

**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:**  
October 20, 2009

**Deadline for Board Action:**

**AGENDA SHORT TITLE:**  
Mobile home rent stabilization administrative services agreement.

**REQUESTED BOARD ACTION:**  
Resolution approving and authorizing the Executive Director of the Community Development Commission to execute an agreement with the City of Petaluma for mobile home rent stabilization administrative services, and to execute subsequent amendments to the agreement that do not materially change the agreement, following review and approval by County Counsel as to form.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

<u><b>EXPENDITURES</b></u>		<u><b>ADD'L FUNDS REQUIRING BOARD</b></u>	
<b>Estimated Cost</b>	\$	<b>Contingencies</b>	\$
		(Fund Name:)	
<b>Amount Budgeted</b>	\$	<b>Unanticipated Revenue</b>	\$
		(Source:)	
<b>Other Avail Approp.</b>	\$	<b>Other Transfer(s)</b>	\$
(Explain below)		(Source:)	
<b>Additional Requested:</b>	\$	<b>Add'l Funds Requested:</b>	\$

**Explanation (if required):** The city will reimburse the Commission for services rendered.

**Prior Board Action(s):**  
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.  
9-1-09: Board/Commission approved Resolution No. 09-0822 authorizing service agreements with the cities of Cotati, Sebastopol and the Town of Windsor.

**Alternatives - Results of Non-Approval:**  
Community Development Commission would not administer mobile home rent stabilization ordinances for City of Petaluma. The City of Petaluma would have to administer its own program.

**Background:**

In order to provide protection to mobilehome owners renting space in the mobilehome parks in the city of Petaluma, the City has adopted an ordinance 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. Those administrative agreements with Cotati, Healdsburg, Petaluma, Sebastopol, and the Town of Windsor all expired on June 30, 2009. The City of Healdsburg opted not to renew and took on the administering of their own Ordinance. The Sebastopol City Council, the Cotati City Council and the Town of Windsor Council have all taken action approving the execution of the proposed administrative agreement, and the Board authorized executing those agreements on September 1, 2009.

Because the CDC already administers the Sonoma County Mobilehome Park Space Rent Stabilization Ordinance and the three cities and town have adopted similar ordinances, the City of Petaluma has determined that it is in their interest to have the CDC continue to administer their mobilehome ordinance. The CDC has the expertise and capacity to continue to administer the mobilehome ordinance for the city. The proposed agreement is 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 this agreement. The city 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 ordinance.

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

**Attachments:**

Resolution

**On File With Clerk:** Agreement between City of Petaluma and the Sonoma County Community Development Commission.

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

**Vote:**