



Office of the City Manager

CONSENT CALENDAR  
March 8, 2022

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Lisa Warhuus, Director, Health, Housing, and Community Services  
Subject: Housing Consultant Contract Amendment (Contract # 32100126) – Anjanette Scott LLC

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to the City's contract with Anjanette Scott LLC (contract # 32100126) to add up to \$50,000 for consulting services in a total amount not to exceed \$100,000, with a contract end date of June 30, 2023.

FISCAL IMPACTS OF RECOMMENDATION

The total not-to-exceed amount of this contract will be \$100,000. Resources for the contract will be provided from General Fund allocated to the Housing and Community Services Division, ERMA GL Code 011-51-504-530-0000-000-444-612990, which is currently available in the Fiscal Year 2022 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, 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 February 28, 2022, 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, 2022.

The City has a robust affordable housing pipeline, and the work required to support the existing projects exceeds the capacity of current housing staff. The Housing and Community Services Division is in the process of hiring new staff, but requires outside support; both in the interim and during the transition period while new staff are being trained.

Supporting housing programs is a Strategic Plan Priority Project, advancing our goal to create affordable housing and housing support service for our most vulnerable community members.

BACKGROUND

Anjanette Scott LLC entered into the current contract with the Housing Department 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.

The consultant has participated in construction and management meetings for Berkeley Way, reviewed project draw requests, reviewed and assessed funding applications received through the 2021 Housing Trust Fund Request for Proposals, developed the City’s Homekey Request for Proposals, drafted loan documents for Housing Trust Fund projects, 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 environmental impacts related to amending the consultant contract.

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 workload required to support these projects exceeds the capacity of current staff. The City is in the process of hiring new Community Development Project Coordinators, but for continuity and in order to provide the level of project support needed, staff recommend extending and amending Anjanette Scott LLC’s contract.

ALTERNATIVE ACTIONS CONSIDERED

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

Attachments:  
1: Resolution

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

APPROVING AN AMENDMENT OF THE 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, 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 City Manager is authorized to amend the personal services contract with Anjanette Scott LLC (contract # 32100126) to add up to \$50,000 for a total not to exceed amount of up to \$100,000, and extend the contract to June 30, 2023.

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.

