tacoma city charter

Effective June 1, 1953

Amended September 16, 1980

CHARTER OF THE CITY OF TACOMA

PREPARED BY A BOARD OF FIFTEEN

FREEHOLDERS ELECTED MARCH 11, 1952

SUBMITTED TO AND ADOPTED BY THE

QUALIFIED ELECTORS AT A SPECIAL ELECTION

HELD NOVEMBER 4, 1952

EFFECTIVE JUNE 1, 1953

TABLE OF CONTENTS

CHARTER OF THE CITY OF TACOMA

TABLE OF CONTENTS

ARTICLE		SECTION
I.	INCORPORATION AND GENERAL POWERS	
	Incorporation and Boundaries	1.1
	General Powers of the City	1.2
II.	THE LEGISLATIVE BRANCH	
	Creation and Composition of City Council	2.1
	Qualifications and Compensation of Councilmen	2.2-2.3-2.35
	The Mayor	2.4
	Removal from or Forfeiture of Office	2.5-2.6
	Councilmanic Vacancies	2.7
	Procedure of the Council	2.8-2.10
	Legislation	2.11-2.15
	Compilation and Codification of Ordinances	2.16
	Penalties for Non-Compliance with Ordinances	2.17
	Initiative and Referendum	2.18-2.25
III.	THE ADMINISTRATIVE BRANCH	
	The City Manager	3.1
	Council-Manager Relationships	3.2
	City Manager's Duties and Authority	3.3-3.4
	City Attorney	3.5-3.6
	City Clerk	3.7
	City Planning Commission	3.8
	Tacoma Public Library	3.9
	Tacoma Humane Society	3.10
	Administrative Organization	3.11
IV.	PUBLIC UTILITIES	
	General Powers Respecting Utilities	4.1
	Power to Acquire and Finance	4.2
	Rates	4.3
	Diversion of Utility Funds	4.4-4.5
	Disposal of Utility Properties	4.6
	Franchise for Water or Electric Utilities	4.7
	The Public Utility Board	4.8-4.9
	Powers and Duties of the Public Utility Board	4.10-4.17
	Administrative Organization	4.18-4.22
	Location and Relocation of Utility Works	4.23
	Cancellation of Belt Line Bonds	4.24

TABLE OF CONTENTS

V. NOMINATIONS AND ELECTIONS

Application of State Election Laws - - - - - - - - - - - 5.1
Types of Elections—When Held - - - - - - - - - - - - - 5.2
Filing and Certification of Candidates - - - - - - - - - 5.3
Election of Councilmen - - - - - - - - - - - - - - - - 5.4
Election Contests - - - - - - - - - - - - - - - - - - - 5.5
Candidates' Statements of Qualifications - - - - - - - - 5.6
Other Provisions - - - - - - - - - - - - - - - - - - - 5.7

VI. CITY OFFICERS AND PERSONNEL

Classified and Unclassified Services - - - - - - - - 6.1-6.2
Eligibility for Employment - - - - - - - - - - - - - - - 6.3
Oath of Office - 6.4
Surety Bonds - 6.5
Pecuniary Interest - - - - - - - - - - - - - - - - - - 6.6
Discriminatory Actions - - - - - - - - - - - - - - - - 6.7
Political Activity - - - - - - - - - - - - - - - - - - 6.8
Compensation of Officers and Employees - - - - - - - - 6.9
Employee Welfare Benefits - - - - - - - - - - - - - - 6.10
Civil Service Board - - - - - - - - - - - - - - - - - 6.11
Powers and Duties of the Civil Service Board - - - - - 6.12
Personnel Officer - - - - - - - - - - - - - - - - - - 6.13
Personnel Rules - - - - - - - - - - - - - - - - - - - 6.14
Special Provision Relating to Examinations - - - - - - - 6.15
Status of Existing Employees - - - - - - - - - - - - - 6.16
Arbitration - 6.17
Status of New Employee Groups - - - - - - - - - - - - - 6.18

VII. GENERAL FINANCE

Fiscal Year - 7.1
The Budget - 7.2
Budget Control - 7.3
Investment of Funds - - - - - - - - - - - - - - - - - 7.4
Department of Finance - - - - - - - - - - - - - - - - 7.5
Receipt, Custody, and Disbursement of Funds - - - 7.6-7.9
Purchasing and Contracts - - - - - - - - - - - - - - 7.10-7.13
Independent Audit - - - - - - - - - - - - - - - - - - 7.14
Taxation and Indebtedness - - - - - - - - - - - - - - 7.15
Public Sale of Bonds - - - - - - - - - - - - - - - - 7.16

VIII. FRANCHISES - - - - - - - - - - - - - - - - - - - 8.1-8.7

TABLE OF CONTENTS

IX. MISCELLANEOUS PROVISIONS
Disposal of City Property - - - - - - - - - - - - - - - - 9.1
Public Records - 9.2
Claims Against City - - - - - - - - - - - - - - - - - - - 9.3
Cemeteries, Mausoleums, and Crematories - - - - - - - - 9.4
Parks - 9.5
Amendments - 9.6
Separability Clause - - - - - - - - - - - - - - - - - - - 9.7

X. SUCCESSION IN GOVERNMENT
Continuance of Ordinances and Vested Rights - - - - - - - 10.1
Continuance of Departments and Officers - - - - - - - - - 10.2
Transfer of Functions and Personnel - - - - - - - - - - - 10.3
Preliminary Meetings of the Council - - - - - - - - - - - 10.4
Transfer of Records, Property, and Funds - - - - - - - - 10.5
Effective Date of Charter - - - - - - - - - - - - - - - - 10.6

EXPLANATORY NOTES

1. The Charter of the City of Tacoma has, in some instances, been superseded by the adoption of state laws subsequent to the effective date of the Charter. In this compilation, references are made to those sections of state law which supersede this Charter, setting forth the Revised Code of Washington citation and a brief statement of the effect of the law.

2. Footnote references to the Charter as contained herein, such as, "see Chapter 1.02", refer to the Official Code of the City of Tacoma duly adopted pursuant to the laws of the State of Washington and ordinances of the City of Tacoma.

CHARTER OF THE CITY OF TACOMA

PREAMBLE

We, the people of the City of Tacoma, a city of the first class of the State of Washington, pursuant to the authority granted by the Constitution and Laws of the State of Washington, and in order to avail ourselves of of all powers granted such cities and to obtain the benefits of local self-government, do hereby enact this charter.

ARTICLE I

Incorporation and General Powers

Incorporation and Boundaries[1]

Section 1.1—The municipal corporation now existing and known as the "City of Tacoma" shall continue to be a body politic and corporate under the same name, with the boundaries as now established or as may hereafter be legally changed, and by such name shall have perpetual succession. The City may have and use a common seal and sue and defend in all matters and proceedings.

GENERAL POWERS OF THE CITY[2]

Section 1.2—The city shall have all powers now or hereafter granted to like cities by the constitution and laws of the state, and all powers implied thereby, and shall have and exercise all municipal rights, powers, function, privileges and immunities except as prohibited by law or by this charter. The city may acquire property within or without its corporate limits for any city purpose by purchase, condemnation lease, gift, and devise and may hold or dispose of such property as the interests of the city may require. No enumeration of particular powers by this charter shall be deemed to be exclusive.

[1] See Chapter 1.02 — City Limits and Annexations.

[2] Authority to frame charter — State constitution Art. XI § 10 and RCW 35.22.030. General Powers — RCW 35.21.010 and RCW chapter 35.22.

ARTICLE II

The Legislative Branch

CREATION AND COMPOSITION OF CITY COUNCIL

Section 2.1—The Council shall be composed of the Mayor and eight (8) councilmen nominated and elected, as provided hereinafter. At the next general municipal election to be held in the year 1975 on the date prescribed by state law, there shall be elected eight (8) councilmen for terms beginning on the second Monday in January 1976, as set out hereinafter in Section 5.4. Biennially thereafter, on the date prescribed by state law for general municipal elections, four (4) councilmen shall be elected for like terms of four years. Councilmen shall continue in office until their successors are elected and qualified. The Council shall constitute the legislative and governing body of the City and shall have authority, except as otherwise provided in this Charter, to exercise all powers of the City. (Amendment approved by vote of the people September 18,1973).

QUALIFICATIONS AND COMPENSATION OF COUNCILMEN[3]

Section 2.2—Councilmen shall be qualified electors and shall be residents of the City for two years immediately preceding the time of filing as a candidate and, if running for a district position, shall be residents of their districts for one year immediately preceding the time of filing as candidate or, if appointed to fill a vacancy, the time of appointment. No person shall be eligible for the office of councilman while holding any other elective public office. (Amendment approved by vote of the people September 18, 1973).

Section 2.3—Each councilman shall be paid the sum of twenty-five dollars for each day's attendance at council meetings, but not to exceed twelve hundred dollars per year.[4]

Section 2.35—No person shall be allowed to serve on the Council for more than ten (10) consecutive years, either as a Councilman, Mayor, or combination thereof. (Approved by vote of the people September 18,1973).

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[3] See RCW 35.22.205—Providing that the compensation and time devoted to the performance of the duties of the Mayor and elected officials of all cities of the first class shall be as fixed by ordinance of said city, irrespective of any Charter provisions.

[4] By Ordinance No. 22383, passed April 14, 1981, the compensation for Councilman was fixed at $7,200.00 per annum.

THE MAYOR

Section 2.4—On the date prescribed by state law for the general municipal elections, commencing in the year 1973, the Mayor shall be elected for a term of four (4) years. He shall, by virtue of his election, become a member and presiding officer of the City Council with the right to speak and vote as any other councilman. The Mayor shall be the official head of the city government for purposes of ceremony and military law. He shall authenticate by his signature such instruments as may be required by law, ordinance, or this charter. He shall have such appointive and other powers, duties, and authority as may be conferred upon him by law, ordinance, or this charter; provided, however, that all appointments where not in conflict with state law shall be made by majority vote of the council members from nominees whose names are presented in writing to the Council by the Mayor or by any three members of the Council. This provision shall supersede and prevail over any other provision or ordinance or of the charter inconsistent with or in conflict herewith. A candidate for the office of Mayor shall not be ineligible by reason of holding the office of councilman; provided that, if elected, the councilmanic office of any such candidate shall, upon his taking office as Mayor, be and become vacant. The compensation to be paid to the Mayor for the performance of his duties as such shall be fixed by ordinance, which sum shall be inclusive of his compensation as a councilman. Except as otherwise provided herein, all provisions relating to the office of councilman shall relate also to the office of Mayor. Vacancies in the office of Mayor shall be filled by appointment by the City Council for a term expiring at the time his successor has been elected and qualified as hereinafter provided. In the event such a vacancy occurs during the first or second year of the Mayor's term of office and not less than five (5) days preceding the last day permitted for filing for office in the next primary election to be held for City Council positions, then the office of Mayor shall also be placed upon the ballot for the primary and general elections. The Mayor elected at such general election shall be elected for a full 4-year term and shall take office at the same time as city councilmen elected at said general election. In the event that the vacancy occurs subsequent to such time for filing, the appointment shall be for the unexpired term. (Amendment approved by vote of the people September 18, 1973).

REMOVAL FROM OR FORFEITURE OF OFFICE

Section 2.5—Any councilman may be removed from office by recall as provided by law.

Section 2.6—Any councilman who shall cease to possess any of the qualifications herein required for eligibility for election to the Council, or shall fail to attend three consecutive meetings of the Council without

being excused by the Council, shall be deemed to have forfeited his office. The Council shall take the necessary action to enforce this provision and shall cause such action to be entered upon its journal.

COUNCILMANIC VACANCIES

Section 2.7—Whenever a vacancy occurs in the office of councilman, the Council shall fill such vacancy by appointment by a majority vote of its remaining members until the commencement of the term of office of municipal officials succeeding the next general municipal election occurring after the date of such appointment, and if any unexpired term remains, it shall be filled by election; provided if such vacancy occurs when there remains less than five (5) full days for filing as a candidate at the primary election for such unexpired term, then the Council shall appoint a qualified person to fill the full unexpired term; provided, however, that in the event a majority of the Council fails to make an appointment to fill a vacancy on the Council within a period of sixty (60) days from the date the vacancy occurs, then the Mayor shall make the appointment, subject to the confirmation of the remaining members of the Council. (Amendment approved by vote of the people September 16, 1980.)

PROCEDURE OF THE COUNCIL

Section 2.8—The Council shall meet at such times and places as it may determine, provided it shall hold regular periodic meetings, not oftener than once a week, at least forty-six (46) times each calendar year. Special meetings shall be called by the City Clerk on the written request of the Mayor or any three Council members. Such request shall state the subject or subjects to be considered at such meeting, and no other subject shall be considered thereat. Each Council member shall be given such notice that may be required by State law, but in no event less than twelve hours' notice, of the time and place of such special meetings. All meetings of the Council shall be public as prescribed by State law. (Amendment approved by vote of the people November 6, 1979.)

Section 2.9—Subject to the limitations imposed by law and by this charter, the Council shall establish its own rules and order of business. It shall keep a journal of its proceedings which shall be a public record. Five councilmen shall be a quorum for the transaction of business, but in the absence of a quorum, the members present may adjourn the meeting to a later date. The Council shall have authority to punish its members and others for disorderly or otherwise contumptuous behaviour in its presence and to compel the attendance of its members and witnesses, and the production of papers and things, before the Council.

Section 2.10—Every ordinance and resolution shall require an affirmative vote of at least five (5) councilmen for passage, and the ayes and

* By Council Rules, regular meetings of the City Council are now scheduled for 5:00 P.M. each Tuesday.

nays shall be taken and entered upon the journal. Upon the request of any member, the ayes and nays shall be taken on any question and entered upon the journal. Members present but not voting shall be recorded as abstaining from the vote. (Amendment approved by vote of the people September 18, 1973).

LEGISLATION

Section 2.11—Every legislative act of the Council shall be by ordinance,[5] which shall be numbered consecutively, clearly entitled and contain but one subject which shall be expressed in the title. The enacting clause of all ordinances shall be: "Be it ordained by the City of Tacoma."

Section 2.12—No ordinance shall be finally passed within five days of its introduction, except when the Council declares in such ordinance that a public emergency exists and therein states the facts constituting such emergency, and except ordinances relating to local improvements and assessments and authorization of bonds therefor. All ordinances passed as emergency measures shall require an affirmative vote of at least six Councilmen. No ordinance granting any franchise, right, or privilege shall ever be passed as an emergency measure.

Section 2.13—Every ordinance shall, within ten days after its passage, be published once in the official newspaper of the city. Ordinances passed as emergency measures, or relating to local improvements and assessments and authorization of bonds therefor, or adopting annual budgets, or levying annual taxes, or making appropriations shall take effect immediately after publication. Ordinances granting a franchise, right, or privilege, or authorizing the issuance of revenue bonds in an amount exceeding five million dollars, shall not become effective until after the expiration of thirty days from the date of publication. All other ordinances shall take effect only after the expiration of ten days from publication, subject always to the provisions of this charter concerning referendum.

Section 2.14—No ordinance or section thereof shall be revised, re-enacted, or amended by reference to its title, but the ordinance or section to be revised, re-enacted, or amended shall be re-enacted at length as revised or amended. No ordinance or section thereof shall be repealed, suspended, or any person exempted from the provisions thereof, except by ordinance repealing the same.

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[5] No agency of the city has authority to suspend force and effect of ordinance except the council and then only by enactment of another ordinance. Rhodes v Tacoma (1917) 97 W 341, 166 P 647.

Section 2.15—All ordinances and their amendments shall be recorded in a book to be called the "Ordinance Record", which record of each ordinance shall be authenticated by the signatures of the Mayor and City Clerk.

COMPILATION AND CODIFICATION OF ORDINANCES

Section 2.16—Within three years of the effective date of this charter, and at least every ten years thereafter, the Council shall arrange for the compilation or codification of the charter and all ordinances of a general, public, or permanent nature, or imposing a fine, penalty, or forfeiture, and shall file the same with the City Clerk. When adopted by the Council by ordinances, such codification shall become the official code of the city. All ordinances of like nature, not affecting private or contract rights passed prior to such adoption and not contained in such code, shall be deemed prima facie to have been repealed thereby.

PENALTIES FOR NON—COMPLIANCE WITH ORDINANCES

Section 2.17—The Council may provide in any ordinance penalties for its violation; in the absence of a specific penalty provision for violation of an ordinance or a provision of this charter, such penalty shall be a fine of not to exceed three hundred dollars or imprisonment not to exceed ninety days, or both in the discretion of the court.

INITIATIVE AND REFERENDUM

Section 2.18—Any proposed ordinance or amendment to an existing ordinance may be submitted to the Council by petition signed by registered voters equal in number to at least ten percent (10%) of the total vote cast in the last preceding councilmanic election. All petitions circulated with respect to any proposed ordinance shall be uniform in character, shall contain the proposed ordinance in full, shall set forth the name and address of each person signing, shall be in form prescribed by the City Clerk, may be approved in advance as to form by the City Attorney, and shall be filed with the City Clerk. (Amended by vote of the people September 18, 1973).

Section 2.19—Upon the filing of such petition the City Clerk shall forthwith verify the sufficiency of the signatures thereto. If he finds them insufficient he shall forthwith notify the person filing the same, and twenty days shall be allowed for completion thereof. If he finds them sufficient he shall forthwith transmit the same with his report to the Council, which shall take final action thereon within thirty days.

Section 2.20—The Council may enact or reject any initiative ordinance, but shall not amend or modify the same. If it shall reject any such or-

dinance, or shall within thirty days fail to take final action thereon, the same shall be submitted to the qualified electors for their approval or rejection at the next general municipal election occurring not less than fifty days thereafter, under a ballot title prepared therefor by the City Attorney.

Section 2.21—If, prior to the date when any ordinance shall take effect, a petition signed by qualified electors equal in number to at least ten per cent of the total vote cast in the last preceding councilmanic election shall be filed with the City Clerk and certified as to sufficiency of signatures, as in the case of an initiative ordinance, such ordinance shall be suspended from taking effect. The Council shall immediately reconsider the same, and, if it does not repeal such ordinance, it shall submit such ordinance to the qualified electors for their approval or rejection at the next general municipal election, occurring not less than fifty days thereafter, under a ballot title prepared by the City Attorney. Excluded from this referendum provision are those ordinances which take effect immediately after publication, as provided in Section 2.13 of this order.[6]

Section 2.22—Any ordinance initiated or referred may be submitted to the qualified electors for their approval or rejection at a special municipal election to be called in the manner provided by law for the submission of questions or propositions to the qualified electors.

Section 2.23—The Council by its own motion may submit any proposed ordinance to the qualified electors for their approval or rejection in the same manner as provided for its submission upon petition.

Section 2.24—If a majority of the qualified electors voting upon any ordinance initiated or referred shall vote in favor thereof, the same shall take effect ten days after the certification of the result of the election thereof or at the time fixed therein; provided, that if the provisions of two or more proposed ordinances approved at the same election are inconsistent, the provisions of the ordinance receiving the highest vote shall prevail. Any ordinance initiated or referred failing of such majority shall be rejected. All initiative and referendum elections shall be conducted and publication of the proposed ordinance shall be had in the same manner as elections submitting questions or propositions to the qualified electors.

[6] Initiative and referendum not restricted to "legislative" matters but extends to "administrative" or "executive" matters. Ex rel Leo (1935) 184 W 160, 49 P2d 1113.
Whether ordinance is emergent and exempt from referendum is judicial question, Ex rel Gray (1948) 29 W2d 799, 189 P2d 637.

Section 2.25—No ordinance heretofore or hereafter enacted by vote of the people shall be amended or repealed by the Council within two years after enactment, unless such amendatory or repealing ordinance shall be submitted to the qualified electors for their approval or rejection in the same manner as is required by this charter in respect to the submission of an ordinance initiated or referred.

ARTICLE III

The Administrative Branch

THE CITY MANAGER

Section 3.1—The Council shall appoint a chief administrative officer of the city government who shall be entitled City Manager, and who shall serve at the pleasure of the Council. Both his appointment and removal shall require the affirmative vote of five members of the Council. The Manager shall be selected on the basis of his training, experience, and other administrative qualifications for the office and without regard to his place of residence at the time of appointment, but during his tenure of office he shall reside within the city limits. Neither the Mayor nor any councilman shall be eligible for the position of City Manager within two years after the expiration of his latest term. (Amendment approved by vote of the people September 18, 1973).

COUNCIL—MANAGER RELATIONSHIPS

Section 3.2—The Manager shall be responsible to the Council for the administration of all units of the city government under his jurisdiction. Except for the purpose of inquiry, the Council and its members shall deal with administrative officers and employees under jurisdiction of the Manager solely through the Manager. Neither the Council nor any member thereof shall give orders to the Manager's subordinate or otherwise interfere with managerial functions through such means as directing or requesting the appointment or removal of any of the Manager's subordinates, or the making of particular purchases from or contracts with any specific individual or organization. The Manager shall have the right to attend all meetings of the Council and to take part in the discussion of matters coming before the Council, but not the right to vote.

Section 3.3—The Manager shall supervise and be responsible for the effective management of the administrative affairs of the City. He shall give general direction to the programs and activities of all city departments and offices, except those removed from his jurisdiction by this charter, and shall be responsible for the proper execution of the policies set by the Council and the enforcement of all laws and ordinances. He shall keep the Council informed of the conditions and needs of the City and shall make such reports and recommendations as he may deem desirable or as may be requested by the Council. (Amendment approved by vote of the people September 18, 1973).

Section 3.4—The Manager shall have the power to appoint and remove, subject to the civil service provisions of this charter and except as otherwise provided in this charter or by state law, all officers and employees of the city under his jurisdiction, or may at his discretion authorize the head of a department or office responsible to him to appoint and remove subordinates in such department or office.

CITY ATTORNEY

Section 3.5—The City Manager shall appoint a City Attorney, who shall be an attorney admitted and qualified to practice in the Supreme Court of the State of Washington and who shall have practiced his profession within the State of Washington for not less than five years next preceding his appointment. The City Attorney shall have power to appoint and remove, subject to the approval of the Manager, his professional assistants who shall also be attorneys admitted and qualified to practice in the Supreme Court of the State of Washington.

Section 3.6—The City Attorney shall be legal advisor to the City Council, Manager, and all officers, departments, and boards of the city in matters relating to city affairs. He shall represent the city in litigations in which the city is interested; shall provide written legal opinion on official matters when requested by the Council, Manager, commissions, boards, or other city officers; shall review for legal correctness contracts, bonds, franchises, and other instruments in which the city is concerned; and perform such other duties as may be prescribed for him by ordinance or otherwise by law.

CITY CLERK

Section 3.7—The City Manager shall appoint a City Clerk who shall (a) attend all meetings of the Council and keep a permanent journal of its proceedings, (b) record and certify all ordinances and resolutions, (c) serve as custodian of the city seal and official city records, (d) prescribe and furnish sample forms for petitions provided for by this charter, (e)

serve as registrar of voters for the city, and (f) perform such other duties as may be prescribed by the Manager, state law, this charter, or by ordinance. The City Clerk with the approval of the City Manager may designate one clerk in his office as his deputy, who shall have all the powers and perform all the duties of the City Clerk in his absence.

CITY PLANNING COMMISSION[7]

Section 3.8—There shall be a Planning Commission, composed of nine (9) members, with such powers and duties as are provided by ordinance. The chief engineering officer of the City, Director of Utilities, or an officer designated by him, and one member of the City Council shall serve as ex officio members of the Planning Commission. The chief engineering officer and the Director of Utilities, or his designee, shall be non-voting members. The six remaining members shall be residents of the City of Tacoma and be appointed by the Mayor and confirmed by the City Council for terms of three (3) years each; provided, however, that the Council may provide by ordinance for the continuation of the present Planning Commission in office until the expiration of their terms or for lesser terms than three years herein provided in initial appointments for Commission positions in order to facilitate staggered terms of office of the Commission members. A majority of the voting members of such Commission shall constitute a quorum for the transaction of business. The Commission shall be authorized to adopt rules for the transaction of business not inconsistent with this charter or ordinances of the City of Tacoma. Said Planning Commission members shall serve without pay. (Amendment approved by vote of the people September 18, 1973).

TACOMA PUBLIC LIBRARY[8]

Section 3.9—The Tacoma Public Library shall be administered by a board of trustees in the manner provided by state law or city ordinance not inconsistent therewith.

TACOMA HUMANE SOCIETY

Section 3.10—The City Council is hereby authorized to enter into a contract with the Tacoma Humane Society, or any other agency or agencies performing similar duties and functions, granting to said society, agency, or agencies the control and operation of all city pounds and delegating certain duties and responsibilities with reference to the control of animals. Such contract(s) shall provide, among other things, that said society or agency (agencies) shall faithfully operate said pounds,

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[7] See Chapter 13.02 — Planning Commission.

[8] See Chapter 1.16 — Library

shall pay all expenses in connection therewith, shall receive all licenses, fines, penalties and proceeds of every nature connected therewith, and such other sums as may be legally appropriated therefor, subject only to accounting as provided by law. The Council is further authorized, notwithstanding the provisions hereof, to determine that the City shall operate its own city pounds or detention facility and otherwise regulate and control animals within its corporate limits. Any contract entered into pursuant to the authority hereof shall be subject to cancellation by the City for good cause. (Amendment approved by vote of the people September 18, 1973).

ADMINISTRATIVE ORGANIZATION[9]

Section 3.11—Within the framework established by this charter, the administrative service of the city government shall be divided into such offices, departments, and divisions as provided by ordinance upon recommendation of the City Manager. Such ordinance shall be known as the "Administrative Code."

ARTICLE IV

Public Utilities[10]

GENERAL POWERS RESPECTING UTILITIES

Section 4.1—The city shall possess all the powers granted to cities by state law to construct, condemn and purchase, purchase, acquire, add to, maintain, and operate, either within or outside its corporate limits, including, but not by way of limitation, public utilities for supplying water, light, heat, power, transportation, and sewage and refuse collection, treatment, and disposal services, or any of them, to the municipality and the inhabitants thereof; and also to sell and deliver any of the utility services above mentioned outside its corporate limits, to the extent permitted by state law.

POWER TO ACQUIRE AND FINANCE

Section 4.2—The city may purchase, acquire, or construct any public utility system, or part thereof, or make any additions and betterments thereto or extensions thereof, without submitting the proposition to the voters, provided no general indebtedness is incurred by the city. If such

[9] See Chapter 1.06

[10] See Title 12 – Utilities

indebtedness is to be incurred, approval by the electors, in the manner provided by state law, shall be required.

RATES

Section 4.3—The city shall have the power, subject to limitations imposed by state law and this charter, to fix and from time to time, revise such rates and charges as it may deem advisable for supplying such utility services as the city may provide. The rates and charges for services to city departments and other public agencies shall not be less than the regular rates and charges fixed for similar services to consumers generally. The rates and charges for services to consumers outside the corporate limits of the city may be greater but shall not be less than the rates and charges for similar service to consumers within the corporate limits of the city.

DIVERSION OF UTILITY FUNDS

Section 4.4—The Council may by ordinance impose upon any of the city-operated utilities for the benefit of the general fund of the city, a reasonable gross earnings tax which shall not be disproportionate to the amount of taxes the utility or utilities would pay if privately owned and operated, and which shall not exceed eight per cent; and shall charge to, and cause to be paid by, each such utility, a just and proper proportion of the cost and expenses of all other departments or offices of the city rendering services thereto or in behalf thereof.

Section 4.5—The revenues of utilities owned and operated by the city shall never be used for any purposes other than the necessary operating expenses thereof, including the aforesaid gross earnings tax, interest on and redemption of the outstanding debt thereof, the making of additions and betterments thereto and extensions thereof, and the reduction of rates and charges for supplying utility services to consumers. The funds of any utility shall not be used to make loans to or purchase the bonds of any other utility, department, or agency of the city.

DISPOSAL OF UTILITY PROPERTIES

Section 4.6—The city shall never sell, lease, or dispose of any utility system, or parts thereof essential to continued effective utility service, unless and until such disposal is approved by a majority vote of the electors voting thereon at a municipal election in the manner provided in this charter and in the laws of this state.

FRANCHISES FOR WATER OR ELECTRIC UTILITIES

Section 4.7—The legislative power of the City is forever prohibited

from granting any franchise, right or privilege to sell or supply water or electricity within the City of Tacoma to the City or to any of its inhabitants as long as the City owns a plant or plants for such purposes and is engaged in the public duty of supplying water or electricity; provided, however, this section shall not prohibit issuance of temporary permits authorized by the Council upon the recommendation of the Utility Board of the City of Tacoma for the furnishing of utility service to inhabitants of the City where it is shown that, because of peculiar physical circumstances or conditions, the City cannot reasonably serve said inhabitants. (Amendment approved by vote of the people September 18, 1973).

THE PUBLIC UTILITY BOARD

Section 4.8—There is hereby created a Public Utility Board to be composed of five members, appointed by the Mayor and confirmed by the Council, for five-year terms; provided, that in the appointment of the first Board, on the first day of the month next following the taking of office by the first Council under this charter, one member shall be appointed for a term of one year, one for a term of two years, one for a term of three years, one for a term of four years, and one for a term of five years, and at the expiration of each of the terms so provided for, a successor shall be appointed for a term of five years. Members of the Board shall be removed only for cause by the Mayor and Council and only after charges have been filed and published and the member has been given a reasonable opportunity to defend himself in an open public hearing before the Council. Vacancies shall be filled for the unexpired term in the same manner as provided for regular appointments.

Section 4.9—Members of the Board shall have the same qualifications as provided in this charter for councilmen. Members shall be entitled to reimbursement for expenses incurred in carrying out their official duties, other than those incident to attending board meetings held within the City of Tacoma.

POWERS AND DUTIES OF THE PUBLIC UTILITY BOARD

Section 4.10—The Public Utility Board, subject only to the limitations imposed by this charter and the laws of this state, shall have full power to construct, condemn and purchase, purchase, acquire, add to, maintain, and operate the electric, water, and belt line railway utility systems.

Section 4.11—All matters relating to system expansion and the making of additions and betterments thereto or extensions thereof, the incurring of indebtedness, the issuance of bonds, and the fixing of rates and charges for utility services under the jurisdiction of the Board shall be initiated by the Board, subject to approval by the Council, and executed by the

Board; provided, that all rates and charges for utility services shall be reviewed and revised or re-enacted by the Board and Council at intervals not exceeding five years and beginning with the year 1954.

Section 4.12—The Board shall submit an annual budget to the Council for approval, in the manner prescribed by state law.

Section 4.13—The Board shall select from its own membership a chairman, vice-chairman, and secretary and shall determine its own rules and order of business. The time and place of all meetings shall be publicly announced, and all meetings shall be open to the public and a permanent record of proceedings maintained.

Section 4.14—The Board shall maintain such billing, cost and general accounting records as may be necessary for effective utility management or required by state law. Expenditure documents shall be subject to pre-audit by the central fiscal agency of city government. The City Treasurer shall be responsible for the receipt, custody, and disbursement of all utility funds. The Board shall submit such financial and other reports as may be required by the Council.

Section 4.15—The Board shall have authority to secure the services of consulting engineers, accountants, special counsel, and other experts. At intervals not exceeding ten years the Council shall, at the expense of the utilities involved, cause a general management survey to be made of all utilities under the jurisdiction of the board by a competent management consulting or industrial engineering firm, the report and recommendations of which shall be made public; provided, that the first such survey shall be made within three years of the effective date of this charter.

Section 4.16—Insofar as is permitted by state law, the Board shall have the same authority, and be governed by the same limitations, in respect to the purchase of materials, supplies, and equipment and the awarding of contracts for all improvements for Department of Public Utilities' purposes as does the Council and City Manager for general government purposes.

Section 4.17—The Board shall, so far as practicable, make use of the services of the city purchasing agent, law department, and other city departments, offices, and agencies. Except as otherwise provided in this charter, the Board may, at its own discretion determine to provide for such services within the Department of Public Utilities.

ADMINISTRATIVE ORGANIZATION

Section 4.18—The Board shall appoint a Director of Utilities who shall:

(a) Be selected on the basis of his executive and administrative qualifications;

(b) Be appointed for an indefinite period and subject to removal by the Board;

(c) Serve as the chief executive officer of the Department of Public Utilities, responsible directly to the Board.

Section 4.19—Except for purposes of inquiry, the Board and its members shall deal with officers and employees of the Department of Public Utilities only through the Director.

Section 4.20—Insofar as is possible and administratively feasible, each utility shall be operated as a separate entity. Where common services are provided, a fair proportion of the cost of such services shall be assessed against each utility served.

Section 4.21—Subject to confirmation by the Board, the Director of Utilities shall appoint a properly qualified superintendent for each utility system under his administrative control.

Section 4.22—There shall be such other officers and employees in the Department of Public Utilities as the Board may determine, who shall be appointed and removed by the Director of Utilities subject to the provisions of this charter relating to municipal personnel. These employees shall be entitled to participation in the general employee retirement system and to enjoy such other employee welfare benefits as may be provided for municipal employees. Within the limitations of the annual budget and salary ordinance, the salaries and wages of employees in the Department shall be determined by the Board.

LOCATION AND RELOCATION OF UTILITY WORKS

Section 4.23—The Board shall have authority to place poles, wires, vaults, mains, pipes, tracks and other works necessary to any utility operated by the Board in the public streets, alleys, and places of the city. Before any such works are commenced, plans and specifications showing the exact location thereof shall be submitted to the City Manager for approval. Whenever it shall be necessary by reason of the brading, regrading, widening, or other improvement of any public street or alley to move or re-adjust the works of any utility, the Board shall cause such works to be so moved or re-adjusted and the expense thereof shall be

charged against such fund as may be agreed upon by the Director of Utilities and the City Manager or as determined by the City Council. Upon placing the works of a utility in any public street, alley, or place, the Board, at the expense of the utility involved, shall cause the surface of such street or alley to be replaced as near as may be to its previous condition. Whenever the Board and the City Manager are unable to reach an accord concerning the moving, re-adjusting or installation of any utility, works or improvements, or the distribution of the expense thereof, the matter shall be referred to the City Council, whose finding and determination shall be conclusive.

CANCELLATION OF BELT LINE BONDS

Section 4.24—The obligation now owing from the Municipal Belt Line, evidenced by Street Railway Consolidated Bonds of 1918, numbered 242 to 583 inclusive, totalling 342,000.00, all of which bonds are now owned by the City of Tacoma for its Department of Public Utilities, Light Division, together with all interest accumulated thereon and unpaid, is hereby cancelled.

ARTICLE V

Nominations and Elections

APPLICATION OF STATE ELECTION LAWS

Section 5.1—At all municipal elections, general, special and primary, the manner of electing officers and of submitting questions or propositions to the qualified electors, conducting and voting at elections, opening and closing of polls, keeping the poll lists, duties of election officers, canvassing the votes, declaring the results and certifying the returns, shall be in accordance with state law, except as otherwise provided in this charter.

TYPES OF ELECTIONS—WHEN HELD

Section 5.2—Except as otherwise provided in Section 10.6 of this charter, municipal general and primary elections shall be held biennially on the days provided by law in each even numbered year. All other municipal elections shall be known as special municipal elections and shall be provided for by the Council, subject to the provisions of state law. All municipal elections shall be non-partisan and by the qualified electors of the city at large.

FILING AND CERTIFICATION OF CANDIDATES

Section 5.3—Any qualified elector eligible thereto may become a candidate for any elective city office by filing a declaration of candidacy with

the City Clerk in accordance with state law. The City Clerk shall certify a list of the offices to be filled and candidates for nomination to such offices and transmit same to the county supervisor of elections as provided by law.

ELECTION OF COUNCILMEN—NUMBERED POSITIONS

Section 5.4—Before the general municipal election to be held in the year 1975, the Council shall divide the City into five election districts so that each district shall comprise as nearly as possible one-fifth of the population of the City; provided, that the territory comprised in any voting precinct of such district shall remain compact and shall not be divided by the lines of said district. The Council shall change the lines of the election districts before the first general municipal election to occur after the publication of the results of the decennial federal census.

The City Clerk, not less than ten days prior to the time for filing declarations of candidacy in the next councilmanic election, shall designate, by consecutive numbers commencing with number one and ending with number five, all positions on the Council to be nominated by district and shall further designate, by consecutive numbers commencing with number six and ending with number eight, all positions on the Council to be elected at large, and all of such designations shall thereafter be permanent and the positions so designated shall thereafter be considered as separate offices for election purposes.

The qualified electors of each election district, and they only, shall nominate from among their number candidates for the office of councilman of such election district to be voted for at the following general election. Such candidates shall be nominated in the same manner as other candidates.

The two candidates having the highest vote totals for each Council position shall be certified as having been nominated and shall run for that position in the general election. Councilmen shall be elected by all of the qualified voters of the City, and the person receiving the highest number of votes for the office of councilman for the position for which he is a candidate shall be declared duly elected.

At the first general election held under this charter amendment, which shall be held in the year 1975, on the date prescribed by state law for general municipal elections, all five councilmen nominated from districts and all three councilmen nominated at large shall run for office. Two councilmen nominated by district and elected at large shall serve four-year terms, and two councilmen nominated and elected at large shall serve four-year terms, all to be determined by lot. The remaining councilmen shall serve two-year terms; all successors of said councilmen shall be

elected for four-year terms; provided, however, in the event any councilman nominated from a district shall, after election, move or reside outside the district from which he was nominated, he shall, by virtue thereof, be deemed to have forfeited his office, and his seat shall become vacant and shall be filled in the manner provided herein for the filling of vacancies. (Amendment approved by vote of the people September 18, 1973).

ELECTION CONTESTS

Section 5.5—Certificates of election shall be prima facie evidence of the facts therein stated, but the Council shall decide all questions as to the qualifications and elections of its own members, and in all cases of contested election for any office, the contest shall be decided by the Council according, as nearly as may be, to the laws of the state regulating proceedings in case of contested elections for county offices.

CANDIDATES' STATEMENTS OF QUALIFICATIONS

Section 5.6—At the time of filing as a candidate for the office of councilman each candidate may file with the City Clerk on a form prescribed by the City Clerk, a verified statement of his name, the office for which he is a candidate, his residence, place of birth, present occupation, public offices he has held, a summary of his experience and qualifications for office, and a recent photograph. Said statement shall not exceed two hundred words in length and shall be signed by ten residents of the City of Tacoma sponsoring said candidate. At the time of filing said statement each candidate shall also pay to the City Clerk a printing fee which, until otherwise provided by ordinance, shall be the sum of fifty dollars. The City Clerk shall cause said candidates' statements to be printed in some convenient form and mailed to each registered voter in the city at least ten days prior to the date set for the primary municipal election.

OTHER PROVISIONS

Section 5.7—All matters pertaining to elections and not provided for in the charter or by law shall be as provided by ordinance. No informalities in conducting municipal elections shall invalidate the same if they have been conducted fairly and in substantial conformity with the requirements of this charter.

ARTICLE VI

City Officers and Personnel [11]

UNCLASSIFIED SERVICE

Section 6.1—The civil service of the City is hereby divided into the

[11] See Chapter 1.24 — Personnel rules.

classified and unclassified services. The unclassified service shall consist of (a) officers elected by the people and persons appointed to fill vacancies in elective offices; (b) the members of boards and commissions; (c) officers appointed by the Mayor and Council or by boards and commissions, as provided by law or by this charter; (d) all department heads, one confidential secretary for the City Manager and one for the Director of Utilities, and such other principal officers and assistants to department heads as the Council may prescribe by the affirmative vote of not less than six members; (e) not more than three administrative assistants or aides to the City Manager; (f) professional personnel in in the office of the City Attorney; (g) persons employed in a professional or scientific capacity to conduct a special inquiry, investigation, or examination; and (h) persons employed on special projects or programs of limited duration, including but not limited to special major construction projects, projects or programs financed by grant-in-aid agreements with either federal or state governments, etc. (Amendment approved by vote of the people September 18, 1973).

CLASSIFIED SERVICE

Section 6.2—The classified service shall comprise all positions not specifically included in the unclassified service.

ELIGIBILITY FOR EMPLOYMENT

Section 6.3—No person shall be eligible for employment in the city service who is not a citizen of the United States; provided that as to laborers this requirement may be waived by the Personnel Officer when laborers who are citizens are not available. No person shall be eligible to employment in the classified service who is not a resident of the city at the time of his appointment, and all officers and employees of the city appointed after this charter takes effect shall reside within its corporate limits during their period of employment in the city service; provided, that the Civil Service Board may waive such residence requirements for employees in the classified service and the City Council may waive such residence requirements for appointive employees in the unclassified service when such waiver is deemed to be for the best interests of the city for such reasons and under such conditions as may be prescribed in the personnel rules. No officer or employee in the city service shall hold any other public office, except in the National Guard, Organized Reserve, or as a Notary Public.

OATH OF OFFICE

Section 6.4—Every elective or appointive officer shall, before entering upon the performance of the duties of his office, take, subscribe, and file

with the City Clerk an oath or affirmation to support the constitution and laws of the United States and of the State of Washington and that he will comply with this charter and all ordinances of the city and faithfully perform the duties of the office which he is about to enter.

SURETY BONDS

Section 6.5—The Council may require the bonding of any officers and employees, conditioned upon the faithful and proper performance of the duties of their offices or employment, and in such amounts and in such form as the Council shall determine. All city officers or employees receiving, disbursing, or responsible for city funds shall be bonded. The premiums on all such bonds shall be paid by the city.

PECUNIARY INTEREST

Section 6.6—No officer or employee of the city shall be beneficially interested, directly or indirectly, in any contract, sale, lease, or purchase with or for the use of the city; or accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested therein. Violation of any provision of this section shall work a forfeiture of the office of the person violating the same and the contract sale, lease, or purchase shall be void.

DISCRIMINATORY ACTIONS

Section 6.7—All nonelective officers and employees of the City shall be appointed or selected with reference only to their qualifications and fitness for employment in the city service. No appointment, promotion, transfer, demotion or removal shall be made or withheld solely by reason of the religion, race, national origin, political affiliation, sex, age, or the presence of any sensory, mental, or physical handicap of the affected person; provided, however, nothing herein shall prevent preferential or restrictive selection with reference to sex, age, or the presence of any sensory, mental, or physical handicap when such preference or restriction is based upon bona fide occupational qualifications, standards or criteria. Any violation of this section shall work a forfeiture of the office or position of the person violating the same. (Amendment approved by vote of the people September 18, 1973).

POLITICAL ACTIVITY

Section 6.8—No person holding a position in the classified service shall take any part in campaigns involving the election of any city official, further than to cast his vote and to express privately his opinions.

COMPENSATION OF OFFICERS AND EMPLOYEES

Section 6.9—Except as otherwise provided in this charter or by state law, the compensation of all officers and employees of the city shall be fixed in accordance with the pay plan and salary ordinance adopted by the Council and within the limits of budget appropriations. No officer or employee shall receive any compensation from any sources whatsoever for his service to the city other than his salary.[12]

EMPLOYEE WELFARE BENEFITS

Section 6.10—The Council may provide for the retirement of the city's non-elective officers and employees and make available to them any group life, hospital, health, or accident insurance, either independently of, or as a supplement to, any retirement or other employee welfare benefits otherwise provided by law. Any retirement system established under this section shall be financed jointly by the city and the officers and employees participating therein.

CIVIL SERVICE BOARD

Section 6.11—There shall be a Civil Service Board, consisting of five resident and qualified voters, three to be elected from the City at large by the qualified electors thereof, one to be appointed by the classified civil service employees of the City in a manner of their choosing and one jointly by the City Manager and the Director of Public Utilities, each for a term of four years.

When each of the current six-year terms expires, the term of that office will convert to a four-year term, beginning in 1974, then to continue as a four-year term. The initial appointee terms will be as follows: The appointee of the civil service employees shall serve a four-year term beginning in 1974; the appointee of the City Manager and Utilities Director shall initially be for two years beginning in 1974 and will be for four years with the second appointment.

Vacancies of the elected members shall be filled by the remaining members of the Civil Service Board by appointment, and such appointed member shall serve until the next general municipal election; provided, that if such vacancy occurs when there remain less than five full days for filing as a candidate at the primary election for such unexpired term, the Commission shall appoint a qualified person to fill the full unexpired term.

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[12] Salaries of elective officers must be provided for in the charter and power to fix cannot be re-delegated to legislative body. Taylor v Tacoma (1894 S W 174).

Vacancies of the appointed members shall be filled by the appointing authority by appointment until the end of the four-year term.

The Board shall provide for its own organization and the rules for the conduct of meetings; provided, that all meetings be public and that three members shall constitute a quorum. Said Civil Service Board members shall serve without pay. (Amendment approved by vote of the people September 18, 1973).

POWERS AND DUTIES OF THE CIVIL SERVICE BOARD

Section 6.12—The Civil Service Board shall have the power and shall be required:

(a) To advise the Council and administrative officials on all matters relating to Civil Service and personnel administration in the City service.

(b) To investigate any or all matters relating to conditions of employment in the service of the City, either in response to employee complaints or on its own initiative.

(c) To investigate and pass upon the claim of any person whose name appears on an eligible list, that he has been deprived of a position to which he is entitled under the provisions of this charter and the Civil Service and Personnel Rules governing the classified service, in which case the decision of the Board shall be binding on the appointing authority; provided, that such person shall not be entitled to any claim for salary from the city for the period prior to the date of filing such claim.

(d) To hear appeals from any action suspending for more than thirty days, reducing in rank or pay, or discharging any employee in the classified service, and further to hear appeals on any and all other controversies or matters arising out of or in connection with the Civil Service and Personnel Rules. The findings and decisions of the Board shall be reduced to writing and shall be final and binding upon all parties concerned. (Approved by vote of the people November 4, 1958).

PERSONNEL OFFICER

Section 6.13—There shall be a Personnel Officer, appointed by the City Manager on the basis of his experience in and demonstrated knowledge of modern personnel administration, who shall be the administrative head of the Personnel Department. He shall be responsible for directing the personnel program of the city in accordance with the provisions of this charter and ordinances supplemental thereto.

PERSONNEL RULES

Section 6.14—It is the intention of this Article to provide for a merit

system of empl· nent in the city service. The Civil Service Board shall make and promulgate all Civil Service and Personnel Rules, and amendments thereto, necessary to carry out and enforce the purpose of this Article, and shall file all such proposed rules and amendments with the City Clerk, who shall present the same to the City Council at its next regular meeting. Within forty-five days after the filing thereof with the City Clerk, the Council shall by ordinance adopt such proposed rules or amendments; provided, however, that the Council, by an affirmative vote of not less than two-thirds of its membership, may change, alter, amend, add to, reject or repeal any such proposed Civil Service Rules or amendments. In the event the City Council shall fail to adopt, change, alter, amend, add to or reject any such rules or amendments within the forty-five days time limit hereinabove provided for, then and in that event the City Clerk shall cause to be published such rules or amendments in the official newspaper of the City of Tacoma, and such rules or amendments shall ten days thereafter become effective to all intents and purposes the same as if adopted by the Council and published as an ordinance. Such rules shall among other things provide:

(a) For the classification of all positions in the classified service.

(b) For open, free and competitive examinations to test the relative fitness of applicants for such positions, and for reasonable publication and public advertisement of all examinations.

(c) For the creation of eligible lists upon which shall be entered the names of successful candidates in the order of their standing on the examination and for the certification of those on the appropriate list to department heads for appointment to fill vacancies and for the manner in which appointments shall be made from such list; provided, that on original appointments in the classified service, honorably discharged veterans of the armed forces who have served in time of war and who receive a passing grade on such examinations shall have ten per cent of the grade attained added to such grade.*

(d) For the period of time in which eligible lists shall continue in effect.

(e) For promotion based upon competitive examination and records of efficiency, character, conduct and seniority.

(f) For a period of probation not to exceed one year, both on original and promotional appointments, before the appointment is made permanent, during which time, in the case of an original appointment, the probationer

* See RCW 41.04.010 in respect to preference status and points for veterans.

may be discharged, or, in the case of a promotion, returned to a position in his former classification, by the head of the department, board or office in which employed.

(g) For the establishing of reasonable requirements for the rejection of candidates or eligibles. (Amendment approved by vote of the people September 18, 1973).

(h) For temporary employment without examination in cases of emergency and pending appointment from an eligible list, but no such temporary employment shall continue after the establishment of an eligible list for the position held.

(i) For transfer from one position to a similar position in the same class and grade, for reinstatement within two years of persons who without fault or delinquency on their part are separated from the service or reduced in class or grade, and for the reinstatement in a position of their former classification of employees promoted to and later demoted from appointive positions in the unclassified service.

(j) For the discipline of employees by suspension, demotion, discharge, or other actions not inconsistent with the provisions of this article; provided, that no employee in the classified service shall be suspended for more than thirty days, demoted or discharged except for cause.

(k) For the certification to the Director of Finance of the names and classifications of all persons legally employed in the city service, without which certification the Director of Finance shall not authorize the issuance of salary warrants.

(l) For the right of appeal by any employee to the Civil Service Board from any action suspending for more than thirty days, reducing in rank or pay, or discharging any employee in the classified service, and from any and all other matters arising out of or in connection with the Civil Service and Personnel Rules. (Approved by vote of the people November 4, 1958).

SPECIAL PROVISION RELATING TO EXAMINATIONS

Section 6.15—All examinations shall be impartial and shall deal with the duties and requirements of the positions to be filled; they may be oral, written, or based on observed performance or educational and experience record, or any combination thereof. Positions requiring unusual technical or professional qualifications may be filled without competitive examination upon approval of the Civil Service Board. Unskilled laborers may be appointed in the order of priority of application, after such tests of fitness as the Personnel Officer may prescribe; provided, that preference in such employment shall be given to honorably discharged veterans. The Per-

sonnel Officer may develop an apprenticeship program for the recruitment and promotion of employees in the skilled trades.

STATUS OF EXISTING EMPLOYEES

Section 6.16—All persons holding positions in the classified service who are there by virtue of existing civil service charter provisions, shall retain their positions until advanced, discharged, or reduced in accordance with provisions of this charter. Nothing contained herein shall affect or impair employee retirement, sick leave, or vacation credits accrued, or the validity of eligible lists created, under personnel rules and ordinances in force at the time this charter takes effect.

ARBITRATION

Section 6.17—In determining salaries, wages, hours and working conditions for employment in the city service, the Council, through the City Manager or Public Utility Board, as the case may be, may bargain collectively with any employee group or representatives thereof. Where, after such bargaining, an agreement has not been reached, the Council may agree to submit the matter in dispute to arbitration and may receive from said arbitrators a recommendation with reference to said dispute but shall not be bound by the decision or decisions resulting from arbitration unless the binding effect thereof shall be mandated by the laws of the State of Washington. Any agreement, decision or award relating to salaries or wages shall have effect upon the first day of the next ensuing fiscal period for which the Council makes appropriations or at such other times as may be permitted or provided by law. (Amendment approved by vote of the people September 18, 1973).

STATUS OF NEW EMPLOYEE GROUPS

Section 6.18—If, at any time after the effective date of this charter, the city acquires any public utility system formerly under private ownership or undertakes the provision of any new municipal services formerly provided by another local agency, the Council shall make provision to blanket the employees of such utility system or public agency, essential to the continued operation of such utility or other service, into appropriate classifications in the city service, without examination; provided, that the Council may require any such employees with less than one year's service in the position held at the time of the acquisition to serve a probationary period before attaining permanent civil service status; and further provided, that such employees meet the requirements prescribed in Section 6.3 of this charter.

ARTICLE VII

General Finance

FISCAL YEAR

Section 7.1—The fiscal year of the City of Tacoma shall begin on the first day of January and end on the 31st day of December of each year.

THE BUDGET

Section 7.2—The Budget shall be prepared and acted upon in the manner and within the time limits prescribed by state law. The Council may prescribe budget procedures supplemental to and not inconsistent with the provisions of the state law and this charter.

BUDGET CONTROL

Section 7.3—At the beginning of each quarterly period during the fiscal year, and more often if required by the Council, the City Manager shall submit to the Council data showing the relation between the estimated income and expenses and actual income and expenses to date; and if it shall appear that the income is less than anticipated, the Council may reduce appropriations, except amounts required to meet contractual obligations and for debt, interest, and other fixed charges, to such a degree as may be necessary to keep expenditures within the cash income.

INVESTMENT OF FUNDS

Section 7.4—There shall be a Finance Committee, composed of the Mayor, Director of Finance, and City Treasurer, which shall control the investment of city funds and moneys in the manner prescribed by state law and city ordinance. Said committee shall also have powers and duties assigned by state law to municipal boards of investment.

DEPARTMENT OF FINANCE

Section 7.5—There shall be a Department of Finance headed by a Director of Finance, who shall be appointed by the City Manager on the basis of his administrative abilities and experience in accounting, budgeting, and financial control. The Director of Finance, whose duties shall include those of a controller, shall have charge of the administration of the financial affairs of the city and, except as otherwise provided by law and by this charter, he shall:

(a) Compile for the City Manager and Council the estimates for the general government budget and the budget for capital outlay.

(b) Maintain a general accounting system for the city government and its departments and offices in conformity with the best recognized practices in governmental accounting; keep records for and exercise financial budgetary control over each such department, office or agency; keep separate accounts for the items of appropriation contained in the budget and appropriation ordinance and encumber such items of appropriation with the amount of each purchase order, payroll, or contract approved by him, immediately upon such approval; keep such records as shall show at all times for each account the amount of the appropriation, the amounts paid therefrom and remaining unpaid, all encumbrances thereof, and the unencumbered balance; require daily, or at such other intervals as he may deem expedient, a report of receipts and disbursements from each of the several departments and offices; prescribe the form of receipts, vouchers, bills, or claims to be used and of accounts to be kept by all departments and offices of the city government and provide suitable instructions for the use thereof; examine all contracts, purchase orders, and other documents which involve financial obligations against the city and approve the same only upon ascertaining that moneys have been appropriated and that an unexpended and unencumbered balance is available to meet the same; audit before payment all bills, invoices, payrolls, and other evidences of claims, demands, or charges against the city and approve the same of proper, legal, and correct; inspect and audit the accounts or records of financial transactions as maintained in each department and office of the city government apart from or subsidiary to the accounts kept in his office.

(c) Submit to the Council not later than the 10th day of each month a report of all receipts and disbursements for the preceding month, showing revenues and expenditures for the month and the fiscal year to date and the unexpended balances in all accounts; submit other reports, including a comprehensive annual report, reflecting the financial condition of the city when and in such form as the Council may require.

(d) Supervise the purchasing activities of all departments, except as otherwise provided in this charter.

(e) Supervise the receipt, custody, and disbursement of all city funds and moneys.

(f) Perform such other duties as may be required of him by law and by the Manager and Council.

RECEIPT, CUSTODY, AND DISBURSEMENT OF FUNDS

Section 7.6—There shall be a City Treasurer, appointed by the Manager who shall be responsible for the custody of all city funds and moneys.

GENERAL FINANCE

Section 7.7—The City Treasurer shall receive all moneys due and belonging to the city, and all trust funds held by the city, and shall keep an accurate detailed account of the same in a manner prescribed by the Director of Finance. The Treasurer shall open and keep separate and distinct accounts for each fund as required by law or this charter. He shall also prescribe the times at and manner in which moneys received by the several departments and offices shall be paid to the Treasurer or deposited in a city bank account under the Treasurer's control.

Section 7.8—The City Treasurer shall deposit all city funds in one or more banks in the City of Tacoma, in the manner prescribed by law and ordinance or resolution of the Council.

Section 7.9—No disbursement shall be made from any funds of the city except by check or warrant signed by the Treasurer. Each check shall be based upon a voucher or payroll audited by the Director of Finance and certified for payment as a duly authorized obligation of the city.

PURCHASING AND CONTRACTS

Section 7.10—Except as otherwise provided in this charter, the City Manager shall be responsible for all city purchasing, but he may delegate his responsibility to any subordinate appointed by him.

Section 7.11—Competitive prices or bids for all purchases and public works and improvements performed by contract shall be obtained where practicable and the purchase made from, or the contract awarded to, the lowest and best responsible bidder; provided, that the Council may waive the bidding requirements prescribed in this section in the purchase of non-competitive items. Sealed bids shall be asked for in all transactions involving the expenditure of three thousand dollars or more, and the transaction evidenced by written contract submitted to and approved by the Council. The Council may reject any and all bids. In all transactions where sealed bids are required, the Council shall demand a deposit by each bidder in the form of a certified check or bid bond in an amount not less than five per cent of the total bid, which amount shall be specified in the call for bids. The Council shall require a faithful performance or surety bond of the successful bidder. Calls for bids shall be published in the official newspaper of the city for not less than five days before the deadline for submission of bids, unless the Council declares by ordinance or resolution that an emergency exists. Detailed purchasing and contract award procedures shall be prescribed by ordinance.

Section 7.12—The Council shall determine which public works or improvement projects are to be performed by city forces and which are to

be let by contract in the manner prescribed in this article, subject to the requirements of state law.

Section 7.13—All contracts shall be prepared under the supervision of, and approved as to legal form by, the City Attorney.

INDEPENDENT AUDIT

Section 7.14—The Council shall provide for an annual audit, survey, report and analysis of such books, records, accounts, functions or performance records of the City and its various departments as the Council, in its discretion, may deem proper, by certified public accountants who are in no way connected with the City government. Any such audit, survey, report or analysis shall be filed with the City Council and shall be open to public inspection. This independent audit shall be conducted in part on an annual basis so that at the end of each five-year period, books, accounts and transactions of all departments of the City of Tacoma shall be covered thereunder. (Adopted by vote of the people September 15, 1970).

TAXATION AND INDEBTEDNESS

Section 7.15—The city shall have all powers granted to or not withheld from cities of like class by the constitution and laws of the state in the levying and collecting of taxes and incurring of indebtedness.

PUBLIC SALE OF BONDS

Section 7.16—All general obligation and revenue bonds issued by the city shall be sold at public sale upon sealed proposals after at least ten days' notice published at least once in a publication carrying municipal bond notices and devoted primarily to financial news or to the subject of state and municipal bonds, published in New York City, and after such local publication as may be prescribed by state law for the issuance and sale of general obligation bonds.

ARTICLE VIII

Franchises

Section 8.1—Every grant, renewal, extension, or amendment of a franchise, right or privilege, shall be by ordinance which shall not be passed before the second regular meeting of the Council, and at least fifteen days

after its introduction, nor become effective except in the case of initiative or referendum, until thirty days after publication thereof, and which, whether it is so provided therein or not, shall be subject to the right of the Council or the qualified electors of the city acting for themselves by the intitative or referendum, unless otherwise provided by law, at any time subsequent to the grant, renewal, extension, or amendment:

(a) To repeal, amend, or modify the same with due regard to the rights of the grantee and the interests of the public.

(b) To cancel, forfeit, and abrogate the same if the franchise, right, or privilege is not operated or exercised in full accordance with its provisions, or any part thereof, or at all.

(c) To acquire by purchase or condemnation, for the use of the city itself or its inhabitants, all of the property of the grantee within the public streets, alleys, or places at a fair and just value, which shall not include any valuation of the franchise, right, or privilege, which shall thereupon terminate.

(d) To make all regulations necessary or proper to secure in the most ample manner the safety, welfare, accommodation, comfort, and convenience of the public.

(e) To establish reasonable standards of service and quality of product and to require proper and adequate extensions of plant or service and the maintenance thereof at the highest practicable standard of efficiency.

(f) To regulate rates, fares, and charges for service, where not otherwise provided by law.

(g) To require the elevation or depression of the tracks of street or other railways, or the placing underground of cables, wires, and similar devices, and appurtenances thereto, and the removing or relocating of all property or equipment of the grantee in the public streets, alleys, or places, whenever the same is necessary in the interest of public safety or convenience.

(h) To require the grantee to allow the use of its tracks, poles, cables, wires, and similar devices, and appurtenances thereto, by the grantee of any other franchise, right, or privilege, on the payment of a reasonable rental therefor.

(i) To examine all books, records, and accounts and do all things necessary to ascertain accurately the actual gross receipts per annum of any grantee.

Section 8.2—No franchise or extension or renewal thereof shall ever be granted except upon proper compensation by way of payment into the city treasury of a percentage of the gross receipts thereunder, which percentage shall in no case be less than one per cent per annum; provided, that this section shall not apply to railways.

Section 8.3—No exclusive franchise, right, or privilege shall ever be granted; nor shall any franchise, right, or privilege be granted for a term longer than twenty-five years; nor any extension or enlargement thereof extended beyond the unexpired term of the first or original franchise, right or privilege; nor any franchise, right or privilege renewed or extended until within two years of the expiration thereof.

Section 8.4—No ordinance shall be construed as granting any franchise, right or privilege except as stated therein in plain and unambiguous terms, nor to apply to any public street, alley, or place not plainly specified therein, and any and every ambiguity therein shall be construed in favor of the city and against the grantee.

Section 8.5—No franchise heretofore or hereafter granted by the city shall ever be leased, assigned, or otherwise alienated without the express consent of the city by ordinance, and no dealing with the lessee or assignee on the part of the city to require the performance of any act or payment of any compensation by the lessee or assignee shall be deemed to operate as such consent.

Section 8.6—All franchises, rights, and privileges heretofore granted by the city which are not in actual use or enjoyment or which the grantees thereof have not in good faith commenced to exercise at the time of the adoption of this charter, are hereby declared forfeited and of no validity, and it shall be the duty of the Council to carry out the provisions of this section by the enactment of ordinances repealing the same.

Section 8.7—The enumeration and specification of particular matters in this charter which are made a part of, or must be included in every grant, renewal, or extension of a franchise, right, or privilege, shall never be construed as impairing the right of the Council or the qualified electors acting for themselves through the initiative or referendum to insert therein such other and further matters, terms, and conditions, or make other provisions whatever, as it or they shall deem proper to protect its or their interest.

ARTICLE IX

Miscellaneous Provisions

DISPOSAL OF CITY PROPERTY[13]

Section 9.1—Except as otherwise provided in this charter or in state law, the sale, lease or disposal of real or personal property belonging to the City shall be upon authorization of the Council; provided that machinery or equipment may be leased from day to day on written agreement therefor approved by the City Manager or Director of Utilities, as the case may be, and filed with the Director of Finance. Any lease of real or personal property for a period longer than five (5) years shall contain provisions for reevaluation and adjustment of rentals at intervals not to exceed five (5) years. The City shall never authorize the sale or disposition of any waterfront property belonging to the City and, subject to the provisions of state law, shall not lease the same for a period longer than thirty years at any one time. All conveyances, contracts, and leases shall be executed by the Mayor and attested by the City Clerk. (Amendment approved by vote of the people September 18, 1973).

PUBLIC RECORDS

Section 9.2—All records and accounts of every office, department, or agency of the city shall be open to inspection by any citizen, any representative of a citizen's organization, or any representative of the press, at all reasonable times and under reasonable regulations established by the City Council, except records and documents the disclosure of which would tend to defeat the lawful purpose which they are intended to accomplish. All such records and accounts shall be city property and be kept as such by the proper officers and employees during their continuance in office, and then delivered to their successors.

CLAIMS AGAINST CITY[14]

Section 9.3—All claims for damages against the city, whether sounding in tort or arising out of contract, shall be presented in writing to the Council within sixty days after the date upon which such damages are claimed to have been sustained. Such claim shall accurately state the time, place, cause, nature, and extent of the alleged damages and give the actual residence of the claimant by street and number at the date of presenting such claim, and for six months immediately prior to the time such claim for damages accrued, and shall be verified by affidavit of the

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[13] See Sections 1.06.350 – 1.06.353.

[14] See Sections 1.06.227 – 1.06.230.

claimant or such other person as may be authorized by law to verify such claims, to the effect that the same is true. No action shall be maintained against the city for any claim for damages until sixty days have elapsed after such presentation. The omission to present any such claim in the manner or within the time in this section provided, shall be a bar to any action against the city therefor. Neither the Council, nor any department, board, officer, or authority, shall allow, make valid, or in any manner recognize any demand against the city which was not at the time of its creation a valid claim against the city; nor shall they or any of them ever allow or authorize to be paid any demand which, without such action, would be invalid or which shall have been barred by any statute of limitations, or for which the city was never liable; and any such action shall be null and void.*

CEMETERIES, MAUSOLEUMS, AND CREMATORIES

Section 9.4—The establishment or platting of new cemeteries and the establishment of mausoleums or crematories within the limits of the City is hereby prohibited; provided that mausoleums or crematories may be established within the limits of existing cemeteries. (Amendment approved by vote of the people September 18, 1973).

PARKS

Section 9.5—If at any time hereafter the parks now under the control of the Metropolitan Park Board come under the jurisdiction of the city, such parks shall be managed, controlled, and administered in such manner as the Council shall by ordinance provide.

AMENDMENTS

Section 9.6—Amendments to this charter may be submitted to the voters by the City Council or by initiative petition of the voters, subject to the initiative and referendum provisions of this charter and in the manner provided by the state constitution and laws.

SEPARABILITY CLAUSE

Section 9.7—If any portion of this charter is for any reason held to be invalid or inoperative, such decision shall not effect the validity of the remainder thereof.

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* See RCW 35.31.010 and RCW 35.31.020 — Providing that all claims for damage against any city of the first class must be filed with the City Clerk within one hundred-twenty (120) days from the date the damage occurred or the injury was sustained.

ARTICLE X

Succession in Government

CONTINUANCE OF ORDINANCES AND VESTED RIGHTS

Section 10.1—All ordinances and resolutions in force at the time this charter shall go into effect, and not inconsistent therewith, shall remain in force until amended or repealed or until they expire by limitation. All rights and obligations in favor of or against the city existing at the time this charter shall go into effect, shall continue without modification. All street and other improvements, all vacations of public streets, alleys, or places, all assessments for improvements, all suits and actions in court, all fines and forfeitures, and all other matters, relating to the city that have been begun and not completed, shall be completed according to the charter, ordinances, and laws existing prior to the time this charter shall go into effect. All taxes and assessments levied and remaining unpaid when this charter shall go into effect, shall be collected as provided by the charter existing and in effect at the time the same were levied.

CONTINUANCE OF DEPARTMENTS AND OFFICERS

Section 10.2—The administrative organization in force at the time this charter takes effect shall continue until changed in accordance with the provisions of this charter. All persons holding appointive office at the time this charter takes effect shall continue in office and in the performance of their duties until their successors have been appointed and qualified as provided in this charter. Pending the passage of an ordinance distributing the work of departments under the supervision and control of the Manager among specific divisions thereof, the Manager may establish temporary divisions.

TRANSFER OF FUNCTIONS AND PERSONNEL

Section 10.3—Whenever by the provisions of this charter duties and functions performed by, through, or under the supervision of any department, board, or office have been transferred to some other department, board, or office, the employees engaged in the performance of such duties and functions at the time this charter shall go into effect shall be transferred accordingly and be deemed to have been regularly appointed to the respective positions involved in the performance of such duties and functions, until removed therefrom in accordance with the provisions of this charter.

PRELIMINARY MEETINGS OF THE COUNCIL

Section 10.4—On the third business day following the certification of the result of the first election of councilmen under this charter, the newly

elected members of the Council shall meet at 7:30 o'clock P.M. in the council chamber of the city hall for the purpose of considering the appointment of a City Manager and the preparation of such ordinances as may be necessary to effectuate the transition from the present form of government to that established by this charter. The Council-elect shall choose one of its number to be chairman and the City Clerk shall act as its secretary. It shall at its first meeting fix the times and places at which it will hold regular meetings for the above purposes and shall hold such adjourned and special meetings as it may determine by majority vote of its members. The expenses of the Council-elect, including the expense of advertising for applicants for the position of City Manager and of interviewing and investigating such applicants in Tacoma or elsewhere, shall be paid from the city treasury on vouchers signed by the chairman of the Council-elect. If a Manager has not been appointed and taken office on the first Monday in June, 1953, the Council shall designate a city officer to serve as Acting City Manager and may provide for the filling of other positions in the unclassified service on a temporary basis, pending appointment in accordance with the provisions of this charter.

TRANSFER OF RECORDS, PROPERTY, AND FUNDS

Section 10.5—All records, property, and equipment of any department or office, the functions of which are assigned to any other departments or offices, shall be transferred and delivered to the departments or offices to which such functions are so assigned. All moneys possessed by and revenues accruing to the city, subsequent to the time this charter shall go into effect, shall continue to be accounted for in, and to be disbursed from, the various funds existing at the time this charter shall go into effect, until such time or times as, in the course of administration and reorganization, new funds shall be created by budget or otherwise established. When such new funds are established, the balances in funds replaced or discontinued shall be credited by transfer or apportionment to the new funds to which such balances shall be assigned.

EFFECTIVE DATE OF CHARTER

Section 10.6—For the purpose of nominating and electing councilmen, this charter shall take effect from the time of its approval by the electors of the city; for all other purposes this charter shall take effect on the first Monday of June, 1953, at 12:01 a.m., whereupon the present charter of the city shall be and is hereby repealed. The first election under this charter shall be held on the second Tuesday in March, 1953, preceded by a primary election held four weeks prior to such date, and the second municipal general and primary elections shall be held in the year 1956 on the dates prescribed for such elections by state law.

Freeholder's Certificate

State of Washington,)
County of Pierce,) ss.
City of Tacoma)

We, the undersigned freeholders of the City of Tacoma elected at the general municipal election held in said city on the eleventh day of March, 1952, under the provisions of the constitution and laws of the State of Washington, to prepare a new charter, by altering changing, revising adding to or repealing the existing charter of the City of Tacoma, do hereby certify that the foregoing charter has been prepared by us, and is hereby submitted as the charter for said city.

IN WITNESS WHEREOF, we have hereunto set our hands this third day of September, 1952.

FRED SHOEMAKER, Chairman
MRS. THOMAS A. SWAYZE, Vice Chair.
HAL D. MURTLAND, Secretary
HUGH J. TUDOR
CHARLES T. BATTIN
G. VANDERENDE
CLARA E. GOERING
CHAS. J. EISENBACHER
ELIZABETH SHACKLEFORD
STANTON WARBURTON, JR.
HAROLD M. TOLLEFSON
PATRICK M. STEELE
CHARLES P. LARSON, M.D.
A. B. COMFORT
E. K. MURRAY

INDEX TO CHARTER

	SECTION
Accountants – preparation of independent audit	7.14
Accounting Systems – general	7.5 (b)
Utilities	4.14
Acquisition of Utilities – authority for, general	4.2
By utility board	4.10
Acting City Manager – appointment	10.4
Actions Against City – limitations on	9.3
Administrative Code	3.11
Administrative Organization	3.11
Amendments – to Charter, how made	9.6
to ordinances, how made	2.14
Annual Audit Report	7.14
Application of State Election Laws	5.1
Appointment – of Acting City Manager	10.4
City Attorney and assistants	3.5
City Clerk and Deputy	3.7
City Manager	3.1
Director of Public Utilities	4.18
Members of Public Utility Board	4.8
Officers generally	3.4 and 6.7
Superintendents, Public Utility Department	4.21
Apprenticeships – city employees	6.15
Appropriations – fiscal records of	7.5(b)
Approval of Contracts – by City Attorney	7.13
Arbitration – labor disputes, authority for	6.17
Assignment of Franchises	8.5
Assistant City Attorney – appointment, qualifications	3.5
Attorney (see City Attorney)	
Audit – by certified public accountants	7.14
Department of Public Utility accounts	4.14
Departmental accounts generally	7.5 (b)
Authentication of Ordinances	
Belt Line Bonds – cancellation of	4.24
Bids – calls for, publication	7.11
deposit required	7.11
minimum contracts requiring	7.11
noncompetitive items, not required	7.11
performance bonds	7.11
Board – Civil Service	6.11
Library	3.9
Public Utility	4.8 to 4.17

INDEX

Bonds—notice of sale - 7.16
ordinances, effective date of - - - - - - - - - - - - - - - - 2.13
public sale required - 7.16
review by attorney - 3.6
surety bonds, required when - - - - - - - - - - - - - - 6.5 and 7.11
utility - 4.11
Boundaries of City - 1.1
Budget—adopting ordinance, effective date - - - - - - - - - - - 2.13
control of - 7.3
Department of Public Utilities - - - - - - - - - - - - - - - - 4.12
general provision for - 7.2
preparation of estimates - - - - - - - - - - - - - - - - - - - 7.5(a)
Calls for Bids—publication of - - - - - - - - - - - - - - - - - 7.11
Cancellation of Belt Line Bonds - - - - - - - - - - - - - - - - 4.24
Candidates' Statements of Qualifications - - - - - - - - - - - 5.6
Cemeteries - 9.4
Certification of Candidates—City Clerk - - - - - - - - - - - - 5.3
Certificate of Election—effect of - - - - - - - - - - - - - - - 5.5
Chairman of Council-Elect - - - - - - - - - - - - - - - - - - - 10.4
Charter—amendments of, how made - - - - - - - - - - - - - - - 9.6
effective date of - 10.6
separability of provisions - - - - - - - - - - - - - - - - - - 9.7
Checks—manner of issuance, payments by - - - - - - - - - - - 7.9
City Attorney—appointment - - - - - - - - - - - - - - - - - - 3.5
approval of contracts by - - - - - - - - - - - - - - - - - - 7.13
assistants - 3.5
ballot titles, preparation, initiative and referendum - 2.20 and 2.21
duties - 3.6
powers - 3.5
qualifications - 3.5
City Boundaries - 1.1
City Clerk—appointment of - - - - - - - - - - - - - - - - - - 3.7
authentication of ordinances by - - - - - - - - - - - - - - - 2.15
certification referendum petitions by - - - - - - - - - - - - 2.21
duties of - 3.7
initiative and referendum petitions, form, filing of - - - - - 2.18
powers of - 3.7
verification of initiative petitions - - - - - - - - - - - - - 2.19
City Manager—administrative organization, shall recommend - - 3.11
administrative employees, control of - - - - - - - - - - - - - 3.2
appointment of - 3.1
duties of - 3.3
eligibility - 3.1
financial report to Council - - - - - - - - - - - - - - - - - 7.3

powers of - 3.4
purchasing, duties as to - - - - - - - - - - - - - - - - - 7.10
qualifications - 3.1
relations with Council - - - - - - - - - - - - - - - - - - 3.2
removal - 3.1
residence requirements - - - - - - - - - - - - - - - - - - 3.1
term of office - 3.1
City Planning Commission—appointment of members, term - - - 3.8
duties - 3.8
powers - 3.8
City Pounds - 3.10
City Treasurer—appointment of - - - - - - - - - - - - - - - - 7.6
control of Utility funds - - - - - - - - - - - - - - - - - - 4.14
duties of - 7.7 to 7.9
member Finance Committee - - - - - - - - - - - - - - - - - 7.4
Civil Service Board—meetings - - - - - - - - - - - - - - - - - 6.11
members, number, appointment, compensation,
term removal - 6.11
powers and duties of - - - - - - - - - - - - - - - - - - - 6.12
Civil Service Rules - 6.14
Claims Against City - 9.3
Classified Service—defined - - - - - - - - - - - - - - - - - 6.2
Codification of Ordinances - - - - - - - - - - - - - - - - - 2.16
Collective Bargaining—authority for - - - - - - - - - - - - - 6.17
Compensation of Officers and Employees - - - - - - - - - - - 6.9
Competitive Bids for Purchases - - - - - - - - - - - - - - - 7.11
Compilation and Codification of Ordinances - - - - - - - - - - 2.16
Contests—election - 5.5
Contracts—general - 7.11 to 7.13
how executed - 9.1
Humane Society, provisions - - - - - - - - - - - - - - - - 3.10
review by attorney - 3.6
Control of Budget - 7.3
Conveyances—how executed - - - - - - - - - - - - - - - - - - 9.1
Council—action on initiative petitions - - - - - - - - - 2.19 and 2.20
authorized to establish rules - - - - - - - - - - - - - - - 2.9
compel attendance of witnesses - - - - - - - - - - - - - - 2.9
creation and composition - - - - - - - - - - - - - - - - - 2.1
enforcement of forfeiture of office of councilman - - - 2.6
franchises, powers in connection with - - - - - - - - - - - 8.1
journal required - 2.9
legislation, by ordinance only - - - - - - - - - - - - - - - 2.11
method of voting - 2.10
power to amend or repeal ordinances voted by people - - - 2.25

INDEX

quorum of - 2.9
referendum by - 2.23
relationship with City Manager, officers and employees - - 3.2
special meetings, call and notice of - - - - - - - - - - - 2.8
time of meetings - 2.8
vacancies, how filled, term of appointee - - - - - - - - - 2.7
Council-elect – organization of - - - - - - - - - - - - - - 10.4
powers of - 10.4
Council-Manager Relationships - - - - - - - - - - - - - - - 3.2
Councilmanic Vacancies - - - - - - - - - - - - - - - - - - 2.7
Councilmen – compensation - - - - - - - - - - - - - - - - - 2.3
election and districts - - - - - - - - - - - - - - - - - - 2.1-5.4
eligibility - 2.2
eligibility for office of City Manager - - - - - - - - - - 3.1
ex officio member of Planning Commission - - - - - - - - 3.8
forfeiture of office - - - - - - - - - - - - - - - - - - - 2.6
qualifications - 2.2
removal from office - - - - - - - - - - - - - - - - - - - 2.5
term of office - 2.1
Creation and Composition of City Council - - - - - - - - - 2.1
Crematories - 9.4
Custody and Disbursement of Funds - - - - - - - - - - - 7.6 to 7.9
Custody of Public Records - - - - - - - - - - - - - - - - - 9.2
Damages – claims against City for - - - - - - - - - - - - - 9.3
Day Labor – Public Works - - - - - - - - - - - - - - - - - 7.12
Department of Finance - - - - - - - - - - - - - - - - - - 7.5
Department of Public Utilities
Director of Utilities
appointment - 4.18
ex officio member of Planning Commission - - - - - - - 3.8
liaison between Board and employees - - - - - - - - - - 4.19
officers and employees, appointment of - - - - - - - - - 4.22
qualifications - 4.18
Superintendents, appointment by - - - - - - - - - - - - 4.21
term of office - 4.18
Officers and employees of
appointment by Director - - - - - - - - - - - - - - - - - 4.22
employment benefits of - - - - - - - - - - - - - - - - - 4.22
retirement benefits of - - - - - - - - - - - - - - - - - 4.22
salary of, fixed by Board - - - - - - - - - - - - - - - - 4.22
Purchases by - 4.16
Separate operation of utilities - - - - - - - - - - - - - - 4.20
Departments – continuance of - - - - - - - - - - - - - - - - 10.2
Established by Administrative Code - - - - - - - - - - - - 3.11

INDEX

Deposit of City Funds - 7.8
Deputy City Clerk—appointment, duties - - - - - - - - - - - - 3.7
Director of Finance—appointment, duties and powers - - - - - 7.5
Director of Utilities (See Department of Public Utilities)
Disbursement of Funds - - - - - - - - - - - - - - - - - - - 7.6 to 7.9
Discriminatory Actions—penalty for - - - - - - - - - - - - - - 6.7
Disposal of City Property - - - - - - - - - - - - - - - - - - 9.1
Disposal of Utility Property - - - - - - - - - - - - - - - - - 4.6
Diversion of Utility Funds - - - - - - - - - - - - - - - - 4.4 and 4.5
Divisions—established by Administrative Code - - - - - - - - 3.11
Dock—sale by City prohibited - - - - - - - - - - - - - - - - - 9.1
lease of limitations - 9.1
Duties—City Attorney - 3.6
City Clerk - 3.7
City Manager - 3.3
City Treasurer - 7.7 and 7.8
Director of Finance - 7.5
Planning Commission - 3.8
Public Utility Board (see Public Utility Board)
Effective Date of Charter - - - - - - - - - - - - - - - - - - 10.6
Elections—application of state laws - - - - - - - - - - - - - - 5.1
candidates' statement of qualifications - - - - - - - - - - 5.6
certificates of election - - - - - - - - - - - - - - - - - - 5.5
certification of candidates - - - - - - - - - - - - - - - - - 5.3
contests - 5.5
filing as candidate - 5.3
general - 5.2
initial election under Charter - - - - - - - - - - - - - - - 10.6
nonpartisan - 5.2
primary - 5.2 and 5.4
special - 5.2
time for holding - 5.2
Eligibility for Employment - - - - - - - - - - - - - - - - - - 6.3
Emergency Ordinances - - - - - - - - - - - - - - - - - 2.12 and 2.13
Employee Welfare Benefits - - - - - - - - - - - - - - - - - - 6.10
Employees (see Officers and Employees)
Examinations—classified employees - - - - - - - - - - - - - - 6.15
Expenses—Council-elect - - - - - - - - - - - - - - - - - - - 10.4
member Public Utility Board - - - - - - - - - - - - - - - - 4.9
Pound—animals - 3.10
Experts—Public Utility Board may hire - - - - - - - - - - - - 4.15
Filing—Candidates for Election - - - - - - - - - - - - - - - - 5.3
claims against City, limitations - - - - - - - - - - - - - - 9.3
Finance—general - 7.1 to 7.16

INDEX

Finance Committee - 7.4
Financing Public Utilities - 4.2
Fiscal Year - 7.1
Forfeiture of Franchise - 8.6
Forfeiture of Office or Position—cause for - - - - - - - - 6.6 and 6.7
Former Charter—unfinished projects under - - - - - - - - - - - - 10.1
Franchise Ordinances—effective date - - - - - - - - - - - - - - 2.13
emergency prohibited - 2.12
Franchises—ambiguity in, construction of - - - - - - - - - - - - 8.4
assignment or alienation of - - - - - - - - - - - - - - - - - 8.5
exclusive prohibited - 8.3
forfeiture of - 8.6
ordinance granting, effective date - - - - - - - - - - - - - - 8.1
powers of Council, regulation - - - - - - - - - - - - 8.1 (a) to (i)
provisions of - 8.7
Public Utility franchises prohibited - - - - - - - - - - - - - 4.7
renewal or extension - - - - - - - - - - - - - - - - - 8.2 and 8.3
review by City Attorney - - - - - - - - - - - - - - - - - - - 3.6
terin limited - 8.3
water or electric utilities - - - - - - - - - - - - - - - - - - 4.7
Funds—control of utility funds by City Treasurer - - - - - - - 4.14
diversion of public utility funds - - - - - - - - - - - - - - 4.5
initial transfer of - 10.5
reappointment of - 10.5
Garbage—utility for - 4.1
General Accounting System - - - - - - - - - - - - - - - - - - 7.5 (b)
General Finance - 7.1 to 7.16
General Indebtedness for Utilities - - - - - - - - - - - - - - - 4.2
General Municipal Elections (see elections) - - - - - - - - - - 5.2
General Obligation Bonds—public sale required - - - - - - - - 7.16
notice of sale, publication - - - - - - - - - - - - - - - - - 7.16
General Powers of City - 1.2
General Powers Respecting Utilities - - - - - - - - - - - - - - 4.1
Gross Earnings Tax—Public Utilities - - - - - - - - - - - - - 4.4
Heating—utility for - 4.1
Holding Other Office—prohibited, councilman - - - - - - - - - 2.2
prohibited, officers and employees - - - - - - - - - - - - - 6.3
Humane Society - 3.10
Incorporation and Boundaries - - - - - - - - - - - - - - - - - 1.1
Indebtedness
power to incur - 7.15
Utilities, authority to incur - - - - - - - - - - - - - - - - 4.2
how incurred - 4.11
Independent Audit - 7.14

INDEX

Initiative and Referendum, amendments by Council prohibited - - 2.20
ballot title, initiative, preparation - - - - - - - - - - - - - - 2.20
ballot title, referendum, preparation - - - - - - - - - - - - - - 2.21
certification of sufficiency, referendum petition - - - - - - 2.21
correction insufficient petitions, time limit - - - - - - - - - 2.19
Council action, time limit - - - - - - - - - - - - - - - - - - 2.19
effective date adopted ordinance - - - - - - - - - - - - - - 2.24
filing, initiative petition - - - - - - - - - - - - - - - - - - 2.19
referendum petition, time limit - - - - - - - - - - - - - - 2.21
form, initiative petition - - - - - - - - - - - - - - - - - - - 2.18
inconsistent ordinances adopted, which effective - - - - - - 2.24
ordinances not affected by referendum - - - - - - - - - - 2.21
publication of proposed ordinance - - - - - - - - - - - - - 2.24
rejection of initiative by Council, procedure - - - - - - - - 2.20
repeal or amendment, limitation, how accomplished - - - - 2.25
signatures required, initiative - - - - - - - - - - - - - - - 2.18
referendum - 2.21
special election, submission to voters at - - - - - - - - - - 2.22
submission of initiative to voters, when - - - - - - - - - - 2.20
referendum to voters, when - - - - - - - - - - - - - - - - 2.21
suspension of ordinances by referendum - - - - - - - - - - 2.21
verification of signatures, initiative petition - - - - - - - - 2.19
referendum petition - 2.21
vote required for passage, majority - - - - - - - - - - - - - 2.24
Invalid Claims - 9.3
Investment of Funds - 7.4
Lease—of City Property - 9.1
of Public Utility Property - - - - - - - - - - - - - - - - - - 4.6
Legal Actions Against City—limitations - - - - - - - - - - - - 9.3
Legislation - 2.11 to 2.15
Legislative Authority—vested in Council - - - - - - - - - - - - 2.1
Library - 3.9
Light—utility for - 4.1
Location and Relocation of Utility Works - - - - - - - - - - - 4.23
Manager (see City Manager)
Mausoleums - 9.4
Mayor
authenticate ordinances - - - - - - - - - - - - - - - - - - - 2.15
duties, general - 2.4
how chosen - 2.4
member of Finance Committee - - - - - - - - - - - - - - - - 7.4
powers, general - 2.4
salary as Mayor - 2.4
term of office - 2.4

INDEX

vacancies, how filled - 2.4
Meetings – Civil Service Board - - - - - - - - - - - - - - - - - - 6.11
Council - 2.8
preliminary meetings of Council - - - - - - - - - - - - - - - 10.4
Public Utility Board - 4.13
Members of Civil Service Board - - - - - - - - - - - - - - - - - 6.11
Members of Public Utility Board – number of, appointment
term, vacancies, removal - - - - - - - - - - - - - - - - - - - 4.8
qualifications - 4.9
Merit System Established - 6.14
Municipal Belt Line – bonds of cancelled - - - - - - - - - - - - 4.24
Municipal Elections (see Elections) - - - - - - - - - - - 5.1 to 5.7
New Employee Groups – blanketing into City Service - - - - - - 6.18
Nominations and Elections - - - - - - - - - - - - - - - - 5.1 to 5.7
Nomination of Candidates - 5.3
Noncompetitive Items – purchase of - - - - - - - - - - - - - - - 7.11
Oath of Office – elective or appointive officer - - - - - - - - - 6.4
Officers – continuance in office - - - - - - - - - - - - - - - - 10.2
Officers – Elective – forfeiture of office - - - - - - - - - - - - 2.6
recall - 2.5
term of appointee - 2.7
term of office - 2.1
vacancies in Council, how filled - - - - - - - - - - - - - - - 2.7
Officers and Employees – appointment and selection - - - - - - 6.7
apprenticeships - 6.15
arbitration of labor disputes with - - - - - - - - - - - - - - 6.17
Civil Service Board - 6.11
Classified service, defined - - - - - - - - - - - - - - - - - - 6.2
collective bargaining, authority to - - - - - - - - - - - - - - 6.17
Compensation of - 6.9
Department of Public Utilities, appointment, salary - - - - - 4.22
discrimination prohibited - - - - - - - - - - - - - - - - - - 6.7
dual public office prohibited - - - - - - - - - - - - - - - - - 6.3
elective (see Officers-Elective)
examinations, classified employees - - - - - - - - - - - - - - 6.15
forfeiture of office or position - - - - - - - - - - - 6.6 and 6.7
group insurance for, authority - - - - - - - - - - - - - - - - 6.10
merit system established - - - - - - - - - - - - - - - - - - - 6.14
oath of office - 6.4
pecuniary interest in contracts prohibited - - - - - - - - - - 6.6
personnel officer, duties - - - - - - - - - - - - - - - - - - 6.13
personnel rules - 6.14
political activity, limitations - - - - - - - - - - - - - - - - 6.8
removal by manager, head of department - - - - - - - - - - - 3.4

INDEX

residential qualifications - - - - - - - - - - - - - - - - - - - 6.3
retirement system, authority to establish - - - - - - - - - - 6.10
salaries and wages, how fixed - - - - - - - - - - - - - - - - 6.9
status of existing employees - - - - - - - - - - - - - - - - - 6.16
of new employee groups - - - - - - - - - - - - - - - - - - 6.18
surety bonds, when required - - - - - - - - - - - - - - - - - 6.5
unclassified service, defined - - - - - - - - - - - - - - - - 6.1
veteran's preference - 6.15
welfare benefits - 6.10
Offices – established by Administrative Code - - - - - - - - - - 3.11
Official Code - 2.16
Ordinances
Administrative Code - 3.11
amendment, manner of - 2.14
compilation and codification - - - - - - - - - - - - - - - - 2.16
continued in force under Charter - - - - - - - - - - - - - - 10.1
effective date - 2.13 and 8.1
emergency ordinance, passage when declared - - - - - - - - 2.12
enacting clause - 2.11
franchise - 8.1
initiative and referendum - - - - - - - - - - - - - - 2.18 to 2.25
numbering - 2.11
ordinance record - 2.15
passage, when, limitations, exceptions - - - - - - - - - - - 2.12
penalties for noncompliance with, right to provide - - - - - 2.17
publication of - 2.13
recording - 2.15
repeal, generally - 2.14
by omission from Official Code - - - - - - - - - - - - - - - 2.16
repeal or amendment of initiative or
referendum ordinances - - - - - - - - - - - - - - - - - - 2.25
title - 2.11
vote required for passage, generally - - - - - - - - - - - - 2.10
emergency ordinances - - - - - - - - - - - - - - - - - - - 2.12
Organization of Council-Elect - - - - - - - - - - - - - - - - 10.4
Parks – Administration of - - - - - - - - - - - - - - - - - - 9.5
Pecuniary Interest in Contracts Prohibited - - - - - - - - - - 6.6
Penalties
Limit of penalty for noncompliance with ordinances - - - - 2.17
proceeds of certain penalties to Humane Society - - - - - - 3.10
Performance Bonds – bids - - - - - - - - - - - - - - - - - - 7.11
Performance of Public Works by City Forces - - - - - - - - - 7.12
Personnel Officer – duties of - - - - - - - - - - - - - - - - 6.13
Personnel Rules - 6.14

INDEX

Petitions for Initiatives and Referendums - - - - - - - - - - - - 2.18
Pier—lease of, limitations - - - - - - - - - - - - - - - - - - - 9.1
sale by City prohibited - 9.1
Planning Commission (see City Planning Commission)
Political Activity by Employees, prohibited - - - - - - - - - - - 6.8
Pound—operation of - 3.10
Power—utility for - 4.1
Power to Acquire and Finance Utilities - - - - - - - - - - - - - 4.2
Powers and Duty of Civil Service Board - - - - - - - - - - - - 6.12
Powers of City—acquisition and disposition of property - - - - 1.2
enumeration not exclusive - - - - - - - - - - - - - - - - - - 1.2
fixing rates for utility services - - - - - - - - - - - - - - 4.3
general grant of - 1.2
gross earnings tax on utilities - - - - - - - - - - - - - - - 4.4
to acquire and construct utilities - - - - - - - - - - - - - - 4.1
to sue and defend - 1.1
utilities - 4.1 to 4.7
of City Attorney - 3.5
of City Manager - 3.4
of Council
Determine election and qualification of members - - - - 5.5
establish rules - 2.9
general powers of - 2.1
penalties and forfeitures - - - - - - - - - - - - - - - - - 2.17
punish for contempt - 2.9
removal of member - 2.6
subpoena witnesses - 2.9
of Planning Commission - - - - - - - - - - - - - - - - - - - 3.8
of Public Utility Board - - - - - - - - - - - - - - - - - - 4.10 to 4.17
Preliminary Meetings of Council - - - - - - - - - - - - - - - - 10.4
Press—records open to, exception - - - - - - - - - - - - - - - 9.2
Primary Elections (see Elections) - - - - - - - - - - - - - 5.2 and 5.4
Procedure of Council - 2.8
Property—disposal of, generally - - - - - - - - - - - - - - - - 1.2
utility - 4.6
initial transfer - 10.5
Publication of Bids - 7.11
Public Contracts - 7.11 to 7.13
Public Library - 3.9
Public Office—prohibition against holding other - - - - - - 2.2 and 6.3
Public Records—open to public, exception - - - - - - - - - - - 9.2
Public Sale of Bonds Required - - - - - - - - - - - - - - - - 7.16
Public Utilities
acquisition of, authority for - - - - - - - - - - - - - - 4.1 and 4.2

INDEX

additions and extensions of - - - - - - - - - - - - - - - - 4.2
administrative organization (see Department of Public Utilities)
Public Utilities—authority to sell or lease - - - - - - - - - - 4.6
Board (see Public Utility Board)
charges against, for departmental services - - - - - - - - - 4.4
construction of, authority for - - - - - - - - - - - - 4.1 and 4.2
Department of (see Department of Public Utilities)
Director of, appointment - - - - - - - - - - - - - - - - - - 4.18
power and duties - - - - - - - - - - - - - - - - - 4.21 and 4.22
disposal of property - 4.6
equipment in streets and alleys, removal of - - - - - - - - 4.23
extensions of - 4.2
financing - 4.2
franchises for, prohibited - - - - - - - - - - - - - - - - - 4.7
funds, diversion of prohibited - - - - - - - - - - - - - - - 4.5
general powers of City as to - - - - - - - - - - - - - - - - 4.1
gross earnings tax - 4.4
indebtedness for, how incurred - - - - - - - - - - - - - - - 4.2
leases - 4.6
location and relocation of utility works - - - - - - - - - - 4.23
members of Public Utility Board, Number, qualifications - - 4.9
organization of department (see Department of
Public Utilities) - 4.18
property, disposal of - 4.6
purchase of, authority of City - - - - - - - - - - - - 4.1 and 4.2
qualifications, member of Utility Board - - - - - - - - - - - 4.9
rates, power to fix - 4.3
services to City and governmental agencies - - - - - - - 4.3
outside City services, limitations on - - - - - - - - - - 4.3
revenues, diversion of, use of - - - - - - - - - - - - - - - 4.5
gross earnings tax on - - - - - - - - - - - - - - - - - - - 4.4
sale of utility property - - - - - - - - - - - - - - - - - - - 4.6
streets, removal of equipment from - - - - - - - - - - - - - 4.23
Tax on gross earnings - 4.4
Public Utility Board—accounting system, establishment of - - - 4.14
acquisition of system by - - - - - - - - - - - - - - - - - - 4.10
additions and extensions to system - - - - - - - - - - - - - 4.11
appointment of members of - - - - - - - - - - - - - - - - - 4.8
approval by Council of acts of - - - - - - - - - - - - - - - 4.11
audit of accounts - 4.14
bonds, issuance of - 4.11
budget of Public Utility Department - - - - - - - - - - - - 4.12
composition of - 4.13

INDEX

duties of, accounting system, establishment of - - - - - - - - 4.14
budget, submission of - 4.12
management surveys, making of - - - - - - - - - - - - - - - 4.15
rates and charges, review of - - - - - - - - - - - - - - - - 4.11
repair of streets - 4.23
reports to Council - 4.14
salaries and wages, fixing of - - - - - - - - - - - - - - - - 4.22
establishment of departmental positions - - - - - - - - - - - 4.22
expenses, of members of - - - - - - - - - - - - - - - - - - - 4.9
of street repairs, how payable - - - - - - - - - - - - - - - 4.23
experts, hiring of by - 4.15
funds, control of by Treasurer - - - - - - - - - - - - - - - 4.14
indebtedness, how incurred - - - - - - - - - - - - - - - - - 4.11
legal services, authority to hire - - - - - - - - - - - - - - 4.17
location and relocation of utility works - - - - - - - - - - 4.23
management surveys by - - - - - - - - - - - - - - - - - - - 4.15
meetings of, public - 4.13
members, appointment of - - - - - - - - - - - - - - - - - - - 4.8
expenses of - 4.9
Public Utility Board – members, number - - - - - - - - - - - - 4.8
qualifications of - 4.9
removal of - 4.8
term of office - 4.8
powers of, acquisition of systems - - - - - - - - - - - - - - 4.10
additions and extensions of systems - - - - - - - - - - - 4.11
adoption of rules of procedure - - - - - - - - - - - - - - 4.13
bonds, issuance of - 4.11
establishment of departmental positions - - - - - - - - - 4.22
experts, hiring of - 4.15
general - 4.10
legal department, establish separate - - - - - - - - - - - 4.17
purchasing agent, establish separate - - - - - - - - - - 4.17
rates and charges, review of - - - - - - - - - - - - - - - 4.11
salaries and wages, establishment of - - - - - - - - - - 4.22
use of streets of systems - - - - - - - - - - - - - - - - - 4.23
procedure, rules for, adoption - - - - - - - - - - - - - - - 4.13
purchases by - 4.16
Purchasing Agent, separate for department - - - - - - - - - 4.17
qualifications of members - - - - - - - - - - - - - - - - - - 4.9
removal of members - 4.8
salary and wages, establishment of - - - - - - - - - - - - - 4.22
term of office of members - - - - - - - - - - - - - - - - - - 4.8
use of general City services - - - - - - - - - - - - - - - - 4.17
use of streets for systems - - - - - - - - - - - - - - - - - 4.23

INDEX

vacancies, how filled - 4.8
Purchase of Utility, authority to - - - - - - - - - - - - - 4.1 and 4.2
Purchasing and Contracts, general - - - - - - - - - - - - 7.10 to 7.13
Department of Public Utilities - - - - - - - - - - - 4.16 and 4.17
Qualifications, City Attorney - - - - - - - - - - - - - - - - - - 3.5
City Manager - 3.1
Councilmen - 2.2
Members of Civil Service Board - - - - - - - - - - - - - - 6.11
Members of Public Utility Board - - - - - - - - - - - - - - 4.9
Quarterly Report on Budget - - - - - - - - - - - - - - - - - - 7.3
Rates, utility services - 4.3
Receipt, Custody and Disbursement of Funds - - - - - - 7.6 to 7.9
Recall, Councilmen - 2.5
Recording of Ordinances - - - - - - - - - - - - - - - - - - - 2.15
Records, Initial transfer of - - - - - - - - - - - - - - - - - - 10.5
Open to public, exceptions - - - - - - - - - - - - - - - - 9.2
Refuse Collection, utility for - - - - - - - - - - - - - - - - 4.1
Removal, Manager - 3.1
members of Public Utility Board - - - - - - - - - - - - - - 4.8
Renewal or Extension of Franchise - - - - - - - - - - - 8.1 to 8.3
Reorganization, transfer of functions and personnel - - - - - - 10.3
Residential Qualifications of Employees - - - - - - - - - - - - 6.3
Resolutions – continued in force under Charter - - - - - - - - 10.1
vote required for passage - - - - - - - - - - - - - - - - - 2.10
Retirement System – authority for - - - - - - - - - - - - - - - 6.10
Revenue Bonds – notice of sale, publication - - - - - - - - - 7.16
Revenues – diversion of utility - - - - - - - - - - - - - - - - 4.5
gross earnings tax on - - - - - - - - - - - - - - - - - - - 4.4
Salaries and Wages – establishment of, generally - - - - - - - 6.9
utility employees - 4.22
Sale – of City Property - 9.1
of Utility Property - 4.6
Seal – use authorized - 1.1
Sealed Bids – when required - - - - - - - - - - - - - - - - - 7.11
Selection of Employees - 6.7
Separability Clause – Charter - - - - - - - - - - - - - - - - 9.7
Sewage – Utility for - 4.1
Special Elections (see Elections) - - - - - - - - - - - - - - - 5.2
Initiative and referendum - - - - - - - - - - - - - - - - - 2.22
Submission of ordinance to voters by Council - - - - - - - 2.23
Status of Existing Employees - - - - - - - - - - - - - - - - - 6.16
Statute of Limitations – claims - - - - - - - - - - - - - - - - 9.3
Streets – removal of utility equipment from - - - - - - - - - - 4.23
use of for utility systems - - - - - - - - - - - - - - - - - 4.23

INDEX

Succession in Government - - - - - - - - - - - - - - - - - 10.1 to 10.6
Surety Bonds – bids - 7.11
officers and employees - 6.5
Tacoma Humane Society - 3.10
Tacoma Public Library - 3.9
Tax on Gross Earnings of Utilities - - - - - - - - - - - - - - - - 4.4
Taxation and Indebtedness - 7.15
Temporary Departments and Divisions - - - - - - - - - - - - - - 10.2
Term of Franchise – limitation on - - - - - - - - - - - - - - - - 8.3
Term of Office – City Manager - - - - - - - - - - - - - - - - - - 3.1
Councilmen - 2.1
Members of Civil Service Board - - - - - - - - - - - - - - - - 6.11
Members of Planning Commission - - - - - - - - - - - - - - - - 3.8
Members of Public Utility Board - - - - - - - - - - - - - - - - 4.8
Transfer of Functions and Personnel - - - - - - - - - - - - - - 10.3
Transfer of Records, Property and Funds - - - - - - - - - - - - 10.5
Transportation – utility for - 4.1
Treasurer (see City Treasurer)
Types of Elections – when held - - - - - - - - - - - - - - - - - - 5.2
Unclassified Service – defines - - - - - - - - - - - - - - - - - - 6.1
Utilities – power of City as to - - - - - - - - - - - - - - - 4.1 and 4.2
Utility Board (see Public Utility Board)
Utility Equipment in Streets – removal - - - - - - - - - - - - - - 4.23
Utility Revenues – diversion of prohibited - - - - - - - - - - - - 4.5
gross earnings tax on - 4.4
use of, limitation - 4.5
Vacancies – Civil Service Board - - - - - - - - - - - - - - - - - 6.11
Councilmanic - 2.7
Mayor - 2.4
Public Utility Board - 4.8
Validity of Elections - 5.7
Veteran's Preference - 6.14 and 6.15
Vouchers – required for disbursements - - - - - - - - - - - - - - 7.9
Warrants – manner of issuance - - - - - - - - - - - - - - - - - - 7.9
Water – Utility for - 4.1
Waterfront Property – lease of, limitations - - - - - - - - - - - - 9.1
sale by City prohibited - 9.1
Welfare Benefits – employees - - - - - - - - - - - - - - - - - - 6.10
Wharf – lease of, limitations - - - - - - - - - - - - - - - - - - - 9.1
sale by City prohibited - 9.1