission consists of seven members with five-year terms: Three members are appointed by the Mayor, three by the Council; and the seventh member, who serves as the Chair, is appointed by the Mayor and confirmed by the Council. The Rate Commission reviews at least annually, and recommends adjustments to, the fares, fees, rates, tolls, and other charges for the use of any and all modes of the multimodal transportation system. The Commission also submits an annual report to the Department of Transportation Services, the Mayor, and Council.

**ATTACHED FOR ADMINISTRATIVE PURPOSES**

**Mayor's Advisory Committee on Bicycling.** The Mayor's Advisory Committee on Bicycling presently consists of ten members whose terms are coterminous with the Mayor. The number of members is not limited. The Committee advises the Mayor on the City's planned and existing bikeways, promotes safety and education programs for bicyclists, and seeks to improve communication and interactions between public and private agencies concerned with bicycling.

**Mayor's Office of Culture and the Arts**

The Mayor's Office of Culture and the Arts (MOCA), headed by an Executive Director, promotes the value of arts and culture throughout communities in the City and County. As the liaison between the Mayor and the Commission on Culture and the Arts, MOCA works as a partner and catalyst for increasing opportunities, awareness, and involvement in cultural activities for the benefit of all. MOCA administers the Art in City Buildings Program, culture and arts programs, and collaborative programming.

**Commission on Culture and the Arts.** The Commission on Culture and the Arts consists of eleven members who are appointed to five-year terms by the Mayor and confirmed by the Council. The Commission assists the City in attaining national preeminence in culture and the arts and in the preservation of the artistic and cultural heritages of all its people; promotes a community environment that provides equal and abundant opportunity for exposure to culture and the arts in all its forms; and encourages and provides equal opportunity for the development of cultural and artistic talents of the people of Honolulu. The Commission decides on and purchases specific works of art to be acquired under the Art in City Buildings Program and the acceptability of works of art offered as gifts to the City.

**Office of Climate Change, Sustainability and Resiliency**

The Office of Climate Change, Sustainability and Resiliency (CCSR) is headed by an Executive Director who also serves as the City's Chief Resilience Officer. The responsibilities of CCSR are to: track climate change science and potential impacts on city facilities, coordinate actions and policies of city agencies to increase preparedness and develop resilient infrastructure in response to the effects of climate change, develop and coordinate city policies and programs that improve environmental performance, integrate sustainable and environmental values into city plans, programs and policies, and promote resilience of communities and coastal areas.

**Climate Change Advisory Commission.** The Climate Change Advisory Commission is appointed by the Mayor and confirmed by the Council, and consists of five members with expertise in climate change in Hawaii. Its role is to gather the latest science and information on climate change impacts to the City and provide advice and recommendations to the Mayor, Council, and executive departments as they look to draft policy and engage in planning for future climate change scenarios.

## **Office of Economic Development**

The Office of Economic Development (OED), headed by an Executive Director, works in partnership with Oahu's businesses, non-profit groups, and communities to support economic growth and enhance the quality of life in the City and County of Honolulu. As the level of government closest to the people, the City's role in economic development is at the community level and OED's programs are driven by the needs expressed by Oahu's communities. The Office works to provide a more nurturing, business-friendly environment for businesses and community organizations. OED also coordinates with city agencies and programs on the economic development implications of their activities and works with city organizations, community groups, and other government entities to stimulate economic development opportunities. OED focuses in areas where the City can build effective public-private partnerships to address needs and make a positive difference for Oahu's communities and businesses.

## **Office of Housing**

The Office of Housing is headed by an Executive for Housing who is appointed and may be removed by the Mayor. Under the Executive for Housing, the Office oversees, coordinates, and directs the development, preparation, and implementation of plans and programs relating to affordable housing, senior housing, special needs housing, and homelessness, for the benefit of the people of the City; oversees, coordinates, and directs the activities and functions of the City relating to affordable housing, senior housing, homelessness, and special needs housing; coordinates city activities and programs relating to affordable housing, senior housing, homelessness, and special needs housing with those of the state and federal governments and those of public or private housing organizations within the State. The Executive for Housing must have had a minimum of three years of experience in the administration of affordable housing programs or projects or programs for low-income, homeless, or special needs populations.

## **Neighborhood Commission Office**

The Neighborhood Commission Office provides administrative and technical staff to support the mandated functions of the Neighborhood Commission.

**Neighborhood Commission.** The Neighborhood Commission consists of nine members who serve staggered terms of five years. The Mayor appoints four members; the presiding officer of the Council, with the approval of the Council, appoints four members; and the ninth member is appointed by the Mayor and confirmed by the Council. The Neighborhood Commission develops, after public hearings, a neighborhood plan that is effective upon filing with the City Clerk; reviews and evaluates the effectiveness of the neighborhood plan and neighborhood boards and reports thereon; and assists areas of the City in the formation and operation of their neighborhoods and neighborhood boards, upon their request.

## **Royal Hawaiian Band**

The Royal Hawaiian Band serves as the official band of the City and County of Honolulu and has the distinction of being the only full-time municipal band in the nation and the only band in the United States established by a royal kingdom. With cultural roots dating back to the era of the Hawaiian monarchy, the mission of the Royal Hawaiian Band is to promote and foster music, both current and historic, to preserve the Hawaiian musical culture, inspire young musicians, and ultimately enrich the lives of the people and visitors of Hawaii. The Bandmaster is appointed and may be removed by the Mayor. The Bandmaster is charged with the supervision, direction, and control of the Royal Hawaiian Band, and keeps a permanent and accurate inventory of the musical instruments and other related equipment and fixtures assigned to or used by the Band.

## **SEMI-AUTONOMOUS AGENCIES**

### **Honolulu Authority for Rapid Transportation**

The Public Transit Authority, known as the Honolulu Authority for Rapid Transportation (HART), and established under Article XVII of the Charter, consists of a Board of Directors, Executive Director, and necessary staff. HART has the authority to develop, operate, maintain, and expand the City's fixed guideway system. The Executive Director administers all affairs of the Authority, including the rules and standards adopted by the Board, and must have at least five years of fixed guideway system experience.

**Board of Directors.** The Board of Directors consists of ten members: nine voting members and one nonvoting member. All members serve part time for staggered terms of five years, except for ex officio members. Of the nine voting members, three are appointed by the Mayor, three by the Council, two are ex officio members (the State Director of Transportation and City Director of Transportation Services), and the ninth member is appointed by a majority vote of the other voting members. The City Director of Planning and Permitting, the tenth member of the Board, is the nonvoting member. The Board is a policy-making body responsible for establishing policies for the development, operation, and maintenance of the fixed guideway system. The Board determines reasonable rates and charges so that the revenues derived, in conjunction with revenues received from the general excise and use tax surcharge, from the federal government, and from the revenue-generating properties of the Authority, are sufficient or as nearly sufficient as possible, to support the fixed guideway system and the Authority.

### **Board of Water Supply**

The department of water, known as the Board of Water Supply, and established under Article VII of the Charter, consists of a seven-member policy-making body (herein "Board"), the Manager and Chief Engineer of the Board of Water Supply, and necessary staff. Five members are appointed by the Mayor and confirmed by the Council to staggered terms of five years, and the Chief Engineer of the City Department of Facility Maintenance and the State Director of Transportation serve as ex officio members. The Board sets policies and prescribes rules and



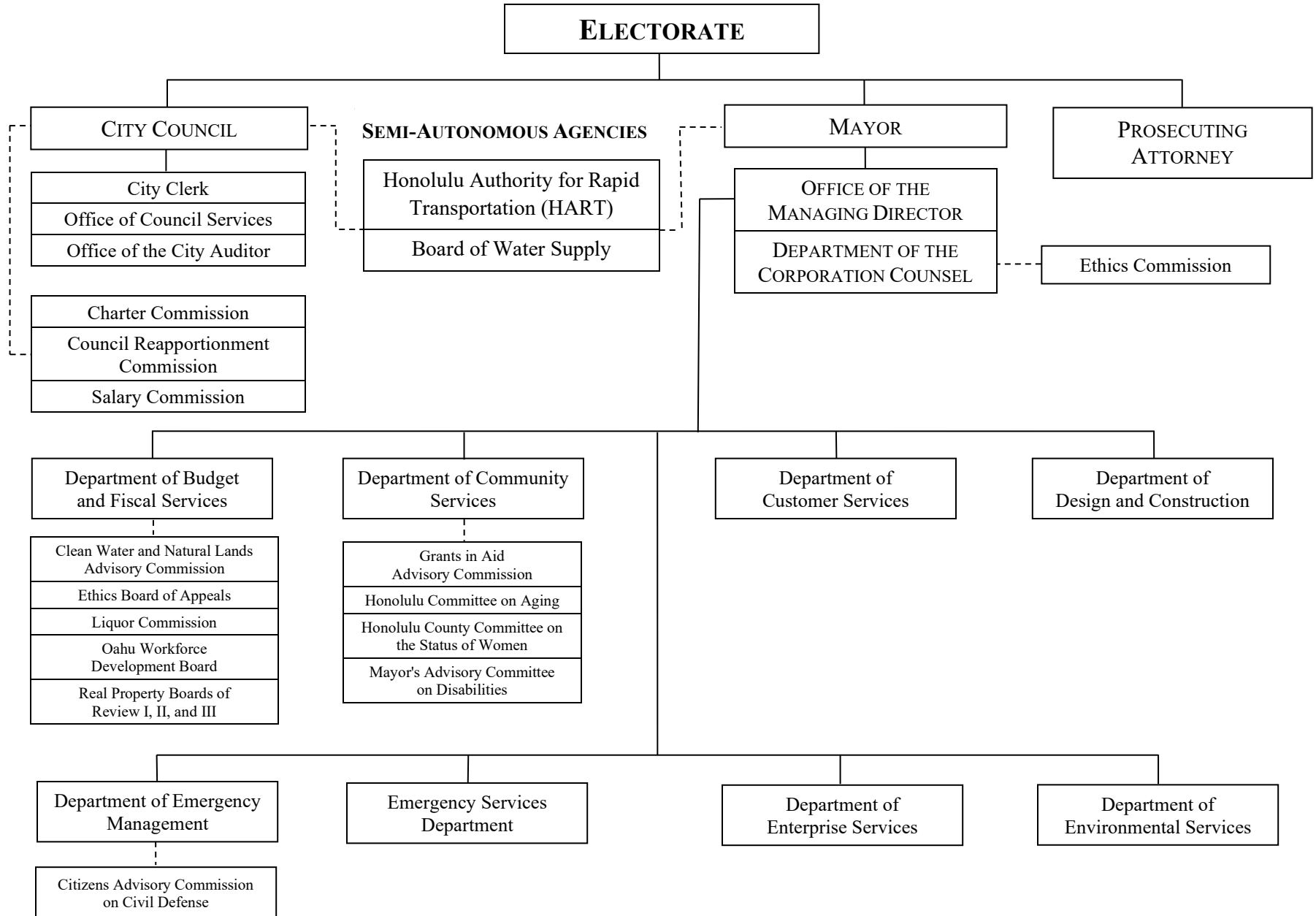
regulations for the management, control, and operation of the municipal water systems on Oahu and related properties, and fixes and adjusts reasonable rates and charges for the furnishing of water and for water services so that the revenues derived therefrom are sufficient to make the Department self-supporting. The Manager and Chief Engineer is appointed and removed by the Board. All municipal water systems, 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 those water systems shall be under the control of the Department. The Department has full and complete authority to manage, control, and operate the water systems and properties used or useful in connection with such water systems. The Manager and Chief Engineer must be a registered engineer with a minimum of five years of training and experience in waterworks activities or related fields, including at least three in a responsible administrative capacity.

### **DEPARTMENT OF THE PROSECUTING ATTORNEY**

<https://honoluluprosecutor.org>

The Department of the Prosecuting Attorney is headed by a Prosecuting Attorney who is elected to a four-year term and is not subject to term limits. The Prosecuting Attorney must be an attorney licensed to practice law and in good standing before the Hawaii Supreme Court, must have engaged in the practice of law for at least five years, and have been actively involved with criminal cases for at least three of the ten years preceding election to office. The Prosecuting Attorney has authority to appoint deputy prosecutors, administrative or executive assistants, and other necessary staff, including investigators who have all the powers and privileges of a police officer of the City. The Prosecuting Attorney attends all courts in the City and conducts, on behalf of the people, all prosecutions therein for offenses against the laws of the State and the ordinances and rules of the City.

# CITY AND COUNTY OF HONOLULU



OFFICE OF THE MANAGING DIRECTOR

