



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 17-137

Version: 1

Date: 4/10/2017

Item #: 3.2b.

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**TO:** Chair and Housing Authority Commissioners

**THROUGH:** Steve Powers, Executive Director

**FROM:** Dan Atchison, City Attorney

**SUBJECT:**

Amendments to the Bylaws of the Housing Authority.

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the Commission of the Housing Authority adopt Resolution No. 2205 to amend the bylaws of the Authority to allow more flexibility in meeting scheduling, and make other minor changes?

**RECOMMENDATION:**

Adopt Resolution No. 2205 to amend the bylaws of the Authority to allow more flexibility in meeting scheduling, and make other minor changes.

**SUMMARY AND BACKGROUND:**

The bylaws for the Authority establish the form of the Housing Authority Commission ("Commission"), the terms of the commissioners, and the officers of the Authority. In addition, the bylaws provide for the scope of authority and responsibility for the Executive Director, the required meetings for the Commission, and the form of the Commission meeting agenda. Staff has prepared amendments to the bylaws to allow for more flexibility in scheduling Commission meetings, conformed the bylaws, where practical, to Salem City Council Rules, and amended the order of business on the Commission meeting agenda to be consistent with the Salem City Council order of business.

**FACTS AND FINDINGS:**

If adopted, Resolution No. 2205 will:

1. Amend Article III, Sections 1&2, to require the Commission to hold one regular meeting per month, on any day that is not a holiday. The current rule requires one regular meeting to be

held on the second Monday of the month. The amendment provides that to the extent practical, the meeting will be held on the same evening as a Salem City Council meeting. This same rule change is proposed for the Urban Renewal Agency Board, and will allow greater flexibility in scheduling meetings for these two bodies.

2. Amend Article III, Section 4 - Order of Business, to remove information items, such as the Program Management Report, from the consent calendar.
3. Amend Article II, Section 4 - Executive Director, to make the Executive Director's authority and duties consistent with the City Manager's.
4. Article II, Section 5 - Treasurer designates the Executive Director, or the Director's designee as the treasurer of the Authority, replacing the City's "Finance Director," which position was eliminated in 2016 when the Administrative Services Department was reorganized.
5. Other text changes to clarify current language in the bylaws.

Dan Atchison  
City Attorney

Attachments:

1. Resolution No. 2205
2. Exhibit A to Resolution No. 2205, containing the proposed amendments