

December 5, 2006

Board of Commissioners  
Housing Authority of the County of Marin  
Marin County Civic Center  
3501 Civic Center Drive  
San Rafael, California 94903

**SUBJECT:** Enter into a new contract for legal services and amend an existing contract for architectural services with oversight of capital improvements

**RECOMMENDATION:** Authorize the Executive Director to:

- 1.) Execute a contract with Barbara Sherrill, attorney of record on evictions and
- 2.) Amend the existing contract with Mark Hillard, architect, to administer the Capital Fund program one additional year.

**SUMMARY:** Ms. Sherrill has been processing evictions on behalf of the Marin Housing Authority (MHA), in her capacity as the Director of Leased Housing. Ms. Sherrill opted into early retirement and is leaving Marin Housing effective November 30, 2006. Currently, there are cases pending eviction and for continuity staff is recommending that Ms. Sherrill be retained as a consultant to complete those cases and offer assistance to MHA during the reorganization/transition period. MHA will begin the competitive bid process for legal representation within the next 6 months. Contract will not exceed \$30,000.

Mark Hillard is responsible for overseeing the Capital Fund program on behalf of MHA under a two-year contract. He is familiar with HUD regulations and guidelines that govern the Capital Fund use. Asset management and the demand on the Capital Fund from public housing will require that MHA manage the Capital Fund judiciously. Mr. Hillard's familiarity with Marin construction costs and vendors at this time is crucial. Staff is recommending a contract extension for one-year and the contract will not exceed \$85,000 for the year.

**FISCAL IMPACT:** Funds to cover the cost of Mr. Hillard are included in the Capital Fund. Funds for Ms. Sherrill scope of services are available in the public housing budget.

BARBARA COLLINS  
Executive Director