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**RESOLUTION NO. 2019-42****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING EXHIBIT A TO RESOLUTION 2018-22 ADOPTING RENT STABILIZATION FEES FOR ARBITRATION AND ADMINISTRATIVE COSTS TO CITY OF UKIAH MOBILEHOME PARKS****WHEREAS:**

1. Ukiah City Code (“UCC”) Section 2715, provides that “all or any portion of the costs to administer this chapter [Division 2, Chapter 8 of the UCC (“Chapter 8”)] may be collected by the imposition of an annual rent stabilization administration fee established by resolution of the City Council”; and
2. Costs to administer the program have been assessed and are shown in Exhibit A; and
3. With the elimination of redevelopment agencies by the State of California, all of the cost to administer Chapter 8 is borne by the City’s General Fund; and
4. Under UCC Section 2708.C, the cost of arbitrations must be paid from the rent stabilization administration fee. Exhibit A states a reasonable estimate for the annual cost to administer Chapter 8, including potential arbitrations; and
5. There are 382 mobilehome park spaces subject to rent control in the City of Ukiah, with the final annual per space cost being determined each year based on occupied non-long-term leased spaces; and
6. Under UCC Section 2715, the owner who pays these fees may pass through to the tenant of the space 50 percent of the fees assessed for the space; and
7. Under UCC 2715, the resolution establishing the fee must specify the date by which the fee is due, but the fee may be paid by the park owners in quarterly installments; and
8. There are six City of Ukiah mobilehome parks that are subject to the Rent Stabilization Ordinance, including Circle Trailer Court (60 units), Manor Home Mobile Estates (137 units), Shady Grove Mobile Home Park (4 units subject to rent control), Modern Mobile Home Park (26 units), Harold’s Square Mobile Home Park (59 units), and Rancho Del Ray Mobile Home Park (96 units).

**NOW, THEREFORE, BE IT RESOLVED that:**

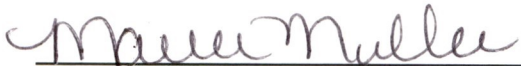
1. The City Council of the City of Ukiah approves an annual administration fee an amount equally divided between billable spaces subject to rent control to be paid by the City’s six mobilehome parks.
2. The fee is due on July 30 of each year, but may be paid in quarterly installments on July 30, October 30, January 30, and April 30.
3. The City Council shall review the administration costs, including the cost of any arbitrations, on an annual basis, during budget preparation as part of the annual fee review

in May and June, and make any adjustments so that the fee does not exceed the cost to administer Chapter 8.

4. This resolution supersedes resolution 2018-22.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on August 7, 2019, by the following roll call vote:

AYES: Councilmembers Orozco, Brown, Scalmanini, Crane, and Mayor Mulheren  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
Maureen Mulheren, Mayor

ATTEST:

  
\_\_\_\_\_  
Kristine Lawler, City Clerk

## EXHIBIT A

### 2017 COST ASSESSMENT FOR IMPLEMENTING RESOLUTION 2012-17 RENT STABILIZATION FEES

#### Estimated Arbitration Costs:

**TOTAL - \$7,200**

The Northern California rates charged for arbitrations conduct by ADR Service, Inc., an alternate dispute resolution service that has rates in the middle between JAMS at the high end and lone arbitrators at the low end.

An arbitration through ADR includes the hourly or daily rate charged by the arbitrator and the fees charged by ADR. ADR arbitrators are retired judges or attorneys. The hourly rates vary from \$400 at the low end to \$700 at the high end. The average hourly rate is \$500.

ADR charges an initial fee of \$300 plus \$450 per party to the arbitration. Its fee schedule is attached.

Assuming an arbitration hearing takes one 8-hour day and the arbitrator takes 4 hours to prepare a written decision, 12 hours @ \$500 = \$6,000 + \$1,200 (assuming only two parties) for a total of \$7,200.

#### Estimated Administrative Costs:

**TOTAL - \$1,977.50** *(Using larger invoiced rate)*

MHP = Mobile Home Park

#### **Estimated Attorney Fees for Various Matters Pertaining to Mobilehome Parks: \$1,000**

*(Note: only the actual expenses would be billed to the account)*

#### **Educational Outreach Costs: \$366.48**

- Draft Letter to Residents
- Print, fold, label, and stuff envelopes
- Postage to send letters

#### **If MHP owners are invoiced: \$611.02 + postage**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send Letters to MHP owners requesting number of billable spaces
- Prep invoices
- Receive and process payments

**Total divided by 382\* spaces = \$1.60 per space.**

**If MHP owners are not invoiced: \$209.15**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send post-Council decision to waive fee letters to MHP owners

**Total divided by 382\* spaces = .55 cents per space (rounded).**

**TOTAL REASONABLE ESTIMATE FOR THE ANNUAL COST TO ADMINISTER CHAPTER 8, INCLUDING POTENTIAL ARBITRATIONS IS \$9,178 (rounded).**

*\*Note – This is the number of spaces calculated in Ordinance 1126, however, the actual number of billable spaces is determined each year depending on the number of occupied spaces by non-long-term leases.*



April 22, 2020

SUBJECT: Mobilehome Park Rent Stabilization Resource Information

Dear Mobilehome Park Residents,

This letter is an educational outreach, so that you are aware of your rights – per ordinance 1126 and resolution 2018-22 - as a mobilehome park resident.

In 2011, the Ukiah City Council adopted an ordinance to establish a mobilehome park rent stabilization. In an effort to assist mobilehome park residents to better understand how the rent increases, fees, and pass-through charges operate, a webpage was created on the City of Ukiah's website, which can be found at: <http://www.cityofukiah.com/mobile-home-park-rent-stabilization-2/>.

Mobilehome park residents are encouraged to explore the webpage, which contains the full ordinance and resolution that explains how the rent stabilization works. There are also links to annual correspondence sent to the mobilehome park owners regarding the October CPI index that determines the amount that can be charged for rent increases, and staff reports presented to the City Council explaining in detail how the yearly fees operate.

Governor Newsom has issued an executive order, N-37-20, which puts a temporary moratorium on eviction enforcement under specific conditions during the COVID-19 Pandemic. You may view the order here: <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.27.20-EO-N-37-20.pdf>

The City Clerk's office is available to address any questions or concerns that you may have, and can be reached by email at [klawler@cityofukiah.com](mailto:klawler@cityofukiah.com), or by calling 707-463-6217.

Sincerely,

A handwritten signature in blue ink that reads "Kristine Lawler". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Kristine Lawler  
City Clerk

**RESOLUTION NO. ~~2019-42XX~~2020-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING EXHIBIT A TO RESOLUTION ~~2018~~2019-22-42 ADOPTING RENT STABILIZATION FEES FOR ARBITRATION AND ADMINISTRATIVE COSTS TO CITY OF UKIAH MOBILEHOME PARKS**

**WHEREAS:**

1. Ukiah City Code (“UCC”) Section 2715, provides that “all or any portion of the costs to administer this chapter [Division 2, Chapter 8 of the UCC (“Chapter 8”)] may be collected by the imposition of an annual rent stabilization administration fee established by resolution of the City Council”; and
2. Costs to administer the program have been assessed and are shown in Exhibit A; and
3. With the elimination of redevelopment agencies by the State of California, all of the cost to administer Chapter 8 is borne by the City’s General Fund; and
4. Under UCC Section 2708.C, the cost of arbitrations must be paid from the rent stabilization administration fee. Exhibit A states a reasonable estimate for the annual cost to administer Chapter 8, including potential arbitrations; and
5. There are 382 mobilehome park spaces subject to rent control in the City of Ukiah, with the final annual per space cost being determined each year based on occupied non-long-term leased spaces; and
6. Under UCC Section 2715, the owner who pays these fees may pass through to the tenant of the space 50 percent of the fees assessed for the space; and
7. Under UCC 2715, the resolution establishing the fee must specify the date by which the fee is due, but the fee may be paid by the park owners in quarterly installments; and
8. There are six City of Ukiah mobilehome parks that are subject to the Rent Stabilization Ordinance, including Circle Trailer Court (60 units), Manor Home Mobile Estates (137 units), Shady Grove Mobile Home Park (4 units subject to rent control), Modern Mobile Home Park (26 units), Harold’s Square Mobile Home Park (59 units), and Rancho Del Ray Mobile Home Park (96 units).

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The City Council of the City of Ukiah approves an annual administration fee an amount equally divided between billable spaces subject to rent control to be paid by the City’s six mobilehome parks.
2. The fee is due on July 30 of each year, but may be paid in quarterly installments on July 30, October 30, January 30, and April 30.
3. The City Council shall review the administration costs, including the cost of any arbitrations, on an annual basis, during budget preparation as part of the annual fee review



in May and June, and make any adjustments so that the fee does not exceed the cost to administer Chapter 8.

4. This resolution supersedes resolution ~~2018~~2019-422.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on ~~August 7~~May 20, ~~2019~~2020, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

~~Maureen Mulheren~~Douglas F. Crane, Mayor

ATTEST:

\_\_\_\_\_  
Kristine Lawler, City Clerk

## EXHIBIT A

### 2019-2020 COST ASSESSMENT FOR IMPLEMENTING RESOLUTION ~~2012-17~~2020/2021 RENT STABILIZATION FEES

#### Estimated Arbitration Costs:

**TOTAL - ~~\$8,700~~9,450**

The Northern California rates charged for arbitrations conduct by ADR Service, Inc., an alternate dispute resolution service that has rates in the middle between JAMS at the high end and lone arbitrators at the low end.

An arbitration through ADR includes a \$450 administrative fee, plus the hourly or daily rate charged by the arbitrator and the fees charged by ADR. ADR arbitrators are retired judges or attorneys. The hourly rates vary from ~~\$400~~450 at the low end to ~~\$850~~975 at the high end. The average hourly rate is ~~\$625~~712.50.

~~ADR charges an initial fee of \$300 plus \$450 per party to the arbitration.~~

Assuming an arbitration hearing takes one 8-hour day and the arbitrator takes 4 hours to prepare a written decision, 12 hours @ ~~\$625~~712.50 = ~~\$7,500~~8,550 + ~~\$1,200~~900 (admin fee; assuming only two parties) for a total of ~~\$8,700~~9,450.

#### Estimated Administrative Costs:

**TOTAL - \$1,850 (Using the higher rate of the two invoiced rates below and rounding)**

MHP = Mobile Home Park

#### **Estimated Attorney Fees for Various Matters Pertaining to Mobilehome Parks: \$1,000**

*(Note: only the actual expenses would be billed to the account)*

#### **Educational Outreach Costs: \$294 (rounded)**

- Draft Letter to Residents
- Print, fold, label, and stuff envelopes
- Postage to send letters

#### **If MHP owners are invoiced: \$556 (rounded and includes postage)**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send Letters to MHP owners requesting number of billable spaces
- Prep invoices
- Receive and process payments

**Total divided by 382\* spaces = \$1.46 per space.**

**If MHP owners are not invoiced: \$201**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send post-Council decision to waive fee letters to MHP owners

**Total divided by 382\* spaces = .53 cents per space (rounded).**

**TOTAL REASONABLE ESTIMATE FOR THE ANNUAL COST TO ADMINISTER CHAPTER 8, INCLUDING POTENTIAL ARBITRATIONS IS \$~~10,550~~11,300\*\*.**

*\*Note – This is the number of spaces calculated in Ordinance 1126, however, the actual number of billable spaces is determined each year depending on the number of occupied spaces by non-long-term leases.*

\*\*Note – This number is comprised as follows: Arbitration= \$9,450; MHP Owners invoiced= \$556; Educational Outreach= \$294; Attorney Fees = \$1,000.

**RESOLUTION NO. 2020-**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH AMENDING EXHIBIT A TO RESOLUTION 2019-42 ADOPTING RENT STABILIZATION FEES FOR ARBITRATION AND ADMINISTRATIVE COSTS TO CITY OF UKIAH MOBILEHOME PARKS**

**WHEREAS:**

1. Ukiah City Code (“UCC”) Section 2715, provides that “all or any portion of the costs to administer this chapter [Division 2, Chapter 8 of the UCC (“Chapter 8”)] may be collected by the imposition of an annual rent stabilization administration fee established by resolution of the City Council”; and
2. Costs to administer the program have been assessed and are shown in Exhibit A; and
3. With the elimination of redevelopment agencies by the State of California, all of the cost to administer Chapter 8 is borne by the City’s General Fund; and
4. Under UCC Section 2708.C, the cost of arbitrations must be paid from the rent stabilization administration fee. Exhibit A states a reasonable estimate for the annual cost to administer Chapter 8, including potential arbitrations; and
5. There are 382 mobilehome park spaces subject to rent control in the City of Ukiah, with the final annual per space cost being determined each year based on occupied non-long-term leased spaces; and
6. Under UCC Section 2715, the owner who pays these fees may pass through to the tenant of the space 50 percent of the fees assessed for the space; and
7. Under UCC 2715, the resolution establishing the fee must specify the date by which the fee is due, but the fee may be paid by the park owners in quarterly installments; and
8. There are six City of Ukiah mobilehome parks that are subject to the Rent Stabilization Ordinance, including Circle Trailer Court (60 units), Manor Home Mobile Estates (137 units), Shady Grove Mobile Home Park (4 units subject to rent control), Modern Mobile Home Park (26 units), Harold’s Square Mobile Home Park (59 units), and Rancho Del Ray Mobile Home Park (96 units).

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The City Council of the City of Ukiah approves an annual administration fee an amount equally divided between billable spaces subject to rent control to be paid by the City’s six mobilehome parks.
2. The fee is due on July 30 of each year, but may be paid in quarterly installments on July 30, October 30, January 30, and April 30.
3. The City Council shall review the administration costs, including the cost of any arbitrations, on an annual basis, during budget preparation as part of the annual fee review

in May and June, and make any adjustments so that the fee does not exceed the cost to administer Chapter 8.

4. This resolution supersedes resolution 2019-42.

**PASSED AND ADOPTED** at a regular meeting of the City Council held on May 20, 2020, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Douglas F. Crane, Mayor

ATTEST:

---

Kristine Lawler, City Clerk

## **EXHIBIT A**

### **2020 COST ASSESSMENT FOR IMPLEMENTING RESOLUTION 2020/2021 RENT STABILIZATION FEES**

#### **Estimated Arbitration Costs:**

**TOTAL - \$9,450**

The Northern California rates charged for arbitrations conduct by ADR Service, Inc., an alternate dispute resolution service that has rates in the middle between JAMS at the high end and lone arbitrators at the low end.

An arbitration through ADR includes a \$450 administrative fee, plus the hourly or daily rate charged by the arbitrator and the fees charged by ADR. ADR arbitrators are retired judges or attorneys. The hourly rates vary from \$450 at the low end to \$975 at the high end. The average hourly rate is \$712.50.

Assuming an arbitration hearing takes one 8-hour day and the arbitrator takes 4 hours to prepare a written decision, 12 hours @ \$712.50 = \$8,550+ \$900 (admin fee; assuming only two parties) for a total of \$9,450.

#### **Estimated Administrative Costs:**

**TOTAL - \$1,850 (Using the higher rate of the two invoiced rates below and rounding)**

MHP = Mobile Home Park

#### **Estimated Attorney Fees for Various Matters Pertaining to Mobilehome Parks: \$1,000**

*(Note: only the actual expenses would be billed to the account)*

#### **Educational Outreach Costs: \$294 (rounded)**

- Draft Letter to Residents
- Print, fold, label, and stuff envelopes
- Postage to send letters

#### **If MHP owners are invoiced: \$556 (rounded and includes postage)**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send Letters to MHP owners requesting number of billable spaces
- Prep invoices
- Receive and process payments

**Total divided by 382\* spaces = \$1.46 per space.**

**If MHP owners *are not* invoiced: \$201**

Includes:

- Review CPI and write annual letter to MHP owners regarding the CPI.
- Review MHP rent increase letters per Ordinance 1126, Section 2703(H)
- Staff Report to Council
- Send post-Council decision to waive fee letters to MHP owners

**Total divided by 382\* spaces = .53 cents per space (*rounded*).**

**TOTAL REASONABLE ESTIMATE FOR THE ANNUAL COST TO ADMINISTER CHAPTER 8, INCLUDING POTENTIAL ARBITRATIONS IS \$11,300\*\*.**

*\*Note – This is the number of spaces calculated in Ordinance 1126, however, the actual number of billable spaces is determined each year depending on the number of occupied spaces by non-long-term leases.*

*\*\*Note – This number is comprised as follows: Arbitration= \$9,450; MHP Owners invoiced= \$556; Educational Outreach= \$294; Attorney Fees = \$1,000.*