

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 17, 2022

Final Decision Date Deadline: August 17, 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 2022-23 Monthly Activity Report through July 2022 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-2.**

***This page intentionally left blank***

**Rent Program  
FY2022-23 Monthly Activity Report**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
		MTD ACTUAL	YTD TOTAL											
<b>3 Public Information &amp; Enrollment Unit</b>														
5 Rent/Eviction Counseling Appointments By Phone		178	-	-	-	-	-	-	-	-	-	-	-	178
6 Rent/Eviction Counseling Appointments By Walk-ins		4	-	-	-	-	-	-	-	-	-	-	-	4
7 Rent/Eviction Counseling Questions Addressed By Email		156	-	-	-	-	-	-	-	-	-	-	-	156
<b>8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>		<b>338</b>	-	-	-	-	-	-	-	-	-	-	-	<b>338</b>
9 Rent/Eviction Counseling Sessions Conducted in Spanish		38	-	-	-	-	-	-	-	-	-	-	-	38
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		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>13 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH</b>		<b>-</b>	-	-	-	-	-	-	-	-	-	-	-	<b>-</b>
14 Legal Service Referrals		20	-	-	-	-	-	-	-	-	-	-	-	20
17 Mediations Conducted		11	-	-	-	-	-	-	-	-	-	-	-	11
18 Assists from Front Office Staff		5	-	-	-	-	-	-	-	-	-	-	-	5
19 Courtesy Compliance Letters Sent		38	-	-	-	-	-	-	-	-	-	-	-	38
20 Community Workshop Attendees		-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed		62	-	-	-	-	-	-	-	-	-	-	-	62
22 Hard Copy Termination of Tenancy Notices Processed		7	-	-	-	-	-	-	-	-	-	-	-	7
<b>24 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>		<b>69</b>	-	-	-	-	-	-	-	-	-	-	-	<b>69</b>
25 Billing/Enrollment/Registration Counseling Appointments In-Person		-	-	-	-	-	-	-	-	-	-	-	-	-
26 Billing/Enrollment/Registration Counseling Appointments By Phone		36	-	-	-	-	-	-	-	-	-	-	-	36
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		51	-	-	-	-	-	-	-	-	-	-	-	51
<b>28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>		<b>87</b>	-	-	-	-	-	-	-	-	-	-	-	<b>87</b>
29 Enrollment/Tenancy Registration Packets Mailed		10	-	-	-	-	-	-	-	-	-	-	-	10
30 Enrollment Forms Processed		25	-	-	-	-	-	-	-	-	-	-	-	25
31 Rental Housing Fee Invoices Generated		29	-	-	-	-	-	-	-	-	-	-	-	29
32 Checks Processed		8	-	-	-	-	-	-	-	-	-	-	-	8
33 Checks Returned		2	-	-	-	-	-	-	-	-	-	-	-	2
34 Tenancy Registrations Received		30	-	-	-	-	-	-	-	-	-	-	-	30
35 Rental Units Discovered Not in Database		1	-	-	-	-	-	-	-	-	-	-	-	1
36 Property Information Updated		46	-	-	-	-	-	-	-	-	-	-	-	46
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		-	-	-	-	-	-	-	-	-	-	-	-	-
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		2	-	-	-	-	-	-	-	-	-	-	-	2
39 Administrative Determination of Exempt/Inapplicable Status Issued		-	-	-	-	-	-	-	-	-	-	-	-	-
40 Declarations of Exemption Processed		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>41 LEGAL UNIT</b>														
42 Public Records Act Requests Received		2	-	-	-	-	-	-	-	-	-	-	-	2
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		-	-	-	-	-	-	-	-	-	-	-	-	-
44 Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed		-	-	-	-	-	-	-	-	-	-	-	-	-
45 Substantial Repairs Termination of Tenancy Notices Reviewed		-	-	-	-	-	-	-	-	-	-	-	-	-
46 Appeal Hearings Held		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>47 HEARINGS UNIT</b>														
50 Consultations with Hearings Unit Coordinator By Phone		3	-	-	-	-	-	-	-	-	-	-	-	3
51 Hearings-Related Questions Addressed by Email		34	-	-	-	-	-	-	-	-	-	-	-	34
<b>52 TOTAL HEARINGS-RELATED CONSULTATIONS</b>		<b>37</b>	-	-	-	-	-	-	-	-	-	-	-	<b>37</b>
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	-	-	-	-	-	-	-	-
54 Increased in Occupants Petitions Received (Attachment B)		1	-	-	-	-	-	-	-	-	-	-	-	1
55 Increase in Space or Services Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-
56 Restoration of Denied AGA Petitions Received (Attachment D)		-	-	-	-	-	-	-	-	-	-	-	-	-
57 Landlord Individual Rent Adjustment Petitions Received		1	-	-	-	-	-	-	-	-	-	-	-	1
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>59 TOTAL LANDLORD PETITIONS RECEIVED</b>		<b>2</b>	-	-	-	-	-	-	-	-	-	-	-	<b>2</b>
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		1	-	-	-	-	-	-	-	-	-	-	-	1
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		1	-	-	-	-	-	-	-	-	-	-	-	1
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds		1	-	-	-	-	-	-	-	-	-	-	-	1
64 Tenant Petition for Rent Withholding Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>66 TOTAL TENANT PETITIONS RECEIVED</b>		<b>3</b>	-	-	-	-	-	-	-	-	-	-	-	<b>3</b>
67 Petition for Determination of Occupancy Status		-	-	-	-	-	-	-	-	-	-	-	-	-

**Rent Program  
FY2022-23 Monthly Activity Report**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
2		MTD ACTUAL	YTD TOTAL											
68	Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Request for a Continuance of the Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
71	Subpoena(s)	-	-	-	-	-	-	-	-	-	-	-	-	-
72	<b>TOTAL OTHER PETITIONS RECEIVED</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
73	Decisions Ordered	1	-	-	-	-	-	-	-	-	-	-	-	1
74	Cases Settled	2	-	-	-	-	-	-	-	-	-	-	-	2
75	Cases Dismissed	-	-	-	-	-	-	-	-	-	-	-	-	-
76	Petitions Withdrawn	1	-	-	-	-	-	-	-	-	-	-	-	1
77	<b>TOTAL CASES CLOSED</b>	<b>4</b>	-	-	-	-	-	-	-	-	-	-	-	<b>4</b>
78	Appeals Received	1	-	-	-	-	-	-	-	-	-	-	-	1
79	Total Open Cases (Tenant Petitions)	3	-	-	-	-	-	-	-	-	-	-	-	3
80	Total Open Cases (Landlord Petitions)	14	-	-	-	-	-	-	-	-	-	-	-	14
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	<b>TOTAL OPEN CASES</b>	<b>17</b>	-	-	-	-	-	-	-	-	-	-	-	<b>17</b>
83	<b>Form Submissions</b>													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
87	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
88	Change in Terms of Tenancy	22	-	-	-	-	-	-	-	-	-	-	-	22
89	<b>TOTAL RENT INCREASE NOTICES FILED</b>	<b>213</b>	-	-	-	-	-	-	-	-	-	-	-	<b>213</b>
90	Termination of Tenancy - Nonpayment of Rent	86	-	-	-	-	-	-	-	-	-	-	-	86
91	Termination of Tenancy - Breach of Lease	1	-	-	-	-	-	-	-	-	-	-	-	1
92	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
93	Termination of Tenancy - Nuisance	-	-	-	-	-	-	-	-	-	-	-	-	-
94	Termination of Tenancy - Withdrawal from the Rental Market	1	-	-	-	-	-	-	-	-	-	-	-	1
95	Termination of Tenancy - Owner Move-In	-	-	-	-	-	-	-	-	-	-	-	-	-
96	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
97	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
98	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	<b>88</b>	-	-	-	-	-	-	-	-	-	-	-	<b>88</b>