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ORGANIZATION CHART AND FUNCTIONS
OF DEPARTMENTS, BOARDS AND
COMMISSIONS

LEGISLATIVE REFERENCE BUREAU
STATE OF HAWAII
ROOM 004, STATE CAPITOL • HONOLULU, HAWAII 96813

CITY AND COUNTY

OF HONOLULU

Organization Chart and Functions
of Departments, Boards and
Commissions

Legislative Reference Bureau
August, 1944

LEGISLATIVE REFERENCE BUREAU

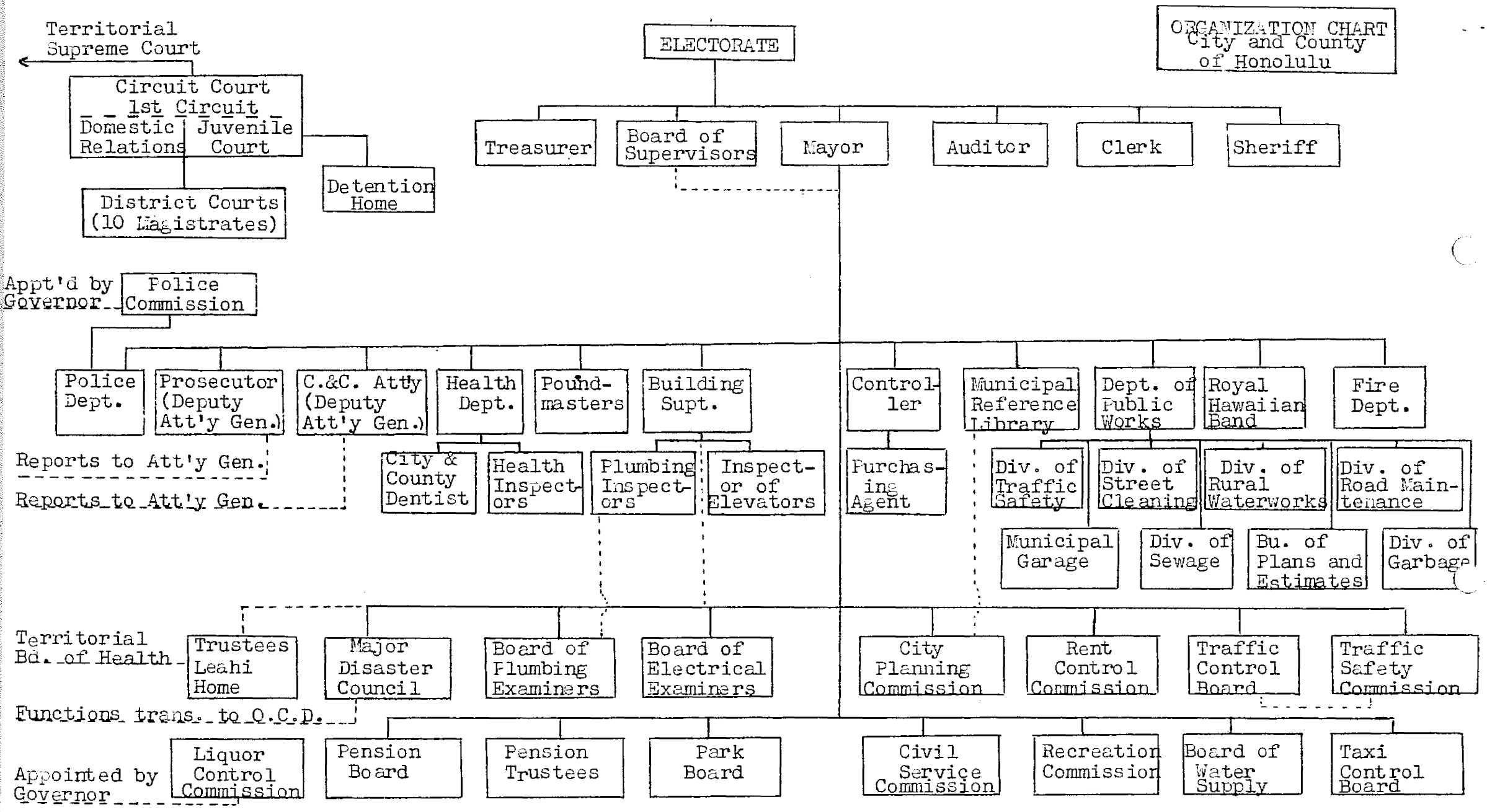
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TERRITORY OF HAWAII

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ORGANIZATION CHART
City and County
of Honolulu



1.s Name of Agency: Board of Supervisors.s

2. Citation: Revised Laws, 1935, as amended to date: Section 1921 (46), Section 2416 (45), Section 3007 (47-49), Section 3009 (50), Section 3021 (1-37, 42), Section 3022 (38), Section 3022A, B (39-40), Section 3027 (41), Section 3060 (43), Section 3167 (44)s

3. When Created: 1907.

4.s Composition: Seven members.s

5.s Head: "The mayor shall be the presiding officer . . . in the absence of the mayor the board shall appoint a presiding officer pro tempore from its own members."

6. How Appointed: Elected at large by electors of the city and county for terms of two years.

7.s Powers and Duties:s

1. Make and enforce within limits of the city and county all necessary ordinances covering:

- a. local police matters
- b. sanitation
- c. inspection of buildings
- d. condemnation of unsafe structures
- e. plumbing
- f. sewers
- g. dairies and milk
- h. fish
- i. cemeteries, burying grounds, interment of dead and morgues.
- j.s collection and disposition of rubbish and garbage.s
- k. defining of regulation, restriction and control of the location, building and use of tenements.
- l. appointment of city and county physicians and sanitary and other inspectors as necessary.

2. Regulate and control use of streets, highways, public places, alleys, sidewalks, public thoroughfares of city and county.

3. Prevent and remove nuisances.

4. Regulate construction of chimneys and smokestacks.

5. Regulate construction and location of foundries, bakeries, canneries, factories, laundries, poi-shops, fish markets, hotels, lodging houses, theatres, dance halls, stables, places for keeping animals.

6. Protect health, life and property and preserve and enforce good government, order and security.

7. Regulate marking and lighting of structures which may be hazards to aerial navigation.

8. Create Traffic Safety Commission.s

9.s Control of fire hazards, prevention of fires and maintenance of fire departments.

10. Regulate use of public passenger vehicles when not within jurisdiction of public utilities commission.

11. Provide public pounds and make rules and regulations in matter of cattle, dogs and other animals or fowls running at large; appoint poundmasters.

12. Establish and maintain water works.

13. Build, maintain and regulate hospitals, school houses, court houses, jails, and detention homes.
14. Assist financially secular institutions engaged in charitable relief.
15. Create and organize a "Municipal Market."
16. Purchase or acquire by condemnation property necessary for public use.
17. Assist financially Hawaii Tourist Bureau.
18. Regulate and control public utility apparatus.
19. Acquire buildings for city and county purposes.
20. Acquire plants, apparatus and appliances for lighting streets and public buildings, sprinkling and cleaning streets.
21. Prescribe fines, forfeitures and penalties for breach of any ordinance.
22. Fix fees and charges for all official services.
23. Provide payment of compensation to interpreters in district courts, at inquests, etc.
24. Offer rewards for apprehension and conviction of persons who commit felonies.
25. Provide seals for city and county and the several departments, boards and offices.
26. Fix hours of labor and compensation of all employees in service of city and county.
27. Provide for sale or disposition (by resolution) of personal property unfit or unnecessary for use of city and county.
28. Sell at auction real property of city and county, or exchange for other lands.
29. Make contracts and do all things necessary and proper to carry into execution the powers vested in city and county or any officer thereof.
30. Make appropriations for public celebrations and entertainments of distinguished visitors.
31. Provide for exhibition of moving pictures on Sundays after 12:30 p.m. and plays after 6:30 p.m.
32. Make provisions for care of indigents.
33. Regulate public dance houses.
34. Make provisions for care of medically indigent.
35. Exercise such legislative powers necessary to carry out powers, functions and duties of board, authorized expressly or by implication by law.
36. Establish suitable routes for free transportation of school children outside of Honolulu when necessary.
37. Regulate renting, subletting and rental conditions of property.
38. Appropriate \$300,000 annually for maintenance and upkeep of Leahi Home.
39. Appropriate money for use of city planning commission upon its request.
40. Appropriate money for use of police department.
41. Name all streets, roads and lanes in the city and county of Honolulu and place names at all intersections.
42. Regulate numbering of houses and places of business in the city and county.
43. Constitute Board of Impeachment to try elected officers of city and county.
44. Control of and protection against floods and flood water, including power to issue bonds for this purpose.
45. Make rules and regulations concerning conduct of business of persons licensed by Treasurer of city and county.
46. Submit budget each year showing estimated receipts and expenditures to Treasurer of Territory in order that real property tax rates may be determined.

47. Appoint such committee clerks and other assistants as necessary.
48. Establish rules for its proceedings and keep journal of them.
49. Suspend members for disorderly or contemptuous behavior, and expel any person guilty of such behavior at its meetings.
50. Hold regular meetings on the first Tuesday after the first Monday of each month and other regular and special meetings on such days as it shall determine.

- 1.r Name of Agency: Executive Department.r
- 2.r Citation: Revised Laws, 1935, Sections 3036, 3062-3066.r
- 3.r When Created: 1907.r
- 4.r Composition: Mayor, his secretary and other assistants.r
- 5.r Head: Mayor.r
6. How Appointed: Elected at large by electors of the City and County for a term of two years.

7. Powers and Duties:

1. Observe official conduct of all public officers.
2. See that books and records of all departments, boards, offices and persons are kept in legal and proper form.
- 3.r Recommend to proper officers of the different departments such measures as he may deem beneficial to public interest.r
4. See that laws of the Territory and Ordinances of the City and County are observed and enforced.
5. Exercise general supervision over all departments and public institutions of the City and County.
6. Take proper measures for the preservation of public order and the suppression of all riots, for which purpose he may use and command the police force.
7. See that all contracts and agreements with the City and County are faithfully performed.
- 8.r Make appointments, with approval of Board of Supervisors, to all appointive department heads of the City and County, created or organized by law or ordinance, whose terms have expired and all others whose appointments are not otherwise provided for.r
9. Serve as president of the Board of Supervisors or Board of Impeachment.
10. Call special sessions of the Board and communicate to them the objects for which they have been convened.

1. Name of Agency: Treasurer.

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2. Citation: Revised Laws, 1935, Sections 3036, 3078, 3092.
Revised Ordinances, 1942, Sections 751, 1130, 1131.

3. When Created: 1907.

4. Composition: Treasurer and such deputies, clerks, stenographers and other assistants, appointed by him, for which appropriations are made by the board.

5. Head: Treasurer.

6. How Appointed: Elected at large by electors of the city and county for a term of two years.

7. Powers and Duties:

1. Receive all money belonging to the city and county and all other money directed by law to be paid to him, to keep same, and apply and pay out, rendering account therefore as required by law.
2. Keep account of receipt and expenditure of all such moneys in books provided for that purpose.
3. Keep books so that amount received and paid out on account of separate funds or specific appropriations should be exhibited in separate accounts and the whole receipts and expenditures shown in one general cash account.
4. Disburse city and county moneys only in warrants issued by the auditor.
5. Enter no moneys received for the current year on his account with the city and county for the previous fiscal year until after the annual settlement for the previous year has been made with the city and county controller.
6. Issue Treasurer's warrant notes when warrants presented and not paid for want of funds.
7. Issue license plates to dealers and publicly owned vehicles, motor vehicles owned by police officers, and keep record of numbers.
8. Issue and keep record of hunting permits.
9. Perform other duties as provided by law.

8. Miscellaneous:

Amended by Laws of Special Session, 1941, Series B-37 and E-87, regarding duties in connection with bonding of city and county officers and selling of lots.

1. Name of Agency: Sheriff.
2. Citation: Revised Laws, 1935, Sections 3036, 3105.
3. When Created: 1907.
4. Composition: Sheriff and such deputies and employees, appointed by him, for which appropriations are made by the board.
5. Head: Sheriff.
6. How Appointed: Elected at large by electors of City and County for a term of two years.
7. Powers and Duties:
 1. Attend all circuit courts held within the City and County and obey all lawful orders and directions of all such courts.
 2. Take charge of and keep the Honolulu jail and all prisoners committed thereto.
 3. Serve all processes and notices, except in criminal proceedings.
 4. Certify upon every process or notice the manner and time of service, or if he fails to make service, the reason.
 5. For purposes of carrying out specific duties, the sheriff and his deputies shall exercise all powers of a police officer.

8. Miscellaneous:

Also acts as Coroner.

1. Name of Agency: City and County Clerk.
2. Citation: Revised Laws, 1935, Sections 3036, 3103-3104.
3. When Created: 1907.
4. Composition: City and county clerk and such deputies, clerks, stenographers and assistants, appointed by him, for which appropriations have been made by the board.
5. Head: City and county clerk.
6. How Appointed: Elected at large by electors of the city and county for a term of two years.
7. Powers and Duties:
 1. Take charge of all books, papers, records and all ordinances and resolutions adopted by the board.
 2. Ex-officio clerk of the board.
 - a. Record all proceedings of the board.
 - b. Make entries of all resolutions and decisions on all questions concerning the raising of money for and allowance of accounts against the city and county.
 - c. Record vote of each member on any question upon which there is a division, or at the request of any member present.
 - d. After adjournment, certify all demands allowed and orders made for the payment of money, countersigned by mayor, and deliver to auditor.
 - e. File and preserve all reports required by law to be made to the board.
 - f. Preserve and file a memorandum of all accounts acted upon by board.
 - g. Authenticate with signature and seal the proceedings of the board whenever the same shall be ordered published.
 - h. Administer oaths and affirmatives.
 - i. Perform all other duties required by law or any rule or order of the board.
 3. Adopt a seal of office.
 4. Have custody of the seal and of all leases, grants and other documents, records and papers of the city and county.

1. Name of Agency: Auditor.
2. Citation: Revised Laws, 1935, Sections 3036, 3068-3077.
3. When Created: 1907.
4. Composition: Auditor and such deputies, clerks, stenographers and other assistants (appointed by him) as may be necessary, for whose employment authorization has been granted by the board.
5. Head: Auditor.
6. How Appointed: Elected at large by electors of the City and County for a term of two years.
7. Powers and Duties:

1. Draw all warrants and maintain a record of same after pre-audit and written approval by controller.
2. Examine books of treasurer monthly, and from time to time audit accounts of all boards, offices and employees of the city and county charged with the custody, collection or disbursement of funds.
3. Auditor and controller shall, at least once every three months, count money in treasury and make and verify report showing amount that ought to be and amount that is therein.

8. Miscellaneous:

Amended by Laws of 1943 (March 20, 1943, Series B-94, Laws 1943), Powers and duties (2) above amended to read: "at least once each calendar year" instead of "from time to time"; such reports to be submitted to the mayor, the board of supervisors and the controller for necessary action.

1. Name of Agency: Circuit Court (1st Circuit).
2. Citation: Organic Act, Sec. 81; Revised Laws, 1935, Sections 3630-3649.
3. When Created: 1892.
4. Composition: Five judges - 1st, 2nd, 3rd, domestic relations, and 5th.
5. Head: 1st judge.
6. How Appointed: President of the U. S.
7. Powers and Duties:
 1. Have jurisdiction of all criminal offenses under laws of T. H. within their circuits.
 2. Hear all suits for penalties and forfeitures.
 3. Hear causes, civil and criminal, on appeal.
 4. Hear proceedings brought in name of public utilities commission.
 5. Hear all civil causes at law, except as otherwise provided.

Judges in Chambers:

1. Have jurisdiction of matters of equity.
2. Have jurisdiction of matters of divorce, etc.
3. Grant probate of wills, appoint administrators and guardians, determine heirs.
4. Admeasure dower and curtesy and partition real estate.
5. Legalize the adoption of children.
6. Issue writs of habeas corpus.
7. Issue writs of error, etc.

1. Name of Agency: Juvenile Court.
2. Citation: Revised Laws, 1935, Sections 4610-4613.
3. When Created: 1909.
4. Composition: Circuit judges in chambers.
5. Head: Circuit judge.
6. How Appointed: Honolulu, circuit judges in chambers.
7. Powers and Duties:
 1. Cases involving minors under eighteen and over twelve.
 2. Designate probation officer or other persons to have custody while under orders of the judge.
 3. Appoint probation officers (by domestic relation judge).

1. Name of Agency: Detention Home.
2. Citation: Revised Laws, 1935, Sections 4616 A-C [Laws 1943, Series C-118, Act 137].
3. When Created: May 6, 1943.
4. Composition: Director and assistants.
5. Head: Director.
6. How Appointed: By judge of the juvenile court.
7. Powers and Duties:
 1. Give temporary care and custody to delinquent minors referred to it by juvenile crime prevention bureau of police department and by judge of juvenile court.
 2. Give temporary care and treatment to minors exhibiting delinquent tendencies.

1. Name of Agency: District Court.
2. Citation: Revised Laws, 1935, Sections 3760, 3765.
3. When Created: 1892.
4. Composition: Ten district magistrates, four Honolulu district, one each in outlying districts.
5. Head: District magistrate.
6. How Appointed: By Chief Justice of Supreme Court for terms of two years.
7. Powers and Duties:
 1. Jurisdiction over all civil actions when damages not exceeding \$50, and concurrent jurisdiction when not exceeding \$500.
 2. Power to administer oaths, perpetuate testimony, issue commissions for testimony, grant continuances, subpoena witnesses, enforce judgment and punish contempts.
 3. Jurisdiction over criminal offenses punishable by fine or imprisonment not exceeding one year.

1. Name of Agency: Public Prosecutor.
2. Citation: Revised Laws, 1935, Sections 3036, 3098-3099.
3. When Created: 1907.
4. Composition: Public prosecutor and such deputies, legal assistants, clerks, stenographers, investigators, interpreters and other assistants, appointed by him, and for which appropriations are made by the board.
5. Head: Public Prosecutor.
6. How Appointed: By mayor with approval of board for a term of two years.
7. Powers and Duties:
 1. Deputy of Attorney-General of Territory.
 2. Attend all courts in the city and county and, under the control and directory of the attorney general, conduct on behalf of the people all prosecutions therein for offenses against the laws of the Territory and the ordinances of the City and County.
 3. Appear in every criminal case where there shall be a change of venue from the courts in the City and County and prosecute the same in any county to which the same shall be changed or removed.
 4. Institute proceedings or direct the chief of police to do so before the magistrates for the arrest of persons charged with or suspected of public offenses.
 5. Deliver receipts for money or property received in his official capacity and file duplicates thereof with city and county treasurer.
 6. File monthly account with auditor.
 7. Exclusive jurisdiction in matters dealing with criminal law and criminal procedure.
8. Miscellaneous:

Is Deputy Attorney-General and designated to report to Attorney-General of the Territory.

1. Name of Agency: City and County Attorney.
2. Citation: Revised Laws, 1935, Sections 3036, 3093-3096.
3. When Created: 1907.
4. Composition: City and county attorney and such deputies, legal assistants, clerks, stenographers, interpreters and other assistants (appointed by him) as may be necessary, and for which appropriations have been made by board.
5. Head: City and County Attorney.
6. How Appointed: Appointed by mayor for a term of two years.
7. Powers and Duties:
 1. Deputy of Attorney-General of Territory.
 2. Attend all courts of the city and county and conduct on behalf of the people all civil cases in which the city and county is interested.
 3. Appear in every civil case in which the city and county is interested where there shall be a change of venue and prosecute or defend the same in any county to which the same shall be changed or removed.
 4. Defend all suits brought against the city and county, wherever brought, prosecute all recognizers forfeited in the courts of record, assist the tax collector in the collection of delinquent taxes, and prosecute all actions for the recovery of debts, fines, penalties, forfeitures and other claims accruing to the territory or the city and county.
 5. Deliver receipts for money or property received in his official capacity and file duplicates thereof with the city and county treasurer.
 6. Act as legal advisor to city and county officers on matters relative to the duties of their offices.
 7. Draft ordinances for the city and county.
 8. Defend officers in cases of civil action for damages in connection with official duties.
8. Miscellaneous:

Also Deputy Attorney-General to report to Attorney-General of the Territory.

1. Name of Agency: Controller.
2. Citation: Revised Laws, 1935, Sections 3067.01-3067.06 (Series B-79, Laws 1939).
3. When Created: 1939.
4. Composition: Controller; deputies, clerks, stenographers and assistants, appointed by him, for whose employment authorization is granted and appropriations made by board.
5. Head: Controller.
6. How Appointed: By mayor for term of four years--subject to confirmation and approval of four members of the board.
7. Powers and Duties:
 1. General supervision over all budgeting, financing, reporting, purchasing and accounting, and may prescribe methods and forms to be used, subject to statutory provisions.
 2. Investigate the administration of the various departments and offices of the city and county for the purpose of recommending to the mayor and the board of supervisors concerning duties, efficiency and such changes as will promote economy and efficiency.
 3. Furnish the mayor or board such aid, information or recommendation as shall be requested of him.
 4. Custodian of official bonds.
 5. Prepare annual complete financial report.
 6. Prepare quarterly report showing a summary statement of revenues and expenditures for preceding quarter.
 7. Prepare quarterly statements of cash position of the city and county and unencumbered balances of each revenue and expenditure appropriation and transmit to all department heads concerned.
 8. Check budget estimates from heads of departments, consolidate and transmit to mayor, with summary and recapitulation.

8. Miscellaneous:

Amended by Laws 1943, Series B-90, Section 3067.04, to provide that all bonds except mayor's and board of supervisors' are subject to approval by controller.

1. Name of Agency: Bureau of Purchases and Supplies.
2. Citation: Revised Laws, 1935, Section 3067.15 (Series B-79, Laws 1939, as amended by Laws 1941, Series B-117).
3. When Created: May 14, 1941 (Purchasing Agent, 1939).
4. Composition: Purchasing Agent and employees.
5. Head: Purchasing Agent.
6. How Appointed: By Controller.
7. Powers and Duties:
 1. Charged with purchase of all materials, supplies and equipment for the city and county.
 2. Subordinate to the controller.

8. Miscellaneous:

Amended by Laws 1941, Series B-117, to provide for Bureau of Purchasing and Supplies, as shown above.

1. Name of Agency: Department of Public Works.
2. Citation: Revised Laws, 1935, Sections 3104-A - 3104-C (Series B-76, Laws 1937); Revised Ordinances, 1942, Section 1206.
3. When Created: May 6, 1937.
4. Composition: Chief Engineer; deputies, assistants and employees, appointed or engaged by him, for which appropriations are made by the board.
5. Head: Chief Engineer.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:

Department:

1. Have charge of and shall administer and superintend the performance of all city and county matters relating to engineering public construction, road, street and bridge construction and maintenance, public improvements, garbage disposal, street and highway illumination, traffic control, sewer construction and maintenance, and all other public works except repair, construction, operation and maintenance of public buildings, parks and recreation grounds and public water supplies for the city of Honolulu.
2. Place, erect and maintain all official traffic control devices.

Chief Engineer:

Powers, functions, duties and liabilities as prescribed by the board of supervisors.

1. Name of Agency: Health Department - City and County Physician.
2. Citation: Revised Laws, 1935, Section 3114; Revised Ordinances, 1942, Sections 900-915.
3. When Created: 1931.
4. Composition: City and county physician and such assistants as necessary, including health inspectors.
5. Head: City and County Physician.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. Medical, surgical and hospital care of injured employees of the city and county.
 2. Have general supervision over all sanitary and health matters in the city and county, and of all sanitary, health, food and other inspectors, and enforce all such ordinances.
 3. Investigate applications of indigent sick and care for and medically treat such persons in proper cases.
 4. Attend and medically treat sick or injured prisoners in Honolulu jail or police station.
 5. Examine applicants for employment and sick leave permits in police and fire departments, and bandsmen.
 6. Have charge and control of emergency hospital and establish regular office hours there and be subject to call at other times.
 7. Superintend use of city ambulance.
 8. Perform duties of police surgeon.
 9. In case of pestilence or epidemic, adopt all required precautions.
 10. Appoint health inspectors.
 11. Food inspection.
 12. Enforce ordinances regarding public health.
 13. Appoint milk inspectors.
 14. Appoint and remove assistants for whom board provides.

1. Name of Agency: Health Department, Dentist.
2. Citation: Revised Laws, 1935, Section 3114-A (Laws 1939, Series B-82, as amended by Laws 1941, Series B-118).
3. When Created: 1939.
4. Composition: Dentist (one or more).
5. Head: Dentist, city and county.
6. How Appointed: By the city and county physician.
7. Powers and Duties:

1. Care for dental needs of all indigents in city and county.
2. Report to city and county physician monthly his official activities.

8. Miscellaneous:

Amended by Laws 1941 (Section 6 above), to change appointive power from Board of Supervisors to City and County Physician.

1. Name of Agency: Department of Health - Health Inspectors.
2. Citation: Revised Ordinances, 1942, Sections 910-915, 917-925, 932-944, 976-979.
3. When Created: 1909.
4. Composition: Number authorized by Board of Supervisors.
5. Head: Under direction of city and county physician.
6. How Appointed: By city and county physician.
7. Powers and Duties:
 1. Submit weekly report of official acts to physician.
 2. Examine all nuisances, sources of filth, cause of sickness, and cause same to be destroyed, removed or prevented.
 3. Inspect public and private markets.
 4. Inspect foods offered for sale in markets.
 5. Inspect fish and sea food offered for sale.
 6. Inspect canneries, jelly factories, beehives, etc.
 7. Inspect milk and supervise dairies.
 8. Perform duties as prescribed from time to time by the board of supervisors.

1. Name of Agency: Superintendent of Buildings.
2. Citation: Revised Ordinances, 1942, Sections 216-220.
3. When Created: 1929.
4. Composition: Superintendent and inspectors, assistants, and clerks (appointed by him).
5. Head: Superintendent.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. Maintenance and repair of public buildings and grounds.
 2. Employ electric and plumbing inspectors.
 3. Order condemnation or repair of unsafe buildings.

1. Name of Agency: Inspector of Elevators.
2. Citation: Revised Ordinances, 1942, Section 483.
3. When Created: 1929.
4. Composition: Inspector of Elevators.
5. Head: Inspector of Elevators.
6. How Appointed: By Superintendent of Buildings.
7. Powers and Duties:
 1. Test, inspect and register elevators when put into service.
 2. Make periodic inspections of elevators.
 3. Register and examine operators.

1. Name of Agency: Police Department.
2. Citation: Revised Laws, 1935, Sections 3245-3250; Revised Ordinances, 1942, Sections 1165, 1207, 1291.
3. When Created: 1932.
4. Composition: Chief of police, police force and other employees.
5. Head: Chief of police.
6. How Appointed: By Police Commission.
7. Powers and Duties: Chief of Police.
 1. Appoint police officers, instructors and employees and have full control, management and direction of them.
 2. Enforce laws of territory and ordinances of the city and county for preservation of peace and order and protection of rights and property of all persons.
 3. Powers and duties of sheriff in regard to: motor vehicles (enforcement of weight tax), sale of explosives, regulation of vehicles for hire.
 4. Arrest and take before magistrate all persons who have committed a public offense.
 5. Serve all processes and notices in criminal proceedings.
 6. General police supervision and control over pawnbrokers, peddlers, junk-shopkeepers, auctioneers.
 7. Furnish accident reports to traffic safety commission.
 8. Inspect common carriers.
 9. Enforce traffic code.

1. Name of Agency: Fire Department
2. Citation: Revised Laws, 1935, Section 3021, Par. 10.
3. When Created: 1905
4. Composition: Chief Engineer and employees.
5. Head: Chief Engineer.
6. How Appointed: By mayor.
7. Powers and Duties:
 1. Public safety.
 2. Control and custody of property of fire department.
 3. Command of members of fire department.
 4. Report fires.

1. Name of Agency: Municipal Reference Library.
2. Citation: Revised Ordinances, 1942, Sections 759-760.
3. When Created: 1949.
4. Composition: Librarian and employees.
5. Head: Municipal reference librarian.
6. How Appointed: By mayor.
7. Powers and Duties:
 1. Secretary to City Planning Commission.
 2. Collect data on municipal affairs, catalog it and make available to officers of municipal government.

1. Name of Agency: Royal Hawaiian Band
2. Citation: Revised Ordinances, 1942, Sec. 705.
Revised Laws, 1935, Sec. 302.
3. When Created:
4. Composition: Bandmaster and bandsmen.
5. Head: Bandmaster.
6. How Appointed: By mayor.
7. Powers and Duties:
 1. Entertainment at public functions.

1. Name of Agency: Poundmasters.
2. Citation: Revised Laws, 1935, Sections 2833, 3021, as amended by Laws 1943, Series B-76; Ordinance 987, approved May 20, 1943.
3. When Created: 1943.
4. Composition: Poundmasters for districts. Number to be determined by mayor.
5. Head: Poundmasters.
6. How Appointed: By mayor with approval of board for terms of two years.
7. Powers and Duties:
 1. Impounding and care of estrays.
 2. Sale and return of impounded animals.

8. Miscellaneous:

Hawaii Humane Society authorized to impound prior to Ordinance 987.

1. Name of Agency: Board of Water Supply.
2. Citation: Revised Laws, 1935, Sections 3260-3269, 3275-3277, 3281, 3288-3289.
3. When Created: 1929.
4. Composition: Seven members; Five appointive, Superintendent of public works of the Territory, and chief engineer of department of public works, city and county, ex officio. City and County Attorney is legal advisor.
5. Head: Chairman, designated by mayor.
6. How Appointed: By mayor with approval of board for terms of five years.
7. Powers and Duties:
 1. Manage, control and operate water systems and properties of the city and county for supplying water within the city and county of Honolulu.
 2. Collect, expend and account for money derived from operation thereof.
 3. Appoint manager to administer affairs.
 - a. Manager shall appoint other employees.
 4. Contract for work, purchase supplies and materials or equipment.
 5. Locate and determine type of all construction and additions, extensions, etc., to water works.
 6. Maintain proper accounts.
 7. Fix and adjust rates.
 8. Acquire land.
 9. Enter into agreements for joint use of poles, conduits, towers, stations, aqueducts and reservoirs.
 10. Survey and investigate location and sources of water supply.
 11. Investigate uses of water.
 12. Prescribe and enforce rules and regulations in connection with matters within scope of its duties and powers.

1. Name of Agency: Recreation Commission.
2. Citation: Revised Ordinances, 1942, Sections 1025-1028.
3. When Created: 1937.
4. Composition: Nine members, (one member of the board of supervisors, three women, two persons employed by the Department of Public Instruction).
5. Head: Chairman, designated by Mayor.
6. How Appointed: By mayor with approval of board for two years.
7. Powers and Duties:
 1. Promotion and direction of public recreation, including use of playgrounds.
 2. Make recommendations to park board.
 3. Supervise and equip playgrounds.
 4. Promote programs relative to use of playgrounds, gymnasias, swimming pools, etc.
 5. Supply special teachers in physical education, handicraft, music, etc.
 6. Appoint assistants, workers, clerks and employees.
 7. Accept gifts of money or property.
 8. Make annual report.

1. Name of Agency: Rent Control Commission.
2. Citation: Ordinance 941, approved December 13, 1941 (as amended).
3. When Created: 1941.
4. Composition: Chairman, four members and administrator, appointed for term co-existent with term of mayor.
5. Head: Commission appoints administrator as executive secretary of commission.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. Administer rent control ordinance.
 2. Fix rents.
 3. Hear petitions for adjustment.
 4. Review actions of administrators.

8. Miscellaneous:

Laws 1935, Sections 2833 and 3021, amended by Laws, 1941, Special Session, Series B-25, to add to powers of board of supervisors: "To regulate the renting, subletting and rental conditions of property for places of abode by ordinance" (Nov. 5, 1941).

1. Name of Agency: Taxi Control Board.
2. Citation: Ordinance 954, Approved June 29, 1942.
3. When Created: 1942.
4. Composition: Chairman and four other members. To include one member from Traffic Safety Commission, one taxicab driver, one taxicab owner and two members at large.
5. Head: Chairman.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. To hear appeals from permits granted by chief of police.

1. Name of Agency: Police Commission.
2. Citation: Revised Laws, 1935, Sections 3240-3244, 3251, 3253 as Amended by Laws 1943, Series B-97.
3. When Created: 1932.
4. Composition: Five members.
5. Head: Chairman, elected by commission.
6. How Appointed: By Governor for terms of six years.
7. Powers and Duties:

1. Provide for proper training of police officers.
2. Establish system of classification of police officers and merit system for promotion.
3. Appoint chief of police.
4. Hold hearings on appeals of suspension, removal, etc.
5. Request money for police department from Board of Supervisors.

8. Miscellaneous:

Amended by Laws 1943, Series B-97, to provide that appointments be made by Governor.

1. Name of Agency: Board of Plumbing Examiners, Plumbing Inspectors.
2. Citation: Revised Ordinances, 1942, Sections 601-611.
3. When Created: 1934.
4. Composition: Plumbing inspector, assistant plumbing inspector, building inspector, ex-officio; two journeymen and one master plumber.
5. Head: Plumbing Inspector (ex-officio Secretary of Board), appointed by superintendent of buildings.
6. How Appointed: Board of Examiners appointed by mayor with approval of board of supervisors.
7. Duties and Powers:

Duties of Plumbing Inspector:

1. Inspect plumbing and drainage in course of construction and after completion of buildings.
2. Issue permits to do plumbing work.

Duties of Board:

1. Examine applicants for master or journeymen plumber's license and issue certificates to applicants who pass satisfactorily.
2. Cancel or revoke certificates if obtained by fraud or misrepresentation.

1. Name of Agency: Traffic Safety Commission.
2. Citation: Revised Ordinances, 1942, Section 1206.
3. When Created: 1939.
4. Composition: One representative each from chief engineer's office, city and county attorney's office and other city and county officers and representatives of unofficial bodies as determined by mayor.
5. Head: Chairman, appointed by mayor.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. Coordinate traffic activities and carry educational activities in traffic matters.
 2. Receive complaints and recommend ways of improving conditions.

1. Name of Agency: Park Board.
2. Citation: Revised Laws 1935, Section 3220, as amended by Laws 1937, Series B-80.
3. When Created: 1931.
4. Composition: Seven members: Six appointed by mayor and chairman of recreation commission, ex-officio member.
5. Head: Chairman, designated by mayor.
6. How Appointed: By mayor with approval of board for terms of five years.
7. Powers and Duties:
 1. Take charge of all public parks and public recreation grounds in the city and county, and all equipment and supplies used in connection with same.
 2. Determine nature of all permanent improvements and additional property that may be acquired and nature of improvements thereon.
 3. Authority over trimming and removing of all shade trees, hedges, and shrubs on or over the public streets and the planting of same.
 4. Co-operate with recreation commission in all matters pertaining to public recreation.
 5. Contract for work and purchase supplies.
 6. Import and keep foreign birds.

1. Name of Agency: Pension Board (County)
2. Citation: Revised Laws 1935, Sections 7919, 7919-D (Series D-160, Laws 1937, as amended by Laws 1939, Series D-177)
3. When Created: May 17, 1937.
4. Composition: Five members (first five by governor, thereafter by mayor); city and county clerk, ex-officio secretary; city and county attorney, treasurer and auditor are ex-officio legal advisor, treasurer and auditor, respectively.
5. Head: Chairman, named by appointive power.
6. How Appointed: By mayor (after the original five appointments) with approval of board for terms of five years.
7. Powers and Duties:

1. Grant pensions to employees and former employees or widows of such employees who are ineligible to benefits of employees' retirement system.
2. Make necessary investigations.
3. Make report of activities annually to each house of the legislature, with a copy to the board of supervisors, also giving names of persons granted pensions, rates, etc.

8. Miscellaneous:

Amended by Laws 1939, Series D-177, Section 7919-D, Powers and Duties (3) above amended to read: Make report on first day of next regular session of legislature, instead of "annually."

1. Name of Agency: City Planning Commission.
2. Citation: Revised Laws, 1935, Sections 3133-3133.6 (Series B-79, Laws 1939).
3. When Created: May 16, 1939 (to take effect June 1, 1939).
4. Composition: Nine members.
5. Head: Chairman, designated by mayor.
6. How Appointed: By mayor with approval of board for terms of five years.
7. Powers and Duties:
 1. Prepare and modify from time to time a master plan of the city and county of Honolulu, or other sections of city and county of Honolulu.
 2. Approve or disapprove subdivisions of land.
 3. Adopt regulations for co-ordination of streets within subdivision.
 4. Appoint executive secretary.

8. Miscellaneous:

Amended by Laws 1943, Series B-95 (Master Plan time limit changed to December 31, 1945).

1. Name of Agency: Civil Service Commission.
2. Citation: Revised Laws, 1935, Sections 155-A-C, E-G (Laws 1939, Series A-8).
3. When Created: 1939.
4. Composition: Three members.
5. Head: Chairman, elected annually by Commission.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. Appoint director of personnel to be administrator, chief examiner and secretary to the commission, and who shall appoint such assistants and employees as may be necessary.
 2. Meet at least once each month and make annual report to mayor.
 3. Make such rules and regulations governing the selection, appointment, promotion, demotion, transfer, etc., of persons employed or to be employed on civil service by the city and county as in its judgment shall secure best service, such rules, when approved by mayor, to have force and effect of law.
 4. Hear appeals from dismissed employees.
 5. Make investigation concerning enforcement and effects of the act, or action of any office or employer of the city and county.

1. Name of Agency: Liquor Commission.
2. Citation: Revised Laws, 1935, Sections 2572-2579 as amended by Laws 1935, 1937, 1941.
3. When Created: 1933.
4. Composition: Five members (Honolulu).
5. Head: Chairman, designated by governor.
6. How Appointed: By governor for terms of three years.

7. Powers and Duties:

1. Grant, refuse and revoke licenses for sale and manufacture of liquors.
2. Control, supervise and regulate manufacture and sale of liquors.
3. Make and amend rules and regulations.
4. Appoint secretary, inspectors and other assistants.
5. Hear complaints against licensees.
6. Have right of inspection of premises of licensee.

8. Miscellaneous:

Hawaii Defense Rule 55 creates Director of Liquor Control.

New powers and duties delegated by Governor's Executive Order, March 8, 1943.

Amended: S. L. 1935, Series B-58; S. L. 1937, Series B-61; S. L. 1941 (Sp), Series B-20; Executive Order, March 8, 1943, Hawaii Defense Act, Rule 55, March 9, 1943.

1. Name of Agency: Major Disaster Council.
2. Citation: Revised Ordinances, 1942, Sections 744-750.
3. When Created: 1941.
4. Composition: Mayor of Honolulu, the head of a city and county department (selected by mayor) as vice-chairman, and such other persons as necessary.
5. Head: Mayor, ex-officio chairman.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. Co-ordinate resources and create plans for their utilization in event of major disaster.
 2. Appoint co-ordinator.

8. Miscellaneous:

Functions transferred to Territorial Office of Civilian Defense.

1. Name of Agency: Pension Board of Trustees.
2. Citation: Revised Laws, 1935, Sections 7903-7906, 7914.
3. When Created: 1917.
4. Composition: Three members; city and county clerk, ex-officio secretary; city and county attorney, legal advisor; city and county treasurer, ex-officio treasurer; city and county auditor, ex-officio auditor; assisted by medical board and city and county physician and two other physicians.
5. Head: Chairman, designated by mayor.
6. How Appointed: By mayor with approval of board for terms of four years.
7. Powers and Duties:
 1. Determine how much of pension fund may be invested in U. S. or Territorial interest-bearing bonds.
 2. Authorize monthly payment to disabled policemen, firemen or bandsmen.
 3. Pay pensions to members of police force, fire department or board, retired after twenty years' service.
 4. Upon death of policemen, firemen or bandsmen as a result of performance of duty or entitled to pension under provisions of this law, pay funeral expenses and pay to widow and children monthly pension or to dependent father or mother.
 5. Review all pensions and make reasonable adjustments.
8. Miscellaneous:

Administer Fire, Police and Band pension systems.

1. Name of Agency: Board of Electrical Examiners.
2. Citation: Revised Ordinances, 1942, Sections 552-560.
3. When Created: 1930.
4. Composition: Two licensed supervising electricians and one licensed motion-picture operator; Superintendent of Buildings and senior electrical inspector of city and county, ex-officio members.
5. Head: Superintendent of Buildings, ex-officio.
6. How Appointed: By mayor with approval of board.
7. Powers and Duties:
 1. Conduct examination, hearings and investigations.
 2. Give examinations for licenses as supervising electricians and motion-picture operators.
 3. Recommend revocation of licenses for cause.