



City Council
Mayor John W. Minto
Vice Mayor Ronn Hall
Council Member Laura Koval
Council Member Rob McNelis
Council Member Dustin Trotter

CITY OF SANTEE REGULAR MEETING AGENDA Manufactured Home Fair Practices Commission

September 15, 2022

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 15, 2022 at 6:30 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 March 19, 2022
4. ACTION
 - A. Report on Commission Activity During FY 2021/2022
 - B. Review of Administrative Assessment Fund
5. COMMUNICATION FROM STAFF
6. COMMUNICATION FROM THE COMMISSION
7. COMMUNICATION FROM THE PUBLIC
8. ADJOURNMENT

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Public records, including writings related to an agenda item for an open session of a regular meeting of the Manufactured Home Fair Practices Commission that are distributed less than 72 hours before the meeting, are available for public inspection during normal business hours at the City Clerk's Office located at 10601 Magnolia Avenue, Santee, California.

DRAFT MINUTES

CITY OF SANTEE, CALIFORNIA
MANUFACTURED HOME FAIR PRACTICES COMMISSION
REGULAR MEETING
March 19, 2022

A Regular Meeting of the Manufactured Home Fair Practices Commission was called to order at 8:03 a.m. Staff members present: 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 Vandiver.

AGENDA ITEM #3: APPROVAL OF MINUTES

A. Draft Minutes of Regular Meeting of September 16, 2021

MOTION by Commissioner Vandiver to approve the minutes of the meeting on September 16, 2021 as presented, seconded by Commissioner Granbois.

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 Dochterman, approved by unanimous vote.

B. CHANGE OF REGULAR MEETING TIME

A suggestion was made to move the start time of the meetings from 7 p.m. to 6:30 p.m. to be in line with City Council start time, was presented by Secretary Crane.

MOTION by Vice Chair Granbois to accept the suggested time change, seconded by Commissioner Vandiver, approved by unanimous vote.

AGENDA ITEM #5: FROM STAFF

Secretary Crane informed Commission and Public the Covid-19 protocol for the bus tour. Masks are allowed to be worn at the discretion of the attendees. The tour will stop at five parks, drive through two parks and drive past the rest. Members of the public are able to join the tour.

AGENDA ITEM #6: COMMUNICATION FROM THE COMMISSION

None.

AGENDA ITEM #7: COMMUNICATION FROM THE PUBLIC

Jennifer Smith a resident of the Greenbrier Gardens Estates Mobile Home Park spoke about issues residents at Greenbriar Estates are facing including high charges for water, a collapsing retaining wall along Prospect Avenue, rent increases and uncompleted work. Ms. Smith encouraged the Commission to tour the site.

AGENDA ITEM #8. TOUR OF SANTEE MOBILE HOME PARKS BY BUS

Commissioners, staff, and other interested parties boarded the bus to visit five of the twelve mobile home parks located in the City of Santee. Participating parks included: New Frontier Mobile Home Community, Highlands Mobile Estates, Valley View Estates, Mission Gorge Villas Mobilehome Park and Mission del Magnolia Mobilehome Park.

9. ADJOURNMENT

The meeting was adjourned at 12:23 p.m.



CITY OF SANTEE
Manufactured Home Fair Practice Commission
Agenda Statement

MEETING DATE September 15, 2022

AGENDA ITEM NO. 4A

ITEM TITLE **REPORT ON COMMISSION ACTIVITIES DURING FISCAL YEAR
2021/22**

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 2021/2022

Since September 1, 2021, the Commission has held two regular meeting on September 16, 2021 and March 19, 2022. A bus tour was conducted as part of the March 19, 2022 meeting which included visits at five of Santee's manufactured home parks, drive throughs at two parks and drive-byes at the remaining five parks.

No applications for adjustments in restricted rent levels were submitted or considered during this period.

FINANCIAL STATEMENT

None.

RECOMMENDATION

Accept the report.

ATTACHMENTS (Listed Below)

None.

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CITY OF SANTEE
Manufactured Home Fair Practice Commission
Agenda Statement

MEETING DATE September 15, 2022

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 21/22 were \$37,641, which is slightly down for the fifth year in a row and in part due to one unpaid quarterly assessment. Expenditures, which peaked in Fiscal Years (FY) 2010/11 and 2011/12 due to analysis of two Rent Schedule Adjustment applications, had been held below annual revenues for the past eight years, exceed revenues in FY 2021/22. The higher than average expenditures in FY 2021/22 were based largely on increase legal services expenditures. The Report on Park Administrative Assessment Funds for the Fiscal Year Ended June 30, 2022 (Attachment 1) indicates that fees collected between July 2021 and June 2022, together with interest earned during Fiscal Year 2020/21 totaled \$37,841. Expenses incurred in administration of the Ordinance during Fiscal Year 2021/22 totaled \$40,490 (not including legal defense expenditures). Subtracting the amount of annual expenditures in excess of revenues from the fund balance at the beginning of the year brings the end-of-year fund balance to \$137,362.

No legal defense costs related to the Manufactured Home Fair Practices Ordinance were incurred between July 2021 and June 2022 (Attachment 2).

RECOMMENDATION

Accept the report.

ATTACHMENTS (Listed Below)

1. Report of Park Assessment Funds for the Fiscal Year Ended June 30, 2022; 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, 2022

Assessment Revenue:	
Cameron's Mobile Estates	\$ 7,902
Greenbrier Gardens Mobile Estates	2,034
Hawaiian Village Mobile Home Park	261
Highlands Mobile Home Community	918
Meadowbrook Mobile Estates	8,910
Mission del Magnolia Mobile Home Park	5,697
Mission Gorge Villa Mobile Home Park	4,725
New Frontier Mobile Home Community	1,116
Pleasant Valley Mobile Park	189
Santee Mobile Estates	4,788
Town & Country Manufactured Home Estates	<u>1,101</u>
Total assessment revenue	37,641
Interest income*	<u>200</u>
Total revenues	<u>37,841</u>
Expenditures:	
Direct personnel costs	26,345
Legal services	12,369
Commissioner stipends	500
Telephone	138
Postage	98
Utilities	270
Other Expenditures	<u>770</u>
Total expenditures	<u>40,490</u>
Revenues in excess of expenditures	(2,649)
Available balance, beginning of year	<u>140,011</u>
Available balance, end of year*	<u><u>\$ 137,362</u></u>

