



PROPOSED RENT BOARD REGULATION 425:

WAIVER OF DELINQUENT RESIDENTIAL HOUSING FEE ASSESSMENT

REGULAR MEETING OF THE RICHMOND RENT BOARD

NOVEMBER 17, 2021

NICOLAS TRAYLOR-EXECUTIVE DIRECTOR

ITEM H-1

2 STATEMENT OF THE ISSUE

At the September 15, 2021, Regular Meeting of the Richmond Rent Board, Rent Program staff presented an overview of the existing internal late fee waiver policy, seeking feedback from the Board regarding the creation of a Board approved late fee waiver Regulation. After receiving feedback from the Rent Board, staff members are now presenting Rent Board Regulation 425 to the Rent Board for adoption. Regulation 425 is aimed at clarifying and simplifying the current Late Fee waiver process, while simultaneously ensuring proper levels of Rent Board transparency and oversight.

3

FISCAL IMPACT

There may be an impact related to staff time in adding an additional layered process to the waiver of Late Fees. Additionally, as Late Fee payments are reported in the Rent Board's overall revenue, waiver of any assessed Late Fee would necessarily have an impact on overall revenue.

4

BACKGROUND: AUTONOMY OF THE RENT BOARD

- ❑ Section 11.100.060(m) of the Rent Ordinance establishes both the integrity and autonomy of the Rent Board by mandating that the Rent Board “be an integral part of the government of the City [of Richmond],” and “exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board.”
- ❑ The Rent Ordinance further vests the Rent Board with the sole power to oversee and adopt its own budget, while establishing that “the City Council and the City Manager shall have no authority to oversee, supervise, or approve this budget.”
- ❑ The Rent Program budget is comprised only of reasonable and necessary expenses to achieve the purpose of the Rent Ordinance and is currently funded in whole by the Rental Housing Fee charged to all Landlords in an amount deemed necessary and reasonable by the Rent Board and approved by the City Council.

5 BACKGROUND: AUTONOMY OF THE RENT BOARD AND WAIVER OF LATE FEES

Since its inception, the Rent Program has waived \$142,644.40 in late fees through its administrative waiver process. \$25,682 in late fees were waived prior to the pandemic and \$116,962 in late fees were waived during the COVID-19 pandemic.

Because the Rent Board has full authority over the Rent Program budget/spending (fees collected and/or waived), and in the interest of public transparency, staff recommend that all late waiver approvals and/or denials be subject to Rent Board approval.

6

BACKGROUND: WAIVER OF LATE FEES POLICY

Since 2017, the Rent Program has sent out Rental Housing Fee invoices to all Richmond Landlords on an annual basis. In its efforts to collect the fees, staff members have encountered some of the following issues concerning Landlords' nonpayment of the fees:

- ❑ The Rent Program regularly discovers Rental Units that have not been enrolled since the inception of the Program or that have changed status from non-rented to rented over the years, without informing the Rent Program.
- ❑ Some Landlords claim to not have received an invoice because of a billing, mailing or clerical error. In those cases, late fees were either waved in full or in part.
- ❑ Finally, some owners assert a financial hardship, health issues, or other reasonable basis for not paying the Rental Housing Fee on time.
- ❑ There have only been a few circumstances where Landlords were late for more than one fiscal year and requested a late fee waiver.
- ❑ Given these various circumstances surrounding nonpayment of the fees, the Rent Program adopted an internal policy regarding assessing late fees. Under the current internal policy, the Executive Director or his/her designee may waive all or some of the late fees based on the criteria described above and listed in Request for Late Fee Waiver form.

7 BACKGROUND: CURRENT WAIVER POLICY LACKS RENT BOARD APPROVAL AND/OR OVERSIGHT

- ❑ The current Rent Program internal policy lacks a requirement of Rent Board approval, and/or Rent Board oversight.
- ❑ To ensure the appropriate level of Rent Board oversight and public accountability, staff members are seeking direction and feedback from the Rent Board with regard to drafting a proposed Rent Board late fee waiver regulation that would achieve the proper degree of oversight and accountability.
- ❑ After receiving direction from the Rent Board at its September 15, 2021, Regular Meeting of the Rent Board, Rent Program staff have drafted a proposed regulation that not only sets forth the Rent Board approved criteria for granting a waiver, but also standards for when fees should be approved in full or in part.

8

OVERVIEW OF PROPOSED REGULATION 425

- ❑ Proposed Regulation 425 formalizes the Rent Program's internal policy and practices related to Late Fees and establishes a Rent Board presence that is needed to provide oversight and transparency. It would keep in place the Official Rent Program form needed to request a late fee waiver, while at the same time limit the Executive Director's discretion to waive late fees.
- ❑ 425 creates a requirement that the Executive Director find Good Cause prior to waiving any Fees, and any finding of Good Cause must consider a set of factors as described in the Regulation.
- ❑ Finally, Regulation 425, requires that the Executive Director provide the Rent Board with a written recommendation and a summary spreadsheet that describes the date of request, the reason for the request, a recommendation to either approve or deny the request, and the total amount waived.

9 RENT PROGRAM FORM AND EXECUTIVE DIRECTOR DISCRETION

- ❑ Under Regulation 425, any Landlord requesting the waiver of late fees must make said request on an Official Rent Program Form. The Form is the same Form used in the prior fiscal years when the Executive Director was considering Landlord request to waive late fees.
- ❑ The Form has been shown to be a simple and effective way of evaluating Landlord requests for late fee waivers. As it relates to Executive Director discretion, Regulation 425 limits it in two ways:
 1. It transfers the final approval or denial of most late fee waiver request from the Executive Director to the Rent Board and;
 2. It requires that where a Landlord demonstrates a Rent Program billing error, their assessed late fees be waived in its entirety. Such limitation on the Executive Director's discretion is warranted as it would help to improve transparency in the late fee waiver process, while simultaneously provide Rent Board oversight.

GOOD CAUSE STANDARD

- ❑ Regulation 425 would require a showing of Good Cause prior to waiving any late fee assessment. Good Cause is defined as the taking of reasonable efforts, while acting with due diligence to remit timely payment of the Residential Rental Housing Fee. In other words, it is an evaluation of whether the Landlord took reasonable efforts and acted with due diligence in their attempt to pay the Residential Rental Housing Fee.
- ❑ Regulation 425 would guide this inquiry by requiring the Executive Director evaluate applicable enumerated factors prior to making a determination of whether there exists Good Cause to grant the request.
- ❑ Finally, Regulation 425 would establish that a Rent Program billing error would always constitute Good Cause to waive the late fee assessment.

II PROCESS AND PROCEDURE

Regulation 425 would create process and procedure consistent with the one outlined in the prior two presentations on this item. The proposed process includes the following:

1. Rent Program staff receives a request for a late fee waiver from Landlord.
2. The Executive Director or his or her designee reviews the late fee waiver requests and issue a recommendation for Rent Board to approve the waiver, in full or in part, or deny the waiver, based on the Landlords reason for requesting the waiver and their payment history.
3. Rent Program staff compiles the late fee waiver requests for each month and places that list on the consent calendar for the following month's Rent Board meeting.
4. Rent Board members review a spreadsheet with details on each request (date of request, the reason(s) for request, a recommendation to the Board to approve or deny the request, and total amount waived). Each Late Fee Waiver Request form would be included as attachments for the Board's review.
5. Rent Board members vote to approve recommended waivers or may pull individual Request from the consent calendar for further discussion.

12 PROCESS AND PROCEDURE

- Staff anticipates that the majority of the Late Fee waiver request will be solely the subject of the consent calendar.
- Where there is a dispute regarding the Executive Director's written recommendation, the Rent Board may pull the item for further discussion.
- Additionally, where the requestor has received two separate Late Fee waiver grants in the prior three fiscal years, the request cannot go on the consent calendar, but rather must be agendized as a "Rent Board as a whole" agenda item.

13 LATE FEE WAIVER AMOUNTS

- ❑ Regulation 425 clarifies that the Rent Board may waive the late fees in any amount except where certain factors are present. Where the late fee assessment was due to a billing error, 100 percent of the late fee must be waived.
- ❑ Likewise, where the Landlord has made timely payments in the two prior fiscal years, all of their late fee assessment must be waived.
- ❑ Conversely, where the Board or the Rent Program has granted Late Fee waiver requests in the prior three fiscal years, the Board's discretion of waived amounts is limited to a tier scaled as described in Rent Board Regulation 425 (G).

14 LATE FEE WAIVER AMOUNTS: REGULATION 425 (G)

In the event that the Late Fee waiver request is granted, the Late Fee shall be waived in a discretionary amount that is subject to the following:

1. Rent Program billing error- 100% of the assessed Late Fee shall be waived.
2. Timely payments in the two (2) prior fiscal years- 100% of the assessed Late Fee shall be waived.
3. One (1) Late Fee waiver request granted in the prior three (3) fiscal years- Late Fee assessment shall be reduced to at least a 10% percent assessment as described in Richmond City Council Ordinance NO. 16-17 N.S., Section 3, paragraph (1).
4. Two (2) Late Fee waiver requests granted in the prior three (3) fiscal years- Late Fee assessment shall be reduced to at least a 25% percent assessment as described in Richmond City Council Ordinance NO. 16-17 N.S., Section 3, paragraph (2).
5. Three (3) Late Fee waiver requests granted in the prior three (3) fiscal years- Late Fee assessment shall not be reduced.

For purposes of this section, a grant of a Late Fee waiver request based on a Rent Program billing error shall not count towards a "Late Fee waiver request grant" as described in Regulation 425(G)(1), (G)(2) & (G)(3).

15 RECOMMENDED ACTION

Staff recommend that the Rent Board Upon direction provided by the Rent Board ADOPT proposed Rent Board Regulation 425, titled, “Waiver of Delinquent Residential Housing Fee Assessment”.

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CITY OF RICHMOND RENT PROGRAM

Fiscal Years 2019-20 & 2020-21 Annual Report

**Regular Meeting of the Richmond Rent Board
November 17, 2021**

Nicolas Traylor- Executive Director



STAFF, INTERN, AND BOARDMEMBER ACKNOWLEDGEMENTS

Rent Program Staff

Nicolas Traylor, Executive Director
Fred Tran, Deputy Director
Charles Oshinuga, Staff Attorney
Palomar Sanchez, Staff Attorney
Paul Cohen, Hearing Examiner
Monica Bejarano, Services Analyst
Cynthia Shaw, Administrative Analyst
Ramona Howell, Administrative Aide
Moises Serrano, Administrative Aide
Christopher Villalta, Administrative Student Intern
Abraham Gonzalez, Administrative Student Intern

Rent Board

Virginia Finlay, Chair
Shiva Mishek, Vice Chair
Alana Grice Conner, Boardmember
Michael Vasilas, Boardmember
Carol Johnson, Boardmember

Former Staff (during 2019-2021)

Paige Roosa, Deputy Director
Magaly Chavez, Rent Program Services Analyst
Philip Verma, Rent Program Services Analyst
Vickie Medina, Rent Program Services Analyst
Sarah Schaff, Administrative Student Intern
Erika Foster, UC Berkeley PSI Intern
Johana Gurdian, UC Berkeley PSI Intern
Madeline Rivas, UC Berkeley PSI Intern
Raghavendra Gupta, UC Berkeley PSI Intern
Han Chang, UC Berkeley PSI Intern
Gabby Arreola, UC Berkeley PSI Intern



Rent Program staff members

OUR MISSION

The mission of the Rent Program is to promote neighborhood and community stability, healthy housing, and affordability for Richmond Tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return.

WHAT THE COVID-19 PANDEMIC HAS REVEALED: HOUSING STABILITY IS A PUBLIC HEALTH ISSUE

The COVID-19 pandemic has demonstrated the intrinsic connection between housing stability, community stability and health

The COVID-19 pandemic has had a significant impact on the financial, physical, and mental well-being of everyone around the world. Millions of renters have struggled and continue to struggle to pay rent due to loss of income caused by the pandemic, increased out-of-pocket expenses, lost childcare, among a multitude of other reasons directly related to the pandemic.

To slow the spread of the COVID-19 virus and therefore save lives, governments at all levels have instituted policies to stabilize housing and stem displacement.

THE CONNECTION BETWEEN HOUSING STABILITY AND HEALTH OUTCOMES

Housing stability contributes to:

- Financial stability
- Academic performance
- Reduced psychological and physiological stress and improved mental and physical health
- Increases likelihood that tenants will assert their right to fit and habitable housing- leading to a healthier housing stock
- Reduced homelessness and overcrowding

Which leads to

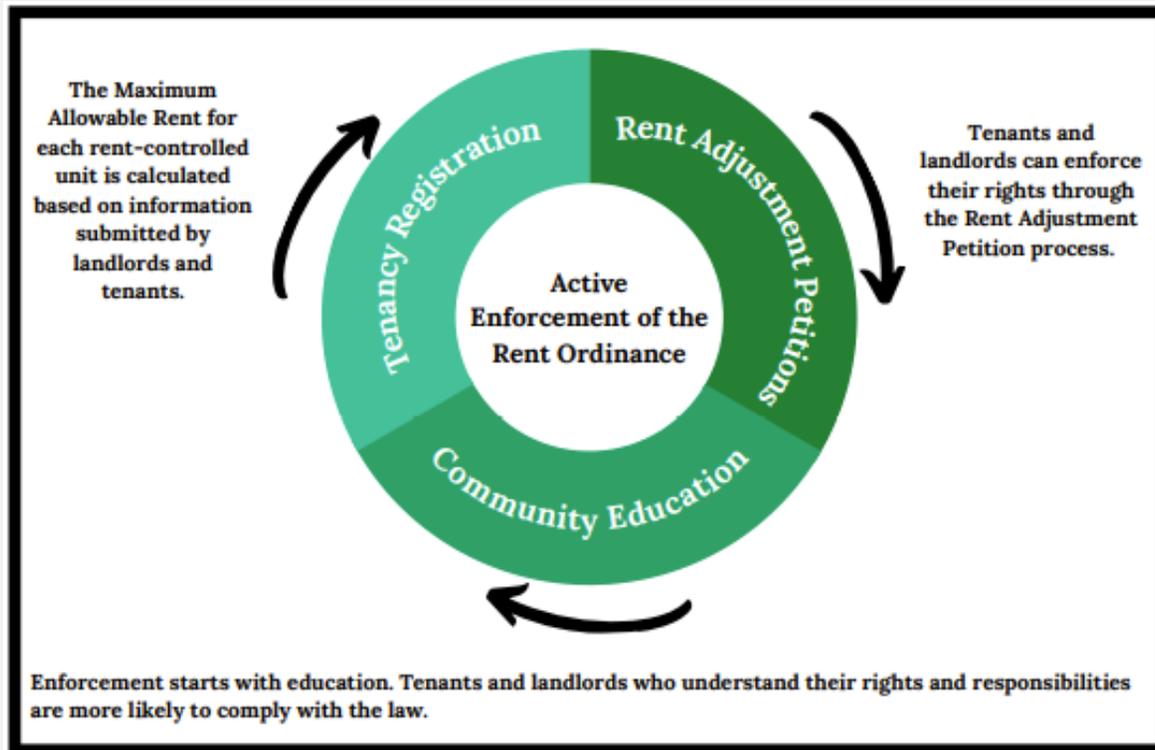
Better Health Outcomes

Which further reinforces

RENT ORDINANCE ACTIVE ENFORCEMENT

Active Enforcement of the Rent Ordinance has three major components:

- 1) Property Enrollment and Tenancy Registration
- 2) Counseling, Mediation and Community Education
- 3) The Rent Adjustment Petition Process



Property Enrollment and Tenancy Registration

Enforcement of the Rent Ordinance (through outreach and education) starts with gathering accurate data on rental properties, tenancies, and lawful rent levels in Richmond. Having worked diligently the past four years to gather data on rental properties and rents, Rent Program staff are able to better track lawful rent levels and inform both landlords and tenants of the maximum rent that could be charged for that rent-controlled unit.

➤ **FY 2019-2020: 723**

FY 2020-2021: 388

For a total:

1,111

Property
Enrollment packets
mailed

➤ **FY 2019-2020: 552**

FY 2020-2021: 121

For a total:

673

Properties
Enrolled

➤ **FY 2019-2020: 1,040**

FY 2020-2021: 1,454

For a total:

2,494

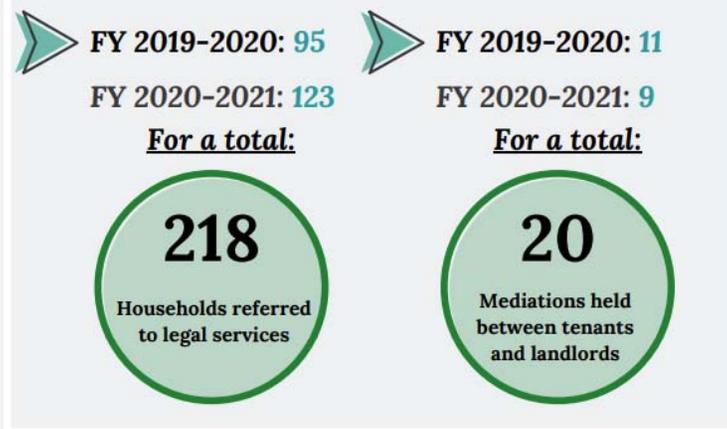
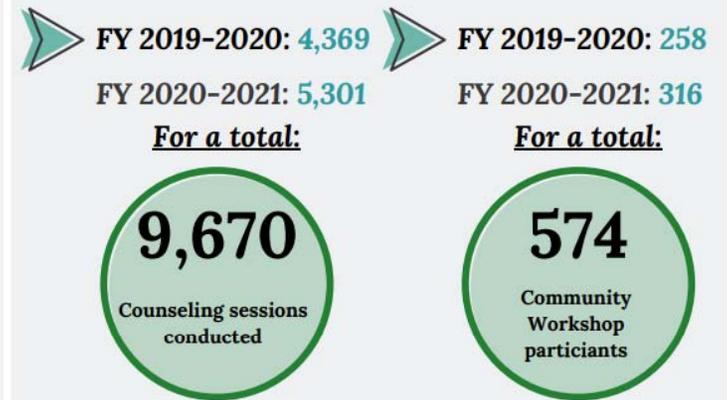
Consultations with
Billing &
Registration
staff

Counseling, Mediation, and Community Outreach

HOUSING COUNSELING: Rent Program Services Analysts provide community members with individualized counseling sessions on issues related to the Rent Ordinance and associated state laws.

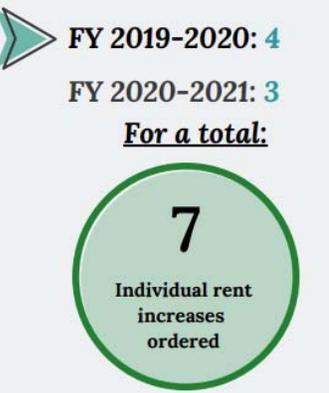
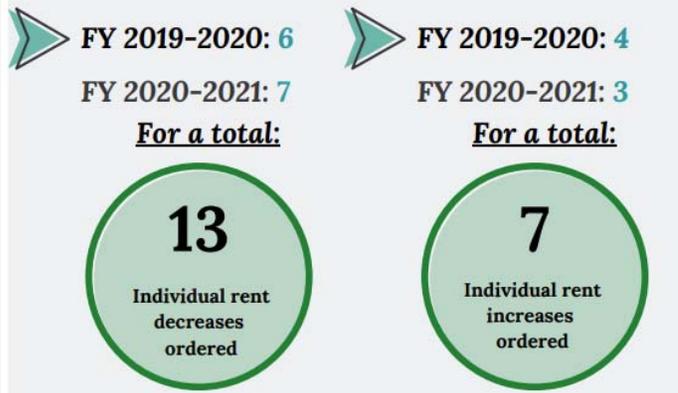
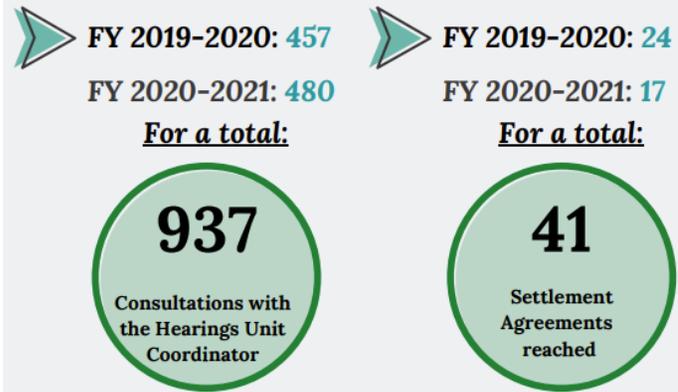
MEDIATION: Often landlord and tenant disputes are complex and may benefit from the assistance of mediation. This option presents a great opportunity to avoid tenant and landlord legal disputes and reach a compromise and/or negotiate a resolution to their issues.

LEGAL SERVICES: As part of our community education and outreach, the Rent Program contracts with the Eviction Defense Center and Bay Area Legal Aid to refer community members to legal assistance and representation necessary to assert their rights.



The Rent Adjustment Petition Process

The Rent Ordinance provides recourse to compel habitable, healthy housing, and an incentive to invest in maintaining rental properties. This is achieved through the Rent Adjustment Petition process. Landlords who invest in maintaining or improving their properties can elect to file a "Fair Return" petition to increase the rent beyond the annual cost-of-living increase. Tenants, on the other hand, who are living with substandard conditions or who experience a decrease in habitability, usable space, or housing services can file a petition to decrease rent until repairs are made or services restored. A rent reduction petition is an effective means to compel timely repairs.



THE RENT PROGRAM'S RESPONSE TO THE COVID-19 PANDEMIC

The Rent Program has adopted internal policies to assist landlords facing financial hardship due to the COVID-19 Pandemic

Landlords facing financial hardship due to the pandemic may request a deferral of the Rental Housing Fee or request a payment plan. During the pandemic, \$116,962 of late fees were waived including situations where the landlord was facing financial hardship because their tenants were not paying rent.

THE RENT PROGRAM'S RESPONSE TO THE COVID-19 PANDEMIC

The Rent Program spearheaded the development of the first rent assistance program dedicated solely to Richmond landlords and tenants

Prior to the COVID-19 pandemic, the Rent Program met with City officials and began discussions about the potential creation of a rent assistance program for Richmond residents. Those discussions led to the creation of a rent assistance program.



THE RENT PROGRAM'S RESPONSE TO THE COVID-19 PANDEMIC

The Rent Program has been the hub of information for Richmond landlords and tenants regarding pandemic related laws and rent assistance

- 20 online educational webinars
- Rent Program staff developed a comprehensive fact sheet on state and local rental laws
- Continued to provide housing counseling remotely, in-person (starting June 21, 2021), and via Zoom.
- Development of an online appointment system making it easier to secure a counseling appointment with Rent Program staff
- Instructional webinar on how to apply for rent assistance through the California Rent Relief Program Creation of the "Rent Assistance Resources" web page
- A post card sent to all Richmond residents informing them of rent assistance resources and eviction moratoria
- Triggered by each termination of tenancy notice filed with the Rent Program (as required by the Rent Ordinance), over 800 courtesy compliance letters were sent to landlords and tenants regarding eviction moratoria

The Fiscal Year 2017-2018 Rental Housing Fee Study and the Rent Program first fee study indicate that there were **24,797** Rental Units in Richmond based on data from the County Assessor's Office in 2017. In comparison, the Fiscal Year 2020-21 Fee Study reports that there were as of the date of May 2020, **17,684** Rental Units in Richmond based on the Rent Program's database.

Does this mean Richmond lost 7,113 Rental Units between 2017-2020?

In short, no. Richmond did not lose over 7,000 Rental Units between 2017-2020. Instead, between 2017 and 2020, staff members investigated and refined the database of **suspected** Rental Units to identify only those units that are truly rented. The Fiscal Year 2016-17 and Fiscal Year 2017-18 Fee Studies utilized data provided by the Contra Costa County Assessor's Office to identify suspected Rental Units. While County Assessor data may be used to arrive at an estimated number of total rental units, it cannot produce an exact figure. Nevertheless, County Assessor data was the best and most readily available data at the time of the Fiscal Year 2016-17 and Fiscal Year 2017-18 Fee Study. One assumption used to identify suspected Rental Units included that all housing units in the City for which there were no Homeowner's Tax Exemption on file were rentals. This assumption substantially overestimated the number of Rental Units in Richmond. Staff members heard from community members that there are a number of reasons why an owner might not have claimed the Homeowner's Tax Exemption, but not used their property as a rental. These reasons include:

- The owner didn't know about the Homeowners Tax Exemption
- The owner doesn't qualify for the Homeowner Tax Exemption because they don't live in the property as their primary residence, but they use the property for another purpose besides renting it for residential purposes (i.e. Second/Vacation home, storage, work studio, etc.)

COUNTERING
THE FALSE
NARRATIVE THAT
THE RENT
ORDINANCE HAS
LED TO A LOSS
OF RENTAL
UNITS

COUNTERING THE
FALSE NARRATIVE
THAT
THE RENT
ORDINANCE HAS
LED TO A LOSS OF
RENTAL UNITS

So then what is the reason for the discrepancy? How did the estimate of close to 25,000 Rental Units in 2017 decrease to less than 18,000 in 2020?

County Assessor data was used to create a very rough estimate of suspected Rental Units. In 2017, staff members collaborated with the City's IT Department to construct the Program's (and City's) first comprehensive database of Rental Units. Using the County Assessor data, cross-checked against data from the City's Rental Inspection Program, showed many units as Homeowner Exempt. Approximately 23,500 units were estimated to have been rented.

In late 2017, staff members mailed invoices to owners of these 23,500 suspected Rental Units. Approximately 4,087 suspected Rental Units were determined to be exempt based on feedback from owners. They explained that their units were either owner occupied or used for some other purpose. This left approximately 19,413 suspected Rental Units.

Between 2018 and 2020, owners of more than 1,500 units in the Rent Program's database of suspected Rental Units contacted the Rent Program upon receipt of a Rental Housing Fee Invoice to claim their unit(s) as inapplicable to the Rent Ordinance. Reasons included (a) owner occupancy or rental by a non-paying family member, (b) properties not offered for rent or used for another purpose, (c) otherwise not applicable due to location outside City boundaries or property comprised by a vacant lot erroneously added to the initial database.

As of May 2020, the latest estimate of Rental Units in the City totaled 17,684. As of June 2021, approximately 3,200 new Rental Units were discovered and added to the Rent Program's database, bring the total number of rental units to approximately 20,910. This number will continue to fluctuate as properties (single family homes and condominiums in particular) are bought and sold, rented by one owner, or owner-occupied.

COUNTERING THE
FALSE NARRATIVE
THAT
THE RENT
ORDINANCE HAS
LED TO A LOSS OF
RENTAL UNITS

How many Rental Units in Richmond are estimated to have actually been removed from the rental market between 2017-2021?

Rent Program records indicate that between the Rent Program's establishment in 2017 and the end of the 2020-2021 Fiscal Year in June 2021, **190** units have been withdrawn from the rental market pursuant to the Ellis Act and **51** units have been removed from the rental market due to Owner Move-In, for a total of **241** units removed from Richmond's rental market.

RENTAL HOUSING BY THE NUMBERS (AS OF JUNE 2021)

8,996

Fully
Covered
Units

(rent control & Just Cause)

An increase of 1,481
Rental Units in FY 2021-22

11,914

Total
Partially
Covered
Units
(Just Cause only)

An increase of 1,706
Rental Units in FY 2021-22

4,337*

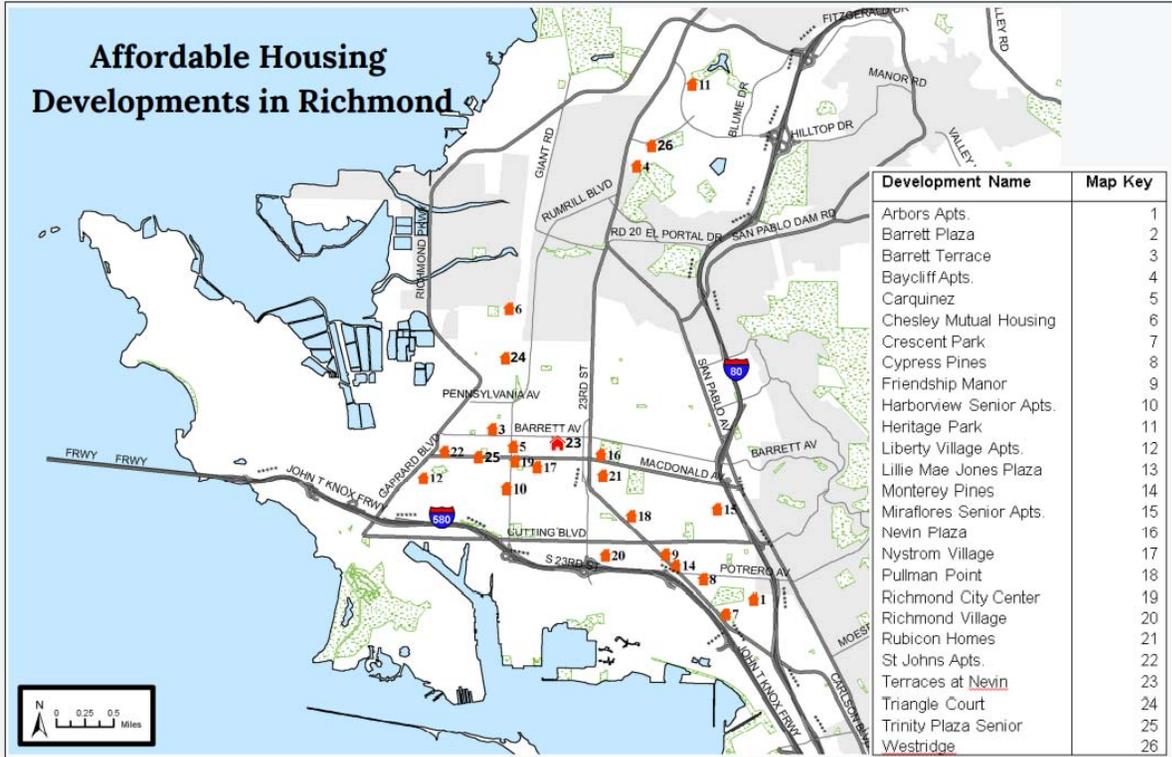
Governmentally
Subsidized Units
(Just Cause only)

* Included in the count of
Partially Covered Units

IMPORTANT FACTS ABOUT THE RENT PROGRAM AND RENT ORDINANCE

- The Rent Program is an agency independent from the City of Richmond
- Funding for the Rent Program is independent from and not tied to the General Fund
- The Rent Ordinance provides protections for homeowners
- Landlords have a constitutionally protected right to a Fair Return
- Landlords who are not in compliance with the Rent Ordinance may be prohibited from raising rents (for Controlled Rental Units only) or terminating tenancies
- There are special noticing requirements for Landlords

RENTAL HOUSING PROFILE: AFFORDABLE HOUSING



Subsidy Types

- LIHTC (tax credits): **2,925**
- Project-Based Rental Assistance: **789**
- Housing Choice Vouchers: **1,215**

- In accordance with Rent Board Regulation 202, affordable housing is exempt from rent control but subject to Just Cause for eviction protections, and associated relocation payment requirements.
- Tenants and landlords of affordable housing can seek assistance from the Rent Program with eviction issues, receive Rent Program referrals for legal assistance from the Eviction Defense Center and Bay Area Legal Aid, and request mediation to resolve conflicts.
- In February 2019, the Rent Board reached an agreement with affordable housing providers and adopted a resolution limiting rent increases in certain LIHTC units to 5% annually to better protect low-income residents in these developments.

NOTICES OF RENT INCREASE FISCAL YEARS 2019-20 & 2020-21

Authorized rent increases for 2019 is 3.5% and for 2020 is 2.9%

Although the Rent Board authorized the Annual General Adjustments for both 2019 and 2020, between March 2020-September 2020, pursuant to the City of Richmond Emergency Order, owners of properties with more than one dwelling unit built before February 1, 1995, (including LIHTC properties) could not increase the rent on residential rental units.

Thereafter, between October 2020-September 2021, landlords of rent-controlled properties were prohibited from increasing rents pursuant to the Contra Costa County Urgency Ordinance. These moratoriums on rent increases significantly reduced the number of rent increase notices filed with the Rent Program.

NOTICES OF RENT INCREASE FISCAL YEARS 2019-20 & 2020-21

Rent Increase
Notices Filed with
the Rent Program

FY 2019-2020: 939

FY 2020-2021: 233

For a total:

1,172

Median Rent Increase
Rent Controlled Units

FY 2019-2020: \$50

FY 2020-2021: \$39

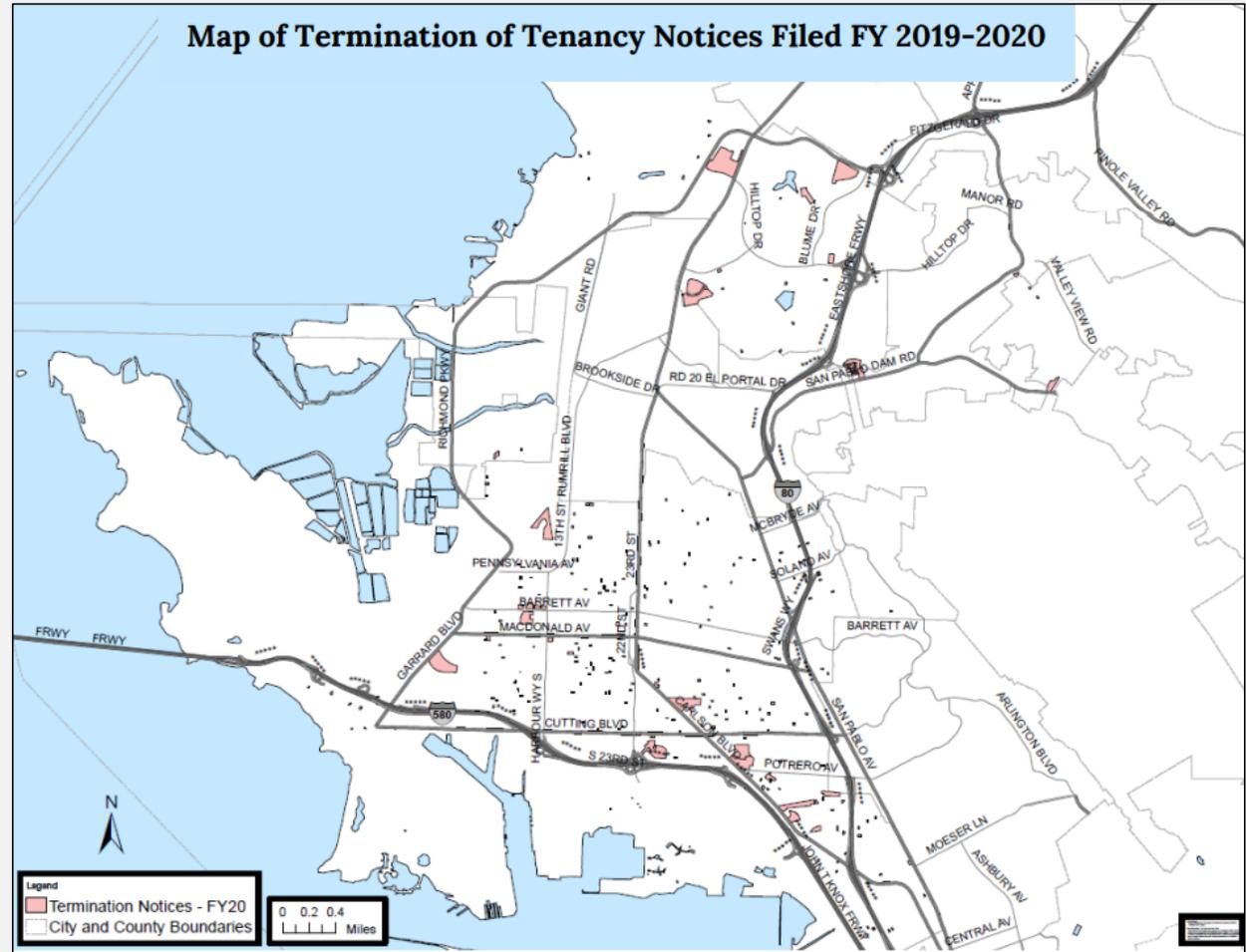
Median New Rent for
Rent Controlled Units

FY 2019-2020: \$1,550

FY 2020-2021: \$1,400

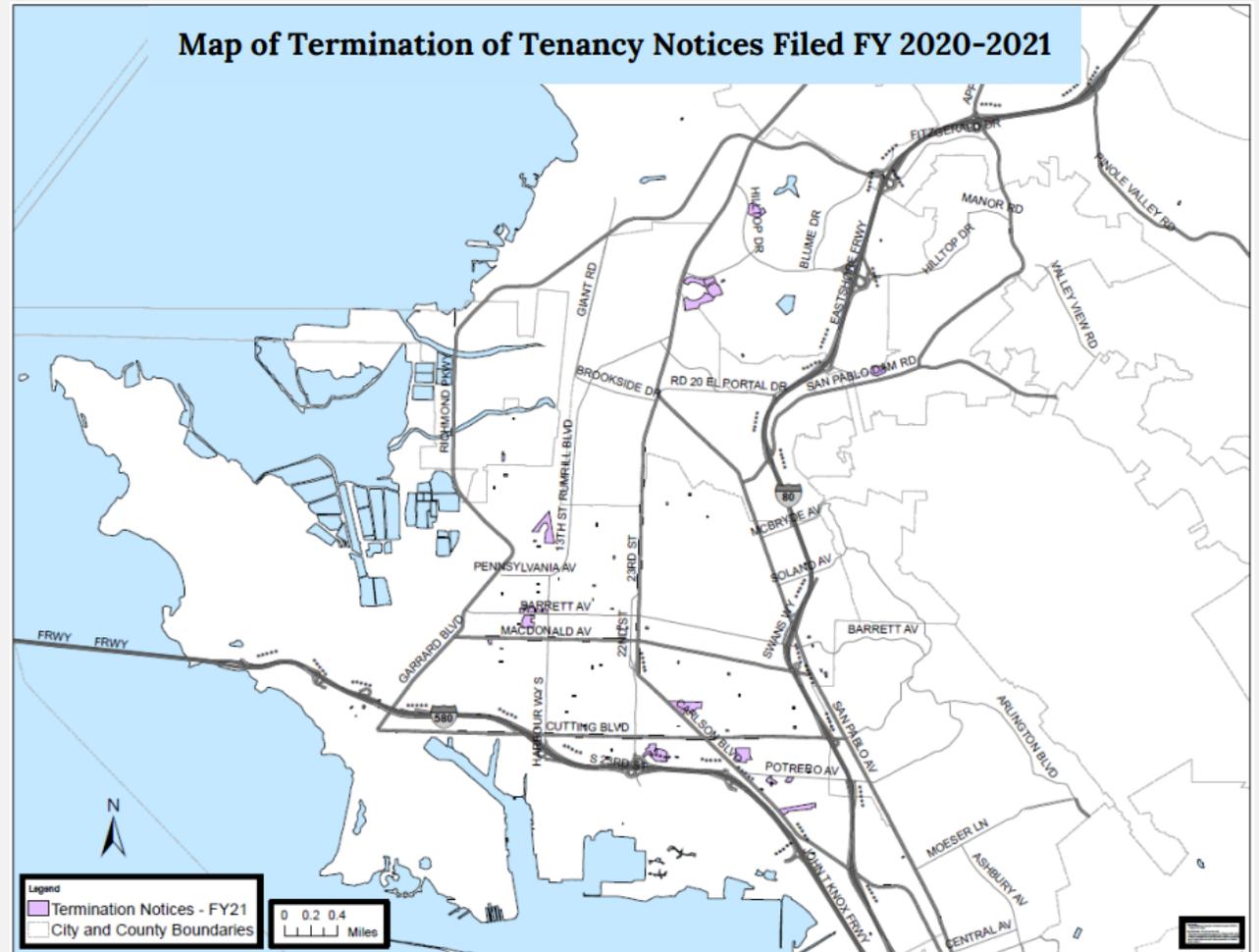
TERMINATION OF TENANCY NOTICE ANALYSIS FY 2019-20

- 1,925 notices filed during FY 2019-2020 (55% less than in FY 2018-19)
- Termination of tenancies other than non-payment of rent decreased in FY 2019-20 by 36.5% compared to prior FY



TERMINATION OF TENANCY NOTICE ANALYSIS FY 2020-21

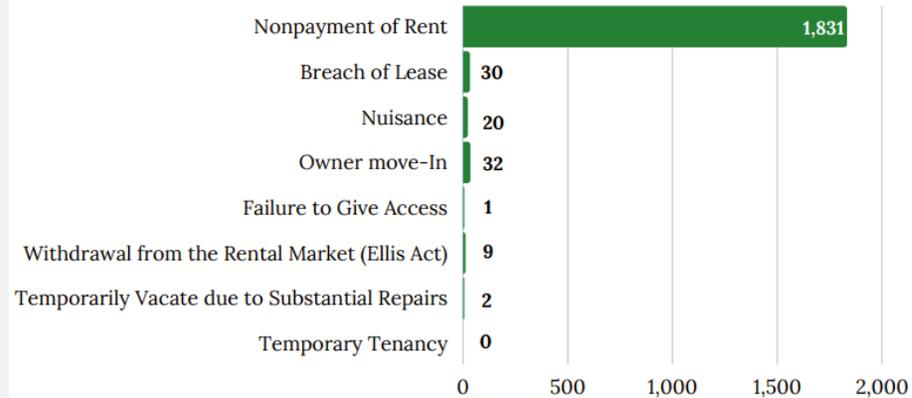
- 541 notices filed during FY 2020-2021 (87% less than in FY 2019-19)
- Termination of tenancies other than non-payment of rent decreased in FY 2020-21 from 148 in FY 2018-19 to 97 in FY 2020-21 (34.5% less than in FY 2018-19)
- There was a notable increase in nuisance and breach of lease notices filed during FY 2020-21 compared to FY 2019-20
- There was a decrease in Owner-Move In evictions from 32 in FY 2019-20 to 13 in FY 2020-21



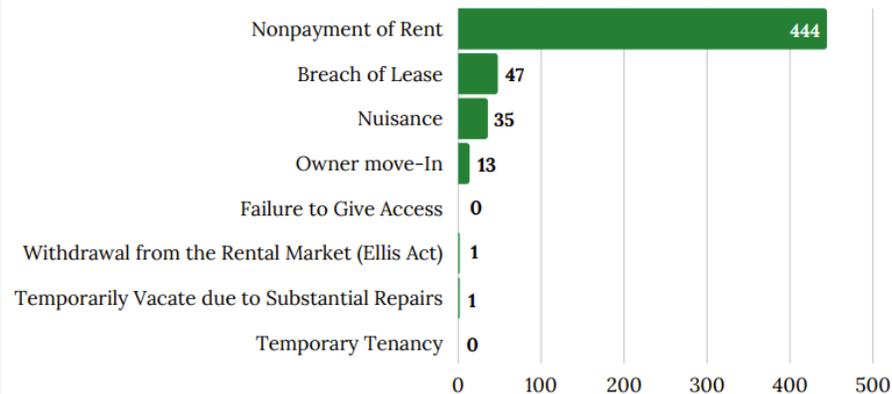
TYPES OF TERMINATION OF TENANCY NOTICES FILED IN FY 2019-20 & FY 2020-21

- 1,925 notices filed during FY 2019-2020
- Termination of tenancies other than non-payment of rent decreased in FY 2019-20 by 36.5%
- There was a notable increase in nuisance and breach of lease notices filed during FY 2020-21 compared to FY 2019-29
- There was a decrease in Owner-Move In evictions from 32 in FY 2019-20 to 13 in FY 2020-21

Total of Termination of Tenancy Notices Filed with the Rent Program in FY 2019-2020



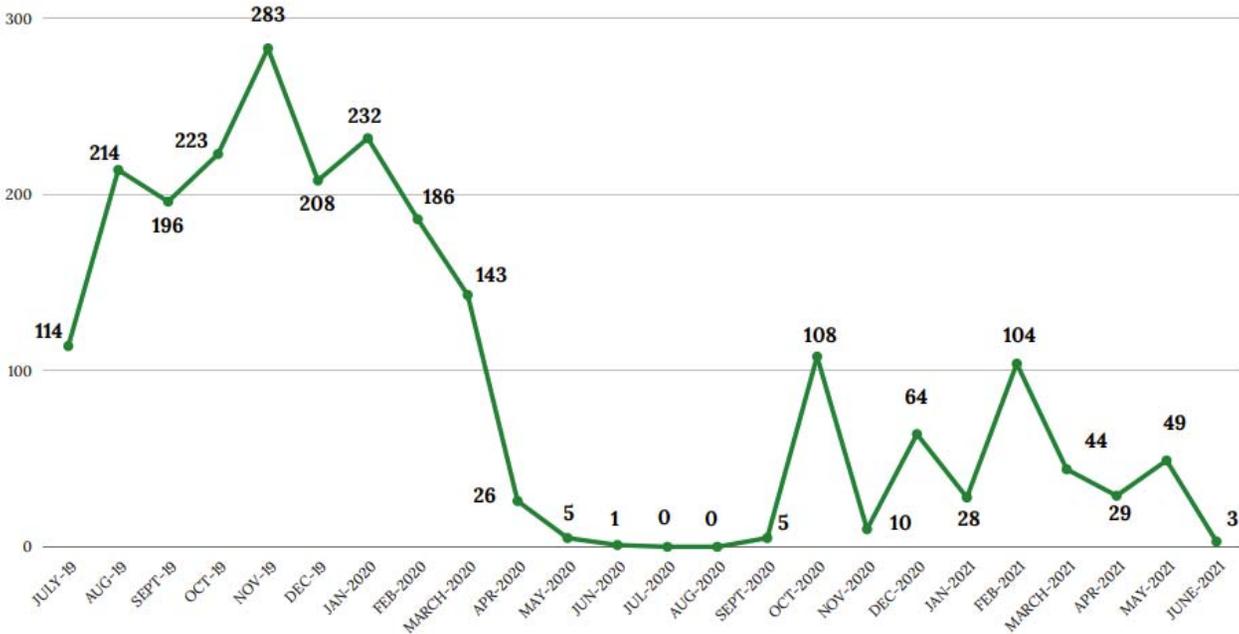
Total of Termination of Tenancy Notices Filed with the Rent Program in FY 2020-2021



Data source: Richmond Rent Program, 2021; City of Richmond, 2021

TWO-YEAR CHART OF NOTICES OF TERMINATION OF TENANCY FILED

**Non-payment of Rent Termination of Tenancy Noticed Filed
FY 2019-2021**



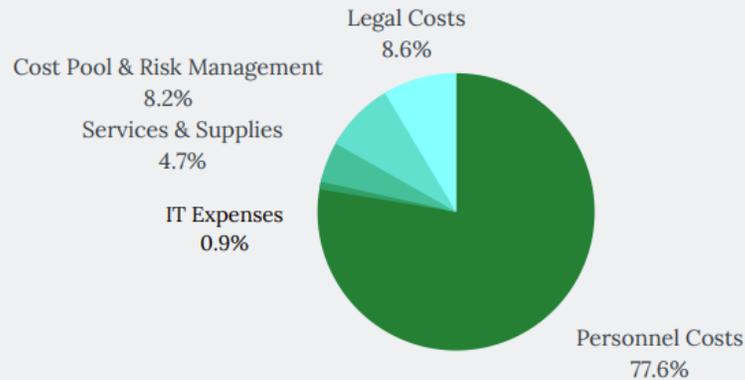
Data source: Richmond Rent Program, 2021; City of Richmond, 2021

FISCAL YEAR
2019-2020
**FINANCIAL
SUMMARY**

\$2.50 million in budgeted expenses

\$425 thousand in budgeted reserves (17% per GFOA)

\$2.92 million total budget revenue



\$2.26 million in actual expenses

\$2.71 million in Rental Housing Fee revenue collected
92.6% compliance rate

\$441 thousand contributed to the Agency's operating reserves*

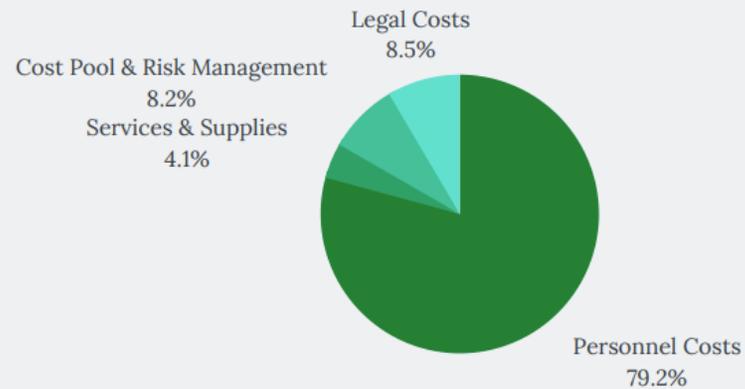
*At fiscal year-end the Program maintains a net surplus of operating reserve in the fund balance primarily due to staff vacancies. The reserve will remain to accommodate for potential deficits in future years from reduced compliance and collections. The Program will continue to monitor the rental market and adjust staffing and non-personal expenses accordingly.

FISCAL YEAR
2020-2021
FINANCIAL
SUMMARY

\$2.48 million in budgeted expenses

\$421 thousand in budgeted reserves (17% per GFOA)

\$2.90 million total budget revenue



\$2.14 million in actual expenses

\$2.80 million in Rental Housing Fee revenue collected
96.5% compliance rate

\$653 thousand contributed to the Agency's operating reserves*

*At fiscal year-end the Program maintains a net surplus of operating reserve in the fund balance primarily due to staff vacancies. The reserve will remain to accommodate for potential deficits in future years from reduce compliance and collections. The Program will continue to monitor the rental market and adjust staffing and non-personal expenses accordingly.

RECOMMENDED ACTION

RECEIVE AND APPROVE the Fiscal Year 2019-20 & Fiscal Year 2020-21 Rent Program Annual Report and **DIRECT** staff to present the report to the City Council.

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