

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: March 19, 2025

To: Mayor and Town Council
From: Julé Taylor, Senior Management Analyst
Subject: Selectron Technologies, Inc. Agreement

Recommendation to Council:

Approve an agreement with Selectron Technologies, Inc., in the amount of \$120,001 for a five-year term and authorize the Town Manager to execute the agreement on behalf of the Town and approve contingency amendments of 10% per year up to \$12,000 for a total not-to-exceed amount of \$132,000.

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 June 2024 Council approved an agreement with CentralSquare to upgrade the Town's Land Management Software solution (ComDev). One of the interfaces CentralSquare is scheduled to implement is Selectron which is an inspection collaborative tool used for streamlining the inspection process.

Discussion:

Community Development and Public Works staff process numerous building and land inspections per year. This manual process typically includes multiple emails and phone calls between citizens, contractors, inspectors and staff. Additional time is required to transcribe field notes and other information into spreadsheets and/or the Town's legacy land management software.

The Selectron interface with ComDev will enhance constituent and contractor communication and experience, as well as streamline staff workflows to increase efficiency. Highlights of this application include:

- Personalized and timely notifications will be available via voice, text &/or email messaging and may be accessed from computers, cell phones and other mobile devices.
- Providing a consistent user experience, citizens and contractors will have access to schedule, reschedule & cancel inspections. They may also include comments, request follow-up and view inspection results.
- Town inspectors will be able to post results and leave comments from the field and/or office.
- Town staff will have access to schedule communications regarding expiring permits, office closures, emergency information and more.
- A centralized workflow will provide ability to monitor and track workloads and enable ease during staff transitions and/or cross training.

Fiscal Impact:

Allocation for this application is available in the Fiscal Year 24/25 budget and will need to be retained in future Fiscal Years for the remainder of the term as outlined below:

- Year 1: \$24,686
- Year 2: \$25,518
- Year 3: \$26,374
- Year 4: \$27,257
- Year 5: \$28,165

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. Selectron Master Services and Hosting Agreement](#)

Prepared by:

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Reviewed by:

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Administrative Services Director

Recommended by:

Jon Davis
Town Manager