

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: September 3, 2025

To: Mayor and Councilmembers
From: Irene Camacho-Werby, Public Information Officer
Subject: Adoption of Legislative Policy Guidelines

Recommendation to Council:

Adopt the Town of Windsor 2025 Legislative Policy Guidelines and authorize the Mayor and/or Town Manager or designee to submit advocacy letters on behalf of the Town if the proposed State or Federal legislation is consistent with the Town's adopted Guidelines.

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:

In 2008, the Town's Legislative Policy Guidelines were developed to provide a framework by incorporating past legislative positions taken by the Town Council, a review of legislative priorities from the League of California Cities, research of current law and pending legislation, and discussions with regional legislative staff.

The Guidelines serve as a reference guide for legislative policy positions and objectives that provide direction for the Town Council and staff. By adopting this framework, Council's approval process is streamlined and provides direction to staff on pertinent legislative issues.

Discussion:

The Town periodically updates its Legislative Policy Guidelines; the last update occurred in 2023. Staff reviewed the Guidelines and updated the following areas:

- Updating the Town's Logo
- Updating the General section to include an expanded description of the policy program:
 - *For proposed legislation, either consistent with the guidelines or consistent with positions the Town has taken in the past, staff shall be authorized to prepare position letters for the Mayor's signature. In the absence of the Mayor, the Vice Mayor may sign position letters on behalf of the Town. If any member of Council chooses to transmit their position on any issue as an individual Councilmember, they must clearly state they are not addressing the issue on behalf of the Council or the Town. Items not addressed within the Town's guidelines may be requested for Council discussion to provide direction to staff.*
- Updating the Public Works Section
 - Updating Item No. 1, adding the text "and completion", to read: "....widening and completion

- of the Highway 101 underpass at Arata Lane; widening the Highway 101 overpass at Shiloh; widening the Highway 101 underpass at the Central Windsor exit;"
- Updating Item No. 5 to list Prop. 4 as an example
- Updating Item No. 9, adding the text "and wastewater" to read: "Support legislation that funds water and wastewater system improvements and local agencies' ability to fund stormwater quality through user taxes and fees."

Fiscal Impact:

The recommended action will not result in any fiscal impact.

Environmental Review:

The recommended action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

- 1. [Updated Legislative Policy Guidelines](#)
- 2. [2023 Guidelines](#)
- 13.3 [PowerPoint \(Distributed 2025-09-03\)](#)

Prepared by:

Irene Camacho-Werby
Town Clerk / Public Information Officer

Approved by:

Jon Davis
Town Manager