

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 20, 2023

Final Decision Date Deadline: September 20, 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 August 2023 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-2.**

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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	<b>Public Information &amp; Enrollment Unit</b>													
5	Rent/Eviction Counseling Appointments By Phone	122	181	-	-	-	-	-	-	-	-	-	-	303
6	Rent/Eviction Counseling Appointments By Walk-ins	35	43	-	-	-	-	-	-	-	-	-	-	78
7	Rent/Eviction Counseling Questions Addressed By Email	102	132	-	-	-	-	-	-	-	-	-	-	234
8	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>	<b>259</b>	<b>356</b>	-	-	-	-	-	-	-	-	-	-	<b>615</b>
9	Rent/Eviction Counseling Sessions Conducted in Spanish	27	34	-	-	-	-	-	-	-	-	-	-	61
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	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH</b>	<b>21</b>	<b>34</b>	-	-	-	-	-	-	-	-	-	-	<b>55</b>
14	Legal Service Referrals	12	12	-	-	-	-	-	-	-	-	-	-	24
17	Mediations Conducted	4	14	-	-	-	-	-	-	-	-	-	-	18
18	Assists from Front Office Staff	51	7	-	-	-	-	-	-	-	-	-	-	58
19	Courtesy Compliance Letters Sent	38	3	-	-	-	-	-	-	-	-	-	-	41
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	13	-	-	-	-	-	-	-	-	-	-	17
26	Billing/Enrollment/Registration Counseling Appointments By Phone	20	53	-	-	-	-	-	-	-	-	-	-	73
27	Billing/Enrollment/Registration Counseling Questions Addressed By Email	23	28	-	-	-	-	-	-	-	-	-	-	51
28	<b>TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>	<b>43</b>	<b>81</b>	-	-	-	-	-	-	-	-	-	-	<b>124</b>
29	Enrollment/Tenancy Registration Packets Mailed	5	6	-	-	-	-	-	-	-	-	-	-	11
30	Enrollment Forms Processed	12	49	-	-	-	-	-	-	-	-	-	-	61
31	Rental Housing Fee Invoices Generated	30	7,832	-	-	-	-	-	-	-	-	-	-	7,862
32	Checks Processed	3	113	-	-	-	-	-	-	-	-	-	-	116
33	Checks Returned	2	1	-	-	-	-	-	-	-	-	-	-	3
34	Tenancy Registrations Received	11	51	-	-	-	-	-	-	-	-	-	-	62
35	Rental Units Discovered Not in Database	8	6	-	-	-	-	-	-	-	-	-	-	14
36	Property Information Updated	5	9	-	-	-	-	-	-	-	-	-	-	14
37	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	74	16	-	-	-	-	-	-	-	-	-	-	90
38	Applications for Administrative Determination of Exempt/Inapplicable Status Received	5	2	-	-	-	-	-	-	-	-	-	-	7
39	Administrative Determination of Exempt/Inapplicable Status Issued	2	-	-	-	-	-	-	-	-	-	-	-	2
40	Declarations of Exemption Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
41	<b>LEGAL UNIT</b>													
42	Public Records Act Requests Received	-	4	-	-	-	-	-	-	-	-	-	-	4
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	<b>HEARINGS UNIT</b>													
50	Consultations with Hearings Unit Coordinator By Phone	10	4	-	-	-	-	-	-	-	-	-	-	14
51	Hearings-Related Questions Addressed by Email	20	27	-	-	-	-	-	-	-	-	-	-	47
52	<b>TOTAL HEARINGS-RELATED CONSULTATIONS</b>	<b>30</b>	<b>31</b>	-	-	-	-	-	-	-	-	-	-	<b>61</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	-	-	-	-	-	-	-	-	-	-	-	-	-
58	Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-
59	<b>TOTAL LANDLORD PETITIONS RECEIVED</b>	<b>-</b>	<b>1</b>	-	-	-	-	-	-	-	-	-	-	<b>1</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)	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	1	-	-	-	-	-	-	-	-	-	-	1
66	<b>TOTAL TENANT PETITIONS RECEIVED</b>	<b>2</b>	<b>1</b>	-	-	-	-	-	-	-	-	-	-	<b>3</b>
67	Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-

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

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD TOTAL
3		MTD ACTUAL												
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	2	1	-	-	-	-	-	-	-	-	-	-	3
74	Cases Settled	3	2	-	-	-	-	-	-	-	-	-	-	5
75	Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	<b>TOTAL CASES CLOSED</b>	<b>6</b>	<b>3</b>	-	-	-	-	-	-	-	-	-	-	<b>9</b>
78	Appeals Received	1	-	-	-	-	-	-	-	-	-	-	-	1
79	Total Open Cases (Tenant Petitions)	9	10	-	-	-	-	-	-	-	-	-	-	19
80	Total Open Cases (Landlord Petitions)	2	3	-	-	-	-	-	-	-	-	-	-	5
81	Total Open Cases (Other Petitions)	2	-	-	-	-	-	-	-	-	-	-	-	2
82	<b>TOTAL OPEN CASES</b>	<b>13</b>	<b>13</b>	-	-	-	-	-	-	-	-	-	-	<b>26</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	9	-	-	-	-	-	-	-	-	-	-	-	9
89	<b>TOTAL RENT INCREASE NOTICES FILED</b>	<b>95</b>	-	-	-	-	-	-	-	-	-	-	-	<b>95</b>
90	Termination of Tenancy - Nonpayment of Rent	21	100	-	-	-	-	-	-	-	-	-	-	121
91	Termination of Tenancy - Breach of Lease	1	12	-	-	-	-	-	-	-	-	-	-	13
92	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
93	Termination of Tenancy - Nuisance	-	4	-	-	-	-	-	-	-	-	-	-	4
94	Termination of Tenancy - Withdrawal from the Rental Market	-	-	-	-	-	-	-	-	-	-	-	-	-
95	Termination of Tenancy - Owner Move-In	3	1	-	-	-	-	-	-	-	-	-	-	4
96	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
97	Termination of Tenancy - Temporary Tenancy	-	1	-	-	-	-	-	-	-	-	-	-	1
98	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	<b>25</b>	<b>118</b>	-	-	-	-	-	-	-	-	-	-	<b>143</b>