

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 21, 2021

Final Decision Date Deadline: April 21, 2021

STATEMENT OF THE ISSUE: The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a quantitative summary of the Rent Program's activities for the month and fiscal year-to-date.

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

- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing Regulation Other:
- Contract/Agreement Rent Board As Whole
- Grant Application/Acceptance Claims Filed Against City of Richmond
- Resolution Video/PowerPoint Presentation (contact KCRT @ 620.6759)

RECOMMENDED ACTION: RECEIVE the Fiscal Year 2020-21 Monthly Activity Report through March 2021 - Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

K-1.

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**Rent Program
FY2020-21 Monthly Activity Report**

ITEM K-1

	A	B	C	D	E	F	G	H	I	J	N
1		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	
2		MTD ACTUAL	YTD TOTAL								
3	Public Information & Enrollment Unit										
5	Rent/Eviction Counseling Appointments By Phone	197	195	224	249	191	176	218	185	221	1,856
6	Rent/Eviction Counseling Questions Addressed By Email	308	341	135	434	363	242	194	155	166	2,338
7	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	505	536	359	683	554	418	412	340	387	4,194
8	Rent/Eviction Counseling Sessions Conducted in Spanish	105	155	135	217	155	105	157	131	155	1,315
12	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	105	155	135	217	155	105	157	131	155	1,315
13	Legal Service Referrals	9	5	15	26	13	7	9	11	9	104
14	Mediations Conducted	-	-	-	-	-	-	2	3	1	6
15	Assists from Front Office Staff	123	217	172	123	212	179	212	216	66	1,520
16	Courtesy Compliance Letters Sent	78	62	8	50	12	27	24	11	2	274
17	Community Workshop Attendees	38	40	11	12	39	-	-	127	1	268
18	Hard Copy Rent Increase Notices Processed	8	62	22	6	3	5	-	-	-	106
19	Hard Copy Termination of Tenancy Notices Processed	1	-	26	9	3	2	6	-	11	58
20	TOTAL HARD COPY NOTICES PROCESSED	9	62	48	15	6	7	6	-	11	164
22	Billing/Enrollment/Registration Counseling Appointments By Phone	19	119	76	41	22	32	15	14	44	382
23	Billing/Enrollment/Registration Counseling Questions Addressed By Email	62	152	73	28	20	71	81	27	25	539
24	TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	81	271	149	69	42	103	96	41	69	921
25	Enrollment/Tenancy Registration Packets Mailed	13	108	4	21	-	4	4	55	120	329
26	Enrollment Forms Processed	16	19	9	5	1	8	13	12	15	98
27	Rental Housing Fee Invoices Generated	175	10,751	672	55	8	247	27	154	207	12,296
28	Checks Processed	8	148	1,084	142	46	8	21	20	20	1,497
29	Checks Returned	1	1	3	5	4	2	2	2	1	21
30	Rental Units Discovered Not in Database	3	-	-	1	-	-	-	18	-	22
31	Property Information Updated	20	6	55	13	9	9	-	40	8	160
32	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	135	53	-	15	32	-	194	37	233	699
33	Applications for Administrative Determination of Exempt/Inapplicable Status Received	1	16	20	4	2	4	4	2	2	55
34	Administrative Determination of Exempt/Inapplicable Status Issued	-	-	4	2	1	4	2	-	3	16
35	Declarations of Exemption Processed	-	-	7	-	4	-	7	13	6	37
36	LEGAL UNIT										-
37	Public Records Act Requests Received	1	2	-	4	3	2	1	3	1	17
38	Owner Move-In Eviction Termination of Tenancy Notices Reviewed	1	-	-	2	1	2	1	2	1	10
39	Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	-	-	-	-	1	-	-	2	3
40	Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	1	1
41	Appeal Hearings Held	-	-	-	-	1	-	-	1	-	2

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FY2020-21 Monthly Activity Report**

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1		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	
2		MTD ACTUAL	YTD TOTAL								
42	HEARINGS UNIT										-
43	Consultations with Hearings Unit Coordinator In Person	-	-	-	-	-	-	-	-	-	-
45	Consultations with Hearings Unit Coordinator By Phone	21	10	22	17	9	7	9	8	7	110
46	Hearings-Related Questions Addressed by Email	73	53	59	34	35	38	31	27	20	370
47	TOTAL HEARINGS-RELATED CONSULTATIONS	94	63	81	51	44	45	40	35	27	480
48	MNOI Petitions Received (Attachment A)	1	-	-	1	1	-	-	-	-	3
51	Restoration of Denied AGA Petitions Received (Attachment D)	1	-	-	-	-	-	-	-	-	1
53	Landlord Petition to Determine Exempt Status Received	-	-	1	1	-	2	1	-	-	5
54	TOTAL LANDLORD PETITIONS RECEIVED	2	-	1	2	1	2	1	-	-	9
55	Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	1	2	-	-	-	-	-	-	3
56	Decrease in Space/Services or Habitability Petitions Received (Attachment B)	1	-	-	-	1	1	-	-	-	3
58	Tenant Petition Based on Multiple Grounds	-	-	-	-	1	-	1	1	-	3
60	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	1	1	-	-	2	-	1	1	-	6
61	TOTAL TENANT PETITIONS RECEIVED	2	2	2	-	4	1	2	2	-	15
65	Request for a Continuance of the Hearing Process	-	-	-	3	-	-	1	-	1	5
66	Subpoena(s)	-	-	1	-	-	-	-	-	2	3
67	TOTAL OTHER PETITIONS RECEIVED	-	-	1	3	-	-	1	-	3	8
68	Decisions Ordered	-	3	-	1	-	1	1	-	1	7
69	Cases Settled	2	4	1	1	1	1	4	1	-	15
70	Cases Dismissed	-	-	-	1	1	-	1	-	-	3
71	Petitions Withdrawn	-	1	-	-	-	-	2	-	1	4
72	TOTAL CASES CLOSED	2	8	1	3	2	2	8	1	2	29
73	Appeals Received	-	-	1	-	1	1	1	-	-	4
74	Total Open Cases (Tenant Petitions)	18	14	12	10	10	11	5	1	6	87
75	Total Open Cases (Landlord Petitions)	3	4	4	4	2	2	2	-	1	22
76	Total Open Cases (Other Petitions)	1	-	-	-	-	-	-	-	-	1
77	TOTAL OPEN CASES	22	18	16	14	12	13	7	6	7	7
78	Form Submissions										-
79	Agent Authorization	-	-	-	-	-	1	-	-	1	2
80	Proof of Excess Rent Refund	-	-	-	-	-	-	-	1	-	1
81	Proof of Permanent Relocation Payment	-	-	-	-	-	1	1	2	1	5
83	Change in Terms of Tenancy	-	2	25	39	-	-	1	2	2	71
84	TOTAL RENT INCREASE NOTICES FILED	58	28	59	46	49	92	125	48	13	518
85	Termination of Tenancy - Nonpayment of Rent	-	-	5	111	8	65	28	104	44	365
86	Termination of Tenancy - Breach of Lease	9	1	1	8	5	3	9	4	6	46
87	Termination of Tenancy - Failure to Give Access	-	-	2	-	-	-	-	-	-	2
88	Termination of Tenancy - Nuisance	8	1	-	6	3	1	10	-	5	34
89	Termination of Tenancy - Withdrawal from the Rental Market	-	-	-	-	-	-	1	-	-	1
90	Termination of Tenancy - Owner Move-In	1	-	-	3	1	1	2	3	2	13
91	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	1	1
92	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	1	1
93	TOTAL TERMINATION OF TENANCY NOTICES FILED	18	2	8	128	17	70	50	111	59	463