



DATE: November 13, 2023

CATEGORY: New Business

DEPT.: Housing Department
Rent Stabilization Division

FROM: Anky van Deursen, Division Manager

TITLE: **Draft Rental Housing Committee
Work Plan for Calendar Year 2024**

RECOMMENDATION

To review the draft Work Plan for the Rental Housing Committee for Calendar Year 2024 and provide feedback to staff, both in terms of content and timeline.

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 as well as 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:

During the year, the RHC could consider introduction, adoption, update or revision of CSFRA/MHRSO policies. The following items were identified in past RHC meetings and are included in the draft workplan for 2024:

- Anti-Harassment Policy,
- Clarification of Master Tenant/Sub Tenant relationships, and
- A valuation schedule for habitability petitions.

2. Monthly Items:
 - a. Approve Minutes of previous meetings
 - b. Updates on Workshops/Clinics/Help Center Hours
3. Quarterly Items:
 - a. Quarterly Program Data Reports
 - b. Quarterly Expenditures Overview
4. Annual Items:
 - a. Update on Relevant Legislation and Case Law
 - b. Election of Chair/Vice-Chair
 - c. Preparation of Annual Report
 - d. Budget and Fees
 - e. AGA
 - f. Contract Renewals
 - g. Annual Registration and Rental Housing Fee Update (2023 Billing Cycle)
 - h. Annual Overview Tenant Relocation Activities
 - i. Annual Update of Outreach and Education Program
 - j. Annual Update of Petition Program
 - k. Meeting Schedule
 - l. Work Plan

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.

Attachments: 1. Draft Work Plan for Calendar Year 2024