

As discussed in RHC meeting on October 17, 2022

RENTAL HOUSING COMMITTEE WORK PLAN 2023

Date	Description	Key Deliverables	Notes
Jan. 30	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. Study Session: Ratio Utility Billing Service (RUBS) 3. Monthly Activity Report: December 4. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Review RUBS impacts 3. Review performance and market metrics 4. Receive overview of outreach 	
Feb. 27	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. 2nd Study Session: RUBS 3. Quarterly Financials (Q2) 4. Monthly Activity Report: January 5. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Review RUBS impacts 3. Review Quarterly Financials 4. Review performance and market metrics 5. Receive overview of outreach 	
Mar. 27	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. Draft Regulations: RUBS 3. Annual Update: Legislation/Case Law 4. Monthly Activity Report: February 5. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Consider Administrative Policies 3. Update on relevant laws/cases 4. Review performance and market metrics 5. Receive overview of outreach 	
April 24	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. Draft Regulations: RUBS 3. Annual Report to City Council 4. Annual Election Chair/Vice-Chair 5. Monthly Activity Report: March 6. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Consider Administrative Policies 3. Prepare for Council report 4. Elect Chair/Vice Chair for 23/24 5. Review performance and market metrics 6. Receive overview of outreach 	
May 22	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. Quarterly Financials (Q3) 3. Draft Budget (CSFRA) 4. Draft Budget (MHRSO) 5. Annual General Adjustment of Rent 6. Monthly Activity Report: April 7. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Review Quarterly Financials 3. Review and provide recommendations 4. Review and provide recommendations 5. Adopt AGA 6. Review performance and market metrics 7. Receive overview of outreach 	
June 12	<ol style="list-style-type: none"> 1. Appeals (as needed) 2. Budget and Fees (CSFRA) 3. Budget and Fees (MHRSO) 4. Review 2023 work plan 5. Contract Renewals 6. Monthly Activity Report: May 7. Overview of Monthly Workshops 	<ol style="list-style-type: none"> 1. Review of hearings by RHC 2. Adopt Annual Budget and Fees 3. Adopt Annual Budget and Fees 4. Review/revise workplan as needed 5. Approve 3rd party services 6. Review performance and market metrics 7. Receive overview of outreach 	
JULY			

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