

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: July 19, 2023

To: Mayor and Town Council
From: Julé Taylor, Senior Management Analyst
Subject: 2023 AV System Upgrades

Recommendation to Council:

Approve Amendment No. 1 and Task Order No. 3 of the Master Professional Services Agreement with PCD, Inc. for Audio Video (AV) System upgrades in an amount not-to-exceed \$165,420 and authorize the Town Manager to execute the amendment and Task Order 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 Council Chambers is used to hold Town Council and Commission meetings, workshops, trainings, staff meetings and Windsor Unified School District meetings. Many of these meetings are open to the public and broadcast to cable television and streamed live through Zoom, Granicus and/or YouTube. In addition to these streaming outputs, the Council Chambers AV system incorporates equipment including microphones, speakers, cameras, laptops, monitors, switches, control panels, amplifiers, and wireless access points.

The Town entered into an agreement with PCD in February 2022 to provide AV as a Service (AVaaS) with warranty and maintenance coverage for equipment being installed at that time. Several other components of the AV system are older devices installed by a prior vendor.

This project will upgrade many of the older system components, bringing them under the AVaaS agreement. Enhancements include a new recording server allowing for programming capabilities of streaming material and a new remote monitoring service for proactive troubleshooting and issue resolution.

This project aligns with IT Infrastructure Initiative #36 in the Technology Master Plan.

Fiscal Impact:

Funding for AV expenses was approved in the Council adopted Fiscal Year 2023-24 and 2024/25 budgets under the Public Education Grant Fund. Appropriation for this agreement will need to be carried forward throughout the term of the agreement.

Environmental Review:

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

Attachment(s):

1. Amendment No. 1 and Task Order No. 3
2. Executed Master Professional Services Agreement with PCD, Inc.
3. Technology Master Plan

Prepared by:

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Senior Management Analyst

Reviewed by:

Jeneen Peterson
Administrative Services Director

Recommended by:

Jon Davis
Town Manager