



Berkeley Housing Authority

1947 Center St., 5th Fl, Berkeley, CA 94704
Telephone: (510) 981 5470 Fax: (510) 981 5480

Office of the Executive Director

Item 7B

NEW BUSINESS

May 15, 2025

To: Honorable Members of Berkeley Housing Authority Board of Commissioners

From: Chris Schildt, Board Chair of Berkeley Housing Authority Board of Commissioners

Subject: Berkeley Housing Authority Executive Director Compensation

RECOMMENDATION

The Berkeley Housing Authority board hired James Williams to be the Executive Director in November 2022. The employment contract specifies that the board will conduct an annual performance review and may increase the ED salary depending on a favorable evaluation.

In April 2025, the board conducted a performance review and found that Mr. Williams had met and exceeded all expectations for the position.

Considering the work that this position requires, Mr. Williams' strong performance review, and the financial position of the Housing Authority, I recommend the board consider increasing Mr. Williams' salary by 10 percent, from \$225,000 to \$247,500, effective on and retroactive back to November 10, 2024.

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 25-11

AUTHORIZE AND APPROVE (1) THE OUTCOME OF THE PERFORMANCE
REVIEW CONDUCTED BY THE BOARD OF COMMISSIONERS AND (2) THE
INCREASE IN COMPENSATION FOR THE EXECUTIVE DIRECTOR

WHEREAS, on November 10, 2022, the Board of the Housing Authority of the City of Berkeley (“Housing Authority”) unanimously approved the contract to hire James Williams to perform the role of Executive Director;

WHEREAS, Section 3.2 of the contract allows for the Board to adjust the Executive Director’s base salary based on a review of “performance and merit, and considering the Authority’s revenues sufficient to pay the merited increase while maintaining an acceptable level of operations”;

WHEREAS, due to unforeseen administrative delays, the Board performed the 2024 annual review of the Executive Director’s performance in March of 2025;

WHEREAS, the collective Board review of the Executive Director’s performance and commitment to the Authority resulted in a determination that the Executive Director is exceeding expectations;

WHEREAS, the Board has reviewed compensation for comparable positions in the City of Berkeley and in other Public Housing Authorities in the region; and

WHEREAS, the Board has reviewed the financial position of the Housing Authority and determined that an increase in the Executive Director’s salary is viable.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director’s salary is increased by 10% (\$22,500) from \$225,000 to \$247,500, effective on, and retroactive back to, November 10, 2024.

The foregoing Resolution was adopted by the Board of the Housing Authority of the City of Berkeley on May 15, 2025 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____

James E. Williams, Secretary