



ACTION CALENDAR
June 12, 2007

To: Honorable Chair and Members of the Berkeley Housing Authority
Commissioners

From: *PK* Phil Kamlarz, City Manager

Subject: Implementing Actions for Transition to new Berkeley Housing Authority (BHA)

RECOMMENDATIONS

- 1) Approve the selection of a Vice Chair for the BHA Commission.
- 2) Consider the recommendation of the Berkeley City Council and approve the proposed Transition Plan (Exhibit A)
- 3) Adopt two resolutions establishing the permanent positions of BHA Executive Director and Deputy Director.
- 4) Adopt a resolution appointing Tia Ingram as the BHA Executive Director effective July 1, 2007 and a resolution authorizing the Executive Director to appoint the position of Deputy Director and the seven temporary positions listed in #5.
- 5) Adopt a resolution establishing temporary BHA classifications for the term July 1, 2007 through September 30, 2007
- 6) Accept terms of the contract with the City of Berkeley for a grant of \$947,137 for FY 2008 and FY 2009 and authorize the Executive Director to execute the contract after consultation with special counsel for the Commission
- 7) Adopt a resolution providing for the continuation of \$50 per meeting stipends for the Tenant Commissioners serving on the Commission.
- 8) Authorize the Executive Director to negotiate and sign agreements for legal services, building maintenance, inspection services, staffing services and other required expert technical and professional services for the period July 1, 2007-October 31, 2007 not to exceed a total amount of \$ 450,000.

SUMMARY

This is the first meeting of the newly constituted Commission of the Berkeley Housing Authority. The recommendations before your Commission includes actions that will allow the BHA to continue operations as of July 1, 2007, provide a plan for this 120 day transition period and authorize the Executive Director to retain necessary services for the full functioning and planning efforts required by the Authority. During the 120-day period, an expert on HUD procurement requirements has confirmed that the Commission need not go through a competitive solicitation process, the City Attorney agrees with his conclusion upon review of the applicable federal regulations and HUD procurement handbook and the HUD Area office has confirmed through the HUD referred expert that it there is an urgent need to secure these services. HUD has also agreed to lift existing financial sanctions of approximately \$12,000 each month, through September 30, 2007.

FISCAL IMPACTS OF RECOMMENDATION

The Proposed FY 2008 budget for the BHA is \$23,947,920:

- \$20,697,055 for the cost of the Section 8 Housing Assistance Payments.
- \$2,531,000 for Authority operations that includes a proposed General Fund subsidy of \$507,365.

The transition plan, which would be in effect for up to 120 days, adds new temporary staff classifications and contracts with consultants and services in order to continue the operations of the Authority. The cost for the temporary positions during the first phase of the 120-day transition period is projected to be \$255,800 and is within the proposed budget amount of \$537,382 for this same time period. Sufficient funds are budgeted to support up to \$450,000 in contract expenditures for data system support and staffing, housing inspection services, building maintenance, and legal services for 120 days of the Fiscal Year. The FY 2008 Budget will require modification to reallocate budgeted appropriations to reflect the change in spending priorities during the first part of the year.

The proposed FY 2008 and FY 2009 budget includes a total General Fund operating subsidy of \$947,143 to the BHA for a two-year period. The first year of the contract is budgeted at \$507,365. This is an increase over the \$150,000 operating subsidy appropriated in FY 2007. The subsidy is for personnel and contract costs, including new contracts for legal representation and other contracts to assist the BHA in meeting Standard Performer status for Section 8 and Low Income Public Housing programs. The second year funding amount is budgeted at \$439,778, which will allow BHA to continue its improvement efforts, while at the same time reducing its operating costs in order eliminate the need for City General Fund support in FY 2010.

CURRENT SITUATION AND ITS EFFECTS

The United States Department of Housing and Urban Development (HUD) deemed BHA's Section 8 Program to be in "troubled" status in the fall 2002 based upon BHA's Section Eight Management Assessment Program (SEMAP) scores. HUD gave BHA until June 30, 2006 to achieve a passing score on a range of performance indicators. HUD advised the BHA in the fall of 2006 that it had not achieved a passing score. In addition, in April 2007, HUD notified BHA

that its public housing program was also designated as “troubled” based upon its Public Housing Assessment System (PHAS) score for fiscal year end June 30, 2006.

As a result of BHA’s failure to achieve a passing score, HUD has required that the BHA Commission be reconstituted as a Commission independent of the City Council, in order to allow such a Commission to focus exclusively on oversight of BHA’s operations and has required that its operations be restructured to ensure it operates within federal constraints. HUD has required that the new governance and administrative structure it required be in place by July 1, 2007 and result in BHA operations being in immediate compliance with federal regulations. HUD has reserved its right to remove all federal funding of BHA operations within a period as short as one year and no longer than two years from now. HUD has

On May 22, 2007, the Berkeley City Council adopted a resolution determining that it should no longer function as the BHA Commission and confirmed the Mayor’s appointments to the new BHA Commission. The Council by resolution designated Carole Norris to be the first Chairperson of the Berkley Housing Authority Commission.

In addition the City Council also authorized the elimination of all City positions reporting to the BHA to be effective on June 30, 2007 since the City will no longer provide line staffing needs for the BHA. The new Commission must therefore create positions and authorize contracting for the remainder of its services until it can eventually transition to a fully staffed operation. The HUD expert referred to the BHA by the HUD Area office and the office itself have indicated that the BHA should envision a 120 day transition period.

Since the May 22 meeting, the City Manager and the Director of Human Resources have had informal discussions with representatives of Service Employees International Union that represent all but two of the current staff members. These have been productive discussions and we feel that we will be able to develop a resolution that meets the interests of the unions, the affected employees the City and the new Berkeley Housing Authority.

At the May 22 meeting, the Council directed the City Manager to prepare a detailed Transition Plan to present at the Council’s June 12th meeting. The Transition Plan will be considered by the City Council for approval and recommended to your Commission for adoption just prior to your June 12th meeting. The recommendation to Council is to condition the General Fund subsidy of \$947,000 to BHA in FY 2008 and FY 2009 on an agreement to a number of terms that are outlined in my report to the City Council and attached here. (attached as Exhibit A)

BACKGROUND

Recommendation #2

Transition Plan

I recommend the Commission consider the recommendation of the Berkeley City Council and approve the proposed Transition Plan. The City Council has recommended that the Commission adopt the Transition Plan that is included in the June 12, 2007 City Manager’s report. The City Manager recommended to the City Council that the proposed City General Fund subsidy to BHA be conditioned on the adoption of the Transition Plan that is scheduled to be adopted tonight prior to your Commission meeting.

The phased plan which would be in effect for up to 120 days (Exhibit A), includes:

- An interim staffing plan
- Development of a permanent organizational structure
- Identifies functions to be supported through contract services
- Labor negotiations
- Recruitment of permanent staff
- Budget adoption
- Negotiation of office lease

The transition plan provides the needed temporary staffing plan and identifies the contracts that need to be executed in order to continue operations on July 1, 2007. Adoption of the staffing plan is crucial in order to hire new temporary staff prior to July 1, 2007, due to the elimination of all City positions at the Housing Authority as of that date. We have been working with labor unions to provide a smooth transition.

Interim Staffing Plan

The interim-staffing plan utilizes both permanent and temporary BHA positions as well as outside consultants for a four-month period. Specifically, the following staffing plan is proposed for July 1, 2007 through October 31, 2007:

- Two (2) permanent BHA positions with the following classifications:
 - BHA Executive Director
 - BHA Deputy Director
- Five (5) temporary BHA classifications to be filled by seven employees:
 - BHA Accountant,
 - BHA Housing Specialist
 - BHA Management Analyst
 - BHA Senior Office Assistant
 - BHA Office Assistant

(This represents a total of nine (9) FTEs, seven temporary and two permanent at-will employees.)

- Additional contract employees as needed to fulfill staffing functions and complete major projects during this time period within the overall amount budgeted for consultants described below.

Recommendations # 3 & # 4

Permanent Classifications

Staff is requesting adoption of a resolution establishing the permanent positions of BHA Executive Director and Deputy Director and the compensation and benefits for such employees. These positions will be at will exempt positions. The Executive Director will serve at the pleasure of the Commission and the Deputy Director will serve at the pleasure of the Executive Director. The expert resource referred by HUD stresses the importance of maintaining a proper role division between the Commission and Executive Director. The Commission determines policy, conducts oversight and holds the Executive Director accountable. The Executive Director is responsible for the day to day management, including all aspects of personnel matters, such as appointment of subordinate staff. Recommendation #4 requests the Commission appoint Tia Ingram as the BHA Executive Director effective July 1, 2007 and authorize her to fill the up to eight positions authorized herein.

The following is a description and salary range for the two permanent at-will classifications recommended in the plan. A salary survey for the Executive Director Position is included in Exhibit B.

BHA Executive Director

The proposed BHA Executive Director classification is attached for your consideration. Under the general direction of the BHA Commission, this position will have overall management responsibility of the BHA, and will plan, organize and direct the operations, services and programs of the BHA and sole authority to appoint, discipline and dismiss employees. The incumbent will formulate policy, develop goals and objectives, supervise staff, administer the budget, serve as the Secretary to the Commission and is the Authority's chief liaison to the Department of Housing and Urban Development.

We consider the external market and internal reporting relationships among classifications to arrive at a recommended salary range commensurate with the duties and responsibilities of the classification and the organizational structure. An external salary survey for the Executive Director was conducted and those agencies with a comparable staff size and number of Section 8 Units and Housing Units were used for the analysis. The median top step compensation - salary + CalPERS Employer Paid Member Contribution (EPMC) - is \$9,677 per month. Based on the survey and internal data, it is recommended that your Commission establish a salary range without steps of \$7,800 - \$10,250 per month effective June 13, 2007. This is salary range for the Assistant to the City Manager currently acting as the Housing Authority Director, and represents a top-of-the-range compensation amount. It is further recommended that your Commission approve the application of a 4.8% cost of living adjustment effective July 1, 2007, making the salary range \$8,174 - \$10,724 per month on July 1, 2007.

BHA Deputy Director

The proposed BHA Deputy Director classification is attached for your consideration. This is an at-will position appointed by, reporting to, and serving at the pleasure of the BHA Executive Director.

The incumbent will assist in the administration and coordination of all aspects of the BHA, including managing and supervising eligibility and inspection functions, approving new contracts, attendance at allegation meetings and informal hearings, and ensuring quality control within the BHA. The salary range for this classification is based on the internal relationships between it and the BHA Executive Director. Based on the size of the BHA operation and projected staff, a salary range without steps of \$6,539 - \$8,594 effective July 1, 2007 is recommended. This will provide for a 25% differential in comparison to the BHA Executive Director, which is a similar differential between Directors and Deputies in small City of Berkeley departments.

Recommendation #5

Temporary Classifications

I recommend that the Commission adopt a resolution establishing temporary BHA classifications and positions.

BHA Accountant

The proposed temporary BHA Accountant classification will work under close supervision, performing professional accounting and financial analysis, including routine accounting tasks related to federal and state grants, billing, accounting and reporting, accounts payable, accounts receivable, general ledger and cash flow monitoring. Minimum qualifications for this classification are a four-year college degree in accounting or a closely related field. It is recommended that the salary for this temporary position be set at the same level as the City's Accountant I. The recommended salary effective July 1, 2007 is a five-step range of \$4,742 - \$4,942 - \$4,946 - \$5,146 - \$5,361 - \$5,597.

BHA Assisted Housing Specialist

The proposed temporary BHA Housing Specialist classification will perform a variety of technical case management functions and provide assistance to the public regarding housing programs, policies and procedures. Incumbents will determine client eligibility and annual re-certifications, administer lease and rental agreements, address tenant-landlord issues, and may conduct unit inspections. Minimum qualifications for this classification are equivalent to graduation from high school and three years of responsible clerical or technical experience which has included extensive interaction with the public, resolving social service or customer service issues that required information gathering, application of policies and procedures, and composition of correspondence. Experience in housing assistance program services is desirable, as is completion of the International Code Council (ICC) Certification. It is recommended that the salary for this temporary position be set at the same level as the City's Housing Authority Representative. The recommended salary effective July 1, 2007 is a five-step range of \$4,676 - \$4,911 - \$5,156 - \$5,417 - \$5,687.

BHA Management Analyst

The proposed temporary BHA Management Analyst classification will work under general supervision, performing technical and analytical work in support of the BHA activities. This is a professional journey-level position that will coordinate and administer the use of computer systems used for reporting BHA activities with the Department of Housing and Urban Development (HUD); gathering, research and analyzing data; preparation of recommendations and reports; and related special projects. Minimum qualifications for this classification are a four-year college degree in business or public administration or closely related field and two years experience. It is

recommended that the salary for this temporary position be set at the same level as the City's Associate Management Analyst. The recommended salary effective July 1, 2007 is a five-step range of \$5,912 - \$6,171 - \$6,449 - \$6,726 - \$7,021.

BHA Senior Office Assistant

The proposed temporary BHA Senior Office Assistant classification is the advanced journey-level administrative support class at the BHA performing a variety of difficult and complex support functions requiring knowledge of operating procedures and practices. The position will provide direct support to the Executive Director and Deputy Director, assist in the preparation of reports, schedule hearings, schedule Commission meetings and prepare minutes, and other duties as assigned. Minimum qualifications for this classification are the equivalent to graduation from high school and three years of general office support experience. College level courses in general business subjects such as business practices, information technology, and related subjects are highly desirable. It is recommended that the salary for this temporary position be set at the same level as the City's Office Specialist III. The recommended salary effective July 1, 2007 is a three-step monthly salary range of \$4,532 - \$4,736 - \$4,948.

BHA Office Assistant

The proposed temporary BHA Office Assistant classification is journey-level, performing routine to difficult clerical work, including reception, filing, copying, processing/distributing mail, preparation of reports, charts, forms and specialized documents using a variety of computer software programs. Minimum qualifications for this classification are the equivalent to graduation from high school and 2 years of office support experience. College level courses in general business subjects such as business practices, customer service, bookkeeping and accounting are desirable. It is recommended that the salary for this temporary position be set at the same level as the City's Office Specialist II. The recommended salary effective July 1, 2007 is a three-step range of \$3,901 - \$4,075 - \$4,256.

Recommendation #6

City General Fund Subsidy

The Commission will need to determine whether to accept the terms of the contract with the City of Berkeley for operating support in the amount of \$947,137 for FY 2008 and FY 2009. In my capacity as City of Berkeley City Manager I have in a companion report to the City Council, recommended that a General Fund subsidy to BHA be conditioned on this Commission agreeing to specified terms, which are included in Exhibit A. Most significantly, the terms require that City unions represent the additional permanent new classifications that will be created by the end of the transition period. As mentioned above, the terms require adoption of a transition plan that includes employee protections. Other key features of the terms of a contract will be assumption of the HUD 108 Loan, which provided \$3 million of improvements in the public housing units. Debt Service is \$170,000 annually. I believe that this is beneficial to the Commission as well so that it does not have the additional burden of labor negotiations. It will also help attract a wider applicant pool if the positions are part of a larger competitive service. The Commission will need to accept this condition in order to obtain the City subsidy.

Recommendation #7

Tenant Commissioner Stipends

I recommend that the Commission adopt a resolution providing for the continuation of \$50 per meeting stipends for the Tenant Commissioners serving on the Commission. The two tenant commissioners have been receiving a \$50 stipend for attending meetings of the prior BHA Board and this has been in place for many years.

Recommendation # 8

Authorization of Expenditure Authority to Execute Contracts for Needed Services

I recommend that the Commission adopt a resolution to authorize the Executive Director to negotiate and sign agreements for legal services, building maintenance, inspection services, staffing services and other required expert technical and professional services for the period July 1, 2007-October 31, 2007 not to exceed a total amount of \$ 450,000.

There are a number of contract services that will need to be retained for the full functioning of BHA during the transition period. This delegation of authority to enter into contracts will not exceed the expenditure authority described above.

The Code of Federal Regulations (24 CFR 85.36) allows non-competitive procurement for outside contractual services under a number of circumstances including when the public exigency or emergency cannot permit the delay entailed in competitive solicitation and when the agency authorizes noncompetitive bids. A HUD referred expert has confirmed to us and the HUD Area office that competitive solicitation is not required under these circumstances under HUD procurement regulations. Both these conditions are met which will allow BHA during this transition period to contract for necessary services. After this period, the BHA will apply HUD competitive solicitation policies

The specific types of services that the Executive Director anticipates purchasing are:

Administrative Services

These will likely include functions in Human Resources, Payroll, Information Technology, Finance and Public Works.

With regard to ongoing support services, the City will continue to provide those services to the BHA. However, in the case of the City Clerk, the Clerk has indicated that she does not have the capacity to provide services to the new Commission after July 1, 2007. Therefore, the BHA will either have to contract with an outside contractor for these services or take the function on in-house.

Legal Services

For conflict of interest purposes, the City and the BHA are considered to have an adverse relationship and cannot be represented by the same legal counsel. Thus the City Attorney has advised me that her office cannot advise the BHA since she represents the City. The BHA will retain a permanent general counsel following the transition period. The City has provided funds for legal services through the general fund subsidy in the amount of \$50,000 in FY 2008.

Maintenance of Public Housing Units

The contract with Affordable Housing Associates for maintenance and management of the Public Housing units owned by BHA will be terminated as of June 30, 2007. In the transition period,

BHA will need to contract with a qualified maintenance firm for the maintenance, upkeep and emergency response for the 75 apartment units. The Executive Director will contract for these services within the expenditure authority delegated by the Commission in consultation with HUD experts.

Rental Housing Inspection Services

Currently BHA contracts with Sterling Cos. Inc. for Housing Inspection Services, which are required by the Section 8 Housing Assistance program. The prior year annual contract was \$75,000. The Executive Director is in the process of contracting with this firm for the period July 1, 2007 through October 31, 2007 in order to ensure the completion of required inspections.

Other Expert Services

The BHA will require the services of other expert services for staffing, financial and data management needs. The Executive Director will contract with private firms or other Housing Authorities that may be able to assist during the transition period, within the expenditure authority recommended in this report.

CONTACT PERSON

Phil Kamlarz, City Manager 981-7000

Attachments:

Resolutions

Exhibit A: Report to City Council from Phil Kamlarz, City Manager

Exhibit B: Salary Survey Report

BHA RESOLUTION NO.

CLASSIFICATION: BERKELEY HOUSING AUTHORITY EXECUTIVE DIRECTOR

WHEREAS, the Berkeley Housing Authority Board of Commissioners is vested under the California Health and Safety Code to create classifications and establish salaries and health and welfare benefits for employees of the Berkeley Housing Authority; and

WHEREAS, it is necessary to appoint an Executive Director to manage and direct the day to day business of the Berkeley Housing Authority; and

WHEREAS, by separate action the Berkeley Housing Authority Board of Commissioners have delegated authority to the Berkeley Housing Authority Executive Director to select, appoint, supervise, evaluate, discipline and remove all subordinate staff of the Berkeley Housing Authority.

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority Board of Commissioners establishes the at will classification of Berkeley Housing Authority Executive Director as shown in Exhibit ___ with a salary range without steps of \$7,800 to \$10,250 per month, effective June 13, 2007.

BE IT FURTHER REOLVED THAT the salary range for the classification of Berkeley Housing Authority Executive Director is increased by 4.8% on July 1, 2007 with a salary range without steps of \$8,174 to \$10,724 per month.

BE IT FURTHER RESOLVED THAT the Executive Director classification is excluded from the career service at the Berkeley Housing Authority and the incumbent will be employed as an "AT-WILL" employee serving at the pleasure of the Board of the Berkeley Housing Authority.

BHA RESOLUTION NO.

CLASSIFICATION: BERKELEY HOUSING AUTHORITY DEPUTY DIRECTOR

WHEREAS, the Berkeley Housing Authority Board of Commissioners is vested under the California Health and Safety Code to create classifications and establish salaries and health and welfare benefits for employees of the Berkeley Housing Authority; and

WHEREAS, it is necessary to appoint a Berkeley Housing Authority Deputy Director to assist the Executive Director in the management and direction of the day to day business of the Berkeley Housing Authority.

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority Board of Commissioners establishes the classification of Berkeley Housing Authority Deputy Director as shown in Exhibit ___ with a salary range without steps of \$6,539 to \$8,594 per month, effective July 1, 2007.

BE IT FURTHER REOLVED THAT this classification is excluded from the career service at the Berkeley Housing Authority and the incumbent will be employed as an "AT-WILL" employee serving at the pleasure of the Berkeley Housing Authority Executive Director.

RESOLUTION NO.

APPOINTMENT OF TIA M. INGRAM AS EXECUTIVE DIRECTOR OF THE BERKELEY HOUSING AUTHORITY

WHEREAS, Tia Ingram holds a Bachelor's Degree in Business Administration and a Masters Degree in Public Administration from California State University East Bay; and

WHEREAS, Tia Ingram has worked as the Acting Executive Director of the Berkeley Housing Authority since July 31, 2006; and

WHEREAS, Tia Ingram has worked as Eligibility Service Manager for the Alameda County Housing Authority from April 2001 through July 2006; and

WHEREAS, Tia Ingram has worked as Executive Director for the Richmond Housing Authority from September 1996 through December 2000; and

WHEREAS, Tia Ingram worked for the City of Berkeley as Housing Services Manager in the Berkeley Housing Authority from March 1993 through September 1996 and worked in several other administrative management positions with the City of Berkeley in prior years; and

WHEREAS, Tia Ingram has demonstrated since her appointment as Acting Executive Director of the Berkeley Housing Authority a willingness to identify, report and resolve problems at the Berkeley Housing Authority

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority appoints Tia M. Ingram as Executive Director of the Berkeley Housing Authority effective June 12, 2007 with an annual salary of \$101,137 with health and welfare benefits the same as regular at-will benefited employees of the City of Berkeley as an at-will appointment serving at the pleasure of the Board of the Berkeley Housing Authority.

BE IT FURTHER RESOLVED THAT, that on July 1, 2007 Tia Ingram's salary will increase to an annual rate of \$105,991.

RESOLUTION NO.

AUTHORIZING THE EXECUTIVE DIRECTOR TO HIRE EMPLOYEES TO FILL ONE
PERMANENT AND SEVEN TEMPORARY POSITIONS

WHEREAS, the Berkeley Housing Authority Commission has created nine employee positions in the BHA, two permanent at-will classifications (including the Executive Director) and seven temporary positions; and

WHEREAS, it is necessary to fill these positions to ensure the continued functioning of the BHA;

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority Commission that the Executive Director is hereby authorized to fill the eight vacant positions.

BHA RESOLUTION NO.

TEMPORARY CLASSIFICATIONS AT THE BERKELEY HOUSING AUTHORITY

WHEREAS, the Berkeley Housing Authority Board of Commissioners is vested under the California Health and Safety Code to create classifications and establish salaries and health and welfare benefits for employees of the Berkeley Housing Authority; and

WHEREAS, it is necessary to establish five (5) temporary classifications to perform the day to day administrative assignments of the Berkeley Housing Authority.

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority Board of Commissioners establishes following temporary classifications and wage rates to be effective on July 1, 2007:

1. BHA Accountant with a five-step monthly salary range of \$4,742 - \$4,942 - \$4,946 - \$5,146 - \$5,361 - \$5,597.
2. BHA Assisted Housing Specialist with a five-step monthly salary range of \$4,676 - \$4,911 - \$5,156 - \$5,417 - \$5,687.
3. BHA Management Analyst with a five-step monthly salary range of \$5,912 - \$6,171 - \$6,449 - \$6,726 - \$7,021.
4. BHA Senior Office Assistant with a three-step monthly salary range of \$4,532 - \$4,736 - \$4,948.
5. BHA Office Assistant with a three-step monthly salary range of \$3,901 - \$4,075 - \$4,256.

Resolution No.

AUTHORIZING A STIPEND OF \$50 PER MEETING, NOT TO EXCEED FOUR MEETINGS IN A MONTH, FOR BERKELEY HOUSING AUTHORITY TENANT COMMISSIONERS

WHEREAS, in order to remove barriers from citizen participation on the Berkeley Housing Authority Commission and in recognition of the substantial time commitment required when serving on the Commission for tenant commissioners, a stipend of \$50 per meeting, not to exceed four in a month, should be paid to tenant Commissioners.

NOW THEREFORE BE IT RESOLVED by the Berkeley Housing Authority Commission that it hereby authorizes payment of a stipend of \$50 per meeting, not to exceed four meetings per month, for tenant members of the Berkeley Housing Authority Commission.

Resolution No.

RESOLUTION OF THE BERKELY HOUSING AUTHORITY COMMISSION
AUTHORIZING THE EXECUTIVCE DIRECTOR TO EXPEND UP TO \$450,000 TO
RETAIN CONSULTANT SERVICES FOR THE COMMISSION FOR AN INTERIM FOUR
MONTH TRANSITION PERIOD

WHEREAS, the Berkeley Housing Authority Commission (“Commission” is a newly created board that will govern the Berkeley Housing Authority’s (“BHA”) operations; and

WHEREAS, the Commission must immediately create an entirely new administrative structure to support BHA operations in order to take over operational responsibility for the BHA on July 1, 2007;

NOW THEREFORE BE IT RESOLVED by the Commission that the Executive Director is hereby authorized to negotiate and sign agreements for legal services, building maintenance, inspection services, staffing services and other required expert technical and professional services and goods for the period July 1, 2007-October 31, 2007 not to exceed a total amount of \$ 450,000.

Exhibit A

Please refer to:

**Agenda Item 2, Transition Of Housing Authority
Functions, To New Board**

in this packet.

**BERKELEY HOUSING AUTHORITY EXECUTIVE DIRECTOR
SALARY SURVEY**

HOUSING AUTHORITY STRUCTURE					COMPENSATION			
Agency	Class Title	Staff Size	Sec 8 Units	Housing Units	Max Salary	EPMC (\$)	401a	Adjusted Max
Livermore Hsg Authority	Executive Director	15	719	125	\$7,477	\$523	\$0	\$8,001
Vallejo Hsg Authority	Housing Program Manager	18	2,260	0	\$9,264	\$0	\$0	\$9,264
Alameda City Hsg Authority	Executive Director	40	1,675	509	\$9,044	\$633	\$0	\$9,677
Richmond Hsg Authority	Executive Director	39	1,620	533	\$10,728	\$858	\$0	\$11,586
Marin Co. Hsg Authority	Executive Director	70	2,109	496	\$11,420	\$799	\$0	\$12,219
Berkeley Hsg Authority	Executive Director	14	1,841	75	\$10,250	\$820	\$181	\$11,251

Median \$9,677
Lead (+)/Lag (-) + 13.99%
Agency Matches 5