

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: April 16, 2025

To: Mayor and Town Council
From: James Leon, Human Resources Director
Subject: Authorize Benefits of Unrepresented Executive Management and Confidential Employees

Recommendation to Council:

Adopt a resolution establishing benefits for unrepresented Executive Management and Confidential Employees.

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:

The last resolution establishing benefits for unrepresented Executive Management and Confidential Employees was adopted by Council on November 20, 2024, with the extension of the Memorandum of Understanding with the Management Employees Group.

The role of Economic Development is integral to the Town's long-term growth, stability, and prosperity. With pending finalization of the Economic Development Strategic Plan (EDSP), along with increasing financial challenges facing the Town, focus on implementation of the EDSP at the highest level of leadership is paramount to success. The addition of the Economic Development Manager to the Executive Management Team will provide the Town with the strategic coordination and oversight necessary to drive economic growth initiatives and ensure the efficient allocation of resources Town wide.

Executive Management job classifications receive a \$500 monthly automobile allowance for personal automobile use for Town-related business travel.

Fiscal Impact:

The changes detailed above total an annual increase to the budget of \$6,000, of which \$6,000 (100%) will be allocated to the General Fund. The cost of this change will be absorbed per projected savings in the adopted budget, and therefore, no budget amendment is necessary.

Environmental Review:

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

Attachment(s):

[1. Resolution](#)

2. Position Authorization Updated

Prepared by:

James Leon

Human Resources Director

Recommended by:

Jon Davis

Town Manager