

**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

<p>Centro Legal de la Raza City of San Leandro Tenant/Landlord Counseling Program Program Budget July 1, 2021 - June 30, 2022</p>			
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.