

Redlands, California
October 3, 1946
7:00 o'clock, P. M.

A regular meeting of the Redlands City Council, held at the regular place of meeting.

Present: Councilmen Thornquest, Hyink, Fletcher, ^{Gunter} and Mayor Clapp, Clerk Whaley, Deputy Clerk Macomber, Engineer Coffey, Attorney Wilson, Fire Chief Thomas and Police Chief Peterson.

Absent: Treasurer Godshall.

The minutes of the last regular meeting were read and approved.

APPLICATIONS & PETITIONS

The application of the C. J. Paradis Company for additional storage capacity at the Union Oil Company Station, 303 Orange Street, was granted, on motion of Councilman Thornquest, seconded by Councilman Fletcher, the installation to be according to code and subject to the Fire Department.

The application of the Navy Mothers' Club for permission to sell Navy Tags in Redlands, October 26th, 1946, Navy Day, was granted, on motion of Councilman Gunter, seconded by Councilman Hyink.

The application of the Newbery Electrical Corporation for a refund on Electric Permit #1618, covering the cost of permits on electric motors which were to be installed at the Belding Textile Mill but which have, because of inability to obtain motors, been deleted from their contract with the Belding Textile Corporation, was granted on motion of Councilman Fletcher, seconded by Councilman Thornquest. These motors will be covered by a supplemental permit when they are available to be installed.

The applications of Kather L. Harter, Sophia Dawson and Rachel E. Miller were ordered filed.

COMMUNICATIONS

The following communications were presented and ordered filed.

From the County Housing Authority relative to the County Authority taking over the management of the Veterans' Housing Development in Redlands and stating that an operating lease would be sent for execution by the proper official representing the City of Redlands.

From the Redlands Community Music Association relative to the contribution of \$1,500.00 from the City in support of the summer concerts. On motion of Councilman Fletcher, seconded by Councilman Thornquest, an appropriation of \$1,500.00 was granted.

From the Redlands Day Nursery thanking the Council for the contribution of four cots to the Nursery.

An AMA Washington News Letter relative to Veterans' Housing being a community responsibility.

REPORTS

The following reports were presented and ordered filed.

The Police Department, the Pound Master, the Building Inspector, the City Judge and the General City Fund for September, 1946, and two weekly reports of construction progress at the Veterans' Housing Project.

REALIGNING ROAD AT POLO FIELD

Engineer Coffey reported on the matter of re-aligning Sunset Drive adjacent to the Polo Field. The owner to stand the expense of grading etc. and the City to assume the responsibility of surfacing that portion which had been prepared. The estimated cost to the City being approximately \$300.00. On motion of Councilman Hyink, seconded by Councilman Fletcher, the Engineer was authorized to proceed with this project.

Engineer Coffey also reported that an additional right-of-way of 25 feet had been offered to the City provided the road would be widened where it makes a sharp turn to the east and the trees at that point be removed to make a safer turn. On motion of Councilman Thornquest, seconded by Councilman Hyink, the Engineer was directed to accept the additional 25 foot right-of-way and do the necessary work as proposed.

At this time Mr. Struthers addressed the Board relative to putting a large banner across Orange Street at State, advertising the football games to be played at the Orange Show Stadium in which Redlands and the schools in adjacent towns are participating. On motion of Councilman Gunter, seconded by Councilman Fletcher, permission was granted, the placing of the banner to be under the jurisdiction of the Street Dept.

PLANNING COMMISSION

Minutes of Meeting held October 3, 1946, 4:00 o'clock P.M.

Present: Mr. Brewster, Mr. Stitt, Mr. Wilson, Mayor Clapp, Chairman Ford, Mr. Gowland, Engineer Coffey and Mr. Anderson.

The matter of the House of Prayer's Petition for a Church location at 106 West Lugonia was again considered and after hearing lengthy arguments from the floor, it was recommended that the Council deny the application. This motion was duly made, seconded and unanimously carried.

The application of the Church of God in Christ for a location at the Northwest corner of Stuart and 6th Streets, was considered and as no opposition to this had been encountered, it was approved.

The application of Ernest W. Richards for the use of property on the East side of First Street, 200 feet North of Stuart for a machine shop and drill presses and heavy equipment, was approved.

The application of Mrs. Lyman E. Jackson for permission to operate an Antique Shop at No. 625 East Central Avenue, was approved.

Application to close the alley between Lots 31, 32 and 33, Tract 2083, Rogers Terrace, was approved.

B. S. Livingston Petition for a Shoe Shop at 901 Post Street, was approved.

Mrs. F. L. Sterling Petition to operate a beauty shop at 105 West Pioneer Avenue was continued and it was suggested that she obtain written consent of adjacent property owners.

As Mr. Wilson reported that the lumber business contemplated for certain lots in the Balcom Addition was no longer interested in the proposed lease, Mr. London's petition was not considered.

Walter M. Guy's petition to remove a Pepper Tree on California Street between Chestnut Avenue and Palm Avenue, was denied.

The following three Tree Petitions were approved.

1. H. H. Weeks petition to remove a Pepper on West side of Center Street and 6th from the corner of Fern Avenue going North.
2. Mrs. Doris Trusty petition to remove a Pepper tree at 1431 Park Avenue.
3. Frances Edna Hawley petition to remove a Eucalyptus tree at 1736 Clay Street.

Respectfully submitted

Paul B. Wilson, Secretary.

On motion of Councilman Gunter, seconded by Councilman Hyink, the recommendations of the Planning Commission were approved.

The resignation of Mr. Fred W. Gowland as a member of the Planning Commission was accepted on motion of Councilman Gunter, seconded by Councilman Fletcher.

On motion of Councilman Fletcher, seconded by Councilman Hyink, Mr. Harold Dike was appointed to fill the vacancy on the Planning Commission due to the resignation of Mr. Fred Gowland.

The application of Mr. Roy E. Lawrence for permission to keep one horse and one cow on his property at Mariposa and Garden Streets was granted, on motion of Councilman Thornquest, seconded by Councilman Fletcher.

Engineer Coffey presented a petition by Max Stone to enlarge the driveways in front of his place of business at 316 East Lugonia Avenue from the present width to 35 feet to enable him to have sufficient room for large trucks and trailers to drive in for repairs. After due discussion, on motion of Councilman Fletcher, seconded by Councilman Thornquest, permission was granted, the cost to be assumed by Mr. Stone and the work to be under the supervision of the City Engineer.

On motion of Councilman Fletcher, seconded by Councilman Hyink, Fire Chief Thomas and Fire Commissioner Thornquest were authorized to attend a convention at Long Beach October 26, and H. L. Tait, Supertendant of the Filter Plant, to attend a convention to be held in San Francisco October 23-24, 1946, an allowance of \$50.00 to be allotted each one for expenses.

Engineer Coffey reported that most of the locks in the City Hall had been changed according to instructions and those yet to be changed would be completed during the next week, that keys for the new locks had been distributed to everyone connected with the City Hall and that he had in his possession three master keys which had not been allocated. A complete list of all employees issued keys is maintained in the Engineer's office. On motion of Councilman Fletcher, seconded by Councilman Thornquest, it was directed that anyone else desiring a master key, check with the Engineer.

Engineer Coffey reported that the foundations are in at the Veterans' Housing Project and he is now ready to advertise for bids to install the sewer line. On motion of Councilman Thornquest, seconded by Councilman Hyink, the Engineer was authorized to advertise for bids for installation of the sewer.

ANNUAL VACATION RE-WRITE

A new policy relative to annual vacations of City Employees was presented by Engineer Coffey and duly adopted, on motion of Councilman Fletcher, seconded by Councilman Thornquest and made a part of the general policy covering vacation and sick leave attached hereto.

CONTRACT WITH AIR REDUCTIONS CORPORATION

A contract with Air Reductions Corporation covering the City's supply of Acetylene and Oxygen was presented. On motion of Councilman Gunter, seconded by Councilman Hyink, the Engineer was authorized to execute this contract.

STREET LIGHTS

Engineer Coffey reported that after a survey it was found that there were 77 ornamental lights in the City not in operation at the present time. The cost of relamping these lights would be approximately \$514.00 and the monthly expense of

operation approximately \$53.00. On motion of Councilman Hyink, seconded by Councilman Gunter, the Engineer's Department was authorized to put these lamps back into operation.

Mayor Clapp brought up the matter of a recruiting station in Redlands for Volunteer Naval Reserves. On motion of Councilman Hyink, seconded by Councilman Thornquest, this matter was referred to Bill Adams and Erwin Hein.

PARKING METERS

Mayor Clapp brought up the matter of Parking Meters, stating that it was the desire of the Council to arrive at some definite decision. Mayor Clapp then announced that the Council was ready to hear from anyone in the audience interested in this matter, whereupon Mr. Harold Harris spoke at length in opposition to having parking meters installed in the downtown section. Mr. Harold Winters also spoke in opposition. Mr. Ray Bowles representing a brand of parking meters then spoke regarding the benefits to be derived by the City from parking meters. After much discussion and coming to the conclusion that no decision was possible at this time, Mayor Clapp laid the matter on the table until some future date when a clear opinion of the desires of the citizens of Redlands in this matter might be forthcoming.

Councilman Fletcher presented a drawing showing the proposed Recreational Buildings and a suggested site for said buildings, this site to be located in Pinetum Park just West of the Sylvan Plunge. Councilman Fletcher stated that if this site and the proposed drawings met with the approval of the Council, the Recreational Committee would proceed with the matter of getting plans and specifications for the buildings and arranging the financing thereof. After due discussion Councilman Fletcher was instructed to follow up this matter with the assurance that the site selected met with the approval of the Council.

Engineer Coffey presented a document outlining duties and responsibilities of Department Heads which was discussed and adopted, on motion of Councilman Thornquest, seconded by Councilman Fletcher, a copy of which is attached hereto.

Bills and Salaries were ordered paid as approved by the Finance Commissioner.

No further business demanding attention at this time, on motion, the Council Adjourned.

Attest:

H.P. Whaley
City Clerk

Maurice Clapp
Mayor of the City of Redlands, California

EMPLOYEES VACATIONS & SICK LEAVE

CITY OF REDLANDS

In regular session of the City Council of the City of Redlands, on the evening of 2 July 1946, the following policies pertaining to vacations and sick leave for City of Redlands Employees, were adopted, to be effective this date.

1. In adopting a standard wage scale and uniform system of promotion, certain deviations shall be made from the existing method of calculating the individuals time and allowances for holidays, sick time and vacation periods.
2. The proposed wage scale for per diem employees is based upon a 25 day month, which actually pays all employees for the standard nationally recognized eight holidays of each calendar year. Upon this basis, the practice of paying employees for holidays not worked shall be discontinued. When an employee actually works on one of the designated holidays, he will receive remuneration at his basic rate. This shall apply to all per diem employees with the exception of those who are actually engaged in administrative duties.
3. The employees classified as administrators (superintendents of the water, street, parks, disposal, recreation, or cemetery) are to remain on a monthly schedule and are not qualified to receive remuneration for overtime services in that they are engaged in a full time category of employment, subject to call for services at all hours of the day.

4. All regular employees shall enjoy the benefits of sick leave and an annual vacation as set forth herein:

A. REGULAR EMPLOYEE

Each employee of the City of Redlands shall be on the payroll of the City for six consecutive months without drawing termination pay before he may be qualified as a regular employee. Upon qualification as regular employee he may enjoy the same privileges of other regular employees, viz:

1. Sick Leave
2. Annual Vacation
3. Retirement Fund.

B. TEMPORARY EMPLOYEE

All employees not qualified as regular employees shall be classified as temporary employees.

C. SICK LEAVE

Each employee shall be classified as a regular employee before he shall be privileged to participate in the benefits of sick leave. Each employee so qualified shall be entitled to a maximum of 6 days each fiscal year. Such leave may be accumulated from year to year, to a maximum of twenty days. Compensation for such leave will be made only after receiving a signed statement by employee affected, stating nature and extent of ailment, and in event of extended illness, a statement from the attending physician.

D. ANNUAL VACATION

All regular employees shall be entitled to an annual vacation for the purpose of better fitting themselves for the execution of the duties of their employment.

Each regular employee shall be entitled to two calendar weeks of vacation each fiscal year to be taken at a time which is least inconvenient to the City of Redlands.

Employees not having completed a full fiscal year of employment with the City shall be entitled to that portion of the vacation determined by the period of time he has been employed as a temporary and regular employee prior to the first of July of any year, or one day gratis for each full month of employment. Such annual vacation is not to be accumulative and is to be taken following the fiscal year earned.

The practice of permitting an employee to work during assigned vacation period shall be discontinued.

Definition:

Subject to the direction of the City Council, it shall be the responsibility of the City Services Manager:

- I To ^{HAVE} ~~act~~ general supervision of the Water, Street, Park, Building, Engineering, Recreation, Cemetery, and Disposal Departments of the City of Redlands, affording a closer coordination in related operations and functions of personnel and equipment;

to supervise the general operations of these departments, securing special counsel as required;

to maintain an adequate clerical force to prepare and keep the required records and reports;

to promote general public relations;

to administer specifically in:

1. Budgeting and Accounting - to assure a means of recording and reporting all transactions within each department, securing the data required in preparation of:

(a) Cost analysis

(b) Estimates of new construction

(c) Rate study

(d) Expenditures of funds.

2. Personnel - to procure qualified personnel for particular assignments, to judge adaptability to work, to release from employment such personnel failing to prove their ability to fulfill the obligations of their positions.

- II To act as general purchasing agent for all departments of the City of Redlands.

CITY ELECTRICIAN

Definition:

Under direction, to layout and supervise the work of all men engaged in construction, operation, maintenance, or alteration of any and all electrical circuits or electrical equipment under the cognizance of the City of Redlands. To prepare the plans and specifications for all new construction of an electrical nature. To make the necessary patrols, tests, and inspections to assure a maximum efficiency in operation of all electrical devices. To advise of existing discrepancies and submit recommendation for correction thereof.

ical Task:

Under direction, to prepare plans and specifications for new installation of Street Lighting. To prepare plans and specifications for invitations to bid on new construction. To supervise the maintenance, repair, and construction of electrical circuits in Street Lighting system, Lincoln Shrine, the Procellis, and all City buildings, as required. To patrol and keep in operation such circuits, replacing lamps as required, making necessary repairs and frequent tests to assure a maximum efficiency of operation; and to do other work as may be required.

CITY SURVEYOR

Definition:

Under direction, to prepare or supervise the preparation of all surveys required in the maintenance, repair, and construction of all streets, roadways, alleys, sidewalks, curbs, gutters and appurtenances thereto; all stormwater drains covered or open, and necessary bridges, diversions, and access facilities, preparing the necessary profiles, plans, and detailed drawings therefor.

Typical Tasks:

To make the necessary surveys, keeping accurate records thereof; to prepare profiles, plans, maps or sketches therefrom; to establish the necessary bench marks, fixes and elevations as required; to establish a uniform file of city maps with cross-index, and to do other work as may be directed.

OPERATION SUPERINTENDENT

WATER DEPT.

Definition:

Under direction, to layout and have charge of the work of all men engaged in the maintenance, repair, operation, construction, and development of all water sources, wells, tunnels, or gravity water; water stowage, treatment plants and connecting supply lines; and to do other work as assigned. To coordinate his duties with the assignments of the Superintendent of Construction of the Water Department.

Typical Task:

Supervising the operation of filter plant, chemical treatment plant, operation of booster pumps and well pumps; seeing that proper water levels are maintained in reservoirs and that demands are adequately met; keeping records of water production, power consumption, water deliveries, reservoir levels and sales of water to individuals and water companies; installing, overhauling and repairing pumps, replacing and repairing water measuring devices such as turbine meters; making efficiency tests of pumping equipment, supervising subordinates in the maintenance and repair of all equipment, preparing layouts and specifications for new installations of all phases of work, and submitting necessary reports as required to the Engineering Department; and to do other work as may be required.

CONSTRUCTION SUPERINTENDENT

WATER DEPARTMENT

Definition:

Under direction, to layout and have charge of the work of all men engaged in the maintenance, repair, operation, and construction of sewage and water distribution systems; and to do other work as required. To coordinate his duties with the assignments of the Superintendent of Operations of the Water Department.

Typical Tasks:

Layout and design of new construction; assigning, supervising, inspecting, and assisting in the construction, installation, maintenance, repair, and operation of water mains, water service connections, sewers, sewage system, and sewage disposal plant; and to do other work as may be required.

GENERAL SUPERINTENDENT

WATER DEPT.

Definition:

Under direction, to have responsible administrative charge of the Municipal Water Department of the City of Redlands; to layout and have charge of the work of all men engaged in the maintenance, repair, operation, construction, and development of all water sources, wells, tunnels, or gravity water; water stowage, treatment plants and connecting supply lines; to layout and have charge of the work of all men engaged in the maintenance, repair, operation, and construction of sewage and water distribution systems; and to do other work as required.

Typical Tasks:

Supervising the operation of filter plant, chemical treatment plant, operation of booster pumps and well pumps; seeing that proper water levels are maintained in reservoirs and that demands are adequately met; keeping records of water production, power consumption, water deliveries, reservoir levels and sales of water to individuals and water companies; installing, overhauling and repairing pumps, replacing and repairing water measuring devices such as turbine meters; making efficiency tests of pumping equipment, supervising subordinates in the maintenance and repair of all equipment, preparing layouts and specifications for new installations of all phases of work, and submitting necessary reports to the Engineering Department; layout and design of new construction; assigning, supervising, inspecting, and assisting in the construction, installation, maintenance, repair, and operation of water mains, water service connections, sewers, sewage system, and sewage disposal plant, and to do other work as may be required.

STREET SUPERINTENDENT

Definition:

Under direction, to layout, and have charge of the work of all men engaged in the maintenance, repair and construction of all streets, roadways, alleys, sidewalks, curbs, gutters, and all appurtenances thereto; all stormwater drains, covered or open, and necessary bridges, diversions, and access facilities. To design, or check design, of all installations new, or renewed, for any or all departments as directed. To make such surveys, establish bench marks, grades and/or fixes as may be directed. To prepare such plans, maps, profiles, elevations, or sketches of those areas or structures as directed; to authenticate such legal documents as may be required.

Typical Task:

To prepare the necessary plans, profiles, maps and sketches; to establish the necessary bench marks, fixes and elevations as required in the legal processes of assessment districts. To layout and supervise the work of all men engaged in the construction, cleaning, and maintenance of all curbs, gutters, sidewalks, streets, alleys and roadways within the City of Redlands; to supervise the construction, cleaning, and maintenance of all stormwater drains; and to do other work as may be required.

RECREATION SUPERINTENDENT

Definition:

Under direction, to layout and have charge of the work of all men engaged in the recreation program of the City of Redlands; to supervise all dances, swimming pools, tournaments of athletics, field parties, and such other recreational functions as authorized; to keep an accurate account of receipts and disbursements made therefore, submitting a monthly report of all assets and liabilities of the department.

Typical Task:

Under direction, to operate the swimming pools during summer season; to sponsor dances, tournaments, field trips, and other recreational activities; to keep an accurate record of receipts and expenditures and submit a monthly statement of assets and liabilities to the City Council; to perform additional duties as assigned.

DISPOSAL SUPERINTENDENT

Definition:

Under direction, to layout and supervise the work of all men engaged in the collection and disposal of all garbage, yard trimming, trash, or other debris accumulating on private property; to charge and collect for services rendered in such collection and disposal; to keep a set of books showing accounts receivable, accounts paid, collections received, and a monthly statement of assets and liabilities to be submitted to City Council; to solicit as necessary to stimulate the organization and retain it as an asset to the City of Redlands; to coordinate his work with the County Sanitary Inspector, County Health Officer, or their representatives.

Typical Task:

To prepare scheduled routes for collectors to afford a maximum coverage with a minimum of travel; to supervise the City Dump to assure a sanitary condition; to keep an accurate record of all accounts, submitting a monthly statement of assets and liabilities; to solicit new business; and to perform other tasks as required.

PARK SUPERINTENDENT

Definition:

Under direction, to lay out and have charge of the work of all men engaged in the maintenance and improvement of all facilities within the park system of the City of Redlands; to be responsible for the trimming and general care of all street trees as directed; to propagate new trees, shrubs, and flora as required; to do other work as required.

Typical Tasks:

Planning, assigning and inspecting work; supervising employees in nurturing, planting, transplanting and trimming trees, shrubs, flowers and plants, in grading and cutting lawns, and in maintaining and repairing walks, vehicles, trucks, tools, and power mower equipment, requisitioning and directing the use of seeds, plantings, fertilizer, tools and equipment; preparing and maintaining work records and reports; preparing yearly budget and supervising expenditures; planning the landscaping of park grounds.

CEMETERY SUPERINTENDENT

Definition:

Under direction, to have responsible administrative charge of the Redlands municipal cemetery; to manage cemetery activities; and to do other work as required.

Typical Tasks:

Planning, assigning, supervising and inspecting the work of employees engaged in maintaining cemetery grounds and mausoleum and in interring bodies; supervising and checking the arrangement and setting of markers and monuments; receiving visitors, explaining prices and perpetual care of cemetery property; selling lots, collecting money, and preparing contracts for lot sales and for burial and other services; maintaining records of lots and burials, and of financial transactions; supervising and assisting in the arrangements for burial services; planning the landscaping and embellishment of cemetery grounds; requisitioning supplies; preparing monthly reports; checking and signing employees' time reports; directing the raising and harvesting of an orange crop of several acres located on cemetery property.