

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 25, 2023

Final Decision Date Deadline: October 25, 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 September 2023 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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**Rent Program
FY2023-24 Monthly Activity Report**

ITEM F-2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	
		MTD ACTUAL	YTD TOTAL											
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone		122	181	172	-	-	-	-	-	-	-	-	-	475
6 Rent/Eviction Counseling Appointments By Walk-ins		35	43	53	-	-	-	-	-	-	-	-	-	131
7 Rent/Eviction Counseling Questions Addressed By Email		102	132	347	-	-	-	-	-	-	-	-	-	581
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS		259	356	572	-	-	-	-	-	-	-	-	-	1,187
9 Rent/Eviction Counseling Sessions Conducted in Spanish		27	34	32	-	-	-	-	-	-	-	-	-	93
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		-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH		21	34	32	-	-	-	-	-	-	-	-	-	87
14 Legal Service Referrals		12	12	9	-	-	-	-	-	-	-	-	-	33
17 Mediations Conducted		4	14	2	-	-	-	-	-	-	-	-	-	20
18 Assists from Front Office Staff		51	7	18	-	-	-	-	-	-	-	-	-	76
19 Courtesy Compliance Letters Sent		38	3	6	-	-	-	-	-	-	-	-	-	47
20 Community Workshop Attendees		-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed		8	-	5	-	-	-	-	-	-	-	-	-	13
22 Hard Copy Termination of Tenancy Notices Processed		1	-	21	-	-	-	-	-	-	-	-	-	22
24		9	-	26	-	-	-	-	-	-	-	-	-	35
25 Billing/Enrollment/Registration Counseling Appointments In-Person		4	13	13	-	-	-	-	-	-	-	-	-	30
26 Billing/Enrollment/Registration Counseling Appointments By Phone		20	53	50	-	-	-	-	-	-	-	-	-	123
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		23	28	157	-	-	-	-	-	-	-	-	-	208
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS		43	81	207	-	-	-	-	-	-	-	-	-	331
29 Enrollment/Tenancy Registration Packets Mailed		5	6	-	-	-	-	-	-	-	-	-	-	11
30 Enrollment Forms Processed		12	49	10	-	-	-	-	-	-	-	-	-	71
31 Rental Housing Fee Invoices Generated		30	7,832	1	-	-	-	-	-	-	-	-	-	7,863
32 Checks Processed		3	113	156	-	-	-	-	-	-	-	-	-	272
33 Checks Returned		2	1	-	-	-	-	-	-	-	-	-	-	3
34 Tenancy Registrations Received		11	51	19	-	-	-	-	-	-	-	-	-	81
35 Rental Units Discovered Not in Database		8	6	5	-	-	-	-	-	-	-	-	-	19
36 Property Information Updated		5	9	5	-	-	-	-	-	-	-	-	-	19
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		74	16	119	-	-	-	-	-	-	-	-	-	209
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		5	2	11	-	-	-	-	-	-	-	-	-	18
39 Administrative Determination of Exempt/Inapplicable Status Issued		2	-	2	-	-	-	-	-	-	-	-	-	4
40 Declarations of Exemption Processed		-	-	1	-	-	-	-	-	-	-	-	-	1
41 LEGAL UNIT														
42 Public Records Act Requests Received		-	4	3	-	-	-	-	-	-	-	-	-	7
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		2	-	4	-	-	-	-	-	-	-	-	-	6
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	4	6	-	-	-	-	-	-	-	-	-	20
51 Hearings-Related Questions Addressed by Email		20	27	30	-	-	-	-	-	-	-	-	-	77
52 TOTAL HEARINGS-RELATED CONSULTATIONS		30	31	36	-	-	-	-	-	-	-	-	-	97
53 MNOI Petitions Received (Attachment A)		-	-	1	-	-	-	-	-	-	-	-	-	1
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		-	-	1	-	-	-	-	-	-	-	-	-	1
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED		-	1	2	-	-	-	-	-	-	-	-	-	3
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		1	-	4	-	-	-	-	-	-	-	-	-	5
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		-	-	3	-	-	-	-	-	-	-	-	-	3
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds		1	-	5	-	-	-	-	-	-	-	-	-	6
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		2	1	13	-	-	-	-	-	-	-	-	-	16
67 Petition for Determination of Occupancy Status		-	-	-	-	-	-	-	-	-	-	-	-	-

Rent Program
FY2023-24 Monthly Activity Report

ITEM F-2

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	
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	-	-	-	-	-	-	-	-	-	-	-	-	-
71	Subpoena(s)	-	-	-	-	-	-	-	-	-	-	-	-	-
72	TOTAL OTHER PETITIONS RECEIVED	-	-	-	-	-	-	-	-	-	-	-	-	-
73	Decisions Ordered	2	1	-	-	-	-	-	-	-	-	-	-	3
74	Cases Settled	3	2	3	-	-	-	-	-	-	-	-	-	8
75	Cases Dismissed	1	-	1	-	-	-	-	-	-	-	-	-	2
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	TOTAL CASES CLOSED	6	3	4	-	-	-	-	-	-	-	-	-	13
78	Appeals Received	1	-	1	-	-	-	-	-	-	-	-	-	2
79	Total Open Cases (Tenant Petitions)	9	10	10	-	-	-	-	-	-	-	-	-	29
80	Total Open Cases (Landlord Petitions)	2	3	2	-	-	-	-	-	-	-	-	-	7
81	Total Open Cases (Other Petitions)	2	-	3	-	-	-	-	-	-	-	-	-	5
82	TOTAL OPEN CASES	13	13	15	-	-	-	-	-	-	-	-	-	41
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	100	61	-	-	-	-	-	-	-	-	-	182
91	Termination of Tenancy - Breach of Lease	1	12	6	-	-	-	-	-	-	-	-	-	19
92	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
93	Termination of Tenancy - Nuisance	-	4	1	-	-	-	-	-	-	-	-	-	5
94	Termination of Tenancy - Withdrawal from the Rental Market	-	-	-	-	-	-	-	-	-	-	-	-	-
95	Termination of Tenancy - Owner Move-In	3	1	4	-	-	-	-	-	-	-	-	-	8
96	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
97	Termination of Tenancy - Temporary Tenancy	-	1	-	-	-	-	-	-	-	-	-	-	1
98	TOTAL TERMINATION OF TENANCY NOTICES FILED	25	118	72	-	-	-	-	-	-	-	-	-	215