

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 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 September 2021 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

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RENT PROGRAM FY 2021-22 ACTIVITY REPORT				
	Jul-21	Aug-21	Sep-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	160	577
Rent/Eviction Counseling Appointments By Walk-ins	71	102	65	238
Rent/Eviction Counseling Questions Addressed By Email	212	176	89	477
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	492	486	314	1,292
Rent/Eviction Counseling Sessions Conducted in Spanish	-	-	52	52
Rent/Eviction Counseling Sessions Conducted in Mandarin	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Cantonese	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Another Language	45	55	-	100
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	45	55	52	152
Legal Service Referrals	15	18	8	41
Written Legal Referrals	-	-	-	-
Verbal Legal Referrals	-	-	-	-
Mediations Conducted	2	-	-	2
Assists from Front Office Staff	266	133	-	399
Courtesy Compliance Letters Sent	15	-	4	19
Community Workshop Attendees	1	-	32	33
Hard Copy Rent Increase Notices Processed	7	27	12	46
Hard Copy Termination of Tenancy Notices Processed	5	46	9	60
TOTAL HARD COPY NOTICES PROCESSED	12	73	21	106
Billing/Enrollment/Registration Counseling Appointments In-Person	7	4	-	11
Billing/Enrollment/Registration Counseling Appointments By Phone	83	68	51	202
Billing/Enrollment/Registration Counseling Questions Addressed By Email	131	49	29	209
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	221	121	80	422
Enrollment/Tenancy Registration Packets Mailed	77	5	32	114
Enrollment Forms Processed	31	12	10	53
Rental Housing Fee Invoices Generated	4,729	124	78	4,931
Checks Processed	881	650	29	1,560
Checks Returned	2	2	4	8
Rental Units Discovered Not in Database	1	3	2	6
Property Information Updated	153	58	21	232
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	-	-	-	-
Applications for Administrative Determination of Exempt/Inapplicable Status Received	8	5	-	13
Administrative Determination of Exempt/Inapplicable Status Issued	-	1	-	1
Declarations of Exemption Processed	4	12	-	16
LEGAL UNIT				
Public Records Act Requests Received	1	1	2	4
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	-	-	1	1
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	2	-	1	3
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-

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Appeal Hearings Held	-	-	-	-
HEARINGS UNIT				
Consultations with Hearings Unit Coordinator In Person	-	-	-	-
DUES & PUB/Subscription	-	-	-	-
Consultations with Hearings Unit Coordinator By Phone	3	6	3	12
Hearings-Related Questions Addressed by Email	17	12	20	49
TOTAL HEARINGS-RELATED CONSULTATIONS	20	18	23	61
MNOI Petitions Received (Attachment A)	-	-	-	-
Increase in Occupants Petitions Received (Attachment B)	-	-	-	-
Increase in Space or Services Petitions Received (Attachment C)	-	-	-	-
Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-
Landlord Individual Rent Adjustment Petitions Received	1	2	-	3
Landlord Petition to Determine Exempt Status Received	-	-	-	-
TOTAL LANDLORD PETITIONS RECEIVED	1	2	-	3
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	2	-	2
Decrease in Space/Services or Habitability Petitions Received (Attachment B)	-	3	-	3
Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-
Tenant Petition Based on Multiple Grounds	-	-	-	-
Tenant Petition for Rent Withholding Petitions Received	-	-	-	-
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	-	-	-
TOTAL TENANT PETITIONS RECEIVED	-	-	-	-
Petition for Determination of Occupancy Status	-	-	-	-
Petition for Initial Rent Determination	-	-	-	-
Request to Expedite Hearing Process	-	-	-	-
Request for a Continuance of the Hearing Process	-	-	-	-
Subpoena(s)	-	-	-	-
TOTAL OTHER PETITIONS RECEIVED	-	-	-	-
Decisions Ordered	1	-	-	1
Cases Settled	-	-	-	-
Cases Dismissed	1	2	-	3
Petitions Withdrawn	2	1	2	5
TOTAL CASES CLOSED	4	3	2	9
Appeals Received	-	1	-	1
Total Open Cases (Tenant Petitions)	2	3	6	11
Total Open Cases (Landlord Petitions)	2	3	1	6
Total Open Cases (Other Petitions)	-	-	-	-
TOTAL OPEN CASES	4	6	7	17
Form Submissions				
Agent Authorization	-	-	-	-
Proof of Excess Rent Refund	-	-	-	-
Proof of Permanent Relocation Payment	-	-	1	1
Proof of Temporary Relocation Payment	-	-	-	-
Change in Terms of Tenancy	1	-	2	3
TOTAL RENT INCREASE NOTICES FILED	69	69	79	217
Termination of Tenancy - Nonpayment of Rent	1	12	31	44
Termination of Tenancy - Breach of Lease	3	3	10	16
Termination of Tenancy - Failure to Give Access	-	-	-	-
Termination of Tenancy - Nuisance	-	2	2	4
Termination of Tenancy - Withdrawal from the Rental Market	2	-	1	3
Termination of Tenancy - Owner Move-In	-	-	-	-
Termination of Tenancy - Substantial Repairs	-	-	-	-
Termination of Tenancy - Temporary Tenancy	-	-	2	2
TOTAL TERMINATION OF TENANCY NOTICES FILED	6	17	46	69