

1 RESOLUTION NO. H. A. 1-69

2
3 A RESOLUTION ESTABLISHING THE HOUSING
4 AUTHORITY OF THE CITY OF LONG BEACH, CALI-
5 FORNIA; ADOPTING BY-LAWS FOR SAID HOUSING
6 AUTHORITY WHICH DESIGNATE ITS OFFICERS,
7 THEIR DUTIES AND MANNER OF ELECTION, THE
8 TIME AND PLACE OF MEETINGS, ADOPT A SEAL
9 AND SET FORTH OTHER MATTERS RELATING TO THE
10 OPERATION OF SAID HOUSING AUTHORITY; AND
11 APPOINTING CITY EMPLOYEES AS OFFICERS OF
12 SAID HOUSING AUTHORITY.
13

14 WHEREAS, the City Council of the City of Long Beach,
15 California, at its regular meeting of December 10, 1968, adopted
16 Resolution No. C-20355 declaring the need for a Housing Authori-
17 ty to function in the City of Long Beach, California, in ac-
18 cordance with the Housing Authorities Law, as amended, of the
19 State of California; and

20 WHEREAS, said City Council, in said Resolution No.
21 C-20355, declared itself to be the Commissioners of said Housing
22 Authority of the City of Long Beach, California; and

23 WHEREAS, said Commissioners desire to assume their
24 duties to transact the business of said Housing Authority of
25 the City of Long Beach, California, and to exercise the powers
26 granted said Authority by the Housing Authorities Law, as
27 amended, of the State of California, and said Resolution No.
28 C-20355; and

29 WHEREAS, in order for said Housing Authority of the
30 City of Long Beach, California, to carry on its business in
31 accordance with the Housing Authorities Law, as amended, of the
32 State of California, and said Resolution No. C-20355, it may

LEONARD PUTNAM
CITY ATTORNEY OF LONG BEACH
600 CITY HALL
LONG BEACH, CALIFORNIA 90802
TELEPHONE 436-9041

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CITY ATTORNEY OF LONG BEACH
600 CITY HALL
LONG BEACH, CALIFORNIA 90802
TELEPHONE 436-9041

1 adopt by-laws designating its officers, their duties and manner
2 of election, the time and place of meetings, its seal and other
3 matters relating to the operation of said Housing Authority;

4 NOW, THEREFORE, the Housing Authority of the City of
5 Long Beach, California, does hereby resolve, determine and
6 order as follows:

7 Section A. That the Housing Authority of the City of
8 Long Beach, California, be and it hereby is established pursuant
9 to the Housing Authorities Law, as amended, of the State of
10 California, and is now authorized to transact business and
11 exercise its powers as defined in said Housing Authorities Law
12 and in Resolution No. C-20355, adopted on December 10, 1968, by
13 the City Council of the City of Long Beach.

14 Sec. B. That the following "By-Laws of the Housing
15 Authority of the City of Long Beach, California", be and the
16 same are hereby adopted as and for the By-Laws of said
17 Authority, to wit:

18 BY-LAWS OF THE HOUSING AUTHORITY
19 OF THE
20 CITY OF LONG BEACH, CALIFORNIA

21 ARTICLE I - THE AUTHORITY

22 Section 1. Name of Authority. The name of the
23 Authority shall be the "Housing Authority of the City of Long
24 Beach, California".

25 Section 2. Seal of Authority. The seal of the
26 Authority shall be in the form of a circle
27 and shall bear the name of the Authority
28 and the year it was established. An im-
29 print of the seal hereby adopted by the
30 Authority is shown immediately to the
31 left.
32



1 Section 3. Office of Authority. The office of the
2 Authority shall be at such place in the City of Long Beach,
3 California, as the Authority may from time to time designate
4 by resolution. That until otherwise provided by resolution
5 the office of the Authority shall be at the City Hall in the
6 City of Long Beach, California.

7
8 ARTICLE II - OFFICERS

9 Section 1. Officers. The officers of the Authority
10 shall be a Chairman, Vice Chairman, a Secretary who shall be
11 Executive Director, an Assistant Secretary who shall be Assis-
12 tant Executive Director, a Clerk, a General Counsel, an Auditor,
13 a Treasurer and an Accountant.

14 Section 2. Chairman. The Chairman shall preside
15 at all meetings of the Authority.

16 Section 3. Vice Chairman. The Vice Chairman shall
17 perform the duties of the Chairman in the absence or incapacity
18 of the Chairman; and in case of the resignation or death of the
19 Chairman, the Vice Chairman shall perform such duties as are
20 imposed on the Chairman until such time as the Authority shall
21 elect a new Chairman.

22 Section 4. Secretary. The City Manager of the City
23 of Long Beach shall be the Secretary of the Authority. The
24 Secretary shall be the Executive Director of the Authority and,
25 as Executive Director, he shall have general supervision over
26 the administration of its business and affairs, subject to the
27 direction of the Authority. He shall be charged with the
28 management of the housing projects of the Authority.

29 Except as otherwise authorized by resolution of the
30 Authority, the Secretary shall sign all contracts, deeds and
31 other instruments made by the Authority. The Secretary shall
32 keep the records of the Authority. He shall keep in safe

LEONARD PUTNAM
CITY ATTORNEY OF LONG BEACH
600 CITY HALL
LONG BEACH, CALIFORNIA 90802
TELEPHONE 436-9041

1 custody the seal of the Authority and shall have power to affix
2 such seal to all contracts and instruments authorized to be
3 executed by the Authority.

4 At each meeting the Secretary shall submit such
5 recommendations and information as he may consider proper con-
6 cerning the business, affairs and policies of the Authority.

7 Section 5. Assistant Secretary. The Assistant
8 Secretary of the Authority shall be the Director of Community
9 Development of the City of Long Beach. The Assistant Secretary
10 shall perform the duties of the Secretary in the absence or
11 incapacity of the Secretary; and in case of the resignation,
12 removal or death of the Secretary; the Assistant Secretary shall
13 perform such duties as are imposed on the Secretary until such
14 time as the office of Secretary is filled.

15 Section 6. Clerk. The City Clerk of the City of
16 Long Beach shall act as the Clerk of the meetings of the
17 Authority and record all votes, and shall keep a record of
18 the proceedings of the Authority in a journal of proceedings
19 to be kept for such purpose, and shall perform all duties
20 incident to being the Clerk for the Authority.

21 Section 7. General Counsel. The General Counsel
22 of the Authority shall be the City Attorney of the City of
23 Long Beach. The General Counsel shall advise the Authority
24 on all legal matters, draft legal documents as requested by
25 the Authority, and approve as to form all deeds, contracts,
26 resolutions, and other legal instruments relating to the
27 Authority's activities.

28 Section 8. Auditor. The Auditor of the Authority
29 shall be the Auditor of the City of Long Beach. The Auditor
30 shall audit all expenditures of Authority funds and shall,
31 by facsimile signature, countersign all Authority checks.

32 Section 9. Treasurer. The Treasurer of the Authority

1 shall be the City Treasurer of the City of Long Beach. The
2 Treasurer shall have the care and custody of all funds of the
3 Authority and shall deposit the same in the name of the
4 Authority in such bank or banks as the Authority may select.
5 He shall advise the Authority on fiscal matters, countersign
6 by facsimile signature all Authority checks, and pay out and
7 disburse Authority monies.

8 Section 10. Accountant. The City Accountant of the
9 City of Long Beach shall be the Accountant for the Authority.
10 The Accountant shall keep regular books of accounts showing
11 receipts and expenditures, render to the Authority at the first
12 regular meeting of each month an account of Authority trans-
13 actions and of the fiscal condition of the Authority, and shall
14 prepare all Authority check vouchers.

15 Section 11. Additional Duties. The officers of the
16 Authority shall perform such other duties and functions as may
17 from time to time be required by the Authority or by its by-laws
18 or other rules and regulations, or which are incidental to the
19 office held by such officers.

20 Section 12. Assignment of Duties. The Officers of
21 the Authority, except the Chairman and Vice Chairman, may assign
22 portions of their duties to subordinate City employees so as to
23 carry out their duties hereunder and to promote the proper and
24 efficient accomplishment of the objectives desired by the
25 Authority and set forth in its rules and regulations and all
26 applicable laws.

27 Section 13. Election of Chairman and Vice Chairman.
28 Immediately after the adoption of these by-laws the Authority
29 members shall elect the Chairman and Vice Chairman of the
30 Authority from among the Commissioners of the Authority, and
31 the Chairman and Vice Chairman so elected shall hold office
32 until their successors are elected, qualified and take office.

LEONARD PUTNAM
CITY ATTORNEY OF LONG BEACH
600 CITY HALL
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TELEPHONE 436-9041

1 Until these by-laws are adopted and the Chairman and Vice Chair-
2 man are elected, qualified and take office, the Mayor and Vice
3 Mayor of the City Council of the City of Long Beach shall act
4 as Chairman and Vice Chairman respectively. At the first
5 regular meeting of the Authority in July following each City
6 General Election the Commissioners shall elect a Chairman and
7 Vice Chairman from among their members to so act for the
8 Authority until their successors are elected, qualified and
9 take office.

10 Section 14. Term of Office. The Commissioners, the
11 Chairman and Vice Chairman of the Authority are and shall be
12 and act as Commissioners only so long as they are members of the
13 City Council. All other officers shall act for the Authority
14 only so long as they are employees of the City.

15 Section 15. Additional Personnel. The Authority
16 through its Secretary may from time to time employ such person-
17 nel as it deems necessary.

18 Section 16. Per Diem Payment. A Commissioner shall
19 receive per diem payment for attendance at not more than four
20 meetings per month of the Authority, which shall not exceed
21 twenty-five dollars (\$25) per day and shall receive necessary
22 traveling and subsistence expenses, incurred in the discharge
23 of his duties.

24 ARTICLE III - MEETINGS

25
26 Section 1. Regular Meetings. Regular meetings shall
27 be held at 2:00 P.M. o'clock on the second Tuesday of each
28 month and at such other times and places as may from time to
29 time be determined by resolution of the Authority. In the
30 event a day of regular meeting shall be a legal holiday, said
31 meeting shall be held on the next succeeding business day.
32 Any regular meeting may be adjourned to a date and hour certain.

1 Section 2. Special Meetings. The Chairman of the
2 Authority may, when he deems it expedient, and shall, upon the
3 written request of two Commissioners of the Authority, call a
4 special meeting of the Authority for the purpose of transacting
5 any business designated in the call. The call for a special
6 meeting shall be mailed to each Commissioner of the Authority
7 at his business or home address at least forty-eight (48) hours
8 prior to the date of such special meeting. At such special
9 meeting no business shall be considered other than as designated
10 in the call, but if all of the Commissioners of the Authority
11 are present at a special meeting, any and all business may be
12 transacted at such special meeting. Such written notice may be
13 dispensed with as to any Commissioner who has filed with the
14 Secretary of the Authority a written waiver of notice.

15 Section 3. All of the meetings of the Commissioners
16 shall be open to the public, whether regular or special.

17 Section 4. Nothing contained in this Article shall
18 be construed to prevent the Authority from holding executive
19 sessions under the provisions of the Ralph Brown Act, as
20 amended, during a regular or special meeting.

21 Section 5. Quorum. The powers of the Authority shall
22 be vested in the Commissioners thereof in office from time to
23 time. Five (5) Commissioners shall constitute a quorum for the
24 purpose of conducting its business and exercising its powers
25 and for all other purposes, but a smaller number may adjourn
26 from time to time until a quorum is obtained. When a quorum is
27 in attendance, action may be taken by the Authority upon a vote
28 of a majority of the Commissioners present.

29 Section 6. Order of Business. At the regular
30 meetings of the Authority the following shall be the order of
31 business.

32 1. Roll call.

- 1 2. Approval of the minutes of the previous meeting.
- 2 3. Unfinished business.
- 3 4. New business.
- 4 5. Adjournment.

5 All resolutions shall be in writing and shall be
6 filed in a journal of the proceedings of the Authority.

7 Section 7. Manner of Voting. The voting on all
8 questions coming before the Authority shall be by roll call,
9 and the yeas and nays shall be entered upon the minutes of
10 such meeting.

11
12 ARTICLE IV - AMENDMENTS

13 Amendments to By-Laws. The by-laws of the Authority
14 shall be amended only with the approval of a majority of the
15 Commissioners of the Authority at a regular or a special
16 meeting.

17
18 Sec. C. That all of the City employees referred to
19 in the by-laws set forth above are hereby expressly appointed
20 to the offices set forth therein as officers of the Housing
21 Authority of the City of Long Beach, California, and shall carry
22 out their duties and have the powers set forth in said by-laws.

23 Sec. D. That the Clerk of the Authority shall certify
24 to the passage of this resolution by the Housing Authority of
25 the City of Long Beach, California, and cause the same to be
26 posted in three (3) conspicuous places in the City of Long
27 Beach, and it shall thereupon take effect.

28 I hereby certify that the foregoing resolution was
29 adopted by the Housing Authority of the City of Long Beach,
30 California, at its meeting of January 21, 1969, by
31 the following vote of the qualified members of the Authority who
32 are also members of the City Council of the City of Long Beach:

LEONARD PUTNAM
CITY ATTORNEY OF LONG BEACH
600 CITY HALL
LONG BEACH, CALIFORNIA 90802
TELEPHONE 436-9041

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Ayes: KEALER, BOND, CLARK, SULLIVAN,
CROW, GRAHAM, CORBETT, WADE.

Noes: NONE.

Absent: DEATS.

Margaret L. Moore
Clerk



ETB:pc
1-15-69

A F F I D A V I T O F P O S T I N G

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF LONG BEACH

Sally Sandmeyer being duly sworn, says; that she is an employee in the office of the City Clerk of the City of Long Beach; and that on the 22nd day of January , 19 69 , she posted three true and correct copies of Resolution No. H.A. 1-69 in three conspicuous places in the City of Long Beach, to wit: one of said copies in the main corridor of the City Hall opposite the office of the City Clerk of the City of Long Beach, one of said copies in the foyer of the Public Library Building of the City of Long Beach in Lincoln Park and one of said copies in the entrance lobby of the County Building, 415 West Ocean Boulevard.

Sally Sandmeyer

Subscribed and sworn to before me

this 22nd day of January , 1969

Myron L. Moore
City Clerk of the City of Long Beach