

**DATE:** July 25, 2024

**TO:** Rental Housing Committee

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

**SUBJECT:** Fiscal Year 2024-25 Rental Housing Committee Workplan

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**RECOMMENDATION**

1. Modify the Rental Housing Committee workplan from a Calendar Year schedule to a Fiscal Year schedule.
2. Review and provide input on the Fiscal Year 2024-25 workplan (see Attachment 1).

**BACKGROUND**

The RHC like other committees in the City adopts an annual workplan. The purpose of the workplan is to guide the business of the RHC, providing a schedule of recurring and anticipated new items and an estimated timeline. The RHC has adopted annual workplans based on the calendar year for both the CSFRA and the MHRSO. Other committees adopt workplans based on a fiscal year.

**ANALYSIS****Modify the Workplan from Calendar Year to Fiscal Year**

Historically the RHC workplan is based on the calendar year and was lastly adopted in Nov. 2023. Modifying the workplan from a calendar year schedule to a fiscal year schedule would align with the time period that other committees use for their workplan. Additionally, there are workplan items related to the budget process which is based on the fiscal year. For these reasons staff recommends modifying the workplan from a Calendar Year schedule to a Fiscal Year schedule.

**Review and Provide Input on Fiscal Year 2024-25 Workplan**

On November 13, 2023, the RHC adopted a workplan for Calendar Year 2024. Assuming RHC approves staff's recommendation to modify to a Fiscal Year schedule, staff have provided the

workplan for FY 2024-25 for RHC review and consideration instead of providing it in the fall for a Calendar Year timeframe as was done in the past.

Due to certain shifted priorities, staff now proposes some changes to the workplan and added 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 workplan be postponed to the FY 2025-26 workplan (clarification of Master Tenant/Sub Tenant relationship). The workplan includes items on an as needed basis such as appeal hearings, and review of policies/regulations, as well as recurring items on an annual, quarterly or monthly basis. It 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 or desired, 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.

**Attachments:** 1. Fiscal Year 2024-25 Rental Housing Committee Workplan