



City of San Leandro

Meeting Date: December 6, 2021

Staff Report

File Number: 21-697

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.I.

TO: City Council

FROM: Fran Robustelli
City Manager

BY: Tom Liao
Community Development Director

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution to Approve Amendment No. 1 to the Fiscal Year 2021-2022 Contract Between the City of San Leandro and Centro Legal de la Raza for an Amount Not to Exceed \$65,000 to Administer the City's Tenant/Landlord Counseling (increases FY2021-2022 Agreement by an additional \$20,000)

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve the resolution for Amendment No. 1 to the FY 2021-2022 contract with Centro Legal de la Raza to operate the City's Tenant/Landlord Counseling Program. This action will amend Centro Legal's contract by increasing the original contract amount of \$45,000 by an additional \$20,000 for a total amount not to exceed \$65,000. On June 28, 2021 the City Council adopted the FY 2021-2023 Biennial Budget (Resolution No. 2021.096) that appropriated an additional \$20,000 to augment the existing allocation of General Fund monies for the City's Tenant/Landlord Counseling currently operated by Centro Legal de la Raza. Because the additional \$20,000 placed in the Centro Legal contract will take it over \$50,000, the City Council must review and approve the increase of the contract to an amount not to exceed \$65,000.

BACKGROUND & ANALYSIS

This agreement will augment the existing General Fund allocation of \$45,000 for Centro Legal de la Raza's administration of the City's Tenant/Landlord Counseling Program, which includes legal services for low-income renters. Centro Legal de la Raza is also currently under contract with the City of San Leandro and wrapping up final delivery of the highly successful Emergency Rental Assistance Payments (U.S. Department of Housing and Urban Development 2020 CARES Act, CDBG-CV funding). As the various tenant protections provided by the State, County and local eviction moratoriums begin to expire, both programs combined advance the Housing Division's efforts to promote housing stability and efforts to prevent homelessness for lower income renters due to impacts from COVID-19. The recommended action will expand and enhance the

Tenant/Landlord Counseling Program, which will enable the City to support substantially more San Leandro renter households as they continue to cope with the economic impacts of the COVID-19 pandemic and related closures due to the shelter in place orders.

Current Agency Policies

- 2015-2023 Housing Element adopted by City Council in January 2015 and certified by the California Department of Housing and Community Development in February 2015.

Previous Actions

- Resolution No. 2021-096 Adopting the Biennial Budget of the City of San Leandro for Fiscal Years July 1, 2021 to June 30, 2022 and July 1, 2022 to June 30, 2023.

Applicable General Plan Policies

- Policy 56.07 Landlord-Tenant Relations; San Leandro Housing Element

Fiscal Impacts

Council appropriated sufficient funding in Fiscal Year 2021-22 to cover this agreement.

Budget Authority

Resolution No. 2021-096 Adopting the City's Biennial Budget for Fiscal Years 2022 and 2023 appropriated sufficient funding into Account 010-41-004-5120 to cover these service costs.

ATTACHMENT

Attachment to Resolution

Amendment No. 1 to the Consulting Service Agreement between the City of San Leandro and Centro Legal de la Raza for a grant amount not to exceed \$65,000.

PREPARED BY: Maryann Sargent, Senior Housing Specialist, Community Development Department



City of San Leandro

Meeting Date: December 6, 2021

Resolution - Council

File Number: 21-698

Agenda Section: CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Fran Robustelli
City Manager

BY: Tom Liao
Community Development Director

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: RESOLUTION of the City of San Leandro City Council to Approve Amendment No. 1 to the Fiscal Year 2021-2022 Consulting Services Agreement Between the City of San Leandro and Centro Legal de la Raza for an Amount Not to Exceed \$65,000 to Administer the City's Tenant/Landlord Counseling Program (increases FY2021-2022 Agreement by an additional \$20,000)

WHEREAS, a Consulting Services Agreement for the Tenant/Landlord Counseling Program between the City of San Leandro and Centro Legal de la Raza, a copy of which is attached, is presented to the City Council; and

WHEREAS, on June 28, 2021 the City Council adopted the FY 2021-2023 Biennial Budget (Resolution No. 2021-096) that identified an additional \$20,000 to augment the existing allocation of general funds for the Tenant/Landlord Counseling Program currently operated by Centro Legal de la Raza; and

WHEREAS, the City has an existing consulting services agreement with Centro Legal de la Raza using a general fund allocation of \$45,000 that has provided effective management of Tenant/Landlord Counseling and Legal Services since July 2020; and

WHEREAS, the various tenant protections provided by the State, County and local eviction moratoriums are expected to expire over the next year; this contract will advance the Housing Division's efforts to promote housing stability and prevent homelessness for lower income renters due to impacts from COVID-19; and

WHEREAS, Amendment No. 1 to the Consulting Services Agreement between the City of San Leandro and Centro Legal de la Raza for the Administration of the City's Tenant/Landlord Counseling Program is presented to the City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of Amendment No. 1 to said agreement.

NOW, THEREFORE, the City of San Leandro City Council hereby RESOLVES as follows:

That Amendment No. 1 to said agreement with Centro Legal de la Raza for an additional \$20,000 for a total not to exceed amount of \$65,000 is hereby approved and execution by the City Manager is hereby authorized.

**AMENDMENT NUMBER ONE CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
CENTRO LEGAL DE LA RAZA
FOR
ADMINISTRATION OF THE CITY'S TENANT/LANDLORD COUNSELING PROGRAM**

This **Amendment Number One** ("Amendment") is made by and between the City of San Leandro ("City") and Centro Legal de la Raza ("Consultant") (together sometimes referred to as the "Parties") as of _____, 2021, and amends that certain Consulting Services Agreement ("Agreement") dated July 1, 2021, between the Parties.

WHEREAS, City and Consultant have executed the Agreement, pursuant to which Subrecipient administers the Tenant/Landlord Counseling Program that also includes legal services to protect tenant rights and to preserve housing stability; and

WHEREAS, Consultant provides counseling services--regardless of income level--that are available to tenants who are residents of the City of San Leandro and owners/property managers of residential rental properties in the City of San Leandro and who seek advice and counseling on tenant and landlord rights and responsibilities; and

WHEREAS, Consultant provides legal services primarily targeting lower income tenant households whose rights are violated and/or are at risk of housing instability; and

WHEREAS, on June 28, 2021, the San Leandro City Council adopted Resolution No. 2021-, approving the Fiscal Years 2021-22 and 2022-23 City of San Leandro Biennial Budget that allows for an increase in funds to be provided to the Consultant by \$20,000 to a total amount of \$65,000 to expand the Tenant/Landlord Counseling Program for San Leandro.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Section 2, "Compensation", of the Agreement is amended to increase the maximum amount of funds to be provided to Consultant by \$20,000 to a total amount of \$65,000.
2. Exhibit A, "Scope of Work," Section 1. Basic Terms, "Concise Description of Program" is amended to increase the program delivery cost not to exceed \$65,000.
3. Exhibit B, "Budget" of the Agreement is hereby amended and replaced with the revised Budget, attached to this Amendment as Exhibit B and incorporated herein.
4. All other terms shall remain in full force and effect.

5. This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

The Parties have executed this Amendment as of the date first written above.

SIGNATURES ON NEXT PAGE

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

CENTRO LEGAL DE LA RAZA

Frances M. Robustelli, City Manager

Monique Berlanga, Executive Director

Attest:

Leticia I. Miguel, City Clerk

Budget Approved: ☐

Approved as to Fiscal Authority:

Susan Hsieh, Finance Director

010-41-004-5120
Account Number

Approved as to Form:

Richard D. Pio Roda, City Attorney

Per Section 10.7:

- ☐ Form 700 Not Required
☐ Form 700 Required

Tom Liao, Director Community Development Department

EXHIBIT B - BUDGET

Centro Legal de la Raza City of San Leandro Tenant/Landlord Counseling Program Program Budget July 1, 2021 - June 30, 2022			
LEGAL SERVICES PROGRAM			
Salaries, Wages, Fringe	Base Salary	%FTE	Total
Staff Attorney	\$ 68,508	38%	\$26,033
Directing Attorney	\$100,000	2%	\$2,000
Junior Accountant	\$ 61,350	6%	\$3,681
Fringe benefits (@25%)			\$7,929
<i>Subtotal</i>			\$39,643
Program Expenses			
Marketing (direct costs)			\$1,028
Indirect Cost Allocation (@10%)			\$2,729
<i>Subtotal</i>			\$3,757
Tenant/Landlord Counseling and Mediation			
ECHO Housing			\$21,600
<i>Subtotal</i>			\$21,600
Subtotal: Legal Services Program			\$ 65,000

Legal Services Program Budget Detail

i. Salaries, Wages, Fringe Benefits:

Staff Attorney at \$68,508. base salary, 38% FTE for this program, for a total: 26,033.

- Primary responsibilities will include: directly representing low-income tenants in unlawful detainer trials and appeals; directly representing low-income tenants in administrative hearings; supervising and/or providing consultations at drop-in clinics; providing Know Your Rights presentations to community-based organizations; and representing Centro Legal de la Raza and its clients at community events, stakeholder meetings, City Council hearings, etc.

Directing Attorney, at \$100,000. base salary, 2% FTE for this program, for a total: \$2,000.

- Provide broad-level oversight of both the Legal Services and Rental Assistance Programs.

Junior Accountant, at \$61,350. base salary, 6% FTE for this program, for a total: \$3,681.

- Track and monitor expenses and prepare City billings and invoices as required.

Fringe Benefits, at 25% of base salaries, for a total of \$7,929.

Subtotal: \$39,643.

ii. Program Expenses

Marketing

- Inclusive of printing and distribution of outreach, engagement, and other program marketing materials, for a total of \$1,028

Indirect Cost Allocation

- At 10% of total Salaries, Wages, Fringe and Program Expenses, for a total of \$2,729.

Subtotal: \$3,757.

iii. Tenant/Landlord Counseling and Mediation

ECHO Housing (Exhibit E)

- Proposed MOU'ed partner to provide tenant/landlord counseling services, and conduct outreach, engagement, and marketing to target population in collaboration with Centro, for a total of \$21,600.

Subtotal: \$21,600.

TOTAL LEGAL SERVICES PROGRAM EXPENSES: \$65,000.