



To: Berkeley Housing Authority Board of Commissioners
From: Chris Schildt, Board Chair
Date: January 11, 2024
RE: Executive Director Compensation

The Berkeley Housing Authority board hired James Williams to be the Executive Director in November 2022, with a starting salary of 176,300. The employment contract specifies that the board will conduct an annual performance review and may increase the ED salary by a minimum of 5% depending on a favorable evaluation.

In November 2023, the board conducted a performance review and found that Mr. Williams had met and exceeded all expectations for the position. The board voted in closed session to give Mr. Williams a 10% salary increase. However, this vote was done before board members had completed their written evaluations or conducted a survey of comparable salaries. Board members have completed their written evaluations, which have been compiled and attached to this memo.

In order to determine the amount for Mr. William's salary adjustment, I conducted a survey of salaries for comparable positions, both at Public Housing Authorities around the Bay Area, and at departments within the City of Berkeley.

Here are the salary levels of the following City of Berkeley employees in 2022:

Position	Salary (2022)
Rent Board Executive Director	\$258,000
Director of Parks, Rec, and Waterfront	\$244,000
Director of Public Works	\$238,181
Director of Health, Housing, and Community Services	\$225,665
Director of Planning	\$212,000

The most recent publicly available data from HUD for PHA executives is from 2018. While each Housing Authority is unique and has a distinct set of programs and staff, it is useful to see the range:

Position	Salary (2018)	Adjusted Salary (2023 dollars)
Executive Director, City of Benicia Housing Authority	\$159,086	\$194,528
Executive Director, City of Napa Housing Authority	\$176,370	\$215,663
Executive Director, City of Santa Rosa Housing Authority	\$182,023	\$222,575
Executive Director, City of Vacaville Housing Authority	196,328	\$240,067
Executive Director, City of Alameda Housing Authority	\$244,441	\$298,899

The results of the survey show a range from \$194,000 - \$298,000.

Beyond the survey results, it's important to note that the scope of Mr. Williams' work includes serving as the Executive Director of the nonprofit Affordable Housing Berkeley, Inc. (AHB). HUD has set a limit of \$183,500 of federal funds that may be used to pay for the ED's salary for BHA. In addition to that amount, the board may choose to provide additional pay using non-federal funds. BHA currently has \$1,060,733 from proceeds from the sale of the state Rental Housing Construction Program units, which is not restricted.

Considering the work that this position requires, Mr. Williams' incredibly strong performance review, and the salary levels of other comparable positions, I recommend the board consider increasing Mr. Williams' salary to \$220,000 - \$240,000. To the extent that this is greater than the HUD limit, the additional amount should come from our Rental Housing Construction Program (RHCP) proceeds.