

Rent Stabilization Program
Community Development Department

DATE: June 12, 2023

TO: Members of the Rental Housing Committee

FROM: Anky van Deursen, Program Manager

SUBJECT: Updated Rental Housing Committee Work Plan for Calendar Year 2023

RECOMMENDATION

To review the updated Work Plan for the Rental Housing Committee for calendar year 2023 as initially established on October 17, 2022, 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 and space fees and hearing appeals in the petition process.

ANALYSIS

On October 17, 2022, the RHC established the work plan for the calendar year 2023. This work plan outlined a list of tasks, overviews, and issues the RHC intended to bring forward in 2023 for discussion, review, consideration, and potential adoption to further implement and administer the CSFRA and the MHRSO. The intent of a 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.

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 would consider introduction, adoption, or revision of CSFRA/MHRSO policies.
2. Monthly items:

- a. Updates on Workshops/Clinics/Pop-Up Events.
3. Quarterly items:
 - a. Quarterly Financials for both CSFRA and MHRSO.
 - b. Quarterly Activity Data Reports.
4. Annual items:
 - a. Election of Chair/Vice-Chair
 - b. Annual General Adjustment of Rent
 - c. CSFRA and MHRSO Budgets and Fees
 - d. Contract Renewals
 - e. Overview Tenant Relocation Activities
 - f. Meeting Schedule
 - g. Overview Outreach/Education
 - h. Work Plan
 - i. Update on relevant legislation and case law
 - j. Annual Report

Due to considerable turnover in the Rental Housing Committee, and postponement of certain items on the current workplan, staff seek guidance to ensure the workplan adequately addresses the policy goals of the RHC. Updates to the timelines are needed because certain items on the current workplan were postponed until the appointment of Committee members and introduce the new Committee to RHC procedures and roles. Most importantly the study sessions regarding the charge of utilities, i.e., Ratio Utility Billing Systems and their impact on CSFRA-covered units were temporarily deferred until further order. Therefore, staff propose the committee consider updating the timelines to the Workplan as shown in red in Attachment 1.

Additionally, staff recommend reserving (part of) a day in Quarter 1 or Quarter 2 of Fiscal Year 2023-24, for an annual team-building retreat preferably on a different date than currently scheduled RHC meetings, such as a Saturday.

FISCAL IMPACT—None.

PUBLIC NOTICING—Agenda posting.

- Attachment:
1. 2022.10.17 RHC Work Plan for Calendar Year 2023
 2. 2023.06.12 Updated RHC Work Plan for Calendar Year 2023