

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 20, 2018

Final Decision Date Deadline: June 20, 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 May 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:** June 20, 2018

**SUBJECT:** MAY 2018 MONTHLY ACTIVITY REPORT

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### 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](mailto: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	529
Walk-In Consultations (includes appointments)	174
Email Responses	211
<b>Total Consultations</b>	<b>914</b>
Courtesy Compliance Letters Mailed	22
Warning Letters Mailed	3
Direct Referrals to Legal Service Providers	21
Declarations of Exemption Processed	40
Mediations Held	2
Community Workshop Attendees (Tenant 101 in Richmond)	19

#### II. Fee Collection

<i>Monthly Activity</i>	<i>Total</i>
May Revenue Collected	\$36,757.50
Total Revenue Collected through May 30, 2018	\$1,779,983 (61.0% of total)
Invoices Generated	3,115

III. Filing of Notices

<i>Type of Form</i>	<i>Monthly Submissions/ Notices Filed</i>
Enrollment	38
Excess Rent Complaint	3
Proof of Excess Rent Refund	11
Change in Terms of Tenancy Notices Filed	15
Rent Increase Notices Filed	43
Termination Notices Filed	349
<i>Applicable Just Cause for Eviction – Nonpayment of Rent</i>	347
<i>Applicable Just Cause for Eviction – Failure to Give Access</i>	1
<i>Applicable Just Cause for Eviction – Nuisance</i>	1
Agent Authorization	13
Petition for Maximum Allowable Rent Increase or Decrease	11
Proof of Permanent Relocation Payment Form	0
Proof of Temporary Relocation Payment Form	0
Unpaid Permanent Relocation Complaint	0
Unpaid Temporary Relocation Complaint	0
<b>Total Form Submissions/Notices Filed</b>	<b>483</b>