

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 15, 2021

Final Decision Date Deadline: September 15, 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 2021-22 Monthly Activity Report through August 2021 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

This page intentionally left blank

Rent Program FY2021-22 Monthly Activity Report			
	Jul-21	Aug-21	
	MTD ACTUAL	MTD ACTUAL	YTD TOTAL
Public Information & Enrollment Unit			
Rent/Eviction Counseling Appointments In-Person			-
Rent/Eviction Counseling Appointments By Phone	209	208	2,860
Rent/Eviction Counseling Appointments By Walk-ins	71	102	83
Rent/Eviction Counseling Questions Addressed By Email	212	176	3,234
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	492	486	5,793
Rent/Eviction Counseling Sessions Conducted in Spanish			1,505
Rent/Eviction Counseling Sessions Conducted in Mandarin			-
Rent/Eviction Counseling Sessions Conducted in Cantonese			-
Rent/Eviction Counseling Sessions Conducted in Another Language	45	55	115
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	45	55	1,565
Legal Service Referrals	15	18	156
Written Legal Referrals	-		-
Verbal Legal Referrals	-		-
Mediations Conducted	2		11
Assists from Front Office Staff	266	133	2,533
Courtesy Compliance Letters Sent	15		297
Community Workshop Attendees	1		317
Hard Copy Rent Increase Notices Processed	7	27	146
Hard Copy Termination of Tenancy Notices Processed	5	46	509
TOTAL HARD COPY NOTICES PROCESSED	12		302
Billing/Enrollment/Registration Counseling Appointments In-Person	7	4	11
Billing/Enrollment/Registration Counseling Appointments By Phone	83	68	762
Billing/Enrollment/Registration Counseling Questions Addressed By Email	131	49	1,023
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	214	117	1,668
Enrollment/Tenancy Registration Packets Mailed	77	5	470
Enrollment Forms Processed	31	12	164
Rental Housing Fee Invoices Generated	4,729	124	33,903
Checks Processed	881	650	3,166
Checks Returned	2	2	28
Rental Units Discovered Not in Database	1	3	40
Property Information Updated	153	58	431
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	-		1,134
Applications for Administrative Determination of Exempt/Inapplicable Status Received	8	5	75
Administrative Determination of Exempt/Inapplicable Status Issued	-	1	25
Declarations of Exemption Processed	4	12	90
LEGAL UNIT			
Public Records Act Requests Received	1	1	22
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	-	-	11
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	2	-	7
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	1
Appeal Hearings Held	-	-	3

HEARINGS UNIT			
Consultations with Hearings Unit Coordinator In Person			-
DUES & PUB/Subscription	-	-	-
Consultations with Hearings Unit Coordinator By Phone	3	6	126
Hearings-Related Questions Addressed by Email	17	12	445
TOTAL HEARINGS-RELATED CONSULTATIONS	20	18	553
MNOI Petitions Received (Attachment A)			3
Increase in Occupants Petitions Received (Attachment B)			-
Increase in Space or Services Petitions Received (Attachment C)	-		1
Restoration of Denied AGA Petitions Received (Attachment D)			1
Landlord Individual Rent Adjustment Petitions Received	1	2	3
Landlord Petition to Determine Exempt Status Received	-		5
TOTAL LANDLORD PETITIONS RECEIVED	1	2	10
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	2	5
Decrease in Space/Services or Habitability Petitions Received (Attachment B)		3	5
Reduction in Number of Tenants Petitions Received (Attachment C)	-		-
Tenant Petition Based on Multiple Grounds			6
Tenant Petition for Rent Withholding Petitions Received	-		-
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-		6
TOTAL TENANT PETITIONS RECEIVED	-		20
Petition for Determination of Occupancy Status			-
Petition for Initial Rent Determination			-
Request to Expedite Hearing Process	-		-
Request for a Continuance of the Hearing Process	-		6
Subpoena(s)	-		3
TOTAL OTHER PETITIONS RECEIVED	-		9
Decisions Ordered	1		9
Cases Settled	-		16
Cases Dismissed	1	2	6
Petitions Withdrawn	2	1	7
TOTAL CASES CLOSED	4	3	35
Appeals Received	-	1	5
Total Open Cases (Tenant Petitions)	2	3	105
Total Open Cases (Landlord Petitions)	2	3	27
Total Open Cases (Other Petitions)	-		1
TOTAL OPEN CASES	4	6	132
Form Submissions			
Agent Authorization		-	3
Proof of Excess Rent Refund	-	-	4
Proof of Permanent Relocation Payment			5
Proof of Temporary Relocation Payment	-	-	-
Change in Terms of Tenancy	1	-	75
TOTAL RENT INCREASE NOTICES FILED	69	69	690
Termination of Tenancy - Nonpayment of Rent	1	12	456
Termination of Tenancy - Breach of Lease	3	3	55
Termination of Tenancy - Failure to Give Access	-	-	2
Termination of Tenancy - Nuisance	-	2	40
Termination of Tenancy - Withdrawal from the Rental Market	2		3
Termination of Tenancy - Owner Move-In	-		14
Termination of Tenancy - Substantial Repairs	-		1
Termination of Tenancy - Temporary Tenancy	-		1
TOTAL TERMINATION OF TENANCY NOTICES FILED	6	17	572