

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 19, 2022

Final Decision Date Deadline: January 19, 2022

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 December 2021 - Rent Program (Cynthia Shaw 620-5552).

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Monthly Report - FY 21-22							
December 2021							
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	
	MTD ACTUAL	YTD TOTAL					
Public Information & Enrollment Unit							
Rent/Eviction Counseling Appointments Walk-ins	-		-	-	-		-
Rent/Eviction Counseling Appointments By Phone	209	208	160	168	140	140	1,025
Rent/Eviction Counseling Appointments By In-Person	71	102	65	68	105	51	462
Rent/Eviction Counseling Questions Addressed By Email	212	176	89	163	104	68	812
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	492	486	314	399	349	259	2,299
Rent/Eviction Counseling Sessions Conducted in Spanish			52	42	35	30	159
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	30	388
Legal Service Referrals	15	18	8	4		4	49
Written Legal Referrals - Eviction Defense Center	-			8	12	4	24
Verbal Legal Referrals - Eviction Defense Center	-			1		6	7
Written Legal Referrals - Bay Area Legal Aid				8	1	9	18
Verbal Legal Referrals - Bay Area Legal Aid				4	5	16	25
Mediations Conducted	2				2	3	7
Assists from Front Office Staff	266	133		35	70	203	707
Courtesy Compliance Letters Sent	15		4	25	24	24	92
Community Workshop Attendees	1		32	37		-	70
Hard Copy Rent Increase Notices Processed	7	27	12	32	53	98	229
Hard Copy Termination of Tenancy Notices Processed	5	46	9	8	2	7	77

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TOTAL HARD COPY NOTICES PROCESSED	12		57	102	79	105	355
Billing/Enrollment/Registration Counseling Appointments In-Person	7	4	-	2	3	-	16
Billing/Enrollment/Registration Counseling Appointments By Phone	83	68	51	24	24	41	291
Billing/Enrollment/Registration Counseling Questions Addressed By Email	131	49	29	14	35	33	291
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	214	117	80	40	62	74	587
Enrollment/Tenancy Registration Packets Mailed	77	5	32	1	7	-	122
Enrollment Forms Processed	31	12	10	44	20	21	138
Rental Housing Fee Invoices Generated	4,729	124	78	8	40	130	5,109
Checks Processed	881	650	29	39	27	13	1,639
Checks Returned	2	2	4	22	15	-	45
Rental Units Discovered Not in Database	1	3	2	3	1	10	20
Property Information Updated	153	58	21	14	54	117	417
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	-			258	31	14	303
Applications for Administrative Determination of Exempt/Inapplicable Status Received	8	5		2	-	1	16
Administrative Determination of Exempt/Inapplicable Status Issued	-	1		6	10	2	19
Declarations of Exemption Processed	4	12		6	4	2	28
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	1	5
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	1	1
Appeal Hearings Held	-	-	-	-	-	1	1
HEARINGS UNIT							-
Consultations with Hearings Unit Coordinator In Person					1	-	1

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Consultations with Hearings Unit Coordinator By Phone	3	6	3	2	10	15	39
Hearings-Related Questions Addressed by Email	17	12	20	26	31	51	157
TOTAL HEARINGS-RELATED CONSULTATIONS	20	18	23	28	42	66	197
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	-					2	2
TOTAL LANDLORD PETITIONS RECEIVED	1	2	-	-	-	2	5
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	2		1	1	1	5
Decrease in Space/Services or Habitability Petitions Received (Attachment B)		3		1	2	3	9
Reduction in Number of Tenants Petitions Received (Attachment C)	-					-	-
Tenant Petition Based on Multiple Grounds						1	1
Tenant Petition for Rent Withholding Petitions Received	-					-	-
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-			2		4	6
TOTAL TENANT PETITIONS RECEIVED	-	5	-	4	3	9	21
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	2
Cases Dismissed	1	2				-	3

Petitions Withdrawn	2	1	2	1		2	8
TOTAL CASES CLOSED	4	3	2	1	1	3	14
Appeals Received	-	1				-	1
Total Open Cases (Tenant Petitions)	2	3	6	10	14	18	53
Total Open Cases (Landlord Petitions)	2	3	1	1	1	1	9
Total Open Cases (Other Petitions)	-			2	3		5
TOTAL OPEN CASES	4	6	7	11	15	19	62
Form Submissions							-
Agent Authorization		-	-		1	-	1
Proof of Excess Rent Refund	-	-	-	-	-	-	-
Proof of Permanent Relocation Payment			1	2	-	1	4
Proof of Temporary Relocation Payment	-	-	-	-	-	-	-
Change in Terms of Tenancy	1	-	2	2	-	1	6
TOTAL RENT INCREASE NOTICES FILED	69	69	79	4	212	2	435
Termination of Tenancy - Nonpayment of Rent	1	12	31	39	17	24	124
Termination of Tenancy - Breach of Lease	3	3	10	10	7	2	35
Termination of Tenancy - Failure to Give Access	-	-		-	-	-	-
Termination of Tenancy - Nuisance	-	2	2	1	-	1	6
Termination of Tenancy - Withdrawal from the Rental Market	2		1	-	1	-	4
Termination of Tenancy - Owner Move-In	-			4	-	1	5
Termination of Tenancy - Substantial Repairs	-			-	-	-	-
Termination of Tenancy - Temporary Tenancy	-		2	-	-	1	3
TOTAL TERMINATION OF TENANCY NOTICES FILED	6	17	46	54	25	29	177