



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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**AGENDA**

**DATE & TIME**

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**Wednesday, January 21, 2026 - 7:00 PM**

**LOCATION**

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

**PUBLIC PARTICIPATION** Public access to this meeting is available as follows:

To Attend In-Person -

Independence Plaza, 703 Atlantic Avenue, Alameda - Ruth Rambeau Memorial Community Room

Join Zoom Meeting

<https://us06web.zoom.us/j/82617583123?pwd=BM3TenEVxEayocip8V0NHIZ9Qi0nYb.1>

Meeting ID: 826 1758 3123

Passcode: 406791

By Phone (through Zoom):

Find your local number: <https://us06web.zoom.us/j/82617583123?pwd=BM3TenEVxEayocip8V0NHIZ9Qi0nYb.1>

Meeting ID: 826 1758 3123

Passcode: 406791

Persons wishing to address the Board of Commissioners are asked to submit comments for the public comment period of the Agenda as follows:

- Send an email with your comment(s) to [jpolar@alamedahsg.org](mailto:jpolar@alamedahsg.org) and [hainfo@alamedahsg.org](mailto:hainfo@alamedahsg.org) prior to or during the Board of Commissioners meeting
- Call and leave a message at (510) 871-7435, TTY/TRS: 711.
- Complete a speaker card in the meeting room on the day of the meeting.

Written comments may also be submitted via US Mail to:

Attn: Clerk of the Board

Housing Authority of the City of Alameda

701 Atlantic Avenue

Alameda, CA 94501

Written comments received by the Housing Authority prior to 12 Noon on the day of the meeting will be posted on the Housing Authority's website and presented at the meeting



during the public comment period. Written comments received by the Housing Authority after 12 Noon, but prior to the meeting start time, will only be presented during the public comment period. Please mark any submission as "Public Comment" and indicate which agenda item they relate to.

The public comment period is limited to three minutes per speaker.

Persons in need of special assistance to participate in the meetings of the Housing Authority of the City of Alameda, please contact (510) 747-4325 (voice), TTY/TRS: 711, or [jpolar@alamedahsg.org](mailto:jpolar@alamedahsg.org). Notification 72 hours prior to the meeting will assist the Housing Authority of the City of Alameda to make reasonable arrangements to provide accessibility or language assistance.

## PLEDGE OF ALLEGIANCE

1. ROLL CALL
2. AB2449 COMPLIANCE "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals. Note: A Commissioner cannot participate in meetings of the Board of Commissioners solely by teleconference from a remote location for a period of more than 3 consecutive months or 20% of the regular meetings for AHA within a calendar year, or more than 2 meetings if the Board of Commissioners regularly meets fewer than 10 times per calendar year.
3. COMMISSIONER RECUSALS
4. Motion to Accept the Order of the Board of Commissioners Agenda for the January 21, 2026 Meeting.
5. Public Comment (Non-Agenda)
6. CONSENT CALENDER  
Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.
- 6.A. Approve Minutes of the Regular Board of Commissioners Meeting held on November 19, 2025. **Page 5**



- 6.B. Approve the updates to the Investment Policy. **Page 16**
- 6.C. Approve the Executive Director and Human Resources Director as new signatories for the California Asset Management Program and rescind authorization for other signatories. **Page 26**
- 6.D. Accept a waiver of potential conflict for Goldfarb & Lipman LLP for the Housing Authority of the City of Alameda and the County of Alameda regarding Park Alameda (The Alameda Islander LP). **Page 28**
- 6.E. Authorize and approve the Executive Director to negotiate and sign a second amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and AppleOne, Inc. for staffing services, increasing the contract amount by \$370,000 for a new total contract amount not to exceed \$720,000 during the term, including any extensions. **Page 34**
- 6.F. Authorize and approve the Executive Director to negotiate and sign a second amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and Adsphere, Inc. (DBA City Print and Mail) for printing and mailing services, increasing the contract amount by \$100,000 for a new total contract amount not to exceed \$325,000 during the term, including any extensions. **Page 42**
- 6.G. Authorize the Executive Director or Designee to negotiate and sign a second amendment to the consultant services agreement with Novogradac & Company LLP for audit and tax services to increase the total compensation amount by \$100,000, for an increase to the total not to exceed amount from \$312,500 to \$412,500, with no further agreement term extensions. **Page 50**
- 6.H. Authorize and approve the Executive Director to sign a second amendment to the maintenance services agreement between the Housing Authority of the City of Alameda (AHA) and TK Elevator for elevator maintenance services, increasing the contract amount by \$232,487 for a new total contract amount not to exceed \$500,000 and extend the agreement by 1 year with a new contract termination date of August 30, 2027. **Page 53**
- 6.I. Accept a Report on the Installation of Gas Meter Seismic Shutoff Valves at Multiple Properties. **Page 61**
- 7. AGENDA
- 7.A. Accept a presentation on the Agency's 85th Anniversary Celebration and recognition of AHA's staff and partners. **Page 63**
- 7.B. Rescind Prior Local Agency Investment Fund Resolution and Adopt New Local Agency Investment Fund Resolution to Change Authorized Signatories. **Page 78**
- 8. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)
- 9. WRITTEN COMMUNICATIONS
- 10. EXECUTIVE DIRECTOR'S COMMUNICATIONS
- 11. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)



12. ADJOURNMENT

\* \* \* Note \* \* \*

- Documents related to this agenda are available on-line at:  
<https://www.alamedahsg.org/meetings/>
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review, subject to limited statutory exceptions. In order to assist the Housing Authority's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Housing Authority accommodate these individuals.







Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
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701 Atlantic Avenue • Alameda, California 94501-2161

**DRAFT MINUTES  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS  
WEDNESDAY, NOVEMBER 19, 2025**

**PLEDGE OF ALLEGIANCE**

Chair Grob called the meeting to order at 6:04 p.m.

**1. ROLL CALL**

**Present:** Chair Grob, Commissioner Decoy, Commissioner Kaufman, and Commissioner Tamaoki

**Late Arrival:** Commissioner Husby arrived during Closed Session.

**General**

**Counsel:** Jhaila R. Brown, Goldfarb & Lipman LLP

**Absent:** Commissioner Joseph-Brown and Commissioner Sidelnikov

- 2. AB2449 COMPLIANCE** "AB2449 Compliance: The Chair will confirm that there are 4 members in the same, properly noticed meeting room within the jurisdiction of the City of Alameda. Each board member who is accessing the meeting remotely must disclose verbally whether they are able to be remote under AB2449: (1) just cause (max. 2 per year), or (2) emergency circumstances." For Emergency Circumstances, the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstances to be used as a justification to participate remotely. Remote Commissioners must provide a general description of the circumstances relating to need to appear remotely at the given meeting. Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.



Chair Grob confirmed that 4 Commissioners were present in the noticed meeting room within the City of Alameda and there were no Commissioners attending remotely.

3. COMMISSIONER RECUSALS

None.

4. Motion to Accept the Order of the Board of Commissioners Agenda for the November 19, 2025 Meeting.

Commissioner Tamaoki moved to accept the Order of the Board of Commissioners Agenda for the November 19, 2025 Meeting and Commissioner Kaufman seconded. The motion passed unanimously.

Yes      4      Chair Grob, Commissioner Decoy,  
Commissioner Kaufman, and Commissioner Tamaoki

No      0

Abstentions      0

5. Public Comment (Closed Session items)

None.

6. Closed Session - 6:00 p.m. - Adjournment to Closed Session to Consider:

Chair Grob adjourned to Closed Session at 6:08 p.m.

6.A. Public Employee Performance Evaluation (Ca. Government Code § 54957)  
Title: Executive Director

7. Adjournment of Closed Session

Chair Grob adjourned Closed Session at: 7:12 p.m.

8. RECONVENE REGULAR MEETING

Chair Grob reconvened the Regular Meeting at 7:12 p.m.



## 9. Announcement of Action Taken in Closed Session, if any.

Chair Grob stated that during Closed Session the Board discussed the Public Employee Performance Evaluation for the Executive Director and there is nothing to report out.

## 10. Public Comment (Non-Agenda)

**In-person comment(s):**

Rita Lark, resident at Esperanza, expressed concern regarding inspections at the property.

**Virtual comment(s):**

Robert Shaye, Alameda Resident, discussed the October 17, 2025 Poplar update that was posted to the Housing Authority of the City of Alameda (AHA) website on October 17, 2025, and expressed concern regarding it's transparency including the conditional clearance entitlement path with the water board.

11. CONSENT CALENDER

Consent Calendar items are considered routine and will be approved or accepted by one motion unless a request for removal for discussion or explanation is received from the Board of Commissioners or a member of the public.

- \*11.A. Approve Minutes of the Regular Board of Commissioners Meeting held on September 17, 2025.
- \*11.B. Accept the Monthly Overview Report for the Housing Programs Department.
- \*11.C. Accept the Monthly Overview Report for Property Operations.
- \*11.D. Accept the Monthly Update on Construction in Progress (CIP).
- \*11.E. Accept the Monthly Construction Report for The Estuary I.
- \*11.F. Accept the Monthly Construction Report for Linnet Corner.
- \*11.G. Accept the Monthly Report for The Poplar.
- \*11.H. Accept the Quarterly Report for North Housing Offsites.
- \*11.I. Accept the Quarterly Overview Report for the Executive/Data and Policy and HR Departments.
- \*11.J. Accept the Quarterly Overview Report For the Administration and Services Department.
- \*11.K. Accept the Quarterly Overview Report for the Housing Development Department.
- \*11.L. Accept the Quarterly Development Report for The Estuary II.



- \*11.M. Accept the Quarterly Financial Report for the month ended June 30, 2025.
- \*11.N. Accept the Quarterly Investment Report for the Period Ending September 30, 2025.
- \*11.O. Accept the quarterly report on the property financials for properties owned by the Housing Authority of the City of Alameda (AHA), Alameda Affordable Housing Corporation (AAHC), and Island City Development (ICD) for the period ending June 30, 2025.
- \*11.P. Approve the Quarterly Write-off, to September 30, 2025, of Uncollectible Accounts Receivable from Former Residents.
- \*11.Q. Authorize and approve the Executive Director to negotiate and sign a First Amendment of the Amended and Superseded Consultant Services Contract between Engeo Incorporated, the Housing Authority of the City of Alameda, and Lakehurst and Mosley LP for geotechnical and environmental services with Lakehurst and Mosely LP (Estuary I) increasing the total contract amount by \$5,000 for a new Total Contract Amount of \$179,386.33 for the total term, including extensions, and extending the contract term an additional six months to June 30, 2026.
- \*11.R. Authorize and approve the Executive Director to negotiate and sign a First Amendment of the Amended and Superseded Consultant Services Contract between Engeo Incorporated, the Housing Authority of the City of Alameda, and Mosley and Mabuhay LP for geotechnical and environmental services with Mosley and Mabuhay LP (Estuary II) increasing the total contract amount by \$5,000 for a new Total Contract Amount of \$179,386.33 for the total term, including extensions, and extending the contract term an additional six months to June 30, 2026.
- \*11.S. Authorize and approve the Executive Director to negotiate and sign a First Amendment of the Amended and Superseded Consultant Services Contract between Engeo Incorporated, the Housing Authority of the City of Alameda, and Mabuhay and Lakehurst LP for geotechnical and environmental services with Mabuhay and Lakehurst LP (Linnet Corner) increasing the total contract amount by \$5,000 for a new Total Contract Amount of \$179,386.34 for the total term, including extensions, and extending the contract term an additional six months to June 30, 2026.

**Items accepted or adopted are indicated by an asterisk.**

Commissioner Husby moved to accept the Consent Calendar items, and Commissioner Tamaoki seconded. The motion passed unanimously.

Yes	5	Chair Grob, Commissioner Decoy, Commissioner Husby, Commissioner Kaufman, and Commissioner Tamaoki
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No	0
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Abstentions 0

## 12. AGENDA

### 12.A. Accept the Annual Report for Fiscal Year 2024-2025 and an overview of the North Housing Grand Opening.

Joshua Altieri, Community Relations Manager, provided a presentation that summarized the Annual Report Summary for FY 24-25. Mr. Altieri also provided a presentation that included an overview of the North Housing Grand Opening.

Vanessa Cooper, Executive Director, offered to provide a tour to any Board member(s) who may not have yet had the chance to visit the North Housing site.

Chair Grob appreciated the combining of the presentations of Annual Report and North Housing Grand Opening, as these reflected the work completed throughout the year. Chair Grob stated that it is great to culminate one of the most productive years with the opening of North Housing, which has been in progress for a long time, and delivers on AHA's commitment to build homeless housing units. Chair Grob expressed gratitude for the work completed by AHA staff.

Commissioner Tamaoki stated that the opening of the North Housing site is both backward looking, as it has been in the making for 10 years or more, but is also forward looking, as there is so much land available for additional developments in the future.

Chair Grob moved to accept the Annual Report for Fiscal Year 2024-2025 and an overview of the North Housing Grand Opening, and Commissioner Tamaoki seconded. The motion passed unanimously.

Yes	5	Chair Grob, Commissioner Decoy, Commissioner Husby, Commissioner Kaufman, and Commissioner Tamaoki
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No	0
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Abstentions 0

### 12.B. Approve a revised Schedule of Authorized Positions effective immediately and a revised Pay Schedule effective November 20, 2025.



Alicia Southern, Director of Human Resources, provided a presentation that summarized the revised Schedule of Authorized Positions and revised Pay Schedule.

Ms. Southern explained the staffing changes proposed in the memo. Ms. Southern stated that one administrative error made in the Pay Schedule is being clarified to reflect that the Assistant Director of Property Operations will remain at range 46, which is consistent with the other Assistant Director positions in the agency. The position changes for the Schedule of Authorized positions are approximately \$150k for salary and retirement costs, which can be absorbed in the current approved budget due to cost savings with benefits and vacant positions.

Commissioner Tamaoki inquired as to whether AHA has considered the use of AI, not with the intent of eliminating jobs, but of making people more accurate, efficient, and productive. Ms. Southern stated that AHA's IT team has been researching AI options and carefully considering the safety of its use, as Management wants to ensure the safety and privacy of AHA residents. Ms. Cooper stated that while AHA's current policy does not allow the use of AI, it is recognized that its use is becoming increasingly standard and AI is now integrated into most software. In this consideration, AHA is reviewing the practices and uses of AI by other government agencies and will be reviewing its AI policy in the new year.

Commissioner Tamaoki moved to approve the revised Schedule of Authorized Positions effective immediately and the revised Pay Schedule effective November 20, 2025, and Commissioner Husby seconded. A roll call vote was taken, and the motion passed unanimously.

Yes	5	Chair Grob, Commissioner Decoy, Commissioner Husby, Commissioner Kaufman, and Commissioner Tamaoki
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No	0
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Abstentions	0
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- 12.C. Approve a Correction to the Minutes of the Board of Commissioners' Meeting, to reflect Executive Director's absence, dated May 21, 2025 and Authorize the Chair and Executive Director to Sign the Corrected Minutes.

Ms. Cooper stated that a typo indicating the Executive Director as "absent present" was identified in the DRAFT Minutes for the May 21, 2025 meeting. Staff is requesting Board approval to correct this typo to indicate that the Executive Director was "absent."



Commissioner Husby moved to approve a Correction to the Minutes of the Board of Commissioners' Meeting, to reflect Executive Director's absence, dated May 21, 2025 and Authorize the Chair and Executive Director to Sign the Corrected Minutes, and Chair Grob seconded. The motion passed unanimously.

Yes      5      Chair Grob, Commissioner Decoy, Commissioner Husby,  
Commissioner Kaufman, and Commissioner Tamaoki

No      0

Abstentions      0

- 12.D. Authorize and approve the Executive Director to negotiate and sign a first amendment to the consultant services agreement contract between the Housing Authority of the City of Alameda (AHA) and Quadel Consulting & Training LLC for recertification and file review services, increasing the contract amount by \$180,000 for a new total contract amount not to exceed \$380,000 over the total term, including extensions, and extending the contract term one additional year to March 30, 2028.

Radha Mehta, Management Analyst, provided a presentation that summarized the services provided by Quadel Consulting & Training LLC (Quadel) under Amendment No. 1 to the contract between the Housing Authority of the City of Alameda (AHA) and Quadel Consulting & Training LLC.

In response to Commissioner Tamaoki's inquiry as to whether there are other opportunities for delegating or allocating additional services to Quadel, Ms. Cooper stated that in addition to the services currently provided, there are potential opportunities for additional services to be provided by Quadel, as they provide trainings, including trainings surrounding AI. This may be needed as AHA researches the integration of AI into its current systems. As a small housing authority, in addition to the customer service focused policy changes implemented by the agency this year, Quadel has been crucial to AHA's flexibility.

Commissioner Kaufman inquired as to how staff determined how much to increase the contract amount. Ms. Mehta explained that staff determined the increase by performing a budget analysis for the period of contract start (March 19, 2024) through now and multiplied the monthly expenditure amount by the contract length.

Following discussion regarding the requested increase to the contract amount and in consideration of the services provided, at the recommendation of Commissioner Kaufman, and with General Counsel's approval, Chair Grob



suggested that the contract amount be increased an additional \$70,000 to the requested amount.

Chair Grob moved to approve the motion, as amended, to authorize and approve the Executive Director to negotiate and sign a first amendment to the consultant services agreement contract between the Housing Authority of the City of Alameda (AHA) and Quadel Consulting & Training LLC for recertification and file review services, increasing the contract amount by a modified amount of \$250,000, rather than \$180,000, for a new total contract amount not to exceed \$450,000, rather than \$380,000, over the total term, including extensions, and extending the contract term one additional year to March 30, 2028, and Commissioner Kaufman seconded. The motion passed unanimously.

Yes      5      Chair Grob, Commissioner Decoy, Commissioner Husby,  
Commissioner Kaufman, and Commissioner Tamaoki

No      0

Abstentions      0

- 12.E. Authorize the Executive Director or Designee to negotiate and sign a second amendment with the Law Offices of Shelley S. Buchanan for eviction and property management counsel services to increase the total compensation amount by \$105,000 for an increase to the total not to exceed amount from \$245,000 to \$350,000.

Sean Prevette, Assistant Director of Administration and Services, provided a presentation that summarized (i) the services provided by the Law Offices of Shelley S. Buchanan, and (ii) the second amendment with the Law Offices of Shelley S. Buchanan for eviction and property management counsel services.

Commissioner Tamaoki inquired as to whether the reasoning for the increase in costs. Mr. Prevette stated that while the underlying service charges have remained the same, there has been an increase in the length of the cases, which was not anticipated. Ms. Buchanan has also been providing a lot of interactive services which has aided AHA's collection rate of 95%, as just after COVID approximately 25% of households were behind on rent. Ms. Cooper stated that AHA has been satisfied with the services provided by Ms. Buchanan. The costs are higher than they would be if AHA moved to termination quickly.

Commissioner Kaufman inquired as to why the contract is being increased in two steps, as this increase wasn't included when the contract was increased by





\$145,000 two weeks ago. Mr. Prevette stated that the initial amendment was to address some expenses that were being charged to the properties. The current second amendment is being made to ensure that AHA does not exceed the \$250,000 threshold. The first request was to bring the account current, and this request is to keep the account current through Q1 period, after which an RFP will be issued.

Commissioner Kaufman moved to authorize the Executive Director or Designee to negotiate and sign a second amendment with the Law Offices of Shelley S. Buchanan for eviction and property management counsel services to increase the total compensation amount by \$105,000 for an increase to the total not to exceed amount from \$245,000 to \$350,000, and Chair Grob seconded. The motion passed unanimously.

Yes      5      Chair Grob, Commissioner Decoy, Commissioner Husby,  
Commissioner Kaufman, and Commissioner Tamaoki

No      0

Abstentions      0

- 12.F. Authorize the Executive Director to Negotiate and Execute Two Contracts with Sierra Roofing & Solar for Roofing Services at Independence Plaza and 701 Atlantic Avenue, with a Combined Total Contract Amount Not to Exceed \$483,170, for a 1-year term.

Joseph Nagel, Sr. Construction Project Manager, provided a presentation that summarized the request to Authorize the Executive Director to Negotiate and Execute Two Contracts with Sierra Roofing & Solar for Roofing Services at Independence Plaza and 701 Atlantic Avenue, with a Combined Total Contract Amount Not to Exceed \$483,170, for a 1-year term.

Commissioner Tamaoki appreciated the capital improvements investment being made by AHA. Jhaila R. Brown, General Counsel, suggested that the recommendation for this item be divided to allow for authorization and execution of the two contracts individually.

Following the suggestion of General Counsel, Chair Grob moved to accept the motion as amended to authorize the Executive Director to Negotiate and Execute Two separate Contracts with Sierra Roofing & Solar for Roofing Services; the first for 701 Atlantic Avenue for approximately \$206,966 and the second for 703 Atlantic Avenue (Independence Plaza) for approximately



\$276,227; and Commissioner Tamaoki seconded. The motion passed unanimously.

Yes      5      Chair Grob, Commissioner Decoy, Commissioner Husby,  
Commissioner Kaufman, and Commissioner Tamaoki

No      0

Abstentions   0

12.G. Elect a Chair and Vice Chair of the Board of Commissioners for Calendar Year 2025-2026.

Ms. Cooper stated that this action item is being presented again to the Board, as it was recognized that in exuberance to reappoint the Board Chair and Vice-Chair, the motion to make these elections was overlooked during the October 2025 meeting. Ms. Cooper also proposed that the recommendation be modified to clarify that the calendar year is July 1, 2025 through June 30, 2026.

Chair Grob moved to elect a Chair and Vice Chair of the Board of Commissioners for the Calendar Year, as amended, to clarify that the calendar year means the period July 1, 2025 through June 30, 2026, with Carly Grob being elected as Chair and Vadim Sidelnikov being elected as Vice-Chair, and Commissioner Kaufman seconded. The motion passed unanimously.

Yes      5      Chair Grob, Commissioner Decoy, Commissioner Husby,  
Commissioner Kaufman, and Commissioner Tamaoki

No      0

Abstentions   0

13. ORAL COMMUNICATIONS, Non-Agenda (Public Comment)

None.

14. WRITTEN COMMUNICATIONS

None.

15. EXECUTIVE DIRECTOR'S COMMUNICATIONS

Ms. Cooper expressed appreciation for the staff presentations provided and noted that AHA will be focusing on capital improvements in the upcoming year.



Ms. Cooper stated that Board packets will include amendments, but will no longer include contracts. General Counsel advised that approach was acceptable. Ms. Cooper provided an update on events since the last meeting and upcoming agency events.

16. COMMISSIONER COMMUNICATIONS, (Communications from the Commissioners)

None.

17. CONTINUATION OF CLOSED SESSION OF HOUSING AUTHORITY BOARD OF COMMISSIONERS – IF NEEDED

N/A

18. Announcement of Action Taken in Closed Session, if any.

N/A

19. ADJOURNMENT

Chair Grob adjourned the meeting at 8:12 p.m.

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Vanessa M. Cooper  
Secretary and Executive Director

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Carly Grob, Chair  
Board of Commissioners

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Jhaila R. Brown,  
General Counsel, Goldfarb and Lipman LLC  
Reviewed for form



To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Chief Financial Officer

Date: January 21, 2026

Re: Approve the updates to the Investment Policy.

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**BACKGROUND**

In February 1996, the Housing Commission adopted by resolution a revised Investment Policy for the investment of program funds provided by the U.S. Department of Housing and Urban Development (HUD) and to allow for less restrictive investment of non-HUD program funds. Because of legislation passed by the Federal and State governments during 1995 and 1996, all government agencies are required to review the investment policy at a public meeting of their officials once each year.

**DISCUSSION**

California Government Code Section 53646 requires that the Housing Authority Chief Financial Officer file an annual investment policy with the Board of Commissioners. It also requires that the Chief Financial Officer file a quarterly report with the Board of Commissioners on the status of all investments, including compliance with the adopted investment policy and a certificate that the expenditure requirements for the next six months can be met. California Government Code Section 53600.3 provides that each person or governing body investing public funds is a Trustee and, therefore, is a fiduciary subject to the Prudent Investor Standard. It further provides that the primary objectives when investing public funds are the safety of principal, preservation of liquidity and the return of an acceptable yield, in that order. The regulation also prohibits the use of specific investment vehicles and limits the use of others, including reverse repurchase agreements. HUD also mandates that housing authorities establish cash management procedures and comply with requirements governing the type of instruments in which they may invest. The types of investments permitted under the State and Federal legislation are not different from the types of investments currently held by the Housing Authority of the City of Alameda (AHA). AHA's current investments are with the Local Agency Investment Fund (LAIF) and California Asset Management Program (CAMP) as previously approved by the Board. Note that the California Employers' Retiree Benefit Trust (CERBT) is a Section 115 trust dedicated to prefunding Other Post-Employment Benefits and is held by CalPERS.



The attached redline version has been reviewed by the Housing Authority of the City of Alameda's (AHA) General Counsel. There are only a few minor changes this year.

**FISCAL IMPACT**

Fiscal impact is dependent on the returns generated from these investments in LAIF, CAMP, and CERBT.

**CEQA**

N/A

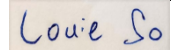
**RECOMMENDATION**

Approve the updates to the Investment Policy.

**ATTACHMENTS**

1. AHA Investment Policy 2026 - (TRACKED CHANGES)

Respectfully submitted,

A handwritten signature in blue ink that reads "Louie So". The signature is written in a cursive, slightly slanted style.

Louie So, Chief Financial Officer

## INVESTMENT POLICY

### Updated January 2026

Deleted: 2025

#### SCOPE:

This Investment Policy (the "Policy") applies to all liquid assets of the Housing Authority of the City of Alameda (the "Housing Authority" or the "Authority") and its legal affiliates, including Alameda Affordable Housing Corporation, Island City Development and various controlled limited liability companies and limited partnerships. These funds are accounted for in the Authority's Comprehensive Annual Financial Report (Audited Financial Statements), which includes various federal and local sourced funds.

Deleted: , including the Housing Choice Voucher program and the Single Room Occupancy Program

#### PRUDENCE:

The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, persons acting on behalf of the Housing Authority shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### OBJECTIVE:

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities, shall be:

1. **Safety.** Safety of principal is the foremost objective of the investment program. Housing Authority investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. **Liquidity.** The investment portfolio will remain sufficiently liquid to enable the Housing Authority to meet all operating requirements which might be reasonably anticipated and shall always have the ability to convert sufficient securities in the portfolio to cash to meet contingency needs. A portion of the portfolio may be placed in money market mutual funds or funds which offer same-day liquidity for short-term funds.
3. **Return on Investments.** The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into

Deleted: 2025

## INVESTMENT POLICY

account the investment risk constraints and the cash flow characteristics of the portfolio. (California Government Code 53600.5)

### DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from Section 401(E) of the HUD/PHA Annual Contributions Contract and California Government Code Sections 53601, et seq. Management responsibility for the investment program is hereby delegated to the Executive Director, who shall establish written procedures for the operation of the investment program consistent with this investment policy.

Procedures should include references to safekeeping, Public Securities Administration repurchase agreements, wire transfer agreements, collateral/depository agreements, banking services contracts, as appropriate. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Executive Director.

The Executive Director is responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Executive Director is a trustee and a fiduciary subject to the prudent investor standard. (California Government Code 53600.3)

The Executive Director may delegate day-to-day investment decision making and execution authority to an investment advisor, subject to Board selection and approval of that advisor and written agreement with the advisor. The Authority must be able to revoke the investment advisor's authority at all times and without notice. Eligible investment advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The advisor will follow the Policy and such other written instructions as are provided by the Authority.

### ETHICS AND CONFLICTS OF INTEREST

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

Officers and employees involved in the investment process will refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

### AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Executive Director will select financial institutions on the basis of credit worthiness, financial strength, experience and minimal capitalization that are authorized to provide

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## INVESTMENT POLICY

investment services. No public deposit shall be made except in a qualified public depository as established by State laws.

For brokers/dealers of government securities and other investments, the Executive Director will select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Executive Director will have received from said firm a signed Certification Form. This form will attest that the individual responsible for the Housing Authority's account with that firm has reviewed the Authority's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Housing Authority that are appropriate under the terms and conditions of the Investment Policy.

### AUTHORIZED AND SUITABLE INVESTMENTS:

1. The Housing Authority is empowered by HUD Notice PIH 96-33 (~~and its extensions~~) to invest HUD funds in the following:
  - a. United States Treasury Bills, Notes and Bonds;
  - b. Obligations issued by Agencies or Instrumentalities of the U. S. Government;
  - c. State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF) or California Asset Management Program (CAMP) or pooled cash investment funds managed by County treasuries;
  - d. Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100 percent collateralized by securities listed in "a" and "b" above;
  - e. Insured Money Market Deposit Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in "a" and "b" above;
  - f. Insured Super NOW Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in "a" and "b" above;
  - g. Certificates of Deposit (CDs) issued by federally- or state-chartered banks or associations. Not more than 30 percent of surplus funds can be invested in CDs;
  - h. Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section. Securities purchased under these agreements will be no more than 102 percent of market value; (See special limits in HUD Notice 96-33 and CGC 53601.0.)

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## INVESTMENT POLICY

- i. Sweep Accounts that are 100 percent collateralized by securities listed in "a" and "b" above;
  - j. Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (i.e., Money Market Mutual Funds) Such Funds must carry the highest rating of at least two (2) national rating agencies. Not more than 20 percent of surplus funds can be invested in Money Market Mutual Funds;
  - k. Funds held under the terms of a Trust Indenture or other contract or agreement, including the HUD/PHA Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts;
  - l. Principal only STRIPS; and
  - m. Any other investment security authorized under the provisions of HUD Notice PIH 96-33 (and its extensions).
2. The Housing Authority is empowered by California Government Code (CGC) Sections 5922 and 53601 et seq. to invest non-HUD funds in the following investment instruments authorized for California local agencies under the provisions of California Government Code Sections 5922 and 53601:
- a. Bonds issued by the City of Alameda;
  - b. United States Treasury Bills, Notes and Bonds;
  - c. Registered state warrants or treasury notes or bonds issued by the State of California;
  - d. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California;
  - e. The California Local Agency Investment Fund (LAIF), California Asset Management Program (CAMP), and other pooled investment funds sponsored by the State of California, County Treasuries, and other local agencies or Joint Powers Authorities;
  - f. Obligations issued by Agencies or Instrumentalities of the U. S. Government;
  - g. Bankers Acceptances with a term not to exceed 180 days. Not more than 40 percent of surplus funds can be invested in Bankers Acceptances and no more than 30 percent of surplus funds can be invested in the bankers acceptances of any single commercial bank;
  - h. Commercial Paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a national recognized statistical rating organization

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## INVESTMENT POLICY

(NRSRO) with a term not to exceed 180 days. Commercial paper cannot exceed 10 percent of total surplus funds, provided, that if the average maturity of all Commercial paper does not exceed 31 days, up to 25 percent of surplus funds can be invested in Prime Commercial paper. Additionally, the Housing Authority may purchase no more than 10 percent of the outstanding commercial paper of any single issuer;

- i. Negotiable Certificates of Deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the California Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Negotiable Certificates of Deposit shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Not more than 30 percent of surplus funds can be invested in Negotiable Certificates of Deposit;
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section. Securities purchased under these agreements will be no less than 102 percent of market value. Reverse repos cannot constitute more than 20 percent of AHA's portfolio. Reverse repos are also limited to 92 days unless the minimum spread between the rate on investment and cost of funds is guaranteed in writing. (See special limits in CGC 53601.)
- k. Medium term notes, not to exceed five (5) years of U. S. corporations organized and operating within the United States which are rated in a rating category of "A" or its equivalent or better by an NRSRO. Not more than 30 percent of surplus funds can be invested in medium term notes;
- l. Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (i.e., Money Market Mutual Funds). Such Funds must carry the highest rating of at least two national rating agencies. Not more than 15 percent of surplus funds can be invested in Money Market Mutual Funds. In addition, no more than 10 percent of AHA's portfolio may be invested in any single mutual fund.
- m. Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements;
- n. Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations;
- o. Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five (5) years. Securities in this category shall be issued by an issuer rated in a rating category of "A" or its equivalent or better for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO. No more than 20 percent of surplus funds can be invested in

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## INVESTMENT POLICY

this category of securities; and

- p. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank of Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO and no more than 30 percent of surplus funds can be invested in this category of securities.

The Authority will limit investments in any one non-government issuer, except investment pools and money market funds, to no more than 5% regardless of security type.

The Board of Commissioners may, at times, further reduce the selection of types of investment to be used by the Advisor or Executive Director by a formal vote.

Where this Policy specifies a percentage limitation for a particular security type, that percentage is applicable only on the date of purchase. Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time subsequent to the purchase of a particular issuer or investment type. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

Credit criteria listed in this Policy refers to the credit rating at the time the security is purchased. The Authority may from time to time be invested in a security whose rating is subsequently downgraded. In the event a rating drops below the minimum allowed by this Policy, the Executive Director will review and recommend an appropriate plan of action to the Board no less frequently than quarterly. If the Authority has an Investment Advisor, the Investment Advisor will notify the Executive Director and recommend a plan of action.

3. Also, see CGC 53601 and Attachment A to HUD Notice 96-33 (and its extensions), "HUD Approved Investment Instruments," for a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. CGC 53601 and Attachment A are attached and included by reference in this Investment Policy.
4. The Housing Authority will not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

### COLLATERALIZATION:

1. The percentage of collateralization on repurchase agreements will conform to the amount required under CGC 53601 (i)(2).

### SAFEKEEPING AND CUSTODY:

Investment Policy

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## INVESTMENT POLICY

1. All security transactions entered into by the Housing Authority will be conducted on delivery-versus-payment (DVP) basis.
2. All securities purchased or acquired will be delivered to the Board of Commissioner of the Authority by book entry, physical delivery, or by third-party custodial agreement. (CGC 53601)

### DIVERSIFICATION:

It is the policy of the Housing Authority to diversify its investment portfolio. The Authority will diversify its investments by security type and, within each type, by institution. Assets will be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies will be determined and revised periodically. In establishing specific diversification strategies, the following guidelines will apply:

1. Portfolio maturities will be matched against projected liabilities to avoid an over concentration in a specific series of maturities.
2. Maturities selected will provide for stability and liquidity.
3. Disbursement and payroll dates will be covered by the scheduled maturity of specific investments, marketable U. S. Treasury Bills or Notes or other cash equivalent instruments, such as money market mutual funds.

### MAXIMUM MATURITIES:

To the extent possible, the Housing Authority will attempt to match its investments with anticipated cash flow requirements. Where there is no anticipated cash flow requirement on an investment, no investment shall be made in any security, which at the time of the investment, has a term remaining to maturity in excess of five years, unless the Board had granted express authority to make that investment no less than three months prior to the investment (CGC 53601).

### INTERNAL CONTROL:

The Housing Authority shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

### PERFORMANCE STANDARDS:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

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## INVESTMENT POLICY

### REPORTING:

The Executive Director, Chief Financial Officer or designee, shall submit to each member of the Board of Commissioners a quarterly investment report. The report will include:

Deleted:

1. A complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed by third party contractors.
2. The source of the portfolio valuation. In the case of funds invested in the Local Agency Investment Fund (LAIF), and California Asset Management Program (CAMP), FDIC Insured accounts or county investment pools, current statements from those institutions will satisfy the above reporting requirements. The report will also include a certification that:
  - a. All investment actions executed since the last report have been made in full compliance with the Investment Policy; and
  - b. The Housing Authority will meet its expenditure obligations for the next six months. [CGC 53646(b)]
3. The Executive Director, Chief Financial Officer or designee will maintain a complete and timely record of all investment transactions.

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To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Chief Financial Officer

Date: January 21, 2026

Re: Approve the Executive Director and Human Resources Director as new signatories for the California Asset Management Program and rescind authorization for other signatories.

---

**BACKGROUND**

Pursuant to the AHA Investment Policy, staff have invested funds in the California Asset Management Program (CAMP), which is a California Joint Powers Authority established in 1989 to provide California public agencies with professional investment services. Staff is requesting the Board of Commissioners update who is permitted to deposit and withdrawal funds in the CAMP.

**DISCUSSION**

For an agency the size of AHA, it is best practice for non-finance staff to authorize deposits and withdraw monies from investments to ensure proper segregation of duties. It is already AHA's practice that the Finance team does not originate the deposit and withdrawal of funds from CAMP. Previous interactions with CAMP related to deposit and withdrawal of funds have been with the Executive Director and Director of Administration and Services (vacant position). Once approved by the Board of Commissioners, previously identified signatories that are not the Executive Director or Director of Human Resources will no longer have authorization to deposit or withdraw funds from CAMP.

Unlike the Local Agency Investment Fund, CAMP does not require a board resolution.

**FISCAL IMPACT**

For reporting only.

**CEQA**

N/A

**RECOMMENDATION**

Approve the Executive Director and Human Resources Director as new signatories for the California Asset Management Program and rescind authorization for other signatories.

**ATTACHMENTS**

None

Respectfully submitted,  
Louie So  
Louie So, Chief Financial Officer



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

---

701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Vanessa Cooper, Executive Director

Date: January 21, 2026

Re: Accept a waiver of potential conflict for Goldfarb & Lipman LLP for the Housing Authority of the City of Alameda and the County of Alameda regarding Park Alameda (The Alameda Islander LP).

---

### **BACKGROUND**

The Housing Authority has been under contract with Goldfarb and Lipman LLP ("Goldfarb") as General Counsel since 2014. As a California-based legal firm Goldfarb, represents many Public Housing Authorities, cities, counties and non profit organizations. Although different Goldfarb attorneys work on any transaction where AHA and the other parties are contracted with Goldfarb, Goldfarb is required to obtain consent from clients for waiver of a potential conflict and AHA. Since the Board selects and approves the general counsel, staff informs the Board of these waiver of potential conflict letters.

### **DISCUSSION**

This memo reflects the upcoming buyout of Park Alameda (The Islander LP) from Resources for Community Development by AHA. Goldfarb is representing the County of Alameda (a lender on the project) and AHA is represented by Downs, Pham and Kuei LLP (DPK).

A blanket waiver for issues relating to the City of Alameda was brought to the Board previously in 2020. Other waivers are in place for Shinsei Gardens, and more waivers are to come as Goldfarb is reviewing its conflicts in coming months.

### **FISCAL IMPACT**

None

### **CEQA**

None

### **RECOMMENDATION**





Accept a waiver of potential conflict for Goldfarb & Lipman LLP for the Housing Authority of the City of Alameda and the County of Alameda regarding Park Alameda (The Alameda Islander LP).

**ATTACHMENTS**

1. The Park Alameda COI CC signed 12.18.25(4128348.1)

Respectfully submitted,  
Vanessa Cooper, Executive Director

**goldfarb  
lipman  
attorneys**

1300 Clay Street, Eleventh Floor  
Oakland, California 94612  
510 836-6336

M. David Kroot  
Lynn Hutchins

September 4, 2024

Karen M. Tiedemann  
Thomas H. Webber

via email and U.S. mail

Dianne Jackson McLean  
Robert C. Mills  
Isabel L. Brown  
James T. Diamond, Jr.  
Margaret F. Jung  
Heather J. Gould  
William F. DiCamillo  
Amy DeVaudreuil  
Barbara E. Kautz  
Rafael Yaqiún  
Celia W. Lee

Donna Ziegler  
County Counsel  
Office of the Alameda County Counsel  
1221 Oak Street, Suite 450  
Oakland, CA 94612

Vanessa Cooper  
Executive Director  
Housing Authority of the City of  
Alameda  
701 Atlantic Avenue  
Alameda, CA 94501

AHA Islander GP, LLC  
c/o Housing Authority of the City of  
Alameda  
701 Atlantic Avenue  
Alameda, CA 94501

Dolores Bastian Dalton  
Joshua J. Mason  
Jeffrey A. Streiffer  
Elizabeth R. Klueck

Re: Consent to Potential Conflict of Interest – The Park Alameda

Jhaila R. Brown  
Gabrielle B. Janssens  
Rye P. Murphy  
Benjamin Funk  
Aileen T. Nguyen  
Katie Dahlinghaus  
Brandon V. Stracener

Dear Ms. Ziegler and Ms. Cooper:

We write this letter to request the consents of the County of Alameda (the "County"), the Housing Authority of the City of Alameda (the "Authority"), and AHA Islander GP, LLC (the "AHA Affiliate") to the representation by Goldfarb & Lipman LLP ("G&L") of the County in connection with the transactions described below (the "Transaction"):

Matthew S. Heaton  
Nazanin Salehi  
Erin C. Lapeyrolerie  
Minda Bautista Hickey  
Jocelyn A. Portales  
Colleen A. Wisel  
Thomas J. Levendosky

The County provided a development loan to the limited partnership owner for The Park Alameda, an affordable housing project located at 2428 Central Avenue in the City of Alameda, in which the AHA Affiliate has an ownership interest. The County is monitoring its loan. The existing tax credit investor limited partner will withdraw from the partnership owner, and is anticipated to be replaced by an affiliate of either the Authority or the AHA Affiliate (or such entity will acquire the entire interest of the partnership owner.)

Los Angeles  
213 627-6336  
San Diego  
619 239-6336  
Goldfarb & Lipman LLP

535\02\3705707.5

The specific purpose of this letter is to advise you of a potential conflict of interest of Goldfarb & Lipman due to the existing and continued relationships that Goldfarb & Lipman has separately with each of you, and the proposed representation of the County in this Transaction. To undertake this representation, we are required to (1) disclose in writing our existing relationship with each of you, and (2) obtain the informed written consent of each of you to such potential conflict of interest, as described in this letter. We believe that we will be able to provide competent and diligent representation to the County in this matter.

I. Existing Relationships.

The County is an existing client of Goldfarb & Lipman. We have and continue to represent the County in connection with the with nearly all of its affordable housing loans. We also represent the County in reviewing and advising on some of its housing policies and procedures. In addition, we represent the County on some economic development and other real property governmental activities, such as surplus lands disposition, density bonus implementation, and issues concerning the Oakland Coliseum.

In addition, the Authority and the AHA Affiliate are existing clients of Goldfarb & Lipman. We represent the authority in general counsel matters and in some development matters, but not in connection with the Transaction. We have and continue to represent the Authority and the AHA Affiliate in connection with affordable housing projects in the City of Alameda.

II. Potential Conflict of Interest.

While we are unaware of any current conflict of interest created by our existing relationships described in Section I above, as attorneys, we are governed by specific rules relating to our representation of clients when potential conflicts of interest exist. We must disclose certain information, and obtain the informed written consents of each of you to represent each of you in connection with the Transaction as described in this letter, in accordance with Rules 1.1, 1.4, 1.6, 1.7, 1.8.2., 1.9 and 1.10 of the Rules of Professional Conduct of the State Bar of California (the "CRPC").

Our representation of the County in connection with the Transaction could potentially create a conflict of interest for Goldfarb & Lipman related to, among other matters, if we have information that we obtained in connection with our representation of the Authority or the AHA Affiliate which is material to the Transaction, due to our duty of confidentiality and loyalty to the Authority and AHA Affiliate, we would be unable to disclose such information to the County. In addition, we do not believe that we have obtained any confidential information from the Authority or AHA Affiliate which is material to our proposed representation of the County, or from the County which is material to our proposed representation of Authority and AHA Affiliate.

County of Alameda  
Housing Authority of the City of Alameda  
AHA Islander GP, LLC  
September 4, 2024  
Page 3

However, if an actual conflict should arise related to the Transaction in which: (i) the interest of the Authority or AHA Affiliate is now adverse to the interest of the County, that would affect our independent judgment and our duty of loyalty to each of you in the unrelated matters; (ii) the issue of dispute in this Transaction is substantially related to the same issue in which we have represented either of you in other matters; or (iii) we have obtained any confidential information from the County that is material to our representation of the Authority or AHA Affiliate, or any confidential information from the Authority or AHA Affiliate that is material to our representation of the County, we would need to determine if we could continue to represent the County in the Transaction. In reaching our decision, we would first need to determine if we could competently continue such representation, notwithstanding the adversity, and after such determination, we would further need to obtain the informed written consent of each of you.

III. Informed Written Consent

You should thoroughly review and consider the matters discussed in this letter, and consider seeking independent counsel before providing your consent. If, after such review, each of you consents to Goldfarb & Lipman representing the County in the manner outlined above, please sign and return the attached consent form: (i) acknowledging that you have been advised of Goldfarb & Lipman's past and continuing relationships with each of you; (ii) acknowledging that you have been advised of Rules 1.1, 1.4, 1.6, 1.7, 1.8.2, 1.9 and 1.10 and the potential conflict of interest associated with our representation of the County in the Transaction; and (iii) that you nevertheless consent to our representation of the County in connection with the Transaction.

If you have any questions regarding this letter or our representation of each of you, please call us before signing and returning the enclosed copy of this letter.

Sincerely,



HEATHER GOULD  
Attorney for the County

## CONSENT

Goldfarb & Lipman has explained to each of you: (i) Goldfarb & Lipman's past and continuing relationships with each of you, and (ii) CRPC Rules 1.1, 1.4, 1.6, 1.7, 1.8.2, 1.9 and 1.10 and the potential conflict of interest in relation to Goldfarb & Lipman's proposed representation of the County in the Transaction and the possible consequences of this conflict. Each of the undersigned nevertheless consents to representation by Goldfarb & Lipman of the County in the Transaction and gives approval to such representation as described in this letter.

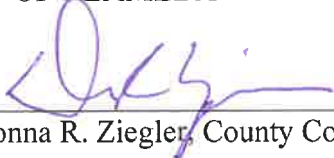
We understand that we have the right to seek independent counsel before signing this consent or at any future time.

Dated: 12/17/2025

COUNTY:

COUNTY OF ALAMEDA

By:

  
Donna R. Ziegler, County Counsel

Dated: \_\_\_\_\_

AUTHORITY:

HOUSING AUTHORITY OF THE CITY OF  
ALAMEDA

By:

\_\_\_\_\_  
Vanessa Cooper, Executive Director

Dated: \_\_\_\_\_

AHA AFFILIATE:

AHA Islander GP, LLC

By: Housing Authority of the City of Alameda

By:

\_\_\_\_\_  
Vanessa Cooper, Executive Director

To: Honorable Chair and Members of the Board of Commissioners

From: Radha Mehta, Management Analyst

Date: January 21, 2026

Re: Authorize and approve the Executive Director to negotiate and sign a second amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and AppleOne, Inc. for staffing services, increasing the contract amount by \$370,000 for a new total contract amount not to exceed \$720,000 during the term, including any extensions.

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## **BACKGROUND**

The Housing Authority of the City of Alameda (AHA) utilizes temporary staffing services to provide staff augmentation on an as-needed basis. In July 2023, an RFP was issued for temporary agency support services and 15 temporary staffing firms submitted proposals. After the evaluation process, four firms were awarded agreements; Tryfacta Inc., COGENT Infotech, Protiviti, and AppleOne, Inc. (AppleOne). AppleOne was awarded an initial contract in the amount of \$200,000 for a three-year period, starting March 1, 2024 and ending February 28, 2027, with an option to extend for two additional one-year periods.

In June 2025, AHA completed a first amendment that increased the total compensation amount by \$150,000 for a total compensation amount of \$350,000 and a contract extension by one additional year through February 2028. Due to staff leaves, the recent increase in temporary staffing needs in support of the North Housing projects during the lease up, as well as the continued Internship Program, there is a need for additional compensation as part of the agreement. Staff is requesting the approval of an Amendment No. 2 to increase the total compensation amount by \$370,000 for a total not to exceed amount of \$720,000.

## **DISCUSSION**

AppleOne has successfully provided temporary staffing services for both staff augmentation and internships since 2019, and AHA continues to require these services for operational effectiveness. It is the practice of AHA to contact multiple staffing agencies, when applicable, that have been awarded contracts for these services to provide the best fit for the position possible.



Since the start of the agreement with AppleOne, Inc. on March 1, 2024, expenditures for the temporary staffing services have totaled approximately \$287,417. The temporary services billing includes both administrative fees paid to the temporary service agency and the actual wages paid to the temporary staff. These services are provided on a contingent basis, and only paid if a candidate is selected for temporary staffing. The vendor has confirmed that all invoices to December 1, 2025 have been submitted and paid. Because of the amount of the contract, Board authorization to proceed is being requested.

### **FISCAL IMPACT**

Temporary staffing services have been budgeted for and are also covered by salary savings when positions are vacant or staff are on unpaid leaves. AHA has also budgeted for staffing services this fiscal year; while we anticipate that staffing fees may be higher than budgeted for due to the number of positions vacant and the length of time it has taken to fill some open positions, salary savings from budgeted vacant positions are adequate to cover these costs.

### **CEQA**

N/A

### **RECOMMENDATION**

Authorize and approve the Executive Director to negotiate and sign a second amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and AppleOne, Inc. for staffing services, increasing the contract amount by \$370,000 for a new total contract amount not to exceed \$720,000 during the term, including any extensions.

### **ATTACHMENTS**

1. AppleOne Amendment No. 2

Respectfully submitted,

*Radha Mehta*

Radha Mehta, Management Analyst

## **SECOND AMENDMENT TO AGREEMENT**

This Amendment of the Agreement, entered into this 22nd of January, 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and APPLEONE, INC. (a California Corporation) whose address is 327 W. BROADWAY GLENDALE, CA 91204, (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

### **RECITALS:**

- A. On March 1, 2024, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement") with a term date of February 28, 2027 and a not to exceed amount of \$200,000.
- B. On June 19, 2025, the agreement was amended and the not to exceed amount for the entire Agreement was increased by Hundred Fifty Thousand Dollars (\$150,000) to be amended to a not to exceed amount of Three Hundred Fifty Thousand dollars (\$350,000) for services.
- C. On June 19, 2025, the agreement was amended and the contract period is extended until February 28, 2028.
- D. AHA and Contractor desire to modify the Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

- 1. The not to exceed amount for the entire Agreement shall be increased by Three Hundred Seventy Thousand Dollars (\$370,000) to be amended to a not to exceed amount of Seven Hundred Twenty Thousand dollars (\$720,000) for services.
- 2. Contractor confirms that all work completed to December 1, 2025 has been invoiced and the invoices have been received by the AHA. No late invoices that are received after the execution of this second amendment will be honored for payment for the period prior to December 1, 2025.
- 3. Pursuant to Section 10 of the Agreement, the Insurance Requirements for Consultants attached to the Agreement as Exhibit C is hereby deleted in its entirety and replaced with the Amended Scope of Services attached hereto as Exhibit C-1 and incorporated herein by this reference.
- 4. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Agreement to be executed on the day and year first above written.



APPLEONE, INC.

HOUSING AUTHORITY OF THE CITY OF  
ALAMEDA

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Thai Ngo  
Chief Financial Officer

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Alicia Southern  
Director of Human Resources

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Vanessa Cooper  
Executive Director

**EXHIBIT C-1****INSURANCE REQUIREMENTS FOR CONSULTANTS**

Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civil Rights Department (CRD) and HUD in Consultant's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than \$1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. Insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.
- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Consultant is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal

Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenant, applicants etc.

- Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.
- The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.
- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology services (data storage, website design, etc.).
  - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security.
  - The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits must be no less than \$2,000,000 per occurrence or claim, \$4,000,000 in the aggregate.
  - If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
  - The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Consultant's Cyber Liability Policy as follows:
  - Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

## **OTHER INSURANCE REQUIREMENTS:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**

- The Housing Authority of the City of Alameda and its affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**

- For any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
- Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Consultant's insurance and shall not contribute to it.

- **Waiver of Subrogation:**

- Consultant hereby grants to AHA a waiver of any right to subrogation which any insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.

- **Failure to Secure:**

- If Consultant, at any time during the term hereof, fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.

- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.

- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA
- **Verification of Coverage:**
  - Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
  - Consultant shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Consultant before work begins.
  - Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.
  - AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Radha Mehta, Management Analyst

Date: January 21, 2026

Re: Authorize and approve the Executive Director to negotiate and sign a second amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and Adsphere, Inc. (DBA City Print and Mail) for printing and mailing services, increasing the contract amount by \$100,000 for a new total contract amount not to exceed \$325,000 during the term, including any extensions.

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### **BACKGROUND**

On March 22, 2024, an Invitation to Bid (ITB) was issued for printing and mailing services. Adsphere, Inc. (City Print and Mail) was awarded an agreement for services. City Print and Mail entered into the original agreement with the Housing Authority of the City of Alameda (AHA) on May 15, 2024 for a not-to-exceed amount of \$150,000. On May 14, 2025, Amendment no. 1 was executed, and the agreement was increased by \$75,000 on May 14, 2025 for a not-to-exceed amount of \$225,000. The proposed second amendment is coming to the Board of Commissioners for approval as the total not to exceed amount will exceed the Executive Director's \$250,000 approval threshold.

### **DISCUSSION**

The original agreement was executed on May 15, 2024 for an initial term of three years. Services provided under this agreement include photocopying, printing, binding and mailing materials for AHA and AHA Residents. Some of the bulk projects include printing and mailing of the calendar, newsletters, annual reports, application for Housing Assistance Waiting Lists, waitlist denial letters, announcements for Waiting List opening, and Rental Advertising Brochures.

Due to the increased need for printing and mailing services for the recent waiting lists and the lease-ups at Linnet Corner and Estuary I, the grand opening of Estuary I and Linnet Court, and other 85<sup>th</sup> anniversary event expenses for 2025 were significantly higher than 2024.



2024 Expenses (May- December)	\$ 29,720.01
2025 Expenses (January- December)	\$172,020.80

A total of \$201,740.81 has been expended to date. With the agreement term date of May 15, 2027, staff anticipates letters, recertifications, brochures, newsletters, envelopes, and poster printing and mailing service costing approximately \$5,300 monthly. The vendor has confirmed that all expenses incurred to December 1, 2025 have been submitted and paid. With the continued need for bulk printing and mailing services for the Agency, staff is requesting an increase in the total compensation by \$100,000, for a total not to exceed amount of \$325,000.

### **FISCAL IMPACT**

Funding for this contract has been approved and is budgeted for in the current fiscal year. Expenditures will continue to be reviewed prior to submission of the upcoming fiscal year's budget and prior to any further extensions of this contract.

### **CEQA**

N/A

### **RECOMMENDATION**

Authorize and approve the Executive Director to negotiate and sign a second amendment to the consultant services agreement between the Housing Authority of the City of Alameda (AHA) and Adsphere, Inc. (DBA City Print and Mail) for printing and mailing services, increasing the contract amount by \$100,000 for a new total contract amount not to exceed \$325,000 during the term, including any extensions.

### **ATTACHMENTS**

1. Item 6.F - Attachment - City Print and Mail Amendment No.2

Respectfully submitted,

*Radha Mehta*

Radha Mehta, Management Analyst

**SECOND AMENDMENT TO AGREEMENT**

This Amendment of the Agreement, entered into this 22nd day of January 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and Adsphere Inc. DBA City Print and Mail, a corporation whose address is 918 Alice Street, Oakland, CA 94607 (hereinafter referred to as "CONTRACTOR") is made with reference to the following:

**RECITALS:**

- A. On May 15, 2024, an agreement was entered into by and between AHA and Contractor (hereinafter "Agreement") with an end date of May 14, 2027, for a not to exceed amount one hundred fifty thousand dollars (\$150,000).
- B. On May 14, 2025, the not to exceed amount for the entire Agreement was increased by Seventy-Five Thousand Dollars (\$75,000) to be amended to Two Hundred Twenty-Five Thousand dollars (\$225,000) for services.

AHA and Contractor desire to modify the Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

- 1. The not to exceed amount for the entire Agreement shall be increased by One Hundred Thousand (\$100,000) to be amended to Three Hundred Twenty-Five Thousand dollars (\$325,000) for services.
- 2. Pursuant to Section 10 of the Agreement, the Insurance Requirements for Consultants attached to the Agreement as Exhibit C is hereby deleted in its entirety and replaced with the Amended Insurance Requirements attached hereto as Exhibit C-1 and incorporated herein by this reference.
- 3. Contractor confirms that all work completed to December 15, 2025, has been invoiced and the invoices have been received by the AHA. No late invoices that are received after the execution of this first amendment will be honored for payment for the period prior to December 15, 2025.

Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Agreement to be executed on the day and year first above written.

Adsphere Inc. (DBA City Print and Mail)

HOUSING AUTHORITY OF THE CITY OF  
ALAMEDA



DocuSigned by:

*Harry Kwong*

1325CD66F67D4A8...

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Harry Kwong  
Manager

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Sean Prevette  
Assistant Director of Administrative  
Services

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Vanessa Cooper  
Executive Director

**EXHIBIT C-1****INSURANCE REQUIREMENTS FOR CONSULTANTS**

Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civil Rights Department (CRD) and HUD in Consultant's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than \$1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury
- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Consultant is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenant, applicants etc.
  - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.

- The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.
- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology services (data storage, website design, etc.).
  - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security.
  - The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits must be no less than \$2,000,000 per occurrence or claim, \$4,000,000 in the aggregate.
  - If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
  - The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Consultant's Cyber Liability Policy as follows:
  - Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

## **OTHER INSURANCE REQUIREMENTS:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**

- The Housing Authority of the City of Alameda and its affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**

- For any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
- Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Consultant's insurance and shall not contribute to it.

- **Waiver of Subrogation:**

- Consultant hereby grants to AHA a waiver of any right to subrogation which any insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.

- **Failure to Secure:**

- If Consultant, at any time during the term hereof, fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.

- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.

- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA

- **Verification of Coverage:**

- Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
- Consultant shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Consultant before work begins.

- Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.
  - AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Chief Financial Officer

Date: January 21, 2026

Re: Authorize the Executive Director or Designee to negotiate and sign a second amendment to the consultant services agreement with Novogradac & Company LLP for audit and tax services to increase the total compensation amount by \$100,000, for an increase to the total not to exceed amount from \$312,500 to \$412,500, with no further agreement term extensions.

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### **BACKGROUND**

As a public housing authority, the Housing Authority of the City of Alameda (AHA) is required to obtain an annual independent financial audit for HUD and other stakeholders. Additionally, AHA's affiliated non-profit Alameda Affordable Housing Corporation (AAHC) is a blended component unit of AHA per HUD, and therefore is required to file entity tax returns. Currently, the New Jersey office of Novogradac & Company LLP, led by Richard Larsen (Partner), provides audit and tax services to AHA. Please note that the San Francisco office of Novogradac & Company LLP currently is contracted with Island City Development separately for audit and tax work related to North Housing (Estuary I and Linnet Corner).

### **DISCUSSION**

On September 7, 2021, AHA issued a request for proposals for audit and tax services, and staff interviewed multiple accounting firms and proposed Novogradac & Company LLP as AHA's audit firm.

The original contract was executed on November 4, 2021, with a termination date of November 3, 2023 with a not to exceed contract amount of \$125,000. A first amendment was executed on November 4, 2023, extending the termination date to November 3, 2026 and increasing the not to exceed contract amount from \$125,000 to \$312,500 (an increase of \$187,500).

Staff is proposing an increase of \$100,000, which will increase the contract amount from \$312,500 to \$412,500, with no further extension of the termination date of November 2026 (5 year mark from the original contract date).



To date, AHA has incurred approximately \$275,000 in costs against the \$312,500 not to exceed contract amount. It is expected that additional work through November 2026 will require approximately \$50,000 to \$100,000 above the current not to exceed contract amount.

Finance staff have been satisfied with the client communication and final deliverables by Novogradac & Company LLP. Novogradac has provided expertise due to continued changes and complexity stemming from federal public policy. Novogradac and Company LLP will present the audited financial statements to the Board of Commissioners by March 2026. They will also prepare the tax returns that will be presented to the AAHC Board of Directors by May 2026. A request for proposals for audit and tax accounting firms is expected to be issued in the Summer of 2026, with a proposed selection of audit and tax firm in the fall of 2026 (ahead of the contract termination date of November 2026).

### **FISCAL IMPACT**

Increase of \$100,000 is sufficiently covered by the Fiscal Year 2025-2026 budget.

### **CEQA**

N/A

### **RECOMMENDATION**

Authorize the Executive Director or Designee to negotiate and sign a second amendment the consultant services agreement with Novogradac & Company LLP for audit and tax services to increase the total compensation amount by \$100,000, for an increase to the total not to exceed amount from \$312,500 to \$412,500, with no further agreement term extensions.

### **ATTACHMENTS**

1. 03 AHA & NOVOGRADAC CONTRACT (2ND AMENDMENT - 1.2026)

Respectfully submitted,

Louie So

Louie So, Chief Financial Officer

## **SECOND AMENDMENT TO AGREEMENT**

This Second Amendment of the Agreement, entered into this 21st day of January 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, (hereinafter referred to as "AHA") and NOVOGRADAC & COMPANY LLP, a limited liability partnership (hereinafter referred to as "CONSULTANT") is made with reference to the following:

### **RECITALS:**

- A. On November 4, 2021, an agreement was entered into by and between AHA and Consultant (hereinafter "Agreement") for a Not To Exceed amount of \$125,000 with a contract term date of November 3, 2023 through a Request For Proposals issued on September 9, 2021.
- B. On November 4, 2023, a first amendment to agreement was entered to extend the term to November 3, 2026 with an increase of \$187,500 to the Not To Exceed amount. This increase brings the Not To Exceed amount to \$312,500.

AHA and Consultant desire to modify the Agreement and First Amendment on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

- 1. The Not To Exceed amount for the entire Agreement shall be increased by ONE HUNDRED THOUSAND DOLLARS (\$100,000) for a total of FOUR HUNDRED TWELVE THOUSAND AND FIVE HUNDRED DOLLARS (\$412,500).
- 2. Consultant confirms that all work completed to January 21, 2026 has been invoiced and the invoices have been received by the AHA. No late invoices that are received after the execution of this second amendment will be honored for payment for the period prior to January 21, 2026.

Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Agreement to be executed on the day and year first above written.

NOVOGRADAC & COMPANY LLP

HOUSING AUTHORITY OF THE CITY OF  
ALAMEDA

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Richard Larsen  
Partner

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Louie So  
Chief Financial Officer

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Vanessa Cooper  
Executive Director



To: Honorable Chair and Members of the Board of Commissioners

From: Radha Mehta, Management Analyst

Date: January 21, 2026

Re: Authorize and approve the Executive Director to sign a second amendment to the maintenance services agreement between the Housing Authority of the City of Alameda (AHA) and TK Elevator for elevator maintenance services, increasing the contract amount by \$232,487 for a new total contract amount not to exceed \$500,000 and extend the agreement by 1 year with a new contract termination date of August 30, 2027.

**BACKGROUND**

On September 1, 2023, The Housing Authority of City of Alameda (AHA) entered into an agreement with TK Elevator Corporation (TK Elevator) for a not-to-exceed amount of \$200,000. AHA utilized a cooperative purchasing agreement posted to the Sourcewell platform (Contract#050224-TKE), which had included an appropriate bidding process per our procurement policy, to enter into an agreement for elevator related services at AHA properties. TK Elevator performs new installation, replacement, repairs, 24/7 emergency services, and maintenance services.

**DISCUSSION**

On May 2024, AHA requested the Board of Commissioner's approval to amend the agreement and increase the not-to-exceed amount to \$267,513 to allow additional costs for elevator upgrades at Independence Plaza as recommended by the Comprehensive Needs Assessment (CNA) inspection. This work is now complete. Since the amendment, AHA and FPI have utilized TK Elevator's services for routine monthly maintenance services, repairs, and minor upgrades. Below are the expenses for TK Elevator since the start of the agreement:

Year	Expenses
2023	\$ 25,263.97
2024	\$ 149,269.96
2025	\$ 74,358.06



2026	\$ 952.28
Total Expensed:	\$ 249,844.27

A total of \$249,884.27 has been expended to date. The current contract with TK Elevator expires on August 30, 2026. TK Elevator has provided adequate services to date and AHA would like to extend the contract term by 1 year to terminate on August 30, 2027. Staff anticipates \$11,673 monthly expenses for the contracted properties, China Clipper, Independence Plaza, AHA Office, and Anne B. Diamant, which is higher than prior years because AHA anticipates that additional work may be needed at China Clipper as part of recommended elevator upgrades. AHA recommends an increase of \$232,487 for a new total contract amount not to exceed \$500,000.

### **FISCAL IMPACT**

Funding for the AHA Office Elevator has been approved and is budgeted in the current fiscal year for expenditures that are charged directly to AHA. For elevator maintenance and repair services related to specific properties, those costs are paid by FPI for the individual properties and are reflected in the individual property budgets.

### **CEQA**

N/A

### **RECOMMENDATION**

Authorize and approve the Executive Director to sign a second amendment to the maintenance services agreement between the Housing Authority of the City of Alameda (AHA) and TK Elevator for elevator maintenance services, increasing the contract amount by \$232,487 for a new total contract amount not to exceed \$500,000 and extend the agreement by 1 year with a new contract termination date of August 30, 2027.

### **ATTACHMENTS**

1. TK Elevator- Amendment No. 2

Respectfully submitted,

*Radha Mehta*

Radha Mehta, Management Analyst

## **SECOND AMENDMENT TO AGREEMENT**

This Amendment of the Agreement, entered into this 9<sup>th</sup> day of January 2026, by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA") and TK ELEVATOR CORPORATION, a corporation whose address is 3100 Interstate n Circle SE Atlanta, GA 30339, (hereinafter referred to as "CONSULTANT") is made with reference to the following:

### **RECITALS:**

- A. On September 1, 2023, an agreement was entered into by and between AHA and Consultant (hereinafter "Agreement") for a not to exceed amount of \$200,000 with a contract term date of August 30, 2026.
- B. On July 18, 2024, First Amendment was executed and the not-to-exceed amount of the Agreement was increased by \$67,513.00 for a not-to-exceed total of \$267,513.00.

AHA and Consultant desire to modify the Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

- 1. The not to exceed amount for the entire Agreement shall be increased by Two Hundred Thirty-Two Thousand Four Hundred Eighty-Seven Dollars (\$232,487) to be amended to Five Hundred Thousand dollars (\$500,000) for services.
- 2. The entire Agreement shall be extended to August 31, 2027.
- 3. Pursuant to Section 11 of the Agreement, the Insurance Requirements for Consultants attached to the Agreement as Exhibit C is hereby deleted in its entirety and replaced with the Amended Insurance Requirements attached hereto as Exhibit C-1 and incorporated herein by this reference.
- 4. Consultant confirms that all work completed to January 1, 2026 has been invoiced and the invoices have been received by the AHA. No late invoices that are received after the execution of this first amendment will be honored for payment for the period prior to January 1, 2026.

Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification of the Agreement to be executed on the day and year first above written.

TK ELEVATOR CORPORATION

HOUSING AUTHORITY OF THE CITY OF  
ALAMEDA

---

Jason Hilton  
General Manager

---

Sean Prevette  
Assistant Director of Administrative  
Services

---

Vanessa Cooper  
Executive Director

DRAFT

**EXHIBIT C-1****INSURANCE REQUIREMENTS FOR CONSULTANTS**

Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

- **IF APPLICABLE: Tenant Discrimination:** For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under the California Civil Rights Department (CRD) and HUD in Consultant's Commercial General Liability policy, or Professional Liability/Errors and Omissions (E&O) policy, or in a separately maintained Tenant Discrimination insurance policy.
- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (code 9) with limit no less than \$1,000,000 for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the Agreement.
- **Workers' Compensation** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 in the aggregate. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work. Insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after the completion of work.
- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the Consultant is accessing, collecting, storing, or transferring Personally Identifiable Information (PII), Personal

Health Information (PHI), Payment Card Information (PCI), or medical information on staff, tenant, applicants etc.

- Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information.
- The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.
- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology services (data storage, website design, etc.).
  - Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security.
  - The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits must be no less than \$2,000,000 per occurrence or claim, \$4,000,000 in the aggregate.
  - If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the Agreement or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the Agreement of work. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the Agreement effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
  - The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's Professional Liability policy, such property coverage of the AHA may be endorsed onto the Consultant's Cyber Liability Policy as follows:
  - Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

## **OTHER INSURANCE REQUIREMENTS:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:**

- The Housing Authority of the City of Alameda and its affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (Additional Insureds), are to be covered as additional insured on the CGL policy and, if applicable, the Cyber Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as ISO Form CG 20 10 11 85. If CG 20 10 11 85 is not available, endorsement must be at least as broad as the addition of both CG 20 10 and CG 20 37; or CG 20 38 and CG 20 40.

- **Primary Coverage:**

- For any claims related to this contract, the Consultant's insurance coverage shall be primary and non-contributory with coverage at least as broad as ISO CG 20 01 04 13 as respects Additional Insureds.
- Any insurance or self-insurance maintained by Additional Insureds shall be excess of the Consultant's insurance and shall not contribute to it.

- **Waiver of Subrogation:**

- Consultant hereby grants to AHA a waiver of any right to subrogation which any insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.

- **Failure to Secure:**

- If Consultant, at any time during the term hereof, fail to secure or maintain the foregoing insurance, AHA shall be permitted to immediately terminate this Agreement.

- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.

- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA
- **Verification of Coverage:**
  - Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins.
  - Consultant shall furnish AHA with a complete copy of any Excess/Umbrella policies, with all endorsements, maintained by Consultant before work begins.
  - Failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them.
  - AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risk or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.



To: Honorable Chair and Members of the Board of Commissioners

From: Joseph Nagel, Senior Construction Project Manager

Date: January 21, 2026

Re: Accept a Report on the Installation of Gas Meter Seismic Shutoff Valves at Multiple Properties.

---

**BACKGROUND**

The Housing Authority of the City of Alameda (AHA) and its affiliate, the Alameda Affordable Housing Authority (AAHC), own and operate multifamily properties throughout Alameda. Periodically, work is scheduled to maintain and upgrade existing buildings, or to improve property that is anticipated to be redeveloped in the future. In 2022, AHA and AAHC obtained Physical Needs Assessments on all properties over 5 years old. These assessments delineated capital needs over a 15-year period, but also highlighted any health/safety needs and items for short-term attention. AHA and AAHC have completed or begun all health/safety items, and plan to address short-term needs through the annual budgeting process for every property. In addition, in August 2025, seismic assessments were performed on 3 properties: China Clipper, Anne B. Diamant and Stanford House. No structural deficiencies were noted. However, gas meter seismic shutoffs were noted as not present.

**DISCUSSION**

While conducting seismic assessments in August 2025, two AAHC properties, China Clipper and Anne B. Diamant, were identified as lacking proper automatic seismic shutoff valves. These safety components automatically shut off gas flow to buildings in the event of earthquakes or other significant ground movement. Shut off valves were not required by building code when these properties were built, however, they are recommended for retrofits to all gas meters in areas prone to seismic activity, i.e., Alameda. AHA staff conducted further inspections on the AHA portfolio and identified 22 gas meters on 3 total properties that have no shutoff valves in place. AHA staff published an RFP for qualified contractors to obtain permits, supply and install 22 gas meters. AHA received 3 proposals and Nation Restoration Inc. was chosen as the preferred contractor at a cost of \$17,741.13 / \$806.42 per unit.



SEISMIC GAS SHUTOFF VALVE INSTALLATIONS AT AAHC AND AHA PROPERTIES		
AAHC	Property Costs	# of Units
LINCOLN WILLOW	\$ 4,032.08	5
ABD	\$ 806.42	1
CHINA CLIPPER	\$ 20,966.79	26
EAGLE VILLAGE	\$ 29,030.94	36
PARROT VILLAGE	\$ 40,320.75	50
ESPERANZA	\$ 96,769.81	120
IP	\$ 4,032.08	5
	\$ 195,958.87	243
AHA	Property Costs	# of Units
LINCOLN HOUSE	\$ 3,225.66	4
SHERMAN HOUSE	\$ 8,064.15	10
PARROT GARDENS	\$ 6,451.32	8
	\$ 17,741.13	22
Total Cost	\$ 213,700.00	
# of Units	265	
Cost per Unit	\$ 806.42	

### **FISCAL IMPACT**

Funding for repairs and maintenance on existing properties owned by either AHA or the AAHC is from either project reserves or the 2025 Reserve Policy Preservation Budget, as adopted by the AHA Board of Commissioners.

### **CEQA**

NONE

### **RECOMMENDATION**

Accept a Report on the Installation of Gas Meter Seismic Shutoff Valves at Multiple Properties.

### **ATTACHMENTS**

None

Respectfully submitted,



Joseph Nagel, Senior Construction Project Manager



Housing Authority  
of the  
City of Alameda

**PHONE:** (510) 747-4300  
**FAX:** (510) 522-7848  
**TTY/TRS:** 711

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701 Atlantic Avenue • Alameda, California 94501-2161

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To: Honorable Chair and Members of the Board of Commissioners

From: Joshua Altieri, Community Relations Manager

Date: January 21, 2026

Re: Accept a presentation on the Agency's 85th Anniversary Celebration and recognition of AHA's staff and partners.

---

### **BACKGROUND**

On November 6, 2025, the Housing Authority of the City of Alameda (AHA) hosted a 85th Anniversary Luncheon to celebrate AHA's 85th Anniversary. AHA hosted over 70 attendees and provided a presentation to highlight the agency's accomplishments, and acknowledge both staff and partners for contributions made to AHA.

### **DISCUSSION**

The 85th Anniversary Luncheon provided an opportunity for current commissioners, past commissioners, past staff, non-profit partners, government partners, and AHA staff to connect in-person. The event also served as a team building activity for AHA leadership and staff. Representatives from the following agencies attended the luncheon:

1. Alameda Family Services
2. Alameda Point Collaborative
3. LifeSTEPS
4. City of Alameda Housing & Human Services Department
5. Oakland Housing Authority
6. Alameda County - Community Development Department

### **FISCAL IMPACT**

No fiscal impact.

### **CEQA**

Not applicable

### **RECOMMENDATION**



Accept a presentation on the Agency's 85th Anniversary Celebration and recognition of AHA's staff and partners.

**ATTACHMENTS**

1. 85 Anniversary Presentation BOC

Respectfully submitted,

*Joshua Altieri*

Joshua Altieri, Community Relations Manager

# November 6<sup>th</sup>, 2025

## 85<sup>TH</sup> ANNIVERSARY LUNCHEON



Housing Authority  
— of the —  
City of Alameda

1

## A Time to Celebrate



[www.alamedahsg.org](http://www.alamedahsg.org)



2

## Festive Setting



[www.alamedahsg.org](http://www.alamedahsg.org)



3

## Retired Commissioners



**Art Kurrasch**  
Retired  
Commissioner



**John McCahan**  
Retired  
Commissioner

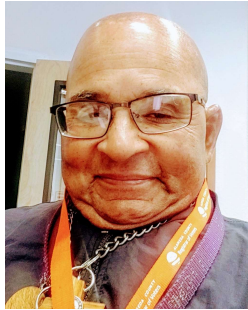


[www.alamedahsg.org](http://www.alamedahsg.org)



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# Retired Commissioners



**Michael John Torrey**  
Retired  
Commissioner



**Fayleen Allen**  
Retired  
Commissioner



[www.alamedahsg.org](http://www.alamedahsg.org)



5

# Commissioner Connection



[www.alamedahsg.org](http://www.alamedahsg.org)



6



# Commissioner Recognition



**Thelma Decoy**  
Commissioner



[www.alamedahsg.org](http://www.alamedahsg.org)



7

# Commissioner Recognition



[www.alamedahsg.org](http://www.alamedahsg.org)



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# Retired AHA Executive Director

**Michael Pucci**  
Served 1995 – 2014



[www.alamedahsg.org](http://www.alamedahsg.org)



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# Community Partnerships



[www.alamedahsg.org](http://www.alamedahsg.org)



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# City Partnerships

- Office of the City Manager
- Planning & Building & Transportation Dept
- Housing & Human Services Department
- Planning, Building and Transportation
- Rec and Parks
- Public Works
- Rent Program
- Police Dept
- Fire Department
- AMP



**ALAMEDA  
MUNICIPAL POWER**  
A Department of the City of Alameda



**MASTICK  
SENIOR CENTER**

Making Connections • Staying Active • Living Well



Housing Authority  
— of the —  
City of Alameda

[www.alamedahsg.org](http://www.alamedahsg.org)



Housing Authority  
— of the —  
City of Alameda

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# HUD Partnership



**Federal partner that  
provides funding to  
provide and develop  
affordable housing.**



Housing Authority  
— of the —  
City of Alameda

[www.alamedahsg.org](http://www.alamedahsg.org)



Housing Authority  
— of the —  
City of Alameda

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## Non-Profit Partnership

The partnership between AHA and Alameda Family Services provides a day care facility at Esperanza Apartments, which is AHA's largest family property. We also partner to extend AFS programs/services to AHA households.



[www.alamedahsg.org](http://www.alamedahsg.org)



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## Legacy Partnership

The partnership between AHA and the Boys & Girls Club has existed for 20+ years. At any given time roughly 50 to 70 AHA households utilize the free ABGC membership for youth (ages 6 to 17).



[www.alamedahsg.org](http://www.alamedahsg.org)



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# LifeSTEPS Partnership

- Resident Services
- Community Programming
- Outreach
- Housing retention
- Making a Difference every day



[www.alamedahsg.org](http://www.alamedahsg.org)



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# LifeSTEPS Impact

**Rosefield Village Resident Highlight:** Trevor J. (Director of Social Services) provided outstanding case management to assist two residents in updating their resumes and conducting mock interviews. Both residents were recently promoted to manager positions one at Grocery Outlet and one at BART.

**"Trevor has provided invaluable support during the most challenging period of my life and has been available as a compassionate listener. Thank you, Trevor, for everything. I am grateful for his support and guidance."**



[www.alamedahsg.org](http://www.alamedahsg.org)



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# Alameda Point Collaborative Partnership

- Provider of affordable housing for formerly individuals who were unhoused through participation in PBV, Shelter Plus Care, and Mod Rehab programs.
- Wait List Application Center.
- Partner at North Housing and providing employment services in 2026.



[www.alamedahsg.org](http://www.alamedahsg.org)



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# Thank you Trevor Auser!

For your service at HUD and contributions to AHA related to:

- 1. Moving to Work**
- 2. Restore Rebuild**



[www.alamedahsg.org](http://www.alamedahsg.org)



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## County of Alameda Partnership

- EHV vouchers housed in record time.
- Rapid homeless tenant referrals for Linnet Corner and Estuary I.
- Cal-Aim Funding for intensive case management at North Housing.
- Development Funding for Rosefield and Everett Commons.



[www.alamedahsg.org](http://www.alamedahsg.org)



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## AHA Mission is not possible

Without STAFF **commitment to public service.**

Without STAFF **hard work every day.**

Without STAFF **ability to adapt.**

Without STAFF **dedication to AHA Mission.**



[www.alamedahsg.org](http://www.alamedahsg.org)



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# AHA Service Awards



[www.alamedahsg.org](http://www.alamedahsg.org)



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# AHA Service Awards



[www.alamedahsg.org](http://www.alamedahsg.org)



22

# Team Building



[www.alamedahsg.org](http://www.alamedahsg.org)



23

# Team Building



[www.alamedahsg.org](http://www.alamedahsg.org)



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# AHA Planning for the Future

- **Future housing development**  
(Estuary II, The Poplar, and entire North Housing property site)
- **Continue to expand availability of affordable housing**  
(voucher programs, private market landlords, retention)
- **Expand community partnerships to enhance quality of life for housing program participants and AHA tenants**  
(LifeSTEPS, ABGC, AFS, City of Alameda, COA, AFB, on and on)
- **Continue to hire and retain quality staff**



[www.alamedahsg.org](http://www.alamedahsg.org)



To: Honorable Chair and Members of the Board of Commissioners

From: Louie So, Chief Financial Officer

Date: January 21, 2026

Re: Rescind Prior Local Agency Investment Fund Resolution and  
Adopt New Local Agency Investment Fund Resolution to Change  
Authorized Signatories

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**BACKGROUND**

Pursuant to the AHA Investment Policy, staff have invested funds in the State of California sponsored Local Agency Investment Fund (LAIF), which allows local agencies to invest in a major portfolio of assets. Staff is requesting the Board of Commissioners update who is permitted to deposit and withdraw funds in the LAIF.

**DISCUSSION**

On September 17, 2014, the Board of Commissioners adopted Resolution No. 901, which authorized the Executive Director, Director of Operations, Finance Director, Senior Account Tech, and Accounting Officer to order the deposit or withdrawal of monies in the LAIF. We are requesting the Board of Commissioners to rescind Resolution No. 901 and adopt a new resolution authorizing investment of monies in the LAIF and authorizing only the Executive Director and Director of Human Resources to order deposits and withdrawals of monies.

For an agency the size of AHA, it is best practice for non-finance staff to authorize deposits and withdraw monies from investments to ensure proper segregation of duties.

It is already AHA's practice that the Finance team does not originate the deposit and withdrawal of funds from LAIF, and all withdrawal/deposit interactions with LAIF has been with the Executive Director or approved non-finance staff per Resolution 901.

Once approved by the Board of Commissioners, the signatories in the attached resolution can deposit and withdraw monies in the LAIF and may execute and deliver any document. The attached resolution is a LAIF request and is purely administrative.

The resolution is in LAIF's standard format, and has been reviewed by AHA's legal counsel.

**FISCAL IMPACT**

Not applicable



**CEQA**

N/A

**RECOMMENDATION**

Adopt the following resolutions:

1. Resolution rescinding Resolution No. 901
2. Resolution authorizing the deposit and withdrawal of monies in the Local Agency Investment Fund (LAIF) and authorizing the Executive Director and Director of Human Resources, or their successors in office, to order deposits or withdrawals of monies from LAIF and execute other documents to effectuate the purpose of the resolution

**ATTACHMENTS**

1. Resolution Rescinding Prior LAIF Resolution
2. Resolution Authorizing LAIF Investments and Signatories
3. January 2026 AHA Presentation 7.B

Respectfully submitted,

Louie So

Louie So, Chief Financial Officer

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No. \_\_\_\_\_*

RESCINDING RESOLUTION NO. 901

**WHEREAS**, on September 17, 2014 the Board of Commissioners adopted Resolution No. 901, which authorized certain position within the Alameda Housing Authority to order the deposit or withdrawal of monies in the Local Agency Investment Fund (LAIF); and

**WHEREAS**, the Alameda Housing Authority would like to continue to invest funds in the LAIF, but would like to update which positions have authorization to order the deposit and withdrawal of monies;

**WHEREAS**, concurrently with the adoption of this Resolution, the Board of Commissions have adopted Resolution No. \_\_\_\_, authorizing the deposit and withdrawal of Housing Authority of the City of Alameda monies in the LAIF in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein and authorizing the Executive Director and Director of Human Resources, or their successors in office, to order the deposit or withdrawal of monies in the LAIF and to execute all documents necessary or advisable to effectuate the purposes of that resolution; and

**WHEREAS**, the Board of Commissioners now desire to rescind Resolution No. 901, adopted on September 17, 2014 and the authority and direction provided therein;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the City of Alameda as follows:

1. That Resolution No. 901 adopted on September 17, 2014 is hereby rescinded and shall be of no further force or effect and all authority and direction granted and provided therein is hereby rescinded and revoked.
2. That the Executive Director, or their designee, is directed to file this Resolution with the California State Treasurer's Office.
3. That this Resolution shall take effect on the date of its adoption.

ATTEST:

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Vanessa M. Cooper  
Secretary and Executive Director

---

Carly Grob  
Chair, Board of Commissioners

**PASSED AND ADOPTED** by the Board of Commissioners of the Housing Authority of the City of Alameda, Alameda County of the State of California on January \_\_, 2026.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

*Resolution No. \_\_\_\_\_*

AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Board of Commissioners hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Housing Authority of the City of Alameda

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the deposit and withdrawal of Housing Authority of the City of Alameda monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Housing Authority of the City of Alameda officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

\_\_\_\_\_  
Vanessa Cooper  
(NAME)  
\_\_\_\_\_  
Executive Director  
(TITLE)

\_\_\_\_\_  
Alicia Southern  
(NAME)  
\_\_\_\_\_  
Director of Human Resources  
(TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by Board of Commissioners by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

ATTEST:

\_\_\_\_\_  
Vanessa M. Cooper  
Secretary and Executive Director

\_\_\_\_\_  
Carly Grob  
Chair, Board of Commissioners

**PASSED AND ADOPTED** by the Board of Commissioners of the Housing Authority of the City of Alameda, Alameda County of the State of California on January \_\_, 2026.

# Agenda Item 7B

Rescind Prior Local Agency Investment Fund Resolution and Adopt New Local Agency  
Investment Fund Resolution to Change Authorized Signatories

Presented by Louie So, Chief Financial Officer  
January 2026

# Agenda Item 7B

- AHA invests in funds in the Local Agency Investment Fund (LAIF)
- On September 17, 2014, the Board approved Resolution No. 901 which authorized the Executive Director, Director of Operations, Finance Director, Senior Account Tech and Accounting Officer to deposit and withdraw funds from LAIF
- Due to AHA's size, current practice (and best practice) is for non-finance staff to withdraw and deposit funds; finance staff will only have a reporting function.

# Agenda Item 7B

- We are requesting the BOC approve the following Resolutions:
  - Rescinding Resolution No. 901
  - Authorizing Investment of Monies in the Local Agency Investment Fund and authorizing the Executive Director and Director of Human Resources, or their successors in office, to order deposits or withdrawals of monies from LAIF and execute other documents to effectuate the purpose of the resolution.
- This is purely administrative, as LAIF requires a Board resolution to effectuate the change in their system