

## **Title**

Adopt a Resolution to Approve a Consulting Services Agreement with Opportunity Space, Inc. d/b/a Tolemi for Rental Registry Program Software in an Amount Not to Exceed \$362,975

## **Staff Report**

### **COUNCIL PRIORITY**

- Housing and Homelessness

### **SUMMARY**

The City of San Leandro established an interdepartmental Software Subcommittee to meet the emerging needs of the recently created Rental Registry Program. The Subcommittee consists of leadership staff from Community Development, Finance, Information Technologies, and City Attorney's Office. The Subcommittee released a Request for Proposals (RFP) in October 2025 for Rental Registry Program software solutions and related professional services. The City received two proposals, which were evaluated by the Subcommittee through a competitive process that included proposal review, reference checks, and interviews with other jurisdictions. Based on this evaluation, staff recommend the selection of Tolemi to implement the Rental Registry Program approved by City Council on August 21, 2025.

### **RECOMMENDATIONS**

Staff recommend the City Council adopt a resolution to approve a Consulting Services Agreement (CSA) with Tolemi and authorize the City Manager to execute the agreement for rent registry software, in an amount not to exceed \$362,975. The agreement would support the City's initial and ongoing Rental Registry Program implementation over an initial two and a half-year contract term, with one optional one-year extension.

### **BACKGROUND**

City Council adopted San Leandro Municipal Code Chapter 4-45 (Rental Registry) on April 21, 2025. The Ordinance authorizes the City to collect rent data and other relevant information to further inform the City Council about the City's housing stock and rental market trends. It also supports the City's interest in regulating the relationship between property owners and tenants to promote certainty, stability, and fairness in the rental market.

### **Analysis**

To implement the Rental Registry Program, the City must procure software and professional services to support and complement City staff efforts.

Tolemi's proposed solution is responsive to the City's RFP requirements and includes a registry database, fee collection capabilities, multilingual translation services, system maintenance and security, and data dashboards for analysis and reporting. Tolemi has demonstrated experience supporting rent registry programs for multiple Bay Area jurisdictions including Salinas, Monterey, and East Palo Alto, and offers a user-friendly platform that supports efficient program administration and provides adaptability to future program needs.

Term	Fiscal Year	Dates	Amount
Initial Setup	FY 2026	February 3, 2026 - June 30, 2026	\$60,425
Year 1	FY 2027	July 1, 2026 - June 30, 2027	\$100,850
Year 2	FY 2028	July 1, 2027 - June 30, 2028	\$100,850
Year 3 ( <i>optional one-year extension</i> )	FY 2029	July 1, 2028 - June 30, 2029	\$100,850
<b>Total</b>			<b>\$362,975</b>

### **Applicable Housing Element Policies**

- Goal 4: Protect Residents from Displacement

### **Legal Analysis**

The consultant has agreed to the terms of the contract.

### **Financial Impacts**

In December 2025, staff presented the Proposed Rent Stabilization Program Budget and Draft Residential Rent Stabilization Ordinance. This presentation included the recommendation of a General Fund loan to a newly established Special Revenue Fund (Rent Program Fund) estimated to be between \$1.3M - \$2.2M, with a payback period ranging from 3-6 years depending on fee level, compliance rate, and enforcement.

The adopted FY 2026 and FY 2027 biennial budget includes an appropriation of \$324,756 in FY 2026 and \$531,534 in FY 2027 in the General Fund for the Rent Program. As such, there is sufficient budget appropriation to support this effort. This Council action will not impact the fund balance, as sufficient funds are available in the adopted FY 2026 budget.

In March 2026, staff will present a recommendation for Council consideration for the approval of a General Fund loan towards the newly established Rent Program Fund. At that time, all ongoing revenue and expenditures will be accounted for in the newly created Rent Program Fund.

### **ATTACHMENTS**

**A:** Resolution Authorizing the City Manager to Execute a CSA with OpportunitySpace, Inc. d/b/a Tolemi for Rent Registry Software in an Amount Not to Exceed \$362,975

**B:** Scope of Work

**PREPARED BY:** Robert Feign, Project Specialist II

**REVIEWED BY:** Kerri Heusler, Housing Manager, Community Development Department