

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 16, 2023

Final Decision Date Deadline: August 16, 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 2023-24 Monthly Activity Report through July 2023 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-5.

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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
1		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	
2		MTD ACTUAL	YTD TOTAL											
3	Public Information & Enrollment Unit													
5	Rent/Eviction Counseling Appointments By Phone	122	-	-	-	-	-	-	-	-	-	-	-	122
6	Rent/Eviction Counseling Appointments By Walk-ins	35	-	-	-	-	-	-	-	-	-	-	-	35
7	Rent/Eviction Counseling Questions Addressed By Email	102	-	-	-	-	-	-	-	-	-	-	-	102
8	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	259	-	-	-	-	-	-	-	-	-	-	-	259
9	Rent/Eviction Counseling Sessions Conducted in Spanish	27	-	-	-	-	-	-	-	-	-	-	-	27
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	-	-	-	-	-	-	-	-	-	-	-	-	-
13	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	21	-	-	-	-	-	-	-	-	-	-	-	21
14	Legal Service Referrals	12	-	-	-	-	-	-	-	-	-	-	-	12
17	Mediations Conducted	4	-	-	-	-	-	-	-	-	-	-	-	4
18	Assists from Front Office Staff	51	-	-	-	-	-	-	-	-	-	-	-	51
19	Courtesy Compliance Letters Sent	38	-	-	-	-	-	-	-	-	-	-	-	38
20	Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-
21	Hard Copy Rent Increase Notices Processed	8	-	-	-	-	-	-	-	-	-	-	-	8
22	Hard Copy Termination of Tenancy Notices Processed	1	-	-	-	-	-	-	-	-	-	-	-	1
24		9	-	-	-	-	-	-	-	-	-	-	-	9
25	Billing/Enrollment/Registration Counseling Appointments In-Person	4	-	-	-	-	-	-	-	-	-	-	-	4
26	Billing/Enrollment/Registration Counseling Appointments By Phone	20	-	-	-	-	-	-	-	-	-	-	-	20
27	Billing/Enrollment/Registration Counseling Questions Addressed By Email	23	-	-	-	-	-	-	-	-	-	-	-	23
28	TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	43	-	-	-	-	-	-	-	-	-	-	-	43
29	Enrollment/Tenancy Registration Packets Mailed	5	-	-	-	-	-	-	-	-	-	-	-	5
30	Enrollment Forms Processed	12	-	-	-	-	-	-	-	-	-	-	-	12
31	Rental Housing Fee Invoices Generated	30	-	-	-	-	-	-	-	-	-	-	-	30
32	Checks Processed	3	-	-	-	-	-	-	-	-	-	-	-	3
33	Checks Returned	2	-	-	-	-	-	-	-	-	-	-	-	2
34	Tenancy Registrations Received	11	-	-	-	-	-	-	-	-	-	-	-	11
35	Rental Units Discovered Not in Database	8	-	-	-	-	-	-	-	-	-	-	-	8
36	Property Information Updated	5	-	-	-	-	-	-	-	-	-	-	-	5
37	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	74	-	-	-	-	-	-	-	-	-	-	-	74
38	Applications for Administrative Determination of Exempt/Inapplicable Status Received	5	-	-	-	-	-	-	-	-	-	-	-	5
39	Administrative Determination of Exempt/Inapplicable Status Issued	2	-	-	-	-	-	-	-	-	-	-	-	2
40	Declarations of Exemption Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
41	LEGAL UNIT													
42	Public Records Act Requests Received	-	-	-	-	-	-	-	-	-	-	-	-	-
43	Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	-	-	-	-	-	-	-	-	-	-	-	2
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	-	-	-	-	-	-	-	-	-	-	-	-	-
47	HEARINGS UNIT													
50	Consultations with Hearings Unit Coordinator By Phone	10	-	-	-	-	-	-	-	-	-	-	-	10
51	Hearings-Related Questions Addressed by Email	20	-	-	-	-	-	-	-	-	-	-	-	20
52	TOTAL HEARINGS-RELATED CONSULTATIONS	30	-	-	-	-	-	-	-	-	-	-	-	30
53	MNOI Petitions Received (Attachment A)	-	-	-	-	-	-	-	-	-	-	-	-	-
54	Increased in Occupants Petitions Received (Attachment B)	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-
58	Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-
59	TOTAL LANDLORD PETITIONS RECEIVED	-												
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)	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-
66	TOTAL TENANT PETITIONS RECEIVED	2	-	2										
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-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	
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	TOTAL OTHER PETITIONS RECEIVED	-	-	-	-	-	-	-	-	-	-	-	-	-
73	Decisions Ordered	2	-	-	-	-	-	-	-	-	-	-	-	2
74	Cases Settled	3	-	-	-	-	-	-	-	-	-	-	-	3
75	Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	TOTAL CASES CLOSED	6	-	-	-	-	-	-	-	-	-	-	-	6
78	Appeals Received	1	-	-	-	-	-	-	-	-	-	-	-	1
79	Total Open Cases (Tenant Petitions)	9	-	-	-	-	-	-	-	-	-	-	-	9
80	Total Open Cases (Landlord Petitions)	2	-	-	-	-	-	-	-	-	-	-	-	2
81	Total Open Cases (Other Petitions)	2	-	-	-	-	-	-	-	-	-	-	-	2
82	TOTAL OPEN CASES	13	-	-	-	-	-	-	-	-	-	-	-	13
83	Form Submissions													
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	9	-	-	-	-	-	-	-	-	-	-	-	9
89	TOTAL RENT INCREASE NOTICES FILED	95	-	-	-	-	-	-	-	-	-	-	-	95
90	Termination of Tenancy - Nonpayment of Rent	21	-	-	-	-	-	-	-	-	-	-	-	21
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	-	-	-	-	-	-	-	-	-	-	-	-	-
95	Termination of Tenancy - Owner Move-In	3	-	-	-	-	-	-	-	-	-	-	-	3
96	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
97	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
98	TOTAL TERMINATION OF TENANCY NOTICES FILED	25	-	-	-	-	-	-	-	-	-	-	-	25