

Rent Stabilization Program  
Community Development Department

**DATE:** October 17, 2022

**TO:** Rental Housing Committee

**FROM:** Anky van Deursen, Program Manager

**SUBJECT:** Draft Rental Housing Committee Work Plan for Calendar Year 2023

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**RECOMMENDATION**

To review the draft Work Plan for the Rental Housing Committee for calendar year 2023 and provide feedback to staff, both in terms of content and timeline (Attachment 1 to this memorandum).

**BACKGROUND**

Under the Community Stabilization and Fair Rent Act (CSFRA) and the Mobile Home Rent Stabilization Ordinance (MHRSO), the Rental Housing Committee (RHC) is charged with a number of tasks, including, but not limited to, establishing rules and regulations for the enforcement of the CSFRA and MHRSO, determining the annual general adjustment of rents, and approving the annual budget and rental housing fees and hearing appeals in the petition process.

**ANALYSIS**

Staff proposes a draft work plan that outlines a list of tasks, overviews, and issues the RHC may want to bring forward in the coming months for discussion, review, consideration, and potential adoption in order to further implement and administer the CSFRA and the MHRSO.

The work plan items are categorized as follows:

1. Agenda items on an as-needed basis, such as:
  - a. Appeal hearings. The RHC is the official body to preside over an appeal hearing in case a petition hearing decision is challenged.
  - b. Regulations. Under this agenda item, the RHC could consider introduction, adoption, or revision of CSFRA/MHRSO policies. The following topics are slated for upcoming Study Sessions:
    - (1) Ratio Utility Billing Systems and their impact on CSFRA covered units.

- (2) Tenant/Subtenant Master Lease issues for CSFRA-covered units.
2. Monthly items:
    - a. Monthly Data Reports.
    - b. Updates on Workshops/Clinics/Pop-Up Events.
  3. Quarterly items:
    - a. Quarterly Financials for both CSFRA and MHRSO.
  4. Annual items:
    - a. Update on Relevant Legislation (February).
    - b. Election of Chair/Vice Chair (April).
    - c. Preparation for the Annual Report to City Council (April).
    - d. Budget and Fees (May/June).
    - d. AGA (May).
    - e. Contract Renewals (June).
    - f. Overview Tenant Relocation Activities (August).
    - g. Meeting Schedule (September).
    - h. Overview Outreach/Education (October).
    - i. Work Plan (November).

The intent of the work plan is to provide a blueprint to guide the work of the RHC. If necessary, or desired, this work plan may be adjusted accordingly.

**FISCAL IMPACT**—None.

**PUBLIC NOTICING**—Agenda posting.

AvD/JS/1/CDD/RHC  
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Attachment: 1. Draft Work Plan for Calendar Year 2023