

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

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

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR OR DESIGNEE TO ENTER INTO CONTRACTS UP TO \$500,000 EACH IN EMERGENCY CIRCUMSTANCES**

**WHEREAS**, the Housing Authority of the City of Alameda, a public body, corporate and politic, ("Housing Authority") is permitted to transact business and exercise any power inferred pursuant to the Housing Authorities Law (Health and Safety Code Section 34200 et seq.);

**WHEREAS**, the Housing Authority Board of Commissioners has previously delegated the day-to-day management of the Housing Authority and its affiliates as well as authorization of contracts and expenses up to \$250,000 per contract to the Executive Director;

**WHEREAS**, as the owner and operator of affordable housing and the manager of various affordable housing subsidy programs, the Housing Authority must respond to emergency situations, defined as an unforeseen circumstance beyond the control of the AHA that either (a) presents a threat to the performance of AHA functions, or (b) will result in loss or damage to property, bodily injury, or loss of life if immediate action is not taken, or (c) failure to act will lead to a regulatory, legal, or financial risk to AHA ("Emergency Circumstance(s)");

**WHEREAS**, to ensure the continuity of critical Housing Authority operations, swift deployment of resources and execution of critical functions, and the safety of personnel, Housing Authority residents and the public during Emergency Circumstances, the Board of Commissioners desire to delegate to the Housing Authority's Executive Director or designee, the authority to enter into contracts up to \$500,000 each, provided the Executive Director or designee (i) first consults with the Housing Authority's general counsel to ensure all proposed contracts comply with applicable laws and the Housing Authority's procurement policy, (ii) notifies the Chair of the Board of Commissioners prior to entering into any contracts, (iii) reports back to the Board of Commissioners no later than the next regularly scheduled Board of Commissioners meeting; and (iv) seeks the ratification and approval of the Board of Commissioners for all actions taken;

**WHEREAS**, the Board of Commissioners also desires for the delegation of such authority to a designee to occur only if the Executive Director is absent more than 5 consecutive business days, and such delegation is memorialized in writing, and communicated to the full Board; and

**WHEREAS**, the Board of Commissioners has duly considered the terms of the proposed delegation of authority, and believes that it is in the best interest of the Housing Authority and the health, safety, morals and welfare of its tenants and participants.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners finds that all of

the facts set forth in the Recitals are true and correct, and are incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby approves the delegation of authority in Emergency Circumstances to the Housing Authority's Executive Director or designee, to enter into contracts up to \$500,000 each, provided the Executive Director or designee (i) first consults with the Housing Authority's general counsel to ensure all proposed contracts comply with applicable laws and the Housing Authority's procurement policy, (ii) notifies the Chair of the Board of Commissioners prior to entering into any contracts, (iii) reports back to the Board of Commissioners no later than the next regularly scheduled Board of Commissioners meeting; and (iv) seeks the ratification and approval of the Board of Commissioners for all actions taken and to carry out the purposes of this Resolution.

BE IT FURTHER RESOLVED that the Board hereby approves the delegation of such authority to a designee only if the Executive Director is absent more than 5 consecutive business days, and such delegation is memorialized in writing, and communicated to the full Board.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to take any and all actions necessary or required to implement and administer this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ATTEST:

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Vanessa M. Cooper  
Secretary/Executive Director

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Carly Grob, Chair  
Board of Commissioners

Adopted: June 3, 2026