

**City of Carpinteria
Mobile Home Park Rent Stabilization Board Minutes
Special Meeting
Council Chambers
Wednesday, March 20, 2013**

1. CALL TO ORDER, ROLL CALL, INTRODUCTIONS

City Clerk Fidela Garcia called the meeting to order at 1:30 pm.

Boardmembers present:

John Litsinger (arrived at 1:33 pm)
Tom McBride
Catherine Overman
Danel Trevor

Boardmembers absent:

None

Staff members present:

Dave Durlinger, City Manager
Peter Brown, City Attorney
Fidela Garcia, City Clerk
John Thornberry, Administrative Services Director
Kevin Silk, Assistant to the City Manager

2. OATH OF OFFICE TO NEW BOARDMEMBER CATHERINE OVERMAN

City Clerk Garcia gave the oath of office to new Boardmember Overman.

3. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

City Manager Durlinger stated there was a quorum of the Board. He addressed the Board's current situation in that there was no sitting Chair or Vice Chair due to Chair Fred Shaw being elected to the City Council and Vice Chair Bill Cross resigning.

Nominations for Chairman:

Boardmember Trevor nominated Boardmember McBride for Chairman.
Boardmember Overman seconded the motion.

Being there were no further nominations, City Manager Durflinger closed the nominations for Chairman and called for a voice vote for Boardmember McBride as Chairman.

Upon voice vote, motion to elect Boardmember McBride as Chair carried unanimously.

Nominations for Vice Chairman:

Boardmember McBride nominated Boardmember Overman for Vice Chairman.
Boardmember Trevor seconded the motion.

Being there were no further nominations, City Manager Durflinger closed the nominations for Vice Chairman and called for a voice vote for Boardmember Overman as Vice Chairman.

Upon voice vote, motion to elect Boardmember Overman as Vice Chair carried unanimously.

City Manager Durflinger introduced the City staff that supports the Board, commented that staff is available to assist the Board with any questions, and turned over the Chair to newly-elected Chair McBride.

Chair McBride inquired about the annual rent increase notices sent to boardmembers. City Manager Durflinger asked Chair McBride to hold that question till the Business Matters section of the meeting.

4. WORKSHOP

City Attorney Brown presented a PowerPoint presentation which included discussion of the following topics:

- a. Overview of Carpinteria Mobilehome Park Rent Stabilization Regulations
- b. Conduct of a Mobile Home Park Rent Stabilization Board Public Hearing
- c. Meeting Management and Public Participation

Throughout the presentation City Attorney Brown responded to questions from the Board.

City Manager Durflinger invited boardmembers to attend the City Council's Study Session on Rosenberg's Rules of Orders, to be held March 25 at 4 pm, where they could learn about good practices for running public meetings. City Clerk Garcia announced she would e-mail the Board a link to the Rosenberg's Rules of Order video.

5. BUSINESS MATTERS

Receive a Report on 2013-2014 Effective Rent Schedule for the Mobile Home Parks in the City of Carpinteria.

Assistant to the City Manager Silk presented the report and Administrative Services Director Thornberry explained the calculation of the 2013-14 Effective Rent Schedule.

Assistant to the City Manager Silk responded to Chair McBride's question about the annual rent increase notices sent to the Board. He reported that notices and rent schedules were sent annually to the Board and added that staff could carbon copy the Board on all rent adjustment notices sent. The Board gave general consensus to have staff carbon copy the Board on all rent adjustment notices sent.

Report received and filed.

Chair McBride inquired if mobile home parks were involved in the City's Housing Element as far as low-income or seniors are concerned. City Manager Durlinger responded that neither the Mobile Home Park Rent Stabilization Regulations nor the City's General Plan Housing Element state mobile home parks have to be legally affordable. He explained mobile homes are generally affordable by design and that there is no legal restriction on any of the mobile home parks that suggests they are affordable units. He explained the City obtains affordable units through new development.

6. PUBLIC COMMENT

There was no public comment.

City Manager Durlinger reminded the Board about determining the next meeting date and if no date was selected, the next meeting would be another special meeting a year from now when the City issues the annual CPI adjustment. City Attorney Brown mentioned that a special meeting would occur when the City receives a petition for rent adjustment. Chair McBride believed that there was no reason for the Board to meet regularly, but asked staff to inform the Board of any possible issues that may come up. Boardmember Litsinger agreed with Chair McBride's comments. City Manager Durlinger stated staff would keep the Board informed of any issues that may come before the Board.

Chair McBride asked if there was any current litigation that would concern the Board. City Attorney Brown responded that there was litigation between Vista de Santa Barbara residents and management, but noted it currently did not involve the City.

Boardmember Overman asked if the Board needed to meet again after staff certified the rent increase. Assistant to the City Manager Silk said there was no further action needed from the Board, staff would finalize the agreements, and send the Board copies.

Boardmember Trevor brought up the existing vacancy on the Board. City Manager Durflinger asked the Board to encourage anyone they knew who would be a good candidate to contact City Clerk Garcia. Chair McBride commented that he hadn't seen an advertisement for the vacancy. City Manager Durflinger explained staff advertised the vacancy and was planning on advertising it again. He noted the City can't afford to advertise continuously. City Clerk Garcia stated staff posts a vacancy notice at City Hall, at the library, and on the City Scroll.

City Manager Durflinger stated staff will make hardcopies of the Carpinteria and California mobile home park laws for those boardmembers who request it.

7. ADJOURNMENT

Motion by Boardmember Litsinger, seconded by Vice Chair Overman to adjourn the meeting. Upon voice vote, motion carried unanimously.

Chair McBride adjourned the meeting at 3:25 pm.

ATTEST:

Tom McBride
Chairman, Mobile Home Park
Rent Stabilization Board

Fidela Garcia, CMC
City Clerk