

**AGENDA
SPECIAL MEETING
REDONDO BEACH HOUSING AUTHORITY
TUESDAY, AUGUST 18, 2026 - 6:00 P.M.
REDONDO BEACH COUNCIL CHAMBERS
415 DIAMOND STREET**

**CITY OF REDONDO BEACH
PUBLIC PARTICIPATION GUIDELINES
AND RULES OF CONDUCT**

HOW TO PARTICIPATE – The City of Redondo Beach welcomes and encourages public participation in public city meeting. Members of the public are invited to participate in public meetings in person, via Zoom, by e-comments, and by email. All public meetings provide the public the ability to comment on Non-Agenda items and on agenda items being deliberated by the City Council.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – Each agenda includes an agenda item for “Public Participation on Non-Agenda Items”. During this agenda item, the public may speak on any matter so long as the matter is:

1. Under the jurisdiction of the City Council; and,
2. Is not a matter already agendized during the same meeting.

Each speaker is allotted three minutes to speak under Public Participation on Non-Agenda Items. Each speaker may only speak once. And the time allocated to Public Participation on Non-Agenda Items is limited to 30 minutes.

The Mayor will recognize speakers by alternating, speaker-by-speaker, between (i) members of the public attending in person (with speakers who have submitted written speaking cards to be recognized first, followed by members of the public attending in person who have not submitted written speaking cards), on the one hand, and (ii) members of the public attending via Zoom on the other hand.

Pursuant to provisions of the Brown Act, the body is prohibited from deliberating and taking action on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The body may make a “Referral to Staff” related to public comment during that agenda item.

PUBLIC PARTICIPATION ON AGENDA ITEMS – For each agendized matter deliberated by the City Council, the Mayor will invite public comment at the appropriate time. Any member of the public may speak to the matter under discussion during this period provided the comments directly address the agenda item. Each speaker is allotted three minutes to speak to each agenda item. Each speaker may only speak once on each agenda item. The Mayor will recognize speakers by alternating, speaker-by-speaker, between (i) members of the public attending in person (with speakers who have submitted written speaking cards to be recognized first, followed by members of the public attending in person who have not submitted written speaking cards), on the one hand, and (ii) members of the public attending via Zoom on the other hand.

PUBLIC PARTICIPATION RULES OF CONDUCT AND DECORUM – The City of Redondo Beach recognizes and respects the right of freedom of speech, but rules of conduct and decorum

must be observed so that attendees can be heard, and the City Council can conduct its meeting and deliberate and address items before the Council. **Any person or group that engages in disorderly or disruptive conduct that impedes the meeting may be asked to leave, or be removed, and the Mayor may clear the room and continue without an audience, or the City Council may adjourn the meeting.**

1. Speakers shall restrict their comments to the specific agenda item that they are speaking on or, on Non-Agenda Items, to matters within the Body's subject matter jurisdiction. Speakers should confine their remarks to those which are relevant to the subject under consideration. Speakers who do not follow these rules will be asked to cease, and if they do not comply, they will be ruled out of order on the grounds of relevancy and asked to leave the podium and possibly the meeting.
2. All comments should be addressed to the Body and not to other speakers or the audience.
3. Meeting attendees should act with dignity and respect and refrain from the use of profanity and obscenities in speech, on signs, and on clothing.
4. Meeting attendees shall be seated, when seating is available, unless recognized by the Mayor as a speaker or unless entering or leaving, or moving to and from a location within, the Council Chambers in a manner that does not seek to intimidate other attendees or block views of the proceedings. Meeting attendees shall strive to remain quiet during the proceedings and shall not hold up placards or signs that block the views of other attendees. Attendees may show support or opposition by silently raising and waving both hands for support (as opposed to clapping or cheering) or showing a "thumbs down" in opposition (as opposed to booing).
5. Disruptive and/or disorderly actions and behaviors by members of the public that may result in removal from the meeting are those that actually disrupt, disturb, impede or render infeasible the orderly conduct of the meeting and include, but are not limited to:
 - a. Refusal to leave the podium after the allotted time is exceeded.
 - b. Refusal to leave the podium after the Mayor has determined that the comments are beyond the jurisdiction of the City Council and/or do not pertain to the matter under consideration in an agenda item.
 - c. Blocking the view or access of other attendees by standing, occupying the aisles, or by holding up a card a sign or placard that blocks the views of other members of the public, or by other obstruction of public views.
 - d. Addressing the Council without being recognized by the Mayor.
 - e. Yelling, screaming, making loud or unusual noises, or interrupting a recognized speaker.
 - f. Interfering with another attendees' ability to participate.
 - g. Intimidating or threatening behavior.
 - h. Refusal to heed to a call to order.
 - i. Failure to cease and desist disruptions when requested by the Mayor.
 - j. Entering a non-public area of the Council chambers without the permission of the Mayor.
 - k. Failure to leave Council Chambers upon being ejected by the Mayor for violation of the Rules of Conduct.
 - l. Failure to clear the City Council Chamber upon order of the Mayor pursuant to Government Code 54957.9 or other applicable law.

- m. Use of “Hate Speech” (*i.e.*, statements whose sole purpose is to attack, demean, and denigrate an individual or group based on race, religion, sexual orientation, ethnicity, nationality, or disability) that disrupts the meeting.

Individuals or groups participating via Zoom or other electronic means that disrupt, disturb, impede, or render infeasible the orderly conduct of the meeting, or who fail to follow the direction of the Mayor, may be silenced or removed from the meeting by the City Clerk or the City Clerk’s representative at the direction of the Mayor.
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No person, other than City elected officials and staff, shall enter the non-public area of the Council Chambers (which is defined as the area of the dais (which includes the desks of the City elected officials and staff), the well of the dais (which includes the area immediately in front of, inside, and along the sides of, the dais), and the area in front of the podium), during, or immediately before or after, a meeting of the Body, without the consent of the Mayor.

SPECIAL MEETING OF THE REDONDO BEACH HOUSING AUTHORITY – 6:00 P.M.

CALL MEETING TO ORDER

ROLL CALL

A. APPROVAL OF ORDER OF AGENDA

B. ADDITIONAL ITEMS FOR IMMEDIATE CONSIDERATION

B1. BLUE FOLDER ITEMS

Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.

C. CONSENT CALENDAR #C1 through #C5

Business items, except those formally noticed for public hearing, or those pulled for discussion are assigned to the Consent Calendar. The Authority Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.

C1. APPROVAL OF AFFIDAVIT OF POSTING for the Regular Housing Authority meeting of August 18, 2026.

C2. APPROVAL OF MOTION TO READ BY TITLE ONLY and waive further reading of all Ordinances and Resolutions listed on the agenda.

C3. APPROVAL OF MINUTES OF THE FOLLOWING MEETING:

A. June 2, 2026

B. June 16, 2026

C4. APPROVAL TO SUBMIT THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

C5. APPROVAL OF A FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF REDONDO BEACH AND LEGGINS CASTERLINE & COMPANY LLC NOT TO EXCEED \$62,400 THROUGH AUGUST 31, 2027 FOR SERVICES RELATED TO FINANCIAL AND LEASING DATA REPORTING TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Contact: ELIZABETH HAUSE, HOUSING ADMINISTRATOR

D. EXCLUDED CONSENT CALENDAR ITEMS

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.

F. EX PARTE COMMUNICATIONS

This section is intended to allow all officials the opportunity to reveal any disclosure or ex parte communication about the following public hearings.

G. PUBLIC HEARINGS

H. OLD BUSINESS

I. NEW BUSINESS

J. MEMBERS ITEMS AND REFERRALS TO STAFF

K. ADJOURNMENT

The next scheduled meeting of the Redondo Beach Housing Authority is a Regular meeting on Tuesday, September 1, 2026, at 6:00 p.m. in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California.

It is the intention of the City of Redondo Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant of this meeting you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

An Agenda Packet is available 24 hours a day at www.redondo.org under the City Clerk and during City Hall hours. Agenda Packets are also available for review in the Office of the City Clerk.

Any writings or documents provided to a majority of the members of the Authority regarding any item on this agenda will be made available for public inspection at the City Clerk's Counter at City Hall located at 415 Diamond Street during normal business hours.



Community Services Department

1922 Artesia Boulevard
Redondo Beach, California 90278
www.redondo.org

tel: 310 318-0610
fax: 310 798-8273

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF REDONDO BEACH)

AFFIDAVIT OF POSTING

In compliance with the Brown Act, the following materials have been posted at the locations indicated below.

Legislative Body Redondo Beach Housing Authority

Posting Type Agenda – August 18, 2026 Special Meeting

Posting Locations 415 Diamond Street, Redondo Beach, CA 90277
 ✓ City Hall Kiosk
 ✓ City Clerk’s Counter, Door “1”

Meeting Date & Time August 18, 2026 6:00 p.m.

As Housing Administrator of the City of Redondo Beach, I declare, under penalty of perjury, the document noted above was posted at the date displayed below.

Elizabeth Hause, Housing Administrator

Date: August 14, 2026



Minutes
Redondo Beach Housing Authority
Tuesday, June 2, 2026
Special Meeting 6:00 p.m.

REGULAR MEETING OF THE REDONDO BEACH HOUSING AUTHORITY

CALL MEETING TO ORDER

Chair Light called a Regular Meeting of the Redondo Beach Housing Authority (RBHA) to order at 6:16 p.m. in the City Hall Council Chamber, 415 Diamond Street, Redondo Beach, California.

ROLL CALL

RBHA Members Present: Waller, Castle, Kaluderovic, Behrendt, Price, Chair Light

RBHA Members Absent: Obagi, Newton

Officials Present: Eleanor Manzano, City Clerk
Joy Ford, City Attorney
Elizabeth Hause, Community Services Director
Derek Kalish, Assistant City Clerk
Imelda Delgado, Housing Manager

A. APPROVAL OF ORDER OF AGENDA

Motion by Member Kaluderovic, seconded by Member Castle, to approve the order of the agenda.

Motion carried 5-0-2 by voice vote. Member Obagi and Commissioner Newton were absent.

B. ADDITIONAL ITEMS FOR IMMEDIATE CONSIDERATION

B.1. BLUE FOLDER ITEMS - None

C. CONSENT CALENDAR

C1. APPROVAL OF AFFIDAVIT OF POSTING for the Regular Housing Authority meeting of June 2, 2026.

C2. APPROVAL OF MOTION TO READ BY TITLE ONLY and waive further reading

of all Ordinances and Resolutions listed on the agenda.

C3. APPROVAL OF MINUTES OF THE FOLLOWING MEETING:

A. March 3, 2026

Motion by Member Kaluderovic, seconded by Member Waller, to approve the Consent Calendar items C1 through C3.

Chair Light invited public comments.

City Clerk Manzano reported no one online and no eComments.

Motion carried 5-0-2 by voice vote. Member Obagi and Commissioner Newton were absent.

D. EXCLUDED CONSENT CALENDAR ITEMS - None

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

City Clerk Manzano reported no hands raised on Zoom and no eComments.

F. EX PARTE COMMUNICATIONS - None

G. PUBLIC HEARINGS - None

H. OLD BUSINESS - None

I. NEW BUSINESS

II. RECEIVE AND FILE QUARTERLY STATUS REPORT ON SECTION 8 PROGRAM

Community Services Director Hause noted that she had Housing Manager Imelda Delgado with her that evening and they had a couple of announcements for the RBHA; reported that the numbers on the slides were updated for the presentation so they may have some discrepancies from the report they all received.

Housing Manager Delgado announced she would be presenting the quarterly update for the RBHA; stated that after the report was finalized staff discovered an error in numerical data on page 1 of the Staff Report and instead of 414 average households assisted last quarter, it was actually 398; provided a slide with the Program Overview, which included:

- 398 average households assisted last quarter
- 256 elderly/183 disabled households of the 398
- 20 families in Project Based Vouchers (PBVs) at the Moonstone Apartment complex

Housing Manager Delgado provided a slide titled Spending and Vouchers and reported actual quarterly spending results were \$2.1 million for the quarter with a breakdown of \$711,000 for April, \$698,000 for May, and \$699,000 for June; stated that they have two

special programs: Veteran Affairs Supportive Housing (VASH) vouchers and Emergency Housing Vouchers (EHV); reported for VASH they have 28 leased up out of 50 and they administered 20 EHV; reported that they currently have 745 applications on their waiting list, they purge monthly by sending out approximately 100 letters, and if they do not get a response the applicants are withdrawn from the waiting list; reported that of the 745 waiting list applicants: 352 are families w/ children, 223 are elderly families, and 339 are families w/ disabilities; noted that they added the EHV participants to the waiting list to transition over to the Housing Choice Voucher or Section 8 Program and that is why 16 of the applicants live or work in Redondo Beach.

Chair Light asked staff if the Families with Children, Elderly Families, and Families with Disabilities categories are mutually exclusive or if there is overlap.

Community Services Director Hause replied that there is overlap.

Housing Manager Delgado reported that they received a notice on May 26th from HUD, which were the preliminary projections for 2026 and they indicated that the RBHA were not currently projected as at risk for shortfall in 2026 and RBHA continues to administer expenditure controls to avoid increasing program costs; spoke about the transition of the EHV's to the Housing Choice Voucher Program in order to stay financially healthy; reported that staff will implement a phased transition of EHV households to the Housing Choice Voucher Program based on voucher turnover, funding availability, and HUD guidance; announced that staff has scheduled a Special Housing Authority Meeting for June 16, 2026 to review and consider proposed revisions of the administrative plan regarding the policies and procedures governing the process for accepting applications for rental assistance on an annual basis as requested by the Board; stated staff's recommendations for the Board that evening were to receive and file the Quarterly Status Report on the Housing Choice Voucher (Section 8) rental assistance program.

Community Services Director Hause acknowledged all the work the Housing team put in and highlighted that they are no longer in shortfall and that immediate action was taken to make sure each voucher holder could be put on the waitlist, while also handling the updates requested by the Board; reported that the Housing team is also operating at 50% staffing levels and still managed it all.

Member Kaluderovic recognized the work and effort the Housing team put in per the request from the Board; recalled that the EHV's were meant to help the unhoused during the pandemic and were meant to go through 2030 but the federal government cut funding; noted that now RBHA is scrambling to try to keep those families housed; asked staff if those families are prioritized in the City's Section 8 voucher program as they come available.

Housing Manager Delgado responded that they are at the top of the list currently.

Member Kaluderovic stated that she heard there is a possibility that payments would not be funded past July for the EHV holders and asked staff if they knew whether payments would be extended.

Housing Manager Delgado reported that they have received funding through July and HUD

has promised to fund them through the end of the year, but they only receive funds from HUD when they run out.

Member Kaluderovic stated that it puts families and landlords in a difficult position but understood there isn't a current alternative; thanked staff for staying on top of it.

Housing Manager Delgado said they will do their best to transition the families before they run out of funds.

Motion by Member Kaluderovic, seconded by Member Castle, to receive and file the quarterly status report on the Section 8 Program.

Chair Light invited public comment.

Motion carried 5-0-2 by voice vote. Member Obagi and Commissioner Newton were absent.

J. MEMBERS ITEMS AND REFERRALS TO STAFF - None

K. ADJOURNMENT – 6:28 P.M.

Motion by Member Kaluderovic, seconded by Member Castle, to adjourn to the Community Financing Authority at 6:28 p.m.

Motion carried 5-0-2 by voice vote. Member Obagi and Commissioner Newton were absent.

The next scheduled meeting of the Redondo Beach Housing Authority is a Special Meeting on Tuesday, June 16, 2026 at 6:00 p.m. and the next Regular meeting will be held on Tuesday, September 1, 2026, at 6:00 p.m. in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California.

All written comments submitted via eComment are included in the record and available for public review on the City website.

Respectfully submitted,

Eleanor Manzano
Clerk-Controller



Minutes
Redondo Beach Housing Authority
Tuesday, June 16, 2026
Special Meeting 6:00 p.m.

REGULAR MEETING OF THE REDONDO BEACH HOUSING AUTHORITY

CALL MEETING TO ORDER

Chair Light called a Special Meeting of the Redondo Beach Housing Authority (RBHA) to order at 6:26 p.m. in the City Hall Council Chamber, 415 Diamond Street, Redondo Beach, California.

ROLL CALL

RBHA Members Present: Waller, Castle, Kaluderovic, Obagi, Behrendt, Newton, Chair Light

RBHA Members Absent: Price

Officials Present: Eleanor Manzano, City Clerk
Mike Witzansky, City Manager
Joy Ford, City Attorney
Elizabeth Hause, Community Services Director
Derek Kalish, Assistant City Clerk
Imelda Delgado, Housing Manager

A. APPROVAL OF ORDER OF AGENDA

Motion by Member Waller, seconded by Member Kaluderovic, to approve the order of the agenda.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

B. ADDITIONAL ITEMS FOR IMMEDIATE CONSIDERATION

B.1. BLUE FOLDER ITEMS - None

C. CONSENT CALENDAR

C1. APPROVAL OF AFFIDAVIT OF POSTING for the Special Housing Authority meeting of June 16, 2026.

C2. APPROVAL OF MOTION TO READ BY TITLE ONLY and waive further reading of all Ordinances and Resolutions listed on the agenda.

Motion by Member Castle, seconded by Member Kaluderovic, to approve the Consent Calendar items C1 and C2.

Chair Light invited public comments.

Assistant City Clerk Kalish reported no one online and no eComments.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

D. EXCLUDED CONSENT CALENDAR ITEMS - None

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Assistant City Clerk Kalish reported no one on Zoom and no eComments.

F. EX PARTE COMMUNICATIONS

Chair Light, Members, and Commissioner Newton all reported not speaking to anyone regarding G1 and G2.

G. PUBLIC HEARINGS

G1. PUBLIC HEARING TO CONSIDER APPROVAL OF THE REDONDO BEACH HOUSING AUTHORITY ADMINISTRATIVE PLAN REVISION FOR THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM

ADOPT BY TITLE ONLY RESOLUTION NO. HA-2026-04, A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF REDONDO BEACH, CALIFORNIA, APPROVING THE AGENCY ADMINISTRATIVE PLAN

RECOMMENDATION: THAT THE CHAIRMAN AND AUTHORITY BOARD MEMBERS:

A. OPEN THE PUBLIC HEARING; TAKE PUBLIC TESTIMONY; AND

B. CLOSE THE PUBLIC HEARING; AND

C. ADOPT RESOLUTION NO. HA-2026-04 BY TITLE ONLY

CONTACT: ELIZABETH HAUSE, HOUSING ADMINISTRATOR

Motion by Member Waller, seconded by Member Castle, to open the public hearing.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

Housing Administrator Hause reported that, in January, the RBHA brought them initial edits and amendments to the City's Administrative Plan; stated that the amended plan dictates how they manage the City's Section 8 and voucher programs; noted that Council

directed them to come back to provide updates and amendments to how they manage their waitlist.

Housing Manager Imelda Delgado stated that the RBHA is a public housing agency that receives federal funding from the US Department of Housing and Urban Development (HUD); spoke of HUD's requirement that all public housing authorities have an approved Administrative Plan; stated that the application policies and procedures for accepting applications and purging the wait list had been amended as directed by Council; noted that the changes included accepting rental assistance applications until a designated date or when they reach 500, whichever comes first, then they sort them by preferences listed; stated that staff will pull applications from the waiting list as needed based on voucher and funding availability for a period of 12 months, after the 12 month cycle ends the waiting list is purged and new applications are accepted again; stated that staff recommends the Council approve the amended Administrative Plan and adopt Resolution HA-2026-04.

Councilmember Waller asked Housing Manager Delgado to explain the 12-month cycle and how people are notified to re-apply or apply.

Housing Manager Delgado responded that they will probably put all the information in the publication at the beginning of the process with the dates, explanation of the 12-month cycle, and the purging process; said they should send out letters to everyone remaining on the waiting list each time they will be withdrawn so they could reapply.

Councilmember Kaluderovic stated that the waiting list had been closed since 2015 and they had thousands on the waiting list; thanked staff for the work they have done and noted that they can now prioritize people correctly.

Chair Light invited public comment.

Assistant City Clerk Kalish reported no one online and no eComments.

Motion by Member Kaluderovic, seconded by Member Castle, to close the public hearing.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

Motion by Member Waller, seconded by Member Kaluderovic, to adopt Resolution No. HA-2026-04 by title only.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

G2. PUBLIC HEARING TO CONSIDER APPROVAL OF THE SIGNIFICANT AMENDMENT TO THE BEACH HOUSING AUTHORITY FIVE-YEAR PLAN THE HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM

ADOPT BY TITLE ONLY RESOLUTION NO. HA-2026-05, A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF REDONDO BEACH, CALIFORNIA, APPROVING THE SIGNIFICANT AMENDMENT TO THE FIVE-YEAR AGENCY PLAN

RECOMMENDATION: THAT THE CHAIRMAN AND AUTHORITY BOARD MEMBERS:

A. OPEN THE PUBLIC HEARING; TAKE PUBLIC TESTIMONY; AND

B. CLOSE THE PUBLIC HEARING; AND

C. ADOPT RESOLUTION NO. HA-2026-05 BY TITLE ONLY

CONTACT: ELIZABETH HAUSE, HOUSING ADMINISTRATOR

Motion by Member Kaluderovic, seconded by Member Waller, to open the public hearing.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

Housing Administrator Hause explained that since the Board approved the changes to the RBHA Administrative Plan, they now had to move forward and update them on other related documents.

Housing Manager Delgado reported that HUD requires two planning documents: 1) the Five-Year PHA Plan, and 2) the Annual PHA Plan and defined both plans; explained that the PHA is required to maintain and update the Administrative Plan and make any associated changes to the complementary plans; noted that the previous item (G1) was approved by the Board so this item (G2) will formally adopt those changes to the Five-Year Plan through a significant amendment; stated that staff recommended the Board approve the significant amendment to the Five-Year PHA Plan for fiscal year 2026-2030 and adopt Resolution HA-2026-05.

Chair Light invited public comment.

Assistant City Clerk Kalish reported no one online.

Motion by Member Castle, seconded by Member Waller, to close the public hearing

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

Motion by Member Kaluderovic, seconded by Member Waller, to adopt Resolution HA-2026-05 by title only.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

Assistant City Clerk Kalish read adopt by title only Resolution No. HA-2026-04 and adopt by title only Resolution No. HA-2026-05.

H. OLD BUSINESS - None

I. NEW BUSINESS

J. MEMBERS ITEMS AND REFERRALS TO STAFF - None

K. ADJOURNMENT – 6:39 P.M.

Motion by Member Castle, seconded by Member Waller, to adjourn back to the regular City Council meeting.

Motion carried 6-0-1 by voice vote. Commissioner Price was absent.

The next scheduled meeting of the Redondo Beach Housing Authority is a Special Meeting on Tuesday, September 1, 2026 at 6:00 p.m. and the next Regular meeting will be held on Tuesday, September 1, 2026, at 6:00 p.m. in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California.

All written comments submitted via eComment are included in the record and available for public review on the City website.

Respectfully submitted,

Eleanor Manzano
Clerk-Controller



Administrative Report

Authority Action Date: August 18, 2026

To: CHAIRMAN AND MEMBERS OF THE HOUSING AUTHORITY

From: ELIZABETH HAUSE, HOUSING ADMINISTRATOR

Subject: APPROVAL TO SUBMIT THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

RECOMMENDATION

Authorize the Housing Authority of the City of Redondo Beach to electronically submit the Section Eight Management Assessment Program (SEMAP) certification to the U.S. Department of Housing and Urban Development (HUD) for fiscal year 2025-2026.

EXECUTIVE SUMMARY

The Housing Authority of the City of Redondo Beach completed its annual quality control review consisting of 14 key indicators designed to measure performance. The quality control review determined that the Housing Authority of the City of Redondo Beach adequately administered the Housing Choice Voucher (Section 8) rental assistance program. This finding must be submitted to HUD no later than August 29, 2026.

BACKGROUND

In 1998, HUD introduced the SEMAP to be submitted by Public Housing Agencies (PHAs) annually. SEMAP is a management assessment system that is used to determine the performance of the PHAs administering the Housing Choice Voucher (Section 8) tenant-based rental assistance program.

Under SEMAP, HUD requires a review consisting of 14 key indicators including proper selection of applicants from the waiting list, accurate verification of family income, and timely housing quality standards inspections. The yearly process requires PHAs to submit an electronic certification form via the HUD portal to assure that all mandatory supervisory quality control reviews have been conducted. Upon completing the quality control process, the determination is that the Housing Authority has adequately and appropriately administered the Section 8 Program. This finding and formal report must be submitted to HUD no later than August 29, 2026.

Submitted by:
Elizabeth Hause, Housing Administrator

Approved for forwarding by:
Mike Witzansky, City Manager

Attachments:

- SEMAP Certification form (HUD-52648)

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
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Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☐ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☐ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☐ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☐ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☐ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☐ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☐ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☐

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☐ No ☐

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes ☐ No ☐

Enter FMRs and payment standards (PS)

0-BR FMR _____	1-BR FMR _____	2-BR FMR _____	3-BR FMR _____	4-BR FMR _____
PS _____	PS _____	PS _____	PS _____	PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☐ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☐ No ☐

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes ☐ No ☐

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes ☐ No ☐

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes ☐ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable ☐

PHA Response

Yes ☐

No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes ☐

No ☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes ☐ No ☐

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.



Administrative Report

Authority Action Date: August 18, 2026

To: CHAIRMAN AND MEMBERS OF THE HOUSING AUTHORITY

From: ELIZABETH HAUSE, HOUSING ADMINISTRATOR

Subject: APPROVAL OF A FIRST AMENDMENT TO THE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF REDONDO BEACH AND LEGGINS CASTERLINE & COMPANY LLC NOT TO EXCEED \$62,400 THROUGH AUGUST 31, 2027 FOR SERVICES RELATED TO FINANCIAL AND LEASING DATA REPORTING TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

RECOMMENDATION

Staff recommends approval of the first amendment to the agreement for consulting services between the Housing Authority of the City of Redondo Beach and Leggins Casterline & Company LLC for an amount not to exceed \$28,860 for the upcoming year.

EXECUTIVE SUMMARY

The Housing Authority of the City of Redondo Beach receives federal funding from the U.S. Department of Housing and Urban Development (HUD) to operate the Housing Choice Voucher rental assistance program. To ensure compliance, Leggins Casterline & Company LLC will continue to support the Housing Authority of the City of Redondo Beach with monthly financial reporting, and any corrections needed, to HUD via the Voucher Management System (VMS), and the annual unaudited and audited Financial Data Schedule (FDS).

BACKGROUND

The Housing Authority of the City of Redondo Beach is responsible for timely and accurate reporting of expenditures and other financial data to HUD. Leggins Casterline & Company LLC submits financial expenditure and leasing data reports to HUD via the VMS due by the 22nd of every month.

In addition to the monthly requirements, Leggins Casterline & Company LLC submit the required unaudited FDS by August 31st and audited FDS by March 31st upon completion of the Single Audit annually.

The proposed first amendment to the existing agreement with Leggins Casterline & Company LLC to continue to provide services to support staff to ensure accurate and timely reporting to HUD and remain in compliance with HUD financial reporting requirements. The total cost for these services would not exceed \$28,860 during the additional term. Combined with the existing services provided by Leggins Casterline & Company LLC, the new contract total would not exceed \$62,400.

Staff recommends the Housing Authority of the City of Redondo Beach Board of Commissioners to approve the proposed first amendment to the agreement with Leggins Casterline & Company LLC to continue their services to support the Housing Authority staff.

Submitted by:

Elizabeth Hause, Housing Administrator

Approved for forwarding by:

Mike Witzansky, City Manager

Attachments:

- Agmt – First Amendment to Agreement with Leggins Casterline & Company LLC
- Agmt – Original Agreement with Leggins Casterline & Company LLC September 2, 2025

**FIRST AMENDMENT TO THE AGREEMENT
FOR CONSULTING SERVICES BETWEEN THE
HOUSING AUTHORITY OF THE CITY OF REDONDO BEACH
AND LEGGINS CASTERLINE & COMPANY LLC**

This First Amendment to the Agreement for Consulting Services ("First Amendment") is made and entered into by and between the Housing Authority of the City of Redondo Beach, a public body, corporate and politic ("RBHA"), and Leggins Casterline & Company LLC, a Florida limited liability company ("Consultant").

WHEREAS, on August 21, 2025, the parties hereto entered into the Agreement for Consulting Services between the RBHA and Consultant (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement to supplement Consultant's scope of services, extend the term of the Agreement, and increase Consultant's compensation.

NOW THEREFORE, in consideration of the promises and mutual covenants contained herein, and intending to be legally bound, the parties hereby agree to make the following amendments to the Agreement:

1. **SCOPE OF SERVICES.** Exhibit "A" of the Agreement is hereby amended to add Exhibit "A-1", which continues and supplements Consultant's scope of services for RBHA. Exhibit "A-1" is attached hereto and incorporated by reference. Consultant shall commence and complete all services described in Exhibit "A", as amended by Exhibit "A-1".
2. **TERM AND TIME OF COMPLETION.** Exhibit "B" of the Agreement is hereby amended to add Exhibit "B-1", which is attached hereto and incorporated herein by reference. Exhibit "B-1" extends the Agreement term to August 31, 2027. Consultant shall commence and complete all services described in Exhibit "A", as amended by Exhibit "A-1" in accordance with the schedule set forth in Exhibit "B-1".
3. **COMPENSATION.** Exhibit "C" of the Agreement is hereby amended to add Exhibit "C-1", which provides additional compensation not to exceed of \$28,860 for the services described in Exhibit "A-1" and increases the Consultant's total aggregate not to exceed compensation to \$62,400. Consultant shall be compensated for the services described in Exhibit "A", as amended by Exhibit "A-1".
4. **NO OTHER AMENDMENTS.** Except as expressly stated herein, the Agreement shall remain unchanged and in full force and effect. The Agreement and this First Amendment constitute the entire agreement between the parties and supersede any previous oral or written agreements with respect to the subject matter hereof. In the event of any inconsistency between the terms of the Agreement and this First Amendment, the terms of this First Amendment shall govern.

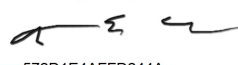
SIGNATURES ON NEXT PAGE

IN WITNESS WHEREOF, the parties have executed this First Amendment in Redondo Beach, California, as of this 18th day of August, 2026.

HOUSING AUTHORITY
OF THE CITY OF REDONDO BEACH,
a public body, corporate and politic

LEGGINS CASTERLINE & COMPANY LLC,
a Florida Limited Liability Company

James A. Light, Mayor

DocuSigned by:

572D1E4AFFD244A...
By: _____
Name: JASON CASTERLINE
Title: Partner
8/12/2026 | 8:01 AM PDT

ATTEST:

APPROVED:

Eleanor Manzano, Secretary

Diane Strickfaden, Risk Manager

APPROVED AS TO FORM:

Joy A. Ford,
General Counsel for RBHA

EXHIBIT "A-1"

PROJECT DESCRIPTION/SCOPE OF SERVICES

- A. **PROJECT OVERVIEW.** Consultant shall perform disposition and financial advisory consulting services for the RBHA.

For the purposes of Exhibit "A", as amended by this Exhibit "A-1", the following acronyms shall have the meanings set forth below:

1. HCV: Housing Choice Voucher
2. VMS: Voucher Management System
3. CY: Calendar Year
4. HUD: U.S. Department of Housing and Urban Development
5. HAP: Housing Assistance Payment
6. RNP: Restricted Net Position
7. PMC: Prior Month Correction
8. FDS: Financial Data Schedule
9. FY: Fiscal Year
10. UNP: Unrestricted Net Position
11. EHV: Emergency Housing Voucher
12. REAC: Real Estate Assessment Center
13. PMC: Prior Month Corrections

- B. **SCOPE OF WORK.** Consultant shall provide consulting and technical assistance for the review, reconciliation, verification, correction, and submission of all HUD required HCV and EHV financial and leasing data including VMS reconciliations, ongoing VMS reporting, VMS PMCs with notification to HUD, and FDS submissions for FY2025 and FY2026.

C. TASKS AND ACTIVITIES

1. CONSULTANT'S DUTIES. The consultant shall perform disposition and financial advisory consulting services, including but not limited to, the following:
 - a. Task 1: Submit monthly financial and leasing data, and PMCs in the VMS.
 - b. Task 2: Revise the FY2025 unaudited FDS submitted to HUD.
 - c. Task 3: Compile and submit the FY2025 audited FDS to HUD in REAC.
 - d. Task 4: Compile and submit the FY2026 unaudited FDS to HUD in REAC.
 - e. Task 5: Compile and submit the FY2026 audited FDS to HUD in REAC.
 - f. Task 6: Other special projects as needed.
2. RBHA'S DUTIES. RBHA will provide all necessary reports at least on a monthly basis by the 12th day of each month.

- D. **DELIVERABLES.** Consultant shall complete, submit, and update financial reports and documents in a timely manner as required by HUD, including but not limited to, the following:

1. Submit monthly financial and leasing data, and make PMCs corrections in VMS by the 22nd day of each month.
2. Revise the FY2025 unaudited FDS submitted to HUD in REAC.
3. Prepare the FY2025 audited FDS and submit it to HUD in REAC following completion of the Single Audit.
4. Prepare the FY2026 unaudited FDS and submit it to HUD in REAC by August 29, 2026.
5. Prepare the FY2026 audited FDS and submit it to HUD in REAC by March 31, 2027, contingent upon timely completion of the FY2026 Single Audit.

E. **PROJECT SCHEDULE.** Consultant shall timely complete all reporting obligations and related documentation, including, but not limited to the following:

1. VMS submissions due by the 22nd of each month
2. Unaudited FDS submissions are due annually by August 29th
3. Audited FDS submissions are due annually by March 31st to maintain program compliance.

Consultant shall maintain complete and accurate records to demonstrate compliance with all applicable requirements.

F. **PERFORMANCE REQUIREMENTS.** Consultant shall perform all services in accordance with HUD regulations, HCV program requirements, and applicable federal, state, and local laws to maintain compliance.

G. **REPORTING REQUIREMENTS.** Consultant shall provide monthly status updates and promptly notify RBHA of any actual or potential compliance issue, audit finding, missed deadline, program violation, or matter requiring corrective action. Consultant shall ensure all required reports and documentation are completed and submitted within applicable deadlines.

EXHIBIT "B-1"

TERM AND TIME OF COMPLETION

TERM. This Agreement shall continue through August 31, 2027, unless otherwise terminated as provided in the Agreement.

PERFORMANCE SCHEDULE. Consultant shall complete, submit, and update financial reports and documents in a timely manner, as required by HUD, including but not limited to, the following:

- A. Submit monthly financial and leasing data and make PMCs in VMS by the 22nd day of each month.
- B. Revise the FY2025 unaudited FDS submitted to HUD in REAC.
- C. Prepare the FY2025 audited FDS and submit it to HUD in REAC following completion of the Single Audit.
- D. Prepare the FY2026 unaudited FDS and submit it to HUD in REAC by August 29, 2026.
- E. Prepare the FY2026 audited FDS and submit it to HUD in REAC by March 31, 2027, contingent upon timely completion of the FY2026 Single Audit.

EXHIBIT "C-1"

COMPENSATION

Provided Consultant is not in default under the Agreement, as amended. Consultant shall be compensated as provided below.

- A. **AMOUNT.** Consultant shall be compensated at an hourly rate of \$195, subject to the following maximum hours and not to exceed amounts:

Task No.	Maximum Number of Hours	Total Not to Exceed Amount
Task 1	36	\$7,020
Task 2	24	\$4,680
Task 3	16	\$3,120
Task 4	32	\$6,240
Task 5	16	\$3,120
Task 6	24	\$4,680
Total Additional Not to Exceed Amount		\$28,860

- B. **REIMBURSABLE EXPENSES.** The foregoing hourly rate is fully burdened and inclusive of all costs, fees, and expenses.
- C. **NOT TO EXCEED AMOUNT.** In no event shall the total amount paid to the Consultant under the Agreement, as amended, exceed \$62,400 during the term of the Agreement
- D. **METHOD OF PAYMENT.** Consultant shall submit a monthly invoice for services performed in the prior month. Each invoice shall indicate the dates of service, description of services performed, staff title, hourly rate, number of hours worked, task number, corresponding amount, and the total amount. Invoices must be itemized, adequately detailed, based on accurate records, and in a form reasonably satisfactory to RBHA. Consultant may be required to provide backup material upon request.
- E. **SCHEDULE FOR PAYMENT.** RBHA will make full payment within 30 days after the services are completed to RBHA's reasonable satisfaction. RBHA may withhold any payments, or portion thereof, that RBHA disputes in good faith until the dispute is resolved, to the maximum extent permitted by law.
- F. **NOTICE.** Written notices to RBHA and Consultant shall be given by registered or certified mail, postage prepaid, email, or personally served, and addressed to the following parties.

Contractor: Leggins Casterline & Company LLC
247 Divinci Dr.
Punta Gorda, Florida 33950
Attention: Jason Casterline

Email: Jasoncasterline@gmail.com

RBHA:

Housing Authority of the City of Redondo Beach
1922 Artesia Blvd.
Redondo Beach, CA 90278
Attention: Imelda Delgado, Housing Manager
Email: imelda.delgado@redondo.org

All notices, including notices of address changes, provided under the Agreement, as amended are deemed received as follows: (1) on the second business day after emailing, provided that no “bounce-back” or similar message indicating non-delivery is received; (2) on the third day after mailing if sent by registered or certified mail; or (3) upon personal delivery. Changes in the respective address set forth above may be made from time to time by any party upon written notice to the other party in accordance with this section.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/24/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leedy Nagele Associates, LLC 6198 Butler Pike Suite 145 Blue Bell PA 19422	CONTACT NAME: Ed Leedy PHONE (A/C, No, Ext): (215) 654-9422 E-MAIL ADDRESS: eledy@lninsurance.com FAX (A/C, No): (215) 654-9411																					
INSURED Leggins Casterline & Company LLC 247 Divinci Dr Punta Gorda FL 33950-6343	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Hartford Underwriters Insurance Company</td><td>30104</td></tr><tr><td>INSURER B:</td><td>Hartford Casualty Insurance Company</td><td>29424</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hartford Underwriters Insurance Company	30104	INSURER B:	Hartford Casualty Insurance Company	29424	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** CL2581302155**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Employee Dishonesty</td><td>\$ 250,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Employee Dishonesty	\$ 250,000
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Employee Dishonesty	\$ 250,000																				
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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A	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED RETENTION \$			39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 5,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000		\$								
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B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	39WECBA7A9B	10/01/2025	10/01/2026	<table><tr><td>☒ PER STATUTE</td><td>OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>	☒ PER STATUTE	OTH-ER		E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000					
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A	Professional Liability			39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>\$1,000 Ded. Occurrence</td><td>1,000,000</td></tr><tr><td>Aggregate</td><td>2,000,000</td></tr></table>	\$1,000 Ded. Occurrence	1,000,000	Aggregate	2,000,000										
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

"Housing Authority of the City of Redondo Beach", the "City of Redondo Beach", and their respective officers, elected and appointed officials, employees, and volunteers are named as additional insureds.

CERTIFICATE HOLDER**CANCELLATION**City of Redondo Beach
415 Diamond St

Redondo Beach

CA 90277

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Edwin C. Leedy

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**AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF REDONDO BEACH
AND LEGGINS CASTERLINE & COMPANY LLC**

THIS AGREEMENT FOR CONSULTING SERVICES (this "Agreement") is made between the Housing Authority of the City of Redondo Beach, a public body, corporate and politic ("RBHA") and Leggins Casterline & Company LLC, a Florida limited liability company ("Consultant"). For purposes of this Agreement, the "City" shall mean the City of Redondo Beach, California.

The parties hereby agree as follows:

1. Description of Project or Scope of Services. The project description or scope of services to be provided by Consultant, and any corresponding responsibilities of RBHA, or services required to be performed by RBHA are set forth in Exhibit "A."
2. Term and Time of Completion. Consultant shall commence and complete the project or services described in Exhibit "A" in accordance with the schedule set forth in Exhibit "B".
3. Compensation. RBHA agrees to pay Consultant for work performed in accordance with Exhibit "C".
4. Insurance. Consultant shall adhere to the insurance requirements outlined in Exhibit "D", unless otherwise waived by the City's Risk Manager.

* * * * *

GENERAL PROVISIONS

1. Independent Contractor. Consultant acknowledges, represents and warrants that Consultant is not a regular or temporary employee, officer, agent, joint venturer or partner of the RBHA, but rather an independent contractor. This Agreement shall not be construed as a contract of employment. Consultant shall have no rights to any benefits which accrue to RBHA employees unless otherwise expressly provided in this Agreement. Due to the independent contractor relationship created by this Agreement, the RBHA shall not withhold state or federal income taxes, the reporting of which shall be Consultant's sole responsibility.
2. Brokers. Consultant acknowledges, represents and warrants that Consultant has not hired, retained or agreed to pay any entity or person any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

3. RBHA Property. All plans, drawings, reports, calculations, data, specifications, videos, graphics or other materials prepared for or obtained pursuant to this Agreement shall upon request be delivered to the RBHA within a reasonable time, and the rights thereto shall be deemed assigned to the RBHA. If applicable, Consultant shall prepare check prints upon request. Said plans, drawings, reports, calculations, data, specifications, videos, graphics or other materials, shall be specific for the project herein and shall not be used by the RBHA for any other project without Consultant's consent. Notwithstanding the foregoing, Consultant shall not be obligated to assign any proprietary software or data developed by or at the direction of Consultant for Consultant's own use; provided, however, that Consultant shall, pursuant to Paragraph 14 below, indemnify, defend and hold the RBHA harmless from and against any discovery or Public Records Act request seeking the disclosure of any such proprietary software or data.
4. Inspection. If the services set forth in Exhibit "A" shall be performed on RBHA or City property, or other public property, the RBHA shall have the right to inspect such work without notice. If such services shall not be performed on RBHA or City property, or other public property, the RBHA shall have the right to inspect such work upon reasonable notice. Inspections by the RBHA shall not relieve or minimize the responsibility of Consultant to conduct any inspections Consultant has agreed to perform pursuant to the terms of this Agreement. Consultant shall be solely liable for said inspections performed by Consultant. Consultant shall certify in writing to the RBHA as to the completeness and accuracy of each inspection required to be conducted by Consultant hereunder.
5. Services. The project or services set forth in Exhibit "A" shall be performed to the full satisfaction and approval of the RBHA. In the event that the project or services set forth in Exhibit "A" are itemized by price in Exhibit "C", the RBHA in its sole discretion may, upon notice to Consultant, delete certain items or services set forth in Exhibit "A", in which case there shall be a corresponding reduction in the amount of compensation paid to Consultant. RBHA shall furnish Consultant to the extent available, with any RBHA standards, details, specifications and regulations applicable to the Project and necessary for the performance of Consultant's services hereunder. Notwithstanding the foregoing, any and all additional data necessary for design shall be the responsibility of Consultant.
6. Records. Consultant, including any of its subcontractors shall maintain full and complete documents and records, including accounting records, employee time sheets, work papers, and correspondence pertaining to the project or services set forth in Exhibit "A". Consultant, including any of its subcontractors shall make such documents and records available for RBHA review or audit upon request and reasonable notice, and shall keep such documents and records, for at least four (4) years after Consultant's completion of performance of this Agreement.

Copies of all pertinent reports and correspondence shall be furnished to the RBHA for its files.

7. Changes and Extra Work. Unless otherwise provided herein, all changes and/or extra work under this Agreement shall be provided for by a subsequent written amendment executed by RBHA and Consultant.
8. Additional Assistance. If this Agreement requires Consultant to prepare plans and specifications, Consultant shall provide assistance as necessary to resolve any questions regarding such plans and specifications that may arise during the period of advertising for bids, and Consultant shall issue any necessary addenda to the plans and specifications as requested. In the event Consultant is of the opinion that RBHA's requests for addenda and assistance is outside the scope of normal services, the parties shall proceed in accordance with the changes and extra work provisions of this Agreement.
9. Professional Ability. Consultant acknowledges, represents and warrants that Consultant is skilled and able to competently provide the services hereunder, and possesses all professional licenses, certifications, and approvals necessary to engage in its occupation. RBHA has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. Consultant shall perform in accordance with generally accepted professional practices and standards of Consultant's profession.
10. Business License. Consultant shall obtain a Redondo Beach Business License before performing any services required under this Agreement. The failure to so obtain such license shall be a material breach of this Agreement and grounds for immediate termination by RBHA; provided, however, that the City may waive the business license requirement in writing under unusual circumstances without necessitating any modification of this Agreement to reflect such waiver.
11. Termination Without Default. Notwithstanding any provision herein to the contrary, the RBHA may, in its sole and absolute discretion and without cause, terminate this Agreement at any time prior to completion by Consultant of the project or services hereunder, immediately upon written notice to Consultant. In the event of any such termination, Consultant shall be compensated for: (1) all authorized work satisfactorily performed prior to the effective date of termination; and (2) necessary materials or services of others ordered by Consultant for this Agreement, prior to Consultant's receipt of notice of termination, irrespective of whether such materials or services of others have actually been delivered, and further provided that Consultant is not able to cancel such orders. Compensation for Consultant in such event shall be determined by the RBHA in accordance with the percentage of the project or services completed by Consultant; and all of Consultant's finished or unfinished work product through the time of the RBHA's last payment shall be transferred and assigned to the RBHA. In conjunction with any termination of this Agreement, the RBHA may, at its own expense, make

copies or extract information from any notes, sketches, computations, drawings, and specifications or other data, whether complete or not.

12. Termination in the Event of Default. Should Consultant fail to perform any of its obligations hereunder, within the time and in the manner provided or otherwise violate any of the terms of this Agreement, the RBHA may immediately terminate this Agreement by giving written notice of such termination, stating the reasons for such termination. Consultant shall be compensated as provided immediately above, provided, however, there shall be deducted from such amount the amount of damages if any, sustained by the RBHA or the City by virtue of Consultant's breach of this Agreement.
13. Conflict of Interest. Consultant acknowledges, represents and warrants that Consultant shall avoid all conflicts of interest (as defined under any federal, state or local statute, rule or regulation, or at common law) with respect to this Agreement. Consultant further acknowledges, represents and warrants that Consultant has no business relationship or arrangement of any kind with any RBHA or City official or employee with respect to this Agreement. Consultant acknowledges that in the event that Consultant shall be found by any judicial or administrative body to have any conflict of interest (as defined above) with respect to this Agreement, all consideration received under this Agreement shall be forfeited and returned to RBHA forthwith. This provision shall survive the termination of this Agreement for one (1) year.
14. Indemnity. To the maximum extent permitted by law, Consultant hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless any RBHA and the City, and their respective elected and appointed officials, officers, employees, volunteers, attorneys, and agents (collectively "Indemnitees") from and against any and all claims, including, without limitation, claims for bodily injury, death or damage to property, demands, charges, obligations, damages, causes of action, proceedings, suits, losses, stop payment notices, judgments, fines, liens, penalties, liabilities, costs and expenses of every kind and nature whatsoever, in any manner arising out of, incident to, related to, in connection with or arising from any act, failure to act, error or omission of Consultant's performance or work hereunder (including any of its officers, agents, employees, Subcontractors) or its failure to comply with any of its obligations contained in the Agreement, or its failure to comply with any current or prospective law, except for such loss or damage which was caused by the sole negligence or willful misconduct of the RBHA or City. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant or Indemnitees. This indemnification obligation shall survive this Agreement and shall not be limited by any term of any insurance policy required under this Agreement.
 - a. Nonwaiver of Rights. Indemnitees do not and shall not waive any rights that they may possess against Consultant because the acceptance by the RBHA

or the City, or the deposit with the RBHA or the City, of any insurance policy or certificate required pursuant to this Agreement.

- b. Waiver of Right of Subrogation. Consultant, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees.
15. Insurance. Consultant shall comply with the requirements set forth in Exhibit "D". Insurance requirements that are waived by the City's Risk Manager do not require amendments or revisions to this Agreement.
16. Non-Liability of Officials and Employees of the City or RBHA. No official or employee of the City or RBHA shall be personally liable for any default or liability under this Agreement.
17. Compliance with Laws. Consultant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals, with respect to this Agreement, including without limitation all environmental laws, and employment laws.
18. Non-Discrimination. Consultant shall comply with all applicable federal, state, and local laws, ordinances, regulations, and codes prohibiting discrimination, including but not limited to the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and the California Fair Employment and Housing Act. Consultant shall not discriminate against any employee or applicant for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or any other legally protected characteristic. Consultant shall ensure that the evaluation and treatment of its employees and applicants for employment are free from such discrimination and harassment. Consultant shall include a similar non-discrimination provision in all subcontracts related to the performance of this Agreement.
19. Limitations upon Subcontracting and Assignment. Consultant acknowledges that the services which Consultant shall provide under this Agreement are unique, personal services which, except as otherwise provided herein, Consultant shall not assign or sublet to any other party without the prior written approval of RBHA, which approval may be withheld in the RBHA's sole and absolute discretion. In the event that the RBHA, in writing, approves any assignment or subletting of this Agreement or the retention of subcontractors by Consultant, Consultant shall provide to the RBHA upon request copies of each and every subcontract prior to the execution thereof by Consultant and subcontractor. Any attempt by Consultant to assign any or all of its rights under this Agreement without first obtaining the RBHA's prior written consent shall constitute a material default under this Agreement.

The sale, assignment, transfer or other disposition, on a cumulative basis, of twenty-five percent (25%) or more of the ownership interest in Consultant or twenty-five percent (25%) or more the voting control of Consultant (whether Consultant is a corporation, limited liability company, partnership, joint venture or otherwise) shall constitute an assignment for purposes of this Agreement. Further, the involvement of Consultant or its assets in any transaction or series of transactions (by way of merger, sale, acquisition, financing, transfer, leveraged buyout or otherwise), whether or not a formal assignment or hypothecation of this Agreement or Consultant's assets occurs, which reduces Consultant's assets or net worth by twenty-five percent (25%) or more shall also constitute an assignment for purposes of this Agreement.

20. Subcontractors. Consultant shall provide properly skilled professional and technical personnel to perform any approved subcontracting duties. Consultant shall not engage the services of any person or persons now employed by the RBHA without the prior written approval of RBHA, which approval may be withheld in the RBHA's sole and absolute discretion.
21. Integration. This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes any previous oral or written agreement; provided, however, that correspondence or documents exchanged between Consultant and RBHA may be used to assist in the interpretation of the exhibits to this Agreement.
22. Amendment. This Agreement may be amended or modified only by a subsequent written amendment executed by both parties.
23. Conflicting Provisions. In the event of a conflict between the terms and conditions of this Agreement and those of any exhibit or attachment hereto, this Agreement proper shall prevail. In the event of a conflict between the terms and conditions of any two or more exhibits or attachments hereto, those prepared by the RBHA shall prevail over those prepared by Consultant.
24. Non-Exclusivity. Notwithstanding any provision herein to the contrary, the services provided by Consultant hereunder shall be non-exclusive, and RBHA reserves the right to employ other contractors in connection with the project.
25. Exhibits. All exhibits hereto are made a part hereof and incorporated herein by reference; provided, however, that any language in Exhibit "A" which does not pertain to the project description, proposal, or scope of services (as applicable) to be provided by Consultant, or any corresponding responsibilities of RBHA, shall be deemed extraneous to, and not a part of, this Agreement.
26. Time of Essence. Time is of the essence of this Agreement.

27. Confidentiality. To the extent permissible under law, Consultant shall keep confidential its obligations hereunder and the information acquired during the performance of the project or services hereunder.
28. Third Parties. Nothing herein shall be interpreted as creating any rights or benefits in any third parties. For purposes hereof, transferees or assignees as permitted under this Agreement shall not be considered "third parties."
29. Governing Law and Venue. This Agreement shall be construed in accordance with the laws of the State of California without regard to principles of conflicts of law. Venue for any litigation or other action arising hereunder shall reside exclusively in the Superior Court of the County of Los Angeles, Southwest Judicial District.
30. Attorneys' Fees. In the event either party to this Agreement brings any action to enforce or interpret this Agreement, the prevailing party in such action shall be entitled to reasonable attorneys' fees (including expert witness fees) and costs. This provision shall survive the termination of this Agreement.
31. Claims. Any claim by Consultant against City or RBHA hereunder shall be subject to Government Code §§ 810 *et seq.* The claims presentation provisions of said Act are hereby modified such that the presentation of all claims hereunder to the City or RBHA shall be waived if not made within six (6) months after accrual of the cause of action.
32. Interpretation. Consultant acknowledges that it has had ample opportunity to seek legal advice with respect to the negotiation of this Agreement. This Agreement shall be interpreted as if drafted by both parties.
33. Warranty. In the event that any product shall be provided to the RBHA as part of this Agreement, Consultant warrants as follows: Consultant possesses good title to the product and the right to transfer the product to RBHA; the product shall be delivered to the RBHA free from any security interest or other lien; the product meets all specifications contained herein; the product shall be free from material defects in materials and workmanship under normal use for a period of one (1) year from the date of delivery; and the product shall be fit for its intended purpose(s). Notwithstanding the foregoing, consumable and maintenance items (such as light bulbs and batteries) shall be warranted for a period of thirty (30) days from the date of delivery. All repairs during the warranty period shall be promptly performed by Consultant, at Consultant's expense, including shipping. Consultant shall not be liable under this warranty for an amount greater than the amount set forth in Exhibit "C" hereto.
34. Severance. Any provision of this Agreement that is found invalid or unenforceable shall be deemed severed and all remaining provisions of this Agreement shall remain enforceable to the fullest extent permitted by law.

35. Authority. RBHA warrants and represents that upon RBHA Board approval, the Chairman of the RBHA is duly authorized to enter into and execute this Agreement on behalf of RBHA. The party signing on behalf of Consultant warrants and represents that he or she is duly authorized to enter into and execute this Agreement on behalf of Consultant, and shall be personally liable to RBHA if he or she is not duly authorized to enter into and execute this Agreement on behalf of Consultant.
36. Waiver. The waiver by the RBHA of any breach of any term or provision of this Agreement shall not be construed as a waiver of any subsequent breach.

SIGNATURES FOLLOW ON NEXT PAGE

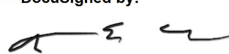
IN WITNESS WHEREOF, the parties have executed this Agreement in Redondo Beach, California, as of this 2nd day of September, 2025.

HOUSING AUTHORITY
OF THE CITY OF REDONDO BEACH,
a public body, corporate and politic

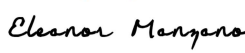
DocuSigned by:

6BC0853B8E644E1
James A. Light, Chairman

LEGGINS CASTERLINE & COMPANY
LLC, a Florida limited liability company

DocuSigned by:

572D1E4AFFD244A...
By: JASON CASTERLINE
Name: JASON CASTERLINE
Title: Partner

ATTEST:

DocuSigned by:

72E2AC716C214CE
Eleanor Manzano, Secretary

APPROVED:

Signed by:

ABED8CF35EEF48C...
Diane Strickfaden, Risk Manager

APPROVED AS TO FORM:

Signed by:

A5A27AAE40834DE
Joy A. Ford,
General Counsel for RBHA

EXHIBIT "A"

PROJECT DESCRIPTION AND/OR SCOPE OF SERVICES

I. CONSULTANT'S DUTIES

Upon RBHA's request, Consultant shall perform disposition and financial advisory consulting services for RBHA, including but not be limited to, the following services:

- A. Task 1: Reconcile the HCV VMS Data submission for CY23 & CY24 as required by HUD:
 - 1. Review and verify accuracy of VMS Reported HAP Expenses, Fraud Recovery & Reported RNP, specifically Columns E, G, I of the HUD reconciliation.
 - 2. Submit PMCs for RBHA VMS reconciliation. Consultant shall determine whether the submitted data needs to be modified, specifically Columns E, G, I of HUD reconciliation.
 - 3. Notify HUD when PMCs are submitted in VMS to enable HUD to redownload the VMS data and generate an updated workbook for RBHA.
- B. Task 2: Verify accuracy of VMS submissions for the period January 1, 2025 to date of reconciliation.
- C. Task 3: Assist RBHA with ongoing VMS submissions through December 31, 2025.
 - 1. Assist RBHA in determining the following:
 - a. Beginning balance of RNP and UNP for EHV.
 - b. Administrative expenses for both HCV and EHV.
 - c. Audit costs for both HCV and EHV.
 - d. Fraud recovery for both HCV and EHV.
 - e. Number of new vouchers issued but not under HAP contract Information regarding Port-Ins (Section 8 Portability).
- D. Task 4: Assist RBHA with FY24 audited FDS submission.
- E. Task 5: Assist RBHA with FY25 unaudited FDS submission.

II. RBHA'S DUTIES

Upon Consultant's complete reconciliation of the VMS Data as of December 31, 2024, RBHA will sign and submit an Enclosure C to HUD.

III. DEFINITIONS

For the purposes of this Exhibit “A”, the following acronyms shall have the meanings set forth below:

- A. HCV: Housing Choice Voucher
- B. VMS: Voucher Management System:
- C. CY: Calendar Year
- D. HUD: U.S. Department of Housing and Urban Development
- E. HAP: Housing Assistance Payment
- F. RNP: Restricted Net Position
- G. PMC: Previous Month Correction
- H. FDS: Financial Data System
- I. FY: Fiscal Year
- J. UNP: Unrestricted Net Position
- K. EHV: Emergency Housing Voucher

EXHIBIT "B"

TERM AND TIME OF COMPLETION

TERM. This Agreement shall be effective as of August 21, 2025, and shall commence on that date and continue until August 31, 2026, unless otherwise terminated as herein provided.

EXHIBIT "C"

COMPENSATION

Provided Consultant is not in default under this Agreement, Consultant shall be compensated as provided below.

I. **AMOUNT.** Consultant shall be paid as set forth in the following table.

Exhibit "A" Task	Staff	Maximum Number of Hours	Rate	Total Not to Exceed
Task 1: Reconcile VMS for Calendar Years 2023 and 2024	Debra Leggins	80 hours	\$195	\$15,600
Task 2: Reconcile VMS for Calendar Year 2025, to date	Debra Leggins	20 hours	\$195	\$3,900
Task 3: VMS submissions through December 2025	Debra Leggins	24 hours	\$195	\$4,680
Task 4: Assist RBHA with FY24 audited FDS submission	Jason Casterline	16 hours	\$195	\$3,120
Task 5: Assist RBHA with FY25 unaudited FDS submission	Jason Casterline	32 hours	\$195	\$6,240
Total		172 hours		\$33,540

The foregoing hourly rates are fully burdened and inclusive of all costs, fees, and expenses.

II. **METHOD OF PAYMENT.** Consultant shall submit monthly invoices to RBHA for approval and payment. Invoice(s) must provide the task number, description of services performed, date of service, staff title/name, hourly rate, number of hours worked, corresponding amount, and the total amount. All invoices must also be itemized, adequately detailed, based on accurate records, and in a form reasonably satisfactory to RBHA. Consultant may be required to provide back-up material upon request.

III. **SCHEDULE FOR PAYMENT.** RBHA agrees to pay Consultant, which payment may be processed through the City, within thirty (30) days of receipt of the invoice(s); provided that the services have been completed to RBHA's reasonable satisfaction.

IV. **NOTICE.** Written notices to RBHA and Consultant shall be given by registered or certified mail, postage prepaid, email, or personally served, and addressed to the following parties.

Consultant: Leggins Casterline & Company LLC
247 Divinci Dr
Punta Gorda, Florida 33950
Attn: Jason Casterline
Email: jasoncasterline@gmail.com

RBHA: Housing Authority of the City of Redondo Beach
1922 Artesia Blvd
Redondo Beach, CA 90278
Attn: Imelda Delgado, Housing Manager
Email: Imelda.delgado@redondo.org

All notices, including notices of address changes, provided under this Agreement are deemed received as follows: (1) on the second business day after emailing, provided that no “bounce-back” or similar message indicating non-delivery is received; (2) on the third day after mailing if sent by registered or certified mail; or (3) upon personal delivery. Changes in the respective address set forth above may be made from time to time by any party upon written notice to the other party in accordance with this section.

EXHIBIT “D”

INSURANCE REQUIREMENTS FOR CONSULTANTS

Without limiting Consultant’s indemnification obligations under this Agreement, Consultant shall procure and maintain for the duration of the contract 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 by the Consultant, its agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).

Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).

Workers’ Compensation insurance as required by the State of California.

Employer’s Liability Insurance.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. The general aggregate limit shall apply separately to this project.

Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

Employer’s Liability: \$1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the RBHA and the City, and their respective officials, employees and volunteers or (2) the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Endorsement:

General Liability: The RBHA and the City, and their respective officers, elected and appointed officials, employees, and volunteers shall be covered as insureds with respect to liability arising out of work performed by or on behalf of the Consultant. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance, or as a separate owner's policy.

Automobile Liability: The RBHA and the City, and their respective officers, elected and appointed officials, employees, and volunteers shall be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Consultant.

For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the RBHA and the City, and their respective officers, elected and appointed officials, employees, and volunteers. Any insurance or self-insurance maintained by the RBHA and the City, and their respective officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the RBHA and the City.

Each insurance policy shall be endorsed to state that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverages afforded shall apply as though separate policies had been issued to each insured.

Each insurance policy shall be in effect prior to awarding the contract and each insurance policy or a successor policy shall be in effect for the duration of the project. The maintenance of proper insurance coverage is a material element of the contract and failure to maintain or renew coverage or to provide evidence of renewal may be treated by the RBHA and the City as a material breach of contract on the Consultant's part.

Acceptability of Insurers

Insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII and which are authorized to transact insurance business in the State of California by the Department of Insurance.

Verification of Coverage

Consultant shall furnish the RBHA and the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on the City authorized forms provided with the contract specifications. Standard ISO forms which shall be subject to City approval and amended to conform to the City's requirements may be acceptable in lieu of City authorized forms. All certificates and endorsements shall be received and approved by the City before the contract is awarded. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Subcontractors

Consultant shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Risk Management

Consultant acknowledges that insurance underwriting standards and practices are subject to change, and the City reserves the right to make changes to these provisions in the reasonable discretion of its Risk Manager.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leedy Nagele Associates, LLC 6198 Butler Pike Suite 145 Blue Bell PA 19422	CONTACT NAME: Ed Leedy PHONE (A/C, No, Ext): (215) 654-9422 E-MAIL ADDRESS: eledy@lninsurance.com FAX (A/C, No): (215) 654-9411																					
INSURED Leggins Casterline & Company LLC 247 Divinci Dr Punta Gorda FL 33950-6343	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Hartford Underwriters Insurance Company</td><td>30104</td></tr><tr><td>INSURER B:</td><td>Hartford Casualty Insurance Company</td><td>29424</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Hartford Underwriters Insurance Company	30104	INSURER B:	Hartford Casualty Insurance Company	29424	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** CL2581302155**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Employee Dishonesty</td><td>\$ 250,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Employee Dishonesty	\$ 250,000
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Employee Dishonesty	\$ 250,000																				
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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PROPERTY DAMAGE (Per accident)	\$																				
	\$																				
A	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☐ RETENTION \$ ☐			39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>EACH OCCURRENCE</td><td>\$ 5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 5,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 5,000,000	AGGREGATE	\$ 5,000,000		\$								
EACH OCCURRENCE	\$ 5,000,000																				
AGGREGATE	\$ 5,000,000																				
	\$																				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	N/A	39WECBA7A9B	10/01/2024	10/01/2025	<table><tr><td>☒ PER STATUTE ☐ OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 500,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 500,000</td></tr></table>	☒ PER STATUTE ☐ OTH-ER		E.L. EACH ACCIDENT	\$ 500,000	E.L. DISEASE - EA EMPLOYEE	\$ 500,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000						
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E.L. DISEASE - POLICY LIMIT	\$ 500,000																				
A	Professional Liability			39SBABM2JHC	08/08/2025	08/08/2026	<table><tr><td>\$1,000 Ded. Occurrence</td><td>1,000,000</td></tr><tr><td>Aggregate</td><td>2,000,000</td></tr></table>	\$1,000 Ded. Occurrence	1,000,000	Aggregate	2,000,000										
\$1,000 Ded. Occurrence	1,000,000																				
Aggregate	2,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

"Housing Authority of the City of Redondo Beach", the "City of Redondo Beach", and their respective officers, elected and appointed officials, employees, and volunteers are named as additional insureds.

CERTIFICATE HOLDER**CANCELLATION**

City of Redondo Beach 415 Diamond St Redondo Beach CA 90277	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Edwin C. Leedy</i>
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