

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: January 15, 2025

To: Mayor and Town Council
From: James Leon, Human Resources Director
Subject: Authorized Positions and Salary Schedule Update

Recommendation to Council:

Adopt a resolution ratifying the list of authorized positions and salary schedules, establishing a new position, abolishing previously adopted salary schedules, and authorizing the Town Manager to draft and implement new and revised job descriptions, as applicable.

Strategic Plan Element:

The recommended action supports the goals of Livability and Organizational Effectiveness. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

The last authorized positions listing, and full-time employee salary schedule were adopted by Council on November 20, 2024, with the addition of the Senior Management Analyst in the Town Manager's Office.

With the success of the newly created volunteer program, the growth in the community-based Public Art programs, and the steady success of our town-wide special events, the Parks and Recreation Department is seeking Council approval to fill a position which has been unfunded since 2020. The Recreation Coordinator position became vacant in February of 2020 when the staff member accepted a new position within the Town. The position was held vacant as a cost-saving measure during the onset of the COVID pandemic and the funding was reallocated to positions in another department during the following budget cycle. The position has remained unfunded and vacant since that time.

Discussion:

Following the Pandemic, the Parks and Recreation Department has worked hard to grow its programs and events back to where they were pre-covid, however filling this position is vital to maintaining the success of current and future Town programming. Most recently, the Town hired a part-time Volunteer Coordinator to develop a new volunteer program. The program framework has been established, and a comprehensive volunteer opportunity schedule will soon be available for 2025. Making the transition from a part-time to full-time position will allow for further expansion of the volunteer program including, but not limited to, addressing some of the high target graffiti locations such as Keiser Park. Additionally, this position will take over the blossoming community-based Public Art Program, create more inter-departmental art opportunities such as the Outreach Through Art Storm Drain Project, and coordinate other additional special events.

The proposed funding source for this position is the Measure M – "Parks for All" fund. Measure M is a

one-eight cent sales tax approved in 2018 to support Sonoma County's regional and local parks. The Town annual allocation from this sales tax is roughly \$380,000. Among other things, it can be used for the following:

- Maintain parks and recreation facilities to ensure safe, clean, accessible visitor experiences.
- Create and expand parks, trails, bikeways, public art, and recreation and historical facilities.
- Provide recreation, education and health programs for the community.

This restructure is being proposed to better meet the service demands of the Department. The recommended changes include:

- Add one Recreation Coordinator

As proposed, the Departmental restructure plans presented herein will better meet the immediate needs of the Parks & Recreation Department, current service goals and objectives. While the proposed structure changes address the Department's present service demands, it is also anticipated that these changes will fit within the long-term goals and structure of the Department.

Fiscal Impact:

The total annual increase to the budget for the changes detailed above are up to \$120,760 for salary and benefits. Associated costs for the additional position will be allocated to the Measure M - "Parks for All" fund and have no impact on the General fund.

Environmental Review:

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

Attachment(s):

[1. Resolution](#)

[Exhibit A - Position Authorization FY2024-25 - 1-15-25](#)

[Exhibit B - Non-Exempt Salary Schedule FY2024-25 - 1-15-25](#)

[Exhibit C - Exempt Salary Schedule FY2024-25 - 1-15-25](#)

Prepared by:

James Leon
Human Resources Director

Reviewed by:

Olivia Lemen
Parks & Recreation Director

Recommended by:

Jon Davis
Town Manager