

TABLE OF CONTENTS.

	<i>Page</i>
PREAMBLE	2241
ARTICLE I—POWERS OF THE CITY	2241
Section 1-100—The City's Powers Defined.	2241
Section 1-101—Legislative Power	2241
Section 1-102—Executive and Administrative Power	2242
ARTICLE II—LEGISLATIVE BRANCH — THE COUNCIL—ITS ELECTION, ORGANIZATION, POWERS AND DUTIES	2242
Chapter 1—The Council	2242
Section 2-100—Number, Terms and Salaries of Councilmen	2242
Section 2-101—The Election of Councilmen	2243
Section 2-102—Councilmanic Districts ..	2243
Section 2-103—Qualifications of Councilmen	2244
Section 2-104—Organization of the Council; Officers; Rules; Employees	2244
Section 2-105—Employment of Counsel .	2244
Section 2-106—Certain Provisions Relating to the Executive and Administrative Branch to Apply Also to the Council ..	2245
Chapter 2—Councilmanic Procedure	2245
Section 2-200—Legislation to be by Ordinance	2245
Section 2-201—Manner of Introduction, Consideration and Passage of Ordinances	2245
Section 2-202—Submission of Ordinances to the Mayor	2246
Section 2-203—Mayor and Other Administrative Officers May Appear Before Council	2246
Section 2-204—Council Meetings to be Public	2247

	<i>Page</i>
Chapter 3—Legislation	2247
Section 2-300—The Annual Operating Budget Ordinance	2247
Section 2-301—Other Appropriations ...	2249
Section 2-302—Balancing the Budget ...	2249
Section 2-303—The Capital Program and Capital Budget	2249
Section 2-304—Code of Ordinances	2250
Section 2-305 — Legislation Affecting Powers and Duties of the Executive and Administrative Branch	2250
Section 2-306—Additional Rate Commis- sions	2251
Section 2-307—Legislation Affecting Zon- ing, Physical Development Plan, Land Subdivision, or Authorizing the Pur- chase or Sale of Real Estate	2251
Section 2-308—Pension and Retirement System	2251
Section 2-309—Lease and Contracts for More Than One Year	2252
Chapter 4—Councilmanic Inquiries and In- vestigations	2252
Section 2-400—Inquiries and Investiga- tions	2252
Section 2-401—Power to Obtain Attend- ance of Witnesses and Production of Documents	2252
Section 2-402—Oaths of Witnesses	2252
Section 2-403—Employment of Personnel, Expenses and Co-operation of City De- partments and Agencies	2252
Section 2-404—Investigations to be Public	2253
Section 2-405—Rights of Witnesses and Others	2253
Section 2-406—Conduct of Proceedings .	2253
 ARTICLE III—EXECUTIVE AND ADMINISTRA- TIVE BRANCH—ORGANIZATION	 2253
Chapter 1—Officers, Departments, Boards, Commissions and Other Agencies	2253
Section 3-100—Executive and Adminis- trative Officers, Departments, Boards, Commissions and Agencies Designated.	2253

SESSION OF 1951.

2229

	<i>Page</i>
Section 3-101—Department Heads	2255
Section 3-102—The Mayor's Cabinet . . .	2256
Section 3-103—Administrative Board . .	2256
Section 3-104—Officers of Boards and Commissions	2256
Chapter 2—Election or Appointment	2256
Section 3-200—Mayor	2256
Section 3-201—City Controller	2256
Section 3-202—City Treasurer	2256
Section 3-203—City Solicitor	2257
Section 3-204—Managing Director, Di- rector of Finance and City Representa- tive	2257
Section 3-205—Personnel Director	2257
Section 3-206—Other Department Heads	2257
Section 3-207—Members of Boards and Commissions	2257
Section 3-208—Officers of Boards and Commissions	2257
Chapter 3—Qualifications	2257
Section 3-300—Mayor	2257
Section 3-301—Managing Director	2257
Section 3-302—Director of Finance	2258
Section 3-303—City Representative	2258
Section 3-304—City Solicitor	2258
Section 3-305—Other Officers and Em- ployees	2258
Section 3-306—Citizenship and Residence	2258
Chapter 4—Terms of Office	2258
Section 3-400—Mayor	2258
Section 3-401—City Controller	2258
Section 3-402—City Treasurer	2259
Section 3-403—Managing Director	2259
Section 3-404—All Other Officers	2259
Chapter 5—Vacancies	2259
Section 3-500—Mayor	2259
Section 3-501—City Controller and City Treasurer	2259
Section 3-502—Appointive Offices	2259

	<i>Page</i>
Chapter 6—Compensation	2259
Section 3-600—The Mayor and Other Officers	2259
Section 3-601—Members of Boards and Commissions	2260
Chapter 7—Bureaus and Divisions; Deputies; Other Employees	2260
Section 3-700—Bureaus and Divisions ..	2260
Section 3-701—Deputies	2260
Section 3-702—Employment and Compensation of Bureau Chiefs and Other Employees	2261
Chapter 8—Independent Boards and Commissions	2262
Section 3-800—City Planning Commission	2262
Section 3-801—Commission on Human Relations	2262
Section 3-802—Board of Trustees of the Free Library of Philadelphia	2262
Section 3-803—Board of Pensions and Retirement	2262
Section 3-804—Civil Service Commission	2263
Chapter 9—Departmental Boards and Commissions	2263
Section 3-900—Board of Trade and Conventions	2263
Section 3-901—Board of Health	2264
Section 3-902—Air Pollution Control Board	2264
Section 3-903—Boards of Trustees of City Institutions	2264
Section 3-904—Board of Surveyors	2264
Section 3-905—Fairmount Park Commission	2265
Section 3-906—Board of Trustees of American Flag House and Betsy Ross Memorial	2265
Section 3-907—Board of Trustees of Atwater Kent Museum	2265
Section 3-908—Board of Trustees of Camp Happy	2265

	<i>Page</i>
Section 3-909—Gas Commission	2265
Section 3-910—Art Commission	2265
Section 3-911—Zoning Board of Adjust- ment	2266
Section 3-912—Board of Building Stand- ards	2266
Section 3-913—Board of License and In- spection Review	2266
Section 3-914—Tax Review Board	2266
Section 3-915—Sinking Fund Commis- sion	2266
Section 3-916—Recreation Co-ordination Board	2266
Section 3-917 — Additional Advisory Boards	2266
Chapter 10—Nominating Panels	2267
Section 3-1000—Finance Panel	2267
Section 3-1001—Civil Service Panel	2267
Section 3-1002—Substitution of Mem- bers	2267
Section 3-1003—Procedure	2267
ARTICLE IV—EXECUTIVE AND ADMINISTRA- TIVE BRANCH—POWERS AND DUTIES—The Mayor, the City Representative and De- partments, Boards and Commissions under the Mayor	2268
Chapter 1—The Mayor	2268
Section 4-100—Chief Executive Officer	2268
Section 4-101—Finances	2268
Section 4-102—Recommendations and In- formation	2269
Section 4-103—Legislative Functions	2269
Section 4-104—Cabinet Meetings	2269
Section 4-105—Promotion of the City	2269
Section 4-106—Information and Com- plaints	2269
Chapter 2—City Representative	2269
Section 4-200—Ceremonial Representa- tive	2269
Section 4-201—Publicity	2270

	<i>Page</i>
Chapter 3—Administrative Board	2270
Section 4-300—Powers and Duties	2270
Chapter 4—Law Department	2271
Section 4-400—Functions	2271
Section 4-401—Access to Records	2272
Chapter 5—Department of Commerce and Its Departmental Board	2272
Section 4-500—Functions	2272
Section 4-501—Rates and Charges	2273
Section 4-502—Board of Trade and Con- ventions	2273
Chapter 6—City Planning Commission ...	2273
Section 4-600 — Physical Development Plan of the City	2273
Section 4-601—Proposed Zoning Ordi- nances, Maps and Amendments	2274
Section 4-602—Capital Program and Budget	2274
Section 4-603—Streets and Land Sub- division	2274
Section 4-604 — Recommendations to Council	2274
Chapter 7—Commission on Human Rela- tions	2275
Section 4-700—Powers and Duties	2275
Section 4-701—Investigation	2275
Chapter 8—Board of Trustees of the Free Library of Philadelphia	2275
Section 4-800—Powers and Duties in Gen- eral	2275
ARTICLE V—EXECUTIVE AND ADMINISTRATIVE BRANCH—POWERS AND DUTIES—Manag- ing Director and Departments, Boards and Commissions Under His Supervision ...	2275
Chapter 1—Managing Director	2275
Section 5-100—Supervisory Powers ...	2275
Section 5-101—Reports	2276
Section 5-102—Meetings With Certain Department Heads	2276
Chapter 2—Police Department	2276
Section 5-200—Functions	2276

	<i>Page</i>
Section 5-201—Powers of Policemen ...	2276
Section 5-202 — Additional Patrolmen Upon Private Request	2277
Chapter 3—Department of Public Health and Its Departmental Boards	2277
Section 5-300—Functions	2277
Section 5-301—Board of Health	2278
Section 5-302—Air Pollution Control Board	2278
Section 5-303—Boards of Trustees of City Hospitals	2278
Chapter 4—Fire Department	2278
Section 5-400—Functions	2278
Section 5-401—Fire Code	2279
Chapter 5—Department of Streets and Its Departmental Board	2279
Section 5-500—Functions	2279
Section 5-501—Street Openings and Ex- cavations	2280
Section 5-502—Board of Surveyors	2281
Chapter 6—Department of Recreation and Its Departmental Boards and Com- mission	2281
Section 5-600—Functions	2281
Section 5-601—Recreation Co-ordination Board	2282
Section 5-602—Fairmount Park Com- mission	2282
Section 5-603—Board of Trustees of the American Flag House and Betsy Ross Memorial	2282
Section 5-604—Board of Trustees of the Atwater Kent Museum	2283
Section 5-605—Board of Trustees of Camp Happy	2283
Chapter 7—Department of Public Welfare and Its Departmental Boards	2283
Section 5-700—Functions	2283
Section 5-701—Boards of Trustees of Welfare Institutions	2284

	<i>Page</i>
Chapter 8—Water Department	2285
Section 5-800—Functions	2285
Section 5-801—Rates and Charges	2285
Section 5-802—Users Outside the City..	2286
Section 5-803—Authority or Private Op- erator	2286
Chapter 9—Department of Public Property and Its Departmental Commissions ...	2286
Section 5-900—Functions	2286
Section 5-901—Rates and Charges	2288
Section 5-902—Gas Commission	2289
Section 5-903—Art Commission	2289
Chapter 10—Department of Licenses and In- spections and Its Departmental Boards.	2290
Section 5-1000—Powers and Duties in General	2290
Section 5-1001—Definitions	2290
Section 5-1002—Functions	2290
Section 5-1003—Copies and Reports	2292
Section 5-1004—Right of Entry	2292
Section 5-1005—Board of License and In- spection Review	2293
Section 5-1006—Zoning Board of Adjust- ment	2293
Section 5-1007—Board of Building Stand- ards	2294
Chapter 11—Department of Records	2294
Section 5-1100—Powers and Duties in General	2294
Section 5-1101—Functions	2295
Section 5-1102—Examination of Records	2296
Section 5-1103—Intragovernmental Rules	2296
Section 5-1104—Public Right to Inspec- tion	2296
ARTICLE VI—EXECUTIVE AND ADMINISTRA- TIVE BRANCH—POWERS AND DUTIES—Di- rector of Finance, Financial Departments, Boards and Commissions, City Treasurer, Procurement Department, and Board of Pensions and Retirement	2297

	<i>Page</i>
Chapter 1—Director of Finance	2297
Section 6-100—In General	2297
Section 6-101—Accounts	2297
Section 6-102—Inventory Accounting ...	2298
Section 6-103—Clearance of Requisitions for Purchase of Equipment, Material and Supplies	2298
Section 6-104—Contracts	2299
Section 6-105—Annual Operating Budget, Capital Program and Capital Budget ..	2299
Section 6-106—Requisitions for the Pay- ment of Money	2300
Section 6-107—Cost Analysis	2301
Section 6-108—Examination of Records and Property	2301
Chapter 2—Department of Collections and Its Departmental Board and Commis- sion	2301
Section 6-200—Powers and Duties in General	2301
Section 6-201—Functions	2301
Section 6-202—Receipts; Copies of Bills and Receipts	2302
Section 6-203—Utility Accounts	2302
Section 6-204—Assignment of Employees or Agents to Other Departments, Boards and Commissions	2302
Section 6-205—Banks as Agents for Re- ceiving Taxes and Other Moneys	2303
Section 6-206—Chargeability of Revenue Commissioner	2303
Section 6-207—Tax Review Board	2303
Section 6-208—Sinking Fund Commis- sion	2303
Chapter 3—City Treasurer	2304
Section 6-300—Custodian of City Funds.	2304
Section 6-301—Payments Out of the Treasury	2304
Section 6-302—Other Duties	2304
Chapter 4—Auditing Department	2304
Section 6-400—Functions	2304

	<i>Page</i>
Section 6-401—Auditors	2305
Section 6-402—Justification for Requisitions for Disbursements	2305
Section 6-403—Consultation With Outside Experts	2306
Section 6-404—Duty to Submit to Audits by Certified Public Accountants Appointed by the Council; Audit Reports .	2306
Section 6-405—Access to Records	2306
Chapter 5—Procurement Department	2306
Section 6-500—Functions	2306
Section 6-501—Property Records	2309
Chapter 6—Board of Pensions and Retirement	2309
Section 6-600—Pension and Retirement System	2309
Section 6-601—Administration of Pensions and Retirement Benefits	2309
 ARTICLE VII—EXECUTIVE AND ADMINISTRATIVE BRANCH—POWERS AND DUTIES—	
Personnel Director and Civil Service Commission and the Civil Service	2310
Chapter 1—The Personnel Director	2310
Section 7-100—Civil Service	2310
Section 7-101—Improved Personnel Administration	2310
Section 7-102—Designation of Examination Personnel	2311
Section 7-103—Services to County and Other Agencies	2311
Chapter 2—Civil Service Commission	2311
Section 7-200—Advisory and Supervisory Functions	2311
Section 7-201—Appeals	2311
Chapter 3—Civil Service: General Provisions and Exemptions	2312
Section 7-300—Purpose	2312
Section 7-301—Exemptions	2312
Section 7-302—Duties of City Officers and Employees	2313

	<i>Page</i>
Section 7-303—Dismissal, Demotion and Suspension	2313
Chapter 4—Civil Service: Regulations	2314
Section 7-400—Preparation and Adoption	2314
Section 7-401—Contents	2314
ARTICLE VIII—PROVISIONS OF GENERAL AP- PLICATION	2317
Chapter 1—Fiscal and Budgetary Matters .	2317
Section 8-100—Fiscal Year	2317
Section 8-101—Payment of Moneys Out of the City Treasury	2317
Section 8-102—Estimates of Current Ex- penditures by Departments, Boards and Commissions	2318
Section 8-103—Duty to Respond to Re- quests for Budgetary Information	2318
Section 8-104—List of Employees to be Furnished to Certain City Officers ...	2319
Section 8-105—Custody of City Securities	2319
Section 8-106—Expenses	2320
Section 8-107—Compensation for Extra Services	2320
Chapter 2—Contracts, Procurement, Prop- erty and Records	2320
Section 8-200—Contracts	2320
Section 8-201—Concessions	2322
Section 8-202—Procurement and Build- ing Construction	2322
Section 8-203—Disposition of Unservice- able Personal Property	2322
Section 8-204—Acceptance of Gifts or Do- nations	2323
Section 8-205—Sale of Real Estate and Grants of Rights of Way or Other Rights over or in Real Estate	2323
Section 8-206—Effect of Physical De- velopment Plan	2323
Section 8-207—Art Commission Approval	2323
Section 8-208—Maintenance and Use of Automobiles and Other Vehicles	2324
Section 8-209—Maintenance and Repair of Buildings and Other Real Estate ...	2324

	<i>Page</i>
Section 8-210—Publications	2324
Section 8-211—Disposition of Records ..	2324
Section 8-212—Microfilm or Other Repro- duction Records	2325
Chapter 3—Legislative and Executive Office- holders and Employees	2325
Section 8-300—Oaths of Office	2325
Section 8-301—Other Offices or Positions	2325
Section 8-302—Fidelity Bonds	2326
Chapter 4—Executive and Administrative Branch	2326
Section 8-400—Certain General Provi- sions to Apply to Certain Officers	2326
Section 8-401—Co-ordination of Work ..	2326
Section 8-402—Co-operation with Other Agencies	2327
Section 8-403—Departmental Boards and Commissions	2327
Section 8-404—Reports	2327
Section 8-405—Seals	2327
Section 8-406—Rules	2327
Section 8-407—Regulations	2328
Section 8-408—Meetings of Boards and Commissions	2328
Section 8-409—Power to Obtain Attend- ance of Witnesses and Production of Documents	2329
Section 8-410—Legal Advice and Services	2329
Section 8-411—Custody of Private Per- sonal Property	2330
Section 8-412—Inspections	2330
ARTICLE IX—REMOVAL OF ELECTIVE AND AP- POINTIVE OFFICERS	2331
Chapter 1—Recall of Mayor and Other Elec- tive Officers	2331
Section 9-100—Officers Subject to Recall	2331
Section 9-101—Recall Procedure	2331
Section 9-102—Notice to Incumbent	2332
Section 9-103—Recall Elections	2332
Section 9-104—Disqualification for Office	2333
Section 9-105—Limitations	2333

	<i>Page</i>
Chapter 2—Removal of Appointive Officers.	2333
Section 9-200—In General	2333
Section 9-201—Managing Director	2333
Section 9-202—Civil Service Commissioners	2334
ARTICLE X—PROHIBITED ACTIVITIES OF COUNCILMEN, CITY OFFICERS, EMPLOYEES AND OTHERS, AND PENALTIES	2334
Section 10-100—Councilmen Not to Engage in Certain Activities; Penalties ..	2334
Section 10-101—Officers and Employees Not to be Brokers or Agents for Procuring Bonds	2334
Section 10-102—City Officers and Employees Not to Engage in Certain Activities	2334
Section 10-103—Members of Political Committees Not to Interfere with Police and Certain Other Officers and Employees	2335
Section 10-104—Fees	2335
Section 10-105—Gratuities	2335
Section 10-106—Impersonation of City Officers and Employees	2335
Section 10-107—Political Activities	2335
Section 10-108—Unlawful Acts Pertaining to the Civil Service	2336
Section 10-109—Penalties	2337
Section 10-110—Refusal to Testify	2337
Section 10-111—Discrimination	2337
ARTICLE XI—SEVERABILITY AND ACTS SUPERSEDED	2338
Section 11-100—Severability	2338
Section 11-101—Statutes and Ordinances Superseded	2338
Section 11-102—Statutes Relating to Indebtedness Not Superseded	2338
Section 11-103—Certain Provisions of Consolidation Act Still in Force	2338

	<i>Page</i>
APPENDIX	2342
Chapter A-1	2342
Section A-100—Certain Existing Departments, Boards and Commissions Abolished	2342
Section A-101—Transfer of Functions of Abolished Governmental Agencies	2342
Section A-102—Records and Equipment.	2342
Section A-103—Employees	2342
Section A-104—Civil Service Status of Present Employees	2345
Section A-105—Retirement Rights	2346
Section A-106—Pending Proceedings ...	2346
Section A-107—Rules and Regulations ..	2346
Section A-108—Contracts and Obligations	2346
Section A-109—Service of Notices	2346
Section A-110—Continuation of Existing Statutes and Ordinances	2347
Section A-111—Implementation of This Charter	2347
Chapter A-2	2347
Section A-200—Schedule	2347