

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 18, 2024

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

AGENDA ITEM NO:

**F-2.**

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**Rent Program  
FY 2024-25 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											
<b>3 Public Information &amp; Enrollment Unit</b>														
5 Rent/Eviction Counseling Appointments By Phone		124	125	151	138	105	-	-	-	-	-	-	-	643
6 Rent/Eviction Counseling Appointments By Walk-ins		30	54	37	53	38	-	-	-	-	-	-	-	212
7 Rent/Eviction Counseling Questions Addressed By Email		293	50	138	342	232	-	-	-	-	-	-	-	1,055
<b>8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>		<b>447</b>	<b>229</b>	<b>326</b>	<b>533</b>	<b>375</b>	-	-	-	-	-	-	-	<b>1,910</b>
9 Rent/Eviction Counseling Sessions Conducted in Spanish		60	30	66	50	33	-	-	-	-	-	-	-	239
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		-	-	-	-	-	-	-	-	-	-	-	-	-
<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>55</b>	-	-	-	-	-	-	-	<b>312</b>
14 Legal Service Referrals		15	19	18	15	5	-	-	-	-	-	-	-	72
17 Mediations Conducted		-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff		221	211	232	179	150	-	-	-	-	-	-	-	993
19 Courtesy Compliance Letters Sent		349	-	5	267	325	-	-	-	-	-	-	-	946
20 Community Workshop Attendees		1	-	-	-	-	-	-	-	-	-	-	-	1
21 Hard Copy Rent Increase Notices Processed		61	-	-	16	25	-	-	-	-	-	-	-	102
22 Hard Copy Termination of Tenancy Notices Processed		19	-	-	14	15	-	-	-	-	-	-	-	48
24		<b>80</b>	-	-	<b>30</b>	<b>40</b>	-	-	-	-	-	-	-	<b>150</b>
25 Billing/Enrollment/Registration Counseling Appointments In-Person		-	24	12	12	4	-	-	-	-	-	-	-	52
26 Billing/Enrollment/Registration Counseling Appointments By Phone		7	44	52	33	11	-	-	-	-	-	-	-	147
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		31	21	60	22	10	-	-	-	-	-	-	-	144
<b>28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>		<b>38</b>	<b>65</b>	<b>112</b>	<b>55</b>	<b>21</b>	-	-	-	-	-	-	-	<b>291</b>
29 Enrollment/Tenancy Registration Packets Mailed		-	4	-	51	3	-	-	-	-	-	-	-	58
30 Enrollment Forms Processed		51	14	18	13	39	-	-	-	-	-	-	-	135
31 Rental Housing Fee Invoices Generated		3	14,591	2,004	10	160	-	-	-	-	-	-	-	16,768
32 Checks Processed		-	24	20	8	-	-	-	-	-	-	-	-	52
33 Checks Returned		-	-	4	-	-	-	-	-	-	-	-	-	4
34 Tenancy Registrations Received		24	-	-	-	-	-	-	-	-	-	-	-	24
35 Rental Units Discovered Not in Database		3	6	7	6	3	-	-	-	-	-	-	-	25
36 Property Information Updated		146	78	11	142	118	-	-	-	-	-	-	-	495
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		119	6	23	22	8	-	-	-	-	-	-	-	178
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		15	18	25	27	5	-	-	-	-	-	-	-	90
39 Administrative Determination of Exempt/Inapplicable Status Issued		6	8	13	17	16	-	-	-	-	-	-	-	60
40 Declarations of Exemption Processed		41	2	-	-	1	-	-	-	-	-	-	-	44
<b>41 LEGAL UNIT</b>														
42 Public Records Act Requests Received		7	7	5	6	5	-	-	-	-	-	-	-	30
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		2	1	-	1	1	-	-	-	-	-	-	-	5
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		-	-	-	-	1	-	-	-	-	-	-	-	1
46 Appeal Hearings Held		-	-	-	-	2	-	-	-	-	-	-	-	2
<b>47 HEARINGS UNIT</b>														
50 Consultations with Hearings Unit Coordinator By Phone		10	8	4	10	12	-	-	-	-	-	-	-	44
51 Hearings-Related Questions Addressed by Email		35	22	-	19	25	-	-	-	-	-	-	-	101
<b>52 TOTAL HEARINGS-RELATED CONSULTATIONS</b>		<b>45</b>	<b>30</b>	<b>4</b>	<b>29</b>	<b>37</b>	-	-	-	-	-	-	-	<b>145</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		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>59 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	3	-	-	-	-	-	-	-	12
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		4	4	4	2	4	-	-	-	-	-	-	-	18
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-

**Rent Program  
FY 2024-25 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	5	3	4	-	-	-	-	-	-	-	23
64	Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	3	2	1	1	-	-	-	-	-	-	-	11
66	<b>TOTAL TENANT PETITIONS RECEIVED</b>	<b>15</b>	<b>16</b>	<b>13</b>	<b>8</b>	<b>12</b>	-	-	-	-	-	-	-	<b>64</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	2	-	-	-	-	-	-	-	13
75	Cases Dismissed	-	1	-	1	-	-	-	-	-	-	-	-	2
76	Petitions Withdrawn	-	-	-	-	1	-	-	-	-	-	-	-	1
77	<b>TOTAL CASES CLOSED</b>	-	<b>6</b>	-	<b>9</b>	<b>3</b>	-	-	-	-	-	-	-	<b>18</b>
78	Appeals Received	-	1	-	1	-	-	-	-	-	-	-	-	2
79	Total Open Cases (Tenant Petitions)	22	22	27	21	18	-	-	-	-	-	-	-	110
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>18</b>	-	-	-	-	-	-	-	<b>116</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>56</b>	-	-	-	-	-	-	-	<b>593</b>
91	Termination of Tenancy - Nonpayment of Rent	93	15	154	180	142	-	-	-	-	-	-	-	584
92	Termination of Tenancy - Breach of Lease	6	4	7	7	7	-	-	-	-	-	-	-	31
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	2	-	-	-	-	-	-	-	11
97	Termination of Tenancy - Substantial Repairs	-	-	-	1	2	-	-	-	-	-	-	-	3
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>153</b>	-	-	-	-	-	-	-	<b>645</b>
100														