

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: Jose M. Sanchez, Town Attorney
Subject: Third Amendment to the Town Manager Employment Agreement with Jonathan Davis

Recommendation to Council:

Adopt a resolution approving a third amendment to the Town Manager Employment Agreement with Jonathan Davis.

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:

On August 15, 2022, the Town Council approved an Employment Agreement (“Employment Agreement”) with Jonathan Davis for the position of Town Manager. On October 4, 2023, the Town Council approved a First Amendment to the Employment Agreement reflecting a salary increase after a positive performance evaluation. On November 20, 2024, the Council approved a Second Amendment to the Employment Agreement reflecting a salary increase after another annual performance evaluation. Section 5(C) and Section 9 of the Employment Agreement state that the Town Council may consider salary increases for Mr. Davis annually.

On September 17, 2025, the Town Council conducted Mr. Davis’s annual performance evaluation and concluded that “Mr. Davis has continued to do a great job.” The Council considered many accomplishments Mr. Davis and the Town Staff performed over the last year. The following is a list of significant projects and accomplishments the Town Manager and his team worked on over the last year:

Significant Accomplishments 2024-2025

Community Development:

- Completed planning entitlement and environmental review, securing final approval for Quail Acres: 301 homes with 30 on-site, for-sale affordable units.
- Adopted a grant-funded major update to the Zoning Ordinance, which, in addition to incorporating best practices like Crime Prevention
- Through Environmental Design (“CPTED”), creates flexibility and streamlining for the development of housing of different types and across all income levels.
- Construction started on two market-rate subdivisions (Hembree Lane Oaks and Old Redwood Highway Villages) that include on-site, for-sale affordable homes, a first for Windsor.

Public Works:

- Secured funding foundation for water and wastewater resilience and reliability projects that allow

Windsor to achieve our Netzero sustainability goals.

- Completed groundwater master plan and advance water supply projects into design phase.
- Completed interconnection with ALWSZ and started providing sewer collection service to the area with revenue for service.
- Established the Town's first low-income water/wastewater rate assistance program.
- Replaced two Secondary Clarifiers, UV system, and constructed a new influent wet well screen in the wastewater treatment plant.
- Began construction of Wild Oak water line replacements and pavement project to address the worst water pipes and pavement in the Town.
- Compost Hub opened at Bluebird Center.
- Completed Municipal Climate Action Plan.
- Restarted the annual Earth Day celebration in Windsor.

Parks and Recreation:

- Completing and opening the Pickleball Courts at Hiram Lewis Park.
- Made major strides on weed abatement, determining the right balance of management practices.
- Increased contract programs, youth camps, and volunteer opportunities.
- Expanded internal and external special event offerings through partnerships, including Summer Latino Festival, Senior Center 30th Anniversary, Fondo, and Kaboom.
- Collaborated with the Police Department to implement significant changes to increase the public safety of all events.

Town Clerk:

- Implemented the "Council Recap," an infographic one-page flyer with a summary of what occurred, was approved, or recognized at the Council meetings.
- Facilitated the election in November 2024, including coordination of three Council seats, a citizen initiative, and associated arguments in support/against.
- Oversaw cross-departmental "Social Media Team" with increased public views on various platforms, expanded key staff members assigned to the team, coordinated communications, improved practices, and provided a platform for more creativity.
- Closed 100 Public Records Requests.

Administrative Services:

- Achieved full staffing levels and reorganization of duties to increase efficiency.
- Executed ERP replacement contract and facilitated phase one of the conversion process.
- Facilitated the 2025-2027 budget creation process and approval.

Human Resources:

- Implemented MOU Extensions with the three employee groups.
- Assured legal compliance by implementing multiple new laws and mandates.
- Reduced workers' compensation costs through safety training and compliance.

Windsor Police:

- Performed a comprehensive review of safety measures at all special events.
- Consulted on parking policy changes, restarted VIP program for ticket administration.
- Facilitated installation of additional Flock Cameras, assisting in multiple investigations and convictions in 2024-2025.
- Attended the California Police Chief Association 2024 training conference with the Town Manager to build foundation for strong executive leadership in policing.

Town Manager's Office:

- Coordinated Town response to the KOI Project, including bi-weekly meetings with the County, communication with local tribes, and collaboration with Town Attorney and Council.
- Hired a new Administrative Services Director.
- Welcomed SMART Train to Windsor and navigated associated issues, including Quiet Zone implementation.
- Oversaw development and implementation of 2025-2027 Budget and CIP.
- Negotiated a three-year extension of the Sonoma County Sheriff Contract.
- Increased interface with the Lytton Chair and Tribal Council to foster a relationship.
- Adoption of the Economic Development Strategic Plan ("EDSP").

Although the Employment Agreement does allow the Council to consider merit-based salary increases as part of the annual performance review, Mr. Davis has not requested such an increase at this time and is simply requesting the same cost of living adjustments ("COLA") that all other Windsor employees received. The Council recently approved agreements with all employee bargaining groups, which provided employees with a 6% COLA on July 1, 2025, a 3.5% COLA effective July 1, 2026, and a 3.5% COLA effective July 1, 2027.

The attached Third Amendment to the Employment Agreement would provide Mr. Davis with a salary increase reflecting the same COLAs provided to all Town Employees. This action would continue the past practice of the Town Council of providing the Town Manager with similar COLAs as all other Town employees.

Fiscal Impact:

Approval of the attached Resolution and Third Amendment to the Town Manager's Employment Agreement will increase the Town Manager's compensation from \$247,428.24 to \$262,273.93 to reflect a 6% COLA effective July 1, 2025. The Town Manager would receive a COLA of 3.5% effective July 1, 2026, for a new salary of \$271,453.52, and a COLA of 3.5% effective July 1, 2027, for a new salary of \$280,954.39. These increases reflect the same cost of living increases that all other Town employees will be receiving.

Environmental Review:

The recommended action is not subject to review under the California Environmental Quality Act.

Attachment(s):

[1. Resolution Third Amendment to Town Manager Davis Agreement](#)
[Exhibit A - Third Amendment Windsor Town Manager Agreement with Jonathan Davis](#)

Prepared by:

Jose M. Sanchez
Town Attorney

Reviewed by:

James Leon
Human Resources Director

Approved by:

Jon Davis
Town Manager