

CITY AND COUNTY OF HONOLULU

<http://www.co.honolulu.hi.us/>

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 Charter of the City and County of Honolulu.

LEGISLATIVE BRANCH

City Council

Except as otherwise provided by the City and County Charter, legislative powers are vested in and exercised by the City Council which consists of nine nonpartisan members elected for four-year terms. No Councilmember may serve for more than two consecutive full terms. Each of the members 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 which 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. The staff members of the Office conduct research, draft proposed ordinances, and provide other advisory and staff services to members of the Council. The Office is authorized to conduct performance audits of any City and County agency. Staff members are appointed by and serve under the direction of the presiding officer of the Council.

Office of the City Auditor. The Office of the City Auditor examines the use of public funds, evaluates programs and activities, and provides independent and objective analyses and recommendations to city decision makers to help promote accountability and effectiveness within Honolulu's city services. It adheres to the strict professional auditing requirements of Government Auditing Standards. The Office of the City Auditor reports performance audits (providing information to improve program operations), financial audits (review of financial statements), and attestation engagements (examination and review of a subject matter). The Charter requires the City Auditor to be independent of the Mayor and the City Council to help ensure objectivity. The Office of the City Auditor administratively reports to the City Council.

Council Reapportionment Commission. A Council Reapportionment Commission of nine members is constituted on or before July 1 of every reapportionment year or when reapportionment is required by court order. Reapportionment will next occur in 2010 and every tenth year thereafter. Members are appointed by the presiding officer of the Council with the approval of the Council. No more than a majority of the Commission members shall be from the same political party. The Commission is to consider and reapportion, if necessary, the districts from which Councilmembers are elected. On or before January 2 of the year following appointment, the Commission files with the City Clerk a reapportionment plan which shall be applicable to the next succeeding election at which all Councilmembers are elected.

Salary Commission

An independent Salary Commission establishes the salaries of all elected City and County officials, including the Mayor, Councilmembers, 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 the Prosecuting Attorney. The Commission consists of seven members: three appointed by the Mayor, three appointed by the Council, and the seventh member appointed 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 establishes salaries and salary schedules by May 1 to take effect July 1, the first day of the fiscal year subsequent to their adoption.

EXECUTIVE BRANCH

Mayor

The Mayor is elected for a term of four years. 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, and exercises supervision, through the Managing Director, of other agencies; appoints necessary staff for which appropriations have been made by the 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 DIRECTLY UNDER THE MAYOR

Corporation Counsel

The Corporation Counsel serves as the chief legal advisor and legal representative of all agencies, the City Council, and all officers and employees in matters relating to their official powers and duties; represents the City in all legal proceedings; and performs all other services incident to the Corporation Counsel's office as may be required by the City Charter or by law.

The Department of the Corporation Counsel is organized into Administration and four other divisions: Counseling and Drafting, Litigation, Family Support, and Real Property Tax. Effective October 1, 2007, Act 167, Session Laws of Hawaii 2007, transferred personnel employed by the Family Support Division, whose functions relate to child support enforcement, to the Department of the Attorney General.

Office of the Managing Director

The Managing Director, the principal management aide to the Mayor, is responsible for:

- Managing the affairs of the City;
- Supervising the heads of all executive departments and agencies under the Managing Director's assignment;
- Evaluating the performance of those agencies;
- Ensuring the Mayor's policies, goals and initiatives are implemented consistently throughout the City; and

- Setting standards of administrative practice to be followed by all agencies under the Managing Director's jurisdiction.

The Managing Director attends meetings on the Mayor's behalf, including those of the City Council and its committees, and provides planning, coordination, research, and staff support for the implementation of the Mayor's programs and initiatives.

The Managing Director also oversees the following programs, which organizationally fall under the Office of the Mayor: Office of Economic Development, Office of Waikiki Development, Honolulu Film Office, and Office of Culture and the Arts.

AGENCIES UNDER THE MANAGING DIRECTOR

Department of Budget and Fiscal Services

The Department of Budget and Fiscal Services is the central budgeting and accounting agency for the City and County of Honolulu. It is responsible for long-range financial planning and management of the City's operating and capital improvement budgets. It is also responsible for the management and integrity of the City's revenue and disbursement activities and financial records. It manages equipment inventories and administers a centralized purchasing activity. Additionally, it administratively supports the Liquor Commission, two Boards of Review, and two pension funds. It also administers the City's Risk Management Program.

Department of Community Services

The specific powers, duties, and functions of the Department of Community Services (DCS), as defined in Chapter 3, Section 6-302 of the Revised Charter of Honolulu (2000 Edition) are: (a) to develop and administer projects, programs, and plans of action for human resources and human services programs; (b) to develop and administer projects 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; and (c) to act 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.

DCS consists of the following program divisions: Office of Special Projects, Elderly Affairs, Community Assistance, Community Based Development, and Job Development (WorkHawaii). Administrative support is provided through the Department's Administrative Services Section.

Department of Customer Services

The Department of Customer Services (CSD) is responsible for public communication, motor vehicle registration and driver licensing, and operation of the Satellite City Hall system.

Additionally, the Department provides printing services for city departments and agencies, issues various permits, and manages the Municipal Library, the records management and archives programs, and the Municipal Bookstore. CSD also administers the City's contract with the Hawaiian Humane Society to provide spay, neuter, and animal pound services in addition to enforcement of ordinances dealing with animals.

Department of Design and Construction

The Department of Design and Construction (DDC) is the central agency responsible for the planning, design, and construction management of the City's Capital Improvement Program. Working in conjunction with its clients, the other operating departments in the City, DDC administers the planning, development, and implementation of capital improvements for all city agencies. These include development of infrastructure and facilities for wastewater, roads, and drainage; parks, fire, police, emergency services, customer services, finance, and planning and permitting. Additionally, DDC performs land survey and land acquisition in support of all city agencies.

DDC is organized into five divisions: Civil, Facilities, Land, Mechanical/Electrical, and Wastewater.

Department of Emergency Management

In February 2007, the Oahu Civil Defense Agency was reorganized into the Department of Emergency Management. Functions of the Department are to develop, prepare for, and assist in the implementation of emergency management plans and programs to protect and promote the public health, safety, and welfare of the City during times of disaster or emergency. The Department coordinates the emergency management activities and functions of the City with those of the state and federal governments and other public or private organizations for emergency management within the county.

Emergency Services Department

The Honolulu Emergency Services Department (HESD) is responsible for providing:

- Efficient, effective and economical operation of the pre-hospital emergency medical care and emergency ambulance service on Oahu;
- A comprehensive aquatic safety program for Oahu at nineteen City and County beach parks, including lifeguard services such as patrol and rescue activities and emergency response to medical cases in the beach environment;
- Injury prevention, public education, and public health programs and activities; and

- Coordination with other agencies at the local, state, and federal levels, and private organizations.

HESD is organized into Administration and two divisions: Emergency Medical Services Division and Ocean Safety and Lifeguard Services Division.

Department of Enterprise Services

The Department of Enterprise Services (DES) operates and maintains the Neal S. Blaisdell Center, Waikiki Shell, Honolulu Zoo, and six municipal golf courses. DES also coordinates the preparation, administration, and enforcement of citywide concession contracts.

DES enhances the City's ability to focus on revenue-generating opportunities and create operational synergies with a unique "bottom line" business orientation.

Department of Environmental Services

The Department of Environmental Services is responsible for the City's wastewater, storm water, and solid waste disposal services. The Department operates and maintains sewer lines, treatment plants, wastewater pump stations, land fills, refuse pickup and disposal, and storm drains, and is responsible for the chemical treatment and pumping of cesspools.

The mission of the Department is to protect public health and the environment by providing effective and efficient management of the wastewater, storm water, and solid waste disposal systems for the City and County of Honolulu.

Department of Facility Maintenance

The Department of Facility Maintenance administers the City's repair and maintenance programs for roads, bridges, streams, flood control systems, traffic signs and markings, city buildings and office facilities, and city vehicles and heavy equipment excluding certain vehicles and equipment belonging to the Police, Fire, and Emergency Services departments, and the Board of Water Supply. It also administers the repair and maintenance programs for mechanical, electrical, and electronic equipment and facilities for parks, streetlights, and communication centers. Additionally, the Department provides property management, parking garage management, security, and interdepartmental mail services.

The Department is organized into three divisions: Automotive Equipment Services, Public Building and Electrical Maintenance, and Road Maintenance, all headed by the Director and Chief Engineer.

Honolulu Fire Department

The Honolulu Fire Department (HFD) is responsible for providing fire fighting, rescue, emergency medical and hazardous materials response for the entire island of Oahu.

The Fire Chief and the Deputy Fire Chief manage the operation and administration of HFD and are mandated by the City Charter to be responsible for the following:

- Fire fighting and rescue work to save lives and properties from fires and emergencies emanating from hazardous terrain, ocean rescues and hazardous materials;
- Training, equipping, maintaining and supervising fire fighters and rescue personnel;
- Monitoring the construction and occupancy standards of buildings for the purpose of fire prevention;
- Providing educational programs related to fire prevention; and
- Performing other duties as may be required by law.

(See Fire Commission under Boards, Commissions, and Committees.)

Department of Human Resources

The Department of Human Resources (DHR) is the central personnel staff agency for the City and County of Honolulu. It establishes a comprehensive personnel management program based on merit principles and generally accepted methods governing the classification of positions and the employment, conduct, movement, and separation of public employees. DHR is also charged with building a career service designed to attract, select, and retain, on a merit basis, the best qualified civil servants.

The Director of Human Resources represents the Mayor in the collective bargaining process and directs and coordinates an employee-management relations program for the City. In addition, DHR carries out programs in the areas of training, safety, workers' compensation, health services, incentives and awards, and employee assistance.

The Department is organized into five major functional divisions: Classification and Pay, Employment and Personnel Services, Health Services, Industrial Safety and Workers' Compensation, and Labor Relations and Training.

Department of Information Technology

The Department of Information Technology (DIT) provides information technology support, guidance, and direction to the Mayor and city agencies to enable them to serve the

public in a cost-effective and efficient manner. It also provides limited computer services to other governmental and non-governmental agencies doing business with the City.

DIT is responsible for maintaining the City's main computer facility and providing citywide network connectivity twenty-four hours a day, seven days a week.

Department of the Medical Examiner

The Department of the Medical Examiner (MED) serves the public through the investigations of sudden, unexpected, violent, and suspicious deaths. The purpose of such investigations is to discover, document, and preserve the medical, anatomic, or evidentiary findings which will allow the Department to determine the cause and manner of death, to identify the time of death and injury, to prove or disprove an individual's guilt or innocence, to confirm or deny the account of how the death occurred, to determine or exclude other contributory or causative factors to the death, and to provide expert testimony in criminal and civil litigation.

MED is staffed by physicians specialized in forensic pathology, medical examiner's investigators, laboratory technologists, autopsy assistants, and clerical personnel.

Department of Parks and Recreation

The Department of Parks and Recreation manages, maintains, and operates all parks and recreation facilities of the City; develops and implements programs for cultural and recreational activities; and beautifies the public streets of the City. Its mission is to enhance the leisure lifestyle and quality of life for the people of Oahu through active and passive recreational opportunities.

There is an advisory Board of Parks and Recreation that consists of nine members who are appointed by the Mayor and confirmed by the City Council. The Board advises the Mayor, the City Council, and the Director on matters relating to recreation and cultural activities and associated facilities. (See Boards, Commissions, and Committees.)

Department of Planning and Permitting

The Department of Planning and Permitting is responsible for the City's long-range planning and community planning efforts and for the administration and enforcement of ordinances and regulations governing the development and use of land, various codes pertaining to the construction of buildings, and city standards and regulations pertaining to infrastructure requirements. The Department oversees the following four entities: Planning Commission, Zoning Board of Appeals, Building Board of Appeals, and the Design Advisory Committee. (See Boards, Commissions, and Committees.)

Honolulu Police Department

The Honolulu Police Department serves as the primary law enforcement agency for the City and County of Honolulu.

The Chief of Police directs the operation and administration of the Department and 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 processes and notices in civil and criminal proceedings.

The Chief of Police is appointed and removed by the Honolulu Police Commission. (See Boards, Commissions, and Committees.)

Department of Transportation Services

The Department of Transportation Services is responsible for the efficient, safe, and expeditious movement of traffic on city streets and roadways and for planning and coordinating public mass transportation systems and facilities. The City Charter ascribes the following responsibilities to the Department:

- Plan, design, operate, and maintain transportation systems to meet public needs.
- Locate, select, install, and maintain traffic control facilities and devices and street lighting systems;
- Approve plans and designs for the construction, reconstruction, and widening of public streets and roads;
- Provide educational programs to promote traffic safety; and
- Promulgate rules for the use of streets and roadways in accordance with standards established by law.

Neighborhood Commission Office

The Neighborhood Board system was created in 1972 to assist in the formation and operation of elected neighborhood boards on Oahu. The purpose of this system is to provide a mechanism to increase and assure resident participation in the process of government decision-making. Administrative and technical staff to support the mandated functions of the Neighborhood Commission and the neighborhood boards is provided through the Neighborhood Commission Office. (See Boards, Commissions, and Committees.)

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. The Band represents the City and County of Honolulu at public affairs and provides a wide variety of music for the educational and cultural needs of the community. Due to its cultural heritage, the Band endeavors to maintain its observance of and its participation in all events that were established during the Hawaiian monarchy era.

The Royal Hawaiian Band, made up of forty full-time positions, functions as a concert band, a marching band, and a glee club ensemble. The administrative and operational affairs of the Band are handled by the Bandmaster, assistant administrator, brass supervisor, woodwind supervisor, glee club leader, assistant conductor, drum major, librarian-in-charge, assistant librarian, field coordinator, and senior clerk-typist. With the exceptions of the Bandmaster and the senior clerk-typist, the other positions are dual positions -- they are musicians in the Band in addition to their administrative and staff responsibilities.

Board of Water Supply

The mission of the Board of Water Supply (BWS) is to provide Oahu residents with safe and dependable drinking water service at reasonable cost. Its operations and projects are funded by its water sales.

This is a semi-autonomous agency governed by a seven-member board which appoints the BWS Manager and Chief Engineer, who in turn supervises the agency's daily operations, the Deputy Manager's office, and three staff offices: Community Relations Office, Management and Budget Office, and Personnel Office. (See Boards, Commissions, and Committees.)

The Manager also supervises the eight BWS Divisions: Automotive, Computer Services, Customer Service, Field Operations, Finance, Land, Planning and Engineering, and Plant Operations.

BOARDS, COMMISSIONS, AND COMMITTEES

These are descriptive summaries of the functions and responsibilities of city boards, commissions, and committees. Most of these bodies are advisory in nature and were established in order to provide government agencies with citizen participation. Members of these bodies are appointed by the Mayor and confirmed by the City Council, except where otherwise noted. Members do not receive salaries or pay.

MAJOR BOARDS AND COMMISSIONS

Board of Water Supply

Seven members, five-year staggered terms. (Includes two ex-officio members: the Chief Engineer of the City Department of Public Works and the State Director of Transportation).

The Board of Water Supply sets policies and prescribes regulations for the management, control, and operation of the public water systems on Oahu and the properties of these systems, and fixes and adjusts rates and charges for the furnishing of water services. The Board also appoints the Manager and Chief Engineer of the Board of Water Supply.

Fire Commission

Five members, five-year staggered terms.

The Fire Commission appoints the Fire Chief and reviews and makes recommendations on the following: the annual budget of the Fire Department prepared by the Chief, as necessary; the Department's operations for the purpose of recommending improvements to the Fire Chief; evaluates at least annually the performance of the Fire Chief and submits a report to the Mayor and the City 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; submits an annual report to the Mayor and the Council on its activities. The Commission does not interfere with the administrative affairs of the Department.

Liquor Commission

Five members, five-year staggered terms.

The Liquor Commission issues liquor licenses and oversees the activities of licensees according to state law and its own rules.

Planning Commission

Nine members, five-year staggered terms.

The Planning Commission advises the Mayor, City Council, and the Director of the Department of Planning and Permitting on matters relating to land use and development. The Commission reviews, holds public hearings, and makes recommendations on revisions and amendments to the General Plan and Development Plans. It also reviews and holds hearings on zoning ordinances and amendments thereto and on state Special Use Permits. In addition, the Commission comments on rules and regulations that deal with zoning and land subdivision as prepared for the Director of Planning and Permitting. The Planning Commission comes under the Department of Planning and Permitting for administrative purposes.

Police Commission

Seven members, five-year staggered terms.

The Police Commission appoints the Chief of Police, reviews rules and regulations for the administration of the Police Department, and evaluates, considers, and investigates charges brought by the public against the conduct of the Police Department or any of its members. It also reviews the annual budget prepared by the Police Department and may make recommendations thereon to the Mayor.

OTHER BOARDS, COMMISSIONS, AND COMMITTEES

Honolulu Committee on Aging

Membership size is not fixed by law and terms are coterminous with the Mayor. (It includes one elected official and one ex-officio liaison member from the State Policy and Advisory Board on Elderly Affairs.)

The Honolulu Committee on Aging advises the Mayor and the Elderly Affairs Division, Department of Community Services, on issues, problems, and needs of older people in the community. Sub-committees on Advocacy, Planning, and Senior Recognition assist with policy and program development.

Honolulu County Arborist Advisory Committee

Five members, terms coterminous with the Mayor (includes one ex-officio member, the Director of the Department of Planning and Permitting.)

The County Arborist Advisory Committee researches, prepares, and recommends to the City Council trees of exceptional character to be protected by ordinance, advises property owners

relative to the preservation and enhancement of "exceptional" trees, reviews all actions deemed necessary by the Council to protect endangered "exceptional" trees, and recommends to the Council appropriate protective ordinances, regulations, and procedures. The County Arborist Committee is mandated by section 58-2, Hawaii Revised Statutes.

Mayor's Advisory Committee on Bicycling

Presently eight members; the number of members is not limited; terms are coterminous with the Mayor.

The Mayor's Advisory Committee on Bicycling 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.

Child Care Advisory Board

Nine members (four members are appointed by the Mayor, four by the City Council, and the ninth member is appointed by the Mayor and confirmed by the Council).

The Child Care Advisory Board advises on the means to encourage the private sector to become partners with the City in expanding child care services, and to increase the public's awareness of child care issues; it also serves as a forum for the community to address child care needs and consider appropriate actions for public and private implementation.

Building Board of Appeals

Nine members, five-year staggered terms.

The Building Board of Appeals 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. The Board also hears and determines requests for code variances.

Civil Defense Advisory Commission

Five members, five-year staggered terms.

The Civil Defense Advisory Commission advises the Mayor, the City Council, and the Director of Emergency Management on matters pertaining to civil defense and emergency management, and to the promotion of community understanding and interest in such matters.

Civil Service Commission

Five members, five-year staggered terms.

The Civil Service Commission advises the Mayor and the Director of the Department of Human Resources on matters 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 and regulations.

Commission on Culture and the Arts

Eleven members, five-year staggered terms.

The Commission on Culture and the Arts assists the City in the preservation of the artistic and cultural heritages of all people residing in Honolulu. The Commission also makes recommendations concerning the "Art in City Buildings Ordinance" in connection with the acquisition of art works and the acceptance of works of art offered as gifts.

Recommendations are made in the area of community aesthetics to the executive and legislative branches of the City after reviewing all planned and existing city buildings, grounds and facilities.

Mayor's Committee for People with Disabilities

Membership size not fixed by law, terms coterminous with the Mayor.

The Mayor's Committee for People with Disabilities 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.

Design Advisory Committee

Eight members whose terms are coterminous with the Mayor.

The Design Advisory Committee advises the Department of Planning and Permitting on design issues related to project proposals, reviews applications, and assesses appropriateness and conformity to design standards and guidelines for development within the Special Districts.

Ethics Commission

Seven members, five-year staggered terms.

The Ethics Commission determines whether there have been any violations of the standards of conduct provisions of the Honolulu 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.

Neighborhood Commission

Nine members, five-year staggered terms. (Four members are appointed by the Mayor, four by the City Council; one is appointed by the Mayor and confirmed by the Council).

The Neighborhood Commission periodically reviews and evaluates the effectiveness of the Neighborhood Plan and the Neighborhood Boards. The Commission also assists in the formation of Neighborhood Boards and the operation of Neighborhood Boards, upon request.

Board of Parks and Recreation

Nine members, five-year staggered terms.

The Board of Parks and Recreation advises the Mayor, City Council, and Director of Parks and Recreation on matters relating to recreational, cultural, and entertainment activities and facilities of the City and County.

Boards of Review (Real Property Tax Assessment)

Five members per board, five-year staggered terms.

Although attached to the Real Property Assessment Division of the Department of Budget and Fiscal Services for administrative and clerical assistance, the Boards of Review are independent bodies established to settle disputes between the taxpayer and the real property tax assessor. While most cases settled by the Boards involve differences of opinion over the assessed valuation of real property, the Boards also decide issues involving the disallowance of exemptions by the assessor.

Honolulu County Committee on the Status of Women

Membership size is not fixed by law, four-year staggered terms.

The Honolulu County Committee on the Status of Women advises the Mayor and the State Commission on the Status of Women on matters of concern to Oahu's women. Its duties include the public recognition of women's contributions, assessment of changes in women's status and promotion of equality for both sexes.

Zoning Board of Appeals

Five members, five-year staggered terms.

The Zoning Board of Appeals hears and determines appeals regarding decisions of the Director of Planning and Permitting in the administration of zoning and subdivision ordinances and related rules and regulations. The Board also hears requests for variances from the Land Use Ordinance.

Transportation Commission

Seven members, five-year staggered terms.

The Transportation Commission annually evaluates the performance of the Director of the Department of Transportation Services, reviews and makes recommendations on rules concerning the administration and operation of the Department, the Department's annual budget, changes to the public transit fare structure when deemed necessary, and on the performance of public transit and other transportation system contractors under the jurisdiction of the Department. The Commission does not interfere with the administrative affairs of the Department.

Oahu Workforce Investment Board

Fifty-one members appointed by the Mayor.

The Oahu Workforce Investment Board (WIB) replaced the Oahu Private Industry Council and was created in response to the passage of the federal 1998 Workforce Investment Act. The Act mandated local governments to establish training and employment programs designed to meet the needs of local businesses and the needs of job seekers including those who want to further their careers. WIB is responsible for the development of a local strategic workforce investment plan for the City and County of Honolulu.

Board of Public Golf Courses

Seven members appointed by the Mayor; terms coterminous with the Mayor.

The Board of Public Golf Courses is vested with the responsibility of advising the Mayor, the City Council, and the Director of Enterprise Services on matters related to the services provided by public golf courses under the City's jurisdiction.

Poundmasters

Suitable persons appointed by the Mayor; terms coterminous with the Mayor.

Each poundmaster is responsible for the safekeeping and proper care of any estray committed to the poundmaster's charge. An estray is any horse, mule, ass, hog, sheep, goat, or cattle found at large, and not upon the land of the owner or person having charge of that animal, or if found doing damage to the property of private individuals or of the government. It is the duty of the poundmaster to notify in writing the owner, if known, of the animal upon its impounding, or to publish a notice in a newspaper giving a full description of any estray and the day on which it will be sold at public auction if unclaimed.

Charter Commission

Article XV of the Revised Charter of Honolulu requires period review of the Charter by an appointed commission. In the 2004 general election, the voters of the City and County of Honolulu passed an amendment to the Charter that called for the appointment of a Charter Commission in 2004 and every ten years thereafter. Thirteen members were appointed to the 2005-2006 Charter Commission. The Charter Commission selected twelve questions for placement on the November 7, 2006, general election ballot. The voters of Honolulu approved eight amendments to the Charter. Under current Charter provisions, the next Charter Commission will convene in 2014.

DEPARTMENT OF THE PROSECUTING ATTORNEY

The Department of the Prosecuting Attorney is headed by a Prosecuting Attorney who is elected for 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, shall 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.

