

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 16, 2021

Final Decision Date Deadline: June 16, 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 May 2021 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-3.

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

ITEM F-3

	A	B	C	D	E	F	G	H	I	J	K	L	N
		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	
		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	269	139	2,264
6	Rent/Eviction Counseling Questions Addressed By Email	308	341	135	434	363	242	194	155	166	203	123	2,664
7	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	505	536	359	683	554	418	412	340	387	472	262	4,928
8	Rent/Eviction Counseling Sessions Conducted in Spanish	105	155	135	217	155	105	157	131	155	155	35	1,505
12	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	105	155	135	217	155	105	157	131	155	155	35	1,505
13	Legal Service Referrals	9	5	15	26	13	7	9	11	9	7	7	118
14	Written Legal Referrals												-
15	Verbal Legal Referrals												-
16	Mediations Conducted	-	-	-	-	-	-	2	3	1	-	2	8
17	Assists from Front Office Staff	123	217	172	123	212	179	212	216	66	212	187	1,919
18	Courtesy Compliance Letters Sent	78	62	8	50	12	27	24	11	2	-	5	279
19	Community Workshop Attendees	38	40	11	12	39	-	-	127	1	31	15	314
20	Hard Copy Rent Increase Notices Processed	8	62	22	6	3	5	-	-	-	4	-	110
21	Hard Copy Termination of Tenancy Notices Processed	1	-	26	9	3	2	6	-	11	62	41	161
22	TOTAL HARD COPY NOTICES PROCESSED	9	62	48	15	6	7	6	-	11	66	41	271
24	Billing/Enrollment/Registration Counseling Appointments By Phone	19	119	76	41	22	32	15	14	44	80	93	555
25	Billing/Enrollment/Registration Counseling Questions Addressed By Email	62	152	73	28	20	71	81	27	25	94	105	738
26	TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	81	271	149	69	42	103	96	41	69	174	198	1,293
27	Enrollment/Tenancy Registration Packets Mailed	13	108	4	21	-	4	4	55	120	12	42	383
28	Enrollment Forms Processed	16	19	9	5	1	8	13	12	15	10	9	117
29	Rental Housing Fee Invoices Generated	175	10,751	672	55	8	247	27	154	207	4,427	33	16,756
30	Checks Processed	8	148	1,084	142	46	8	21	20	20	23	70	1,590
31	Checks Returned	1	1	3	5	4	2	2	2	1	2	1	24
32	Rental Units Discovered Not in Database	3	-	-	1	-	-	-	18	-	1	5	28
33	Property Information Updated	20	6	55	13	9	9	-	40	8	7	14	181
34	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	135	53	-	15	32	-	194	37	233	194	236	1,129
35	Applications for Administrative Determination of Exempt/Inapplicable Status Received	1	16	20	4	2	4	4	2	2	1	3	59
36	Administrative Determination of Exempt/Inapplicable Status Issued	-	-	4	2	1	4	2	-	3	4	1	21
37	Declarations of Exemption Processed	-	-	7	-	4	-	7	13	6	23	4	64
38	LEGAL UNIT												-
39	Public Records Act Requests Received	1	2	-	4	3	2	1	3	1	1	-	18
40	Owner Move-In Eviction Termination of Tenancy Notices Reviewed	1	-	-	2	1	2	1	2	1	-	-	10
41	Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	-	-	-	-	1	-	-	2	-	1	4
42	Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	1	-	-	1
43	Appeal Hearings Held	-	-	-	-	1	-	-	1	-	-	-	2
44	HEARINGS UNIT												-
45	Consultations with Hearings Unit Coordinator In Person	-	-	-	-	-	-	-	-	-	-	-	-
47	Consultations with Hearings Unit Coordinator By Phone	21	10	22	17	9	7	9	8	7	2	5	117
48	Hearings-Related Questions Addressed by Email	73	53	59	34	35	38	31	27	20	15	13	398
49	TOTAL HEARINGS-RELATED CONSULTATIONS	94	63	81	51	44	45	40	35	27	17	18	515
50	MNOI Petitions Received (Attachment A)	1	-	-	1	1	-	-	-	-	-	-	3
53	Restoration of Denied AGA Petitions Received (Attachment D)	1	-	-	-	-	-	-	-	-	-	-	1
55	Landlord Petition to Determine Exempt Status Received	-	-	1	1	-	2	1	-	-	-	-	5
56	TOTAL LANDLORD PETITIONS RECEIVED	2	-	1	2	1	2	1	-	-	-	-	9

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

ITEM F-3

	A	B	C	D	E	F	G	H	I	J	K	L	N
1		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	
2		MTD ACTUAL	YTD TOTAL										
57	Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	1	2	-	-	-	-	-	-	-	-	3
58	Decrease in Space/Services or Habitability Petitions Received (Attachment B)	1	-	-	-	1	1	-	-	-	2	-	5
60	Tenant Petition Based on Multiple Grounds	-	-	-	-	1	-	1	1	-	1	2	6
62	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	1	1	-	-	2	-	1	1	-	-	-	6
63	TOTAL TENANT PETITIONS RECEIVED	2	2	2	-	4	1	2	2	-	3	2	20
67	Request for a Continuance of the Hearing Process	-	-	-	3	-	-	1	-	1	1	-	6
68	Subpoena(s)	-	-	1	-	-	-	-	-	2	-	-	3
69	TOTAL OTHER PETITIONS RECEIVED	-	-	1	3	-	-	1	-	3	1	-	9
70	Decisions Ordered	-	3	-	1	-	1	1	-	1	-	1	8
71	Cases Settled	2	4	1	1	1	1	4	1	-	1	-	16
72	Cases Dismissed	-	-	-	1	1	-	1	-	-	-	-	3
73	Petitions Withdrawn	-	1	-	-	-	-	2	-	1	-	-	4
74	TOTAL CASES CLOSED	2	8	1	3	2	2	8	1	2	1	1	31
75	Appeals Received	-	-	1	-	1	1	1	-	-	-	-	4
76	Total Open Cases (Tenant Petitions)	18	14	12	10	10	11	5	1	6	5	5	97
77	Total Open Cases (Landlord Petitions)	3	4	4	4	2	2	2	-	1	-	-	22
78	Total Open Cases (Other Petitions)	1	-	-	-	-	-	-	-	-	-	-	1
79	TOTAL OPEN CASES	22	18	16	14	12	13	7	6	7	5	5	125
80	Form Submissions												-
81	Agent Authorization	-	-	-	-	-	1	-	-	1	-	-	2
82	Proof of Excess Rent Refund	-	-	-	-	-	-	-	1	-	3	-	4
83	Proof of Permanent Relocation Payment	-	-	-	-	-	1	1	2	1	-	-	5
85	Change in Terms of Tenancy	-	2	25	39	-	-	1	2	2	-	2	73
86	TOTAL RENT INCREASE NOTICES FILED	58	28	59	46	49	92	125	48	13	8	46	572
87	Termination of Tenancy - Nonpayment of Rent	-	-	5	111	8	65	28	104	44	29	46	440
88	Termination of Tenancy - Breach of Lease	9	1	1	8	5	3	9	4	6	-	-	46
89	Termination of Tenancy - Failure to Give Access	-	-	2	-	-	-	-	-	-	-	-	2
90	Termination of Tenancy - Nuisance	8	1	-	6	3	1	10	-	5	1	2	37
91	Termination of Tenancy - Withdrawal from the Rental Market	-	-	-	-	-	-	1	-	-	-	-	1
92	Termination of Tenancy - Owner Move-In	1	-	-	3	1	1	2	3	2	-	-	13
93	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	1	-	-	1
94	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	1	-	-	1
95	TOTAL TERMINATION OF TENANCY NOTICES FILED	18	2	8	128	17	70	50	111	59	30	48	541