

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 17, 2023

Final Decision Date Deadline: May 17, 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 April 2023 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-3.**

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**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	187	218	225	276	218	329	170	206	139	-	-	2,146
6 Rent/Eviction Counseling Appointments By Walk-ins		4	2	8	15	16	15	18	20	30	50	-	-	178
7 Rent/Eviction Counseling Questions Addressed By Email		156	213	180	139	200	184	215	124	76	45	-	-	1,532
<b>8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>		<b>338</b>	<b>402</b>	<b>406</b>	<b>379</b>	<b>492</b>	<b>417</b>	<b>562</b>	<b>314</b>	<b>312</b>	<b>234</b>	-	-	<b>3,856</b>
9 Rent/Eviction Counseling Sessions Conducted in Spanish		38	26	20	18	21	13	14	29	45	41	-	-	265
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		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH</b>		-	27	20	18	21	13	43	29	45	41	-	-	<b>257</b>
14 Legal Service Referrals		20	19	22	16	38	34	45	30	26	33	-	-	283
17 Mediations Conducted		11	3	-	3	5	3	5	3	4	3	-	-	40
18 Assists from Front Office Staff		5	5	7	5	5	5	16	28	82	70	-	-	228
19 Courtesy Compliance Letters Sent		38	224	245	261	295	121	14	3	-	4	-	-	1,205
20 Community Workshop Attendees		-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed		62	52	42	34	50	25	9	10	18	3	-	-	305
22 Hard Copy Termination of Tenancy Notices Processed		7	5	8	15	7	7	8	12	7	1	-	-	77
<b>24</b>		<b>69</b>	<b>57</b>	<b>50</b>	<b>49</b>	<b>57</b>	<b>32</b>	<b>17</b>	<b>22</b>	<b>25</b>	<b>4</b>	-	-	<b>382</b>
25 Billing/Enrollment/Registration Counseling Appointments In-Person		-	-	1	-	-	-	2	1	5	4	-	-	13
26 Billing/Enrollment/Registration Counseling Appointments By Phone		36	108	106	36	58	41	20	8	11	35	-	-	459
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		51	114	77	41	51	64	37	24	11	31	-	-	501
<b>28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>		<b>87</b>	<b>222</b>	<b>183</b>	<b>77</b>	<b>109</b>	<b>105</b>	<b>57</b>	<b>32</b>	<b>22</b>	<b>66</b>	-	-	<b>960</b>
29 Enrollment/Tenancy Registration Packets Mailed		10	1	38	13	15	13	21	14	11	14	-	-	150
30 Enrollment Forms Processed		25	24	31	7	18	50	67	19	15	13	-	-	269
31 Rental Housing Fee Invoices Generated		29	5,629	145	8	357	294	37	2	42	13	-	-	6,556
32 Checks Processed		8	391	496	151	65	75	4	7	8	6	-	-	1,211
33 Checks Returned		2	7	6	53	10	10	1	-	-	1	-	-	90
34 Tenancy Registrations Received		30	13	100	20	15	15	77	3	33	40	-	-	346
35 Rental Units Discovered Not in Database		1	2	4	3	5	8	11	12	10	7	-	-	63
36 Property Information Updated		46	82	9	12	106	6	72	64	13	7	-	-	417
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		-	7	15	68	26	21	11	-	7	19	-	-	174
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	18	-	-	-	66
<b>41 LEGAL UNIT</b>														
42 Public Records Act Requests Received		2	1	2	7	2	3	4	-	4	2	-	-	27
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		-	-	-	-	1	4	1	1	2	-	-	-	9
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	-	1	-	-	-	4
<b>47 HEARINGS UNIT</b>														
50 Consultations with Hearings Unit Coordinator By Phone		3	5	13	4	2	2	5	9	12	5	-	-	60
51 Hearings-Related Questions Addressed by Email		34	43	54	31	26	20	42	33	38	35	-	-	356
<b>52 TOTAL HEARINGS-RELATED CONSULTATIONS</b>		<b>37</b>	<b>48</b>	<b>67</b>	<b>35</b>	<b>28</b>	<b>22</b>	<b>47</b>	<b>42</b>	<b>50</b>	<b>40</b>	-	-	<b>416</b>
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	3	-	-	-	-	-	-	3
54 Increased in Occupants Petitions Received (Attachment B)		1	-	-	-	1	-	-	-	-	1	-	-	3
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	-	-	-	1	-	-	6
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>59 TOTAL LANDLORD PETITIONS RECEIVED</b>		<b>2</b>	-	-	-	<b>2</b>	<b>6</b>	-	-	-	<b>2</b>	-	-	<b>12</b>
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		1	-	-	-	1	-	1	1	4	-	-	-	8
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		1	1	-	-	-	-	1	-	10	-	-	-	13
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds		1	1	-	-	1	-	2	1	10	-	-	-	16
64 Tenant Petition for Rent Withholding Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received		-	1	-	-	-	1	-	2	-	-	-	-	4
<b>66 TOTAL TENANT PETITIONS RECEIVED</b>		<b>3</b>	<b>3</b>	-	-	<b>2</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>24</b>	-	-	-	<b>41</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	-	1	-	1	-	-	-	2	-	-	-	-	4
71	Subpoena(s)	-	-	1	-	-	-	-	-	-	-	-	-	1
72	<b>TOTAL OTHER PETITIONS RECEIVED</b>	-	<b>1</b>	<b>1</b>	<b>1</b>	-	-	-	<b>2</b>	-	-	-	-	<b>5</b>
73	Decisions Ordered	1	2	1	1	2	2	-	2	-	2	-	-	13
74	Cases Settled	2	3	1	1	-	-	4	1	-	1	-	-	13
75	Cases Dismissed	-	-	-	-	-	2	1	-	-	-	-	-	3
76	Petitions Withdrawn	1	-	-	-	1	-	-	1	-	-	-	-	3
77	<b>TOTAL CASES CLOSED</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>4</b>	-	<b>3</b>	-	-	<b>32</b>
78	Appeals Received	1	2	-	-	-	-	-	1	1	-	-	-	5
79	Total Open Cases (Tenant Petitions)	3	2	2	2	2	4	5	3	11	11	-	-	45
80	Total Open Cases (Landlord Petitions)	14	13	9	5	8	9	4	4	4	4	-	-	74
81	Total Open Cases (Other Petitions)	-	1	-	-	-	-	-	1	-	-	-	-	2
82	<b>TOTAL OPEN CASES</b>	<b>17</b>	<b>16</b>	<b>11</b>	<b>7</b>	<b>10</b>	<b>13</b>	<b>9</b>	<b>8</b>	<b>15</b>	<b>15</b>	-	-	<b>121</b>
83	<b>Form Submissions</b>													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	-	-	1	-	-	-	-	-	3	-	-	-	4
87	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
88	Change in Terms of Tenancy	22	19	23	13	2	7	-	10	15	11	-	-	122
89	<b>TOTAL RENT INCREASE NOTICES FILED</b>	<b>213</b>	<b>218</b>	<b>114</b>	<b>78</b>	<b>128</b>	<b>33</b>	<b>31</b>	<b>22</b>	<b>32</b>	<b>21</b>	-	-	<b>890</b>
90	Termination of Tenancy - Nonpayment of Rent	86	112	94	133	105	84	49	22	20	23	-	-	728
91	Termination of Tenancy - Breach of Lease	1	2	3	2	4	-	2	-	5	1	-	-	20
92	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
93	Termination of Tenancy - Nuisance	-	3	-	2	3	2	-	2	-	1	-	-	13
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	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	<b>88</b>	<b>117</b>	<b>97</b>	<b>142</b>	<b>118</b>	<b>90</b>	<b>52</b>	<b>25</b>	<b>25</b>	<b>25</b>	-	-	<b>779</b>