

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 4, 2025

To: Mayor and Town Council
From: Kim Voge, Planner III
Subject: Master Funding Agreement with the Metropolitan Transportation Commission

Recommendation to Council:

Adopt a resolution authorizing the Town Manager to execute a Master Funding Agreement (MFA) between the Town of Windsor and the Metropolitan Transportation Commission (MTC).

Strategic Plan Element:

The recommended action supports the goals of Infrastructure and Livability. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

For approximately the past year, MTC has been striving to update its Transit Oriented Communities (TOC) policies. Final administrative guidance to the new TOC policy was issued in September 2024. The TOC policy is complex and will require a multi-disciplinary approach to reach compliance. TOC policy compliance is tied to substantial sources of funding for local transportation projects, including projects in the Town's Capital Improvement Program. Given the complex nature of TOC, and recognizing limitations on local staff time and expertise, MTC offered grants to assist with the required policy work.

On November 22, 2024, staff submitted grant applications in four categories. Letters of support for the applications were provided by:

- Rosa Reynoza, Mayor
- Patrick Streeter, Community Development Director
- Shannon Cotulla, Public Works Director/Town Engineer
- Eddy Cumins, SMART General Manager
- Lois Fisher, Urban Design Professional

On February 14, 2025, the MTC planning committee tentatively approved the grant awards, contingent upon a local resolution of support to accept the grant funds. The Town of Windsor was awarded the following grants:

- Density/Zoning: \$650,000
- Housing Policy: \$200,000
- Parking Policy: \$150,000
- Station Access and Circulation: \$200,000

On June 4, 2025, on the same agenda as this request to authorize a Master Funding Agreement, the Town Council will consider adopting a resolution committing to pursue compliance with TOC policies.

This resolution of support is a required pre-condition for MTC to allocate regional discretionary funding for the Town of Windsor TOC policy compliance grants. The agenda report for this item will provide more in depth information about the TOC policies and the anticipated scope of work for each grant.

Discussion:

The Master Funding Agreement is a standard MTC template that would have a term of 10 years. Although the need for an MFA arose due to the TOC grants, the agreement would cover any MTC grants during this period. The draft MFA has been reviewed by the Town's Senior Management Analyst, in consultation with the California Intergovernmental Risk Authority (CIRA). Because the main risk exposure to the Town would be from consultants' work, it was recommended that the Town ask for any agreement between MTC and the consultant to include the following:

1. The consultant shall indemnify, defend, and hold harmless, both MTC and the Town.
2. The consultant shall provide additional insured status to the Town.

A resolution is provided in Attachment 1, which includes the recommendations above.

The draft MFA is provided in Attachment 2. The MFA requires the Town to provide at least one "supplement." In this case, the supplement will be a scope of work and budget for the Housing Policy grant, which will be reviewed and approved by MTC. This document is currently in draft form and will be under review by MTC shortly.

Fiscal Impact:

The Master Funding Agreement would not result in a fiscal impact to the Town, since the MFA would allow MTC to reimburse the Town for consultant services, staff time, and potentially other approved costs. Staff would establish accounting codes to track revenues and expenses for each TOC grant and any other programs or grants that are covered by the MFA.

Environmental Review:

The authorization of a Master Funding Agreement is not a project under CEQA, and therefore the recommended action does not require environmental review.

Attachment(s):

1. [Resolution](#)
2. [Draft Master Funding Agreement](#)

Prepared by:

Kim Voge
Planner III

Reviewed by:

Patrick Streeter
Community Development Director

Approved by:

Jon Davis
Town Manager