

**COUNTY OF SONOMA
AGENDA ITEM
SUMMARY REPORT**

Clerk of the Board Use Only
Meeting Date **Held Until**
 / / / /
Agenda Item No: **Agenda Item No:**
 _____ _____

Department: Community Development Commission

() **4/5 Vote Required**

Contact:
Cindy Rich

Phone:
(707) 565-7537

Board Date:
September 1,
2009

Deadline for Board Action:

AGENDA SHORT TITLE:

Mobile home rent stabilization administrative services agreements.

REQUESTED BOARD ACTION:

Resolution approving and authorizing the Executive Director of the Community Development Commission to execute agreements with the cities of Cotati and Sebastopol and the Town of Windsor for mobile home rent stabilization administrative services, and to execute subsequent amendments to the agreements that do not materially change the agreements, following review and approval by County Counsel as to form.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES

ADD'L FUNDS REQUIRING BOARD

Estimated Cost \$

Contingencies \$
(Fund Name:)

Amount Budgeted \$

Unanticipated Revenue \$
(Source:)

Other Avail Approp. \$
(Explain below)

Other Transfer(s) \$
(Source:)

Additional Requested: \$

Add'l Funds Requested: \$

Explanation (if required): The cities and the town will reimburse the Commission for services rendered.

Prior Board Action(s):

6-7-05: Board/Commission approved Resolution No. 05-0466 authorizing an agreement with the City of Healdsburg.

6-6-06: Board/Commission approved Resolution No. 06-0492 authorizing service agreements with the cities of Cotati, Healdsburg, Petaluma, Sebastopol and the Town of Windsor.

Alternatives - Results of Non-Approval:

Community Development Commission would not administer mobile home rent stabilization ordinances for cities of Cotati and Sebastopol and the Town of Windsor. Each of the three jurisdictions would have to administer its own program.

Background:

In order to provide protection to mobilehome owners renting space in the mobilehome parks in the cities of Cotati and Sebastopol and the Town of Windsor, these jurisdictions have adopted ordinances modeled after the Sonoma County Mobilehome Park Space Rent Stabilization Ordinance.

The Community Development Commission (CDC) has been providing administrative services to five cities for their mobile home rent stabilization ordinances since 1992. The current administrative agreements with Cotati, Healdsburg, Petaluma, Sebastopol, and the Town of Windsor expired on June 30, 2009. The City of Healdsburg opted not to renew and will take on the administering of their own Ordinance. The City of Petaluma has not accepted the CDC's altered contract language that strengthens the CDC's indemnification. The Sebastopol City Council, the Cotati City Council and the Town of Windsor Council have taken action approving the execution of the proposed administrative agreement.

Because the CDC already administers the Sonoma County Mobilehome Park Space Rent Stabilization Ordinance and the three remaining cities and town have adopted similar ordinances, the cities and town have determined that it is in their interest to have the CDC continue to administer their mobilehome ordinances. The CDC has the expertise and capacity to continue to administer the mobilehome ordinances for the cities and town. The proposed agreements are for a three-year term effective July 1, 2009 and they allow for termination with a 30-day written notice by either party.

Services provided by the Community Development Commission include answering general questions from the public and scheduling arbitrations. The workload is expected to remain about the same during the term of these agreements. The cities and town will reimburse the CDC at \$85 per hour for CDC "Mobile Home Clerk" staff time and \$200 per hour for County Counsel. These rates cover the costs incurred in the administration of their mobilehome ordinances.

The attached resolution approves and authorizes the Executive Director of the Community Development Commission to execute three agreements in order to continue the provision of services, and any amendments to the agreements that do not materially change the agreements, following review and approval by County Counsel as to form.

Attachments:

Resolution

On File With Clerk: Agreements between City of Sebastopol, City of Cotati, Town of Windsor and the Sonoma County Community Development Commission.

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: