

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 18, 2018

Final Decision Date Deadline: July 18, 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 June 2018 Rent Program Monthly Report - Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

G-3.



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: July 18, 2018

SUBJECT: JUNE 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	821	529	55.2%
Walk-In Consultations (includes appointments)	268	174	54.0%
Email Responses	334	211	58.3%
Total Consultations	1,542	914	68.7%
Courtesy Compliance Letters Mailed	9	22	-59.1%
Warning Letters Mailed	2	3	-33.3%
Direct Referrals to Legal Service Providers	27	21	28.6%
Declarations of Exemption Processed	230	40	475%
Mediations Held	3	2	50%
Community Workshop Attendees (05/12/18 Security Deposits)	28	N/A	N/A
Community Workshop Attendees (06/09/18 Tenant 101)	19	N/A	N/A

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II. Fee Collection

<i>Monthly Activity</i>	<i>Total</i>	<i>Prior Month Total</i>	<i>% Change from Prior Month</i>
Revenue Collected June 1, 2018 - June 30, 2018	\$88,979.25	\$36,757.50	142.1%
Total Revenue Collected through May 30, 2018	\$1,878,419.86 (67.0% of total)	\$1,779,983 (61.0% of total)	5.5%
Invoices Generated	2,277	3,115	-26.9%

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	51	38	34.2%
Excess Rent Complaint	2	3	-33.3%
Proof of Excess Rent Refund	7	11	-36.4%
Change in Terms of Tenancy Notices Filed	19	15	26.7%
Rent Increase Notices Filed	82	43	90.7%
Termination Notices Filed	495	349	41.8%
<i>Applicable Just Cause for Eviction - Nonpayment of Rent</i>	485	347	39.8%
<i>Applicable Just Cause for Eviction - Breach of Lease</i>	6	0	N/A
<i>Applicable Just Cause for Eviction - Nuisance</i>	3	1	200%
<i>Applicable Just Cause for Eviction - Owner Move-In</i>	1	0	N/A
Agent Authorization	9	13	-30.8%
Petition for Maximum Allowable Rent Increase or Decrease	7	11	-36.4%
Proof of Permanent Relocation Payment Form	1	0	N/A
Proof of Temporary Relocation Payment Form	0	0	N/A
Unpaid Permanent Relocation Complaint	2	0	N/A
Unpaid Temporary Relocation Complaint	0	0	N/A
Total Form Submissions/Notices Filed	675	483	39.8%