

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 15, 2025

Final Decision Date Deadline: January 15, 2025

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 December 2024 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-4.

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

ITEM F-4

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Apr-25	Apr-25	Apr-25	May-25	Jun-25	YTD TOTAL
	MTD ACTUAL												
Public Information & Enrollment Unit													
Rent/Eviction Counseling Appointments By Phone	124	125	151	138	105	34	-	-	-	-	-	-	677
Rent/Eviction Counseling Appointments By Walk-ins	30	54	37	53	38	29	-	-	-	-	-	-	241
Rent/Eviction Counseling Questions Addressed By Email	293	50	138	342	232	116	-	-	-	-	-	-	1,171
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	447	229	326	533	375	179	-	-	-	-	-	-	2,089
Rent/Eviction Counseling Sessions Conducted in Spanish	60	30	66	50	33	57	-	-	-	-	-	-	296
Rent/Eviction Counseling Sessions Conducted in Mandarin	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Cantonese	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent/Eviction Counseling Sessions Conducted in Another Language	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	60	60	66	71	55	57	-	-	-	-	-	-	369
Legal Service Referrals	15	19	18	15	5	14	-	-	-	-	-	-	86
Mediations Conducted	-	-	-	-	-	-	-	-	-	-	-	-	-
Assists from Front Office Staff	221	211	232	179	150	175	-	-	-	-	-	-	1,168
Courtesy Compliance Letters Sent	349	-	5	267	325	139	-	-	-	-	-	-	1,085
Community Workshop Attendees	1	-	-	-	-	-	-	-	-	-	-	-	1
Hard Copy Rent Increase Notices Processed	61	-	-	16	25	38	-	-	-	-	-	-	140
Hard Copy Termination of Tenancy Notices Processed	19	-	-	14	15	19	-	-	-	-	-	-	67
	80	-	-	30	40	57	-	-	-	-	-	-	207
Billing/Enrollment/Registration Counseling Appointments In-Person	-	24	12	12	4	1	-	-	-	-	-	-	53
Billing/Enrollment/Registration Counseling Appointments By Phone	7	44	52	33	11	12	-	-	-	-	-	-	159
Billing/Enrollment/Registration Counseling Questions Addressed By Email	31	21	60	22	10	30	-	-	-	-	-	-	174
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	38	65	112	55	21	42	-	-	-	-	-	-	333
Enrollment/Tenancy Registration Packets Mailed	-	4	-	51	3	-	-	-	-	-	-	-	58
Enrollment Forms Processed	51	14	18	13	39	3	-	-	-	-	-	-	138
Rental Housing Fee Invoices Generated	3	14,591	2,004	10	160	33	-	-	-	-	-	-	16,801
Checks Processed	-	24	20	8	-	13	-	-	-	-	-	-	65
Checks Returned	-	-	4	-	-	-	-	-	-	-	-	-	4
Tenancy Registrations Received	24	-	-	-	-	-	-	-	-	-	-	-	24
Rental Units Discovered Not in Database	3	6	7	6	3	1	-	-	-	-	-	-	26
Property Information Updated	146	78	11	142	118	12	-	-	-	-	-	-	507
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	119	6	23	22	8	-	-	-	-	-	-	-	178
Applications for Administrative Determination of Exempt/Inapplicable Status Received	15	18	25	27	5	-	-	-	-	-	-	-	90
Administrative Determination of Exempt/Inapplicable Status Issued	6	8	13	17	16	7	-	-	-	-	-	-	67
Declarations of Exemption Processed	41	2	-	-	1	-	-	-	-	-	-	-	44
LEGAL UNIT													
Public Records Act Requests Received	7	7	5	6	5	5	-	-	-	-	-	-	35
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	1	-	1	1	1	-	-	-	-	-	-	6
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	1	3	4	1	-	-	-	-	-	-	-	-	9
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	1	-	-	-	-	-	-	-	1
Appeal Hearings Held	-	-	-	-	2	-	-	-	-	-	-	-	2
HEARINGS UNIT													
Consultations with Hearings Unit Coordinator By Phone	10	8	4	10	12	2	-	-	-	-	-	-	46
Hearings-Related Questions Addressed by Email	35	22	-	19	25	10	-	-	-	-	-	-	111
TOTAL HEARINGS-RELATED CONSULTATIONS	45	30	4	29	37	12	-	-	-	-	-	-	157
MNOI Petitions Received (Attachment A)	-	-	-	-	-	1	-	-	-	-	-	-	1
Increase in Occupants Petitions Received (Attachment B)	-	-	-	-	-	-	-	-	-	-	-	-	-
Increase in Space or Services Petitions Received (Attachment C)	1	-	-	-	-	-	-	-	-	-	-	-	1
Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-	-	-	-	-	-	-	-	-	-
Landlord Individual Rent Adjustment Petitions Received	-	-	-	-	-	1	-	-	-	-	-	-	1
Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL LANDLORD PETITIONS RECEIVED	1	-	-	-	-	2	-	-	-	-	-	-	3
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	2	3	2	2	3	1	-	-	-	-	-	-	13
Decrease in Space/Services or Habitability Petitions Received (Attachment B)	4	4	4	2	4	3	-	-	-	-	-	-	21

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

ITEM F-4

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Apr-25	Apr-25	Apr-25	May-25	Jun-25	YTD TOTAL
	MTD ACTUAL												
Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenant Petition Based on Multiple Grounds	5	6	5	3	4	3	-	-	-	-	-	-	26
Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	3	2	1	1	1	-	-	-	-	-	-	12
TOTAL TENANT PETITIONS RECEIVED	15	16	13	8	12	8	-	-	-	-	-	-	72
Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-
Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
Request to Expedite Hearing Process	1	-	-	-	-	-	-	-	-	-	-	-	1
Request for a Continuance of the Hearing Process	-	1	-	-	-	-	-	-	-	-	-	-	1
Subpoena(s)	-	1	-	-	-	-	-	-	-	-	-	-	1
TOTAL OTHER PETITIONS RECEIVED	1	2	-	-	-	-	-	-	-	-	-	-	3
Decisions Ordered	-	1	-	1	-	-	-	-	-	-	-	-	2
Cases Settled	-	4	-	7	2	2	-	-	-	-	-	-	15
Cases Dismissed	-	1	-	1	-	-	-	-	-	-	-	-	2
Petitions Withdrawn	-	-	-	-	1	-	-	-	-	-	-	-	1
TOTAL CASES CLOSED	-	6	-	9	3	2	-	-	-	-	-	-	20
Appeals Received	-	1	-	1	-	-	-	-	-	-	-	-	2
Total Open Cases (Tenant Petitions)	22	22	27	21	18	18	-	-	-	-	-	-	128
Total Open Cases (Landlord Petitions)	2	2	1	1	-	1	-	-	-	-	-	-	7
Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPEN CASES	24	24	28	22	18	19	-	-	-	-	-	-	135
Form Submissions													
Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
Proof of Permanent Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT INCREASE NOTICES FILED	212	168	110	47	56	69	-	-	-	-	-	-	662
Termination of Tenancy - Nonpayment of Rent	93	15	154	180	142	144	-	-	-	-	-	-	728
Termination of Tenancy - Breach of Lease	6	4	7	7	7	13	-	-	-	-	-	-	44
Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
Termination of Tenancy - Nuisance	2	-	-	3	-	1	-	-	-	-	-	-	6
Termination of Tenancy - Withdrawal from the Rental Market	1	4	4	1	-	-	-	-	-	-	-	-	10
Termination of Tenancy - Owner Move-In	6	1	-	2	2	2	-	-	-	-	-	-	13
Termination of Tenancy - Substantial Repairs	-	-	-	1	2	-	-	-	-	-	-	-	3
Termination of Tenancy - Temporary Tenancy	-	-	-	1	-	-	-	-	-	-	-	-	1
TOTAL TERMINATION OF TENANCY NOTICES FILED	108	24	165	195	153	160	-	-	-	-	-	-	805