

**Sonoma County Community Development Commission**  
**Property Management Agreement - Property Inventory as of November 1, 2022**

FORMER RDA HOUSING SUCCESSOR	Description	Housing Units	Previous Monthly Fee	Proposed Monthly Fee	Fee / Unit / Month	Lease-up Fee	Income and Expense	Services Provided by Property Manager	Other Factors
Roseland Village  Owned by CDC	7 acre shopping center with 35,000 square feet of retail space.  In planning stage for redevelopment as mixed-use housing, civic, commercial, and open-space.	NA	\$ 750.00	\$ 750.00		NA	Tenants pay commercial rent; does not cover operating expenses (for the past 2 years). Proposed fee is 7.1% of monthly rental income; market averages 7-10%	Bill payment, vendor engagement	As a Housing Successor property, rental income may be used for O&M of the "housing asset", but cannot subsidize development or O&M of non-housing uses on the property, which must instead be funded with RPTTF or other funds. Any surplus rental income must go to LMIHAF.
6855 Walker Avenue Sebastopol  Owned by CDC	Single family home	1	\$ 225.00	\$ 300.00	\$ 300.00	\$500 (based on proposed fee equal to greater of 6% or \$500)	Tenant rent and housing voucher income.  Monthly rent: \$1,136	Tenant and Lease administration, lease up, turnover, bill payment, vendor management. Lease up fee is charged for tenant turnover.	As a Housing Successor property, rental income may be used for O&M of the "housing asset", but cannot subsidize development or O&M of non-housing uses on the property, which must instead be funded with RPTTF or other funds. Any surplus rental income must go to LMIHAF.
7991 Covert Lane Sebastopol  Owned by CDC	Single family home	1	\$ 225.00	\$ 300.00	\$ 300.00	\$500 (based on proposed fee equal to greater of 6% or \$500)	Tenant rent and housing voucher income.  Monthly rent: \$1,669	Tenant and Lease administration, lease up, turnover, bill payment, vendor management. Lease up fee is charged for tenant turnover.	As a Housing Successor property, rental income may be used for O&M. Any surplus rental income must go to LMIHAF.
VASH VOUCHER PROGRAM	Description	Housing Units	Previous Monthly Fee	Proposed Monthly Fee	Fee / Unit / Month	Lease-up Fee	Income and Expense	Services Provided by Property Manager	Other Factors
695, 697, 699 Russell Avenue Santa Rosa  Owned by County Master-leased and sublet by CDC	Three single family homes	3	\$ 675.00	\$ 750.00	\$ 250.00	\$500 (based on proposed fee equal to greater of 6% or \$500)	Tenant rent and Santa Rosa Housing Authority VASH Voucher income.  Monthly rents: \$2,400 \$1,856 \$1,696	Tenant and Lease administration, lease up, turnover, bill payment, vendor management. VA manages tenant leasing.	VA selects homeless, veteran tenant households, provides services to tenants, and assists with lease matters.

TRANSITIONAL HOUSING	Description	Bedrooms	Previous Monthly Fee	Proposed Monthly Fee	Fee / Unit / Month	Lease-up Fee	Income and Expense	Services Provided by Property Manager	Other Factors
Mickey Zane Place - Santa Rosa Owned by CDC	44 room, 3 story motel. Operated by DEMA under contract with DHS.	43	\$ 3,500.00	\$ 3,500.00	\$ 81.40	NA	Property has net negative cashflow. Excess O&M expenses covered by County Funding (\$2 million of County General Funds for Elderberry and Mickey Zane) and FEMA	Bill payment, vendor engagement	Seeking to convert to permanent supportive housing. RFQ is out for developer / owner. Homekey and Enterprise Grant funded property acquisition and renovation.
Elderberry Commons - Sebastopol Owned by CDC	31 room, 2 story motel. Operated by DEMA under contract with DHS.	29	\$ 3,500.00	\$ 3,500.00	\$ 120.69	NA	Property has net negative cashflow. Excess O&M expenses and some repairs were covered by County Funding (\$2 million of County General Funds for Elderberry and Mickey Zane) and FEMA	Bill payment, vendor engagement	Seeking to convert to permanent supportive housing. RFQ is out for developer /owner. Homekey funds paid for acquisition.
George's Hideaway - Guerneville Owned by CDC	Historic lodge, apartment building, 2 acre site. Vacant.	-	\$ 500.00	\$ 500.00	\$ -	NA	Property is vacant and needs significant renovation for use as homeless services and permanent supportive housing.	Security, bill payment, vendor engagement	Seeking to convert to permanent supportive housing. RFQ is out for developer /owner. Homekey will fund operating and holding costs.

HEART PROGRAM	Description	Bedrooms	Previous Monthly Fee	Proposed Monthly Fee	Fee / Unit / Month	Lease-up Fee	Income and Expense	Services Provided by Property Manager	Other Factors
866 Sonoma Avenue, Santa Rosa Owned by CDC	Single family house with 2 bedrooms, two 2-bedroom cottages	6	\$ 500.00	\$ 750.00	\$ 125.00	NA	Tenant rent and housing voucher income. Any deficit funded by County Homeless Funds.	Bill payment, vendor engagement	Some tenants have vouchers.
1518 West Avenue, Santa Rosa Owned by private party Leased by CDC	2 bedrooms - half of duplex	2	\$ 500.00	\$ 300.00	\$ 150.00	NA	Tenant rent and housing voucher income. Any deficit funded by County Homeless Funds.	Bill payment, vendor engagement	Tenant has voucher; property has small negative cash flow. Were two units, one lease was terminated; Seeking to relocate tenant and terminate lease.
8190, 8192, 8194 Arthur Street, Cotati Owned by CDC	Single family dwelling and duplex	6	\$ 500.00	\$ 750.00	\$ 125.00	NA	Tenant rent and housing voucher income. Any deficit funded by County Homeless Funds.	Bill payment, vendor engagement	Some tenants have vouchers.
<b>Property Management and Administration</b>		<b>86</b>	<b>\$ 10,875.00</b>	<b>\$ 11,400.00</b>	<b>\$ 132.56</b>				CDC staff believe that the fees proposed by EMBC in response to the RFP are appropriate and the equivalent of fair market.

**Sonoma County Community Development Commission**  
**Income and Expense - FY 21-22**

RDA HOUSING SUCCESSOR	Description	Housing Units	Rental Income (FY 21-22)	Operating Expenses (FY21-22)	Net Operating Income	Capital Expenses	Net Income
Roseland Village	7 acre shopping center with 35,000 square feet of retail space	NA	\$ 124,000	\$ (309,934)	\$(185,934)	\$ -	\$ (185,934)
6855 Walker Avenue Sebastopol	Single Family Home	1	\$ 15,632	\$ (7,413)	\$ 8,219	\$ -	\$ 8,219
7991 Covert Lane Sebastopol	Single Family Home	1	\$ 20,018	\$ (3,110)	\$ 16,908	\$ -	\$ 16,908

VASH VOUCHER PROGRAM	Description	Housing Units	Rental Income (FY 21-22)	Operating Expenses (FY21-22)	Net Operating Income	Capital Expenses	Net Income
695, 697, 699 Russell Avenue Santa Rosa	Three single family homes	3	\$ 71,526	\$ (33,874)	\$ 37,652	\$ (3,717)	\$ 33,935

TRANSITIONAL HOUSING	Description	Bedrooms	Rental Income (FY 21-22)	Operating Expenses (FY21-22)	Net Operating Income	Capital Expenses	Net Income
Mickey Zane Place - Santa Rosa	44 room, 3 story motel. Operated by DEMA.	43	\$ -	\$ (290,043)	\$(290,043)	\$ (104,661)	\$ (394,704)
Elderberry Commons - Sebastopol	31 room, 2 story motel. Operated by DEMA.	29	\$ -	\$ (179,259)	\$(179,259)	\$ (17,681)	\$ (196,940)
George's Hideaway, Guerneville	Historic Lodge, apartment building, 2 acre site	0	\$ -	\$ (9,000)	\$ (9,000)	\$ -	\$ (9,000)

HEART PROGRAM	Description	Bedrooms	Rental Income (FY 21-22)	Operating Expenses (FY21-22)	Net Operating Income	Capital Expenses	Net Income
866 Sonoma Ave Santa Rosa	Single Family House with 2 bedrooms, two 2-bedroom cottages	6	\$ 28,065	\$ (37,416)	\$ (9,351)	\$ (1,525)	\$ (10,876)
1518 West Avenue Santa Rosa	2 bedrooms - half of duplex	2	\$ 8,681	\$ (32,237)	\$ (23,556)	\$ -	\$ (23,556)
8190, 8192, 8194 Arthur Street Cotati	Single family dwelling and duplex	6	\$ 60,718	\$ (44,803)	\$ 15,915	\$ -	\$ 15,915
Total	TOTAL	86	\$ 328,640	\$ (947,089)	\$ (618,449)	\$ (127,584)	\$ (746,033)