

CITY COUNCIL/REDEVELOPMENT AGENCY

TUESDAY, FEBRUARY 16, 2010

AGENDA ITEM No. 30

POLICY AND ACTION

RESOLUTION

Authorize the City Manager to enter into a professional services contract agreement with Community Legal Services of East Palo Alto conduct four (4) training workshops for tenants in Rent Stabilization properties for an amount not to exceed \$12,600 (Wilbert Lee, Director-Housing)



**City of East Palo Alto  
Housing Services Department  
2277 University Avenue  
East Palo Alto, CA 94303**

Telephone: 650-853-3109 Facsimile: 650-853-5928

TO: Mayor David Woods & Members of the City Council

VIA: Alvin D. James, City Manager

FROM: Wilbert Lee, Housing Services Director

DATE: February 16, 2010

SUBJECT: Request City Council to authorize the City Manager enter into a professional services contract with Community Legal Services of East Palo Alto (CLS) to conduct at least four (4) training workshops for tenants in Rent Stabilization properties for an amount not to exceed \$12,600.

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**RECOMMENDATION**

That the City Council authorizes the City Manager to enter into a professional services contract with CLS to conduct at least four (4) training workshops for tenants in Rent Stabilization properties for an amount not to exceed \$12,600.

**BACKGROUND**

In June 2009, the City Council approved the FY2009/2010 budget for the Housing Services Department's Rent Stabilization Division wherein \$21,000 was designated in the line item for Tenant Outreach & Education.

Community Legal Services (CLS) submitted a proposal to the Rent Stabilization Board (RSB) in November 2009 for review and approval. The RSB met at its regularly scheduled meeting on December 9, 2009 and discussed the CLS proposal. The CLS proposal for Tenant Outreach and Education was for \$25,200. The CLS proposal exceeded the amount of funds approved for tenant outreach and training.

The funds are not available in the Rent Stabilization Program to provide these services to the tenants because one of the major property owners still has not paid the registration fees for their rent stabilization properties.

The CLS revised proposal dated February 10, 2010 (See attached) has two unique and significant characteristics: 1) CLS will conduct outreach and education about local housing code enforcement issues to promote healthy, safe, and clean living conditions in East Palo Alto; 2) CLS will provide outreach and education about tenant rights and responsibilities under the East Palo Rent Stabilization Ordinance and California laws. CLS intends to conduct at least four (4) workshops based upon a schedule of facilitating a workshop every four weeks, starting in mid March 2010. The entire Outreach & Education training workshop series will be completed prior to June 30, 2010, the end of the current fiscal year.

### **RECOMMENDATION**

CLS proposed scope of work covers approximately a four (4) month timeline and is projected to be completed by the end of the fiscal year. Staff recommends that the City Council authorize the City Manager to enter into a professional services contract with CLS to provide tenant outreach and training on the existing Rent Stabilization Ordinance.

### **FISCAL IMPACT**

This request would have an impact on the City's General Fund. The proposed expenditure was not included in the adopted FY 2009-10 budget. However, because the proposed funding for tenant outreach and training involves informing participants of the provisions and requirements of the city's local housing code as well as code enforcement remedies available to address health and safety violations, this training is recommended to be funded from this source. Sufficient funds are available to cover this cost.

Attachment

**RESOLUTION NO \_\_\_\_\_**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO  
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH  
COMMUNITY LEGAL SERVICES OF EAST PALO ALTO FOR OUTREACH AND  
TENANT EDUCATION IN AN AMOUNT NOT TO EXCEED \$12,600.**

WHEREAS, the citizens of the City of East Palo Alto approved the Rent Stabilization and Just Cause for Eviction Ordinance -76 in April 1986; and

WHEREAS, the City Council of the City of East Palo Alto is responsible for overseeing the implementation of Ordinance No. 76 which established the Rent Stabilization and Just Cause for Eviction Ordinance in the City of East Palo Alto; and

WHEREAS, the City Council of the City of East Palo Alto appointed the Rent Stabilization Advisory Board to advise the City Council on matters relative to the Rent Stabilization Program; and

WHEREAS, the City Council authorized the City Manager to provide staff support for the Rent Stabilization Program; and

WHEREAS, the City Council has recommended funding for outreach and education training and approved funding from the FY 2009/2010 General Fund budget in the amount of \$12,600, and

WHEREAS, Community Legal services of East Palo Alto has a successful history of working with the tenant community and it has a staff that is very knowledgeable about the Rent Stabilization and Just Cause Eviction Ordinance; and

WHEREAS, the City of East Palo Alto has an ongoing public need and desire to address the safe, sanitary and lawful conditions of rental housing in East Palo Alto;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of East Palo Alto that the City Manager is hereby authorized to execute a contract not-to exceed \$12,600 with Community Legal Services of East Palo Alto.

**PASSED AND APPROVED** this 16<sup>th</sup> day of February, 2010 by the following votes:

AYES:

NAYES:

ABSTAIN:

ABSENT:

Signed:

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David Woods  
Mayor

ATTEST:

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City Clerk

Approved as to Form:

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Vincent Ewing, City Attorney