

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 15, 2018

Final Decision Date Deadline: August 15, 2018

STATEMENT OF THE ISSUE: The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a summary of the Rent Program's activities for the month. With a now fully-staffed department, staff members find it timely to begin producing such reports on a monthly basis.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> | |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Rent Board As Whole | | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | | |

RECOMMENDED ACTION: RECEIVE the July 2018 Rent Program Monthly Report - Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-2.



M E M O R A N D U M

TO: Chair Gray and Members of the Rent Board

FROM: Paige Roosa, Deputy Director

DATE: August 15, 2018

SUBJECT: JULY 2018 MONTHLY ACTIVITY REPORT

Introduction

The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a summary of the Rent Program's activities for the month. With a now fully-staffed department, staff members find it timely to begin producing such reports on a monthly basis. It is anticipated the format, content, and detail of this report will evolve over time. Feedback concerning this report may be submitted via email to rent@ci.richmond.ca.us or by calling (510) 234-RENT (7368).

Summary of Activities

I. Counseling and Community Engagement

<i>Monthly Activity</i>	<i>Occurrences</i>	<i>Prior Month Occurrences</i>	<i>% Change from Prior Month</i>
Phone Call Consultations	808	821	-1.6%
Walk-In Consultations (includes appointments)	375	268	39.9%
Email Responses	327	334	-2.1%
Total Consultations	1,510	1,423¹	6.1%
Courtesy Compliance Letters Mailed	11	9	22.2%
Warning Letters Mailed	2	2	0%
Direct Referrals to Legal Service Providers	9	27	-66.7%
Declarations of Exemption Processed	542	230	135.7%
Request for Mediations Filed	11	N/A	N/A
Informal Mediations Held	9	N/A	N/A
Formal Mediations Held	2	3	-33.3%
Community Workshop Attendees (07/14/18 Realtor and Property Manager Focused Workshop)	57	19	200%

¹ The June 2018 Monthly Report, presented to the Board at their Regular Meeting on July 18, 2018, erroneously reported a total of 1,542 consultations. The corrected total is 1,423 consultations for the month of June 2018.

II. FY 2016-17 & FY 2017-18 Fee Collection

<i>Monthly Activity</i>	<i>Total</i>	<i>Prior Month Total</i>	<i>% Change from Prior Month</i>
Revenue Collected July 1, 2018 - June 31, 2018	\$61,153.75	\$88,979.25	-31.3%
Total Revenue Collected through July 31, 2018	\$1,939,428.61 (69.3% of total)	\$1,878,419.86 (67.0% of total)	3.2%
Invoices Generated	532	2,277	-76.6%

III. Filing of Notices

<i>Type of Form</i>	<i>Monthly Submissions/ Notices Filed</i>	<i>Prior Month Total</i>	<i>% Change from Prior Month</i>
Enrollment	79	51	54.9%
Excess Rent Complaint	2	2	0%
Proof of Excess Rent Refund	21	7	200%
Change in Terms of Tenancy Notices Filed	13	19	-31.6%
Rent Increase Notices Filed	767	82	835.3%
Termination Notices Filed	386	495	-22.0%
<i>Applicable Just Cause for Eviction - Nonpayment of Rent</i>	378	485	-22.0%
<i>Applicable Just Cause for Eviction - Breach of Lease</i>	4	6	-33.3%
<i>Applicable Just Cause for Eviction - Nuisance</i>	0	3	-100%
<i>Applicable Just Cause for Eviction - Withdrawal from the Rental Market</i>	1	0	N/A
<i>Applicable Just Cause for Eviction - Owner Move-In</i>	3	1	200%
Agent Authorization	16	9	77.8%
Petition for Maximum Allowable Rent Increase or Decrease	14	7	100%
Proof of Permanent Relocation Payment Form	0	1	-100%
Proof of Temporary Relocation Payment Form	0	0	0%
Unpaid Permanent Relocation Complaint	0	2	-100%
Unpaid Temporary Relocation Complaint	0	0	0%
Total Form Submissions/Notices Filed	1,298	675	92.3%