



CITY OF SANTEE REGULAR MEETING AGENDA Manufactured Home Fair Practices Commission

September 16, 2021

Notice is hereby given by the City of Santee that a **REGULAR MEETING** will be held before the Manufactured Home Fair Practices Commission on **Thursday, September 16, 2021 at 7:00 PM** at the Santee City Hall Council Chambers, 10601 Magnolia Avenue, Santee, California, for the following purposes:

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
 - A. Draft Minutes of Regular Meeting of April 22, 2021
4. ACTION
 - A. Report on Commission Activity During FY 2020/2021
 - B. Review of Administrative Assessment Fund
 - C. Manufactured Home Fair Practices Commission Bus Tour
5. COMMUNICATION FROM STAFF
6. COMMUNICATION FROM THE COMMISSION
7. COMMUNICATION FROM THE PUBLIC
8. ADJOURNMENT

The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the American with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Development Services Department at (619)-258-4100, ext. 167 at least 48 hours before the meeting, if possible.



DRAFT MINUTES

CITY OF SANTEE, CALIFORNIA
MANUFACTURED HOME FAIR PRACTICES COMMISSION
REGULAR MEETING
April 22, 2021

A Regular Meeting of the Manufactured Home Fair Practices Commission was called to order at 7:01 p.m. Staff members present: Melanie Kush, Bill Crane and James Jeffries.

AGENDA ITEM #1: ROLL CALL

Commissioners Damoor, Dochterman, Granbois, Patch and Vandiver were present. A quorum was present.

AGENDA ITEM #2: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Patch.

AGENDA ITEM #3: APPROVAL OF MINUTES

A. DRAFT MINUTES OF REGULAR MEETING OF SEPTEMBER 19, 2019

MOTION by Commissioner Granbois to approve the minutes of the meeting on September 19, 2019 as presented, seconded by Commissioner Dochterman. Approved by unanimous vote.

AGENDA ITEM #4: ACTION

A. ELECTION OF OFFICERS (CHAIR & VICE CHAIR)

MOTION by Commissioner Dochterman to appoint Chair Damoor to the position of commission Chair, seconded by Commissioner Granbois, approved by unanimous vote.

MOTION by Commissioner Vandiver to appoint Commissioner Granbois to the position of commission Vice Chair, seconded by Commissioner Damoor, approved by unanimous vote.

B. REPORT ON COMMISSION ACTIVITY DURING FY 2020/21

A report of commission activity during the prior 12 months was presented by Secretary Crane.

MOTION by Commissioner Vandiver to accept the report as presented, seconded by Commissioner Dochterman, approved by unanimous vote.

C. Review of Administrative Assessment Fund

A report on the status of the Administrative Assessment Fund was presented by Secretary Crane.

MOTION by Vice Chair Granbois to accept the report as presented, seconded by Commissioner Vandiver, approved by unanimous vote.

AGENDA ITEM #5: COMMUNICATION FROM STAFF

Secretary Crane welcomed the new Commissioners and stated he was preparing handbooks for them with information on the parks, forms, historical data, and background on commission; he inquired if the commission was interested in moving the meeting to an earlier start time; and he stated he would work on organizing a bus tour of all the parks later this year if possible.

AGENDA ITEM #6: COMMUNICATION FROM THE COMMISSION

Commissioner Dochterman stated she was happy to see the vacant commission seats filled and thanked the public for attending the meeting.

Chair Damoor gave an overview of the commission's functions and roles, he thanked the members of the public for attending the meetings; and spoke about the bus tour he had previously experienced and stated he looked forward to one in the future.

Each commissioner briefly stated was time of year they would prefer the tour to be scheduled and gave direction to staff to bring an Item back for discussion.

Commissioner Patch stated she was looking forward to serving as a commissioner.

Commissioner Vandiver stated he was looking forward to serving as a commissioner.

AGENDA ITEM #7: COMMUNICATION FROM THE PUBLIC

Jeff McGrevey, Greenbrier resident, spoke about the process in which a mobile home unit is designated for rent control and inquired how AB 1482 would affect Santee's Ordinance.

Kelly Hairgrove, HOA President of Greenbrier, stated her appreciation of the local rent control Ordinance; she expressed concerns with residents not being allowed to enter into rent control; she stated residents are being told they have to sign long leases; she inquired if park owners could force residents to do sign certain leases.

Dona Smith, Greenbrier resident, stated there was no action from the California Department of Housing and Community Development (HCD) and inquired who she should contact.

Dan Bickford, HOA President of Meadowbrook, thanked the commissioners for their time; explained how rent effects the home prices and the importance of being rent low; he expressed concern for when previous lawsuits expire that parks may try to raise rent again; he also expressed interest in attending a tour of all the parks.

AGENDA ITEM #7: COMMUNICATION FROM THE PUBLIC

The meeting was adjourned at 7:42 p.m.



CITY OF SANTEE
Manufactured Home Fair Practice Commission
Agenda Statement

MEETING DATE

September 16, 2021

AGENDA ITEM NO. 4A

ITEM TITLE

**REPORT ON COMMISSION ACTIVITIES DURING FISCAL YEAR
2020/21**

BACKGROUND

The Manufactured Home Fair Practices Commission was established on January 25, 1995. The duties of the Commission are outlined in Ordinance 412 (Santee Municipal Code Section 2.44). Among the Commission's responsibilities as described in Ordinance 412 is the submittal of a semi-annual report of commission activities to the City Council.

ACTIVITIES DURING 2020/2021

Since September 1, 2020, the Commission held one Regular Meetings on April 22, 2021. No applications for adjustments in restricted rent levels were submitted or considered during this period. Two new Manufactured Home Fair Practices Commissioners were appointed over the past year.

FINANCIAL STATEMENT

None.

RECOMMENDATION

Accept the report.

ATTACHMENTS (Listed Below)

None.



CITY OF SANTEE
Manufactured Home Fair Practice Commission
Agenda Statement

MEETING DATE September 16, 2021

AGENDA ITEM NO. **4B**

ITEM TITLE **REVIEW OF MANUFACTURED HOME PARK ADMINISTRATIVE ASSESSMENT FUND**

SUMMARY

The Manufactured Home Fair Practices Ordinance requires the Commission to annually conduct a review of administrative assessment funds collected from park owners and to receive a report on all direct costs of legal defense and of administering the ordinance.

Mobilehome parks are assessed the amount of three dollars (\$3) per “non-exempt” space per month to offset the cost of administering the provisions of the Ordinance. All assessments are deposited into a separate Park Administration Fund and can only be utilized to pay the reasonable and necessary expenses for the administration of the Ordinance. Assessments are collected only for spaces currently subject to rent control provisions of the ordinance (i.e. “non-exempt” spaces).

Revenues from administrative assessments in Fiscal Year 2020/21 were \$40,086, which is slightly down for the fourth year in a row. Expenditures, which peaked in Fiscal Years 2010/11 and 2011/12 due to analysis of two Rent Schedule Adjustment applications, have been held below annual revenues in each of the past eight years. The Report on Park Administrative Assessment Funds for the Fiscal Year Ended June 30, 2021 (Attachment 1) indicates that fees collected between July 2020 and June 2021, together with interest earned during Fiscal Year 2020/21 totaled \$40,286. Expenses incurred in administration of the Ordinance during Fiscal Year 2020/21 totaled \$25,120 (not including legal defense expenditures). Adding the amount of annual revenue in excess of expenses to the fund balance at the beginning of the year brings the end-of-year fund balance to \$140,011.

No legal defense costs related to the Manufactured Home Fair Practices Ordinance were incurred between July 2020 and June 2021 (Attachment 2).

RECOMMENDATION

Accept the report.

ATTACHMENTS (Listed Below)

1. Report of Park Assessment Funds for the Fiscal Year Ended June 30, 2021; and
2. Legal Defense Cost Summary.

City of Santee
Manufactured Home Fair Practices Ordinance
Report on Park Assessment Funds
For the Fiscal Year Ended June 30, 2021

Assessment Revenue:	
Cameron's Mobile Estates	\$ 8,001
Greenbrier Gardens Mobile Estates	1,764
Hawaiian Village Mobile Home Park	279
Highlands Mobile Home Community	936
Meadowbrook Mobile Estates	11,880
Mission del Magnolia Mobile Home Park	5,742
Mission Gorge Villa Mobile Home Park	4,419
New Frontier Mobile Home Community	639
Pleasant Valley Mobile Park	234
Santee Mobile Estates	4,788
Town & Country Manufactured Home Estates	<u>1,404</u>
Total assessment revenue	40,086
Interest income*	<u>200</u>
Total revenues	<u>40,286</u>
Expenditures:	
Direct personnel costs	24,168
Legal services	263
Commissioner stipends	250
Telephone	127
Postage	67
Utilities	<u>245</u>
Total expenditures	<u>25,120</u>
Revenues in excess of expenditures	15,166
Available balance, beginning of year	<u>124,845</u>
Available balance, end of year*	<u><u>\$ 140,011</u></u>



CITY OF SANTEE
Manufactured Home Fair Practice Commission
Agenda Statement

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AGENDA ITEM NO. 4C

ITEM TITLE **MANUFACTURED HOME FAIR PRACTICES COMMISSION BUS TOUR**

SUMMARY

At the April 22, 2021 Santee Manufactured Home Fair Practices Commission (Commission) meeting Chair Damoor and staff brought up the idea conducting a bus tour of the mobile home parks in Santee. The purpose of the tour would be to familiarize newer commission members with the condition and character of the parks and to converse with park residents, managers and owners. The Commission held bus tours of Santee's mobile home parks in 2011 and 2015.

Since the April 22, 2021 Commission meeting staff has contacted the Santee School District to reserve a bus and driver for a tentative November 13, 2021 tour. A bus has been tentatively reserved for this date. The cost of the tour would be \$56.00 per hour and \$4.65 per mile, regardless of the size of the bus. Due to Covid-19, the School District could require a larger bus to allow spacing of passengers, windows cracked open and windows slightly opened. However, the exact Covid-19 safety protocols under which the bus tour would take place, will not be known until closer to the day of the tour.

In compliance with California Open Meetings Law, the bus tour will be a noticed meeting of the Commission and will be open to the public. The meeting will be convened at Santee City Hall in the morning and would likely take between four to six hours to complete. During the tour, the bus will stop in each participating park for approximately 15 minutes to allow residents, park managers/owners and members of the public to discuss issues related to each manufactured home park.

RECOMMENDATION

Accept the report and provide direction to staff on bus tour specifics.

ATTACHMENTS (Listed Below)

Mobile Home Park Location Map

SANTEE MANUFACTURED HOME PARK TOUR

