

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 15, 2021

Final Decision Date Deadline: December 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> | |

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- | | | |
|---|--|--|
| <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 November 2021 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

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Monthly Report - FY 21-22						
November 2021						
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-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	168	140	885
Rent/Eviction Counseling Appointments By Walk-ins	71	102	65	68	105	411
Rent/Eviction Counseling Questions Addressed By Email	212	176	89	163	104	744
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	492	486	314	399	349	2,040
Rent/Eviction Counseling Sessions Conducted in Spanish			52	42	35	129
Rent/Eviction Counseling Sessions Conducted in Mandarin		-	-			-
Rent/Eviction Counseling Sessions Conducted in Cantonese			-			-
Rent/Eviction Counseling Sessions Conducted in Another Language	45	55	52	42	35	229
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	45	55	104	84	70	358
Legal Service Referrals	15	18	8	4		45
Written Legal Referrals - Eviction Defense Center	-			8	12	20
Verbal Legal Referrals - Eviction Defense Center	-			1		1
Written Legal Referrals - Bay Area Legal Aid				8	1	9
Verbal Legal Referrals - Bay Area Legal Aid				4	5	9
Mediations Conducted	2				2	4
Assists from Front Office Staff	266	133		35	70	504
Courtesy Compliance Letters Sent	15		4	25	24	68
Community Workshop Attendees	1		32	37		70
Hard Copy Rent Increase Notices Processed	7	27	12	32	53	131
Hard Copy Termination of Tenancy Notices Processed	5	46	9	8	2	70
TOTAL HARD COPY NOTICES PROCESSED	12		57	102	79	250
Billing/Enrollment/Registration Counseling Appointments In-Person	7	4	-	2	3	16
Billing/Enrollment/Registration Counseling Appointments By Phone	83	68	51	24	24	250
Billing/Enrollment/Registration Counseling Questions Addressed By Email	131	49	29	14	35	258
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	214	117	80	40	62	513
Enrollment/Tenancy Registration Packets Mailed	77	5	32	1	7	122
Enrollment Forms Processed	31	12	10	44	20	117
Rental Housing Fee Invoices Generated	4,729	124	78	8	40	4,979
Checks Processed	881	650	29	39	27	1,626
Checks Returned	2	2	4	22	15	45
Rental Units Discovered Not in Database	1	3	2	3	1	10
Property Information Updated	153	58	21	14	54	300
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	-			258	31	289
Applications for Administrative Determination of Exempt/Inapplicable Status Received	8	5		2	-	15
Administrative Determination of Exempt/Inapplicable Status Issued	-	1		6	10	17
Declarations of Exemption Processed	4	12		6	4	26
LEGAL UNIT						
Public Records Act Requests Received	1	1	2	4	-	8
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	-	-	1	1	-	2
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	2	-	1	-	1	4
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	-	-			1	1
Consultations with Hearings Unit Coordinator By Phone	3	6	3	2	10	24
Hearings-Related Questions Addressed by Email	17	12	20	26	31	106
TOTAL HEARINGS-RELATED CONSULTATIONS	20	18	23	28	42	131
MNOI Petitions Received (Attachment A)						-
Increased 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		1	1	4
Decrease in Space/Services or Habitability Petitions Received (Attachment B)		3		1	2	6
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	-			2		2
TOTAL TENANT PETITIONS RECEIVED	-	5	-	4	3	12
Petition for Determination of Occupancy Status						-
Petition for Initial Rent Determination						-
Request to Expedite Hearing Process	-					-
Request for a Continuance of the Hearing Process	-				1	1
Subpoena(s)	-					-
TOTAL OTHER PETITIONS RECEIVED	-					-
Decisions Ordered	1					1
Cases Settled	-				1	1
Cases Dismissed	1	2				3
Petitions Withdrawn	2	1	2	1		6
TOTAL CASES CLOSED	4	3	2	1	1	11
Appeals Received	-	1				1
Total Open Cases (Tenant Petitions)	2	3	6	10	14	35
Total Open Cases (Landlord Petitions)	2	3	1	1	1	8
Total Open Cases (Other Petitions)	-			2	3	5
TOTAL OPEN CASES	4	6	7	11	15	43
Form Submissions						
Agent Authorization		-	-		1	1
Proof of Excess Rent Refund	-	-	-	-	-	-
Proof of Permanent Relocation Payment			1	2	-	3
Proof of Temporary Relocation Payment	-	-	-	-	-	-
Change in Terms of Tenancy	1	-	2	2	-	5
TOTAL RENT INCREASE NOTICES FILED	69	69	79	4	212	433
Termination of Tenancy - Nonpayment of Rent	1	12	31	39	17	100
Termination of Tenancy - Breach of Lease	3	3	10	10	7	33
Termination of Tenancy - Failure to Give Access	-	-			-	-
Termination of Tenancy - Nuisance	-	2	2	1	-	5
Termination of Tenancy - Withdrawal from the Rental Market	2		1	-	1	4
Termination of Tenancy - Owner Move-In	-			4	-	4
Termination of Tenancy - Substantial Repairs	-				-	-
Termination of Tenancy - Temporary Tenancy	-		2		-	2
TOTAL TERMINATION OF TENANCY NOTICES FILED	6	17	46	54	25	148