

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 18, 2024

Final Decision Date Deadline: September 18, 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 August 2024 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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

ITEM F-2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Apr-25	Apr-25	Apr-25	May-25	Jun-25	
		MTD ACTUAL	YTD TOTAL											
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone		124	125	-	-	-	-	-	-	-	-	-	-	249
6 Rent/Eviction Counseling Appointments By Walk-ins		30	54	-	-	-	-	-	-	-	-	-	-	84
7 Rent/Eviction Counseling Questions Addressed By Email		293	50	-	-	-	-	-	-	-	-	-	-	343
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS		447	229	-	-	-	-	-	-	-	-	-	-	676
9 Rent/Eviction Counseling Sessions Conducted in Spanish		60	30	-	-	-	-	-	-	-	-	-	-	90
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		60	60	-	-	-	-	-	-	-	-	-	-	120
14 Legal Service Referrals		15	19	-	-	-	-	-	-	-	-	-	-	34
17 Mediations Conducted		-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff		221	211	-	-	-	-	-	-	-	-	-	-	432
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		80	-	-	-	-	-	-	-	-	-	-	-	80
25 Billing/Enrollment/Registration Counseling Appointments In-Person		-	24	-	-	-	-	-	-	-	-	-	-	24
26 Billing/Enrollment/Registration Counseling Appointments By Phone		7	44	-	-	-	-	-	-	-	-	-	-	51
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		31	21	-	-	-	-	-	-	-	-	-	-	52
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS		38	65	-	-	-	-	-	-	-	-	-	-	103
29 Enrollment/Tenancy Registration Packets Mailed		-	4	-	-	-	-	-	-	-	-	-	-	4
30 Enrollment Forms Processed		51	14	-	-	-	-	-	-	-	-	-	-	65
31 Rental Housing Fee Invoices Generated		3	14,591	-	-	-	-	-	-	-	-	-	-	14,594
32 Checks Processed		-	24	-	-	-	-	-	-	-	-	-	-	24
33 Checks Returned		-	-	-	-	-	-	-	-	-	-	-	-	-
34 Tenancy Registrations Received		24	-	-	-	-	-	-	-	-	-	-	-	24
35 Rental Units Discovered Not in Database		3	6	-	-	-	-	-	-	-	-	-	-	9
36 Property Information Updated		146	78	-	-	-	-	-	-	-	-	-	-	224
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		119	6	-	-	-	-	-	-	-	-	-	-	125
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		4	11	-	-	-	-	-	-	-	-	-	-	15
39 Administrative Determination of Exempt/Inapplicable Status Issued		6	8	-	-	-	-	-	-	-	-	-	-	14
40 Declarations of Exemption Processed		41	2	-	-	-	-	-	-	-	-	-	-	43
41 LEGAL UNIT														
42 Public Records Act Requests Received		7	7	-	-	-	-	-	-	-	-	-	-	14
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		2	1	-	-	-	-	-	-	-	-	-	-	3
44 Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed		1	3	-	-	-	-	-	-	-	-	-	-	4
45 Substantial Repairs Termination of Tenancy Notices Reviewed		-	-	-	-	-	-	-	-	-	-	-	-	-
46 Appeal Hearings Held		-	-	-	-	-	-	-	-	-	-	-	-	-
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone		10	8	-	-	-	-	-	-	-	-	-	-	18
51 Hearings-Related Questions Addressed by Email		35	22	-	-	-	-	-	-	-	-	-	-	57
52 TOTAL HEARINGS-RELATED CONSULTATIONS		45	30	-	-	-	-	-	-	-	-	-	-	75
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	-	-	-	-	-	-	-	-
54 Increase 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 TOTAL LANDLORD PETITIONS RECEIVED		1	-	-	-	-	-	-	-	-	-	-	-	1
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		2	3	-	-	-	-	-	-	-	-	-	-	5
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		4	4	-	-	-	-	-	-	-	-	-	-	8
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-

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

ITEM F-2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Apr-25	Apr-25	Apr-25	May-25	Jun-25	
		MTD ACTUAL	YTD TOTAL											
63	Tenant Petition Based on Multiple Grounds	5	6	-	-	-	-	-	-	-	-	-	-	11
64	Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	3	-	-	-	-	-	-	-	-	-	-	7
66	TOTAL TENANT PETITIONS RECEIVED	15	16	-	-	-	-	-	-	-	-	-	-	31
67	Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-
68	Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request to Expedite Hearing Process	1	-	-	-	-	-	-	-	-	-	-	-	1
70	Request for a Continuance of the Hearing Process	-	1	-	-	-	-	-	-	-	-	-	-	1
71	Subpoena(s)	-	1	-	-	-	-	-	-	-	-	-	-	1
72	TOTAL OTHER PETITIONS RECEIVED	1	2	-	-	-	-	-	-	-	-	-	-	3
73	Decisions Ordered	-	1	-	-	-	-	-	-	-	-	-	-	1
74	Cases Settled	-	4	-	-	-	-	-	-	-	-	-	-	4
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)	22	22	-	-	-	-	-	-	-	-	-	-	44
80	Total Open Cases (Landlord Petitions)	2	2	-	-	-	-	-	-	-	-	-	-	4
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	TOTAL OPEN CASES	24	24	-	-	-	-	-	-	-	-	-	-	48
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	-	-	-	-	-	-	-	-	-	-	-	-	-
89	Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
90	TOTAL RENT INCREASE NOTICES FILED	212	-	-	-	-	-	-	-	-	-	-	-	212
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	1	-	-	-	-	-	-	-	-	-	-	7
97	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
98	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
99	TOTAL TERMINATION OF TENANCY NOTICES FILED	108	1	-	-	-	-	-	-	-	-	-	-	109
100														