



CHARTER REVIEW COMMITTEE
February 1, 2017
3:30 P.M.

Lakeland Electric – Conference Rooms 1A & 1B
501 E. Lemon St.

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Call to Order – Chairman Joe Mawhinney

Approval of Minutes – [January 18, 2017](#)

Comments from the Public

Consent Agenda

All items listed with an asterisk (*) are considered routine by the Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member requests, in which event the item will be removed from the consent agenda and considered in its normal sequence.

RECONSIDERATION - Sec. 6. - Vacancies; forfeiture of office; filling of vacancies.

Existing Text

Recommended Changes

- (a) Vacancies. The office of a commissioner or that of mayor, shall become vacant upon ~~his~~ death, resignation, or removal from office in any manner authorized by law or forfeiture of ~~his~~ office, such forfeiture to be declared by the remaining members of the commission.
- (b) Forfeiture of office. A commissioner or the mayor shall forfeit his or her office if he or she lacks at any time during his term of office any qualification for the office prescribed by this charter or by law.
- (c) Filling of vacancies. A vacancy of the commission or the office of mayor shall be filled in one of the following ways:
 - (1) If there are less than six (6) months remaining in the unexpired term or if there are less than six (6) months before the next regular city election, the commission by a majority vote of the remaining members shall choose a successor to serve until the newly elected mayor or commissioner is qualified. If two (2) years remain in the term of the vacated seat at the time of the next regular election, that seat shall be filled by election for the remaining two (2) years;
 - (2) If there are more than six (6) months remaining in the unexpired term and no regular city election is scheduled within six (6) months, the commission shall fill the vacancy on an interim basis as provided in (1), and shall schedule a special election to be held not sooner than sixty (60) days, nor more than ninety (90) days following the occurrence of the vacancy, and if a runoff election is necessary, it shall be scheduled ~~three (3) weeks~~ no sooner than thirty (30) days, nor more than sixty (60) after the special election.

Any vacancy occurring later than fourteen (14) days prior to the last day on which a candidate could qualify to fill such vacancy shall be filled by interim appointment and a special election shall be called as provided under (2) herein. Notwithstanding any quorum requirements established herein, if at any time the membership of the commission is reduced to less than a quorum, the remaining members may by majority vote, appoint additional members under either (1) or (2) above.

- (d) Extraordinary vacancies. In the event that all members of the commission are removed by death, disability, law or forfeiture of office, the governor shall appoint an interim commission that shall call a special election as provided in (c) above.

Division II

ARTICLE VII. - MUNICIPAL HOSPITAL BOARD

Existing Text

Recommended Changes

Sec. 57. - Duties.

~~The municipal hospital board shall have the following duties:~~

- ~~(1) Management and operation of hospital. To manage and operate the Morrell Memorial Hospital, the Lakeland General Hospital, and any branches, divisions or extensions thereof or additions thereto in compliance with standards prescribed by the American Hospital Association, and to the end that the same might be operated to the degree of greatest service to the community and with efficiency and economy.~~
- ~~(2) Rules and regulations for physicians. To prescribe and enforce the rules and regulations under which physicians might be admitted to the medical staff of the hospital and engage in the practice of medicine, surgery and the respective branches thereof in the hospital.~~
- ~~(3) Rules and regulations for admission of patients, etc. To prescribe and endorse rules and regulations under which patients shall be admitted for treatment and receive treatment in the hospital, and to establish reasonable rates and charges for the facilities and services thereof and provide for the payment or collection of such rates and charges.~~
- ~~(4) Custody and preservation of property. To assume the custody of all the real and personal property of Morrell Memorial Hospital, Lakeland General Hospital, and any branches, divisions or extensions thereof or additions thereto, and provide for the proper preservation of the same.~~
- ~~(5) Funds; annual audit. To provide for the proper accounting of all funds collected or derived from the operation of the hospital, the proper disbursement thereof for the reasonable and necessary expenses thereof. All funds collected or received from the operation of the hospital shall be kept by the municipal hospital board in a fund known as "Lakeland General Hospital Fund" and after the disbursement of all funds necessary for the operation expenses as set up in the budget as set forth in Section 4 (section 59) hereof, any and all funds remaining shall be carried forward to be disbursed for expenses of operation, for the further expansion of the hospital or for other capital improvements of the hospital in such manner as may be determined by the hospital board by resolution. However, at least twenty (20) percent of the preceding year's surplus must be set aside for capital improvements or depreciation reserve. The hospital board shall annually employ an auditor who shall be a certified public account[ant], not connected with the hospital, to make a complete audit of the several departments of the hospital, officers and employees and all other~~

~~accounts in which the hospital is interested, a copy of such audit shall be submitted to the city commission upon completion.~~

- ~~(6) Hospital administrator. To employ a hospital administrator, director or superintendent to actively supervise the operation of the hospital in accordance with the policy, rules and regulations established by the board, authorizing such director, administrator or superintendent to employ such personnel for the proper and efficient operation of the hospital as may be necessary, which administrator, director or superintendent shall serve at the pleasure of the board and whose salary shall be fixed by the board.~~
- ~~(7) Conferences with medical staff; receipt, etc., of communications. To confer with the medical staff of the hospital relative to the hospitalization and treatment of patients in the hospital and the operation thereof and to receive, consider and communicate recommendations as might be made to the board by such staff.~~

~~Sec. 58. - Powers.~~

~~The municipal hospital board, in order to carry out the duties imposed by this act, shall have the following powers:~~

- ~~(1) Employment of personnel; compensation. To enter into contracts with or obtain the employment of radiologists, anesthesiologists, and pathologists and to fix the terms and conditions thereof or designate the respective salaries thereof, and to employ such technicians as shall be deemed necessary by the board, and to establish and fix their compensation or basis therefor; to employ such personnel as may be necessary for the proper and efficient operation of the hospital or to authorize the administrator, director or superintendent to employ such personnel as may be necessary for the proper and efficient operation of the hospital.~~
- ~~(2) Contracts for admission and treatment of indigent patients. To contract with governmental bodies or agencies, the County of Polk and any charitable or benevolent organizations or associations for the admission and treatment of indigent patients at the hospital for proper and reasonable fees, and charges, such fees and charges shall not be less than the average daily patient cost.~~
- ~~(3) Purchase of supplies and equipment. To purchase, authorize or provide for the purchase of such supplies and equipment in accordance with appropriations therefor duly made in the annual budget of the board.~~
- ~~(4) Borrowing.~~
- ~~(a) The hospital board shall have the right to borrow money to pay debts for the operation and maintenance of the hospital and shall give a note or notes evidencing same, which shall be executed by the chairman of the hospital board and countersigned by its secretary, after a resolution by the hospital board authorizing same; provided, however, that at no time shall the note or notes so given aggregate more than one hundred fifty thousand dollars (\$150,000.00). The hospital board in the succeeding budgets shall provide for the liquidation of all amounts so borrowed and not repaid.~~

- ~~(b) The hospital board shall have the right to borrow money and incur debts to finance or refinance the cost of construction or reconstruction of extensions, additions and improvements and the purchase of equipment for the hospital if two-thirds (2/3) of the members of the hospital board shall authorize the borrowing of funds and incurring of indebtedness and the city commission of the City of Lakeland shall approve, by resolution, the amounts, terms and conditions of the repayment of such indebtedness; any obligations or debts incurred under the provisions of this section shall be evidenced by notes, certificates of indebtedness, revenue bonds or other evidence of indebtedness and secured by a pledge of the net revenues of the hospital. Notes, certificates of indebtedness, revenue bonds or other evidence of indebtedness issued under the authority of this section shall be executed by the chairman and countersigned by the secretary of the hospital board.~~
- ~~(5) Special funds donated to hospital. To receive, expend and properly account for all special funds donated or given by any person, firm or corporation to the Morrell Memorial Hospital, Lakeland General Hospital or any branches, divisions or extensions thereof or additions thereto, to be used for a specific purpose designated by the donors of such funds.~~

~~Sec. 59. – Fiscal year; budget; limitation on expenditures and obligations; monthly financial statement to city commission.~~

~~The municipal hospital board shall operate the hospital on a fiscal year basis beginning September first of each year and ending on the last day of August the following year. Prior to the beginning of each fiscal year the board shall prepare or cause to be prepared a detailed budget for the operation of the hospital for the ensuing fiscal year, which budget shall show the estimated revenues and estimated expenditures, and submit a copy thereof to the city commission. All expenditures by the board for the operation of the hospital or the purchase of additional equipment or for any other purpose shall conform to the budget so submitted, unless amended as provided herein, and no expenditures shall be made in excess of the appropriation for the purpose of which the expenditure is to be made unless an additional appropriation from increased revenue estimates therefor or decreased expenditures estimated, based upon experience for that portion of the current fiscal year, shall be made and then approved by the hospital board from funds actually available.~~

~~It shall be the duty of the hospital board to provide funds for the payment of indebtedness incurred under the authority of section 58(4)(a) hereof and to adjust the hospital expenditures and provisions for indebtedness, during each fiscal year, so that they shall not exceed the actual revenues received and surplus carried over. In the event such revenues are less or it is apparent that revenues will be less during any part of such fiscal year, as indicated by the estimated revenues of the budget for the current fiscal year, it shall then become the duty of the board to readjust its rates and charges for hospital services and facilities on a level that will provide such cash and revenue to maintain the operating budget and annual debt service of the hospital.~~

~~In no event shall the City of Lakeland, Florida, be or become obligated for expenditures or obligations of the hospital board in excess of the actual cash receipts received during any fiscal year.~~

~~Not later than the fifteenth day of each month, the hospital board shall submit to the city commission a financial statement showing the financial condition of the hospital for the preceding month, and should such board fail or refuse so to do, or should such financial statements show that the expenditures of the hospital have exceeded the budget on the pro rata portion of the current year for four (4) consecutive months, the city commission shall have the authority to declare any or all of the officers of the members of the hospital board vacated and appoint new members of such board for the unexpired terms of the incumbents so removed, or the city commission may, if it so elects, take over the complete management and operation of the hospital.~~

~~Sec. 60. - Officers; deposits and withdrawal of funds; treasurer's bond.~~

~~There shall be a chairman, a vice-chairman, a secretary and a treasurer of the hospital board, who shall be selected by the membership of the board, and who shall hold their respective offices for a period of one year, beginning the first day of September of each year. All funds received in connection with the operation of the hospital shall be promptly deposited in a depository in the same manner as funds of the City of Lakeland, and under the same terms and conditions as funds of the city are required to be kept by law, except that such funds shall be deposited to the account of "Lakeland General Hospital" and shall be subject to disbursement only upon warrant or check drawn upon such account and signed by either the chairman or the treasurer of the board and by either the superintendent or comptroller of the hospital. The treasurer of the board shall give a fidelity bond in the usual terms, payable to the municipal hospital board in such amount as shall be determined by the board.~~

~~Sec. 61. - Transfer of personnel to board.~~

~~The municipal hospital board of the City of Lakeland is a separate and distinct entity from the City of Lakeland and all employees and personnel of Morrell Memorial Hospital, Lakeland General Hospital, the branches, divisions or extensions thereof or additions thereto, are employees of the municipal hospital board of the City of Lakeland and are not employees of any branch, agency or instrumentality of the City of Lakeland. The administration and operation of the hospital shall be conducted by said board of trustees not subject to the control of the City of Lakeland, and said board shall constitute an entity capable of suing and being sued in its own name, separate from its members and from the City of Lakeland.~~

ARTICLE VIII. - PURCHASE OF NATURAL GAS

Sec. 62. - Authority to purchase for use or resale.

[Existing Text](#)

Recommended Changes

The City of Lakeland, Florida, is hereby authorized to enter into a contract or contracts for the purchase of natural gas for its own use or for resale. The funds for which the municipality agrees to pay for the natural gas purchased under the authority contained here, shall be from the operation of the utility or facility for which said natural gas is purchased, or revenues derived from the resale of said natural gas. Such contract shall be authorized by resolution or ordinance adopted by the governing body of the City of Lakeland, without the necessity of taking bids when there is only one source of supply by pipeline of such natural gas, or without the necessity of a referendum thereon. Such contract may extend for any length of time not exceeding twenty (320) years from the date on which gas is delivered under said contract, and said contract may be renewed by agreement between the parties thereto at the time of expiration.

ARTICLE IX. - MISCELLANEOUS RELATED LAWS

Sec. 63. - Tax on cigarettes; use of funds.

[Existing Text](#)

Recommended Changes

~~The proceeds from the tax authorized to be levied by municipalities under the provisions of F.S. § 210.03, may be utilized by the City of Lakeland for the purposes enumerated in F.S. ch. 210, and may, in addition thereto, be utilized for the construction of convention, recreational, auditorium, or industrial facilities, for the general operation of the city, or for any purpose whatever notwithstanding such limitation as to use or purpose which may be provided by F.S. ch. 210.~~

~~The City of Lakeland is authorized to issue revenue bonds or revenue certificates pledging the revenues derived from the excise or privilege tax authorized to be levied upon the sale, receipt, purchase, possession, consumption, handling, distribution and use of cigarettes as security for the payment of such revenue bonds or revenue certificates and may further secure such revenue bonds or revenue certificates by other revenues of the city.~~

Sec. 64. - Cemetery perpetual care fund.

Existing Text

Recommended Changes

- (1) The city commission of the City of Lakeland shall have authority to establish by ordinance a cemetery perpetual care fund for the city which shall be managed and administered in the manner provided in the ordinance. The ordinance shall prescribe the qualifications of the trustees of said fund and shall provide for their selection. Any such ordinance shall prescribe the rights, powers and duties of the trustees.
- (2) The cemetery perpetual care fund created by ordinance under authority of this act shall be for the purpose of assuring that adequate funds will be available to maintain all cemeteries owned by the City of Lakeland.
- ~~(3) The fund created by the ordinance authorized under this act shall be officially known and designated as "City of Lakeland, Florida, Cemetery Perpetual Care Fund," the trustees of which shall have and may exercise all powers necessary or convenient for the carrying out of the purposes authorized by this act.~~
- (4) ~~(1)~~
The trustees shall have the power and authority as set forth in the ordinance.~~in the name of the City of Lakeland, Florida, Cemetery Perpetual Care Fund to acquire, invest, reinvest, exchange, retain, sell and manage property and securities for such fund as authorized herein.~~
- ~~(2) Not less than twenty-five (25) percent of such funds shall be placed in those investments authorized by the Florida Statutes for investment by private cemetery perpetual care funds.~~
- ~~(3) The remainder of such funds may be placed in property or securities authorized under the "prudent man rule" as defined by the Florida Statutes from time to time.~~

ARTICLE X. - MISCELLANEOUS PROVISIONS

Sec. 65. - [Severability of provisions].

Existing Text

Recommended Changes

If any word, sentence, clause, phrase or provision of this amended charter, for any reason, is held to be unconstitutional, void or invalid, the validity of the remainder of this amended charter shall not be affected thereby.

ARTICLE I. - CIVIL SERVICE BOARD

[List of Exempted Employees](#)

[Civil Service Rules](#)

[Procedural Due Process for Public Employees](#)

Sec. 1. - Created; composition.

[Existing Text](#)

Recommended Changes

A civil service board is hereby created, to be composed of seven (7) persons qualified as herein provided.

Sec. 2. - Appointment of initial members.

[Existing Text](#)

Recommended Changes

On June 1, 2008, or as soon thereafter as practical, the city commission shall appoint three (3) persons and the full-time employees of the city shall appoint three (3) persons. The six (6) new members shall be appointed in the following manner: Two (2) to serve a one-year term; two (2) to serve a two-year term; and two (2) to serve three-year terms. Upon taking office, those members shall select a seventh member. That member shall serve a three-year term.

Sec. 3. - Appointment of subsequent members; terms.

[Existing Text](#)

Recommended Changes

Upon the expiration of the terms described above, successor members shall be appointed for terms of three (3) years. Each year the city commission shall appoint one member and the full-time employees of the city shall appoint one member. Successors to the seventh member serving as the selection of the other members of the board shall be selected by the other members of the board. The method of election of members to the civil service board by full-time employees of the City of Lakeland under this section and the previous section shall be prescribed by ordinance.

Sec. 4. - Filling of vacancies.**[Existing Text](#)****Recommended changes**

Whenever a vacancy occurs in the membership, a qualified person shall be appointed within thirty (30) days for the unexpired term in the same manner that the person creating the vacancy was appointed, except that any vacancy in membership by the three (3) members serving as of the effective date of this section shall be filled by appointment by the remaining members of the board.

Sec. 5. - Qualification of members.**[Existing Text](#)****Recommended Changes**

Any qualified voter residing in the City of Lakeland Electric Service Territory, as it may be amended from time to time, over the age of twenty-one (21) years, shall be eligible to hold office as a member of the civil service board, provided that no person who has been convicted of a felony, or who is or has been within one year prior to his election or appointment an officer or employee of the said city shall be eligible for election or appointment to such office.

Sec. 6. - Authority to employ civil service director, clerk, etc., and prescribe their duties.**[Existing Text](#)****Recommended Changes**

The civil service board is authorized on behalf of the City of Lakeland, with the concurrence of the City Manager, to employ, as a City of Lakeland employee, a director of civil service. The City of Lakeland shall employ such staff of employees as may be reasonably necessary for the proper performance of the duties of the board. The board shall prescribe the duties to be performed by the director of civil service, who shall be supervised on a day by day basis by the City Manager or his designee.

Sec. 7. - City commission to provide funds annually.**[Existing Text](#)****Recommended Changes**

The city commission of said city is hereby required annually to budget, appropriate and provide a sum sufficient for the purpose of properly organizing and maintaining the civil service board, as herein created, and to carry out the purposes of this charter.

Sec. 8. - Election of chairman; term; filling of vacancy.**[Existing Text](#)****Recommended Changes**

Upon initial appointment of the board and immediately after the first of January each year, the board shall organize by electing one of its members as chairman to hold office until the election and qualification of his successor at the next organization meeting of the said board. In the event the office of the board member, who shall be chairman, shall become vacant, a new chairman shall be elected by the board immediately after such vacancy shall be filled.

Sec. 9. - Reports required.**[Existing Text](#)****Recommended Changes**

From time to time, as often as shall be required by the city commission of the City of Lakeland, Florida, the civil service board shall render reports of its accomplishments and actions, and of the status and classifications of municipal employees and of applicants for municipal employment.

Sec. 10. - Officers and employees under civil service.**Existing Text****Recommended Changes**

All officers and other employees of the City of Lakeland, except elective officers and those employee positions excepted by resolution, shall be employees within the civil service of the city. All future employees in any type of employment except those excluded from time to time by resolution adopted by the city commission shall become employees within the civil service. Persons now in the employ of the city who have previously accepted employment which is excepted from the civil service by this section shall be entitled to the continuation of such benefits.

Sec. 11. - Compensation of employees.**Existing Text****Recommended Changes**

The city manager shall have the duty of recommending to the city commission from time to time, the adoption of pay plans and amendments thereto based upon classifications of all employees, except those employees whose salary is set by the city commission, and annual budgets which shall include the compensation to be paid to employees. Upon the creation of new employment positions within the civil service for which no range of compensation has been established in a then current pay plan, such position shall be considered by the civil service board and such a recommendation shall be made by the board to the city manager. The range of compensation for such new position shall be established by the city manager subject to the approval of the city commission.

Sec. 12. - Adoption of rules and regulations.**Existing Text****Recommended Changes**

After notice of not less than two (2) weeks to city employees, and to the public and administration, the civil service board shall adopt and may amend a code of rules and regulations which it shall enforce, providing for the selection, examination, qualification, registration, employment, promotion, removal, suspension, demotion, reduction and discharge of employees within civil service. Any incumbents in the positions excepted herefrom who presently are within the civil service shall not be removed from civil service by this amended charter.

Sec. 13. - Examinations; preferred and regular lists of persons eligible for employment.**[Existing Text](#)****Recommended Changes**

The civil service board shall provide for examinations in accordance with such rules and regulations so adopted, and shall at all times maintain a preferred and regular list of persons eligible for employment under the civil service of said city.

Sec. 14. - Procedure for appointment of employees.**[Existing Text](#)****Recommended Changes**

No person shall be eligible for employment within civil service, except upon recommendation from the civil service board and selection under the authority of the city manager. The city manager, or anyone acting under his authority, shall set the salary for newly created positions after receipt of a recommendation from the civil service board. When a vacancy exists within an employment position within the civil service, a list of eligible persons shall be furnished by the civil service board for such position, and the city manager, or an employee acting under his authority, shall select the person to be employed from such list.

Sec. 15. - Probationary period.**[Existing Text](#)****Recommended Changes**

No appointment, employment or promotion of any civil service employee shall be deemed complete or permanent until said employee has met all the qualifications established by civil service and has served as a regular employee for a probationary period of twelve (12) months; and the probationer may be discharged or reduced in rank at any time within said twelve-month period upon the recommendation of the city manager or an employee acting under his authority. If said employee is fully qualified and is not discharged or demoted within such period, then such appointment, employment or promotion shall be deemed complete and such employee shall be deemed a permanent employee within the civil service of the city and shall hold employment until reduced, discharged or suspended in accordance with the provisions of this charter.

Sec. 16. - Reduction in number of employees; procedures; reemployment.

Existing Text

Recommended Changes

Whenever it shall appear to the city manager that an excessive number of persons are employed in any department of the city government, he shall notify the civil service board in writing of the excessive number of employees in such department, and thereupon said civil service board shall cause the excessive number of employees in such department to be discharged. In making such discharges, the person who stands lowest in rank or grade and lowest in point of seniority in that rank or grade, shall be first discharged, and such system of discharge shall continue until the excessive number of employees shall have been reduced in accordance with the notice of the city manager. And other employees, who may need to be demoted in rearranging the employments in such department shall likewise be demoted in accordance with their rank and grade. Upon any persons being discharged under the provisions of this section, such discharged persons shall be placed upon a preferred list of the civil service board, and shall have priority over all other applicants for reemployment in any type of municipal employment, to which he may be eligible. In the event a vacancy occurs in any department, persons discharged from that department, under the provisions of this section, who have been placed on the preferred list, shall be reemployed in their respective order as to rank and seniority, and the civil service board shall not recommend for employment any person or persons on the regular list until all persons upon the preferred list have been reemployed, even though in so doing it may necessitate recommendation of only one name for each vacancy. Upon the preferred list, the candidates for employment shall be classified first by rank and next by seniority. The person who was of the highest rank and who has served the longest period of time in said rank shall be the first on said list and shall be entitled to fill the vacancy of any employment, and such system shall be continued until all persons on the list shall be removed.

Sec. 17. - Removal, suspension, etc., of employees; for cause; review by civil service board.

Existing Text

Recommended Changes

No employee within the civil service shall be removed, suspended, demoted, fined, have a merit increase rescinded, or discharged except for cause shown upon written charges of misconduct or violation of law or rules of the civil service board and after reasonable notice, an opportunity to be heard in his own defense by himself, his witnesses and counsel. No employee within civil service shall have his salary or compensation reduced unless the salary and compensation of all other employees of similar class, rank and tenure be correspondingly reduced, unless such reduction is attributable to the rescinding of a merit increase or a demotion for cause. The city manager, or any employee acting under this authority, may suspend a subordinate for a reasonable period of time, not exceeding thirty (30) days, for any cause, which in the opinion of such manager or his delegate would be grounds for removal, suspension, demotion, fine or discharge, provided immediately upon such suspension being made, report thereof and cause therefor shall be given in writing to the civil service board and to the suspended employee. Any employee within the civil service who may claim to have been removed, suspended, demoted, reduced, fined, had a merit increase suspended, or discharged by the city or any officer thereof without full compliance with the provisions of this act or without cause, shall have the right to file a petition before the civil service board within fifteen (15) calendar days of such action, setting forth the facts upon which his complaint is based, and the board shall cause a copy thereof to be served upon the city manager and give reasonable notice of a hearing to be conducted before the board to investigate the complaint and in the event that it shall find that such petitioner was improperly removed, suspended, demoted, reduced, fined or discharged, the board shall certify its findings to the city manager and the petitioner shall be immediately reinstated and shall receive full compensation for all of the time for which he has not been theretofore compensated.

Sec. 18. - Causes and procedure for removal of members of board.**Existing Text****Recommended Changes**

Any member of the civil service board who shall be found by the city commission of the City of Lakeland to be incompetent or to be guilty of neglect of duty or of misfeasance, malfeasance, or nonfeasance in office, shall be subject to removal by the city commission by the adoption of a resolution setting forth the acts which justify removal and thereafter filing a petition for a writ of quo warranto in the name of the city with the circuit court in Polk County, Florida, to test the right of such member to remain in office and to determine whether or not a vacancy exists by reason of such member's misconduct. Any member who shall fail to attend three (3) consecutive meetings without such absences being excused by the board shall thereby forfeit his membership on the board.

Sec. 19. - Authority of board to administer oaths, issue subpoenas, etc.; quorum.**Existing Text****Recommended Changes**

In connection with his performance of any duty under this charter, each member of said civil service board shall have power to administer oaths, to issue subpoena to compel the attendance of witnesses, and the production of books, papers and documents and other matters and things relevant to any proceeding before it or investigation being conducted by it. Four (4) members of the said board shall constitute a quorum, and the concurrence of four (4) members of said board shall be necessary for any action taken by it, save the administration of oaths and the issuance of subpoena.

Adjourn