

As discussed in RHC meeting on October 17, 2022

**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. Quarterly Financials (Q2)</li> <li>4. Monthly Activity Report: January</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. Review RUBS impacts</li> <li>3. Review Quarterly Financials</li> <li>4. Review performance and market metrics</li> <li>5. 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. Annual Update: Legislation/Case Law</li> <li>4. Monthly Activity Report: February</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. Update on relevant laws/cases</li> <li>4. Review performance and market metrics</li> <li>5. Receive overview of outreach</li> </ol>   |              |
| April 24    | <ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Draft Regulations: RUBS</li> <li>3. Annual Report to City Council</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. Consider Administrative Policies</li> <li>3. Prepare for Council report</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. Quarterly Financials (Q3)</li> <li>3. Draft Budget (CSFRA)</li> <li>4. Draft Budget (MHRSO)</li> <li>5. Annual General Adjustment of Rent</li> <li>6. Monthly Activity Report: April</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. Review Quarterly Financials</li> <li>3. Review and provide recommendations</li> <li>4. Review and provide recommendations</li> <li>5. Adopt AGA</li> <li>6. Review performance and market metrics</li> <li>7. Receive overview of outreach</li> </ol>                      |              |
| June 12     | <ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Budget and Fees (CSFRA)</li> <li>3. Budget and Fees (MHRSO)</li> <li>4. Review 2023 work plan</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. Adopt Annual Budget and Fees</li> <li>3. Adopt Annual Budget and Fees</li> <li>4. Review/revise workplan as needed</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> |              |
| <b>JULY</b> |   |  |              |

| Date     | Description   | Key Deliverables   | Notes |
|----------|---|--|-------|
|          | <b>NO MEETING</b>   |  |       |
| Aug. 21  | <ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Study Session: Tenants-Subtenants Master lease</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. Study Session: Tenants/Subtenants</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. Draft Regulations: Tenants/Subtenants</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. RHC Work Plan 2024</li> <li>3. Quarterly Financials (Q1)</li> <li>4. Monthly Activity Report: October</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. Plan work items for next year</li> <li>3. Review Quarterly Financials</li> <li>4. Review performance and market metrics</li> <li>5. Receive overview of outreach</li> </ol>                                    |       |
| Dec. 18  | <ol style="list-style-type: none"> <li>1. Appeals (as needed)</li> <li>2. Monthly Activity Report: November</li> <li>3. Overview of Monthly Workshops</li> </ol>  | <ol style="list-style-type: none"> <li>1. Review of hearings by RHC</li> <li>2. Review performance and market metrics</li> <li>3. Receive overview of outreach</li> </ol>  |       |