BYLAWS OF THE
INGLEWOOD PARKING AUTHORITY

These Bylaws of the Inglewood Parking Authority supersede all prior bylaws of the Parking Authority and all prior amendments and restatements thereto

ARTICLE 1 - DEFINITIONS

The following terms capitalized in these Bylaws shall have the meaning specified in this Article unless the content requires otherwise:

Section 1.1 Parking Authority means the Inglewood Parking Authority.

Section 1.2 Board means the governing body of the Parking Authority.

Section 1.3 Brown Act means the Ralph M. Brown Act set forth in California Government Code Section 54950 et seq., as amended from time to time.

Section 1.4 City means the City of Inglewood.

Section 1.5 Parking Law of 1949 means California Streets & Highways Code Section 32650, et seq., as amended from time to time.

ARTICLE 2 - OFFICE

Section 2.1 Principal Executive Office. The principal executive office for the business of the Parking Authority shall be the offices of the City, which are located at One Manchester Boulevard, Inglewood, California 90301.

ARTICLE 3 - THE BOARD

Section 3.1 Composition. The Parking Authority shall be administered by the Board, whose members shall be, at all times, the members of the City Council. The term of office of a member of the City Council as a member of the Board shall terminate when such member of the Board shall cease to be a member of the City Council; and the successor to such member of the City Council shall become a member of the Board.

Section 3.2 Meetings of the Board.

Section 3.2.1 Regular Meetings. The Board shall hold at least one (1) regular meeting each year and, by resolution, may provide for the holding of regular meetings at more frequent intervals. The date upon which and the hour and place at which each such regular meeting shall be held shall be fixed by resolution of the Board.

Section 3.2.2 Special Meetings. Special meetings of the Board may be called at any time by the Chairperson, by the Vice Chairperson in the absence or disability of the Chairperson, or by a majority of the members of the Board.

Section 3.2.3 Notice of Meetings. All meetings of the Board shall be called, noticed, held and conducted subject to the provisions of the Brown Act.
Section 3.2.4 Adjourned Meetings.

Section 3.2.4.1 Adjournment. Any Board meeting, whether or not a quorum is present, may be adjourned from time to time by the vote of a majority of the members of the Board present, but in the absence of a quorum, except as provided in Section 3.2.7 (Quorum), no other business may be transacted at such a meeting.

Section 3.2.5 Place of Meetings. All meetings of the Board shall be held at the same location as meetings of the City Council.

Section 3.2.6 Rules of Procedure for Meetings. All meetings of the Board shall be called, noticed, held and conducted in accordance with the provisions of the Brown Act and as further prescribed by these Bylaws.

Section 3.2.7 Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn meetings from time to time.

Section 3.2.8 Minutes. The Secretary of the Parking Authority shall cause minutes of all meetings of the Board to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be agendized on the next available Board meeting for Board review and approval.

Section 3.3 Compensation. Members of the Board shall not receive any compensation for serving as such but shall be entitled to reimbursement for any expenses actually incurred in connection with serving as a member if the Board shall determine that such expenses shall be reimbursed and unencumbered funds are available for such purpose.

ARTICLE 4 - OFFICERS AND EMPLOYEES

Section 4.1 Officers. The officers of the Parking Authority shall be an Executive Director, a Secretary, a Chief Financial Officer, a Treasurer, and a General Counsel. The Board may in addition provide for other officers as it deems necessary for the performance of the business of the Parking Authority.

Section 4.2 Executive Director. The City Manager of the City shall be the Executive Director of the Parking Authority, replacing the Administrative Officer. The Executive Director shall have the general administrative responsibility for the activities of the Parking Authority. The Executive Director shall have such other powers and duties as may be prescribed by the Board or these Bylaws.

Section 4.3 Chief Financial Officer. The Chief Financial Officer of the City shall now serve as the Chief Financial Officer of the Parking Authority, replacing the Controller. The Chief Financial Officer shall be responsible for the preparation and filing, at least once annually, or more often as the Executive Director directs, with the Board a detailed report of all of the Parking Authority’s transactions, including a statement of revenues and expenditures, and shall also, at least once annually, or more often as the Executive Director directs, shall submit to the Board a statement of financial affairs of the Parking Authority, audited by an independent certified accountant. The Chief Financial Officer shall have such other duties as may be prescribed by the Board or these Bylaws.

Section 4.4 Treasurer. The Treasurer of the City shall continue to serve as the Treasurer of the Parking Authority. The Treasurer along with the Chief Financial Officer shall keep and maintain, or cause to be kept and maintained, adequate and correct financial records of the Parking Authority, including accounts of its assets, liabilities, receipts, and disbursements. The Treasurer shall (a) either make or contract with a certified public accountant to make an annual audit of the accounts and records of the Parking Authority, the minimum requirements for which shall be prescribed by the County Controller in Section
26909 of the Government Code; and (b) draw or cause to be drawn warrants to pay demands against the Parking Authority when the demands have been approved by the Board. However, approval and release of such warrants and demands shall be in accordance with Section 5.5 and Section 5.6, below. The Treasurer shall have such other duties as may be prescribed by the Board or these Bylaws.

Section 4.5 Secretary. The City Clerk shall continue to serve as the Secretary of the Parking Authority. The Secretary shall record or cause to be recorded, and shall keep or be caused to be kept, at the principal executive office and such other places as the Board may order, a book of minutes of actions taken at all meetings of the Board, including the names of all members of the Board, officers, and employees present at the meetings. The Secretary shall also give, or cause to be given, notice of all the meetings of the Board required by these Bylaws or by statute to be given, and shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws.

Section 4.6 General Counsel. The City Attorney shall serve as General Counsel to the Parking Authority, replacing the Attorney position. The General Counsel shall advise the Board concerning its legal rights and obligations as requested by the Board.

Section 4.7 Other Officers and Employees. The Board shall appoint, or may empower the Chairperson to appoint, such other officers and employees as may be necessary to carry out the purposes of the Parking Authority. All officers and employees shall have such authority and perform such duties as are provided in the Parking Law of 1949, or as provided by these Bylaws, or as the Board may from time to time determine.

ARTICLE 5 - MISCELLANEOUS

Section 5.1 Fiscal Year. Unless and until changed by resolution of the Board, the fiscal year of the Parking Authority shall be the period from October 1 of each year to and including the following September 30.

Section 5.2 Annual Report and Annual Audit. The Board shall cause an annual report and the annual audit to be sent to the City not later than 180 days after the close of each fiscal year. Such report shall contain a balance sheet as of the end of such fiscal year, an income statement and statement of changes in the financial position for such fiscal year, and shall be accompanied by such other information as may be required by law.

Section 5.3 Defense of Agents of the Parking Authority. For purposes of this Article, "Agent" means any person who is or was an officer, employee or other agent of the Parking Authority. The Parking Authority may provide for the defense of any civil action or proceeding brought against any such Agent of the Parking Authority in his or her official or individual capacity or both, on account of an act or omission within the scope of his or her employment as an Agent of the Parking Authority, and to the extent of such defense as provided for in Government Code Sections 995 et seq.

Section 5.4 Checks and Drafts. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of and payable by the Parking Authority, shall be reviewed and approved by the Board and shall be countersigned by the Chairperson.

Section 5.5 Register of Checks. A register of all checks and warrants not previously reviewed and approved by the Board shall be submitted to the Board at each of its meetings for the Board’s review and approval.
Section 5.6 Execution of Contracts. Upon approval of the Board, the Chairman may enter into any contract or execute any instrument in the name of and on behalf of the Parking Authority.

ARTICLE 6 - AMENDMENTS

Section 6.1 Power of the Board. New Bylaws may be adopted or these Bylaws may be amended or repealed by the affirmative vote of a majority of the members of the Board present and voting at a duly constituted Board meeting.

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