

THURSDAY, DECEMBER 17, 1931.

TORRANCE HERALD, Torrance, Calif.

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The Executive and Administrative Departments, Boards and Commissions hereby created are as follows:

Police Department
Fire Department
Street Department
Engineering Department
Law Department
Finance and Accounting Department
Health Department
Department of Social Service and Public Welfare
City Planning Board
Park and Playground Board

ARTICLE XIII. POLICE DEPARTMENT**Section 1. Personnel:**

The Police Department shall consist of a Chief of Police, and such "subordinate officers and employees", as the City Council may by ordinance prescribe.

(a) Qualifications of Chief of Police:

The Chief of Police shall be at least thirty years of age, and shall be and/or remain a resident of the City of Torrance during the period he shall remain in office, and shall possess such other qualifications as the Mayor may require.

(b) Qualifications of "Subordinate Officers and Employees":

Every subordinate officer and employee of the Police Department shall be of temperate and industrious habits; shall not have been convicted of a felony; shall pass a satisfactory medical examination as to physical condition and shall be and/or remain a resident of the City during his employment, and possess such other qualifications as may be prescribed by the Chief of Police.

Section 2. Organization and Management:

The head of the Police Department shall be known as the Chief of Police. The Chief of Police shall have full power:

(a) To determine the form of organization of the Police Department, and to adopt rules and regulations for the government, control, management, discipline, equipment, and uniforms of the Department.

(b) To promote, demote, suspend and/or remove all subordinate officers and/or employees of the Police Department, and in such event he shall file a written report with the Mayor and City Clerk, setting forth his reason therefor, and such report shall be open to public inspection at the office of the City Clerk.

Section 3. Powers of Chief of Police:

The Chief of Police shall have all the powers that are now or may hereafter be conferred upon sheriffs and other peace officers by the laws of the State.

It shall be his duty to preserve the public peace, and suppress riots, tumults and disturbances.

He shall be responsible for the execution of all laws and ordinances.

He shall see that the orders and processes issued by the Police Court and such other orders and processes as may be placed in his hands, are promptly executed.

He, or one of his deputies, shall attend on the sittings of any such court and preserve order therein; and his jurisdiction and that of his deputies in the service of process in all civil and criminal cases, and in cases of violation of the City ordinances, shall be co-extensive with the County.

He may pursue and arrest, within the limits of the City, any person fleeing from justice from any part of the State, and shall forthwith bring all persons by him arrested before a judge of the proper court for trial or examination. He may receive and execute any proper authority for the arrest and detention of criminals fleeing or escaping from other places or States.

He shall keep a public office to be provided by the City Council, which shall be open at all hours, day and night, and at which he or a police officer designated by him shall be in constant attendance.

He shall collect all license taxes not specifically provided to be collected by other City Officials that shall at any time be due to the City and to receipt for the same.

He shall have charge of the City Prison, and the prisoners confined therein, and all those who are sentenced to labor upon the streets or public works of the City, and shall see that all lawful orders and sentences in reference to such are fully executed and complied with.

Section 4. Humane Functions:

Until such time as the City Council shall, by ordinance, create a Humane Department for humane treatment for dumb animals, which department shall be known as the "Humane Department" and shall provide for its proper functioning, the Police Department of the City shall have power and it shall be their duty:

To enforce all ordinances of the City of Torrance and the penal laws of the State relating to the care, treatment or impounding of dumb animals or for the prevention of cruelty to the same.

To provide and maintain a public pound wherein animals may be impounded.

To enforce the ordinances of the City requiring the payment of money for licenses for dogs within the City.

ARTICLE XIV. FIRE DEPARTMENT**Section 1. Personnel:**

The Fire Department shall consist of a Chief of the Department, an Assistant Chief, and such subordinate officers and employees as the City Council may from time to time prescribe.

Section 2. Qualifications of Appointees:

Every appointee to the Department shall be a resident and elector of the City and shall so remain a resident during his employment, and possess such other qualifications as may be prescribed by the Mayor.

Section 3. Assistant Chief:

In case of absence, disability or death of the Chief, the Assistant Chief shall assume the duties of the Chief and have charge of the Department.

Section 4. Powers and Duties of the Chief:

The Chief of the Fire Department, subject to the supervision, rules and regulations of the Mayor, shall have power:

(a) To manage, discipline, and otherwise direct all members and appointees of the Department, in the lawful exercise of his functions, with full power to detail any of them to such public service as he may direct.

(b) To recommend to the Mayor, members of the force or other appointees for promotion or demotion.

(c) To control the various engine houses and the apparatus of the Department.

(d) To organize the Fire Department, and change such organization, and make all necessary rules and regulations for its efficient administration.

Section 5. Public Office Maintained:

The Chief of the Fire Department shall keep a public office to be provided by the City Council, which shall be open day and night and to which he or a member of the Department designated by him shall be in constant attendance.

Section 6. Other Duties:

The Department, and any officer, or employee thereof, shall perform such other duties as may be prescribed by

ordinance.

ARTICLE XV. STREET DEPARTMENT**Section 1. Personnel:**

The Street Department shall consist of the Street Superintendent and such assistants and employees as shall be authorized by the City Council. All appointees or employees in the Street Department shall reside within the City during their period of service.

Section 2. Superintendent of Streets—Duties:

The Street Superintendent shall have charge of the maintenance and repairs of all streets, boulevards, highways and other public ways within the City, provided such streets, boulevards, highways and/or other public ways are not maintained by the State of California as State highways; he shall have charge of the cleaning and sprinkling of all City streets, the planting and trimming of street trees and shrubbery within the City streets, and when so directed by the Park and Playground Board he shall take charge of the operation, maintenance, and beautification of any and/or all City Parks and Playgrounds; shall exercise supervision over the City incinerator, City market houses and free markets; over all sewers and sewage systems, and disposal works, and shall have charge of the collection of garbage and disposal of the same, subject to authority of the City Council. He shall have charge of the City yards, material and equipment purchased for use on City property. He shall also post all legal notices in connection with all public works and/or improvements and shall certify to such posting and shall cause all necessary assessment rolls in connection with such work to be prepared and in every way to perform all duties imposed upon him as Street Superintendent as provided for by State laws and City ordinances.

The Street Superintendent shall have charge of all City employees in the Street Department, and shall employ and may dispense with the service of any employee in his Department at such time as, in his opinion, it will be to the public interest. He shall perform such other duties and exercise such other powers as may be required of, or be conferred upon him by the provisions of this Charter or by law, or by the ordinances of the City.

ARTICLE XVI. ENGINEERING DEPARTMENT**Section 1. Personnel:**

The Engineering Department shall consist of a City Engineer and such assistants and employees as the City Council may from time to time prescribe.

Section 2. Organization and Management:

Subject to approval and supervision of the Mayor, the City Engineer, who shall be the head of the Engineering Department, shall have full power:

(a) To adopt rules and regulations for the government, control, management, discipline, and equipment of the Department.

(b) To supervise, manage, command, and control the Department.

Section 3. Qualifications—City Engineer:

To be eligible to appointment, the City Engineer shall have had at least five years experience as a civil engineer; shall be a licensed surveyor, and a registered civil engineer in accordance with the laws of the State of California. A degree of Civil Engineering from a University of recognized standing may be counted as two years experience. He shall have all the powers and perform all the duties imposed upon him by this Charter, the ordinances of the City, the general laws of the State and the orders of the City Council. He shall possess the same power in making surveys, plats, and certificates as is given by law to City Engineers and to County surveyors. He must be and remain a resident of the City during his employment.

Section 4. Surveys and General Duties of City Engineer:

The City Engineer shall perform or cause to be performed such civil engineering and surveying as is necessary in the prosecution of public work or improvements in or for the City, and shall prepare, or cause to be prepared, plans for any and all public works or improvements including those ordered to be made by the City Council on any public streets, alleys, or other public ways within the City and shall have supervision over the construction and completion of such work and/or improvements when directed so to do by the Council. He shall possess such other powers and perform such other duties, not in conflict with the Charter, as may be prescribed by ordinance or general law. He shall examine all public work done under contract and report thereon to the City Council.

Subject to the approval of the City Council, the City Engineer may perform engineering work outside of the City of Torrance where such work is being performed in connection with the improvement of streets, alleys or other public ways within another municipality, or within County territory, over which streets, alleys or public ways the City of Torrance has jurisdiction from such municipality or County to perform such work or improvement. Subject to the approval of the Mayor, the City Engineer may render service and perform work for the Board of Education or any department of the City. The cost of performing such work shall be borne by the Board of Education or other department of the City for which such work is done. The City Engineer shall render bills for such service and all fees collected thereby shall be paid into the General Fund of the City.

All maps, plans, profiles, field notes, estimates and other memoranda of surveys, and other professional work made or done by him, or under his direction or control, for or on behalf of the City during his term of office, shall be the property of the City, and he shall be custodian of and responsible for such maps, plans, profiles, field notes, and other records belonging to the City pertaining to his office and the work thereof, and he shall keep full indices of such records and shall turn the same over to his successor in office.

Section 5. City Engineer As Building Inspector:

Until such time as the City Council shall establish a Department of Building Construction and shall appoint a Building Inspector in connection with such Department, the City Engineer shall be the Building Inspector of the City. He shall issue, or cause to be issued, building permits for building construction within the City and shall see that buildings are erected to conform to all State laws and/or ordinances of the City, applicable thereto.

Section 6. City Engineer As Street Superintendent:

During the absence from duty of the Superintendent of Streets, and, at such other times, and concerning such matters as the City Council shall so instruct, the City Engineer shall act as Superintendent of Streets, and while acting in such capacity he shall possess the same powers as are by law, ordinance, or this Charter, given to the Street Superintendent.

Section 7. Other Duties of City Engineer and Engineering Department:

The City Engineer, and Engineering Department, shall perform such other duties as may be imposed upon him and/or it by ordinance, or resolution of the City Council.

ARTICLE XVII. LAW DEPARTMENT**Section 1. Personnel:**

The Law Department shall consist of a City Attorney who shall be head of the Department and ex-officio City

Prosecutor until such time as the City Council shall appoint a Special City Prosecutor; and such other assistants and employees as may be prescribed by ordinance.

Section 2. Qualifications of City Attorney:

The City Attorney shall be an attorney and counselor-at-law, duly admitted to practice law in the State of California, and shall have been so qualified during the three years immediately preceding his appointment. He shall be at least 30 years of age; shall reside within the City, and shall continue to be a resident of the City during his term of office.

Section 3. Duties of City Attorney:

The City Attorney shall be the legal advisor of the City Council and of all other City officials and departments in matters pertaining to their official duties. He shall approve the form of all bonds given to, and of all contracts made with or by the City. He shall draft all proposed ordinances, amendments thereto, resolutions, and other legal documents required by the City Council, or other officials, except as may be otherwise provided. He shall attend all meetings of the City Council unless excused therefrom by the City Council or Mayor. He shall be present at, and furnish advice concerning the conduct of all elections within the City.

It shall be his duty to prosecute on behalf of the people, all criminal cases for violations of the Charter and of City Ordinances until such time as the City Council shall appoint a Special City Prosecutor; and to institute and prosecute all civil actions and proceedings, to which the City is a party, or in which the City may be legally interested when so directed by the City Council; and shall perform for the City such other legal services from time to time as the City Council may require. He shall give his advice or opinion in writing whenever requested so to do by the Mayor, any member of the City Council, or other City official.

Section 4. Files and Legal Documents:

The City Attorney shall keep on file at the City Hall all legal documents pertaining to the legal affairs of the City, and shall, upon terminating his duties as City Attorney, deliver to the City Clerk, all files and legal documents of every nature in his possession pertaining to City affairs.

Section 5. Special Counsel:

The City Council shall have power to direct and control the prosecution and defense of all suits and proceedings to which the City is a party, or in which it is interested, and may employ special counsel and provide for the compensation of such special counsel.

ARTICLE XVIII. FINANCE AND ACCOUNTING DEPARTMENT**Section 1. Personnel:**

The Finance and Accounting Department shall consist of the Mayor, who shall be head of the Department, the City Controller and the City Treasurer, and such other assistants and employees as may be prescribed by ordinance.

Section 2. City Controller:**(a) General Duties:**

Until a City Controller shall be appointed by the City Council, the City Clerk shall be ex-officio City Controller of the City of Torrance. He shall be the general accountant of the City, and shall receive and preserve in his office all accounts, books, vouchers, documents, and papers relating to accounts and its disbursements, revenues, and other financial affairs, including contracts, deeds, and other legal documents, except documents relating to pending actions or proceedings.

(b) Accounts of Receipts and Disbursements: He shall keep an account of all money paid into and out of the Treasury, and shall draw and sign all warrants on the Treasurer for payment of money out of the Treasury, except as otherwise provided in this Charter, by ordinance, or by general law.

(c) Successor:

When the City Council shall appoint a Controller, other than the City Clerk, the City Clerk shall furnish such Controller with copies of all ordinances, resolutions and orders of the City Council making appropriations or authorizing expenditures of money for any purpose.

(d) Reports of Disbursements and Balances:

The Controller shall render a report to the City Council and Mayor, on such day of each month, as may be designated by the City Council, of all money paid out during the preceding month and funds out of which said money has been paid, and the balance remaining in each fund.

(e) Statement of Receipts, Disbursements and Balances:

Upon demand of any department, board, or other division of the City Government having control of any fund or funds under this charter, by ordinance, or general law, the Controller shall furnish such department, board or division, a statement of money received and paid out of such fund or funds and the balance or balances therein.

Section 3. The Treasurer:**(a) Qualifications and Salary:**

The Treasurer shall have been a citizen of the State and a resident and qualified elector of the City for at least two years next preceding the date of his nomination for the office of City Treasurer. The salary of the City Treasurer shall be fixed by ordinance. The City Treasurer shall be nominated and elected at large. His term of office shall be four years and until his successor is elected and qualified.

(b) General Duties:

The City Treasurer shall receive and safely keep and pay out as directed in this Charter, by ordinance or general laws, all public money received by or coming into the hands of any officer, board, or department, or employee, of the City, and shall keep an exact account of receipts and disbursements.

(c) Duties of City Council:

The City Council may by ordinance provide for the safe custody of all money and property in the possession of or under the control of the Treasurer, and may also so provide the time when all such money and property shall be delivered to the Treasurer.

(d) Treasurer Checked by City Controller:

All money and property in the custody or under the control of the Treasurer may be checked by the City Controller at any time.

(e) Treasurer's Receipts:

The Treasurer shall issue a receipt to the person delivering him any public money or property.

(f) Daily Statements to Controller by Treasurer: The Treasurer shall furnish the City Controller daily statements of all public money and property received by him and the fund to which, if any, the same should be credited.

(g) Statements to Controller by Other Persons: Each person, officer, or employee of the City shall likewise furnish the City Controller with a statement of all money and property delivered to the Treasurer.

Section 4. Fiscal Year:

The fiscal year of the City of Torrance shall begin on the first day of July of each year and end on the thirtieth day of June of the following year. The fiscal year may be changed by ordinance.

Section 5. Revenue:

All taxes, licenses, fines, penalties, and all money received from any source shall constitute the revenue of the City of Torrance and shall be collected and paid into the City Treasury.

Section 6. Expenditures and Indebtedness:

Except as otherwise provided in this Charter, no money shall be expended and no indebtedness shall be incurred on behalf of the City for any purpose, unless and until the same shall have been authorized by ordinance, resolution, or order of the City Council, or in case of bonds, by vote of the electors as herein provided.

Section 7. Municipal Tax System:

The system of municipal taxation now in effect in the City of Torrance, California, shall continue under this Charter until otherwise expressly and definitely provided for by ordinance, and the officials of the County of Los Angeles, California, shall continue to assess and collect such municipal taxes, levies and assessments in and for said City in the same manner, in all particulars, and in every way whatsoever, as at present.

Section 8. Creation of Complete System of Municipal Taxation—Authority of City Council:

The City Council may, however, at any time, terminate said system of municipal taxation and provide, by ordinance, the system, mode and manner of assessing property for purposes of municipal taxation, and the levying and collecting of taxes for municipal purposes; the nature of the lien therefor and the manner and method of enforcing the same, and of the redemption of property sold for non-payment of taxes; and all proceedings relating to said matters, and necessary to the creation of a complete system of municipal taxation, shall be substantially the same as may be provided at the time by law for such matters in relation to County taxes in the County of Los Angeles, except that in relation to the City taxes the proper officers of the City shall discharge the duties imposed by law upon the corresponding officers of said County. The City Council may enact such ordinances as may be necessary to carry out the provisions of this Section and may by ordinance fix the time or times of the collection of said taxes within each fiscal year.

Section 9. Limit of Annual Tax Levy:

Except as otherwise provided herein, the annual tax levy for all municipal purposes, other than for the payment of the principal and interest of municipal bonds, district bonds or special taxes, and/or sum levied to repay principal and interest on sums borrowed as in this Charter provided, shall not exceed in any one year one dollar on each One Hundred Dollars of the assessed value of the property in the City taxable for municipal purposes, according to the assessment of such year.

Section 10. Cash Basis Fund:**(a) Creation:**

The City Council shall establish and maintain a permanent revolving fund known as the Cash Basis Fund (referred to in Section 12 on Estimates and Budgets) for the purpose of keeping the payment of the running expenses of the City on a cash basis. Said funds shall be maintained in an amount sufficient to meet all legal demands against the Treasury until the taxes are collected and paid over to the Treasury in the succeeding fiscal year.

(b) Transfer to Other Funds:

The City Council shall have power to transfer from the cash basis fund to any other fund or funds such sum or sums as may be required for the purpose of placing such fund or funds, as nearly as possible, on a cash basis. It shall be the duty of the City Council to provide that all money so transferred from the Cash Basis Fund be returned thereto on or before the first of May of the following year.

(c) Three-Cent Rate:

For the purpose of establishing said fund, the City Council shall provide that, from the money collected from the annual tax levy and from money received from other sources, a sum equal to not less than three cents on each one hundred dollars of the assessed value of said property shall be placed in such fund until the accumulated amount thereof shall be sufficient to meet all legal demands against the City for the period above mentioned.

Section 11. Borrowing Money On Short Term Notes:

If there is not sufficient cash reserve to meet current obligations in connection with any public work or improvement, bonds or notes may be issued in anticipation of the collection of special assessments, payable only out of such special assessments. Bonds, notes, or registered warrants on the Treasury may be issued in anticipation of the collection of taxes, as authorized by the City Council by ordinance, and shall not be deemed the creation of debt. Bonds, notes, or registered warrants on the Treasury issued in anticipation of the collection of the taxes of any fiscal year may be issued only during the first six months of such fiscal year and each bond, note or warrant shall specify that it is payable solely out of the first tax revenues of the fiscal year in which issued, and before the close of such year and shall not bear a higher rate of interest than 6% per annum. Nothing herein contained shall be construed to authorize the incurring of an obligation against the municipality in excess of that authorized to be incurred by the Constitution of the State of California. Registered Tax Warrants shall be stamped or endorsed: "Registered Tax Warrant No. Payable solely out of first Tax Revenues for the fiscal year....." (Here insert fiscal year.)

Section 12. Estimates and Budgets:**(A) Estimates to Mayor and Controller:**

On or before the second Tuesday of July of each year, unless a different time is fixed by ordinance, each public utility owned, operated or controlled by the City; and each department of the City, or other division of the City Government, whether under an elective or appointive officer, shall submit to the Mayor, in duplicate, through the head or executive officer of such utility department, or division, an estimate of the probable revenues and expenditures, specified in detail, required by the respective utilities, departments, or divisions, during the ensuing fiscal year. Such information shall be submitted on uniform blanks to be furnished by the Controller. A triplicate copy of said estimates shall be submitted to the Controller.

(B) Budget Prepared and Submitted by Mayor:

On or before the first Tuesday of August of each year, unless a different time is fixed by ordinance, the Mayor shall prepare and submit to the City Council, a proposed general budget, and a proposed separate budget for each public utility owned, operated or controlled by the City, setting forth an estimate of the probable revenues and financial necessities of the municipal government for the ensuing fiscal year. Said proposed budgets shall be based as near as may be upon the estimates so furnished the Mayor. Said estimates shall be furnished the City Council.

(C) Contents of Budget:

Said proposed budgets, in addition to such information as may be required by the City Council, shall contain a statement of the following matters:

1. A detailed statement of the amount of income and revenue likely to be collected from fines, licenses and

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