"Public Notices"

ORDINANCE NO. 326

AN ORDINANCE OF THE CITY OF TORRANCE CREATING AND ESTABLISHING A CIVIL SERVICE SYSTEM FOR SAID CITY.

The City Council of the City of Torrance does ordain as follows:

Section 1. Adoption of Civil Service System. Pursuant to the authority granted to the legislative body of any city within the State of California under the provisions of Chap. 48 of the Stats. of 1935, the following Civil Service System is hereby adopted for the City of Torrance. The terms Civil Service Board, Personnel Board and Board of Review shall be construed as one and the same Board.

Section 2. This ordinance shall apply to all appointive officers and employees in the Classified Service of the City as defined in Section 3 hereof, except the appointive officers and employees of the Police and Fire Departments who are now covered by Civil Service Ordinance No. 249, adopted by the City at the General Municipal election, April 9th, 1934. In the event that said Ordinance No. 249 is repealed, this ordinance is intended to and will automatically include all employees and officers of said Police and Fire Departments without any interruption in the Civil Service status of said employees or officers, and without any further action on the part of the City Council.

Section 3. Classified Service. The provisions of this ordinance shall apply to all appointive officers and to all employees who are regularly and continuously employed in the service of the City.

(a) The City Judge must be an attorney at law admitted to practice in all of the courts in the State of California, and must have practiced law at least two (2) years prior to his appointment.

(b) The City Attorney must be admitted to practice law in all the courts in the State of California, and must have practiced law at least five (5) years and must have had at least two (2) years practice in Municipal Law prior to his appointment.

(c) The City Engineer must be a Registered Civil Engineer with the State of California.

(d) No elective officer in the City of Torrance shall be qualified to hold a Civil Service position while serving as such officer under this ordinance.

(e) Every employee must have been a resident of the City of Torrance for one (1) year prior to his application for employment and must be a citizen of the United States.

(f) Every City employee who moves his residence out of the City of Torrance will thereby lose his or her Civil Service status.

(g) The City Engineer shall have jurisdiction over the City Street Department, the City Electrical Department, the City Parks Department and the City Painting Department.

(h) No officer or employee of the City who is inducted or called into the armed forces of the United States shall lose his Civil Service status while in said service, and any employee who takes the place of an officer or employee covered by this ordinance shall be considered as a temporary employee, regardless of the length of his service.

In order to retain his Civil Service status any officer or employee, after terminating his services in any of the armed forces of the United States, must make application with the City for reinstatement within forty (40) days after the termination of his said services and must be qualified to perform the duties of the position and must file with the Clerk of the Civil Service Board a certificate certifying to the satisfactory termination of his services.

Section 4. Status of Employees Holding Positions at Effective Date Hereof. Any person holding a position or employment in the Classified Service at the time this ordinance takes effect, who shall have served in such position for a period of at least six months continuously, immediately prior to such effective date and who otherwise meets the qualifications set out in this ordinance shall become a Classified Service employee without preliminary or working tests and shall thereafter be subject in all respects to the provisions of this ordinance. Any other persons holding positions or employments

in the Classified Service shall be regarded as holding their positions or employments as probationers who are serving out the balance of their probationary periods before their appointments become complete.

Section 5. Appointment of Personnel Clerk. The City Council shall appoint a personnel clerk whose duty it shall be to act in the capacity of secretary and clerk for the Civil Service System. He shall be the custodian of all personnel records and shall be the official with whom all notices, requests for hearings, complaints and other official documents shall be served or filed.

Said personnel clerk shall establish and maintain in card index form a roster of officers and employees in the Classified service. He shall also prepare a record of the length of service of each officer and employee in the Classified Service, together with a concise statement of all duties being performed by said officer or employee, the salary being paid and the hours of work of said employee. He shall render such additional service in connection with such Civil Service System as may be requested by the City Council.

The duties of the office of personnel clerk may be combined with those of any other office in the event the work involved does not warrant, in the discretion of the City Council, the creation of a special position.

Section 6. Adoption of Rules and Regulations. The Civil Service Board shall with the advice and consent of the City Council formulate rules and regulations which when approved by the City Council shall govern in all matters pertaining to Civil Service System. Any subsequent amendments to said rules and regulations may be adopted by the City Council upon a public hearing thereon to be held in the manner prescribed in said rules and regulations. All rules and regulations adopted shall be consistent with the provisions of this ordinance. Such rules shall provide for the following matters in addition to such other matters as may be necessary and proper in carrying out the intent and purposes of this ordinance:

(a) The classification of all persons in the Classified Service.

(b) The selection, employment, advancement, suspension, demotion, discharge and retirement of all persons in the Classified Service.

(c) The formulating of minimum standards and qualifications for each of the positions in the Classified Service to the end that no applicant will be considered for appointment or employment in Classified Service who does not possess such minimum standards and qualifications.

The publications of notices inviting the filing of applications for positions in the Classified Service. No applicant to be considered who does not possess the minimum qualifications for holding office; provided that the Civil Service Board or Board of Review or personnel officer shall not establish any minimum or maximum age limits for any civil service examination, and shall declare that age shall not be considered to be a minimum qualification for any city employment in the Classified Service. That any person possessing all the minimum qualifications for the position shall be eligible to take any civil service examination, regardless of his age, and neither the Civil Service Board or Board of Review nor the personnel officer nor any appointing power shall adopt any rule, either written or unwritten, prohibiting the employment of any person in any City employment who is otherwise qualified therefor, solely because of his age, except that nothing herein contained shall prevent the City Council from fixing minimum or maximum age limits for the employment of City policemen or City firemen.

(e) The establishment of a period of probation of six months before an appointment or promotion is made complete during which period a probationer may be discharged or reduced by the appointing power without right of appeal if the appointing power deems him unfit or unsatisfactory for service.

Section 7. Board of Review or Personnel Board. The City Council shall appoint a Board of Review sometimes known as a Personnel Board consisting of five members, each councilman nominating one member, to hear all

appeals or complaints, with respect to the Classified Service. A four-fifths vote of all of the members of the City Council shall be required to fill any vacancy thereon or to remove any member of said Board from office prior to the expiration of his term of office. No person shall be appointed to said Board who holds any salaried public office or employment. The members of said Board shall be qualified electors of said City.

The first Board of Review or Personnel Board to be appointed shall, at its first meeting, so classify its members by lot that—
one shall serve for a term which shall expire............15, 19....
one shall serve for a term which shall expire............15, 19....
one shall serve for a term which shall expire............15, 19....
one shall serve for a term which shall expire............15, 19....
and
one shall serve for a term which shall expire............15, 19....

At the expiration of each of the terms so provided for, a successor shall be appointed by the City Council for a term of six years.

Vacancies in the Board of Review, from whatever cause, shall be filled by appointment by the City Council for the unexpired term. Each member of the Board shall serve until his successor is appointed and qualified.

Section 8. Appropriation of Funds. The City Council shall appropriate such funds as are necessary to carry out the provisions of this ordinance.

Section 9. Appointments to Positions in the Classified Service. All appointments to positions or employments in the Classified Service shall be made by the City Council from the applications on file with said City in accordance with the rules and regulations adopted under the authority of this ordinance.

The City Council shall have the power to contract with the legislative body or board of any municipality or County within this State or with any State Department for the performance by said other governmental agency of such technical service in connection with personnel selection and administration as may be desired, including the giving of examinations. In the event examinations are held the same shall be open and competitive and in such event appointments subsequently made shall be from those certified as being qualified as a result of said examinations and in accordance with the rules and regulations duly adopted.

Section 10. Temporary Appointments. Temporary appointments may be made by the City Council or by an appointing officer of persons who do not possess the minimum standards or qualifications for office, or whose applications have not been filed, or who have not been certified on an eligible list as a result of an examination, or in the event those who are eligible are not immediately available. No credit shall be allowed upon an application, or in the giving of an examination, for service rendered under a temporary appointment.

Such appointment shall be made from existing eligible list, or, if there is no eligible list then from qualified applicants submitted by the appointing authority.

Section 11. Removal and Suspension of Employees. The City Council and any appointing officer or department head, in whom is vested disciplinary or removal power, shall be allowed full freedom in its or his action in such matters, it being the intent and spirit of this ordinance to provide a fair and just approach to municipal employment in order that city employees may be selected on a basis of merit, but in no sense to handicap or curtail the responsible administrative officer in securing efficient service. All persons holding positions in the Classified Service shall be subject to suspension without pay for any rule, either written or unwritten, prohibiting the employment of any person in any City employment who is otherwise qualified therefor, solely because of his age, except that nothing herein contained shall prevent the City Council from fixing minimum or maximum age limits for the employment of City policemen or City firemen.

Section 12. Written Charges. Any such employee shall be entitled to receive a written statement setting forth the charges or reasons for such action, provided a request in writing for such written charges be made by such officer or employee within five (5) days after his discharge or suspension. After service of said charges on the officer or employee, which service shall be made within three (3) days after receipt of his request therefor, said officer or employee shall have ten days time in which to answer the same in

writing. Such service shall be made by delivering a copy of the charges to the accused personally or by registered mail addressed to the accused at his last known Post Office address. In the event such officer or employee files an answer, a copy of such written charges and such answer shall be forthwith filed with the Personnel Clerk.

Section 13. Right of Appeal to Board of Review. Any employee who has been suspended, demoted or removed from office may, within ten days after filing his answer or in the event written charges have not been made available to him within the time prescribed, then within ten days after the expiration of the period within which same should have been made available, file a written demand with the Personnel Clerk requesting that the Board of Review shall review such suspension, demotion or removal, in which event the Personnel Clerk shall, without delay, file a copy of said reasons and the answer of the employee, together with such other information as may be provided for in the rules and regulations, with said Board of Review.

Section 14. Public Hearing by Board of Review. Said Board of Review shall set a date for and hold a public hearing, at which time it shall hear evidence for and against the aggrieved party, said hearing to take place not more than twenty (20) days after receipt by the Board of Review of the accused officer's or employee's request for written charges. During the said twenty day period the Board of Review may make or cause to be made such investigation of the matter in question as it may deem necessary. Hearings may be informally conducted and the rules of evidence need not apply. In any investigation or hearing conducted by said Board of Review it shall have the power to examine witnesses under oath and compel their attendance or the production of evidence before it by subpoenas issued in the name of the City and attested by the City Clerk. It shall be the duty of the Chief of Police to cause all such subpoenas to be served. Refusal of a person to attend or to testify in answer to such a subpoena shall subject said person to prosecution in the same manner as set forth by law for failure to appear before the City Council in response to a subpoena issued by the said Council. Each such member of the Board of Review shall have the power to administer oaths to witnesses. Written findings, decisions or conclusions of the Board shall be rendered within ten (10) days after the matter is submitted and thereupon be certified to the City Council or official from whose order the appeal was taken. Such findings and conclusions of the Board of Review may contain such recommendations as said Board shall deem warranted, and shall be adopted by the City Council or appointive officers, except that where said decision relates to an officer or employee appointed by the City Council, said Council may, by four-fifths vote, modify or overrule such decision. The decision and recommendations of the Civil Service Commission and any action taken by the City Council shall be final and conclusive.

During the period of suspension of any employee or pending final action on proceedings to review a suspension, demotion, or dismissal of an employee, the vacancy created may be filled by the appointing power only by temporary appointment.

A reduction in pay shall be deemed a demotion within the meaning of this ordinance unless such reduction is part of a general plan to reduce salaries and wages as a part of an economy or general curtailment program.

Section 15. Abolition of Positions. Whenever, in the judgment of the City Council, it becomes necessary in the interest of economy or because the necessity for the position involved no longer exists the City Council may abolish any position or employment in the Classified Service and discontinue the services of the employee holding such position or employment and said legislative body shall be required to observe the seniority rule in putting into effect any such reduction in personnel. Should such position or employment or any position involving all or any of the same duties be reinstated or created within two years, the employee discharged shall be eligible to be appointed thereto in preference to any other qualified persons on the eligible list for such position.

Section 16. Improper Political Activity. No person holding a position under the Classified Service shall seek or accept election, nomination or appointment as an officer of a political club or organization, or take an active part in any county or municipal political campaign, or serve as a member of a committee of such club or organ-

ization or circle, or while on duty seek signatures to any petition provided for by law, or act as a worker at the polls, or distribute badges or pamphlets, dodgers or handbills of any kind favoring or opposing any candidate for election, or for nomination to a public office, whether county or municipal; provided, however, that nothing in this ordinance shall be construed to prevent any such officer or employee from becoming or continuing to be a member of a political club or organization, or from attendance at a political meeting, or from enjoying entire freedom from all interference in casting his vote or from seeking or accepting election or appointment to a public office.

Any wilful violation thereof or violation through culpable negligence shall be sufficient grounds to authorize the discharge of any officer or employee.

No person in the Classified Service, or seeking admission thereto, shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of religious belief.

Section 17. Solicitation of Contributions: No officer, agent, clerk or employee under the government of the City, shall directly or indirectly solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription, contribution or political service, whether voluntary or involuntary, for any political purpose whatsoever, from any one on the eligible lists or holding any position under the provisions of this ordinance.

Section 18. Penalty for Violation. Any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon a conviction thereof shall be punishable by a fine of not more than $300.00 or by imprisonment in the city jail for a period of not more than ninety days or by both such fine and imprisonment.

Section 19. If any section, subsection, subdivision, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, subdivision, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses or phrases be declared unconstitutional.

Section 20. This ordinance shall take effect thirty days after the date of its adoption and prior to expiration of fifteen days from the passage thereof shall be published at least once in the Torrance Herald, a weekly newspaper of general circulation, published and circulated in the City of Torrance, and thenceforth and thereafter the same shall be in full force and effect.

Adopted and approved this 27th day of May, 1941.
TOM F. McGUIRE
Mayor of the City of Torrance
ATTEST:
A. H. BARTLETT
City Clerk of the City of Torrance.
State of California)
County of Los Angeles)ss
City of Torrance)

I, A. H. BARTLETT, City Clerk of the City of Torrance, do hereby certify that the foregoing Ordinance was introduced and approved at a regular meeting of the City Council of the City of Torrance on the 13th day of May, 1941, and adopted on the 27 day of May, 1941, at a regular meeting of said Council by the following roll call vote:
AYES: COUNCILMEN: Babcock, Murray, Powell, McGuire.
NOES: COUNCILMEN: None.
ABSENT: COUNCILMEN: Hitchcock.
(SEAL)
A. H. BARTLETT
City Clerk of the City of Torrance.
May 29

ORDINANCE NO. 327

AN ORDINANCE OF THE CITY OF TORRANCE AUTHORIZING THE SALE OF CITY OWNED REAL PROPERTY; PROVIDING FOR PROCEDURE TO BE FOLLOWED IN SUCH SALES.

The City Council of the City of Torrance does ordain as follows:

Section 1. Whenever the City of Torrance shall become the owner of any property sold for taxes, or for delinquent installments of assessment liens, or by purchase thereof in lieu of foreclosure of delinquent installments of assessment liens, or by any other method, and the deed to the City has been recorded in the office of the County Recorder, the City Council may sell the property, or any part there-

of, at public or private sale in the manner following:

Section 2. In case of public sale, notice of such sale must be given by first publishing a notice once each week for three consecutive weeks in the official newspaper of the City. Such notice must state specifically the place of and the day and hour of sale and shall contain a description of the property to be sold, and a statement of the price below which the property cannot be sold, and that same may be verified upon application to the City Clerk. It shall be the duty of the City Clerk to mail within two days after the publication of such notice of sale, a copy of said notice, postage thereon prepaid, to the party to whom the land was last assessed next before the sale, at his last known postoffice address; provided that the failure of the City Clerk to give such notice by mailing, or of the person addressed to receive name, shall not make either void or voidable a sale made pursuant hereto.

At the time set for such sale, the City Clerk must sell the property described in the notice at public auction to the highest bidder for cash in lawful money of the United States as hereinafter provided.

Within five days after each sale, the City Clerk shall report said sale to the City Council which shall, upon payment of the purchase price, cause to be executed by the Mayor and City Clerk a deed to the purchaser.

Section 3. In case of private sale, notice of such intention to sell must be given by first publishing notice once each week for three consecutive weeks in the official newspaper of the City. Such notice must contain a description of the property intended to be sold and that bids or offers therefor will be received at the office of the City Clerk; that the bids or offers must be in writing and filed in the office of the City Clerk at any time within one year after the publication of the notice.

The said bid or bids shall be opened by the City Clerk publicly in the first open meeting of said City Council after said bid has been filed. At that time or at any time within twenty days said Council may accept the highest and best bid in accordance with provisions of this ordinance or reject all bids.

In the event a bid is accepted, upon payment of the purchase price the City Council shall cause to be executed by the Mayor and City Clerk a contract of sale to the purchaser.

In the event a bid accepted is not for cash, the City Council shall cause to be executed by the Mayor and City Clerk a contract of sale to the purchaser, with the provision that all deferred payments under said contract of sale must bear interest at the rate of seven per cent (7%) per annum, said contract of sale to contain, in addition to the usual and customary provisions as set forth in agreement of sale and purchase printed by the recognized title companies doing business in the County of Los Angeles, State of California, the provision that the condition of title to said real property shall be shown by a policy of title insurance issued by a reputable title company of Los Angeles County, which shall be furnished at expense of Vendor with said deed, and shall show title to said real property vested in Vendor as of the date of the said agreement of sale and purchase, free of encumbrances except as provided in said agreement of sale and purchase.

That all bids accepted by the City Council shall be accepted upon the condition that the City can convey title to said parcel of land free and clear of encumbrances, and in the event, for any reason, the City cannot convey said parcel of property free and clear of all encumbrances, the acceptance of the bid by the City Council shall not be binding upon the City.

Section 4. No bid shall be accepted at any such public or private sale made hereunder for less than the amount of all assessment liens levied upon said property, together with all costs for acquiring title thereto; provided however, that if the City Council shall, by Resolution, declare that in its opinion the said property is not of a value great enough that it can be sold for a sum equal to the aggregate of said amounts and that it would be for the best interest of the City to sell said property for a sum to be stated in Resolution, less than the said aggregate sum, then the City Council may accept a bid for a sum not less than that stated in said Resolution.

Section 5. The City Clerk shall certify to the passage of this ordinance by the City Council, to its signature by the Mayor, to its attestation by the City Clerk, and shall cause this ordinance to be published in Tor-

rance Herald, a newspaper of general circulation, published and circulated in the City of Torrance, and shall cause copies of the same to be posted in three public places in the City of Torrance.

Adopted this 27th day of May, 1941.
TOM F. McGUIRE
Mayor of the City of Torrance.
ATTEST:
A. H. BARTLETT
City Clerk of the City of Torrance.
State of California)
County of Los Angeles)ss
City of Torrance)

I, A. H. BARTLETT, City Clerk of the City of Torrance, California, do hereby certify that the foregoing Ordinance was introduced and approved at an Adjourned Regular meeting of the City Council of the City of Torrance on the 20th day of May, 1941, and adopted on the 27th day of May, 1941, at a Regular meeting of said Council, by the following roll call vote:
AYES: COUNCILMEN: Babcock, Murray, Powell, McGuire.
NOES: COUNCILMEN: None.
ABSENT: COUNCILMEN: Hitchcock.
(SEAL)
A. H. BARTLETT
City Clerk of the City of Torrance.
May 29

CERTIFICATE OF BUSINESS
Fictitious Firm Name

THE UNDERSIGNED does hereby certify that they are conducting a Chinchilla Ranch business at 3880 Newton Street, City of Walteria, County of Los Angeles, State of California, under the fictitious firm name of Palos Verdes Chinchilla Ranch and that said firm is composed of the following persons, whose names and addresses are as follows, to wit:

Ardis B. Stagner, 3880 Newton Street, Walteria, California.

Pauline L. Stagner, 3880 Newton Street, Walteria, California.

WITNESS our hands this 17th day of May, 1941.
ARDIS B. STAGNER
PAULINE L. STAGNER
State of California)
County of Los Angeles)ss

ON THIS 17th day of May, A. D., 1941, before me HAZEL TECK a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared ARDIS B. STAGNER and PAULINE L. STAGNER, known to me to be the persons whose names are subscribed to the within instrument, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.
(SEAL)
HAZEL TECK
Notary Public In and For Said County and State.
My Commission Expires Dec. 31, 1941.
May 22-29-June 5-12

They Are World Bowling Champs

These champions of Women's International Bowling Congress will defend their titles in Los Angeles, starting May 15. Seated in center is Sally Twyford, defending singles champion. At left front is Tess Morris, all-events winner. Right front is Dorothy Burmeister Miller, sharing doubles title with Mrs. Morris. Rear, from left: Mae Ebert, Nina Van Camp and Catherine Feilmeth, who with Mrs. Morris and Mrs. Miller comprise Logan Square Buicks of Chicago, team champions. All live in Chicago, except Mrs. Twyford, who lives in Aurora, Ill.

CLAIMS TWIN RECORD

UNION, Me. (U.P.)—This hamlet of 1,000 population claims the nation's twin record. Six sets of twins are residents. Six other sets now living elsewhere, were born here.

Surrenders

Charged in New York Federal Grand Jury indictment with extorting money from four major film studios, Willie Bioff, Hollywood movie colony labor leader, is shown as he surrendered at Los Angeles Federal building.

Trio Helpers Meet at Hudson Home

Members of the Trio Helpers, Trio Rebekah lodge, met Friday for an all-day session at the home of Mrs. Regina Hudson. Hot biscuits and chicken were served by the hostess, while other members of the club furnished salads and desserts. Officers of the club are Mrs. Georgia Tappin, president, Gertrude Kastrup, treasurer, and Ada Andersen, secretary.

Others present Friday were Mesdames Bertha Gregg, Nora Luck, Ethel Waite, Violet Cox, Fay Slate, Grace Owens, Pansy Coil, Margarete Dobrick, Minnie Gensler, Bertha King, Clara Conner, Elizabeth Higgins, Lena Omohundro, Jewell Frederick, May Sidebotham, Elizabeth Tappin, Pearl Montonye, Eleanor Farquhar, Tony Volt and Regina Hudson.

Catholic Memorial Rites Announced

Special Memorial Day services will be held Friday morning at Calvary Cemetery in Los Angeles when veterans of the Catholic faith will be honored and private graves decorated by owners.

Members of the Knights of Columbus will assist in honoring their dead brothers. Mass will be said at 8 a. m. at St. Margaret Mary's church.