

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 21, 2024

Final Decision Date Deadline: August 21, 2024

**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 2024-25 Monthly Activity Report through July 2024 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-3.**

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**Rent Program  
FY2024-25 Monthly Activity Report**

**ITEM F-3**

	A	B	N
1		<b>Jul-24</b>	
2		<b>MTD ACTUAL</b>	<b>YTD TOTAL</b>
3	<b>Public Information &amp; Enrollment Unit</b>		
5	Rent/Eviction Counseling Appointments By Phone	124	124
6	Rent/Eviction Counseling Appointments By Walk-ins	30	30
7	Rent/Eviction Counseling Questions Addressed By Email	293	293
8	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>	<b>447</b>	<b>447</b>
9	Rent/Eviction Counseling Sessions Conducted in Spanish	60	60
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>60</b>	<b>60</b>
14	Legal Service Referrals	15	15
17	Mediations Conducted	-	-
18	Assists from Front Office Staff	221	221
19	Courtesy Compliance Letters Sent	349	349
20	Community Workshop Attendees	1	1
21	Hard Copy Rent Increase Notices Processed	61	61
22	Hard Copy Termination of Tenancy Notices Processed	19	19
24		<b>80</b>	<b>80</b>
25	Billing/Enrollment/Registration Counseling Appointments In-Person	-	-
26	Billing/Enrollment/Registration Counseling Appointments By Phone	7	7
27	Billing/Enrollment/Registration Counseling Questions Addressed By Email	31	31
28	<b>TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>	<b>38</b>	<b>38</b>
29	Enrollment/Tenancy Registration Packets Mailed	-	-
30	Enrollment Forms Processed	51	51
31	Rental Housing Fee Invoices Generated	3	3
32	Checks Processed	-	-
33	Checks Returned	-	-
34	Tenancy Registrations Received	24	24
35	Rental Units Discovered Not in Database	3	3
36	Property Information Updated	146	146
37	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	119	119
38	Applications for Administrative Determination of Exempt/Inapplicable Status Received	4	4
39	Administrative Determination of Exempt/Inapplicable Status Issued	6	6
40	Declarations of Exemption Processed	41	41
41	<b>LEGAL UNIT</b>		
42	Public Records Act Requests Received	7	7
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	1	1
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	10
51	Hearings-Related Questions Addressed by Email	35	35

**Rent Program**  
**FY2024-25 Monthly Activity Report**

**ITEM F-3**

	A	B	N
1		<b>Jul-24</b>	
2		<b>MTD ACTUAL</b>	<b>YTD TOTAL</b>
52	<b>TOTAL HEARINGS-RELATED CONSULTATIONS</b>	<b>45</b>	<b>45</b>
53	MNOI Petitions Received (Attachment A)	-	-
54	Increased in Occupants Petitions Received (Attachment B)	-	-
55	Increase in Space or Services Petitions Received (Attachment C)	1	1
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>1</b>	<b>1</b>
60	Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	2	2
61	Decrease in Space/Services or Habitability Petitions Received (Attachment B)	4	4
62	Reduction in Number of Tenants Petitions Received (Attachment C)	-	-
63	Tenant Petition Based on Multiple Grounds	5	5
64	Tenant Petition for Rent Withholding Petitions Received	-	-
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	4
66	<b>TOTAL TENANT PETITIONS RECEIVED</b>	<b>15</b>	<b>15</b>
67	Petition for Determination of Occupancy Status	-	-
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	-	-
74	Cases Settled	-	-
75	Cases Dismissed	-	-
76	Petitions Withdrawn	-	-
77	<b>TOTAL CASES CLOSED</b>	-	-
78	Appeals Received	-	-
79	Total Open Cases (Tenant Petitions)	22	22
80	Total Open Cases (Landlord Petitions)	2	2
81	Total Open Cases (Other Petitions)	-	-
82	<b>TOTAL OPEN CASES</b>	<b>24</b>	<b>24</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	-	-
89	Tenancy Registration Forms Processed		
90	<b>TOTAL RENT INCREASE NOTICES FILED</b>	<b>212</b>	<b>212</b>
91	Termination of Tenancy - Nonpayment of Rent	93	93
92	Termination of Tenancy - Breach of Lease	6	6
93	Termination of Tenancy - Failure to Give Access	-	-
94	Termination of Tenancy - Nuisance	2	2
95	Termination of Tenancy - Withdrawal from the Rental Market	1	1
96	Termination of Tenancy - Owner Move-In	6	6
97	Termination of Tenancy - Substantial Repairs	-	-
98	Termination of Tenancy - Temporary Tenancy	-	-
99	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	<b>108</b>	<b>108</b>