

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: March 15, 2023

Final Decision Date Deadline: March 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 February 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	170	-	-	-	-	-	1,801
6 Rent/Eviction Counseling Appointments By Walk-ins	4	2	8	15	16	15	18	20	-	-	-	-	-	98
7 Rent/Eviction Counseling Questions Addressed By Email	156	213	180	139	200	184	215	124	-	-	-	-	-	1,411
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	338	402	406	379	492	417	562	314	-	-	-	-	-	3,310
9 Rent/Eviction Counseling Sessions Conducted in Spanish	38	26	20	18	21	13	14	29	-	-	-	-	-	179
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	29	-	-	-	-	-	171
14 Legal Service Referrals	20	19	22	16	38	34	45	30	-	-	-	-	-	224
17 Mediations Conducted	11	3	-	3	5	3	5	3	-	-	-	-	-	33
18 Assists from Front Office Staff	5	5	7	5	5	5	16	28	-	-	-	-	-	76
19 Courtesy Compliance Letters Sent	38	224	245	261	295	121	14	3	-	-	-	-	-	1,201
20 Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed	62	52	42	34	50	25	9	10	-	-	-	-	-	284
22 Hard Copy Termination of Tenancy Notices Processed	7	5	8	15	7	7	8	12	-	-	-	-	-	69
24	69	57	50	49	57	32	17	22	-	-	-	-	-	353
25 Billing/Enrollment/Registration Counseling Appointments In-Person	-	-	1	-	-	-	2	1	-	-	-	-	-	4
26 Billing/Enrollment/Registration Counseling Appointments By Phone	36	108	106	36	58	41	20	8	-	-	-	-	-	413
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email	51	114	77	41	51	64	37	24	-	-	-	-	-	459
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	87	222	183	77	109	105	57	32	-	-	-	-	-	872
29 Enrollment/Tenancy Registration Packets Mailed	10	1	38	13	15	13	21	14	-	-	-	-	-	125
30 Enrollment Forms Processed	25	24	31	7	18	50	67	19	-	-	-	-	-	241
31 Rental Housing Fee Invoices Generated	29	5,629	145	8	357	294	37	2	-	-	-	-	-	6,501
32 Checks Processed	8	391	496	151	65	75	4	7	-	-	-	-	-	1,197
33 Checks Returned	2	7	6	53	10	10	1	-	-	-	-	-	-	89
34 Tenancy Registrations Received	30	13	100	20	15	15	77	3	-	-	-	-	-	273
35 Rental Units Discovered Not in Database	1	2	4	3	5	8	11	12	-	-	-	-	-	46
36 Property Information Updated	46	82	9	12	106	6	72	64	-	-	-	-	-	397
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	4	-	-	-	-	-	54
39 Administrative Determination of Exempt/Inapplicable Status Issued	-	-	-	-	2	6	-	3	-	-	-	-	-	11
40 Declarations of Exemption Processed	-	-	-	33	-	2	-	13	-	-	-	-	-	48
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	1	-	-	-	-	-	7
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	9	-	-	-	-	-	43
51 Hearings-Related Questions Addressed By Email	34	43	54	31	26	20	42	33	-	-	-	-	-	283
52 TOTAL HEARINGS-RELATED CONSULTATIONS	37	48	67	35	28	22	47	42	-	-	-	-	-	326
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	1	-	-	-	-	-	4
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	1	-	-	-	-	-	6
64 Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	1	-	-	-	1	-	2	-	-	-	-	-	4
66 TOTAL TENANT PETITIONS RECEIVED	3	3	-	-	2	1	4	4	-	-	-	-	-	17
67 Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-	-
68 Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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

ITEM F-2

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		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											
69	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Request for a Continuance of the Hearing Process	-	1	-	1	-	-	-	-	2	-	-	-	4
71	Subpoena(s)	-	-	1	-	-	-	-	-	-	-	-	-	1
72	TOTAL OTHER PETITIONS RECEIVED	-	1	1	1	-	-	-	2	-	-	-	-	5
73	Decisions Ordered	1	2	1	1	2	2	-	2	-	-	-	-	11
74	Cases Settled	2	3	1	1	-	-	4	1	-	-	-	-	12
75	Cases Dismissed	-	-	-	-	-	2	1	-	-	-	-	-	3
76	Petitions Withdrawn	1	-	-	-	1	-	-	1	-	-	-	-	3
77	TOTAL CASES CLOSED	4	5	2	2	3	4	5	4	-	-	-	-	29
78	Appeals Received	1	2	-	-	-	-	-	1	-	-	-	-	4
79	Total Open Cases (Tenant Petitions)	3	2	2	2	2	4	5	3	-	-	-	-	23
80	Total Open Cases (Landlord Petitions)	14	13	9	5	8	9	4	4	-	-	-	-	66
81	Total Open Cases (Other Petitions)	-	1	-	-	-	-	-	1	-	-	-	-	2
82	TOTAL OPEN CASES	17	16	11	7	10	13	9	8	-	-	-	-	91
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	-	10	-	-	-	-	96
89	TOTAL RENT INCREASE NOTICES FILED	213	218	114	78	128	33	31	22	-	-	-	-	837
90	Termination of Tenancy - Nonpayment of Rent	86	112	94	133	105	84	49	22	-	-	-	-	685
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	-	2	-	-	-	-	12
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	-	-	-	-	-	-	-	1	-	-	-	-	1
98	TOTAL TERMINATION OF TENANCY NOTICES FILED	88	117	97	142	118	90	52	25	-	-	-	-	729