

TOWN OF WINDSOR AGENDA REPORT

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

To: Mayor and Town Council
From: Julé Taylor, Senior Management Analyst
Subject: Approve a Professional Services Agreement with PCD for Upgrades to the Council Chambers Audio Video System

Recommendation to Council:

Approve a Professional Services Agreement with PCD for upgrades to the Council Chambers Audio Video system in an amount of \$60,556 and authorize the Town Manager to execute said agreement with such minor changes including additional expenditures up to \$15,138.90 for a total not to exceed \$75,695 as deemed appropriate by the Town Manager, on behalf of the Town.

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 Town entered into agreement with PCD Inc. to provide as needed Audio Video Services in 2018. To maintain this system with over 30 components regular maintenance and equipment upgrades are required. Previous efforts are summarized below.

- In 2022, proactive measures to maintain the AV system were implemented. Upgrades including a main production unit were installed and Audio Video as a Service (AVaaS) with quarterly maintenance was initiated. This service expires February 28, 2027.
- In 2023, older components were replaced including a recording server. A remote monitoring service for proactive troubleshooting was also implemented.

Discussion:

To ensure continued reliability of the audio video system during meetings for Council, Commissions, staff and community members, older components in the Council Chambers Audio Video system are now recommended for replacement. The scope of this agreement is in alignment with initiative No. 44 of the Town's Technology Master Plan, attached as item #2 to this agenda. Audio video equipment is recommended to be replaced every 5 years. All the components in this scope exceed 5 years in age. All equipment installed under this agreement includes manufacture warranties ranging from one to three years. Continuing support of these components will be provided under Contract No. 001526 for Audio Video as a Service (AVaaS) attached as item #3 to this agenda.

Upgrades outlined in Exhibit A of the agreement include the following components:

- Control Panels: These panels manage the room monitors and route output to each source. Staff have reported ongoing performance issues with the existing devices over the past several months, prompting the need for replacement.
- Wireless Microphones: Intended to improve audio clarity during work sessions and address concerns about low audio for viewers. These microphones are used during joint meetings, special

workshops, and commission and committee meetings. The current wireless units were discontinued in August 2020. The proposed replacements offer enhanced audio capabilities to better capture speech for video recording and streaming.

- Desktop Microphones: The microphones currently in use date back to before 2017. With frequent use and repeated bending, internal cabling has deteriorated, resulting in reduced audio quality or complete audio loss. Upgrading will ensure consistent, reliable performance.
- Laser Projector: This upgrade supports the main visual display for all presentation needs in the Council Chambers. An updated model will provide improved image quality, lower energy consumption, and eliminate lamp-related heat and replacement requirements.
- Digital Timers: New timers will improve visibility for Councilmembers, meeting attendees, and speakers, and will better support individuals with visual impairment. All displays will synchronize and be managed by the master timer located near the Town Clerk.

It is important to note that partnering government agencies and the Windsor Unified School District also depend on the Town's Council Chambers and audio-visual equipment. Upgrading aging equipment ensures continued reliability and positions the Town to meet upcoming legislative requirements related to public access for Brown Act meetings.

Fiscal Impact:

The costs for this agreement will be paid from the Public Education Grant (PEG) Fund (175). This is a dedicated special revenue fund that supports the Town's public, educational, and government access channels on the local cable system. Comcast and AT&T contribute to this fund as part of their state-issued franchise agreements. Importantly, Town PEG funds are restricted and may only be used for equipment and hardware that directly support community access and related services. There is no immediate fiscal impact or request for changes to current appropriations as available in the Public Education Grant (PEG) fund (175).

Environmental Review:

This 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. [PCD 2025 AV Upgrades](#)
2. [Technology Master Plan Initiative No. 44](#)
3. [Contract No. 001526 Audio Video as a Service](#)

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