



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/01/2020

ITEM NO: 3

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DATE: August 27, 2020  
TO: Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Execute an Agreement for Consultant Services with Project Sentinel for Tenant/Landlord Rental Dispute Resolution Services in an Amount not to Exceed \$34,000 Annually and \$170,000 Over the Five Year Term of the Agreement.

**RECOMMENDATION:**

Authorize the Town Manager to execute an Agreement for consultant services with Project Sentinel for tenant/landlord rental dispute resolution services in an amount not to exceed \$34,000 annually and \$170,000 over the five year term of the Agreement.

**BACKGROUND:**

The Town contracted with Project Sentinel to administer its rental dispute resolution program in 2000. Project Sentinel provides services to both tenants and landlords, including information, referral, conciliation, mediation, and arbitration. These services have been provided under a service agreement which expired on June 30, 2020. The Town collects a fee on rental developments with two or more units to fund these services based on the Rental Dispute Ordinance 2128 adopted on March 1, 2004.

**DISCUSSION:**

Staff contacted other jurisdictions to find out if there were other Consultants who provide these services and none were identified. Based on this information, the Town did not conduct an RFP process. In consultation with the Town Attorney, staff has determined that Project Sentinel is a sole source provider. Project Sentinel has provided quality services to the Town's residents in this capacity for the last 20 years.

**PREPARED BY:** Tania Maheu  
Administrative Analyst

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Community Development Director

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SUBJECT: Project Sentinel Agreement

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DISCUSSION (continued):

The original Agreement in 2000 was for a 3-year term at \$31,230 per year, totaling \$93,690; subsequent amendments increased the annual rate to the current rate of \$34,000. The proposed rate of \$34,000 is the same as the current rate (see Attachment 1).

CONCLUSION:

Staff recommends that the Council authorize the Town Manager to execute an Agreement for Consultant Services with Project Sentinel for tenant/landlord rental dispute resolution services in an amount not to exceed \$34,000 annually and \$170,000 over the five year term of the Agreement.

ENVIRONMENTAL ASSESSMENT:

This action is not a project defined under CEQA, and no further action is required.

COORDINATION:

The draft Agreement was prepared in coordination with the Town Attorney's Office.

FISCAL IMPACT:

Sufficient funds are included in the adopted FY 2020/21 Operating Budget.

Attachment:

1. Draft Project Sentinel Agreement (includes Exhibit A, Proposed Summary of Services)