

REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, CALIFORNIA  
MINUTES OF THE ADJOURNED ORGANIZATIONAL MEETING OF JANUARY  
17, 1951

An organizational meeting adjourned from January 3, 1951 of the Redevelopment Agency of the City of Sacramento, California was held on January 17, at 2:00 P.M. in Room 308, City Hall.

The Chairman called the meeting to order.

Roll call: All Members were present as follows: Clark, Grumm, Jaqueth, Leavey, Read. Mr. Jaqueth was excused by the Chairman and left at 2:40 P.M. to attend another meeting.

Mr. Everett M. Glenn, City Attorney, was also present during the first part of the meeting. Mr. Norman Duell, Reporter for the Sacramento Union, attended a portion of the meeting.

With Chairman Leavey presiding, the meeting was opened with the reading of the minutes of the organizational meeting of January 3, 1951, by the Secretary pro tem. A motion was made by Jaqueth, seconded by Grumm that the minutes of the previous meeting be approved with several minor corrections, which were made. The motion was carried by unanimous vote of all the Members. The Secretary pro tem was instructed to mail copies of the corrected minutes to all the Members and also to mail copies of the minutes of all meetings to Members following each meeting.

#### COMMUNICATIONS

A letter from the City Attorney, advised that the organization papers which had been referred to him, by the Secretary pro tem, had been examined and were in the proper legal form. He also advised that it was not necessary to include provisions for the powers and duties of the Agency in the By-Laws. Mr. Glenn further amplified his letter during the discussion. He also advised the Agency that he would be pleased to assist them in any legal matters required during the first three month period covered by the proposed operating budget of the Agency.

A letter from Mr. Harold F. Wise, Economic Consultant, of San Francisco was read by the Secretary pro tem. Mr. Wise submitted three different proposals for furnishing technical services during the three month period of the proposed operating budget of the Agency.

Following discussion of the three proposals a motion was made by Clark, seconded by Read that Mr. Harold F. Wise be appointed as Acting Executive Director for three months, subject to the approval of the City Council and the City Manager. The motion was carried by unanimous vote of the four Members present.

The Chairman asked the Secretary pro tem to prepare a tentative draft of of an agreement accepting Proposal Number 3 from Mr. Wise.

## UNFINISHED BUSINESS

Following discussion of the proposed By-Laws of the Agency and after making several minor changes, a motion was made by Read, seconded by Grumm that Resolution No. 2, approving the By-Laws be adopted.

## RESOLUTION No. 2

RESOLUTION ADOPTING BY-LAWS OF  
THE REDEVELOPMENT AGENCY OF THE  
CITY OF SACRAMENTO, CALIFORNIA

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, CALIFORNIA: That the following by-laws be and they are hereby adopted and approved as and for the by-laws of the Redevelopment Agency of the City of Sacramento, California.

BY-LAWS OF THE REDEVELOPMENT AGENCY OF THE  
CITY OF SACRAMENTO, CALIFORNIAARTICLE I - THE AGENCY

Section 1. Name of Agency. The name of the Agency shall be the "Redevelopment Agency of the City of Sacramento, California," in accordance with City Council Resolution No. 190.

Section 2. Seal of Agency. The seal of the Agency shall be in the form of a circle and shall bear the name of the Agency and the year of its organization.

Section 3. Office of Agency. The office of the Agency shall be at such place in the City of Sacramento, California, as the Agency may from time to time designate by resolution.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Agency shall be a Chairman, a Vice-Chairman and a Secretary who may be Executive Director.

Section 2. Chairman. The chairman shall be elected as provided by statute. He or she shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of the Agency, the Chairman shall sign all contracts, deeds and other instruments made by the Agency. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business, affairs and policies of the Agency.

Section 3. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and in case of the resignation or death of the Chairman, the Vice-Chairman shall perform such duties as are imposed on the Chairman until such time as the Agency shall elect a new Chairman.

Section 4. Secretary. The Secretary may be the Executive Director of the Agency, and, as Executive Director, he shall have general supervision over the administration of its business and affairs, subject to the direction of the Agency.

The Secretary shall keep the records of the Agency, shall act as secretary of the meetings of the Agency and record all votes, and shall keep a record of the proceedings of the Agency in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his office. He shall keep in safe custody the seal of the Agency and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Agency.

The Secretary shall also be Treasurer of the Agency. As Treasurer he shall have the care and custody of all funds of the Agency and shall deposit the same in the name of the Agency in such bank or banks as the Agency may select. He shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Agency. Except as otherwise authorized by resolution of the Agency, all such orders and checks shall be countersigned by the Chairman. He shall keep regular books of accounts showing receipts and expenditures and shall render to the Agency, at each regular meeting (or oftener when requested), an account of his transactions and also of the financial condition of the Agency. He shall give such bond for the faithful performance of his duties as the Agency may determine.

The compensation of the Secretary shall be determined by the Agency provided that a temporary appointee selected from among the members of the Agency shall serve without compensation (other than the payment of necessary expenses).

Section 5. Additional Duties. The officers of the Agency shall perform such other duties and functions as may from time to time be required by the Agency or the by-laws or rules and regulations of the Agency.

Section 6. Election or Appointment. The Chairman and Vice-Chairman shall be elected at the annual meeting of the Agency from among the members of the Agency, and shall hold office for one year or until their successors are elected and qualified; except that the first Chairman appointed by the City Council shall hold office until the first annual meeting of the Agency.

The Secretary shall be appointed by the Agency. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Agency fixes, but no member of the Agency shall be eligible to this office except as a temporary appointee.

Section 7. Vacancies. Should the offices of Chairman or Vice-Chairman become vacant, the Agency shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of the Secretary becomes vacant, the Agency shall appoint a successor as provided in Section 6 of this Article.

Section 8. Additional Personnel. The Agency may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Community Redevelopment Act, as amended, of California and all other laws of the State of California applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Agency subject to the laws of the State of California.

### ARTICLE III - MEETINGS

Section 1. Annual Meeting. The annual meeting of the Agency shall be held on the 3rd day of January at 2:00 o'clock P.M. in the regular meeting place of the Agency. (In the event such date shall fall on a Sunday or a legal holiday, the annual meeting shall be held on the next succeeding secular day.)

Section 2. Regular Meetings. Regular meetings shall be held without official notice at such time and place as may from time to time be determined by resolution of the Agency. In the event a day of regular meeting shall be a legal holiday, said meeting shall be held on the next succeeding secular day.

Section 3. Special Meetings. The Chairman of the Agency may, when he deems it expedient, and shall, upon the written request of two members of the Agency, call a special meeting of the Agency for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Agency or may be mailed to the business or home address of each member of the Agency at least two days prior to the date of such special meeting. Transactions of any special meeting of the Agency, however noticed, shall be as valid as a special meeting duly held after such regular two day's notice if a quorum be present, and if either before or after the meeting each of the members of the Agency not present sign a written waiver of notice or consent to holding such special meeting or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed in the journal of the proceedings of the Agency or made a part of the minutes of the special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Agency not present signs a written approval of the minutes thereof, any and all business may be transacted at such special meeting. All such approvals shall be filed in the journal of proceedings of the Agency or made a part of the minutes of the special meeting.

Section 4. Quorum. The powers of the Agency shall be vested in the members thereof in office from time to time. Three members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Action may be taken by the Agency upon a vote of a majority of the full membership of the Agency.

Section 5. Order of Business. At the regular meetings of the Agency the following shall be the order of business:

1. Roll call.
2. Approval of the minutes of the previous meeting.
3. Bills and communications.
4. Report of Secretary.
5. Reports of Committees.
6. Unfinished business.
7. New business.
8. Adjournment.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Agency.

Section 6. Manner of Voting. The voting on formal resolutions, matters to any federal, state, county or city agency and on such other matters as may be requested by a majority of the Agency members, shall be by roll call, and the ayes and noes and members present and not voting shall be entered upon the minutes of such meeting, except on the election of officers which may be by ballot.

Section 7. Roberts Rules. All rules of order not herein provided for shall be determined in accordance with "Roberts Rules of Order."

#### ARTICLE IV - AMENDMENTS

Amendments to By-Laws. The by-laws of the Agency shall be amended only with the approval of at least three of the members of the Agency at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Agency.

After discussion of the resolution, the question being put upon the final adoption of said resolution, the roll was called with the following result:

AYES: Clark, Grumm, Leavey, Jaqueth, and Read

NOES: None

The Chairman declared such motion carried and the resolution finally adopted.

The Secretary pro tem, was instructed to have revised copies of the By-Laws made and sent to all members.

A corporate seal, in the form of a circle and bearing the name of the Agency and the year of its organization, was then submitted to the meeting. The following resolution was then introduced by Member Grumm, read in full by the Secretary pro tem and considered by the Agency:

RESOLUTION No. 3

RESOLUTION ESTABLISHING THE SEAL  
OF THE REDEVELOPMENT AGENCY OF  
THE CITY OF SACRAMENTO, CALIFORNIA

WHEREAS, by authority of Resolution No. 1 of the Redevelopment Agency of the City of Sacramento, California, adopted on January 3, 1951, said Agency was declared to be duly created and constituted to transact business and exercise its powers.

BE IT RESOLVED: That the seal of the Agency shall be established and adopted; that it shall be in the form of a circle, and shall bear the name of the Agency, the year of its organization and an appropriate insignia inside of the circle.

After discussion of the resolution, Member Grumm moved that said resolution be finally adopted as introduced and read. The motion was seconded by Member Clark. The question being put upon the final adoption of said resolution, the roll was called with the following result:

AYES: Clark, Read, Grumm, and Leavey

NOES: None

ABSENT: Jaqueth

The Chairman declared such motion carried and the resolution finally adopted.

The following resolution was then introduced by Member Read, read in full by the Secretary pro tem and considered by the Agency:

RESOLUTION No. 4

RESOLUTION DESIGNATING THE OFFICE  
OF THE REDEVELOPMENT AGENCY OF THE  
CITY OF SACRAMENTO, CALIFORNIA

WHEREAS, Section 3 of Article I of the By-Laws of the Redevelopment Agency of the City of Sacramento, California provides that the office of the Agency shall be at such place in the City of Sacramento, California, as may be designated by resolution; now, therefore,

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, CALIFORNIA: That until otherwise provided by resolution, the office of the Redevelopment Agency of the City of Sacramento, California shall be at Room 308 of the City Hall in the City of Sacramento, California.

After discussion of the resolution, Member Read moved that said resolution be finally adopted as introduced and read. The motion was seconded by Member Grumm. The question being put upon the final adoption of said resolution, the roll was called with the following result:

AYES: Clark, Read, Grumm, and Leavey

NOES: None

ABSENT: Jaqueth

The Chairman declared the motion carried and the resolution finally adopted.

The following resolution was then introduced by Member Clark, read in full by the Secretary pro tem and considered by the Agency:

RESOLUTION No. 5

RESOLUTION DESIGNATING THE TIME  
AND PLACE OF REGULAR MEETINGS  
OF THE REDEVELOPMENT AGENCY OF  
THE CITY OF SACRAMENTO, CALIFORNIA

WHEREAS, Section 2 of Article III of the By-Laws of the Redevelopment Agency of the City of Sacramento, California provides that regular meetings may be held without notice at such time and place as may be determined by resolution of the Agency; now therefore,

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, CALIFORNIA: That until otherwise provided by resolution, the Members of the Redevelopment Agency of the City of Sacramento, California shall hold regular meetings at 2 o'clock, P.M., on the First and Third Wednesdays of each month at the office of the Agency.

After discussion of the resolution, Member Clark moved that said resolution be finally adopted as introduced and read. The motion was seconded by Member Read. The question being put upon the final adoption of said resolution, the roll was called with the following result:

AYES: Clark, Read, Grumm, and Leavey

NOES: None

ABSENT: Jaqueth

The Chairman thereupon declared the motion carried and said resolution finally adopted.

The Chairman announced that it was in order to elect the officers of the Agency to serve until the next annual meeting and until their successors were chosen and qualified in their stead.

The election of Vice-Chairman of the Agency was held. Mr. Read was first nominated but declined to serve. A motion was made by Leavey, seconded by Clark that Mr. Fred Grumm be nominated for Vice-Chairman. There being no further nominations, the Chairman declared the nominations closed. A motion was made by Read, seconded by Clark that Mr. Fred Grumm be elected as Vice-Chairman. The roll call on this motion was as follows:

AYES: Clark, Leavey, Read

NOES: None

NOT VOTING: Grumm

ABSENT: Jaqueth

The Secretary pro tem was instructed to cast a unanimous ballot for the election of Mr. Fred Grumm as Vice-Chairman.

The following resolution was introduced by Member Read, read in full by the Secretary pro tem and considered by the Agency:

RESOLUTION No. 6

RESOLUTION REQUESTING A LOAN  
FROM THE CITY OF SACRAMENTO

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO,  
CALIFORNIA:

Section 1. The following budget and estimate of administrative expenses for the first three months of operation of the Agency is hereby established and approved in the total sum of \$6,394:

REDEVELOPMENT AGENCY OF THE CITY OF  
SACRAMENTO, CALIFORNIA

ESTIMATE OF ADMINISTRATIVE EXPENSES FOR THE FIRST THREE MONTHS

(After approval by the City Council, to be submitted to the Federal Housing and Home Finance Agency for prior approval before expenditures are made)

	<u>MONTHLY COST</u>	<u>THREE MONTHS</u>	<u>TOTAL</u>
A. <u>SALARIES</u>			
1 - Director	\$750.00	\$2,250.00	
1 - Administrative Stenographer	250.00	<u>750.00</u>	
Total Salaries			\$3,000.00



	<u>MONTHLY COST</u>	<u>THREE MONTHS</u>	<u>TOTAL</u>
<b>B. <u>CONTRACTURAL SERVICES</u></b>			
1. <u>Office Rent</u> - 400 square feet	\$ 130.00	\$ 390.00	
2. <u>Telephone and Telegraph</u>			
a. Installation charges (\$10.00)			
b. Monthly charges & tolls	\$ 25.00		
c. Monthly Telegraph charges	5.00		
3. <u>Drafting Service</u> - By City Planning Commission		\$ 100.00	
4. <u>Blueprinting and Maps</u>		\$ 300.00	
5. <u>Automobile Expenses</u> Operation (From City Car pool as needed)		\$ 130.00	
	35.00	\$ 105.00	
	End of Monthly Cost		
6. <u>Travel Expenses</u>			
1 - Trip to Washington, D. C.	\$ 500.00		
2 - Trips to San Francisco	50.00		
1 - Trip to Los Angeles	100.00		
		\$ 650.00	
7. <u>Subscriptions (Annual)</u>			
a. Redevelopment Information Service (National Association of Housing Officials)	\$ 100.00		
b. American City Magazine	4.00		
c. Membership, American Society of Planning Officials	25.00		
		\$ 129.00	
Total Contractural Services			\$1,804.00

**C. COMMODITIES**

1. Stationery and office supplies	\$ 175.00	
2. Postage	25.00	
Total Commodities		\$ 200.00

	<u>MONTHLY COST</u>	<u>THREE MONTHS</u>	<u>TOTAL</u>
<b>D. <u>CAPITAL OUTLAY</u></b>			
1. <u>Office Furniture</u>			
a. Executive Desk	\$ 210.00		
b. Stenographer's Desk	150.00		
c. Executive Chair	90.00		
d. Typist Chair	40.00		
e. 6 Straight back chairs at \$25 each	<u>150.00</u>	\$ 640.00	
2. <u>Office Equipment</u>			
a. Typewriter	\$ 155.00		
b. Duplicator or Mimeo- graph machine & stand	275.00		
c. Steel letter file - 3 drawer, legal size	<u>70.00</u>	<u>\$ 500.00</u>	
			\$1,140.00
			\$6,144.00
			<u>250.00</u>
<b>E. <u>CONTINGENCIES</u></b>			
			\$6,394.00
			Total Estimated Expenses

Section 2. The Secretary pro tem is instructed to forward the proposed budget to the City Council with a letter of transmittal to be signed by Chairman Leavey and that upon approval of said budget by the City Council the Chairman is authorized to forward said budget by the approved to the Housing and Home Finance Agency, Washington, D.C. requesting prior approval of the expenditures anticipated by the budget. The Secretary pro tem is authorized to be present at the City Council meeting when the proposed budget is to be discussed to represent the Agency.

Member Read moved that the resolution be finally adopted as introduced and read. The motion was seconded by Member Clark. The question being put upon the final adoption of said resolution, the roll was called with the following result:

AYES: Clark, Read, Grumm, Leavey

NOES: None

ABSENT: Jaqueth

The Chairman declared said motion carried and the resolution finally adopted.

NEW BUSINESS

The Chairman called attention to the fact that in Resolution No. 237, passed by the City Council on December 14, 1950, Mr. H. Harold Leavey was designated as the first Chairman. However, the State Community Redevelopment Act states that the Chairman of a Redevelopment Agency shall be appointed "for the calendar year or for that portion thereof remaining after such chairman is designated or elected."

While the first meeting of the Agency was not held until January 3, 1951, Mr. Leavey said that he felt the Agency should formally elect a Chairman for the calendar year 1951.

Mr. Read nominated Mr. Leavey as Chairman. The nomination was seconded by Mrs. Clark. There being no further nominations they were closed.

Read moved and Clark seconded a motion that the Secretary pro tem cast a unanimous ballot for Mr. Leavey as Chairman. Motion was carried as follows:

AYES: Clark, Grumm, Read

NOES: None

NOT VOTING: Leavey

ABSENT: Jaqueth

There being no further business it was moved by Read, seconded by Grumm that the meeting adjourn. The motion carried and the meeting was adjourned at 3:30 P.M.

H. Harold Leavey  
H. Harold Leavey, Chairman

Glenn Hall  
Glenn Hall, Acting Secretary