

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: May 7, 2025

To: Mayor and Town Council
From: Julé Taylor, Senior Management Analyst
Subject: Comcast CalNet Internet Service Renewal

Recommendation to Council:

Approve CalNet Authorization to Order (ATO) for Comcast Services in an amount of \$87,862 per year for a three-year term and authorize the Town Manager to execute said ATO under the California statewide contract for CalNet IFB C4DNCS19, Data Networks and Communications Services, Categories 23, 24 and 30 on behalf of the Town and to authorize additional expenses in an amount not to exceed 10% of the original amount.

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:

In 2016, Council approved an agreement with Comcast for fiber internet and ethernet services. In June 2020 Comcast was awarded a CalNet agreement with the State of California. The CalNet agreement ensures State oversight, policy alignment and a competitive bidding process. On October 20, 2021, Council approved an order transitioning the Town's Comcast services to the CalNet agreement providing additional bandwidth comparable to the rates from the prior agreement. The current CalNet agreement expires June 30, 2025.

Discussion:

Internet connectivity provides the foundation for the Town's network linking all Town facilities including the Civic Center, Corporation Yard, Community Center, Senior Center and Emergency Operation Center (EOC) internally and externally. Data and critical applications including Microsoft Office, Zoom, VoIP, and various enterprise applications hosted locally and on cloud servers are accessed utilizing this network.

As software applications and file storage move to cloud hosted environments, internet traffic increases. New software, tools and communication options available to staff, constituents, consultants and vendors help streamline processes and increase efficiency. This growing reliance on network connectivity requires additional bandwidth to ensure business continuity.

Local providers of internet bandwidth have indicated that they are unable to provide services at this time. They may potentially be ready to provide required services and an option for Town consideration during the next renewal.

Staff is recommending renewal of the Comcast CalNet agreement for a three-year term with bandwidth

increases of 200 megabits per second (mbps) for each of the service connections under this agreement.

Fiscal Impact:

Allocations for this agreement are included in the Administrative Services budget request for Fiscal Years 2025/26 and 2026/27.

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. [CalNet Comcast ATO](#)
2. [Comcast Enterprise Sales Order Form](#)

Prepared by:

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Approved by:

Jon Davis
Town Manager