

**DRAFT**  
**RENTAL HOUSING COMMITTEE WORK PLAN 2023**

<b>Date</b>	<b>Description</b>	<b>Key Deliverables</b>	<b>Notes</b>
Jan. 30	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Study Session: Ratio Utility Billing Service (RUBS)</li> <li>3. Monthly Activity Report: December</li> <li>4. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Review RUBS impacts</li> <li>3. Review performance and market metrics</li> <li>4. Receive overview of outreach</li> </ol>	
Feb. 27	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. 2<sup>nd</sup> Study Session: RUBS</li> <li>3. Annual Update: Legislation/Case Law</li> <li>4. Quarterly Financials (Q2)</li> <li>5. Monthly Activity Report: January</li> <li>6. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Review RUBS impacts</li> <li>3. Receive update on relevant laws/cases</li> <li>4. Review Quarterly Financials</li> <li>5. Review performance and market metrics</li> <li>6. Receive overview of outreach</li> </ol>	
Mar. 27	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Draft Regulations: RUBS</li> <li>3. Monthly Activity Report: February</li> <li>4. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Review performance and market metrics</li> <li>4. Receive overview of outreach</li> </ol>	
April 24	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Annual Report to City Council</li> <li>3. Study Session: Tenants-Subtenants Master lease</li> <li>4. Annual Election Chair/Vice-Chair</li> <li>5. Monthly Activity Report: March</li> <li>6. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Prepare for Council report</li> <li>3. Consider Administrative Policies</li> <li>4. Elect Chair/Vice Chair for 23/24</li> <li>5. Review performance and market metrics</li> <li>6. Receive overview of outreach</li> </ol>	
May 22	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Draft Regulations: Tenants/Subtenants</li> <li>3. Quarterly Financials (Q3)</li> <li>4. Draft Budget (CSFRA)</li> <li>5. Draft Budget (MHRSO)</li> <li>6. Annual General Adjustment of Rent</li> <li>7. Monthly Activity Report: April</li> <li>8. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Review Quarterly Financials</li> <li>4. Review and provide recommendations</li> <li>5. Review and provide recommendations</li> <li>6. Adopt AGA</li> <li>7. Review performance and market metrics</li> <li>8. Receive overview of outreach</li> </ol>	
June 12	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Regulations (as needed)</li> <li>3. Budget and Fees (CSFRA)</li> <li>4. Budget and Fees (MHRSO)</li> <li>5. Contract Renewals</li> <li>6. Monthly Activity Report: May</li> <li>7. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Adopt Annual Budget and Fees</li> <li>4. Adopt Annual Budget and Fees</li> <li>5. Approve 3<sup>rd</sup> party services</li> <li>6. Review performance and market metrics</li> <li>7. Receive overview of outreach</li> </ol>	

Date	Description	Key Deliverables	Notes
<b>JULY</b>	<b>NO MEETING</b>		
Aug. 21	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Regulations (as needed)</li> <li>3. Annual Overview of TRAO Activities</li> <li>4. Quarterly Financials (Q4)</li> <li>5. Monthly Activity Report: June/July</li> <li>6. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Review TRAO metrics</li> <li>4. Review Quarterly Financials</li> <li>5. Review performance and market metrics</li> <li>6. Receive overview of outreach</li> </ol>	
Sept. 18	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Regulations (as needed)</li> <li>3. CSFRA/MHRSO Funds Actual vs. Budget</li> <li>4. RHC Meeting Schedule 2024</li> <li>5. Monthly Activity Report: August</li> <li>6. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Review Annual Financials</li> <li>4. Adopt meeting schedule</li> <li>5. Review performance and market metrics</li> <li>6. Receive overview of outreach</li> </ol>	
Oct. 16	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Regulations (as needed)</li> <li>3. Annual Overview Outreach/Education</li> <li>4. Monthly Activity Report: September</li> <li>5. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Review Communications Plan</li> <li>4. Review performance and market metrics</li> <li>5. Receive overview of outreach</li> </ol>	
Nov. 13	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Regulations (as needed)</li> <li>3. RHC Work Plan 2024</li> <li>4. Quarterly Financials (Q1)</li> <li>5. Monthly Activity Report: October</li> <li>6. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Plan work items for next year</li> <li>4. Review Quarterly Financials</li> <li>5. Review performance and market metrics</li> <li>6. Receive overview of outreach</li> </ol>	
Dec. 18	<ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Regulations (as needed)</li> <li>3. Monthly Activity Report: November</li> <li>4. Overview of Monthly Workshops</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Consider Administrative Policies</li> <li>3. Review performance and market metrics</li> <li>4. Receive overview of outreach</li> </ol>	