

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 18, 2022

Final Decision Date Deadline: May 18, 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> | |

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 April 2022 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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**Rent Program
FY2021-22 Monthly Activity Report**

ITEM F-2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22		
	MTD ACTUAL	YTD TOTAL												
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone	191	176	218	185	221	269	139	179	209	208				1,995
6 Rent/Eviction Counseling Appointments By Walk-ins								12	71	102				185
7 Rent/Eviction Counseling Questions Addressed By Email	363	242	194	155	166	203	123	182	212	176				2,016
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	554	418	412	340	387	472	262	373	492	486	-	-		4,196
9 Rent/Eviction Counseling Sessions Conducted in Spanish	155	105	157	131	155	155	35							893
10 Rent/Eviction Counseling Sessions Conducted in Mandarin	-	-	-	-	-	-	-							-
11 Rent/Eviction Counseling Sessions Conducted in Cantonese	-	-	-	-	-	-	-							-
12 Rent/Eviction Counseling Sessions Conducted in Another Language	-	-	-	-	-	-	-	15	45	55				115
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	155	105	157	131	155	155	35	15	45	55	-	-		1,008
14 Legal Service Referrals	13	7	9	11	9	7	7	5	15	18				101
17 Mediations Conducted	-	-	2	3	1	-	2	1	2					11
18 Assists from Front Office Staff	212	179	212	216	66	212	187	215	266	133				1,898
19 Courtesy Compliance Letters Sent	12	27	24	11	2	-	5	3	15					99
20 Community Workshop Attendees	39	-	-	127	1	31	15	2	1					216
21 Hard Copy Rent Increase Notices Processed	3	5	-	-	-	4	-	2	7	27				48
22 Hard Copy Termination of Tenancy Notices Processed	3	2	6		11	62	41	29	5	46				205
24														-
25 Billing/Enrollment/Registration Counseling Appointments In-Person	-	-	-	-	-	-	-	-	7	4				11
26 Billing/Enrollment/Registration Counseling Appointments By Phone	22	32	15	14	44	80	93	56	83	68				507
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email	20	71	81	27	25	94	105	105	131	49				708
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	42	103	96	41	69	174	198	161	214	117	-	-		1,215
29 Enrollment/Tenancy Registration Packets Mailed	-	4	4	55	120	12	42	5	77	5				324
30 Enrollment Forms Processed	1	8	13	12	15	10	9	4	31	12				115
31 Rental Housing Fee Invoices Generated	8	247	27	154	207	4,427	33	12,294	4,729	124				22,250
32 Checks Processed	46	8	21	20	20	23	70	45	881	650				1,784
33 Checks Returned	4	2	2	2	1	2	1	-	2	2				18
34 Rental Units Discovered Not in Database	-	-	-	18	-	1	5	8	1	3				36
35 Property Information Updated	9	9	-	40	8	7	14	39	153	58				337
36 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	32	-	194	37	233	194	236	5	-					931
37 Applications for Administrative Determination of Exempt/Inapplicable Status Received	2	4	4	2	2	1	3	3	8	5				34
38 Administrative Determination of Exempt/Inapplicable Status Issued	1	4	2	-	3	4	1	3	-	1				19
39 Declarations of Exemption Processed	4	-	7	13	6	23	4	10	4	12				83
40 LEGAL UNIT														
41 Public Records Act Requests Received	3	2	1	3	1	1	-	2	1	1				15
42 Owner Move-In Eviction Termination of Tenancy Notices Reviewed	1	2	1	2	1	-	-	1	-	-				8
43 Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	1	-	-	2	-	1	1	2	-				7
44 Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	1	-	-	-	-	-				1
45 Appeal Hearings Held	1	-	-	1	-	-	-	1	-	-				3
46 HEARINGS UNIT														
49 Consultations with Hearings Unit Coordinator By Phone	9	7	9	8	7	2	5	-	3	6				56
50 Hearings-Related Questions Addressed by Email	35	38	31	27	20	15	13	18	17	12				226
51 TOTAL HEARINGS-RELATED CONSULTATIONS	44	45	40	35	27	17	18	18	20	18	-	-		282
52 MNOL Petitions Received (Attachment A)	1	-	-	-	-	-	-	-	-	-				1
53 Increased in Occupants Petitions Received (Attachment B)	-	-	-	-	-	-	-	-	-	-				-
54 Increase in Space or Services Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-				-
55 Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-	-	-	-	-	-	-				-
56 Landlord Individual Rent Adjustment Petitions Received	-	-	-	-	-	-	-	-	1	2				3
57 Landlord Petition to Determine Exempt Status Received	-	2	1	-	-	-	-	-	-	-				3
58 TOTAL LANDLORD PETITIONS RECEIVED	1	2	1	-	-	-	-	-	1	2	-	-		7
59 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	-	-	-	-	-	-	-	-	-				2
60 Decrease in Space/Services or Habitability Petitions Received (Attachment B)	1	1	-	-	-	2	-	-	-	3				7
61 Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-				-
62 Tenant Petition Based on Multiple Grounds	1	-	1	1	-	1	2	-	-	-				6
63 Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-				-
64 Tenant Petition for Failure to Pay Relocation Payment Petitions Received	2	-	1	1	-	-	-	-	-	-				4
65 TOTAL TENANT PETITIONS RECEIVED	4	1	2	2	-	3	2	-	-	5	-	-		19
66 Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-				-
67 Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-				-

**Rent Program
FY2021-22 Monthly Activity Report**

ITEM F-2

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
3		MTD ACTUAL	YTD TOTAL											
68	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request for a Continuance of the Hearing Process	-	-	1	-	-	1	-	-	-	-	-	-	3
70	Subpoena(s)	-	-	-	-	2	-	-	-	-	-	-	-	2
71	TOTAL OTHER PETITIONS RECEIVED	-	-	1	-	3	1	-	-	-	-	-	-	5
72	Decisions Ordered	-	1	1	-	1	-	1	-	1	-	1	-	5
73	Cases Settled	1	1	4	1	-	1	-	-	-	-	-	-	8
74	Cases Dismissed	1	-	1	-	-	-	-	-	-	1	2	-	5
75	Petitions Withdrawn	-	-	2	-	1	-	-	-	-	2	1	-	6
76	TOTAL CASES CLOSED	2	2	8	1	2	1	1	-	4	3	-	-	24
77	Appeals Received	1	1	1	-	-	-	-	-	-	1	-	-	4
78	Total Open Cases (Tenant Petitions)	10	11	5	1	6	5	5	3	2	3	-	-	51
79	Total Open Cases (Landlord Petitions)	2	2	2	-	1	-	-	-	2	3	-	-	12
80	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
81	TOTAL OPEN CASES	12	13	7	1	7	5	5	3	4	6	-	-	63
82	Form Submissions													
83	Agent Authorization	-	1	-	-	1	-	-	1	-	-	-	-	3
84	Proof of Excess Rent Refund	-	-	-	1	-	3	-	-	-	-	-	-	4
85	Proof of Permanent Relocation Payment	-	1	1	2	1	-	-	-	-	-	-	-	5
86	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
87	Change in Terms of Tenancy	-	-	1	2	2	-	2	1	1	-	-	-	9
88	TOTAL RENT INCREASE NOTICES FILED	49	92	125	48	13	8	46	49	69	69	-	-	568
89	Termination of Tenancy - Nonpayment of Rent	8	65	28	104	44	29	46	3	1	12	-	-	340
90	Termination of Tenancy - Breach of Lease	5	3	9	4	6	-	-	3	3	3	-	-	36
91	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
92	Termination of Tenancy - Nuisance	3	1	10	-	5	1	2	1	-	2	-	-	25
93	Termination of Tenancy - Withdrawal from the Rental Market	-	-	1	-	-	-	-	-	2	-	-	-	3
94	Termination of Tenancy - Owner Move-In	1	1	2	3	2	-	-	1	-	-	-	-	10
95	Termination of Tenancy - Substantial Repairs	-	-	-	-	1	-	-	-	-	-	-	-	1
96	Termination of Tenancy - Temporary Tenancy	-	-	-	-	1	-	-	-	-	-	-	-	1
97	TOTAL TERMINATION OF TENANCY NOTICES FILED	17	70	50	111	59	30	48	8	6	17	-	-	416