

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 18, 2025

To: Mayor and Town Council
From: Patrick Streeter, Community Development Director
Subject: Approval of Agreement with Sonoma County Community Development Commission for Management of the Mobile Home Rent Stabilization Ordinance

Recommendation to Council:

Approve agreement with Sonoma County Community Development Commission for Management of the Mobile Home Rent Stabilization Ordinance and authorize the Town Manager to execute said agreement on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Livability. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

Since 2019, the Town of Windsor has contracted with the Sonoma County Community Development Commission (CDC) to administer the Town's Mobile Home Rent Stabilization Ordinance (MHRSO). The CDC currently provides similar services to several other jurisdictions within Sonoma County. The current agreement with the CDC expires on June 30, 2025.

The CDC has proposed a one-year extension of the agreement to continue providing these services while allowing both parties time to assess potential updates to the agreement structure and service model. This short-term extension is consistent with past practice and ensures uninterrupted administration of the Town's ordinance.

Discussion:

Under the proposed agreement (Attachment 1), the CDC will continue to provide day-to-day administrative services for the MHRSO, including responding to inquiries, managing arbitration petitions, securing qualified arbitrators, and facilitating hearings. The agreement also sets forth roles and responsibilities, including indemnity provisions and the Town's commitment to reimburse the CDC for services rendered.

Key provisions of the agreement include:

- **Term:** July 1, 2025, through June 30, 2026

- **Administrative Rate:** \$170 per hour, not to exceed 80 hours annually without separate authorization

- **Legal Services (if needed):** \$400 per hour for County Counsel services, not to exceed 90 hours annually without modification

- **Mutual Termination:** Either party may terminate the agreement with 30 days' written notice

This extension is substantially similar to prior agreements, with only modest rate adjustments to reflect CDC's current cost structure.

Fiscal Impact:

The Town of Windsor maintains a special revenue fund, the Mobile Home Rent Stabilization Fund, which can be utilized to initiate services per the Agreement. The fund currently has a balance of approximately \$47,500. The terms of the Agreement under consideration prevent the Mobile Home Rent Stabilization Fund from being exhausted without separate authorization.

Environmental Review:

The approval of this Agreement is not a project under CEQA, and, therefore, this action does not require environmental review.

Attachment(s):

1. [Windsor 2025 Agreement MHRSO](#)

Prepared by:

Patrick Streeter
Community Development Director

Reviewed by:

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager