

ORDINANCE NO. 1

An Ordinance Creating Certain Offices of the City of Phoenix in Addition to Those Provided for in the City Charter Adopted on the 11th Day of October, 1913, Defining and Prescribing the Duties of Each and Fixing the Compensation and Bonds for all the Officers of the City and Providing that the Office of the City Assessor and the Office of the City Collector, as Well as Other Offices Created by This Ordinance, May be Filled by One and the Same Person.

BE IT ORDAINED BY THE COMMISSIONERS OF THE CITY OF PHOENIX AS FOLLOWS:

Section 1. In addition to the offices of City Manager, City Auditor, City Clerk, City Assessor, City Treasurer, City Collector, City Attorney, City Engineer, Chief of Police, Fire Chief, Superintendent of Streets and City Magistrate, provided for in the city charter adopted on the 11th day of October, 1913, there are hereby further established and created the offices of City Health Officer, City Sealer of Weights and Measures, City Inspector of Buildings and Superintendent of Water Works.

Section 2. (A) The City Manager shall have the general supervision and direction of the administrative operation of the city government. He shall supervise and direct the official conduct of all appointive officers, except the City Auditor and the City Magistrate. He shall supervise the performance of all contracts made by any person for work done for the city which is that behalf represent the city, except as it may be otherwise provided by the city charter. He shall make all purchases of materials or supplies for the city, and shall see that the same are received as contracted for. He shall employ and discharge from time to time, as occasion requires, all employees of the city. He shall appoint all officers of the city, the appointment or election of whom are not otherwise provided for in the charter, and may remove them when the interests of the city require.

He shall make written reports to the Commission at its first meeting in each month of the state and condition of the business and affairs of the city; and he shall, whenever required by the Commission, make a written or verbal report as may be indicated by the Commission, in detail, of any particular matter relating to the affairs of the city within his supervision.

He shall require monthly reports, and may require them oftener, from each of the officers of the city appointed by him, on or before the 15th day of each month, and shall submit the same to the Commission upon its request therefor. All reports required by the charter or by ordinance shall be in writing, except that the Commission, in the case of reports other than the said monthly reports, may direct them to be verbal; and the manager may direct reports other than such monthly reports to be made verbally.

It shall be his duty to see that all the ordinances of the city are enforced. He shall, on or before the first Monday in May in each year, or such day in each year as shall be otherwise fixed by the Commission, prepare a careful estimate in writing of the amounts in money, specifying in detail the purposes thereof, required for the business and conduct of the affairs of the city during the next ensuing fiscal year; and shall, on or before the first Monday in June of each year, or on such date in each year as shall be fixed by the Commission, submit to the Commission and the estimates of his department and his own personal report and recommendations and estimate as to the probable expenditures of the city for the next ensuing fiscal year, stating the amounts in detail required to meet all expenditures necessary for city purposes, including a city sinking fund for outstanding indebtedness, if any, thereon; also an estimate of the amount of income expected from all sources in each department, and the probable amount required to be raised by taxation to cover such expenditures, interest and sinking fund.

The City Manager must not hear or consider any claim in favor of any one against the city unless an action has been properly made out, giving all the items claimed, duly verified, as to its correctness and that the amount claimed is justly due, is presented to him within six (6) months after the last item of the account accrued, except claims of officers of the city for their salaries; and if he shall find that any claim presented is not payable by the city or is not a proper charge, he shall reject the same; but for a greater amount than due, he may allow the portion allowed upon the claimant filing his receipt in full of his account. He shall not allow any demand upon the city in favor of any person in any manner, indebted to the city without first deducting such indebtedness, or in favor of any officer whose accounts shall not have been rendered and approved or who shall have been rejected or refused to make his official returns or reports in writing, as required by the provisions of the charter or any ordinance of the Commission, or in favor of any officer who shall wilfully neglect or refuse to perform any of the duties of his office.

He shall have power to examine, orally or otherwise, on oath, persons presenting any demand on the city, or the agent or attorney of such person, or any other person, in order to ascertain any facts necessary or proper for him to know in order to determine the allowance or disallowance of such demands. He shall sign all warrants drawn upon the City Treasurer.

He shall observe, respect and carry out all the provisions of the Constitution of Arizona, the laws of the State of Arizona, and the provisions of the charter of the city and of all ordinances and resolutions of the Commission which may or shall affect, relate to or pertain to his office or the conduct thereof.

(B) The City Auditor shall prescribe and require, except as they may be by law prescribed and re-

quired, the use of plain and uniform systems of keeping books of account by all city officers, who are charged with the receipt or disbursement of any of the funds of the city, or who may be authorized to purchase material and supplies or employ labor for it. He shall prescribe the form of vouchers or other evidences of the receipt of money from the city or for the establishment of demands against the city. He shall at all times have access to, and may inspect any take copies of, all books in which entries are made or are required to be made, relative to the receipt or expenditure of money on account of the city, and all vouchers, accounts, bills, warrants, drafts, contracts and other papers relating thereto. He shall have power to administer oaths for the purpose of ascertaining the facts relating to any charge or claim against the city, made or claimed by any person, partnership, association or corporation, whatsoever. He shall inquire into and inform himself as to the legality of all claims to be paid out of the city treasury or for which warrants thereon might be or have been drawn, as well as the reasonableness of the prices charged or claimed for material, supplies or labor, and the facts as to the delivery or rendition thereof to, or for the use of, the city.

He shall, at the first meeting of the Commission in each month, make a written report to the Commission of all expenditures made or incurred by the city or its account during the next preceding month, showing the same in detail, and as well the receipts by the city in detail on all accounts, and showing at the time the financial condition of the city. He shall make written or verbal reports to the Commission whenever required by it of any particular matters relating to the business of the city involving the receipt or expenditure of money or incurring expense therein.

He shall examine, audit, and check all books, records and accounts of each and every officer and employee of the city who is, or may be, required by law to keep records or accounts, at least once each month, and oftener if the Commission so requires, and shall report to the Commission the result of such examination, audit and check.

He shall examine, audit and check all books, records and accounts of each and every officer and employee of the city who is, or may be, authorized to purchase, receive, sell, disburse or dispose of, or who may purchase, receive, sell, disburse, or dispose of, any property of, or belonging to, the city, or who is, or may be, authorized to incur or contract any indebtedness for or on account of the city, or who is authorized or required to collect, receive, care for or have in his possession, any moneys, machinery, supplies, material, equipment or other property belonging to the city, and shall make report thereof to the Commission at least once every month, and oftener should the Commission so require.

He shall promptly examine, audit and certify as to the correctness of all claims, bills and demands against the city for material, equipment, supplies, labor, services, or property purchased or received by, or furnished or delivered to, the city; and, except for claims, bills and demands against the city for salaries and wages of city officers and employees, no warrant shall be drawn upon the City Treasurer for the payment of any claim or demand against the city until after such audit and certification.

He shall perform such other and further duties as may be hereafter prescribed by the Commission, and such other and further duties as may be required of him by the City Manager, subject to review by the Commission.

(C) The City Magistrate shall preside over the City Court of the City of Phoenix, Maricopa County, Arizona, and said court shall always be open, except on non-judicial days, and on such days it may transact such business within its jurisdiction as is authorized by general law to be all suits of a civil nature within the territorial limits of the city, and exercise jurisdiction as follows: It shall have and exercise exclusive original jurisdiction of all proceedings of a criminal nature for the violation of any ordinance of said city, and of every action of a civil nature for the enforcement of a penalty or the recovery of a penalty or forfeiture imposed by any ordinance of said city for violation thereof, or for neglect to perform any duty by ordinance imposed; of every action for the collection of any license, tax or penalty due from any person, partnership, association, or corporation to the city and required to be paid, or which is due and collectible under the ordinances of the city.

For the carrying out of the jurisdiction vested in said City Magistrate, he shall be entitled and authorized to issue and cause to be served any and all writs and processes, and he shall have full authority to hear and determine all matters properly coming before him and coming within his jurisdiction herein specified. The writs to be used by said City Magistrate shall be similar to those used by justices of the peace in cases of similar nature. And he shall keep, or cause to be kept, a proper record of the issuance of all writs, processes and returns, and of any and all other actions taken relative thereto, and of the action of the court thereon. He shall also keep, or cause to be kept, a record of each and every transaction of the city court, and of the acts, orders and judgments of the City Magistrate, together with an accurate record and account of all fines, penalties and fees, and other moneys, collected by him in the course and performance of his duties, and shall pay and turn over to the City Treasurer on the first day of each and every month, all fees, penalties and fines, and other moneys, collected by him during the

preceding month, and shall take receipt therefor. He shall do and perform such other and further duties as now are, or may hereafter be, required of him under the provisions of the Constitution of Arizona, the laws of the State of Arizona, the city charter and the Commission.

(D) The City Clerk shall keep the corporate seal of the city; and shall keep all papers and documents belonging to the city and file the same in his office under appropriate heads. He shall attend all meetings of the Commission and keep an accurate record and account of all its proceedings; and he shall transcribe in proper books, separately kept for that purpose, all ordinances, resolutions and franchises passed by the Commission. He shall attest all ordinances, resolutions and franchises approved and signed by the mayor. He shall countersign all warrants issued by the City Manager and all licenses issued under authority of law. He shall keep an account, in appropriate book, of all licenses issued, and to whom issued, and the amount for each, and shall keep an account of all warrants drawn upon the City Treasurer.

He shall, upon receipt of the assessment roll, compute and carry out the amount of the tax levied upon each parcel of property contained in said assessment roll, and after certifying same, shall certify to it as being the assessment roll of the city, and upon such certification shall deliver the tax roll, so certified, to the Commission.

He shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of Arizona and by the charter and as may be required by the Commission, and such additional duties as may be from time to time required of him by the City Manager.

(E) The City Assessor shall, between the first Monday in January and the first Monday in May of each year, ascertain by diligent inquiry and examination all property in the city, real, personal or mixed, subject to taxation, and also the names of all persons, corporations, companies or firms owning, or claiming the same, or any interest therein, or having possession or control thereof, and shall determine the full cash value of all such property, and shall list and assess the same to the person, firm, corporation, association or company owning or having the possession, charge or control thereof, and shall prepare, complete and file for equalization an assessment roll thereof with the Commission. He shall attend all meetings of the Commission while sitting as a board of equalization, and give to said Commission such information as it may require of him.

He shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of the State of Arizona, the charter and the Commission, and also such additional duties as may be from time to time required of him by the City Manager.

(F) The City Treasurer shall receive and disburse all moneys directed by law to be paid to him, and shall keep the same, and apply and pay them out according to law, rendering account thereof as required by law. He shall keep an account of the receipt and expenditure of all moneys in books provided for that purpose, in which must be entered the amounts, the time when, from whom and on what account all moneys were received by him; the amounts, time when and to whom payments were made by him.

He shall keep his books so that the amounts received and paid out on account of separate funds or specific appropriations are exhibited in separate and distinct accounts and the whole of the receipts and expenditures shown in one general or cash account. He shall, at least once monthly, and oftener if so required by the Commission, render to the Commission a written report of receipts and disbursements for the then preceding month, together with all sums of money in his charge and under his control and the particular funds and accounts in which the same are placed and credited.

He shall disburse the city moneys only upon proper warrants therefor, signed by the City Manager and countersigned by the City Clerk. By and with the consent and approval of the Commission, he may cause the city moneys to be deposited in any bank or banks in the city upon sufficient security being given to the city by said bank or banks, to be approved by said Commission. No city moneys shall ever be deposited in any banking institution unless interest is paid to the city upon such moneys deposited, at the rate of not less than two (2%) per cent per annum upon the daily balance of such deposits, to be computed monthly.

He shall invest or deposit in banks in the State of Arizona, as savings accounts or otherwise, any and all moneys belonging to the city, collected and held as sinking funds, the investment or deposit of such funds to be made upon competitive bids therefor, after due notice, or in such other public manner as in the judgment of the Commission may be deemed best in the interests of the city. In making investments he may purchase only interest-bearing United States, state, county, school district and municipal bonds, but no bonds shall be purchased for a higher price than their market value at the time of purchase. In making deposit of such sinking funds, he may select for that purpose any reputable national, state or savings bank or trust company in the State of Arizona, and obtain the highest rate of interest, not less, however, than four (4%) per cent per annum, and he shall take from such institution or institutions security for such deposit in negotiable, interest-bearing United States, state, county, school district or municipal bonds, or surety company bonds, in an amount not less than the amount of such deposit, to be approved by

the City Manager; provided that no such deposit shall be made for a period longer than one year. All moneys due as interest upon investments or deposits shall be collected by him, and by him credited to the general fund of the city, and any and all bonds and securities taken for investments and deposits shall be by him held for safe-keeping for the benefit of the city.

He shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of the State of Arizona, the charter, and by the Commission, and also such additional duties as may be from time to time required of him by the City Manager.

(G) The City Collector shall collect and receive all moneys due, or to become due, to the city from taxes, licenses, assessments and other sources of income and revenue, except as herein otherwise specifically provided for, and shall keep a full and accurate record and account of all moneys so collected by him, showing from whom and for what the same was collected, and shall keep full and accurate records of all other acts and proceedings had and taken by him; and at least once a month, and oftener if required by the Commission, shall make written reports to the Commission of all moneys collected or received by him, and from what sources. He shall at least once a month, and oftener if required by the Commission, pay over to the City Treasurer all moneys theretofore collected and held by him, from whatever source derived, and take receipt therefor.

He shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of Arizona and by the charter and as may be required by the Commission, and such additional duties as may be from time to time required of him by the City Manager.

(H) The City Attorney shall act as legal counselor and adviser of the Commission and other city officials, and shall give his opinion in writing when required by the Commission. He shall draft all deeds, conveyances, contracts, ordinances and other legal instruments when required by the Commission, and shall prosecute and defend all suits, actions and causes where the city is a party.

He shall report to the Commission when required the condition and state of any suit or action to which the city is a party.

He shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of Arizona, the charter and the Commission, and also such additional duties as may be from time to time required of him by the City Manager.

(I) The City Engineer shall do and perform all surveying and engineering work for the city. He shall establish the grades of streets, alleys, curbs, paving, sidewalks and ditches, and run lines, set stakes, and make plans, diagrams and charts thereof whenever required. He shall establish and run the grades and lines of all railways and railway crossings, and shall, if necessary, otherwise, establish the grades, and run the lines for all telephone and telegraph lines and conduits, pipes, conduits, sewers, water pipes and gas mains and pipes. He shall establish the grades of street crossings, of all city drainage and survey and establish all street and property lines.

He shall exercise all his powers and duties under the supervision and direction of the Superintendent of Streets and under the control and direction of the City Manager.

He shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of Arizona, the city charter or the Commission, and also such additional duties as may be from time to time required of him by the City Manager.

(J) The Chief of Police shall preserve the peace of the city. He shall arrest and take, and cause to be arrested, all persons committing offenses against the law or the ordinances of the city. He shall prevent and suppress all affairs, riots and breaches of the peace which may come to his knowledge. He shall have charge and supervision of the city jail and the prisoners therein. He shall have supervision and direction of the police of the city. He shall serve or cause to be served all writs and processes issued by the City Magistrate, and shall make cause to be made proper return thereof and thereon. He shall keep a full and accurate record of all arrests made by him or the police of the city, showing the name of each person arrested, the date of arrest and the nature of the charge upon which the arrest was made, the name of each person committed to the city jail, the nature of the charge or process under which such imprisonment was made, the length and term of such imprisonment, and when and why released. He shall keep a full and accurate record and account of each and every writ and process issued by the City Magistrate for service, and to whom delivered for service, and the date and return made thereof.

He shall take charge of, preserve and care for all property of the city used in connection with the Police Department thereof, and shall safely keep and preserve for the rightful owner thereof all other property which shall be entrusted to his care, or come into his possession.

He shall make monthly reports in writing of all the proceedings had and taken by him and by the police of the city for the preceding month, to the Commission. He shall be at all times subject to the supervision and control of the City Manager, and he shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of Arizona, the charter, and the Commission, and also such additional duties as may be from time to time required of him

by the City Manager.

(K) The Fire Chief shall keep, preserve and control all livestock, vehicles, appliances, apparatus, equipment and machinery used or employed in connection with the City Fire Department, and shall supervise and direct the use and maintenance thereof. He shall supervise and direct the members of the Fire Department, and shall personally attend at, direct and supervise the extinguishment and control of all fires within the city; and shall do and perform such acts and employ such measures as may from time to time be necessary to prevent, control or extinguish conflagrations throughout the city. He shall keep a full and accurate record and account of all property belonging to the city in control, and a full and complete record of each and every conflagration within the city, showing the premises upon which such conflagration occurred, the owner of the premises, the cause or causes of the conflagration, the damage and loss incurred, or sustained thereby, and the names of the members of the Fire Department who were present and assisted in the extinguishment thereof.

At least once every month, and oftener if required by the Commission, he shall make a written report to the Commission of all proceedings had or done by him or under his direction during the preceding month.

He shall be at all times subject to the supervision, direction and control of the City Manager, and he shall do and perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of Arizona, the city charter, the Commission, and also such additional duties as may be from time to time required of him by the City Manager.

(L) The Superintendent of Streets shall have supervision and control of the maintenance of all streets, sidewalks, parks, city corners and city buildings, and the work done and to be done therefor, therein and thereon, and he shall at all times keep the same and each of them clean and free from obstructions, debris, waste and garbage, and shall supervise and control the construction of all curbs, gutters, ditches, culverts, bridges, street crossings and structures, and the maintenance and repairs thereof, and shall have supervision and control over all vehicles, livestock, sprinklers, street sweepers, machinery, appliances and devices, except fire equipment and apparatus, belonging to, or used by the city. He shall have supervision, charge and control of the city feral and livestock and the care and maintenance thereof. He shall have supervision and control over all parks of the city and of all trees, grass and foliage growing in and upon any of the parks or premises belonging to the city or upon any of the streets or highways belonging to the city.

He shall have supervision and control of the construction, maintenance and operation of railway and street railway lines, tracks and works in, upon and over the streets and alleys of the city, and shall have supervision over and control of the laying, installation, construction and maintenance of curbs, gutters, street paving, sidewalks, water pipes and mains, sewer pipes and mains and conduits, electrical conduits and electric, telephone and telegraph lines and conduits, on, over, above or under all or any of the streets and alleys of the city.

He shall have supervision over the City Engineer. He shall at all times be subject to the direction and control of the City Manager. He shall perform such other and further duties as may be required of him by the Constitution of Arizona, the laws of Arizona, the city charter, or the Commission, and also such other and further duties as may be from time to time required of him by the City Manager.

(M) The city health officer shall be a licensed physician, and shall have supervision and control over the public health and sanitation of the city.

He shall make and enforce all needed rules and regulations for the prevention of and to prevent the spread of any and all contagious or infectious diseases among persons and domestic animals.

He shall have power to establish quarantine and isolate any person or persons affected with any contagious, infectious, epidemic or zoonotic disease; to isolate, quarantine, kill or remove any animal or animals infected with any contagious or infectious disease when necessary to protect public health; to remove or cause to be removed any dead, decayed or decaying body or any decayed or decaying substance, or any other noxious or offensive substance or thing which may endanger the health or safety or interfere with the comfort of the public; to condemn and cause to be destroyed any impure or diseased article of food that may be offered for sale or held for consumption.

He shall examine into all nuisances, sources of offense and discomfort, and causes and sources of sickness and disease, and shall make such regulations regarding the same as in his judgment shall be necessary for the preservation and promotion of the public health, safety and comfort of the city.

He shall have power to enter upon all public and private property or premises to examine into any nuisance, source of offense, disease, found source of sickness or of cause of disease, and may require the owner or occupant thereof at his own expense to remove the same.

He shall inspect as often as he shall deem necessary, and oftener if required so to do by the Commission or city manager, all food products sold, offered for sale, or held or designed for consumption or use by persons or animals; and shall inspect all water and water supplies used or designed for use within the city, and shall do and perform all things necessary or proper to prevent the contamination thereof.

He shall inspect the condition of all sewers, lavatories, urinals, sinks, privies, vaults, sewer connections,

fixtures, and appliances and sewage effluent, and do any and all things necessary or proper to place and keep the same in a sanitary condition; and shall, whenever he may deem it necessary and oftener when required by the Commission or city manager, inspect all buildings and premises, public and private, within the city and make necessary and proper rules and regulations of the same in a sanitary condition, and shall have power to enforce all such rules and regulations.

He shall have power to destroy or cause to be destroyed all food products determined by him to be unfit or improper for consumption by persons or animals, and shall have power to summarily abate any and all nuisances and sources or causes of food or water contamination endangering the health or safety or interfering with the comfort of the public.

He may provide a temporary hospital or place of reception and detention for persons exposed to or infected with infectious or contagious diseases and may require the removal of any person or persons exposed to, infected with or suffering from any contagious or infectious disease, thereon, and cause his or their detention therein until all danger to the public therefrom is removed.

He shall gather, compile and tabulate full and accurate vital statistics and data, showing all births, deaths, accidents, and contagious or infectious diseases within the city and the time and location thereof.

He shall promptly turn over to the City Treasurer any and all moneys or property belonging to the city collected or received by him, and take receipt therefor.

He shall keep full and accurate books, records and accounts showing in detail, all inspections and examinations made by him or under his direction, and the time, place and result thereof, all rules and regulations, issued or promulgated by him, all moneys collected or received by him, and from whom, and on what account received, and the disposition made thereof, and of all other acts and proceedings done, had or taken by him in his official capacity, and shall at least once in each month, and oftener if so required by the Commission or the manager, render to the Commission and report of all his transactions and proceedings for the then preceding month.

He shall have and exercise such further and additional powers and shall do and perform such other and further duties as may be granted to him by the Constitution of Arizona, the laws of Arizona, the City Charter and the Commission. He shall at all times be subject to the supervision and direction of the City Manager, and he shall also do and perform such additional duties as may from time to time be required of him by the City Manager.

(N) The City Sealer of Weights and Measures shall inspect, test, try, and ascertain if they are correct, all weights, scales, beams, measures of every kind, instruments or mechanical devices for weighing or measuring, and tools, appliances, or accessories connected with any or all such instruments, kept, offered, or exposed for sale, sold or used, or employed, within the city by any proprietor, agent, lessee, or employee, in proving the size, quantity, extent, area or measurements of quantities, things, produce, or articles for distribution or consumption, offered or submitted by any such person or persons for sale, hire or reward. He shall have the power to, and shall, from time to time, weigh or measure packages or amounts of commodities or of whatsoever kind kept for the purpose of sale, offered for sale, or sold, or in the process of delivery, in order to determine whether the same contain the amount represented, and whether they be offered for sale or sold in a manner in accordance with law. He shall, at least twice each year, and as much oftener as the Commission or the City Manager may direct, test the accuracy of weights, measures, and weighing or other devices used in the city. He may, for the purposes above mentioned, and in the general performance of his duties, enter and go into or upon, without formal warrant, any stand, place, building or premises, or stop any vendor, peddler, junk dealer, ice wagon, delivery wagon, or any dealer whatsoever, and require him, if necessary, to proceed to some convenient place for the purpose of making the proper test. When the City Sealer of Weights and Measures finds a violation of the statutes of the state or ordinances of the city relating to weights and measures, he shall cause the violator to be prosecuted.

When the City Sealer of Weights and Measures compares weights or measures or weighing or measuring instruments and finds that they conform to the standards in his possession, he shall seal or mark such weights, measures, or weighing or measuring instruments with appropriate devices to be approved by the state inspector of weights and measures.

He shall condemn, seize, and may destroy, incorrect weights and measures, or weighing or measuring instruments, which, in his best judgment, are not susceptible of satisfactory repairs; but such as are incorrect, but yet may be repaired, he shall mark or tag as condemned for repairs in a manner prescribed by the state inspector of weights and measures. The owner or user of any weights or measures, or weighing or measuring instruments, of which such disposition is made, shall have the same repaired or corrected within fifteen (15) days thereafter, and shall not use or dispose of the same in any way, but shall hold the same in any way, and any apparatus which has been condemned for repairs and has not been repaired as required by him shall be confiscated by the City Sealer of Weights and Measures.

He shall keep in a book, together with a card index system to be furnished him by the Commission, a complete list of all scales or weights and measures, weighing and measuring devices inspected and tested by

him, the name of the person, firm or corporation using such scales, weights, or weighing or measuring devices, and the date and result of all inspection; and shall at all times keep the same open to the inspection of the public. He shall keep a complete record of all his official acts, and shall make a monthly and annual report to the Commission and a monthly and annual report, duly sworn to, on the first day of each month and of each year, to the state inspector of weights and measures, on blanks to be furnished by said inspector.

He shall, at least once in every two (2) years, and as much oftener as may be in his judgment or the judgment of the City Manager be necessary, or whenever requested in writing by either the furnisher of water, electricity or gas, or by the consumer of the same, test the accuracy of any meter used or to be used in the measuring of any water, electricity or gas furnished or to be furnished to the consumer through such meter. If the meter tested shall upon test thereof by the City Sealer of Weights and Measures be found to measure too fast or too slow by as much as three (3) per cent per cent, such meter shall be condemned by him, and the owner or owners of the same shall be notified of the condemnation at the time when such condemnation is made by the City Sealer of Weights and Measures, and such meter shall not again be used, or used at all, until corrected and made to measure accurately.

He shall promptly collect all fees which he now is, or hereafter may be, authorized to charge and receive from persons owning or using such weights or measures, and on the first day of each and every month, shall turn over to the City Treasurer all moneys and fees collected or received by him during the preceding month and take the receipt of the City Treasurer therefor. He shall keep a full and accurate account itemized list record and account of all fees collected or received by him, and at least once every month, and oftener if so required by the Commission, shall make a written report thereof to the Commission and the City Manager.

He shall keep in a book, together with an accurate card index system to be furnished to him by the Commission, a complete list of all meters inspected and tested by him, the name of the person, firm or corporation owning the same, the name of the furnisher of water, gas or electricity, the name of the consumer thereof, and the date and result of all inspection, and shall at all times keep the same open to the inspection of the public.

He shall have such further powers, and do and perform such further and additional duties, as may be granted to, or required of him, by the Constitution of Arizona, the laws of Arizona, the city charter, or the Commission, and also such additional duties as may be from time to time required of him by the City Manager.

(O) The City Inspector of Buildings shall have supervision and control of the erection, construction, alteration, repair, removal and demolition of all buildings, structures and building improvements within the city, and of the maintenance and use of any and all buildings, structures and improvements within the city of a public nature or character.

He shall have supervision and control of the construction and installation of plumbing and plumbing fixtures, appliances and devices; gas pipes, gas tanks, machinery, fixtures, appliances and devices, water pipes, machinery, appliances and devices; heating plants, pipes, boilers, equipment, machinery, appliances and devices; refrigerating plants, pipes, machinery, appliances and devices; electrical plants, machinery, transformers, wiring, fixtures, appliances and devices; and the installation, erection and construction of any and all plants, machinery, fixtures, appliances and devices for manufacturing power, heating, lighting, refrigerating and domestic purposes.

He shall require all such work to be done and performed in such a manner as best to serve and promote the health, safety and comfort of the city and the inhabitants thereof, and in compliance with all laws of the State of Arizona and all ordinances of the city.

He shall examine all plans and specifications for all proposed construction, alteration, repair, demolition, removal or installation of buildings, structures and building improvements, or parts thereof, and shall issue permit or permits therefor when and only when the plans and specifications for such proposed construction, alteration, demolition, removal, repair or installation conform to and comply with all provisions of the laws of the State of Arizona and ordinances of the city relating to the public health, safety or welfare will not be endangered thereby.

He shall inspect all construction, alteration, repairs, demolition, removal or installation at the completion thereof, and as often during the progress thereof as he may deem necessary, and also whenever directed so to do by the city manager.

He shall have power at any time that he shall determine that said work is not done or being done in compliance with the laws of Arizona or with the ordinance of the city, or is done or being done in a manner that in his opinion endangers or is detrimental to the public health, safety and welfare, to put an immediate stop thereto, and may at his election, revoke any and all permits theretofore granted, unless the holder of said permit or permits shall forthwith comply with each and every requirement of the laws of Arizona, the ordinances of the city and with such other and further reasonable rules, regulations and requirements as the city inspector of buildings shall from time to time prescribe.

He shall also require the immediate repair or removal as he may determine of all defective or unsafe construction, alteration, repairs, demolition or installation at the owner's expense, and may in writing prescribe

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