

**DATE:** July 25, 2024

**TO:** Rental Housing Committee

**FROM:** Anky van Deursen, Rent Stabilization Division Manager

**SUBJECT:** Fiscal Year 2024-25 Rental Housing Committee Work Plan

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**RECOMMENDATION**

1. Modify the Rental Housing Committee work plan from a calendar-year schedule to a fiscal-year schedule.
2. Review and provide input on the Fiscal Year 2024-25 work plan (see Attachment 1).

**BACKGROUND**

The Rental Housing Committee (RHC), like other committees in the City, adopts an annual work plan. The purpose of the work plan is to guide the business of the RHC, provide a schedule of recurring and anticipated new items, and provide an estimated timeline. The RHC has adopted annual work plans based on the calendar year for both the CSFRA and the MHRSO. Other committees adopt work plans on a fiscal-year basis.

**ANALYSIS**

**Modify the Work Plan from Calendar Year to Fiscal Year**

Historically, the RHC work plan is based on the calendar year and was last adopted in November 2023. Modifying the work plan from a calendar-year schedule to a fiscal-year schedule would align with the period that other committees use for their work plan. Additionally, there are work plan items related to the budget process which is based on the fiscal year. For these reasons, staff recommends modifying the work plan from a calendar-year schedule to a fiscal-year schedule.

**Review and Provide Input on the Fiscal Year 2024-25 Work Plan**

On November 13, 2023, the RHC adopted a work plan for calendar year 2024. Assuming RHC approves staff's recommendation to modify to a fiscal-year schedule, staff has provided the Fiscal

Year 2024-25 Work Plan for RHC review and consideration instead of providing it in the fall for a calendar-year time frame as was done in the past.

Due to shifting priorities, staff is proposing changes to the work plan and adding items for the second half of the fiscal year. Based on the workload for this fiscal year, staff is recommending that one of the items in the current work plan be postponed to the Fiscal Year 2025-26 Work Plan (clarification of Master Tenant/Subtenant relationship). The work plan includes items on an as-needed basis such as appeal hearings, review of policies/regulations, and recurring items on an annual, quarterly, or monthly basis. The work plan 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 to further implement and administer the CSFRA and the MHRSO (see Attachment 1). If necessary, this work plan may be adjusted during the year accordingly.

**FISCAL IMPACT**—None.

**PUBLIC NOTICING**—Agenda posting, posting on the City’s website, and email to distribution list.

~~AVD/4/HSN/RHC~~

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Attachment: 1. Fiscal Year 2024-25 Rental Housing Committee Work Plan