



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 21, 2023

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 21, 2023 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 16, 2023
4. ACTION
 - A. Report on Commission Activity During FY 2022/2023
 - B. Review of Administrative Assessment Fund
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.



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 16, 2023

A Regular Meeting of the Manufactured Home Fair Practices Commission was called to order at 6:32 p.m. Staff members present: Bill Crane, William Shepard and James Jeffries.

AGENDA ITEM #1: ROLL CALL

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

AGENDA ITEM #2: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Granbois.

AGENDA ITEM #3: APPROVAL OF MINUTES

A. Draft Minutes of Regular Meeting of September 15, 2022

MOTION by Commissioner Granbois to approve the minutes of the meeting on September 15, 2022 as presented, seconded by Commissioner Dochterman, approved by unanimous vote.

AGENDA ITEM #4: ACTION

A. Report on the Role of Commission and Resources for Residents of Manufactured Home Parks

A report on the roles of the Manufactured Home Fair Practices Commission and resources available for manufactured home park residents was presented by Secretary Crane.

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

B. Election of Officers (Chair & Vice Chair)

MOTION by Chair Damoor to approve the nominations of Commissioner Granbois as Vice-Chair and Commissioner Damoor as Chair to remain in their current positions, seconded by Commissioner Dochterman, approved by unanimous vote.

AGENDA ITEM #5: COMMUNICATION FROM STAFF

Staff stated there will be a bolstering of information on the City's Website. As well as printed handouts to provide for residents that may not have computer access. Staff also provided Thursday, September 21, 2023 as the date of the next Commission meeting.

AGENDA ITEM #6: COMMUNICATION FROM THE COMMISSION

Commissioner Dochterman expressed the need to have the meeting times be on all of the City's calendars as well as the Chamber's.

AGENDA ITEM #7: COMMUNICATION FROM THE PUBLIC

Kelly Hairgrove, a resident and a Board Member of the Greenbrier Gardens Mobile Estates HOA, read a letter about her request to the management of Greenbrier Gardens to notify her of prospective new residents, so she may meet with them. Ms. Hairgrove also read a letter she received from an attorney representing Greenbrier Gardens regard her request.

8. ADJOURNMENT

The meeting was adjourned at 6:50 p.m.



CITY OF SANTEE
Manufactured Home Fair Practice Commission
Agenda Statement

MEETING DATE September 21, 2023 **AGENDA ITEM NO.** 4A

ITEM TITLE **REPORT ON COMMISSION ACTIVITIES DURING FISCAL YEAR**
2022/23

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 2022/2023

Since July 1, 2022, the Commission has held two regular meeting on September 15, 2022 and March 16, 2023.

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.



CITY OF SANTEE
Manufactured Home Fair Practice Commission
Agenda Statement

MEETING DATE

September 21, 2023

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 22/23 were \$39,774, which is slightly up from last year and is missing 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 eight years, exceed revenues in FY 2022/23 and FY 2021/22. The higher than average expenditures for the past two fiscal years are largely based on increased legal services expenditures. The Report on Park Administrative Assessment Funds for the Fiscal Year Ended June 30, 2023 (Attachment 1) indicates that fees collected between July 2022 and June 2023, together with interest earned during Fiscal Year 2022/23 totaled \$42,264. Expenses incurred in administration of the Ordinance during Fiscal Year 2022/23 totaled \$42,979 (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 \$136,674.

No legal defense costs related to the Manufactured Home Fair Practices Ordinance were incurred between July 2022 and June 2023 (Attachment 2).

RECOMMENDATION

Accept the report.

ATTACHMENTS (Listed Below)

1. Report of Park Assessment Funds for the Fiscal Year Ended June 30, 2023; 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, 2023

Assessment Revenue:	
Cameron's Mobile Estates	\$ 7,821
Greenbrier Gardens Mobile Estates	2,241
Hawaiian Village Mobile Home Park	252
Highlands Mobile Home Community	864
Meadowbrook Mobile Estates	8,910
Mission del Magnolia Mobile Home Park	5,634
Mission Gorge Villa Mobile Home Park	4,797
New Frontier Mobile Home Community	1,971
Pleasant Valley Mobile Park	153
Santee Mobile Estates	4,806
Town & Country Manufactured Home Estates	<u>2,325</u>
Total assessment revenue	39,774
Interest income*	<u>2,490</u>
Total revenues	<u>42,264</u>
Expenditures:	
Direct personnel costs	28,838
Legal services	13,209
Commissioner stipends	400
Telephone	79
Postage	71
Utilities	289
Other Expenditures	<u>93</u>
Total expenditures	<u>42,979</u>
Revenues in excess of expenditures	(715)
Available balance, beginning of year	<u>137,362</u>
Available balance, end of year*	<u><u>\$ 136,647</u></u>

