

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 19, 2021

Final Decision Date Deadline: May 19, 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

- |   |  |  |
|---|--|--|
| <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 Fiscal Year 2020-21 Monthly Activity Report through April 2021 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-2.**

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

**ITEM F-2**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	June-2021	
		MTD ACTUAL	YTD TOTAL											
3	<b>Public Information &amp; Enrollment Unit</b>													
5	Rent/Eviction Counseling Appointments By Phone	197	195	224	249	191	176	218	185	221	269			2,125
6	Rent/Eviction Counseling Questions Addressed By Email	308	341	135	434	363	242	194	155	166	203			2,541
7	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>	<b>505</b>	<b>536</b>	<b>359</b>	<b>683</b>	<b>554</b>	<b>418</b>	<b>412</b>	<b>340</b>	<b>387</b>	<b>472</b>	-	-	<b>4,666</b>
8	Rent/Eviction Counseling Sessions Conducted in Spanish	105	155	135	217	155	105	157	131	155	155			1,470
12	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH</b>	<b>105</b>	<b>155</b>	<b>135</b>	<b>217</b>	<b>155</b>	<b>105</b>	<b>157</b>	<b>131</b>	<b>155</b>	<b>155</b>	-	-	<b>1,470</b>
13	Legal Service Referrals	9	5	15	26	13	7	9	11	9	7			111
14	Mediations Conducted	-	-	-	-	-	-	2	3	1	-			6
15	Assists from Front Office Staff	123	217	172	123	212	179	212	216	66	212			1,732
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	31			299
18	Hard Copy Rent Increase Notices Processed	8	62	22	6	3	5	-	-	-	4			110
19	Hard Copy Termination of Tenancy Notices Processed	1	-	26	9	3	2	6	-	11	62			120
20	<b>TOTAL HARD COPY NOTICES PROCESSED</b>	<b>9</b>	<b>62</b>	<b>48</b>	<b>15</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>-</b>	<b>11</b>	<b>66</b>	-	-	<b>230</b>
22	Billing/Enrollment/Registration Counseling Appointments By Phone	19	119	76	41	22	32	15	14	44	80			462
23	Billing/Enrollment/Registration Counseling Questions Addressed By Email	62	152	73	28	20	71	81	27	25	94			633
24	<b>TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>	<b>81</b>	<b>271</b>	<b>149</b>	<b>69</b>	<b>42</b>	<b>103</b>	<b>96</b>	<b>41</b>	<b>69</b>	<b>174</b>	-	-	<b>1,095</b>
25	Enrollment/Tenancy Registration Packets Mailed	13	108	4	21	-	4	4	55	120	12			341
26	Enrollment Forms Processed	16	19	9	5	1	8	13	12	15	10			108
27	Rental Housing Fee Invoices Generated	175	10,751	672	55	8	247	27	154	207	4,427			16,723
28	Checks Processed	8	148	1,084	142	46	8	21	20	20	23			1,520
29	Checks Returned	1	1	3	5	4	2	2	2	1	2			23
30	Rental Units Discovered Not in Database	3	-	-	1	-	-	-	18	-	1			23
31	Property Information Updated	20	6	55	13	9	9	-	40	8	7			167
32	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	135	53	-	15	32	-	194	37	233	194			893
33	Applications for Administrative Determination of Exempt/Inapplicable Status Received	1	16	20	4	2	4	4	2	2	1			56
34	Administrative Determination of Exempt/Inapplicable Status Issued	-	-	4	2	1	4	2	-	3	4			20
35	Declarations of Exemption Processed	-	-	7	-	4	-	7	13	6	23			60
36	<b>LEGAL UNIT</b>													-
37	Public Records Act Requests Received	1	2	-	4	3	2	1	3	1	1			18
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
42	<b>HEARINGS UNIT</b>													-
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	2			112
46	Hearings-Related Questions Addressed by Email	73	53	59	34	35	38	31	27	20	15			385
47	<b>TOTAL HEARINGS-RELATED CONSULTATIONS</b>	<b>94</b>	<b>63</b>	<b>81</b>	<b>51</b>	<b>44</b>	<b>45</b>	<b>40</b>	<b>35</b>	<b>27</b>	<b>17</b>	-	-	<b>497</b>
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	<b>TOTAL LANDLORD PETITIONS RECEIVED</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-	<b>9</b>
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	-	-	-	2			5
58	Tenant Petition Based on Multiple Grounds	-	-	-	-	1	-	1	1	-	1			4
60	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	1	1	-	-	2	-	1	1	-	-			6
61	<b>TOTAL TENANT PETITIONS RECEIVED</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>3</b>	-	-	<b>18</b>

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

**ITEM F-2**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	June-2021	
2		MTD ACTUAL	YTD TOTAL											
65	Request for a Continuance of the Hearing Process	-	-	-	3	-	-	1	-	1	1			6
66	Subpoena(s)	-	-	1	-	-	-	-	-	2	-			3
67	<b>TOTAL OTHER PETITIONS RECEIVED</b>	-	-	1	3	-	-	1	-	3	1	-	-	9
68	Decisions Ordered	-	3	-	1	-	1	1	-	1	-			7
69	Cases Settled	2	4	1	1	1	1	4	1	-	1			16
70	Cases Dismissed	-	-	-	1	1	-	1	-	-	-			3
71	Petitions Withdrawn	-	1	-	-	-	-	2	-	1	-			4
72	<b>TOTAL CASES CLOSED</b>	2	8	1	3	2	2	8	1	2	1	-	-	30
73	Appeals Received	-	-	1	-	1	1	1	-	-	-			4
74	Total Open Cases (Tenant Petitions)	18	14	12	10	10	11	5	1	6	5			92
75	Total Open Cases (Landlord Petitions)	3	4	4	4	2	2	2	-	1	-			22
76	Total Open Cases (Other Petitions)	1	-	-	-	-	-	-	-	-	-			1
77	<b>TOTAL OPEN CASES</b>	22	18	16	14	12	13	7	6	7	5	-	-	7
78	<b>Form Submissions</b>													-
79	Agent Authorization	-	-	-	-	-	1	-	-	1	-			2
80	Proof of Excess Rent Refund	-	-	-	-	-	-	-	1	-	3			4
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	<b>TOTAL RENT INCREASE NOTICES FILED</b>	58	28	59	46	49	92	125	48	13	8			526
85	Termination of Tenancy - Nonpayment of Rent	-	-	5	111	8	65	28	104	44	29			394
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	1			35
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	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	18	2	8	128	17	70	50	111	59	30	-	-	493