



SUMMARY REPORT

Agenda Date: 8/12/2025

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Economic Development Collaborative

Staff Name and Phone Number: Ethan Brown and Katherine DiPasqua 565-4893

Vote Requirement: Majority

Supervisory District(s): Fourth District

Title:

Funding Agreement with the Town of Windsor for Economic Development Fellowship Support

Recommended Action:

Delegate authority to the Director of Sonoma County Economic Development Collaborative (EDC) to execute the proposed funding agreement with the Town of Windsor, for the Town of Windsor to contribute \$40,000 in support of EDC's Economic Development Fellowship extra help position.

Executive Summary:

The Town of Windsor (Windsor) is undertaking certain strategic plans to guide economic growth, support local businesses, and attract new investment in Windsor. The Sonoma County Economic Development Collaborative's (EDC) work closely aligns with these Windsor goals and objectives. The EDC has an existing Business Research and Workforce Initiatives Fellowship program, and Windsor has proposed to fund half the cost of a County Extra Help Administrative Aide (Fellow) for efforts in support of Windsor's economic plans.

This item requests authority for the Director of Sonoma County Economic Development Collaborative to execute a funding agreement (Agreement) with Windsor, in the amount of \$40,000, for a period of one year, expiring July 31, 2026. Under the Agreement, EDC will employ a Fellow to carry out various tasks in coordination with Windsor, including business retention and expansion support, creation of an opportunity site inventory, marketing and branding assistance, community engagement, and data analysis and management.

Discussion:

Under the Agreement, the EDC will employ a full-time Extra Help Administrative Aide (Fellow), and Windsor will contribute \$40,000 to fund that temporary position. On a half time basis, approximately 20 hours per week, the Fellow will focus on Windsor-specific analysis and initiatives as part of their overall EDC work, with a goal of supporting Windsor's strategic economic plans. Such focus may include working on business retention and expansion efforts, such as developing State of Business surveys, conducting site inventories and key development parcel analyses, and managing and analyzing business data and performance metrics.

This Agreement is meant to support the EDC and Windsor's shared goals of economic development and

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vitality through collaboration and partnership. This partnership represents a model for multi-jurisdictional collaboration and partnerships that strengthen economic development activities in the county. If successful, it could serve as a model that could be replicated with other jurisdictions.

Strategic Plan:

N/A

Racial Equity:

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

No

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$40,000		
Additional Appropriation Requested			
Total Expenditures	\$40,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$40,000		
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$40,000		

Narrative Explanation of Fiscal Impacts:

The Town of Windsor will pay the County a total of \$40,000, paid in four equal installment payments throughout the Agreement term. Appropriations for the revenues and salary and benefit expenditures were included in the Fiscal Year 2025-26 Adopted Budget.

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

Narrative Explanation of Staffing Impacts (If Required):

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The EDC has already hired one Extra Help Administrative Aide to satisfy the terms of this Agreement. Half of the employee's time will be spent working with the Town of Windsor, and the other half of their time will be spent supporting the EDC's grant-funded Broadband programs, including coordination with North Bay North Coast Broadband Consortium and implementation of the EDC's digital equity programs.

Attachments:

2025-2026 EDC-Windsor Funding Agreement

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

N/A