



MEMORANDUM

CSFRA, Community Development Department

DATE: October 19, 2020
TO: Rental Housing Committee
FROM: Anky van Deursen, CSFRA Program Manager
SUBJECT: Draft RHC Work Plan for Calendar Year 2021

RECOMMENDATION

To review the draft Work Plan for the Rental Housing Committee for calendar year 2021 and provide feedback to staff, both in terms of content and timeline.

BACKGROUND

Under the Community Stabilization and Fair Rent Act (CSFRA), 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, 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 Community Stabilization and Fair Rent Act. 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 policies. As an example, potential capital

improvement regulations are inserted in the work items for the January meeting.

2. Monthly items:
 - a. Data Reports;
 - b. Updates on COVID-19 programs; and
 - c. Updates on Workshops.
3. Quarterly/Biannual items:
 - a. Quarterly Financials; and
 - b. CPI Index Report.
4. Annual items:
 - a. Election of Chair/Vice-Chair;
 - b. Budget and Fees;
 - c. AGA;
 - d. Contract Renewals;
 - e. Overview tenant relocation activities;
 - f. Overview Petitions and Hearing Process;
 - g. Overview Outreach/Education;
 - h. Meeting Schedule; and
 - i. Work Plan.

The intent of the draft 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/1/TG/CDD/RHC

812-10-19-20M-1

Attachment: 1. Draft Work Plan for Calendar Year 2021