

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 16, 2018

Final Decision Date Deadline: May 16, 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> | |

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|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <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 April 2018 Rent Program Monthly Report - Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:
G-5.



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: May 16, 2018

SUBJECT: APRIL 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 form, 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>
Phone Call Consultations	648
Walk-In Consultations (includes appointments)	196
Email Responses	364
Total Consultations	1,208
Courtesy Compliance Letters Mailed	13
Warning Letters Mailed	2
Direct Referrals to Legal Service Providers	7
Declaration of Exemption Processed	20
Mediations Held	2
Community Workshop Attendees (Evictions 101 - Tenant Oriented)	25

III. Fee Collection

<i>Monthly Activity</i>	<i>Occurrences</i>
April Revenue Collected (through the week of April 23, 2018)	\$41,724
Total Revenue Collected	\$1,769,251 (60.5% of budgeted)
Invoices Generated	5,010

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II. Filing of Notices

<i>Type of Form</i>	<i>Monthly Submissions</i>
Enrollment	50
Excess Rent Complaint	2
Proof of Excess Rent Refund	10
File a Notice of a Change in Terms of Tenancy	2
File a Rent Increase Notice (for Rent-Controlled Units)	28
File a Notice of Termination of Tenancy	41
<i>Applicable Just Cause for Eviction – Nonpayment of Rent</i>	39
<i>Applicable Just Cause for Eviction – Breach of Lease</i>	1
<i>Applicable Just Cause for Eviction – Nuisance</i>	1
Agent Authorization	8
Petition for Maximum Allowable Rent Increase or Decrease	8
Proof of Permanent Relocation Payment Form	0
Proof of Temporary Relocation Payment Form	0
Unpaid Permanent Relocation Complaint	0
Unpaid Temporary Relocation Complaint	0
Total Form Submissions	149