



Housing Authority of the City of Alameda

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To: Debbie Potter, City of Alameda Community Development Director

From: Claudia Young, Rent & Community Programs Director

Date: September 15, 2016 [Updated data March 16, 2017](#)

Subject: **Alameda Rent Program August 2016 Monthly Report**

Beginning April 2016, the Program Administrator submits this monthly status report under the service agreement with the City of Alameda regarding the Rent Stabilization Ordinance No. 3148.

Outreach

- 27 individuals attended an informational workshop or notice clinic in August
- Staff increased efforts to share information flyers with local organizations, such as the Boys & Girls Club and the Alameda County Family Justice Center
- Staff finalized an educational brochure to be distributed in September
- Staff scheduled four Fair Housing trainings with ECHO for renters and housing providers
- Step-by-step instructions for termination and rent increase notice requirements were translated into four languages

See more details on "Outreach Activities" on Rent Program Data page below.

Rent Increases

RRAC summary for August cases heard at the September 7th RRAC meeting:

- 85 cases filed
 - Average initial rent increase offer: 6.5%
66 of the notices included two rent increase options: 12-month lease below 5% and month-to-month rental agreement above 10%. Offering a higher rate for month-to-month is a common approach of larger properties to incentivize tenants to sign a 12-month lease. When the higher month-to-month rate option is included in the calculation, the average initial rent increase offer is 21.5%.
- 65 cases resolved before RRAC agenda was released (One week prior to RRAC meeting)
- 20 cases on RRAC agenda
- Eight cases resolved before RRAC meeting on September 7
- One case had a review of the 12-month (4.9%) lease option. The RRAC gave a recommendation to reduce the rent increase to 3.6%.
- 11 cases had no action by the RRAC because the tenant was not present at the meeting. The rent increase will become effective as stated in the notice.

- As noted above, this month had a high volume of rent increases because a large property in Alameda served rent increase notices that offered 12-month lease rent increase rates at or below 5% and month-to-month rent increase rates above 10%. Therefore, unless the tenant and landlord came to an agreement, the landlord was required to have the month-to-month option reviewed by the RRAC for all tenants.
 - Staff worked closely with the property managers at this complex to develop an efficient system for processing the high volume of paperwork.
 - Staff contacted tenants at this property through multiple letters, emails, and phone calls to educate them about their rights and confirm the RRAC meeting date for the rent review.
 - While staff had conversations with multiple tenants, only a handful of the tenants submitted the required paperwork to dispute or resolve the rent increase.
 - 71% of rent increases resolved one week prior to the RRAC meeting, when the agenda is posted.
 - 83% of rent increases resolved prior to the RRAC meeting.
 - One tenant attended the RRAC meeting for a review of the rent increase.
 - 11 tenants did not attend the RRAC meeting. Therefore, both options on the rent increase notice are valid. The tenant retains the option to choose the 12-month lease offer or the month-to-month rental agreement offer.
- This month, it was common for initial paperwork from the landlord requesting a rent increase above 5% to include an agreement with the tenant regarding the rent increase.
- Paperwork often needs to be re-submitted as landlords are still learning how to file complete documents as required by the Ordinance. For example, some landlords do not file the notice itself with the paperwork or do not initially demonstrate compliance with section 6-58.65.
- Staff finds that while letters, emails and phone conversations occur with tenants, frequently tenants do not submit requested paperwork for the rent increase review.

The RRAC adopted amended Rules & Procedures at the September 7, 2016 meeting. Members had reviewed initial amendments at the August 1 RRAC meeting and directed staff to incorporate edits and bring the document back to the Committee at the next available meeting. The edits included adjustments to:

- the procedure for scheduling special meetings
- explanation of the Committee's review process
- additional placement of public comment on the agenda
- more specificity on Committee duties and requirements for a member's term of office

Terminations of Tenancy

August valid notice filings: 5

- 4 "No Cause" terminations
 - A property has reached its 25% annual cap on "no cause" terminations

- Staff is in communication with tenants to verify tenants received full amount of entitled relocation assistance
- 1 “Owner Move-in” termination
- Landlords and tenants are strongly encouraged to have any agreement in writing relating to payment of relocation benefits

Capital Improvement Plans (CIP)

August CIP filings: 0

Program Administration

- Staff is working with a consultant to make all required forms available by online submission.
- Due to increased volume in notice filings, inquiries, and education needs, temporary staff will be brought on board in September.

Staffing

Staffing for the month of August:

- 1 Director at 80% time
- 1 Specialist at 100% time
- 1 Specialist at 90% time

Rent Program Data

August 2016

Number of Public Contacts

	August
Estimated Unduplicated	194
Duplicated	439

Rent Increases

* Exempt units are exempt from a binding decision regarding the amount of the rent increase

Rent increase offers

	Non-exempt units	Exempt units
At or below 5%	1	
5.1-10%	5	2
Above 10%	9	2
Dual option: 12-mth - below 5% MTM - above 10%	66	
Total	85	

Average initial rent increase offer: 6.5%

Average initial offer including second optional rate for MTM on 66 notices: 21.5%

Terminations of tenancy

Valid *no fault* termination notices

No Cause	4
Owner Move-In	1
Demolition	
Capital Improvement Plan	
Withdrawal from the rental Market	
Compliance with a governmental order	
Total	5

Cancellation of RRAC hearing

	Non-exempt units	Exempt units
Agreement reached	At or below 5%	33
	5.1-10%	5
	Above 10%	4
	Withdrawn	8
	Postponed	2
Tenant decided to move-out	18	2
Total	73	

Capital Improvement Plans

Applications for CIP

Approved	
Pending	
Denied	
Total	0

RRAC hearing outcomes

August cases filed for
September 7 RRAC mtg.

	Non-exempt units	Exempt units
Agreement reached	At or below 5%	
	5.1-10%	
	Above 10%	
No agreement: RRAC recommendation	At or below 5%	1
	5.1-10%	
	Above 10%	
Tenant did not attend	11	
Total	12	

Petitions & appeals

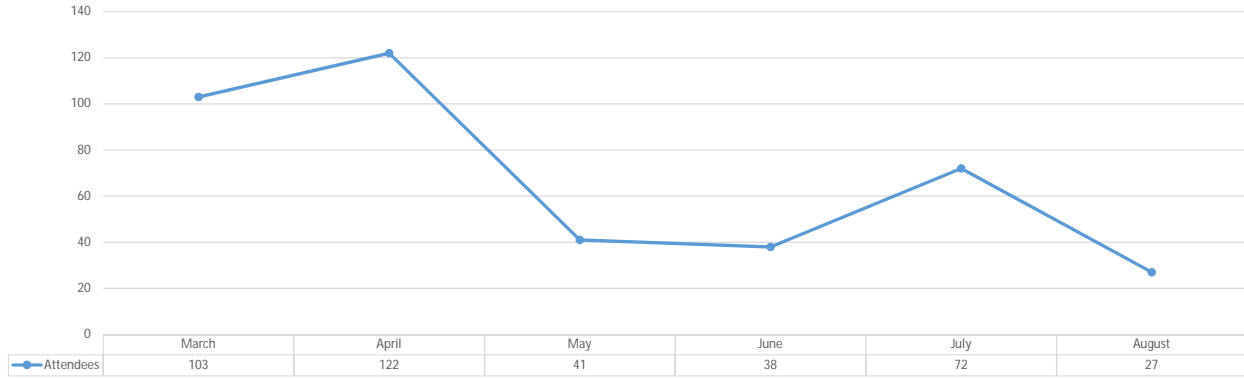
Petitions or appeals on cases heard at
August 1 RRAC mtg.

	Non-exempt units	Exempt units
Petition for Hearing Officer		
Appeal to City Council		
Total	0	0

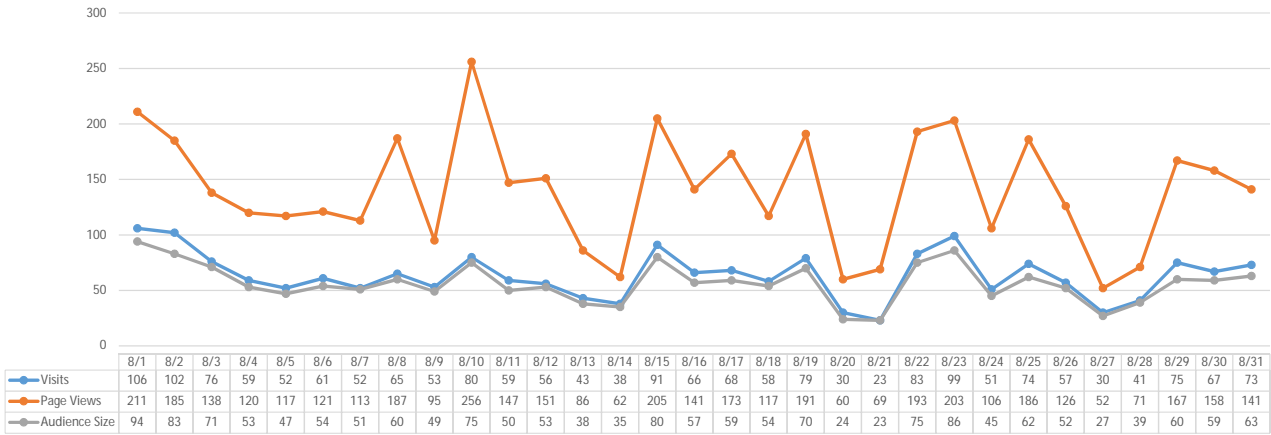
Outreach Activities

	Completed		Scheduled
<ul style="list-style-type: none"> - Notice Clinic announcement on City cable channel; posted 8/2 - Vision Hispana, Notice Clinic ad; 8/20 - Asian Journal, Notice Clinic ad; 8/5 - Landlord Instructions translated in 4 languages; available online - Google ads - AquaTech Swim School, gyms, businesses on Webster Street; shared information flyers - Daily announcements at the Food Bank - Shared information flyers with City Clerk & 1st floor of City Hall (Community & Economic Development Office) - Boys & Girls Club, shared information flyers; included flyers in Back-to-School backpack drive - Shared informal flyers with all 12 Park & Recreation sites - Legal Assistance for Seniors, shared information flyers - Alameda County Family Justice shared email announcement & information flyers with partner organizations 		<ul style="list-style-type: none"> - EBRHA presenter at monthly workshops; 9/21 - EBRHA Notice Clinic announcement in September issue - EBRHA Fair Housing training announcement in October issue - EBRHA EXPO, 9/28 - AUSD; school newsletters informational announcement - AUSD; distribute information flyers at campuses - Alameda Libraries; information flyers distributed to libraries - Fair Housing Training; ads and flyer distribution - Informational Brochure; completed and distributed 	

Workshop & Clinic Attendance

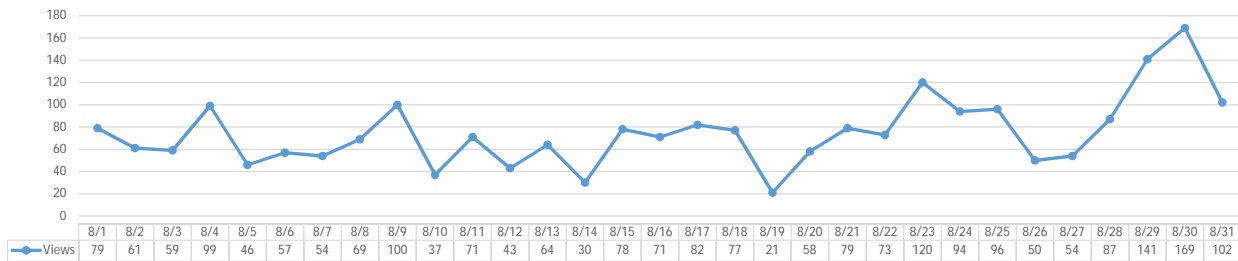


Website Traffic



Google Ads

Ad Views



Ad Clicks

