

ARTICLE 7. HOUSING AUTHORITY

1-701. HOUSING AUTHORITY; CREATED. There is hereby created an agency to be known as the housing authority of the city. The authority shall consist of five members to be appointed by the mayor with the consent of the council. Of the members first appointed, one shall be appointed to a one year term; one to a two year term; one to a three year term, and two to four year terms. Thereafter, all appointments shall be for a term of four years. (Res. No. 1, 1968)

1-702. SAME; ELIGIBILITY. Members of the housing authority shall be bona fide residents of the city. The membership of the authority shall be maintained on a basis that will give representation to a broad segment of the community, reflecting as broadly as possible citizens of all economic standings, place of origin, national origin or ancestry, sex and age. (Ord. 691, Sec. 2)

1-703. SAME; ORGANIZATION. At its first meeting the authority shall elect from among its members a chairperson and vice-chairperson. The chairperson and vice-chairperson shall hold office until the annual meeting at which time their successors shall be elected. Thereafter, a chairperson and vice-chairperson shall be elected at each annual meeting. The chairperson or vice-chairperson may resign from their office at any time without resigning from the authority. A majority of the authority shall constitute a quorum to do business. (Code 1981)

1-704. SAME; CHAIRPERSON. The chairperson shall:

- (a) Preside at all meetings of the authority;
- (b) Sign all contracts, deeds and other instruments authorized by the authority;
- (c) Submit, at each meeting, such recommendations and information as may be considered proper concerning the business, affairs and policies of the authority.

(Code 1981)

1-705. SAME; VICE-CHAIRPERSON. In case of the temporary absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson.

In case of the resignation or death of the chairperson, the vice-chairperson shall perform such duties as are imposed upon the chairperson until such time as the authority shall elect a new chairperson. (Code 1981)

1-706. SAME; VACANCIES. (a) Whenever a vacancy shall occur on the housing authority for whatever reason the mayor shall appoint a person to fill such vacancy for the unexpired term only.

- (b) Whenever a vacancy shall occur in the office of chairperson or vice-chairperson for whatever reason, the housing authority shall elect one of its members to fill such vacancy until the next annual meeting.

1-707. SAME; POWERS, DUTIES. The housing authority shall have the power to:

- (a) Plan, construct and operate a low rent housing project;
- (b) Employ an executive director and such other employees as deemed necessary;
- (c) Exercise all powers conferred upon the city by the municipal housing law, except the authority may not:
 - (1) Execute contracts with an agency of the federal or state government;
 - (2) Borrow money or issue bonds;
 - (3) Acquire or dispose of real property.

(Code 1981)

1-708. SAME; MEETINGS.

(a) Regular meetings of the housing authority shall be held once each month or more often if public business demands. The time and place of meetings shall be determined by the housing authority.

(b) Each year in the month of October the housing authority shall hold an annual meeting at which time new officers shall be elected.

(c) Special meetings of the housing authority may be held upon the call of the chairperson when, in his or her judgement, such special meeting is necessary. The chairperson shall call a special meeting when requested to do so in writing by two or more members of the housing authority.

(Code 1981)

1-709. SAME; BYLAWS, REGULATIONS. The housing authority is authorized to adopt bylaws, rules and regulations to assist it in carrying out its duties and responsibilities. No rule or regulation shall become effective until it first shall be approved by the city governing body. (Ord. 691, Sec. 3)

1-710. DIRECTOR. The executive director shall be secretary of the housing authority and shall have general supervision over the administration and management of the city's housing project and perform such other duties as may be assigned to him or her by the authority.

The director shall:

- (a) Keep records and record all votes on matters coming before the housing authority;
- (b) Have custody of and affix the seal of the authority to contracts and other instruments authorized to be executed;
- (c) Prepare and sign all orders and checks disbursing money provided that such orders and checks also shall be countersigned by the authority chairperson;
- (d) Report to the housing authority annually, or more often if requested, on the activities and fiscal condition of the authority;
- (e) Before entering upon his or her duties give a surety bond in an amount as required by the housing authority.

(Code 1981)