

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 15, 2023

Final Decision Date Deadline: February 15, 2023

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 January 2023 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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

ITEM F-2

	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											
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone		178	187	218	225	276	218	329	-	-	-	-	-	1,631
6 Rent/Eviction Counseling Appointments By Walk-ins		4	2	8	15	16	15	18	-	-	-	-	-	78
7 Rent/Eviction Counseling Questions Addressed By Email		156	213	180	139	200	184	215	-	-	-	-	-	1,287
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS		338	402	406	379	492	417	562	-	-	-	-	-	2,996
9 Rent/Eviction Counseling Sessions Conducted in Spanish		38	26	20	18	21	13	14	-	-	-	-	-	150
10 Rent/Eviction Counseling Sessions Conducted in Mandarin		-	-	-	-	-	-	-	-	-	-	-	-	-
11 Rent/Eviction Counseling Sessions Conducted in Cantonese		-	1	-	-	-	-	-	-	-	-	-	-	1
12 Rent/Eviction Counseling Sessions Conducted in Another Language		-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH		-	27	20	18	21	13	43	-	-	-	-	-	142
14 Legal Service Referrals		20	19	22	16	38	34	45	-	-	-	-	-	194
17 Mediations Conducted		11	3	-	3	5	3	5	-	-	-	-	-	30
18 Assists from Front Office Staff		5	5	7	5	5	5	16	-	-	-	-	-	48
19 Courtesy Compliance Letters Sent		38	224	245	261	295	121	14	-	-	-	-	-	1,198
20 Community Workshop Attendees		-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed		62	52	42	34	50	25	9	-	-	-	-	-	274
22 Hard Copy Termination of Tenancy Notices Processed		7	5	8	15	7	7	8	-	-	-	-	-	57
24		69	57	50	49	57	32	17	-	-	-	-	-	331
25 Billing/Enrollment/Registration Counseling Appointments In-Person		-	-	1	-	-	-	2	-	-	-	-	-	3
26 Billing/Enrollment/Registration Counseling Appointments By Phone		36	108	106	36	58	41	20	-	-	-	-	-	405
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		51	114	77	41	51	64	37	-	-	-	-	-	435
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS		87	222	183	77	109	105	57	-	-	-	-	-	840
29 Enrollment/Tenancy Registration Packets Mailed		10	1	38	13	15	13	21	-	-	-	-	-	111
30 Enrollment Forms Processed		25	24	31	7	18	50	67	-	-	-	-	-	222
31 Rental Housing Fee Invoices Generated		29	5,629	145	8	357	294	37	-	-	-	-	-	6,499
32 Checks Processed		8	391	496	151	65	75	4	-	-	-	-	-	1,190
33 Checks Returned		2	7	6	53	10	10	1	-	-	-	-	-	89
34 Tenancy Registrations Received		30	13	100	20	15	15	77	-	-	-	-	-	270
35 Rental Units Discovered Not in Database		1	2	4	3	5	8	11	-	-	-	-	-	34
36 Property Information Updated		46	82	9	12	106	6	72	-	-	-	-	-	333
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		-	7	15	68	26	21	11	-	-	-	-	-	148
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		2	7	12	6	7	6	10	-	-	-	-	-	50
39 Administrative Determination of Exempt/Inapplicable Status Issued		-	-	-	-	2	6	-	-	-	-	-	-	8
40 Declarations of Exemption Processed		-	-	-	33	-	2	-	-	-	-	-	-	35
41 LEGAL UNIT														
42 Public Records Act Requests Received		2	1	2	7	2	3	4	-	-	-	-	-	21
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		-	-	-	-	1	4	1	-	-	-	-	-	6
44 Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed		-	-	2	2	-	-	-	-	-	-	-	-	4
45 Substantial Repairs Termination of Tenancy Notices Reviewed		-	-	-	-	-	-	-	-	-	-	-	-	-
46 Appeal Hearings Held		-	-	1	-	-	1	1	-	-	-	-	-	3
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone		3	5	13	4	2	2	5	-	-	-	-	-	34
51 Hearings-Related Questions Addressed by Email		34	43	54	31	26	20	42	-	-	-	-	-	250
52 TOTAL HEARINGS-RELATED CONSULTATIONS		37	48	67	35	28	22	47	-	-	-	-	-	284
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	3	-	-	-	-	-	-	3
54 Increased in Occupants Petitions Received (Attachment B)		1	-	-	-	1	-	-	-	-	-	-	-	2
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	3	-	-	-	-	-	-	5
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED		2	-	-	-	2	6	-	-	-	-	-	-	10
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		1	-	-	-	1	-	1	-	-	-	-	-	3
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		1	1	-	-	-	-	1	-	-	-	-	-	3
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds		1	1	-	-	1	-	2	-	-	-	-	-	5
64 Tenant Petition for Rent Withholding Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received		-	1	-	-	-	1	-	-	-	-	-	-	2
66 TOTAL TENANT PETITIONS RECEIVED		3	3	-	-	2	1	4	-	-	-	-	-	13
67 Petition for Determination of Occupancy Status		-	-	-	-	-	-	-	-	-	-	-	-	-

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

ITEM F-2

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2		Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
68	Petition for Initial Rent Determination	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	-	1	-	1	-	-	-	-	-	-	-	-	2
71	Subpoena(s)	-	-	1	-	-	-	-	-	-	-	-	-	1
72	TOTAL OTHER PETITIONS RECEIVED	-	1	1	1	-	-	-	-	-	-	-	-	3
73	Decisions Ordered	1	2	1	1	2	2	-	-	-	-	-	-	9
74	Cases Settled	2	3	1	1	-	-	4	-	-	-	-	-	11
75	Cases Dismissed	-	-	-	-	-	2	1	-	-	-	-	-	3
76	Petitions Withdrawn	1	-	-	-	1	-	-	-	-	-	-	-	2
77	TOTAL CASES CLOSED	4	5	2	2	3	4	5	-	-	-	-	-	25
78	Appeals Received	1	2	-	-	-	-	-	-	-	-	-	-	3
79	Total Open Cases (Tenant Petitions)	3	2	2	2	2	4	5	-	-	-	-	-	20
80	Total Open Cases (Landlord Petitions)	14	13	9	5	8	9	4	-	-	-	-	-	62
81	Total Open Cases (Other Petitions)	-	1	-	-	-	-	-	-	-	-	-	-	1
82	TOTAL OPEN CASES	17	16	11	7	10	13	9	-	-	-	-	-	83
83	Form Submissions													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	-	-	1	-	-	-	-	-	-	-	-	-	1
87	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
88	Change in Terms of Tenancy	22	19	23	13	2	7	-	-	-	-	-	-	86
89	TOTAL RENT INCREASE NOTICES FILED	213	218	114	78	128	33	31	-	-	-	-	-	815
90	Termination of Tenancy - Nonpayment of Rent	86	112	94	133	105	84	49	-	-	-	-	-	663
91	Termination of Tenancy - Breach of Lease	1	2	3	2	4	-	2	-	-	-	-	-	14
92	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
93	Termination of Tenancy - Nuisance	-	3	-	2	3	2	-	-	-	-	-	-	10
94	Termination of Tenancy - Withdrawal from the Rental Market	1	-	-	5	-	-	-	-	-	-	-	-	6
95	Termination of Tenancy - Owner Move-In	-	-	-	-	6	4	1	-	-	-	-	-	11
96	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
97	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
98	TOTAL TERMINATION OF TENANCY NOTICES FILED	88	117	97	142	118	90	52	-	-	-	-	-	704