

**RENTAL HOUSING COMMITTEE
UPDATED WORK PLAN JUNE 12, 2023**

Date	Description	Key Deliverables	Notes
Jan. 30 Moved to Jan. 31	<ol style="list-style-type: none"> 1. Study Session: Ratio Utility Billing Service (RUBS) 2. Election Chair/Vice Chair 3. Monthly Activity Report: December 4. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review RUBS impacts 2. Elect Chair/Vice Chair remainder term 3. Review performance and market metrics 4. Receive overview of outreach 	
Feb. 27 Cancelled			
Mar. 27	<ol style="list-style-type: none"> 1. Quarterly Financials (Q2) 2. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review Quarterly Expenditures 2. Receive overview of outreach 	
April 24	<ol style="list-style-type: none"> 1. Welcome new RHC members. 2. Overview CSFRA/MHRSO 3. Regulations: Code of Conduct 4. Annual General Adjustment of Rent 5. Annual Election Chair/Vice-Chair 6. Quarterly Activity Report: Jan/March 7. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. 5 newly elected RHC members 2. Presentation 3. Consider Administrative Regulations 4. Adopt the AGA for FY23/24 5. Elect Chair/Vice Chair for 23/24 6. Review performance and market metrics 7. Receive overview of outreach 	
May 22	<ol style="list-style-type: none"> 1. Quarterly Financials (Q3) 2. Draft Budget (CSFRA) 3. Draft Budget (MHRSO) 4. Regulations: Petition Process 5. Regulations: Voluntary Agrmts Rent 6. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review Quarterly Financials 2. Review and provide recommendations. 3. Review and provide recommendations. 4. Consider Administrative Regulations 5. Consider Administrative Regulations 6. Receive overview of outreach 	
June 12	<ol style="list-style-type: none"> 1. Budgets and Fees (CSFRA/MHRSO) 2. Regs: Hearing Procedure/Subpoenas 3. RHC Appeal Process 4. Review 2023 workplan 5. Contract Renewals 6. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Adopt Annual Budgets and Fees 2. Consider Administrative Regulations 3. Presentation 4. Review/revise workplan as needed 5. Approve 3rd party services 6. Receive overview of outreach 	
JULY	NO MEETING		
Aug. 21	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. Study Session: RUBS 3. Annual Overview of TRAO Activities 4. Quarterly Financials (Q4) 5. Quarterly Activity Report: April/June 6. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Consider Administrative Policies 3. Review TRAO metrics 4. Review Quarterly Financials 5. Review performance and market metrics 6. Receive overview of outreach 	
Sept. 18	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. Study Session: RUBS 3. Annual Update Legislation/Case Law 4. Annual Report FY21/22 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Consider Administrative Policies 3. Presentation by Legal 4. Presentation of Annual Report 	

Date	Description	Key Deliverables	Notes
	5. CSFRA/MHRSO Funds Actual vs. Budget 6. Overview of Monthly Workshops	5. Review Annual Financials 6. Receive overview of outreach	
Oct. 16	1. Appeals (as needed) 2. Potential Regulations: RUBS 3. Annual Overview Outreach/Education 4. RHC Meeting Schedule 2024 5. Quarterly Activity Report: July/Sept. 6. Overview of Monthly Workshops	1. Review of hearings by RHC 2. Consider Administrative Policies 3. Review Communications Plan 4. Adopt meeting schedule. 5. Review performance and market metrics 6. Receive overview of outreach	
Nov. 13	1. Appeals (as needed) 2. RHC Work Plan 2024 3. Quarterly Financials (Q1) 4. Overview of Monthly Workshops	1. Review of hearings by RHC 2. Plan work items for next year 3. Review Quarterly Financials 4. Receive overview of outreach	
Dec. 18	1. Appeals (as needed) 2. Overview of Monthly Workshops	1. Review of hearings by RHC 2. Receive overview of outreach	