



# Public Information

Issued By

## **BOARD OF PUBLIC WORKS** **CITY OF LOS ANGELES**

As of July 1, 1937

**HON. FRANK L. SHAW**  
**MAYOR**

Typical Questions Asked in  
the Ten Departments Under  
the Jurisdiction of the Board  
of Public Works, With  
Answers Thereto — Also  
Information Pertaining to  
Said Board and Public  
Improvement Acts.

# **BOARD OF PUBLIC WORKS**

## **CITY OF LOS ANGELES**



### **COMMISSIONERS:**

PAUL G. RITTER, President

ADOLPH W. HOCH, Vice-President

ROBERT M. ALLAN

JIM BOLGER

HUGH J. McGUIRE



### **Bureaus Operating Under Direction And Supervision Of The Board Of Public Works:**

Engineering  
Right of Way & Land  
Mechanical  
Standards & Research  
Telephone Exchange  
Assessment  
City Hall Garage  
Street Lighting  
Construction  
Custodian

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**LOS ANGELES CITY HALL**

This building was erected under the supervision of the Board of Public Works within the original estimated cost and allocation made.



## **The Board of Public Works Organized Thirty-one Years Ago**

**T**HE BOARD OF PUBLIC WORKS was organized March 1, 1906, and has for thirty-one years rendered faithful service to the citizens of Los Angeles. In recent years the duties of the Board members have increased in proportion to the growth of the city, and it is the only commission of the Los Angeles Municipal Government whose members devote their full time to the service of the city, as provided by the Charter adopted in 1925, by vote of the people. They observe regular office hours, five days each week, and are on duty and on call for service at all times, night or day.

Regular meetings of this Board are held Monday, Wednesday, and Friday mornings, in the Board of Public Works Session Room (Room 150 of the City Hall), and all meetings are open to the public.

Each member of the Board serves as Chairman of a committee of three members, having under its jurisdiction certain divisions operating under the Board as a whole.

Important functions of Divisions of Government under the supervision and control of the Board of Public Works are: Construction—the design, construction and maintenance of Public Buildings; Street Lighting; Engineering; Material Testing; Street, Storm Drain and Sewer design, construction and maintenance; Disposal of garbage and non-combustible rubbish; Mechanical maintenance; Preparation and collection of Assessments; Transportation; Telephone system; Real estate operations, including acquisition of right of way, Insurance, etc.

The City of Los Angeles is the fourth largest city in the United States from a population standpoint, and is the largest in area—



containing 450 square miles, with about 5,000 miles of dedicated streets; 200 bridges; eight tunnels; 79 pedestrian subways; 589 miles of storm drains, and 4,000 miles of sewer lines—all of which are under the jurisdiction of the Board of Public Works.

Another of its giant tasks is keeping the thoroughfares of the city clean and in repair.

The collection and disposal of household garbage and non-combustible rubbish at regular intervals without the collection of a special fee or charge to the citizens of Los Angeles is exceptional; for Los Angeles is one of the very few major cities of America rendering this service without charge for either one or both of these services.

Despite a decrease in personnel, a sharp reduction in city taxes, and a slash in the city budget, the volume and quality of service rendered by divisions under the Board of Public Works has increased during the past three years.

The personnel employed under the Board of Public Works includes approximately 3,200 Los Angeles citizens, many of whom have given long and faithful service to the city, and indirectly, many more thousands of other employees of contractors and Federal Agencies are under its supervision.

Under the Charter, the Board of Public Works has all the powers imposed by law upon a Street Superintendent; appoints the City Engineer; establishes rules and regulations for the government of the Department of Public Works; advertises for and invites bids and awards contracts for the construction of public improvements—such as sewers, storm drains, street work, bridges, viaducts, tunnels and subways; makes and levies assessments, if and when necessary, etc.; and is the largest City Department under the General Fund of the city.

Through reorganization, adjustments and change of plans during the last three or four years, the Board of Public Works is saving in excess of \$100,000.00 a year in the Refuse Disposal Department.

*Eight*

Likewise, the Municipal Incinerator is now on a paying basis—the first time in its history. By the acquisition of the dumping rights in the Blue Diamond Pit, a liability has been converted into an asset very profitable to the City. With the development of new methods, screenings at the Hyperion Sewage Treatment Plant are now being sold at a profit (an expense before—a profit now).

Rentals from City-owned property have continually increased and by revamping methods of appraisal for the acquisition of right of ways, many thousands of dollars have been saved the City of Los Angeles. The Custodian Department, by rearranging methods of maintenance of buildings, has reduced the cost of operating the City Hall in excess of \$100,000.00 annually, as well as many more thousands of dollars in the operation of other public buildings under the Board of Public Works.

The cost of Street Lighting has been reduced by large sums each year and the Property Owners in Lighting Districts receive the benefits thereof. The Assessment Bureau handled a volume of special assessments four years ago in the amount of \$21,294,000.00, which in 1936 has been reduced to \$1,316,000.00. The City tax rate has been reduced eight (8c) cents during the last four year, and the assessed value of property has also been considerably lowered. The per capita tax in 1936 was only \$15.99 as compared to \$22.25 in 1931-32. In spite of these reductions, and a greatly reduced budget, the departments under the Board of Public Works have maintained efficiency and harmony.

The Board of Public Works is looking forward, in the near future, to a more equitable distribution of State Gasoline Tax Funds, when citizens and taxpayers compel the State Legislature to so allocate said taxes that those paying said taxes will receive the benefits therefrom.

Many millions of dollars worth of permanent improvements, including Federal projects, have been completed under the Board of Public Works during the last four years without any special assess-

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ments, bond issues, or increased taxes to pay for same. By far the greater portion of the Federal allocations to the City of Los Angeles, during the last three or four years, have been expended under the supervision of the Board of Public Works.

In the Refuse Disposal Department, an experimental self-government system has been inaugurated, which has been very successful.

Various public buildings, including the Watts Municipal Building, have been constructed with the idea of benefiting the districts remotely situated from the main City Hall. The Board of Public Works, under the Charter, is charged with the supervision of approximately three hundred City owned buildings.

A seven million dollar sewage treatment plant is under construction at Hyperion, which will improve sanitary conditions and protect the beaches of the bay district. A complete inspection of the Outfall Sewer was also successfully undertaken, results of which verify the contention that before long, additional outfall sewer facilities will be necessary.

Attention is directed towards disposing of un-needed City-owned property in order to place said property back on the tax rolls, and the drilling for oil in proper places on City-owned property is fostered in order to further help the taxpayers defray costs of government.

At all times, employees are instructed to treat the citizens and taxpayers with the utmost courtesy and, where possible, to help them secure all possible information desired and respect the rights and privileges of the taxpayer.

A great portion of the work involved under the Major Disaster Emergency Plan falls on divisions operating under the supervision of the Board of Public Works. A building in Westlake Park for the headquarters of this Council is now under construction.

## Secretary's Office of Board of Public Works and General Staff Organization

HORACE B. FERRIS  
*Secretary*

MILTON OFFNER  
*Assistant Secretary*

An executive staff of seventeen persons conduct the general office work under the Board of Public Works. The staff assists in conducting the work of the central division, or clearing house of the Board which establishes the policies of, and performs the many duties specifically required by the City Charter.

While the work is closely connected, it may informally be divided into four groups, viz.: Secretarial, Street Improvement Work, Accounting and Public Counter.

The secretarial group's work is the proper recordation of the minutes of the meetings of the Board and accurate dissemination of the results of same to those affected or interested. Incident thereto is the receiving of bids, communications, claims, reports of the bureaus under the Board for its consideration; the necessary letters are written and resolutions prepared. All records are permanently bound and a complete index of them is kept. During the fiscal year ending June 30, 1936, 3,043 pages of minutes of the meetings were typewritten and indexed; and 2,135 communications were received, as well as a much greater number of reports from the heads of the various departments of the municipal government.

Under street improvement work, notices inviting bids are prepared and published, scrap books and indexes are kept; hectograph lists of bids received and of awards made are prepared. A special



record is kept of checks accompanying bids and signed acknowledgment of receipt by the person to whom it is returned is required. Records are kept of matters of justification furnished by a large number of surety companies, which execute bonds or undertakings for the Board of Public Works. Investigation is made to ascertain the sufficiency of the sureties to the extent as provided by law on bonds that require Board approval.

The Secretary of the Board of Public Works is the Chief Accounting Employee, who must authenticate with his signature all warrants for the payment of money out of the funds under control of the Board. They are then submitted to the President or two members of the Board for approval and signature. The number of demands so approved during the past fiscal year was 9,519.

The Public Counter and telephone work are of the greatest importance both to the City and to the public. It is the aim of the Public Office of the Secretary to not only give temporary satisfaction, but to create permanent feeling of respect for City Government. This office has become a place of last resort for persons who have been unable to secure satisfactory information elsewhere. The City Hall telephone operators many times refer unclassified calls to this office for placement.

A few of the typical questions asked at our public offices and the answers thereto are as follows:

*Q.*—Can I get a permit to place an advertising banner all the way across the street in front of my place of business?

*A.*—No. The Board has certain regulations and policies regarding advertising banners, the largest banner allowed being one 4 feet by 6 feet in size. Make application in writing to the Board for such permits.

*Q.*—Where do I get a permit to place a searchlight on the street for advertising purposes?

*A.*—Apply at the office of the Board of Public Works for such a permit.

*Q.*—Are claims for damages filed with the Board of Public Works?

*A.*—Yes, in the cases where any division under the Board has incurred the liability, or where the damage arises from work or activity under its jurisdiction, yet the City Attorney has also ruled that any claims against the City must be filed with the City Clerk for presentation to the City Council.

But claims against any Contractor performing work on Contracts signed with the Board of Public Work, for labor or material furnished for said work, must be verified by such claimants, and filed in the office of this Board.

*Q.*—Can I obtain permission to construct a garage or fence so that a portion or all of same will extend onto the dedicated street?

*A.*—In some cases the Board grants revocable permission for the use of City property under certain conditions.

*Q.*—How can our organization get permission to place directional signs on the parkway?

*A.*—Secure the written consent and approval of the property owner adjacent to or abutting the location of the proposed sign and then apply for permission from the Board of Public Works to place the said sign.

*Q.*—I have tried to have a dangerous condition on my street eliminated, but have been unsuccessful; will the Board do anything about it?

*A.*—Write a letter to the Board giving the facts in the case and the matter will be investigated and remedied if it is possible to do so.

*Q.*—Can our school secure permission to close off a little used street in front of the school for the purpose of holding a benefit?

*A.*—The Board does grant such permission for a limited number of hours, when deemed advisable.



Q.—Is it necessary to have a permit to paint house numbers on the curbs in the City of Los Angeles?

A.—Yes. Apply in writing to the Board of Public Works.

Q.—May I appear before the Board of Public Works and be heard regarding the matter I have coming up today?

A.—Yes. The Board meetings are open to the public and anyone may appear before the Board when it is in session.

Again we wish to emphasize the fact that the Board of Public Works is the clearing house or court of final jurisdiction for the ten bureaus, as well as the public, in matters coming within its powers and duties imposed upon it by the City Charter and the general laws of the State. Many communications are directed to the Board, because the taxpayer often does not know where to go, and a central agency which controls a large and wide range of City service through its bureaus, is essential to the taxpayer and citizen in saving their time and effort in matters pertaining to the public welfare.

## Custodian Bureau

CHAS. O. BRITTAIN, *Assistant Custodian*

Q.—Which branch of the municipal government is responsible for the operation and maintenance of municipal buildings?

A.—The present City Charter provides that the Board of Public Works shall have charge, superintendence and control, except as otherwise specifically provided in the Charter, of the lighting, heating and ventilating of all public buildings, and the design, construction, alteration, maintenance and care of all public works and improvements of all public buildings belonging to the City. While the Board of Public Works is officially designated as the Custodian of Public Buildings, the actual operations are under jurisdiction of the Custodian Bureau.

Q.—What is the extent of City owned properties maintained and operated by the Custodian Bureau?

A.—In addition to the main City Hall in the Civic Center, Los Angeles, branch municipal buildings are maintained in the San Pedro, Venice, West Los Angeles, Van Nuys, Eagle Rock, Tujunga and Watts areas. The International Building adjoining the main City Hall and the Klinker Building, First and Broadway, are under the care of the Custodian Bureau.

Q.—Why does the City maintain branch City Halls?

A.—The cost of maintaining the branch municipal buildings is offset many times in the saving of time, trouble and expense of the citizens, who must transact business with the City government. The City's area of 450 square miles makes branch buildings a necessity.

Q.—What is the gross floor space of all municipal buildings and the value of the land and the buildings?

A.—The buildings have a total gross floor area of 1,138,000 square feet, or in excess of 26 acres. Land, buildings and equipment are valued at \$12,000,000.

Q.—What does it cost to maintain and operate this group of buildings?

A.—Operating costs for 1935-36 totalled \$367,941.

Q.—Is any effort being made to reduce the cost of operation in this particular field of municipal government?

A.—There has been a decided reduction in the cost of operation of this bureau during the past four years, and particularly during the past three years. Notwithstanding the development of 50,000 square feet of additional floor area, the man-hour operation has been reduced by 27.3 per cent and the operating costs by 26.7 per cent; and the rental revenues have been increased by approximately \$35,000 per year.

Q.—What is the source of revenue?

A.—Rentals in Los Angeles, branch City Halls and other buildings.

Q.—What personnel is required for the operation and maintenance of public buildings?

A.—The Custodian Bureau has a total personnel of 240 employees, including clerical, telephone operators, mechanics, watchmen, elevator operators, janitors and maids.

Q.—What are some of the interesting features of the Los Angeles City Hall building?

A.—The most common question is, "What is the height of the building?" The Los Angeles City Hall is 464 feet high from the Main Street level to the point of the tower. The building is 470 feet in length, 270 feet in width, and the tower section is 105 feet square. The building has a total gross floor area of 886,474 square feet, and the net floor area including office space, corridors, stairways, public utilities and garages, totals 744,000 square feet. All of this space is cleaned daily.

Q.—How many people visit the City Hall daily?

A.—This can best be judged by the number of passengers carried on the elevators. The building has eleven elevators which carry an average of 19,000 persons up each day, and it is estimated that approximately 2,500 persons visit the building each day without using the elevators. This makes a total daily traffic of 21,500 persons into the building. The elevators travel an average of 3,400 car miles per month, and since the opening of the building total elevator mileage exceeds 350,000 car miles. There has not been a single elevator accident since the opening of the building in 1928.

## Bureau of Standards

T. A. FITCH, *Director*

Q.—Does the City of Los Angeles maintain a testing bureau?

A.—Yes. It is called the Bureau of Standards and tests various materials for public use.

Q.—How did the Bureau of Standards originate?

A.—Nearly all of the City departments require testing services. More and more the former testing laboratory of the Engineering Bureau received requests to do testing work for the other City departments. The advantages in having a separate bureau, which could sample, test and report for any and all City departments, became evident. Such a bureau would be removed from the unconscious bias of the bureau actually receiving or accepting materials for the City. So the Bureau of Standards was inaugurated by the Board of Public Works to handle all such municipal testing.

Q.—When was the bureau formed?

A.—In 1929; but even before then, it had become necessary to handle the most urgent work for several City departments.

Q.—When was testing work of any kind started for the City government?

A.—In the dim past of many years ago. More than 30 years back there were at least two small but active laboratories.

Q.—What has been the advantage of combining the various separate laboratories that grew up in the City?

A.—A combined testing bureau gives more service for less money. The testing equipment is combined and not duplicated; hence, a broader range of testing work can be carried on. The testing engineers, chemists and assistants are all in one working body, and therefore, can give a more flexible service.

Q.—Are the men employed in testing trained men?

A.—Yes. The staff of the Bureau of Standards is made up of men experienced in the technique of laboratory processes. Some are graduate chemists, and some are registered testing engineers.

Q.—Are they practical men or do they just have a theoretical training?

A.—They must have the *foundation* of sound theory, of course, but above all they must be able to *apply* this to the practical work.

Q.—How many men are there in the Bureau of Standards?

A.—Twenty-three (23) men.

Q.—Are the materials used in street improvements tested?

A.—Yes. Every lot of cement, rock, sand, steel, asphalt—all must comply with rigid quality specifications.

Q.—How about pipe for storm drains and sewers?

A.—Every lot of pipe is tested for strength before it is laid.

Q.—If any material fails to pass, what is done about it?

A.—It is rejected and replaced with proper material.

Q.—Is the finished pavement tested?

A.—Yes. Before a job is accepted, test cores are cut to be certain of proper thickness and quality.

Q.—Is there a check on the quality of supplies bought by the City?

A.—Yes. The Bureau of Standards tests fire hose, gasoline, batteries, soaps, etc.

Q.—Are instruments and apparatus checked and certified to the public?

A.—Yes.



*Q.*—Are automobile speedometers checked?

*A.*—The official speedometer test is at the Bureau of Standards, 826 Yale Street. A speedometer is checked without removing it from the car, and certificate issued. The fee is 50 cents (75 cents if mileage accuracy is also determined).

*Q.*—Are other instruments calibrated?

*A.*—Yes. The same service is extended, at cost, to the public. Thermometers, gauges, and other equipment are checked.

*Q.*—In what other ways does materials testing, by a public bureau, serve the public?

*A.*—By testing materials that are already in use, usually to prolong their service. As an example, regular tests of sewage serve to protect the City's sewer system.

*Q.*—What is the volume of work performed?

*A.*—It runs into thousands of samples annually. Those thousands increase as the work increases. This year about 12,000 samples of various materials will have been tested by this bureau.

*Q.*—Considering all this, in what ways would you say the bureau is valuable to the public?

*A.*—It stands guard over the quality of materials bought for or by the City of Los Angeles, and assures the economical use of such by regular sampling of all such materials and testing to make certain that they comply with specifications which eliminate inferior goods.

*Q.*—Is the Bureau of Standards equipped for testing work?

*A.*—It is well equipped. In its physical and chemical laboratories are found many kinds of testing apparatus, large and small, for physical and chemical testing of many materials.

*Q.*—Does the Bureau of Standards do private testing work?

*A.*—No, only public testing work. If it were to do private work for one citizen, it would be obliged to work for all, and this would be an unfair burden on the taxpayers in general.

*Q.*—What is done when requests for private testing are made?

*A.*—Enquiries are referred to local commercial laboratories.

*Q.*—Before paving a street is the soil subgrade tested?

*A.*—Yes.

*Q.*—Why?

*A.*—To determine whether it will properly support a pavement without swelling or heaving.

*Q.*—What is done about it?

*A.*—From the tests the design engineers recommend proper treatment of the subgrade soil, so as to get a good pavement.

*Q.*—Does the City use much paint? Can it be tested?

*A.*—Yes, lots of paint. The Bureau of Standards tests paint both by analysis and by a machine called the Weather-Ometer, which creates a sort of accelerated artificial weather—rain and shine—and determines in a few weeks what exposure to the actual weather would require several years.

*Q.*—What are some of the materials tested in the Bureau of Standards?

*A.*—All of the substances used in public construction are tested. These include bituminous paving mixtures, brick, cement, concrete, rock, sand, and both storm drain and sewer pipe. Oils, paints, paper, water, textiles, soaps and many other items are subjected to test.

## Bureau of Assessments

C. K. STEELE, *Director*

### Administration Division

Q.—What is the official status of the Bureau of Assessments?

A.—The Bureau of Assessments is a department of the Department of Public Works under the direct supervision of the Board of Public Works.

Q.—How many employees in the Bureau of Assessments?

A.—There are 39 employees (Jan., 1937.)

Q.—What are the duties of the Bureau of Assessments?

A.—To spread and collect all types of assessments levied for public improvements in the City of Los Angeles, and to furnish information to the public concerning same. To account for all receipts and disbursements.

Q.—Does the taxpayer support the Bureau of Assessments?

A.—No. The Bureau of Assessments is entirely supported from fees charged for spreading assessments. Only property owners who are assessed for special assessments contribute toward the support of the office. The fee is a nominal one of about 75 cents per parcel assessed.

Q.—Is the work of the Bureau of Assessments seasonal, or steady?

A.—The work of the Bureau of Assessments is steady and performed uniformly throughout the year.

Q.—Are the employees experts in their line?

A.—Yes. All Division Heads are experts in their respective lines, having from 15 to 30 years experience in special assessment tech-

nique. However, all employees are trained to perform any office duty, thereby creating a very flexible organization.

### Opening and Widening Division

Q.—Why is my assessment for the Widening of my street, larger than my award for damages?

A.—The amount of the *damage award* depends upon the amount of property taken; upon the extent of damage to the building; or severance damage, i.e., damage suffered by the remaining portion of property. The *assessment*, except generally, bears no relation to the award, but represents the amount of *benefit* which accrues to the property by reason of the widened street.

Q.—When is the proper time to object, or protest against assessment?

A.—The property owner has two occasions to submit his *written* protest or objection:

(a) A *written* protest against the proceedings as a whole, should be filed with the City Council *prior* to the adoption of the ordinance of intention.

(b) A *written* protest, objection or appeal against the manner in which the assessment was spread, should be filed with the City Council *prior* to the public hearing on the confirmation of the assessment.

Q.—Why should I pay for street widening?

A.—It is the financial obligation of every property owner to provide adequate improved street facilities abutting his property. The creation of, the widening of, or the improvement of a major traffic artery provides a benefit to the abutting property in a certain percentage. The remaining percentage of benefit is enjoyed by the general public. A properly levied assessment will closely calculate these two percentages, and charges made accordingly.

Q.—Why should not the City pay for all opening and widening assessments out of public funds?

A.—Public funds are produced from taxes. Taxes are paid by property owners and motorists, who must pay the cost of public im-

provements in the end. Under the tax plan, large tax payers would pay more than their just share, while under the assessment plan, each property owner pays *only* when he benefits.

*Q.*—Under what legal provision are streets widened?

*A.*—All proceedings for opening and widening of streets are taken under provisions of the Street Opening Act of 1903 (Calif. Statutes).

*Q.*—How are bonds issued for widening streets?

*A.*—Any assessment of \$25, or over, becoming delinquent is automatically bonded for 5 to 20 years, at 7% under provision of the Opening Bond Act of 1911. (Note: Do not confuse with Improvement Act of 1911).

*Q.*—When are bonds payable?

*A.*—Annual principal installments are payable prior to July 2nd, while semi-annual interest installments are payable prior to Jan. 2nd, and July 2nd.

*Q.*—Where are bonds payable?

*A.*—All bonds are payable to the City Treasurer, Room 95, City Hall.

*Q.*—Where are Opening and Widening assessments payable?

*A.*—After confirmation by the City Council, opening and widening assessments are payable to the Bureau of Assessments, Room 11, City Hall, for 30 days. Delinquent assessments of less than \$25 are always payable to Bureau of Assessments, with penalties added.

*Q.*—Can the Opening and Widening Assessments be paid by using the Award of Damages?

*A.*—Yes. The property owner, however, must authorize in writing, the Bureau of Assessments to do so, otherwise, a bond will issue against the property.

## Lighting Division

*Q.*—Under what authority are lighting maintenance assessments levied?

*A.*—Lighting maintenance assessments are levied under provisions of the Lighting Act of 1919 (Calif. Statutes).

*Q.*—When are lighting assessments payable?

*A.*—Register your name and address with the City Clerk, Room 248, City Hall, and the Bureau of Assessments will mail you a statement.

*Q.*—Why do I have to pay my lighting maintenance for a year in advance?

*A.*—The law requires that the City must have the funds on hand before entering into a contract to purchase electricity; therefore, the money is collected in advance.

*Q.*—If I do not pay my assessment, what happens?

*A.*—Upon the expiration of 30 days, the assessment becomes delinquent. Five per cent penalty is added, plus 50 cents for advertising, plus 50 cents for certificate of sale, plus (1) one per cent per month until paid. The above amounts are payable to the City upon redemption of the property.

*Q.*—Does the City pay any portion of the lighting costs?

*A.*—Yes, the City pays a portion of all lighting maintenance costs, besides purchasing electricity and maintenance at a very low rate.

## Improvement Division

*Q.*—My lot is situated upon a hill; do I have to pay for a Storm Drain assessment?

*A.*—Yes, the water drains from your lot upon the property below, and it is your obligation to pay for transporting this water to a point where it will not cause damage to other property.



Q.—Upon what basis are storm drain assessments levied?

A.—Storm drain assessments are levied upon a benefit basis, which in turn are calculated upon an area basis.

Q.—Who pays for paving street and alley intersections?

A.—These costs are levied upon the property situated within one-half block distance.

Q.—I was assessed twice for sewers. How can that be?

A.—One assessment was for the local sewer abutting your property, while the other assessment was for constructing a trunk line, or outfall sewer to the ocean.

Q.—Under what law are street improvements assessed?

A.—Most assessments levied for improving streets (paving, curbing, etc.) are in accordance with provisions of the Improvement Act of 1911 (Calif. Statutes).

Q.—How are 1911 Act assessments payable?

A.—After completion of the work and recording of the assessment, 1911 Act assessments are payable for 30 days, to the Contractor, or his assignee. Upon delinquency, unpaid amounts of \$25.00 or over are bonded for 10 years at 7%. Principal and interest installments are due prior to Jan. 2nd, each year, and an interest payment due prior to July 2nd, each year payable to the City Treasurer, Room 95, City Hall. Amounts under \$25.00 are always payable to the Contractor, or his assignee.

### Accounting Division

Q.—What are the duties of the Accounting Division?

A.—Briefly, the duties of the Accounting Division are:

- (a) Account for all money received by the Cashiers.
- (b) Disburse all money received by the Bureau of Assessments.
- (c) Keep employees time and prepare pay rolls.
- (d) Order and purchase office supplies.

(e) Keep books, and audit all funds of the Bureau of Assessments.

(f) Prepare annual budget for the Bureau of Assessments.

Q.—The court awarded me damages for widening my street; when can I get my money?

A.—After the assessment has been confirmed by the City Council, collected by the Bureau of Assessments, and *all* bonds are sold by the City Council, you will be paid within a few days thereafter.

Q.—If I pay my assessment, and later on the project is abandoned, will I get my money back?

A.—Yes, after the City Council passes the abandoning ordinance, the City Council will instruct the Board of Public Works, and the Bureau of Assessments to refund all paid assessments (without interest).

Q.—What becomes of penalties charged to delinquent assessment payers?

A.—All penalties are credited to the General Fund of the City of Los Angeles.

Q.—Are the accounts of the Bureau of Assessments audited?

A.—The City Controller audits the accounts several times each year, as well as keeping constant control on all funds of the Bureau of Assessments. All demands are countersigned by the City Controller.

### Cashier Division

Q.—What collections are made by the Bureau of Assessments?

A.—The Bureau of Assessments collects the following assessments, fees, etc.:

- (a) For opening and widening of streets;
- (b) For acquisition of property for public parks and playgrounds;

- (c) For resurfacing of streets and alleys;
- (d) For vacation and closing of streets;
- (e) For maintenance of ornamental lighting systems;
- (f) Incidental expenses from contractors for 1911 Act Assessment Warrants;
- (g) Money received from sale of buildings condemned for widening streets, etc.

Q.—May I pay my assessment with a personal check?

A.—Personal checks are acceptable for payment of *current* assessments only. In paying delinquent assessments, *only cash, Cashier's checks or certified checks* are acceptable.

Q.—Why do you charge me so much penalty, since my assessment has been delinquent only a few days?

A.—Penalties are provided by State law, and no official, clerk, or cashier has the power to remit such penalties, or any portion thereof regardless of the merits of the objection.

Q.—How are "returned checks" handled by the Cashier?

A.—The payor is contacted and given an opportunity to adjust same. If not adjusted prior to date of delinquency, the assessment is marked unpaid, and assessment penalized as provided by law.

Q.—I have lost my assessment notice, how can I pay?

A.—A duplicate will be issued at the public counter, or telephone Michigan 5211, Station 406, for the amount.

#### **Torrens Title Division**

Q.—What is a Torrens Title?

A.—A system of registration of title to land (as distinct from registration of deeds) introduced into Australia by the Real Property (or Torrens) Act, Oct. 15, 1857, drafted by Sir Robert Richard Torrens. Its essential feature is the guaranty by the State of California of properly registered titles. It is used by many states as well as many foreign countries.

Q.—Where may I go for detailed information on Torren Titles?

A.—Registrar of Land Titles, 2nd Floor, Hall of Records.

Q.—Can property once registered, be taken out from the Torrens Act?

A.—No. The law provides for permanent registration.

Q.—What part does the Bureau of Assessments play in the operation of Torrens Title?

A.—When ordinances of intention, or special assessments are levied, or assessments paid, or bonds are cancelled, which affect land under Torrens Title, the Bureau of Assessments notifies the Registrar of Lands Titles, who in turn notifies the respective property owners.

Q.—I had a mortgage on property registered with a Torrens Title, and I received a notice of a delinquent assessment.

A.—This notice was to acquaint you with the facts, in order that you might protect your investment.

Q.—How many pieces of property in Los Angeles, registered under the Torrens Title Act?

A.—Approximately 30,000.

#### **Public Counter Division**

Q.—Are there any outstanding assessments on my property?

A.—The clerk will search the files and give you the proper information.

Q.—How much do I owe on my bond?

A.—The clerk will give you a reference memo and direct you to the office of the City Treasurer for exact amounts due.

Q.—How can I be sure to receive all assessment notices?

A.—Record your name and address with the City Clerk, Room 248, City Hall.

Q.—I understand the City is contemplating a certain improvement. Will I be assessed?

A.—See City Engineer's Office, Room 650, City Hall.

Q.—I paid my paving assessment to the Contractor; what should I do next?

A.—Present your receipt to the Bureau of Assessments and have the lien officially released.

Q.—Under legislation recently passed, will I get a refund on my assessment?

A.—You are advised to inquire directly at the Public Counter, Room 11, City Hall, since no general statement can be made, which is universally applicable.

Q.—Are special assessments prior liens over mortgages and trust deeds? Taxes?

A.—Yes, all special assessments liens hold priority over mortgages and trust deeds regardless of date of recording, but are said to be on a par with taxes.

Q.—I just purchased a piece of property, will the damage award for street widening be paid to me?

A.—No. Awards are made to persons and not to lots. You will have to get an assignment of the award from the original defendant in the case.

Q.—Why do I have to pay my paving assessment to the contractor?

A.—That procedure is definitely provided by law. See Improvement Act of 1911 (Calif. Statutes).

Q.—I did not receive a notice of my assessment, must I pay a penalty since the assessment is now delinquent?

A.—Yes. Penalties are provided by law. The Bureau of Assessments mails assessment notices to all property owners whose names

and addresses appear on file in City Clerk's office, Room 248, City Hall. Be sure to record your name and address in Room 248, accordingly.

Q.—How can I be sure that I am paying an assessment on my own property?

A.—Always check the legal description of your assessment notice with the legal description of your deed, before payment of assessments and taxes.

Q.—If I have the street and number, can I ascertain the legal description of my property?

A.—Yes. In Room 505, City Hall, City Engineer's Office. However, the correctness thereof cannot be guaranteed.



## Bureau of Right of Way and Land

R. F. WITTER, *Real Estate Agent*

*Q.*—Why was the Bureau of Right of Way and Land formed?

*A.*—After the Bureau of Budget & Efficiency made a study of the purchasing, leasing, and selling of city-owned real estate (approximately worth \$300,000,000) and advised that no one department had responsibility therefor, the City Council created said department in 1928, under the jurisdiction and control of the Board of Public Works to be responsible and accountable for the land operations of all departments, to affect material economies, obviate duplication of effort, save time, and increase revenue received from vacant city-lands.

*Q.*—Does the City purchase or condemn property which is to be acquired for a public improvement.

*A.*—The City prefers to purchase property in order to avoid delay and court costs to the City as well as to the property owner. If not purchased by agreement, it is acquired by condemnation.

*Q.*—How does the City proceed to acquire a right of way through my property when I do not petition for it?

*A.*—When public necessity warrants a new improvement, the City Council instructs the City Engineer to prepare plans and the Real Estate Agent to acquire the necessary right of way.

*Q.*—The City has offered to purchase my property for a public improvement. How do I know that the price offered is reasonable and fair?

*A.*—The Bureau of Right of Way and Land employs expert appraisers who are qualified to testify in court, and it is their duty

not only to protect the City's interests but also to see that the property owner is adequately compensated for any loss suffered by him.

The appraisals are very complete and include photographs of the property and architectural plot plans showing the size, design and location of all the improvements. Consideration is given to business conditions, commodity prices, real estate activity, construction costs, wages, and to all factors pertinent to the individual property appraised, such as zoning, deed restrictions, location, topography, accessibility, transportation, environment, improvements, best use, and income possibilities. In addition, photographs are taken of property recently sold or which is listed for sale in the immediate vicinity for the purpose of showing relative values of similar property.

*Q.*—I have been requested by the City to grant voluntarily an easement over my property for a public improvement. Should I comply with this request?

*A.*—Yes. The City does not request a property owner to grant an easement voluntarily unless it is considered that his property will be benefited by the improvement, and the benefits received will be in excess of the value of the land which he conveys.

*Q.*—How may I grant an easement deed for sanitary sewer, storm drain or public street purposes over my property which will be of local benefit only?

*A.*—Request the City Council to accept dedication. Such requests are referred to the City Engineer for investigation, and if dedication is acceptable, the matter is referred to the Real Estate Agent to acquire the right of way.

*Q.*—Is there any charge for this work?

*A.*—Yes. Under City Ordinance No. 71,436 the Bureau of Right of Way and Land is required to collect fees to cover costs of services performed and charges incurred, the fees to be based upon services, including labor, mileage, expense, and supervision.

In performing these services, it is necessary to prepare a right of way map, obtain blueprints, make search of title, write descriptions of property, prepare legal instruments, obtain signatures from parties of interest, record instruments and clear title.

The cost of making a dedication varies according to the number of parcels of land involved and the status of the title. The cost will be reduced if you obtain the necessary signatures on the instruments.

*Q.*—If an easement for sanitary sewer or storm drain purposes is no longer being used, will the City quitclaim the easement to me?

*A.*—If the request is justified.

*Q.*—Will it cost me anything to obtain this quitclaim deed?

*A.*—Yes. There will be a service charge to cover the cost of search, preparation of instrument, publication of ordinance, and recording of quitclaim deed.

*Q.*—May I construct a building on property within the area restricted by a building set-back line?

*A.*—Yes, if you will execute an agreement releasing the City from any damages that may result from the proposed improvement for which the set-back was established.

Do not wait until your building plans are completed before executing the agreement, as the building permit will not be issued until the agreement is signed and recorded.

*Q.*—Will the Real Estate Agent negotiate with me when my property will be damaged by the changing of the grade of the street?

*A.*—If you have filed a claim for damages with the City Clerk before the date set in the notice of hearing of protests for change of grade, the Real Estate Agent will make an appraisal of the damages and negotiate a settlement with you.

*Q.*—I have signed an agreement to sell my property to the City. What must be done before the escrow can be closed and I receive my money?

*A.*—Necessary instruments are prepared, escrow instructions drawn up, and the instruments and instructions signed by the parties

involved. The title is cleared and any one holding an incumbrance or lien against the property must release his interest as to the part which the City acquires. The City Attorney must give his approval and the City Council must authorize the expenditure and accept the instruments. If everything, then, is in good order, the demand or check can be drawn up, the escrow closed and the property owner can receive his money.

*Q.*—How long does it usually take for a property owner to get his money after a settlement price has been agreed upon?

*A.*—The completion varies greatly, but the average time is about thirty days.

*Q.*—Under what circumstances will there be an escrow when property is purchased by the City?

*A.*—Whenever any money is to be paid, an escrow is required, setting forth all conditions of the transaction.

*Q.*—Who generally acts as the escrow holder?

*A.*—In all cases involving more than \$200.00 some reputable title company usually acts as the escrow holder. If the transaction is for a lesser amount, the escrow division of the Bureau of Right of Way and Land acts as the escrow holder.

*Q.*—In buying land for street purposes does the City deal through real estate brokers or direct with the property owners themselves.

*A.*—If a property owner is already represented by a broker when negotiations are opened, the City of course recognizes the rights of the agent. But usually the City deals direct with the property owner.

*Q.*—Can I find out if a proposed improvement affects my property?

*A.*—If you know that the plans have been prepared, request this information from the Real Estate Agent.



*Q.*—Can I find out if a storm drain, sanitary sewer, or street easement has been dedicated over my lot?

*A.*—Yes. The Bureau of Right of Way and Land has a record of all such dedicated easements.

*Q.*—In order to get this information, shall I give the legal description of my property or the street address?

*A.*—Furnish the legal description of your property.

*Q.*—If I grant an easement for sanitary sewer or storm drain purposes do I still have the surface use of the property covered by said easement?

*A.*—Yes, if your use of the property does not damage or interfere with the operation of the sewer or storm drain structure.

*Q.*—If I grant an easement to the City for street purposes do I retain the fee title in the property so conveyed?

*A.*—Yes, the fee title would remain vested in you subject to the easement for street purposes. In the event of the abandonment of the street for public use through an ordinance of vacation, the property would revert to you as the fee owner.

*Q.*—I have dedicated ten (10) feet of my lot to the City for public street purposes. Will I have to pay taxes on these ten feet?

*A.*—No.

*Q.*—How should I proceed to purchase City owned land?

*A.*—An offer should be submitted to the Real Estate Agent, together with a certified or cashier's check equal to ten (10%) percent of your offer. If the offer is reasonable, the Council is requested to sell the property on a competitive basis.

An exception to the above procedure is made when you desire to purchase a small parcel of city owned land which adjoins your property and which can be used advantageously only by you. In this case, the Real Estate Agent will furnish the City's lowest cash price, and the property will be sold direct to you, without advertising for bids, if the City Council approves of the sale.

*Q.*—How will I be certain to receive a notice of bid?

*A.*—File your name and address with the Real Estate Agent who will notify you of the date bids are received.

*Q.*—Does the City own any land which it wishes to rent or lease?

*A.*—Yes. The City has various sites available.

*Q.*—How should I proceed to rent or lease City owned land?

*A.*—If you desire to rent or lease the property, an offer containing a certified or cashier's check for one month's rent should be submitted to the Real Estate Agent. Upon acceptance of your offer, this deposit applies on your first month's rent. If this property is under the control of the Department of Water and Power, Harbor, Pension, Library, Park or Playground Departments, it will be necessary for you to negotiate direct with them.

*Q.*—I desire to lease City owned land which is located in residential income zone. Will the City permit me to lease it for business purposes?

*A.*—No. City owned land is not exempt from the provisions of the zoning ordinance.

*Q.*—If I have a lease on City property, would I be permitted to assign or sub-let it?

*A.*—Yes, if your request meets with the approval of the City Council.

*Q.*—I would like to purchase a house which the City obtained when a right of way was acquired. What procedure should I follow?

*A.*—File your name and address with the Purchasing Agent who sells these houses at public auction, and he will notify you when the auction will be held.



## Bureau of Street Lighting

W. E. LAUER, *Street Lighting Engineer*

*Q.*—How may I have an ornamental lighting system installed in a street where I am a property owner?

*A.*—Secure a blank petition from the Street Lighting Engineer of the City of Los Angeles, upon which is shown the cost of installing and operating the system, estimated per front foot of assessable property. Circulate the petition among the owners of abutting property until 55 per cent of the frontage is represented and file it with the City Clerk. The petition is referred to the Street Lighting Engineer for checking and if 55 per cent of the frontage is represented it is in turn referred to the Traffic and Lighting Committee of the Council, which committee recommends the installation of the system to the City Council.

*Q.*—The Street at my address is dark and subject to prowlers and undesirable people. How may the district be illuminated?

*A.*—By petition for the installation of an ornamental lighting system or by a request, addressed to the Board of Public Works, for the installation of an overhead light. Such overhead light requests are referred to the Street Lighting Engineer for investigation, and if deemed necessary, are installed at such time as funds are available, and electric lines established.

*Q.*—I desire to install an ornamental lighting system, as the subdivider of a tract. What procedure do I use?

*A.*—Confer with the Street Lighting Engineer regarding layout, spacing and type of post and lighting unit. Request must be made in writing, to the Board of Public Works, for permission to install the system, which request should be accompanied by a plan of the proposed system indicating number and type of lighting posts and units, size of conduit and feed points. The request is then submitted to the Street Lighting Engineer who submits it to the Municipal Art Commission for approval as to type of post. When approved by

this commission, it is returned to the Board of Public Works with the recommendation that permission be granted after inspection fees are paid.

*Q.*—I intend to circulate a petition for the installation of an ornamental lighting post never before used in the City of Los Angeles. Must the design be approved?

*A.*—Yes. All structures upon city streets must be approved by the Municipal Art Commission. File design and name of street in which you propose to install same, with the Street Lighting Engineer. He will submit the design to the Art Commission and if approved, will issue a petition for circulation.

*Q.*—How are the costs of the installation of ornamental lighting systems paid?

*A.*—By assessment, usually under a Bond Act, based upon frontage, proportionate to the total cost of the system.

*Q.*—Who supervises the installation and maintenance of ornamental lighting systems in the City of Los Angeles?

*A.*—The Board of Public Works has charge of all installation and maintenance proceedings, as well as the location and operation of all overhead lighting in the City. All communications relative to lighting problems should be referred to the Street Lighting Engineer of the Board of Public Works.

*Q.*—Under what Bond Act are ornamental lighting systems installed?

*A.*—Usually the Bond Act of 1911, allowing 10 years in which to pay off the bond. Information relative to costs, extent of assessment districts, et cetera, may be secured from the Bureau of Street Lighting.

*Q.*—Does the City circulate petitions for installation or maintenance of lighting systems?

*A.*—No. The Bureau of Street Lighting will furnish blank petition forms to interested property owners. The circulation of petitions must be done by those interested in or benefited by the improvement.

*Q.*—Should I desire the relocation or removal of an ornamental lighting post, how may I secure such permit?

*A.*—Apply at the office of the Street Lighting Engineer of the Board of Public Works, giving location of post, distance to be moved and direction. If the move is feasible from an engineering standpoint, the application is referred to the Board of Public Works for permit and an estimate made of the cost of the work which is paid by applicant.

*Q.*—How far must my driveway clear an ornamental lighting post and must I secure an O.K. from the Board of Public Works if there is no interference?

*A.*—A five (5) foot clearance is required under ordinary conditions. Yes, an O.K. must be secured from the Street Lighting Engineer of the Board of Public Works when a driveway is built, whether or not there is any interference with the lighting system.

*Q.*—Who pays for the preliminary estimate for relocation of a lighting post, or reconstruction incidental to driveway construction?

*A.*—This is one of the many services given by the Board of Public Works without cost. If the applicant does not wish to have the post moved after the estimate is made, there is no obligation to do so.

*Q.*—It is necessary to obtain a permit to hang banners or other decorations on street lighting posts?

*A.*—Yes. Apply to the Board of Public Works for permission. Request is referred to Street Lighting Engineer for investigation and supervision.

*Q.*—Why is my lot included within an ornamental lighting district?

*A.*—Your lot is included because it abuts upon and/or is benefited by an ornamental lighting system.

*Q.*—How may I be informed whether my lot is included within an assessment district?

*A.*—Inquire at public office of the Bureau of Street Lighting of the Board of Public Works where copies of all assessment districts are on file.

*Q.*—If I desire to have an ornamental lighting system taken out of service, either temporarily or permanently, how may I do so?

*A.*—By submitting a petition representing 55 per cent of the frontage involved, to the City Clerk. The petition is then submitted to the Street Lighting Engineer for check and return to the Board of Public Works for action.

*Q.*—The overhead or ornamental light in front of my home is out. Whom shall I notify?

*A.*—Telephone the Bureau of Street Lighting and the matter will be reported to the serving company immediately.

*Q.*—I desire to install an ornamental lighting post near my driveway, within my own property lines. Can it be served in connection with the ornamental lighting system in my street?

*A.*—No. The light must be located upon a public street. If you wish to maintain lights on your property it would be necessary to make a contract with the serving company.

*Q.*—What services are included and covered by maintenance assessments?

*A.*—All engineering, assessment costs, replacements, current, washing or painting and repairing, incidental to the operation of the system. The assessment rate is figured on cost of current, legal proceedings, assessment collection costs and a table of average breakage and repairs based upon the length of the system and the number and type of posts.

*Q.*—Are the owners of abutting property assessed for installation or maintenance of overhead lights?

*A.*—No. Overhead lights are paid for out of City funds and are not maintained by the creation of assessment districts.

*Q.*—I recently witnessed a traffic accident in which a lighting post and traffic signal were demolished. Whom should I notify?

*A.*—Notify the Police Department first and the Bureau of Street Lighting if possible. Get all information such as license number,

names of parties involved and witnesses, giving your version of the accident. The Bureau of Street Lighting will collect for the damage and deposit such moneys to the credit of the district in which the post was located.

*Q.*—I recently damaged an ornamental lighting post. Will I be held responsible?

*A.*—Yes. The post will be repaired by the City and a bill forwarded to you. Payment should be made to the Accounting Division of the Bureau of Street Lighting.

## City Hall Telephone Exchange

FLORENCE A. FALLON, *Chief Telephone Operator*

Under the direction of the Board of Public Works, the City Hall Telephone Exchange first began operating with a one-position switchboard, serving the Bureau of Engineering only. Later, other departments were added, which necessitated the addition of another position. Through the years the work has increased until at the present time the volume of work in the various departments and divisions has grown to such an extent that a twelve-position switchboard is maintained to serve the public.

The City Hall Telephone Exchange is the pulse of the City. Every upheaval of any description is felt on this switchboard, such as earthquakes, major floods, kidnappings and all emergencies or disasters.

Visitors to the City of Los Angeles, as well as local residents, telephone the City Hall Telephone Exchange for varied information at any hour of the day or night.

What picture does MI-5211 bring to your mind? Twelve alert operators waiting there just to serve you at a second's notice.

The people of Los Angeles through this exchange are served by a force of twenty-one operators, and one chief operator, maintaining twenty-four hour service. This force comprises and aggregates over 200 years of telephone experience.

The volume of business in a month averages about three hundred thousand (300,000) calls. This number of calls is greater than ever before, and is a normal activity which is greatly increased in time of emergencies or disasters.

All calls for the City Government, excepting the Harbor, Fire, and Water Departments, are handled over this switchboard.



Operators on the City Hall Telephone Exchange must have a working knowledge of every department, and familiarize themselves with the names of a goodly number of employees, as quite often the subscriber is uncertain as to the division, or to whom to speak, after his connection has been established with this switchboard. They must also question these calls to a certain extent so as to connect the party with the correct department or division. By questioning, we avoid having the subscriber transferred, perhaps, several times, on a call.

Calls for maternity service are taken care of by an operator assigned to calls of this description, as the doctors and nurses on this service report directly to this operator, and are on call for twenty-four hours. The operator takes information from the patient, and referring to a district map, sends out the doctor for the district, in which the patient lives.

## City Hall Garage

CHAS. A. ALLEN, *Superintendent*

The City Hall Garage, operated by the Board of Public Works, is located in the basement and sub-basement of the City Hall.

It was designed to house 542 automobiles. Occasionally, however, 600 cars have been accommodated.

City owned cars and private cars being used on City business by inspectors, investigators, etc., are permitted to park here. City owned cars only are serviced with gas, oil, grease, etc. An accurate account is kept of mileage, gas and oil consumption and dates of wash and grease jobs and the departments to which these cars are assigned are charged for this service on a cost basis.

The Board of Public Works also maintains in the garage a so-called Pooled Car Transportation Service. This consists of a fleet of thirty (30) low-priced cars which are available to any or all departments on a low cost drive yourself system.

This plan is far superior and more practical than the old transportation system, where each department had control of its own cars with the result that one department might have all their cars in use and need for another and yet be unable to obtain one from another department, which might have several standing idle.

The present plan permits centralized control and insures proper and systematic inspection and lubrication.

Approximately 500,000 automobiles passed through the City Hall Garage during the calendar year 1936 without accident. Pooled cars traveled 253,652 miles in the same period.

The personnel consists of one superintendent, one utility man and four attendants.

Open twenty-four hours.

Though not originally contemplated, the Board of Public Works was able to provide the said garages within the funds available for the construction of the City Hall.

## Bureau of Construction

CHAS. O. BRITTAIN, *Superintendent*

The Bureau of Construction was created by Council ordinance February 25, 1924, to operate as a bureau under the jurisdiction of the Board of Public Works for the purpose of supervising the design, construction, maintenance and care of all municipal buildings. The intention was to consolidate under one head the design, construction and maintenance of municipal buildings, thus relieving other departments of the City Government of the consequent burden of expense incidental to maintaining a separate design, construction and maintenance force within their respective departments.

The Construction Bureau maintains a complete record of all municipal buildings, including plans, details and specifications, original costs and present values, and a valuable collection of records and information which would not be available without such an organization.

The Bureau of Construction assists all departments in the preparation of preliminary plans and estimates of proposed new construction, as well as estimates of maintenance requirements for budgetary purposes.

The success of the maintenance feature of the Bureau's work has alone more than justified its creation. This maintenance service is available twenty-four hours of the day. With the Los Angeles City Hall, nine branch municipal buildings, eighty-four Fire Department properties, fifteen Police Division buildings, Receiving Hospitals, and many other buildings and properties, it is evident that the volume of maintenance and repair of these many structures require such an organization.

The development of any municipal building project often requires numerous studies, preliminary plans and estimates before

appropriations are made, as well as a knowledge of departmental requirements and the coordination of governmental functions.

The history of the bureau has also justified the value of centralized supervision of new construction work. The ordinance under which the bureau operates provides for a flexible personnel. All employees engaged in building construction and maintenance work are paid on a basis of pay for time worked only, the departments for whom work is performed reimbursing the Bureau of Construction for actual cost of labor and material, plus an operating charge of six per cent.

All routine maintenance work is handled by a group of force account employees, and on new construction work the segregated contract method is followed. Approximately thirty-five per cent of all new construction work is awarded by contract to the lowest regular responsible bidder. Building materials are purchased under competitive bids through the city purchasing agent, and average approximately thirty-three per cent of the total cost of the project. Force account labor totals approximately twenty-two per cent of the total cost of new construction work.

The Bureau of Construction is not financed by budget allocations and taxes, but is compelled to operate on a revolving fund and must pay its own way, the total cost of all projects plus the administration charge of six per cent being credited to the bureau upon completion of each project.

## Mechanical Bureau

J. W. MOUNTAIN, *Master Mechanic*

The Mechanical Bureau, a division of the Department of Public Works, was established in the year 1912. The main shop is located at 1907-19 Pasadena Avenue, housed in buildings of reinforced concrete and brick, with a floor space of approximately 33,000 square feet. In addition to the main shop, the Mechanical Bureau has under its jurisdiction five other service shops, located at Van Nuys at 15145 Oxnard Avenue; Alvarado Shop, at 2115 Bellevue Avenue; Hollywood, at Russell and Monon Streets; Venice, at 2000 West Washington Boulevard, and Fire Department Mountain Patrol Station, at Mulholland Highway and Coldwater Canyon Road.

The shops are equipped with modern machinery, such as milling machines, lathes, drill presses, grinders, welding equipment, blacksmith forges, painting equipment, and all tools and machinery necessary to perform any mechanical activity.

The general function of the Mechanical Bureau is to perform mechanical repairs, design and build mechanical equipment of any nature which is necessary to conduct the business of the City, such as repairs to automobiles, trucks, tractors, graders, sewer pumps, cranes, Fire Department apparatus, etc.

The Mechanical Bureau has an average personnel of fifty-seven specially trained mechanics and is subject to call any hour of the day or night in cases of emergency to keep the equipment of the City in repair and service at all times.

## Bureau of Engineering

LLOYD ALDRICH, *City Engineer*

All operations of the Engineering Bureau are under the supervision and control of the Board of Public Works.

*Q.*—What are the names of the different divisions under the Bureau of Engineering?

*A.*—Design, including street design, storm drain, street opening and widening, sewer and bridge and structural.

Construction, including survey and inspection.

Administration, including administration office, maps and records, blue printing, State and Federal aid, permit counter, and improvement ordinances.

Disposal of Wastes, including garbage and refuse, sewer maintenance and municipal incinerator.

Street Maintenance, including oiled street maintenance and street cleaning, paved street maintenance and trench resurfacing, structural repairs, lot cleaning, warehouse and miscellaneous inspection.

Personnel.

Maps and Research.

Accounting.

Federal Coordinating.

San Fernando Valley District, headquarters at Van Nuys.

Western District, offices at West Los Angeles, Venice and Hollywood.

Harbor District, San Pedro office.

*Q.*—Is a permit necessary to deposit building material or debris in an alley, street or other public place?

*A.*—Yes. Application and permit are issued by the Bureau of Engineering, Room 750, City Hall, in accordance with Section 62.45 *et seq.*, Municipal Code, upon proper application by person desiring such permit.



Q.—Can I drive over the sidewalk to get building material onto my lot?

A.—No. It is unlawful to drive over any sidewalk unless same is a regular driveway, or is protected by planking laid thereon. Section 62.94, Municipal Code.

Q.—I want to build a sidewalk in front of my property. How do I proceed?

A.—Obtain a permit in Room 750, City Hall. Three classes of permits are issued.

Class "A" permits are issued for the construction of curbs, driveways, gutters and pavements in accordance with Section 62.105 *et seq.*, Municipal Code.

Class "B" and "C" permits are issued for the same class of construction as Class "A" permits, but are used for subdivision work or for large jobs. (Section 62.105 *et seq.* Municipal Code.) If work is to be of Class "B" or "C," application for a permit shall be made in writing (blanks furnished at Room 555, City Hall)—said application shall give name of street, or alley, to be improved with the limits and class of work to be done; City Engineer estimates the amount of fees necessary to be deposited to cover cost of surveys, plans and inspections, etc., also fills out a bond for the applicant to take and have signed; said bond shall be either a cash bond or a surety bond for an amount equal to or not less than 25 per cent of the cost of the proposed work, which is to insure the faithful performance of the work in accordance with the provisions of the permit, and payment of all expenses incurred by the City in connection therewith. Applicant gets bond signed and returns it to, and deposits the fees with, the Bureau of Engineering, which then issues a permit.

Grade sheets, specifications and instructions are furnished by the Design and Inspection Division of the Bureau of Engineering on Class "A," "B" and "C" permits.

These permits are issued at all branch offices of the Bureau of Engineering:

1. San Pedro, corner Seventh and Beacon.
2. Hollywood, 6225 Santa Monica Boulevard.
3. Van Nuys, 14410 Sylvan Street.

4. Venice, Shell Avenue and Venice Boulevard.

5. West Los Angeles, 1620 Purdue Avenue.

Q.—Do I need a permit to patch the sidewalk in front of my place?

A.—Yes; secure Permit "A" from Bureau of Engineering, Room 750. Property owners are required to make repairs to walks and curbs in front of their property. Section 62.104 *et seq.*, Municipal Code, and Sections 31, 32 and 33 of California Street Improvement Act of 1911 prescribe the procedure.

Q.—How can I tell the width of the sidewalk space in front of my property?

A.—Call at the Bureau of Engineering, Room 555, City Hall, where a record is kept of the official width of sidewalks.

Sidewalk space is the distance from the outside face of the curb to the property line.

Q.—I am planning to construct sloping sidewalk driveway for an oil station on my corner lot. Existing catch basins on the curb line interfere with and will not permit this construction. Can these catch basins be removed?

A.—The catch basin may sometimes be relocated, dependent upon conditions which would require investigation.

Consult with Bureau of Engineering, Room 608, City Hall, for information on requirements and preparation of plans for the alteration.

Q.—I wish to build an oil station on my corner lot. Can I install the gasoline supply tanks on my lot?

A.—Yes. Tanks can be placed in the lot or below the sidewalk, street or alley, provided they are installed in accordance with the requirements of Sections 57.45 and 62.10 *et seq.*, Municipal Code.

Present plans of gasoline tank locations to the Fire Department at 217 South Hill Street for approval and if tanks are to be installed outside of property lines present plans also to the Bureau of Engineering, Room 708, for approval.

Q.—Where can I see a copy of any ordinance?

A.—Call at the City Clerk's office, where a copy of every ordinance since the year 1852 is on file. The City Clerk has copies for distribution of many of the important sections of the Municipal Code.

Q.—I want to cut a curb in front of my house for a driveway.

A.—Obtain a Class "A" permit for curb construction. Curb cuts for driveways are not permitted where sidewalks exist unless cement concrete aprons are also built between the curb and the sidewalk.

Q.—I want to have a cement gutter built in front of my place.

A.—Obtain permit in Room 750, City Hall.

Grades, specifications and instructions will be furnished by Design and Inspection Division, Bureau of Engineering.

Q.—Water stands in the gutter in front of my place. Will the City correct this?

A.—If the street has been improved by curb, sidewalk, paving, etc., yes. If the street is entirely unimproved, no.

If the street has been improved by curb, sidewalk, oiled roadway, but no gutter (concrete, brick or granite block) and standing water is due to the fact that the grade of the street is so flat that the water will not run off, the Bureau of Engineering will recommend the construction of a concrete gutter as the only means of relief; said construction to be at the expense of the property owner.

Q.—Can I place a bridge over the gutter for an entrance to my property?

A.—No. Bridges over the gutter are not permitted.

The curb must be cut down for an entrance to your driveway. Permits and plans issued in Room 750, City Hall.

Q.—Can I discharge waste water from my automobile wash rack into the gutter?

A.—Yes. Providing there are no storm drain facilities for such usage, in which event apply to Bureau of Engineering, Room 750,

for permit and detail plans for sidewalk drain to be constructed below the sidewalk and through the curb. Then, upon payment of necessary fees, permit will be issued.

Q.—The people on my street throw lawn cuttings and rubbish into the gutter. Can this practice be stopped?

A.—Yes. Notify the Bureau of Engineering, Room 700.

It is unlawful to allow any soil, rubbish, trash, garden refuse, tree trimmings, ashes, tin cans or other waste or refuse to remain upon any public sidewalk, street or alley. Section 56.08, Municipal Code.

Q.—Do the trees on sidewalk have to be trimmed?

A.—Yes. Make application for permit to the Division of Forestry, Room 223, City Hall.

Trees must be trimmed to preserve their symmetry. Where trees are greater than 15 feet in height the lower limbs must be removed so that at no time shall any portion be nearer than 9 feet above the sidewalk, street or alley. Section 56.08, Municipal Code.

Q.—The trees are tearing up the sidewalk in front of my house. Can I take them out?

A.—Make application to the Division of Forestry, Room 223, City Hall, and an inspection will be made and permit will be issued if it is found that good and sufficient reasons exist for the removal of said trees.

When trees are cut down the roots must be removed and the parkway replaced on an even surface. Section 63.26 *et seq.*, Municipal Code.

Q.—I want to get the street in front of my property improved. How do I proceed?

A.—If improvements are desired under the Assessment plan of the Street Improvement Act of 1911, first decide on what kind of improvement you want. Then apply to the Bureau of Engineering for a petition, for Street Surface—Room 555. For Sanitary Sewer, Room 708; for Storm Drain, Room 608. Obtain signatures of prop-



erty owners representing at least 55 per cent of the frontage along the proposed improvement and then file with the City Clerk.

The Council will send the petition to the Engineer for check of frontage. Engineer will return same with report to the City Council, which will then give necessary instructions.

If you are the owner of all the frontage, or are able to get all the owners to join with you, a Class "B" or "C" permit can be secured in Room 555, for the improvement and much time and expense may be saved.

*Q.*—I want to get the street in front of my property resurfaced. How can I get this done?

*A.*—The City will resurface streets or alleys upon the payment by the property owners to the City of a sum equal to approximately 3 cents per square foot of street or alley to be scarified and oiled. Or, the property owners may file a majority petition with the City Clerk, asking that the street or alley be resurfaced. If done by petition of the property owners, an assessment is levied against each piece of property benefited (Ordinance No. 41060) at a flat cost of 3 cents per square foot, or, if the street has a satisfactory surface, which is in need of maintenance, contact the Bureau of Engineering, Room 700.

*Q.*—I wish to grade down or fill the street in front of my property. How do I proceed?

*A.*—Secure an excavation waiver blank from Room 555, Bureau of Engineering. After the blank is properly signed file with the Board of Public Works, which body, after the required investigation, will act accordingly.

The excavation waiver blank is also used for fills in streets or alleys.

Fees are required in accordance with Section 62.10 *et seq.*, Municipal Code.

*Q.*—The City does not sprinkle the street in front of my property. Why is this not done?

*A.*—Sprinkling service is given to improved streets only, and then only when the surface is worn sufficiently to cause dust. Streets

that are not improved are not sprinkled by the City. Bureau of Engineering, Room 700, City Hall, has charge of the sprinkling.

*Q.*—Does the City clean and repair the street in front of my property?

*A.*—Yes. If the street has been improved it will be cleaned by the City forces. Paved streets are swept and cleaned by vacuum cleaners or hand sweeping.

The City makes necessary repairs to paved streets.

The Bureau of Engineering, Room 700, City Hall, has charge of this work.

*Q.*—How can I tell if a certain street is improved and with what it is improved?

*A.*—Call at the Bureau of Engineering, Room 555, City Hall, where you will be furnished the desired information.

*Q.*—How can I ascertain the proposed cut or fill in front of my property?

*A.*—Call at the Bureau of Engineering, Room 555, City Hall, and if profile has been made and grade line shown thereon the information can be given you.

*Q.*—How may I determine whether or not my lot is on filled ground and the depth of such fill?

*A.*—The City Engineer has records of fills within the street lines if such fills were made after the streets were dedicated, but has no record on the lots. You should employ the services of a Registered Civil Engineer to take borings on the lot in order to be positive of the quality and depth of fill.

*Q.*—Where can I find a record of the legal proceedings for the improvement of streets?

*A.*—The Bureau of Engineering, Room 650, City Hall, has references to this record. Ordinances, notices of street work, affidavit of posting and copies of contracts, etc.



Q.—Where can I obtain an estimate of the cost of street improvements?

A.—Bureau of Engineering, Room 555, City Hall.

Q.—What constitutes legal authority authorizing issuing of permits for excavations and use of streets, alleys or other public places by public utilities or corporations?

A.—The corporation or public utility desiring to excavate or use the streets, alleys or other public places for the extension of their lines or service must have a franchise and shall make the usual application and deposits in accordance with Section 62.03 *et seq.*, Municipal Code, before a permit will be issued.

Q.—I wish to excavate in the street in front of my property. Do I have to have a permit?

A.—Any person, firm or corporation desiring to excavate in an alley, street or other public place, shall make written application to the Board of Public Works, through its Bureau of Engineering. Said application shall set forth the name and address of person, firm or corporation making application, and shall state in detail the location and area for each excavation, also the purpose for which the excavation is to be made and used; also a plat in duplicate shall be filed showing the location and dimensions of each proposed excavation thereof, provided that the filing plats shall not be required when excavations are made for service connections, for the location of trouble in conduits or pipes, or for making repairs thereto. The foregoing must be complied with before a permit will be issued. Permits will then be issued upon payment of the required fees. Permits shall be cancelled after 60 days if no work is done thereunder. Section 62.03 *et seq.*, of Municipal Code.

Q.—How can I find the dimensions of my lot?

A.—Call at Room 505, City Hall, where maps will be shown you with the dimensions marked thereon.

Q.—How can I tell if a certain piece of property is in any industrial district, or in the fire limits and how zoned?

A.—Call at City Planning Commission, Room 361, City Hall, and this information will be given you. Maps showing set-back lines are also on file in that office.

Q.—How can I get the correct number for my house?

A.—Obtain the legal description (lot, block and tract) of your property and apply to the Bureau of Engineering, Room 505, City Hall, where the correct number will be given you.

All entrances to building from the public streets must be numbered by placing the number upon or immediately above the door or gate closing said entrance. See Section 63.11, Municipal Code.

Q.—How can I obtain the legal description of a piece of property from the house number.

A.—Call in person at Room 505, City Hall, where this will be furnished you.

Q.—I wish to have the name of the street I live on changed. Can this be done?

A.—Yes, it is possible. Consult the Bureau of Engineering, Room 505, City Hall, for a list of available names in order to avoid duplication of existing street names. Street names may be changed by the property owners filing a petition with the City Clerk, asking for a change of name, and they may suggest one or more names. The petition is referred to the Bureau of Engineering for a report and to the Board of Public Works; if favorable, the City Council may pass an ordinance changing the name.

Q.—How can I find the former names of a street which has been changed?

A.—The Bureau of Engineering, Room 505, has a record of all the changes of street names; also a record of all the present names of streets in the City of Los Angeles.

Q.—I wish to have my lot surveyed and staked. Can I have this done by the City Engineer?

A.—No. The City Engineer does no private surveying. It will be necessary to engage either a licensed surveyor or registered civil engineer to whom all of the City Engineer's records are available.

Q.—What is the area of the City of Los Angeles?

A.—The area of the City of Los Angeles on January 1, 1937, was 450.75 square miles. The area of the original City, as incorporated in 1850, was 28.01 square miles.

Q.—A street sign (or post) needs repairing (or replacement) near my home; where do I make request to have this done?

A.—Communicate with the Bureau of Engineering, Room 700, City Hall.

Q.—Am I permitted to build a fence, wall or hedge exceeding 6 feet in height adjoining my neighbor's property?

A.—No. Section 41.30, Municipal Code, regulates the height of fences, etc. Copies of said section may be obtained in the City Clerk's office, Room 195, City Hall.

Q.—Am I permitted to string radio aerial wire across street or alley?

A.—No.

Q.—Am I permitted to hang decorations in the street?

A.—Yes, by writing to Board of Public Works and securing its permission.

Q.—What City department has jurisdiction over public streets, alleys, walks, bridges, sewers, storm drains, etc.?

A.—Board of Public Works.

Q.—A portion of the dedicated street abutting my property is not being used. May I build my house, garage, fence or wall in this unused portion?

A.—Write a letter to the Board of Public Works giving full particulars. An investigation will be made and revocable permission may be granted, dependent upon conditions, and a permit issued upon payment of the required fees.

Q.—How may I be assured of receiving all post card notices mailed by City departments which affect my property?

A.—See that your name and address is registered in the City Clerk's office, Room 248, City Hall, opposite the description of each piece of property you own within the City.

Q.—How can I determine the elevation above sea level of my particular location within the City?

A.—Call at Bureau of Engineering, Room 608, City Hall.

Q.—I was not assessed for the sewer built in front of my property. Will I have to pay to connect the house?

A.—If a main line sewer exists and there is no existing house connection, it is possible that the sewer was built under a bond issue. Under Section 64.12 *et seq.*, Municipal Code, you will be required to pay \$1.35 per front foot. This is in addition to the connecting permit fee and charge for cutting pavement, etc.

Permits for all sewer connections are issued by the Bureau of Engineering, upon proper application, to bonded sewer contractor only. Contractor must state in his application the number of holes he will dig, and pay additional charges for resurfacing the excavation, based on the kind of surface put on. The resurfacing is done by City forces and charged against the deposit which must be filed. The charge of \$1.35 referred to, is reduced to 50 cents per front foot when connections are made to sewers installed and financed as Relief projects.

Applications furnished by the Bureau of Engineering. All work to be done in accordance with Section 64.12 *et seq.*, Municipal Code.

Q.—A sewer has been constructed to my property and I am going to connect to it, abandoning the cesspool now in use. Will I have to have the cesspool pumped out and filled?

A.—Yes. Section 94.67, Municipal Code, provides that all abandoned cesspools shall be cleaned and filled under supervision of City inspectors.



*Q.*—I have signed a contract with a solicitor for construction of a house connection sewer for my property. I now find that the price quoted was much too high, or I cannot locate the contractor. Is this contract binding and will I get into trouble by having another contractor do the work?

*A.*—The City is in no way a party to these contracts. Property owners are cautioned to make such contracts only with reputable contractors, and are advised to take up matter of validity and possible consequence of breaking such contract with their personal attorneys.

*Q.*—Can I run the storm water from my yard or house into the sewer?

*A.*—No. The discharge of storm water from roofs and yards into the sanitary sewers is prohibited. (Section 64.06, Municipal Code.) It is also unlawful to discharge irrigation water upon any public street or alley in the City of Los Angeles. (Section 62.80, Municipal Code.)

*Q.*—I live in the Hollywood District and a water course runs through my property. May I cover it?

*A.*—Yes. Water courses and washes in the former City of Hollywood may be covered over by obtaining permission of the Board of Public Works and by complying with the requirements of Section 64.08, Municipal Code.

Call at the Bureau of Engineering, Room 608, City Hall, or 6225 Santa Monica Boulevard, for instructions.

*Q.*—On my lot is an easement or right of way for a storm drain and sewer. How can I tell if either or both of these have been constructed, and if so, to what depth and location on the lot?

*A.*—Call at Bureau of Engineering, Room 608, for storm drain, and Room 708 for sewer, and this information will be given you. The Bureau of Engineering has a record of all existing sewers and storm drains constructed by the City and can also give other information on all easements or right of ways of record, such as width of easement, purpose, restrictions and other data.

Full information as to all privately owned substructures is available in Room 708, City Hall.

*Q.*—I wish to build on my lot on which is an easement to the City for a storm drain or sanitary sewer. Storm drains, or sewers, were never constructed thereon and none will be required. Will the City release the easement and its rights on this lot?

*A.*—Make formal request to the City Council, stating the above facts, and after an investigation, disclosing that the easement will no longer be required, the City Council may grant a quitclaim deed to the property owner.

*Q.*—There is a storm drain on a right of way across my property. Can I construct a residence, apartment house, or factory building over it, and can I lay the foundation for the structure on the storm drain pipe?

*A.*—Consult with the Bureau of Engineering, Room 608, where information regarding loads on storm drain and special provisions for foundations will be furnished.

*Q.*—I wish to construct a storm drain across my property and fill in a natural wash, water course or storm water channel. Will the City permit this, and if so, will a detailed construction plan be necessary if I do the work?

*A.*—Yes. Permits "B" and "C" will be issued by the Bureau of Engineering, Rooms 555 and 608, upon payment of fees incidental to inspection and engineering of the work. Plans are required, and may be obtained from the Bureau of Engineering upon application and payment of fees necessary for their preparation, or, they may be prepared by a registered civil engineer and submitted to the Bureau of Engineering for approval.

*Q.*—Catch basin in front of my property is stopped up and water stands in street, forming a pool. How can this be remedied?

*A.*—Notify Bureau of Engineering, Room 746, and maintenance force will clean out, make repairs and remove the nuisance.

*Q.*—Where can I obtain information relative to the amount of water that a certain storm drain carries and the area that contributes water to that drain?

*A.*—Consult the Bureau of Engineering, Room 608, City Hall.



Q.—I want to drive a herd of cows or animals through the City. How can I do so?

A.—To drive loose animals upon the public streets, a permit is required. Permits issued by the Bureau of Engineering. A deposit is required, the amount being regulated by the number of animals driven. For any damage done by said animals the amount of same is kept from the deposit. Section 62.95, Municipal Code.

Q.—Is a permit necessary to erect a sign or billboard in the City of Los Angeles?

A.—Yes, providing the area of the sign or billboard is over 12 square feet. Signs and billboards are permitted in certain districts only.

For purpose of regulation, signs and billboards are divided into districts, as follows:

1. Business districts.
2. Semi-business districts.
3. Residence districts.

Districts and regulations are defined in Section 18.03, 92.01 and 41.12, Municipal Code. No signs permitted on sidewalks or in parkways.

No sign or billboard shall be more than 10 feet high; the base line shall be at least 12 inches from the surface of the ground and not more than 5 feet except on property used for certain commercial purposes.

Should the surface of the ground be below the street level, the base line shall be no less than 12 inches nor more than 5 feet above the said street level.

Any person, firm or corporation desiring to erect any sign or billboard shall file application with the Bureau of Engineering, showing location and legal description of property; also plans and specifications to show surface area of said signs and billboards.

A fee of 50 cents for every 25 lineal feet or fraction thereof shall be paid before a permit will be issued.

Q.—Is a permit necessary to move a house from one location to another?

A.—Yes. To move any building or section of building over or along any street or alley in the City of Los Angeles, a permit is required and will be issued by the Bureau of Engineering to licensed house movers only and in accordance with Section 62.82 *et seq.*, Municipal Code.

House moving permits may be issued at all branch offices except Hollywood.

Q.—The weeds on the property adjoining mine are a fire menace. Can they be ordered removed?

A.—This may be accomplished in two ways. Vegetation which constitutes either a fire or health menace is prohibited within 150 feet of any wooden building. Each year between about June 1st and August 15th, the Lot Cleaning Section of the Bureau of Engineering, acting under authority of the California State Weed Act, destroys weeds on vacant lots, if the owners themselves have not done so before the arrival of City forces. The cost of this service is included in the tax bills. During the period mentioned most of the metropolitan area is covered; also parts of West Los Angeles, Westwood, Venice, Palms and a few of the built-up portions of the San Fernando Valley. However, City lot-cleaning crews do no burning on lots which are improved with buildings. In such cases, if lots, on account of dry weeds or for other reasons constitute a fire menace to nearby buildings, the Fire Prevention Bureau of the Fire Department, 217 South Hill Street, can serve notices on the owners of such properties requiring them to abate the fire hazard, provided they are furnished with the names of the owners and legal descriptions of the properties. Names of owners may be obtained in Room 248, City Hall.

Q.—Where do I obtain a permit for blasting?

A.—The Bureau of Engineering, Room 700, issues permits for blasting under the provisions of Section 54.64 *et seq.*, Municipal Code.

Q.—What is a franchise?

A.—The term "franchise" is used here in the sense of a legal right granted by the City. This legal right (usually the privilege of using or passing over) is granted to public utility corporations upon real estate (usually streets) controlled by the City. For reasons which will later appear, these franchises are divided into two classes: (1) Fixed term, and (2) Indeterminate.

(1) The maximum for a fixed term franchise is in most cases 21 years; for subways it is 40 years. A fixed term franchise is renewable, but not for longer than 10 years.

(2) Some conditions call for an indeterminate franchise. Where it is not known whether the City may, with impunity, grant a term franchise, it is used; also, it serves as a restraint in case a corporation should not conduct its business to the best interest of the public, for it can be terminated at any time by the City upon a year's notice. Also, an indeterminate franchise is often indeterminate as to the exact extent of area embodied in the agreement. Certain portions may be withdrawn by the City, if necessary, upon proper notice. New portions may be automatically added, as: Should an oil company holding a franchise in this City, also own lines in adjacent towns, when these towns are annexed to the City, the company's franchise automatically expands to include the new area at the old terms.

Q.—How do I go about getting the P.W.A. or W.P.A. or other relief agency, to construct a sewer, storm drain or other public improvement?

A.—Consult with the City Engineer, who is the Co-ordinator for all City projects for the City of Los Angeles.

The P.W.A. and W.P.A. will only approve applications for such public works as are authorized by the City Council and as are in full compliance with all the various conditions imposed by the Federal Regulations, such as type of project, proper ratio of cost of materials as to labor, availability of relief labor, and availability of funds.

Q.—There is a dead dog or animal on my property, or in the street in front of same. How can I get it removed?

A.—To get a dead animal removed, telephone to the garbage station at No. 2611 East Twenty-fifth Street. Telephone Kimball 5261.

It is unlawful to bury dead animals in the City of Los Angeles.

Q.—Does the City remove non-combustible rubbish, tin cans, ashes, etc.

A.—Yes. Non-combustible rubbish, tin cans, ashes, etc., are collected by the City from residences and with no charge to the property owner.

Combustible rubbish may be burned by property owners in their private incinerators on the property.

When combustible rubbish is removed over the public streets by private contractors, same is at the property owner's expense and under the jurisdiction of the Board of Public Works, and all such rubbish shall be delivered to the Municipal Incinerator.

Parties in the business of hauling rubbish must have a permit from the Board of Public Works. (Section 66.08, Municipal Code.) Apply at Room 700, City Hall, for permit application blanks.

Q.—Does the City collect garbage?

A.—Yes. The City collects garbage and it is unlawful for anyone not an employee of the City of Los Angeles, or its contractors, to remove or convey garbage along any public street.

Collections are made every night in the downtown district, and two and three times per week in the residence district, (Section 66.01 *et seq.*, Municipal Code.)

Q.—Can I remove sand or gravel from the official bed of the Los Angeles River without a permit?

A.—No. Parties removing sand or gravel from the river bed must have a permit from the Board of Public Works.

The place of removal and regulations are defined in Section 63.124, Municipal Code.



*Q.*—Under what conditions may a street be closed to the public?

*A.*—Section 734 of the Civil Code of the State of California grants authority and prescribes procedure whereby the legislative body of a city may withdraw a street, alley or other public place from public use upon determining that such street, alley or other public place is in a dangerous and impassable condition. Under this procedure, the City Council adopts required ordinance closing the street to public use, which ordinance provides that at such time as the street is satisfactorily improved and the hazard removed, the street may by resolution of the Board of Public Works, be restored to public use. In posting the street as being closed to public use, a notice to that effect is erected and a barricade is also erected in such a manner as to not prevent any abutting property owners from using the street; such property owners not being barred from ingress and egress to their property.

*Q.*—Will I be subject to a penalty if I continue to use a street that is closed to the public?

*A.*—No. You are using such street, however, at your own risk.

*Q.*—Will my garbage be picked up if it is not in a regulation container?

*A.*—No. The regulations specified in the Municipal Code provide that each garbage receptacle shall be constructed of metal; that it be water-tight and so constructed so as not to contain less than three, nor more than 16 gallons and be provided with handles and a tight-fitting cover.

*Q.*—Is it permissible to use a vacant lot for the dumping of tree trimmings, grass cuttings, or any other rubbish?

*A.*—No. Combustible rubbish may be burned in your own private incinerator, or it must be otherwise disposed of by engaging a licensed rubbish collector to dispose of the same in the Municipal Incinerator, or at any other location which may be specifically set aside for dumping purposes.

*Q.*—Is it permissible to burn combustible rubbish on a vacant lot?

*A.*—No. Same as above.

*Q.*—What is the procedure to be followed to obtain permission to use searchlights or floodlights in the street at my place of business for a celebration?

*A.*—Individuals desiring to obtain permission for a placement of fixed flood lights upon the sidewalks must file a written application with the Board of Public Works, giving all particulars, and upon being granted such permission must comply with all of the conditions imposed. The parking of automotive equipment in the roadway at the curb upon which is mounted flood lights is governed by the traffic laws and parking regulations under the jurisdiction of the Police Department. Upon written application, the Board of Public Works may grant permission for placing fixed objects within the public streets. In such cases conditions are imposed looking toward minimum interference and maximum safety to traffic, both pedestrian and vehicular.

*Q.*—Is it permissible to sell merchandise on sidewalks?

*A.*—No. It is contrary to the best interests of the public to permit the use of sidewalks for the purpose of selling merchandise.

*Q.*—How many feet from the property line may I display merchandise?

*A.*—In the absence of any set-back line as may be established by City ordinance, merchandise may be displayed upon private property, but not beyond the private property onto the public sidewalk, or street.

*Q.*—May I have a portable sign on my parking strip?

*A.*—No. The displaying of advertising signs, either portable or fixed, is prohibited in the public streets, including the parking strip.



**Q.**—What is the procedure to be followed to obtain permission to maintain building footings or foundations which project into public streets or alleys?

**A.**—An application in writing, with detail plans must be filed with the Board of Public Works to secure permission to install and maintain building footings or foundations which project into public streets or alleys. Upon being granted permission for this by the Board of Public Works, such number of copies of plans as may be required by the City Engineer must be furnished and a permit must be obtained from the City Engineer's office, at which time fees as prescribed by the Municipal Code must be posted.

**Q.**—What do the different colored curb zones on streets designate?

**A.**—Red indicates "No Parking," yellow indicates "Loading Zone," green indicates "20 Minute Parking Limit," white indicates "Passenger Loading Zone," in front of hotel entrances, etc. The jurisdiction of designating these colored curb zones is a function of the Police Department under ordinances adopted by the City Council.

## **Synopsis of Street Improvement Acts and Permit Ordinances**

### **Special Assessment Investigation, Limitation and Majority Protest Act of 1931**

This is an act passed by the State Legislature and effective August 14, 1931, which must be complied with for nearly all public improvements or acquisitions under provisions of State Laws, where an assessment is to be levied on private property to pay the cost of such improvement.

The act requires that before any Ordinance of Intention may be passed by the City Council for the construction of any public improvement or acquisition of property for public use where the cost is to be specially assessed in whole or part upon lands, that the City Council must proceed as required by this act, substantially as follows:

(1) The City Council shall determine the nature, location and extent of the proposed improvement; the general boundaries of the proposed assessment district; the amount, if any, to be allocated toward the cost of the improvement and the statute under which the proposed proceedings are to be conducted.

(2) If the City Council finds, after taking the steps provided in (1) above, that the initial view of the said Council is that the probable assessments will not exceed the limitations set up by this act, it may in its discretion cause post card notices to be mailed to all the property owners in the proposed assessment district to learn whether the owners of at least 15 per cent of the area within this district want the investigation and report required by the act to be made. If the owners of 15 per cent or more of the area within this district demand that the investigation be made, then such investigation must

be made; otherwise, the City Council may proceed without complying with this act except the provisions regarding a majority protest.

(3) If the City Council does not decide to have post card notices sent out as provided in (2), or if after sending out such notices the owners of 15 per cent or more of the area within the proposed assessment district demand that the investigation required by this act be made, then the City Council must have a written report prepared, which shall contain in addition to the items in (1) a map showing the general location, nature and extent of the proposed improvement and acquisition, and the lands to be assessed; the total estimated cost with estimated cost of each class of work enumerated and the estimated cost of the acquisition; the assessed value, true value, the amount of unpaid special assessments, the estimated amount of pending assessments, the estimated assessment to be levied for the proposed improvement and acquisition against each lot in the proposed assessment district and the number of years for maturity of bonds if any are to be issued, the number of installments of the principal of such bonds and the interest rate for said bonds.

(4) When said report has been approved by the City Council, notice is sent to each property owner in the assessment district regarding the proposed improvement, estimated cost, assessed and true value of the land in the district, the total estimated assessment, the estimated assessment against the lands of the person to whom that particular notice is sent, the contribution to be made toward the cost of this improvement and the time and place where protests will be heard. These notices are mailed at least 30 days prior to said protest hearing. If the owners of a majority of the area protest the improvement the work must be abandoned and not started again for at least one year. Within ten days after the conclusion of the protest hearing a report and recommendation is filed and within 30 days from said filing the two reports shall be considered and if the Council so decides, it may proceed with the improvement under the statute to be used unless the report shows that the proposed assess-

ment against any lot within the district will exceed one-half of the true value of such lot, or the total amount of the proposed assessment when added to all existing unpaid assessments shall exceed one-half the true value of all lands within the district. If these limits are exceeded the work must be abandoned, or modified to be within the limits, or an allocation made to cover the amount in excess of the limitations, or the Council may decide by a four-fifths vote of all members that the work may proceed and the limitations may be exceeded if in the opinion of the Council the land will be able to stand the assessment. The actual assessments for the work must not exceed the estimate by more than ten per cent.



## Steps Necessary to be Taken to Comply with the Special Assessment Investigation, Limitation and Majority Protest Act of 1931

(Time Indicated is Minimum)

Indefinite—

City Engineer checks petition and prepares preliminary report.

City Council instructs Engineer concerning improvements.

City Engineer prepares plans and map showing nature of work and assessment district.

City Council approves map.

City Engineer prepares report in accordance with the provisions of this Act.

City Council approves report.

0 day—City Clerk sends post card notices in accordance with the Act.

30 days—Hearing on report is held.

31 days—The report and recommendation is filed with City Council.

32 days—Council decides to proceed with the improvement or otherwise.

33 days—Proceeding then continues under the provisions of one of the State Improvement Acts.

**IMPROVEMENT ACT OF 1911**—This is the State Law, under the provisions of which most of the street improvement work in the City, along the boundary, extending into the County or into other cities has been done. It provides for the construction of work in public streets and on tide and submerged land belonging to the City, such as pavements, curbs, sidewalks, gutters, breakwaters, levees, sanitary sewers and storm drains, for the installation of ornamental lighting systems, and for the installation of water mains and service connections.

After a petition for street improvement has been filed with the City Clerk, the City Council instructs the City Engineer to report

on this petition. This report includes a percentage check and if the petition is a majority one, additional information regarding the proposed improvement, estimated proposed assessment, value of land to be assessed and outstanding assessments are furnished, these items being estimated roughly without undue delay and expense. With this information the Council then determines the procedure to be followed in order to comply with the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 and instructions thereto are issued. This latter act is then complied with, as more fully described under the synopsis of this act on pages 69 to 72.

After the provisions of the last mentioned Act have been complied with the Council adopts the Ordinance of Intention, after which notices of street work are posted along every street in the assessment district. Post card notices are also mailed by the City Clerk to the owner, as shown in the records of the City Clerk, of each lot in the assessment district. In the Ordinance of Intention, mailed notices and Street notices are stated the time when protests will be heard. All protests against the proposed work, the extent of the assessment district or the grade to be used must be filed with the City Clerk prior to that time. A majority protest of the area in the assessment district halts proceedings. If no protests are filed, or, if filed and are denied, the Council adopts a Final Ordinance ordering the work.

The Board of Public Works advertises for and receives bids and awards contract to the lowest bidder. The owners of three-fourths of the frontage may take the contract away from the low bidder at the prices of the said low bid. Contractor may sign the contract 11 days after publication of the award and must sign within 25 days after said publication. Contractor must begin work within 15 days after signing contract. City Engineer supervises work as it progresses and accepts same when completed. Board of Public Works approves the Engineer's acceptance.

Bureau of Street Assessments prepares assessment roll and warrant which are approved by Board of Public Works. Property owners have approximately 20 days in which to appeal the assessment to the City Council or to protest against the acceptance of the work by the Board of Public Works, and 30 days thereafter in which to pay cash for the work. City Treasurer issues bonds for unpaid assessments in amounts of \$25.00 or over, payable not less than



one-fourteenth annually, interest not to exceed 10%, payable semi-annually. Assessments of less than \$25.00 must be paid in full within 30 days after approval of assessments by the Council.

Except as especially provided in the Act, assessment districts comprise only frontage lots. These are assessed in accordance with the benefits received.

Assessments for storm drain improvements are made on the basis of area, this being an exception to the above paragraph.

Work on one side only is charged to the frontage lots on that side.

Council may omit all public land from an assessment.

Property owners may perform grading work themselves and receive credit on assessments if the work is done and a record is filed with the City Engineer before the Ordinance of Intention is adopted.

## Steps Necessary to be Taken in the Performance of Work Under Improvement Act of 1911 Proceedings

(Time Indicated is Minimum)

Indefinite—

Property owners ask for petition.

City Engineer prepares petition.

Property owners circulate petition.

City Council receives petition.

City Council refers petition to Engineer.

Proceedings required by the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 described under the synopsis of that act on pages 69 to 72 are taken.

0 day—City Council adopts Ordinance of Intention and fixes date for hearing protests.

6 days—Ordinance of Intention published.

7 days—City Clerk mails post card notices to property owners.

8 days—City Engineer prepares street notices for posting.

12 days—City Engineer posts notices of street work.

30 days—Time for protesting against improvement expires.

33 days—City Attorney approves validity of proceedings to date.

34 days—City Council adopts final ordinance.

35 days—Mayor approves final ordinance.

40 days—Board of Public Works prepares invitation for bids.

43 days—Invitations for bids to be published. City Engineer prepares bidding blank for contractor.

55 days—Board of Public Works opens bids.

69 days—City Engineer reports on bids.

70 days—Board of Public Works awards contract and prepares notice of award for publication.

75 days—Award of contract published.

85 days—Property owners' last day to protest against errors in Proceedings.

Property owners' ( $\frac{3}{4}$ ) last day to take contract.

100 days—Contractor's last day to sign contract.

115 days—Contractor's first day to begin work.

Indefinite—

City Engineer inspects work while in progress.

Contractor completes work.

City Engineer accepts work.

City Engineer prepares assessment diagram and final estimate of cost.

Board of Public Works adopts resolution officially accepting work.

Street Assessment Bureau prepares assessment roll and warrant.

Board of Public Works approves assessment roll and warrant.

Assessment Roll filed with City Clerk and property owners have approximately 20 days in which to appeal from the assessment, or to protest against the assessment of the work.

Street Assessment Bureau records assessment and property owners have 30 days in which to pay their assessments in cash.

The City Treasurer issues bonds for the unpaid assessment amounting to \$25.00 or over, payable not less than one-fourteenth annually, interest not to exceed 10%, payable semi-annually.

Property owners can secure discharge of bonds at any time before maturity by paying amount unpaid on principal sum, all interest accrued and unpaid, all penalties accrued and unpaid, and the two semi-annual installments of interest which will next become due.

**STREET IMPROVEMENT ACT OF 1913.** The principal difference between this act and the Improvement Act of 1911 is that this one provides that where excessive cuts or fills might cause material damage to property, the amount of this damage may be determined in advance by the Board of Public Works and added to the contract cost before figuring the assessments. It is then paid to the owner of the property so damaged. Furthermore the assessments are collected in advance, and the Contractor is not notified by the Board of Public Works to start work until the funds are all in hand in cash or bonds. The contractor may, at his own risk, begin work before the assessments are all paid, providing he obtains permission from the Board of Public Works.

## Steps Necessary to be Taken in the Performance of Work Under Street Improvement Act of 1913 Proceedings

(Time Indicated is Minimum)

Indefinite—

Property owners ask for petition.

City Engineer prepares petition.

Property owners circulate petition.

City Council receives petition.

City Council refers petition to Engineer.

Proceedings required by the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 described under the synopsis of that act on pages 69 to 72 are taken.

0 day—City Council adopts Ordinance of Intention and fixes date for hearing protests.

6 days—Ordinance of Intention published.

7 days—City Clerk mails post card notices to property owners.

14 days—City Engineer posts notice of street work.

15 days—Notice of street work published.

35 days—Time for protesting against improvement expires.

38 days—City Attorney approves validity of proceedings to date.

39 days—City Council adopts final ordinance.

40 days—Mayor approves final ordinance.

44 days—Notice of damage hearing published.

90 days—City Engineer prepares estimate of amount of damages.

Board of Public Works hears petition for damages.

City Engineer prepares bidding blanks for contractor.

Board of Public Works opens bids.

City Engineer reports on bids and prepares final estimate of quantities and cost.

Board of Public Works awards contract.

91 days—Board of Public Works prepares draft of contract.

95 days—City Attorney approves draft of contract as to form.

96 days—City Council receives draft of contract for approval.

98 days—Board of Public Works receives draft of contract approved.

100 days—Contractor is served with written notice of award of contract.

110 days—Contractor signs contract.

Indefinite—

City Engineer prepares assessment diagram.

Street Assessment Bureau prepares assessment of total cost of improvements and damages.

Board of Public Works adopts assessment and accompanying report.

City Clerk receives assessment and accompanying report.

City Council sets time for hearing protests against assessment, after which it confirms assessment. (40 days consumed.)

Street Assessment Bureau records assessment.

Recording of assessment notices to be published. (10 days consumed.)

Property owners have 30 days in which to pay cash.

Street Assessment Bureau forwards to City Treasurer (via Board of Public Works) list of unpaid assessments in amounts of \$25.00 and over. (2 days consumed.)

City Treasurer issues bonds and advertises for bids on same. (25 days consumed.)

Board of Public Works receives report from City Treasurer as to sale of bonds. (3 days consumed.)

Board of Public Works, if fund is complete, serves written notice on contractor to begin work. (2 days consumed.)

Contractor must begin work within 20 days after notification that there is sufficient cash and bonds in fund to pay contract price.

Indefinite—

City Engineer inspects work while in progress.

Contractor completes work and applies to Council for acceptance.

City Engineer forwards certificate of completion to City Council.

City Council officially accepts work and instructs City Treasurer and Board of Public Works to pay contractor or his assignees.

## Vacations

The vacation of public streets and alleys is often necessary in the growth and development of the city. In many instances it is found that streets, etc., laid out in tracts recorded years ago, are due to later development of adjacent property, no longer in a practical location on account of their failure of alignment with the later streets. In these instances the old streets can be abandoned and the resultant acreage subdivided so as to conform to the surrounding streets, which result in a benefit both to the owner and the general traveling public. In other cases streets formerly laid out in the form of a townsite or in a subdivision of building lots which fail to develop as contemplated, can be vacated and restored to acreage and used for agricultural purposes.

In other instances it is found that streets were formerly laid out to a much greater width than is necessary and the cost and expenses of improving and maintaining these streets can be greatly reduced by narrowing them by means of vacating strips along the sides. This especially applies to hillside streets where any improvement is necessarily expensive.

In connection with vacations it is required under the provisions of Ordinance No. 17,801 to file a new map for record which shall include the portion of the street, etc., vacated, and also the surrounding property. (See pages 80 and 81 for procedure.) The purpose of this map is to simplify the property holdings for assessment and mapping purposes, old and possibly conflicting lines being wiped out. This map also shows any streets or alleys dedicated to the new plan of subdivision, which plan is subject to Council approval and must conform to the Subdivision Law.

As a general rule, the vacated streets or alleys reverts half and half to the abutting property, but more strictly speaking to the property from which it originally was taken.



## **Steps Necessary to be Taken and Time Involved in the Process of Vacating Public Streets and Alleys in the City of Los Angeles Under the Street Opening Act of 1889**

Interested property owners file written request for vacation with City Clerk, which is given file number.

Clerk presents request to Council for its action.

Referred to Engineer for investigation, with instructions to report directly to the Street Opening and Widening Committee.

File mailed to Department of Water and Power for their report as to the status of public utilities involved in the street, etc., proposed to be vacated, and their attitude towards vacation.

File returned by above Departments to City Engineer, together with their reports.

File referred to Board of Public Utilities and Transportation for a similar report and recommendation.

File returned to City Engineer.

Report on proposed vacation transmitted to Street Opening and Widening Committee. This report consists of frontage report on signatures to petition; result of investigation on the ground, the question of street widths, grades, alignment, drainage and sanitary sewers; the necessity of any easements or rights of way reserved or obtained or rights of way reserved or obtained; a resume of the letters of the Utility Departments; general recommendations.

Opening and Widening Committee receives above report.

Street Opening and Widening Committee reports to Council its action upon the petition and City Engineer's report.

Council acts on Committee's report; City Engineer, City Attorney and petitioner notified of this action by City Clerk.

If Council action is favorable to vacation City Engineer notifies petitioner to advance deposit sufficient to cover incidental expenses of vacation. Unexpended balance to be later returned to petitioner who advanced same. In the event that the deposit is insufficient a further demand is made.

Petitioner deposits estimated amount of incidental expenses.

Engineer furnishes Attorney with description of land to be vacated and of the Assessment Districts, for Ordinance of Intention.

Attorney transmits copy of Ordinance of Intention to Council.

0 day—Council adopts Ordinance of Intention.

1 day—Mayor approves Ordinance of Intention.

4 days—Ordinance of Intention is published (once).

City Engineer prepares Notice of Public Work.

11 days—Engineer posts the street or alley and reads proof on notices for publication.

13 days—Notice of Public Work is published (10 times.)

33 days—Last day to file written protests against proposed vacation is 10 days from the date of last publication of notice of Public Work.

Council hears protests, if any, and passes upon same.

If no protests were made or if protests have been denied, Engineer notifies petitioner or his engineer to submit map for recording as prescribed by Ordinance No. 17,801.

Note—To save time this map could have been prepared beforehand and tentatively approved, in cases of an involved plan of subdivision.

## Street Opening and Widening

The laying out, opening, extending, widening or straightening, in whole or in part of public streets, alleys, etc., within municipalities or within unincorporated territory and one or more municipalities or within two or more municipalities, and the establishment of assessment districts to pay the costs and expenses of such improvements, is usually done under the Street Opening Act of 1903, as amended. It is the most practical method we have for the acquiring through condemnation of land for such purposes through property already subdivided and sold off in small parcels, wherein the property owners are neither willing to deed the necessary land nor to dedicate the same on a new subdivision. The length of time required to carry out a proceeding of this nature is variable, depending upon the length of the street to be opened or widened, the number of parcels to be acquired, the difficulty of serving the defendants, and the attitude of the property owners toward the proposed improvement. It is seldom that the simplest kind of proceeding, however, can be brought to completion in less than one year.

The costs and expenses of acquiring the necessary land under this Act are paid for by special assessments on the property within the districts determined to be benefited thereby.

In many instances the necessity of the opening and widening of streets could have been avoided if the city had originally been laid out on a more definite plan, providing for main thoroughfares in all directions. However, since the city has been laid out and continuously added to by a patchwork of subdivisions at various times, it has been impossible to plan for the future without the necessity of opening new streets and the widening of others.

Bonds may be issued for the cost of opening and widening proceedings. These are provided for under the Street Opening Bond Act of 1911 to represent all assessments of \$25.00 or over remaining unpaid 30 days after the recordation of the assessment. Such bonds may extend over a period not to exceed 20 years from the second day of July next succeeding 30 days from and after the date of said bonds, the rate of interest not to exceed 7%. It may be provided by resolution that the first payment on the principal shall become due in not to exceed three years from the second day of July next following the date of said bonds.

The following tabulation shows the steps of the proceedings:

## Steps Necessary to be Taken in the Process of Opening, Widening or Extending Streets, etc., Under the Street Opening Act of 1903

Work under this act may be initiated either by Council order or upon petition of the property owners, but the proceedings are subject to the provisions of the "Special Assessment Investigation, Limitation and Majority Protest Act of 1931," mentioned elsewhere in this book.

City Engineer upon request of interested property owners prepares petition.

Petition circulated by parties interested and signatures obtained.  
Petition filed with City Clerk.

Clerk presents file for consideration of the Council.

File referred to Engineer for attention and recommendation.

Engineer checks and verifies the signatures to the petition.

If less than a majority of the area in the assessment district is represented on the petition, property owners are notified to circulate a supplemental petition to obtain the necessary area, and return same to this office, or furnish a bond.

Engineer reports to Opening-Widening Committee of the Council on the proposed improvement, which report, in addition to the area noted above gives the result of an investigation on the ground and general recommendations as to its merits, etc.

Opening and Widening Committee reports to Council.

Council receives Committee's report and Engineer's report.

Council acts on reports.

If this action is favorable toward the proposed improvement, the Attorney and Engineer are instructed to prepare the necessary Ordinance of Intention.

Clerk notifies petitioners of the Council's action.

Engineer makes the survey and prepares original detail map and profiles if change of grade is necessary.

Engineer transmits print of proposed assessment district to the Council to secure approval of the same.

Assessment district approved by the Council.



City Engineer prepares estimates and reports provided for in the Special Assessment Investigation, Limitations and Major Protest Act of 1931, as described elsewhere in this book, and submits same to Council.

Council considers above report and arranges for a hearing, notices of which are mailed to all persons proposed to be assessed. In the event that the limitations are not exceeded and the Council decides to proceed with the improvement, the City Engineer and the City Attorney are so instructed.

Engineer furnishes Attorney with necessary descriptions of the proposed improvement for incorporation in the Ordinance of Intention.

Attorney prepares Ordinance of Intention and transmits same to Council.

Council by said ordinance may elect to pay the whole or any portion of the expenses of the improvement, but the amount of such allocation may later be increased at the discretion of the City Council by resolution adopted at any time prior to the confirmation of assessments.

Council adopts Ordinance of Intention and fixes date for hearing protests.

Mayor approves Ordinance of Intention.

Ordinance of Intention to be published (twice).

City Engineer prepares Notice of Public Improvement which includes a map showing the assessment district and the right-of-way to be acquired; also a statement of the estimated cost of the improvement.

Engineer posts notices on all open streets in the assessment district.

City Clerk notifies property owners of proposed improvement by post cards, stating estimated cost.

Last day allowed property owners to file written protest fixed in Ordinance of Intention not less than 15 days nor more than 60 days after passage of ordinance.

Protests, if any, presented to Council by Clerk.

If no protests, or protests denied, Council has jurisdiction to pass final ordinance.

Council may, at conclusion of hearings on protests, by resolution, make such changes in the assessment district or in property proposed to be acquired, or in grades, as it shall find proper, provision being made for hearing protests against such changes.

Final ordinance prepared by Clerk and adopted by Council.

Final ordinance approved by Mayor and published (once).

City Attorney directed to bring action in the Superior Court to condemn the necessary land.

Attorney makes search of ownership of property involved.

Engineer prepares map of land sought to be condemned.

Attorney to commence action within 180 days from date of Final Ordinance.

When all defendants, served with complaint, have answered or defaulted, upon five days' notice, trial may be set.

If neither side demands trial by jury or by the Court, the Court appoints three referees to determine value of land to be taken.

Referees report on value of land to be taken and improvements affected, within 90 days after the date of appointment. Court may extend this time for good cause.

Court hears report of referees not less than 20 days from date of filing report.

All interested parties notified of hearing at least 10 days in advance.

Notice of hearing published five days.

Court confirms Referee's report—Interlocutory Judgment entered.

Thirty days to appeal Interlocutory Judgment.

Ten days to appeal from order granting or denying a new trial.

Council may abandon proceeding by ordinance at any time up to the payment of the compensation as determined.

Interlocutory Judgment entered, Council directs City Engineer to prepare diagram and deliver same to the Board of Public Works.

Bureau of Street Assessments makes the assessment within 60 days from the time of receipt of diagram—Council may extend this time not to exceed an additional 90 days.

Assessment and diagram filed with the Clerk of the Council.

Notice of filing published ten days.



Printed July, 1937  
CITIZEN PRINT SHOP, Inc.  
536-540 South San Pedro Street