



Office of the City Manager

CONSENT CALENDAR  
May 14, 2024

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Margot Ernst, Interim Director, Health, Housing, and Community Services  
 Subject: Contract No. 32100126 Amendment: Anjanette Scott LLC for Housing Consultant Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute an amendment to Contract No. 32100126 with Anjanette Scott LLC extending and increasing the contract by \$25,000 for consulting services to support the Housing Trust Fund program in a total amount not to exceed \$175,000, with a contract end date of June 30, 2025.

FISCAL IMPACTS OF RECOMMENDATION

The total not-to-exceed amount of this contract will be \$175,000. Resources for the contract will be provided from General Fund (#011) allocated to the Department of Health, Housing and Community Services' Housing and Community Services Division (HHCS/HCS), which is currently available in the Fiscal Year 2024 Budget.

CURRENT SITUATION AND ITS EFFECTS

The City has a contract with Anjanette Scott LLC to provide project management services for the Housing Trust Fund program. These services include reviewing and underwriting project proposals, drafting loan documents, managing projects under development, reviewing draw requests, providing trainings to staff, and supporting other work of the Housing Trust Fund and Below Market Rate programs as needed.

The current contract with Anjanette Scott LLC expires on June 30, 2024, though the City Manager is authorized to extend the contract by giving written notice. Staff will request an extension of the current contract to June 30, 2025. The contract was previously extended through a Council-approved extension on April 11, 2023 with Resolution No. 70,756-N.S.

The City has a robust pipeline of affordable housing developments, and the work required to support the existing projects exceeds the capacity of current housing staff, particularly with a 50% vacancy rate in the Housing Development Unit (2 FTE's). Ms.

Scott brings a high level of housing development experience and can support current needs while HCS continues work to increase its capacity.

### BACKGROUND

Anjanette Scott LLC entered into the current contract with the City on February 7, 2021 to provide project management services to support the City's affordable housing programs, particularly the Housing Trust Fund program. In response to the continued need for outside project management support, the contract was amended on August 1, 2021 to extend the contract and increase the total amount to \$50,000. Due to ongoing need for staffing support, Council approved an additional extension on March 8, 2022, adding \$50,000 to the contract for a new total not to exceed \$100,000. On April 11, 2023, Council approved an increase adding \$50,000 for a new total not to exceed \$150,000.

The consultant participated in construction and management meetings for multiple Housing Trust Fund projects, reviewed project draw requests, reviewed and assessed funding applications received through the City's 2022 Homekey Request for Proposals process, drafted loan documents for Housing Trust Fund projects, trained new and existing staff in affordable housing project management, and provided general project management support on housing projects as needed. The consultant has provided critical support in a time of unprecedented housing activity, and staff request extending the contract to ensure continuous support for housing programs and projects.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

### RATIONALE FOR RECOMMENDATION

In recent years, the City has funded an unprecedented number of affordable housing projects thanks to new affordable housing funding sources. The amount and complexity of project work now required exceeds HHCS/HCS' current capacity. HHCS/HCS is working to fill position vacancies, and recommend extending Anjanette Scott LLC's contract in the meantime.

### ALTERNATIVE ACTIONS CONSIDERED

It would be challenging to find another consultant as qualified and as familiar with the City's programs and processes. If the Department is unable to amend and extend the contract with Anjanette Scott LLC, staff will not be able to adequately support the affordable housing projects in the City's pipeline.

### CONTACT PERSON

Jenny Wyant, Senior Community Development Project Coordinator, HHCS,  
(510) 981-5228

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for Housing Consultant Services

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Attachment:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32100126 AMENDMENT: PERSONAL SERVICES CONTRACT  
WITH ANJANETTE SCOTT LLC

WHEREAS, the City Council established a Housing Trust Fund (HTF) program to assist in the development and expansion of housing affordable to low- and moderate-income persons who either work or reside within the City of Berkeley, and authorized the City Manager to implement the HTF program; and

WHEREAS, on February 7, 2021, the Health, Housing and Community Services Department entered into a contract with Anjanette Scott LLC (contract # 32100126) to provide project management support to the City's affordable housing programs including the HTF program and Below Market Rate program as needed; and

WHEREAS, due to ongoing project management support needs, the City Manager approved an amendment to the contract on August 1, 2021, and on March 8, 2022, an additional amendment was approved by Council with Resolution 70,245-N.S for a combined total not to exceed \$100,000, and on April 11, 2023, an amendment to the contract was approved by Council with Resolution 70,756-N.S. for a total amount not to exceed \$150,000; and

WHEREAS, Anjanette Scott LLC continues to provide critical support to the affordable housing programs, and staff identified an ongoing need to provide coverage and support to housing developments with City funding reservations.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to amend Contract No. 32100126 with Anjanette Scott LLC for personal services to add up to \$25,000 for a total not to exceed amount of up to \$175,000, and extend the contract to June 30, 2025.

BE IT FURTHER RESOLVED the City Manager, or her designee, is hereby authorized to execute all original or amended documents or agreements to effectuate this action; a signed copy of said documents, agreements and any amendments will be kept on file in the Office of City Clerk.