



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 6/2/2026

To: Board of Supervisors/Board of Commissioners
Department or Agency Name(s): Community Development Commission
Staff Name and Phone Number: Michelle Whitman 707-565-7504
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:

Adopt a Resolution Authorizing Execution of Agreements for Administration of Mobilehome Rent Stabilization Programs for the Cities of Petaluma, Cotati, Sebastopol, and the Town of Windsor

Recommended Action:

Adopt a Resolution to authorize the Executive Director of the Sonoma County Community Development Commission (Commission), or designee, to execute agreements with the City of Petaluma, the City of Cotati, the City of Sebastopol, and the Town of Windsor for the continued administration of their respective Mobilehome Rent Stabilization Programs for an additional term of three (3) years, with revenue from the cities and town of up to \$50,000 per year for all agreements combined, and an option to extend for an additional three (3) years; authorize adjustments to the administrative fee as necessary to reflect the Commission's actual costs of providing these services; and to execute any amendments necessary and consistent with the scope of services.

Executive Summary:

The Commission administers Mobilehome Rent Stabilization Ordinance programs on behalf of the Cities of Petaluma, Cotati, Sebastopol, and the Town of Windsor through existing agreements that are set to expire on June 30, 2026. These programs provide rent review, arbitration services, and administrative oversight to support housing stability for mobilehome residents while ensuring fair returns for park owners.

The proposed action will authorize the execution of renewed agreements to allow for uninterrupted continuation of services. The Commission's regional administration model promotes consistency, efficiency, and cost-effectiveness across jurisdictions. Approval of the agreements will ensure continuity of service, maintain established administrative systems, and avoid disruption to residents, park owners, and participating jurisdictions.

Discussion:

The Commission has extensive experience administering Mobilehome Rent Stabilization Ordinance programs for multiple jurisdictions within Sonoma County. Services provided under these agreements include program administration, intake and processing of rent increase petitions, coordination and administration of arbitration hearings, legal review and oversight, compliance monitoring, and public outreach.

The current agreements with the Cities of Petaluma, Cotati, Sebastopol, and the Town of Windsor are set to expire on June 30, 2026. Each jurisdiction has indicated its desire to continue utilizing Commission services due to the

effectiveness of the program and the efficiencies gained through a centralized administrative structure.

Extending these agreements ensures continuity of service, administrative efficiency, consistency in ordinance implementation, and cost effectiveness. The proposed agreements also incorporate provisions to periodically review and adjust the administrative fee to reflect a cost-recovery model, ensuring that fees remain aligned with the actual costs of administering the program over time and that the Commission can sustainably deliver services without reliance on external subsidies. If not extended, jurisdictions would need to establish independent programs or procure alternative services, potentially increasing costs and reducing efficiency.

Funding for these costs will be fully recovered through fees charged to the participating jurisdictions receiving program services. Under this cost-recovery, each participating jurisdiction will be billed for its proportionate share of administrative, operational, and professional service cost associated with program administration. This funding structure ensures that the program remains financially self-supporting.

Strategic Plan:

This item directly supports the County’s Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Healthy and Safe Communities

Goal: Goal 3: In collaboration with cities, increase affordable housing development near public transportation and easy access to services.

Objective: Objective 1: Align the Board of Supervisor’s strategic priorities, policy, and operational goals with funding and resources.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

Resolution 06-0492, Authorizing Execution of Agreements with Cities and the Town of Windsor

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses		\$50,000	\$50,000
Additional Appropriation Requested			
Total Expenditures		\$50,000	\$50,000
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other		\$50,000	\$50,000
Use of Fund Balance			
General Fund Contingencies			

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Total Sources		\$50,000	\$50,000
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Narrative Explanation of Fiscal Impacts:

Expenditure and Revenue appropriations of \$50,000 will be requested as part of the FY2026-27 Q1 Consolidated Budget Adjustments. Funding for these administrative and legal services costs will be recovered through fees billed to the participating jurisdictions.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

- Attachment 1 - Agreement Extension Resolution
- Attachment 2 - Petaluma 2026 Agreement
- Attachment 2 - Cotati 2026 Agreement
- Attachment 2 - Windsor 2026 Agreement
- Attachment 2 - Sebastopol 2026 Agreement

Related Items "On File" with the Clerk of the Board:

None