



Berkeley Housing Authority

1947 Center Street, Berkeley, CA 94704
Telephone: (510) 981 5470 Fax: (510) 981 5480

Office of the Executive Director

Item []

NEW BUSINESS

January _____, 2026

To: Honorable Members of the Berkeley Housing Authority
Board of Commissioners

From: Ali Kashani, Chair, Berkeley Housing Authority Board of Commissioners

Subject: Executive Director's Performance Review; Proposed Increase in Executive Director's Compensation; and Proposed Amended and Restated Executive Director Employment Agreement

RECOMMENDATION

Adopt A Resolution Approving and Accepting the Outcome of the Executive Director's Performance Review Conducted by the Board of Commissioners; Authorizing and Approving the Increase in Compensation for the Executive Director; and Authorizing and Approving the Chair of the Board of Commissioners to Execute an Amended and Restated Executive Director Employment Agreement by and between the Berkeley Housing Authority and James Williams

BACKGROUND

The Berkeley Housing Authority ("BHA") and James Williams entered into that certain Executive Director Employment Agreement on or about November 16, 2022 ("Original ED Contract"). Section 3.2 of the Original ED Contract allows for the BHA Board to adjust the Executive Director's base salary based on a review of "performance and merit, and considering BHA's revenues sufficient to pay the merited increase while maintaining an acceptable level of operations." The Board performed the 2025 annual review of the Executive Director's performance in December of 2025 which resulted in a determination that the Executive Director is exceeding expectations.

The Board has reviewed compensation for comparable positions in the City of Berkeley and in other Public Housing Authorities in the region, and, as a result of the "exceeds expectations" performance review has determined that a _____% increase in the Executive Director's annual salary from \$_____ to \$259,875 is merited, and that BHA's revenues are sufficient to pay such increase.

As part of the annual review process, the Board also reviewed the Original ED Contract and determined that modifications to the termination, scope of work, compensation and benefits provisions were necessary to align with comparable positions in the City of Berkeley and in other Public Housing Authorities. The Board recommends the Original ED Contract is amended, restated and replaced in its entirety with the proposed Amended and Restated Executive Director Employment Agreement, which is attached to this Board memo, reflecting modifications to the termination, scope of work, compensation and benefits provisions.

The Board Chair recommends approving and accepting the outcome of the Executive Director's performance review conducted by the Board of Commissioners, authorizing and approving the increase in compensation for the Executive Director, and authorizing and approving the Chair of the Board of Commissioners to execute the Amended and Restated Executive Director Employment Agreement by and between the Berkeley Housing Authority and James Williams, as described above.

FISCAL IMPACTS OF RECOMMENDATION

[insert]

CONTACT PERSON

James Williams, Executive Director, (510) 981-5485

Attachments:

1. Resolution No. [26-___], with exhibit
2. Amended and Restated Executive Director Employment Agreement