



**Berkeley Housing Authority**

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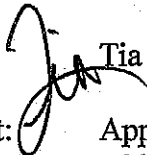
*Office of the Executive Director*

Item 5B

CONSENT CALENDAR

January 12, 2012

To: Honorable Chairperson and  
Members of the Berkeley Housing Authority Board

From:  Tia M. Ingram, Executive Director

Subject: Approve a resolution authorizing the Executive Director to amend the contract with K&S, to provide grounds and building maintenance services for the 75 units of Housing Authority owned family rental units, by (a) extending the term through June 30, 2012, and (b) increasing the spending authority by \$101,500, not to exceed \$457,500.

RECOMMENDATION

Approve a resolution authorizing the Executive Director to to amend the contract with K&S, to provide grounds and building maintenance services for the 75 units of Housing Authority owned family rental units, by (a) extending the term through June 30, 2012, and (b) increasing the spending authority by \$101,500, not to exceed \$457,500.

BACKGROUND

The Housing Authority owns and operates 75 units of State and Federally assisted low income family rental units. Administrative tasks including annual certification of program eligibility (household composition, income, assets and expenses), rent collection, lease enforcement and overall compliance with State and Federal program requirements are handled by BHA staff. BHA does not have any maintenance, modernization or architectural staff, and thus relies on contractors for all such services.

In February 2010 when the contract was executed, we were aware of the repositioning project, and made certain assumptions about when the transition might occur, and BHA would no longer be responsible for maintenance services. Unfortunately, the process has taken longer than anticipated, and BHA remains an active landlord for sixty four households. The contract also provides for a one-year extension (which would take us through January 2013).

When the Fiscal Year 2011-12 budget was developed we factored in the then-status of the repositioning project, and made allowance for the provision of maintenance services through June 30<sup>th</sup>.

At this juncture, it is clear that we need to continue providing maintenance services beyond January 31, 2012. We could initiate a new solicitation or exercise the one-year extension option to provide continuity of services. K&S has served BHA and its residents well, and changing the vendor at this stage in the repositioning project would not benefit anyone. Thus, we propose extending the term through June 30, 2012, the end of the Fiscal Year (the end of the budget authority). Assuming no unanticipated maintenance emergencies, we should complete the year within budget.

Depending on the status of the repositioning project (in May), staff may include funding in the Fiscal Year 2012-13 budget, and return to the Board with a recommendation to extend the term through the anticipated conclusion of the reposition project (transfer).

#### FISCAL IMPACTS OF RECOMMENDATIONS

The increase in contract amount (\$101,500) is included in the adopted FY 2011-2012 budget of \$191,400 for building maintenance services.

#### CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Jesy Yturalde, Finance Manager, 981-5488

#### Attachments:

1. Resolution

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 12-\_\_\_\_\_

AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH K & S PROPERTY MANAGEMENT BY EXTENDING THE TERM THROUGH JUNE 30, 2012, AND INCREASING THE SPENDING AUTHORITY BY \$101,500 FOR AN AMOUNT NOT TO EXCEED \$457,500.

WHEREAS, the Berkeley Housing Authority is landlord for the families residing in 75 units owned by the Authority; and

WHEREAS, BHA is committed to maintaining the units in a safe and sanitary condition for all residents; and

WHEREAS, the size of the housing inventory does not support the Housing Authority creating, staffing and supplying a maintenance and/or modernization staff; and

WHEREAS the repositing project is moving forward, but not yet reached the stage when the new owner can assume responsibility for maintenance services; and

WHEREAS, the existing contract with K&S Property Management Services expires in January 2012, but has a one-year extension option.

NOW THEREFORE, BE IT RESOLVED, that the Housing Authority Board authorizes the Executive Director to (a) extend the term of the contract through June 30, 2012, and (b) increase the spending authority by \$101,500 for a total not to exceed \$457,500.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on January 12, 2012 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Tia M. Ingram, Secretary