



Rent Stabilization Board

DATE: June 18, 2007

TO: Honorable Members of the Rent Stabilization Board

FROM: Jay Kelekian, Executive Director

SUBJECT: Recommendation to adopt a resolution authorizing the Executive Director to issue a purchase order with Teri Darrenougue for captioning services for Fiscal Year 2007/2008.

Recommendation:

That the Board adopt the attached resolution authorizing the Executive Director to issue a purchase order with Teri Darrenougue for closed captioning services of the Rent Board's televised meetings in the 2007/2008 fiscal year in an amount not to exceed \$8,000.

Background and Need for Board Action

The Americans with Disabilities Act (ADA) requires the Rent Board to caption its televised meetings. Accordingly, the Board began captioning its meetings in January 2005. At that time, the Board adopted Resolution 05-01 authorizing the Executive Director "to enter into a contract or otherwise make the necessary arrangements to have televised broadcasts of Board meetings captioned." In this resolution, the Board also stated that "[s]ubsequent funding for captioning services [was to] be reviewed and approved by the Board."

Staff, in 2005, reviewed responses to the City Clerk's RFP's to caption the City Council meetings and the proposals considered by the Oakland City Council for the captioning of its meetings. Ms. Darrenougue's rate was determined to be within the standard for real-time captioning services and we have been extremely pleased with her services.

Beginning with the January 20, 2005 regular meeting, the Board agreed to pay Theresa Darrenougue to caption its meetings by Purchase Order at a rate of \$175 per hour with a two-hour minimum per meeting. Ms. Darrenougue is requesting a \$25 an hour increase to \$200 with a two-hour minimum per meeting. This amount is more than fair in light of the high quality of service the Board has received since her hire in January 2005, and considering this is her first request for an increase.

For these reasons, it is recommended that the Board authorize the Executive Director to pay Theresa Darrenougue for captioning services in the 2007/2008 fiscal year in the amount of \$200 an hour with a two-hour minimum per meeting.

Financial Impact:

Each meeting that is captioned will cost between \$400 and \$800, depending upon the duration of the meeting. Total estimated costs for Fiscal Year 2007/2008 is estimated to be between \$7,000 and \$10,000. There is \$8,000 set aside in the proposed budget for this purpose. If necessary, we can add to the purchase order later in the year.

Name and Telephone Number of Contact Person:

Jay Kelekian, Executive Director, 644-6128 (ext 103)

RESOLUTION 07-

AUTHORIZING THE EXECUTIVE DIRECTOR TO ISSUE A PURCHASE ORDER FOR CAPTIONING SERVICES FOR FISCAL YEAR 2007/2008 IN AN AMOUNT NOT TO EXCEED \$8,000

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Rent Stabilization Board has elected to caption its televised meetings to comply with the Americans with Disabilities Act;

WHEREAS, Teri Darrenougue has provided quality captioning services for the Board since January 2005 at a rate that is representative of the current rate for real-time captioning services;

WHEREAS, the cost of captioning a televised Board meeting will range from \$400 to \$800 depending on the length of the meeting;

WHEREAS, funds are available in the FY 2007/2008 budget to cover the anticipated cost of captioning the Board's televised meetings.

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Rent Stabilization Board authorizes the Executive Director to issue a Purchase Order for captioning services to be provided by Teri Darrenougue in an amount not to exceed \$8,000.

Dated: June 18, 2007

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

Yes:

No:

Abstain:

Absent:

Chair, Rent Stabilization Board

Attest: _____
Jay Kelekian, Executive Director