

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 16, 2025

Final Decision Date Deadline: April 16, 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 March 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

G-2.

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**Rent Program
FY 2024-25 Monthly Activity Report**

ITEM G-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	Feb-25	Mar-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	151	138	105	75	192	131	62	-	-	-	1,103
6 Rent/Eviction Counseling Appointments By Walk-ins		30	54	37	53	38	48	57	41	22	-	-	-	380
7 Rent/Eviction Counseling Questions Addressed By Email		293	50	138	342	232	123	316	321	366	-	-	-	2,181
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS		447	229	326	533	375	246	565	493	450	-	-	-	3,664
9 Rent/Eviction Counseling Sessions Conducted in Spanish		60	30	66	50	33	57	88	76	65	-	-	-	525
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	66	71	55	57	88	76	65	-	-	-	598
14 Legal Service Referrals		15	19	18	15	5	17	19	13	10	-	-	-	131
17 Mediations Conducted		-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff		245	246	253	212	171	187	222	127	133	-	-	-	1,796
19 Courtesy Compliance Letters Sent		440	78	126	369	328	234	561	253	319	-	-	-	2,708
20 Community Workshop Attendees		1	-	-	-	-	-	-	-	4	-	-	-	5
21 Hard Copy Rent Increase Notices Processed		60	5	21	18	25	38	32	2	8	-	-	-	209
22 Hard Copy Termination of Tenancy Notices Processed		19	-	4	19	15	19	27	9	9	-	-	-	121
24		79	5	25	37	40	57	59	11	17	-	-	-	330
25 Billing/Enrollment/Registration Counseling Appointments In-Person		-	24	12	12	4	1	8	10	14	-	-	-	85
26 Billing/Enrollment/Registration Counseling Appointments By Phone		7	44	52	33	11	12	14	12	68	-	-	-	253
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		31	21	60	22	10	30	24	39	44	-	-	-	281
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS		38	65	112	55	21	42	38	51	112	-	-	-	534
29 Enrollment/Tenancy Registration Packets Mailed		-	4	-	51	3	-	23	3	1	-	-	-	85
30 Enrollment Forms Processed		51	14	18	13	39	4	59	47	4	-	-	-	249
31 Rental Housing Fee Invoices Generated		3	14,591	2,004	10	160	34	35	627	5	-	-	-	17,469
32 Checks Processed		-	24	20	8	-	13	7	3	18	-	-	-	93
33 Checks Returned		-	-	4	-	-	-	17	1	3	-	-	-	25
34 Tenancy Registrations Received		24	-	-	-	-	1	3	94	-	-	-	-	122
35 Rental Units Discovered Not in Database		3	6	7	6	3	1	5	1	1	-	-	-	33
36 Property Information Updated		146	78	11	142	118	12	27	74	20	-	-	-	628
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		119	6	23	22	8	4	3	23	-	-	-	-	208
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		15	18	25	27	5	1	3	-	5	-	-	-	99
39 Administrative Determination of Exempt/Inapplicable Status Issued		6	8	13	17	16	9	16	11	2	-	-	-	98
40 Declarations of Exemption Processed		41	2	-	-	1	-	-	-	-	-	-	-	44
41 LEGAL UNIT														
42 Public Records Act Requests Received		7	7	5	6	5	5	4	4	6	-	-	-	49
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		2	1	-	1	1	1	2	-	-	-	-	-	8
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	-	-	1	1	-	-	-	4
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone		10	8	4	10	12	2	19	25	45	-	-	-	135
51 Hearings-Related Questions Addressed by Email		35	22	-	19	25	10	15	15	27	-	-	-	168
52 TOTAL HEARINGS-RELATED CONSULTATIONS		45	30	4	29	37	12	34	40	72	-	-	-	303
53 MNPI Petitions Received (Attachment A)		-	-	-	-	-	1	-	-	-	-	-	-	1
54 Increased in Occupants Petitions Received (Attachment B)		-	-	-	-	-	-	-	-	-	-	-	-	-
55 Increase in Space or Services Petitions Received (Attachment C)		1	-	-	-	-	-	-	-	1	-	-	-	2
56 Restoration of Denied AGA Petitions Received (Attachment D)		-	-	-	-	-	-	-	1	-	-	-	-	1
57 Landlord Individual Rent Adjustment Petitions Received		-	-	-	-	-	1	-	1	-	-	-	-	2
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED		1	-	-	-	-	2	-	2	1	-	-	-	6
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		2	3	2	2	3	1	-	1	3	-	-	-	17
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		4	4	4	2	4	3	2	3	3	-	-	-	29
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-

**Rent Program
FY 2024-25 Monthly Activity Report**

ITEM G-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	Feb-25	Mar-25	Apr-25	May-25	Jun-25	
		MTD ACTUAL	YTD TOTAL											
63	Tenant Petition Based on Multiple Grounds	5	6	5	3	4	3	2	3	4	-	-	-	35
64	Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	1	-	-	-	-	-	1
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	3	2	1	1	1	4	2	1	-	-	-	19
66	TOTAL TENANT PETITIONS RECEIVED	15	16	13	8	12	8	9	9	11	-	-	-	101
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	-	-	-	-	-	2
71	Subpoena(s)	-	1	-	-	-	-	1	-	-	-	-	-	2
72	TOTAL OTHER PETITIONS RECEIVED	1	2	-	-	-	-	2	-	-	-	-	-	5
73	Decisions Ordered	-	1	-	1	-	-	1	1	-	-	-	-	4
74	Cases Settled	-	4	-	7	2	2	4	5	4	-	-	-	28
75	Cases Dismissed	-	1	-	1	-	-	1	-	-	-	-	-	3
76	Petitions Withdrawn	-	-	-	-	1	-	-	-	-	-	-	-	1
77	TOTAL CASES CLOSED	-	6	-	9	3	2	6	6	4	-	-	-	36
78	Appeals Received	-	1	-	1	-	-	-	1	-	-	-	-	3
79	Total Open Cases (Tenant Petitions)	22	22	27	21	18	18	20	15	11	-	-	-	174
80	Total Open Cases (Landlord Petitions)	2	2	1	1	-	1	-	2	2	-	-	-	11
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	TOTAL OPEN CASES	24	24	28	22	18	19	20	17	13	-	-	-	185
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	168	110	47	56	69	72	-	-	-	-	-	734
91	Termination of Tenancy - Nonpayment of Rent	93	15	154	180	142	144	454	333	224	-	-	-	1,739
92	Termination of Tenancy - Breach of Lease	6	4	7	7	7	13	5	2	4	-	-	-	55
93	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	4	-	-	-	-	4
94	Termination of Tenancy - Nuisance	2	-	-	3	-	1	4	-	2	-	-	-	12
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	2	5	-	-	-	-	-	18
97	Termination of Tenancy - Substantial Repairs	-	-	-	1	2	-	-	-	-	-	-	-	3
98	Termination of Tenancy - Temporary Tenancy	-	-	-	1	-	-	-	-	-	-	-	-	1
99	TOTAL TERMINATION OF TENANCY NOTICES FILED	108	24	165	195	153	160	468	339	230	-	-	-	1,842
100														