

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 20, 2024

Final Decision Date Deadline: November 20, 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 October 2024 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**G-2.**

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Rent Program  
FY 2024-25 Monthly Activity Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Apr-25	Apr-25	Apr-25	May-25	Jun-25	
2		MTD ACTUAL	YTD TOTAL											
3	<b>Public Information &amp; Enrollment Unit</b>													
5	Rent/Eviction Counseling Appointments By Phone	124	125	151	123	-	-	-	-	-	-	-	-	523
6	Rent/Eviction Counseling Appointments By Walk-ins	30	54	37	51	-	-	-	-	-	-	-	-	172
7	Rent/Eviction Counseling Questions Addressed By Email	293	50	138	327	-	-	-	-	-	-	-	-	808
8	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>	<b>447</b>	<b>229</b>	<b>326</b>	<b>501</b>	-	-	-	-	-	-	-	-	<b>1,503</b>
9	Rent/Eviction Counseling Sessions Conducted in Spanish	60	30	66	50	-	-	-	-	-	-	-	-	206
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>	<b>66</b>	<b>71</b>	-	-	-	-	-	-	-	-	<b>257</b>
14	Legal Service Referrals	15	19	18	15	-	-	-	-	-	-	-	-	67
17	Mediations Conducted	-	-	-	-	-	-	-	-	-	-	-	-	-
18	Assists from Front Office Staff	221	211	232	179	-	-	-	-	-	-	-	-	843
19	Courtesy Compliance Letters Sent	349	-	5	267	-	-	-	-	-	-	-	-	621
20	Community Workshop Attendees	1	-	-	-	-	-	-	-	-	-	-	-	1
21	Hard Copy Rent Increase Notices Processed	61	-	-	16	-	-	-	-	-	-	-	-	77
22	Hard Copy Termination of Tenancy Notices Processed	19	-	-	14	-	-	-	-	-	-	-	-	33
24		<b>80</b>	-	-	<b>30</b>	-	-	-	-	-	-	-	-	<b>110</b>
25	Billing/Enrollment/Registration Counseling Appointments In-Person	-	24	12	8	-	-	-	-	-	-	-	-	44
26	Billing/Enrollment/Registration Counseling Appointments By Phone	7	44	52	17	-	-	-	-	-	-	-	-	120
27	Billing/Enrollment/Registration Counseling Questions Addressed By Email	31	21	60	4	-	-	-	-	-	-	-	-	116
28	<b>TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>	<b>38</b>	<b>65</b>	<b>112</b>	<b>21</b>	-	-	-	-	-	-	-	-	<b>236</b>
29	Enrollment/Tenancy Registration Packets Mailed	-	4	-	2	-	-	-	-	-	-	-	-	6
30	Enrollment Forms Processed	51	14	18	5	-	-	-	-	-	-	-	-	88
31	Rental Housing Fee Invoices Generated	3	14,591	2,004	3	-	-	-	-	-	-	-	-	16,601
32	Checks Processed	-	24	20	-	-	-	-	-	-	-	-	-	44
33	Checks Returned	-	-	4	-	-	-	-	-	-	-	-	-	4
34	Tenancy Registrations Received	24	-	-	-	-	-	-	-	-	-	-	-	24
35	Rental Units Discovered Not in Database	3	6	7	5	-	-	-	-	-	-	-	-	21
36	Property Information Updated	146	78	11	131	-	-	-	-	-	-	-	-	366
37	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	119	6	23	22	-	-	-	-	-	-	-	-	170
38	Applications for Administrative Determination of Exempt/Inapplicable Status Received	4	11	-	3	-	-	-	-	-	-	-	-	18
39	Administrative Determination of Exempt/Inapplicable Status Issued	6	8	13	17	-	-	-	-	-	-	-	-	44
40	Declarations of Exemption Processed	41	2	-	-	-	-	-	-	-	-	-	-	43
41	<b>LEGAL UNIT</b>													
42	Public Records Act Requests Received	7	7	5	6	-	-	-	-	-	-	-	-	25
43	Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	1	-	1	-	-	-	-	-	-	-	-	4
44	Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	1	3	4	1	-	-	-	-	-	-	-	-	9
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	8	4	10	-	-	-	-	-	-	-	-	32
51	Hearings-Related Questions Addressed by Email	35	22	-	19	-	-	-	-	-	-	-	-	76
52	<b>TOTAL HEARINGS-RELATED CONSULTATIONS</b>	<b>45</b>	<b>30</b>	<b>4</b>	<b>29</b>	-	-	-	-	-	-	-	-	<b>108</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	3	2	2	-	-	-	-	-	-	-	-	9
61	Decrease in Space/Services or Habitability Petitions Received (Attachment B)	4	4	4	2	-	-	-	-	-	-	-	-	14
62	Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-

Rent Program  
FY 2024-25 Monthly Activity Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Apr-25	Apr-25	Apr-25	May-25	Jun-25	
2		MTD ACTUAL	YTD TOTAL											
63	Tenant Petition Based on Multiple Grounds	5	6	5	3	-	-	-	-	-	-	-	-	19
64	Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	3	2	1	-	-	-	-	-	-	-	-	10
66	<b>TOTAL TENANT PETITIONS RECEIVED</b>	<b>15</b>	<b>16</b>	<b>13</b>	<b>8</b>	-	-	-	-	-	-	-	-	<b>52</b>
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	<b>TOTAL OTHER PETITIONS RECEIVED</b>	<b>1</b>	<b>2</b>	-	-	-	-	-	-	-	-	-	-	<b>3</b>
73	Decisions Ordered	-	1	-	1	-	-	-	-	-	-	-	-	2
74	Cases Settled	-	4	-	7	-	-	-	-	-	-	-	-	11
75	Cases Dismissed	-	1	-	1	-	-	-	-	-	-	-	-	2
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	<b>TOTAL CASES CLOSED</b>	-	<b>6</b>	-	<b>9</b>	-	-	-	-	-	-	-	-	<b>15</b>
78	Appeals Received	-	1	-	1	-	-	-	-	-	-	-	-	2
79	Total Open Cases (Tenant Petitions)	22	22	27	21	-	-	-	-	-	-	-	-	92
80	Total Open Cases (Landlord Petitions)	2	2	1	1	-	-	-	-	-	-	-	-	6
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	<b>TOTAL OPEN CASES</b>	<b>24</b>	<b>24</b>	<b>28</b>	<b>22</b>	-	-	-	-	-	-	-	-	<b>98</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>168</b>	<b>110</b>	<b>47</b>	-	-	-	-	-	-	-	-	<b>537</b>
91	Termination of Tenancy - Nonpayment of Rent	93	15	154	180	-	-	-	-	-	-	-	-	442
92	Termination of Tenancy - Breach of Lease	6	4	7	7	-	-	-	-	-	-	-	-	24
93	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
94	Termination of Tenancy - Nuisance	2	-	-	3	-	-	-	-	-	-	-	-	5
95	Termination of Tenancy - Withdrawal from the Rental Market	1	4	4	1	-	-	-	-	-	-	-	-	10
96	Termination of Tenancy - Owner Move-In	6	1	-	2	-	-	-	-	-	-	-	-	9
97	Termination of Tenancy - Substantial Repairs	-	-	-	1	-	-	-	-	-	-	-	-	1
98	Termination of Tenancy - Temporary Tenancy	-	-	-	1	-	-	-	-	-	-	-	-	1
99	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	<b>108</b>	<b>24</b>	<b>165</b>	<b>195</b>	-	-	-	-	-	-	-	-	<b>492</b>
100														