

DATE: June 11, 2026

TO: Rental Housing Committee

FROM: Andrea Kennedy, Senior Management Analyst
Anky van Deursen, Rent Stabilization Manager

SUBJECT: **Contract Renewal with Project Sentinel for Fiscal Year 2026-27**

RECOMMENDATION

1. Authorize the Rent Stabilization Manager or designee to execute an agreement with Project Sentinel to provide administrative and hearing process services for the Community Stabilization and Fair Rent Act (CSFRA) for Fiscal Year 2026-27, with a total amount not exceeding \$125,000, as follows:
 - a. Administrative support services in an amount not to exceed \$10,000;
 - b. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$5,000; and
 - c. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$110,000.

2. Authorize the Rent Stabilization Manager or designee to execute an agreement with Project Sentinel to provide administrative and hearing process services for the Mobile Home Rent Stabilization Ordinance (MHRSO) for Fiscal Year 2026-27, with a total amount not exceeding \$13,000, as follows:
 - a. Administrative support services in an amount not to exceed \$1,000;
 - b. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$2,000; and

- c. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$10,000.

BACKGROUND

Project Sentinel provides administrative support to administer the Community Stabilization and Fair Rent Act and the Mobile Home Rent Stabilization Ordinance petition processes. Project Sentinel provided initial services to help the RHC launch the program in Fiscal Year 2017-18. In Fiscal Year 2018-19, a Request for Proposals was issued for ongoing services, and Project Sentinel was selected. Project Sentinel has provided similar services for the MHRSO since 2021. Services include:

1. Providing administrative support services;
2. Deploying and reimbursing Facilitators for the Prehearing Settlement Conference Process; and
3. Deploying and reimbursing Hearing Officers for the Petition Hearing Process.

ANALYSIS

To continue Project Sentinel services in Fiscal Year 2026-27, an agreement must be executed. The RHC adopted policies and procedures for executing agreements, stating that for any contract exceeding \$50,000, authorization from the RHC is required for the Rent Stabilization Manager or designee to execute such agreements.

The total amount for CSFRA services is not to exceed \$125,000 as follows:

1. Administrative support services in an amount not to exceed \$10,000;
2. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$5,000; and
3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$110,000.

The total amount for MHRSO services is not to exceed \$13,000 as follows:

1. Administrative support services in an amount not to exceed \$1,000;

2. Deploy and reimburse Facilitators for the Prehearing Settlement Conference Process in an amount not to exceed \$2,000; and
3. Deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$10,000.

The cost of the CSFRA and MHRSO petition process is based on the volume of petitions in the current and prior years, and was incorporated into the FY 2026-27 budget as adopted by the RHC in its [May 28, 2026 meeting](#).

FISCAL IMPACT

The Fiscal Year 2026-27 budgets include up to \$125,000 for administrative and hearing process services for the CSFRA and up to \$13,000 for administrative and hearing process services for the MHRSO.

PUBLIC NOTICING—Agenda posting, City website posting, and distribution list emailing.