

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 20, 2017

Final Decision Date Deadline: September 20, 2017

STATEMENT OF THE ISSUE: At their meeting on August 23, 2017, members of the Rent Board requested that staff produce an updated and detailed timeline for the implementation of key parts of the Richmond Rent Program, including (1) hiring permanent Rent Program staff, (2) establishing a hearings process (3) the preparation and approval of critical regulations, and (4) additional community education and outreach efforts.

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 type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement | <input checked="" 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 and APPROVE a project timeline for critical path items central to the development of the Rent Program – Rent Program (Nicolas Traylor/Paige Roosa 620-6564).

AGENDA ITEM NO:

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AGENDA REPORT

DATE: September 20, 2017

TO: Chair Gray and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Paige Roosa, Management Analyst

SUBJECT: RENT PROGRAM PROJECT TIMELINE

STATEMENT OF THE ISSUE:

At their meeting on August 23, 2017, members of the Rent Board requested that staff produce an updated and detailed timeline for the implementation of key parts of the Richmond Rent Program, including (1) hiring permanent Rent Program staff, (2) establishing a hearings process (3) the preparation and approval of critical regulations, and (4) additional community education and outreach efforts.

RECOMMENDED ACTION:

RECEIVE and APPROVE a project timeline for critical path items central to the development of the Rent Program – Rent Program (Nicolas Traylor 620-6564).

FISCAL IMPACT:

There is no fiscal impact at this time.

DISCUSSION:

Receive oral report from Executive Director Nicolas Traylor.

DOCUMENTS ATTACHED:

Attachment 1 – Proposed Rent Program Project Timeline

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PROPOSED RENT PROGRAM PROJECT TIMELINE

A. STAFFING		
#	TASK	PROPOSED SCHEDULE
1	Administrative Aide and Administrative Analyst Job Postings Closed	September 1, 2017
2	Administrative Aide and Administrative Analyst applications reviewed, candidates are selected to be interviewed	Week of September 18, 2017
3	Interviews conducted	Week of September 25, 2017
4	Onboard and train Administrative Aide (1 FTE) and Administrative Analyst	Early October 2017
5	Management Analyst Job Postings Close	September 18, 2017
6	Management Analyst applications reviewed, candidates are selected to be interviewed	Week of September 22, 2017
7	Interviews conducted	Week of October 2 and October 9, 2017
8	Onboard and train Management Analysts (2 FTE)	Early November 2017
9	Onboard and train Hearing Examiner*	January 2018
10	Onboard and train Staff Attorney*	February 2018
<i>*Contract positions may be retained in the interim</i>		

B. PREPARATION AND APPROVAL OF CRITICAL REGULATIONS		
#	REGULATION	PROPOSED SCHEDULE FOR RENT BOARD CONSIDERATION
1	Banking	September 2017
2	Applicability of Ordinance provisions on subsidized housing units	November 2017
3	Fair Rate of Return/Upward and Downward Rent Adjustments	January 2018
4	Interest on Security Deposits	Spring 2018
5	Vacancy Rent Increases	Spring 2018
6	Additional regulations concerning Just Cause for Eviction	Spring 2018

PROPOSED RENT PROGRAM PROJECT TIMELINE

C. ESTABLISHING A HEARINGS PROCESS AND MEDIATION PROGRAM		
#	TASK	PROPOSED SCHEDULE
1	Mediator contracted to offer mediation option for Excess Rent Complaints and Downward Rent Adjustment Petitions	First mediation sessions held in September 2017
2	Draft Fair Return/Individual Rent Adjustment Regulations	September 2017 – January 2018
3	Petition Forms and Schedules Available Online as Fillable PDFs (paper versions available upon special request)	February 2018
4	Rent Board approves Fair Return/Individual Rent Adjustment Regulations	February 2018 (may span multiple meetings)
5	First Hearings held	Late February 2018
6	Management Analysts and Deputy Director attend mediation training	March 2018
7	Mediation Program launch (formal and informal mediation)	April 2018

D. CONTRACTING WITH LEGAL SERVICE PROVIDERS FOR LANDLORDS AND TENANTS		
#	TASK	PROPOSED SCHEDULE
1	Review committee is established	Late September 2017
2	Review committee develops evaluation rubric	Late September 2017
3	Proposals are reviewed	Early October 2017
4	Contracts negotiated	Mid October 2017
5	Contracts finalized	December 2017

PROPOSED RENT PROGRAM PROJECT TIMELINE

E. COMPLIANCE EFFORTS		
#	TASK	PROPOSED SCHEDULE
1	Initial letter mailed to all suspected owners of rental property	Late September 2017
2	Deadline for responses to initial letter (owners must enroll rental properties or provide proof of exemption)	November 3, 2017
3	Invoices are mailed to all owners of rental property	November 17, 2017
4	Bill payment is due	December 22, 2017
5	Public service announcements disseminated via KCRT	January 2018
6	Staff conduct targeted outreach to compel compliance among owners of different types of properties (e.g. targeted outreach to owners of single family homes, subsidized housing developments, large apartment complexes, realtor and landlord associations, etc.)	December 2017 - ongoing

F. OUTREACH		
#	TASK	PROPOSED SCHEDULE
1	Workshop: Realtor and Property Manager-focused Workshop	January 25, 2018
2	Tenant Postcard #1 Mailed	February 2018
3	Workshop: Being a Tenant in Richmond 101	February 22, 2018
4	Landlord Postcard #1 Mailed	March 2018
5	Workshop: Evictions 101 (Landlord-Oriented)	March 13, 2018
6	Additional Program Handouts and Brochures Published	April 2018
7	Workshop: Evictions 101 (Tenant-Oriented)	April 11, 2018
8	LEAP Digital Literacy Learnerweb Series Launch	May 2018
9	Launch Rent Program Facebook Page	May 2018
10	Workshop: Security Deposits – Rights and Responsibilities (Landlord-Oriented)	May 10, 2018
11	Workshop: Being a Tenant in Richmond 101	June 9, 2018
12	Workshop: Being a Landlord in Richmond 101	July 7, 2018
13	Workshop: Handling Habitability Issues (Tenant-Oriented)	August 7, 2018
14	Annual Rent Program Newsletter and Annual Report Published	September 2018
15	Landlord Postcard #2 Mailed	September 2018
16	Workshop: Handling Habitability Issues (Landlord-Oriented)	September 13, 2018
17	Tenant Postcard #2 Mailed	October 2018
18	Workshop: How to Handle Difficult Tenant Situations (Landlord-Oriented)	October 4, 2018
19	Guide to Rent Control Published	November 2018
20	Workshop: How to Handle Difficult Housemate Situations (Tenant-Oriented)	November 13, 2018
21	Workshop: Evictions 101 (Landlord-Oriented)	December 5, 2018
22	Educational Infographic Videos for Web and Social Media Published	January 2019

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