

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: October 1, 2025

To: Mayor and Town Council
From: Nick Walker, Administrative Services Director
Subject: Memorandum of Understanding (MOU) with Sonoma County Fire District for Fire Impact Fee Administration

Recommendation to Council:

Authorize the Town Manager to execute a Memorandum of Understanding (MOU) between the Town of Windsor (Town) and the Sonoma County Fire District (District) to formalize roles and responsibilities related to the collection, distribution, use, and reporting of Fire Impact Fees.

Strategic Plan Element:

The recommended action supports the goal of Organizational Effectiveness. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

Since 2006, the Town has administered the District's Fire Impact Fees. These fees are collected under the California Mitigation Fee Act (Government Code Section 66000 et seq.) and Windsor Municipal Code Section 16-6-310. The purpose of the fees is to fund one-time costs of expanding fire facilities and purchasing apparatus and equipment required to serve new development.

On March 1, 2017, the Town adopted Resolution No. 3345-17 establishing the Fire Impact Fee for the former Windsor Fire Protection District. On September 1, 2021, the Town adopted Resolution No. 3696-21 approving the District's Fire Impact Fee and nexus study for the Sonoma County Fire District.

While the current process has been working for some time between the agencies, both believe formalizing the process will improve program operation.

Discussion:

The agreement has a five-year initial term and will automatically renew in subsequent five-year periods unless terminated by either party with advance notice.

Notably, this agreement was drafted based on a similar agreement between the Sonoma County Fire District and the County of Sonoma, providing a proven and legally sound framework.

The proposed MOU with the District establishes a formal framework for the Town's collection, administration, and disbursement of Fire Impact Fees. Under the agreement:

- The Town will collect Fire Impact Fees on behalf of the District and disburse them quarterly.
- The Town will withhold an administrative fee (2% of total collections) to recover its costs

associated with administering the program.

- The District is responsible for accounting, auditing, and ensuring compliance with the Mitigation Fee Act for expenditures of the fees.
- Both parties will coordinate on reporting, nexus studies, and statutory findings required under Government Code Sections 66001 and 66006

Fiscal Impact:

The MOU provides for the Town's recovery of administrative costs by withholding 2% of Fire Impact Fee collections prior to disbursement to the District. No additional appropriation is required at this time.

Environmental Review:

The approval of an MOU is not considered a project under the California Environmental Quality Act (CEQA). Therefore, no environmental review is required.

Attachment(s):

- 1. [Windsor Fire Impact Fee Agreement](#)
- 14.1 [Sonoma County Fire PowerPoint \(Distributed 2025.09.30\)](#)

Prepared by:

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager