

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH
GRANICUS, INC. FOR CLOSED CAPTIONING SERVICES AND THE
PROCUREMENT OF A CAPTIONING ENCODER, AND APPROVING A BUDGET
AMENDMENT IN THE AMOUNT OF \$30,000**

WHEREAS, in 2008, the City Council approved an agreement with Granicus, Inc. for video streaming and distribution of live and archived video and audio content which provides residents with searchable access to all electronically recorded meetings; and

WHEREAS, since 2008, the City has expanded the list of meetings that are videoed to include City Council, Planning Commission, and Traffic, Safety & Parking Commission; and

WHEREAS, in an effort to better serve the community and provide greater access and transparency, staff recommends entering into an agreement with Granicus, Inc. for closed captioning of all videoed meetings; and

WHEREAS, Granicus states that closed captioning will be done in real-time at 98% accuracy, and a transcript of the meeting will be provided within 24 hours of the meeting; and

WHEREAS, to ensure that the closed captioning in real time appears on both streamed meetings and televised meetings, the City will need to purchase a captioning encoder at the estimated cost of \$5,000; and

WHEREAS, the service agreement will be in effect for one year at an estimated cost of \$20,250 for 150 hours of captioning.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME
RESOLVES AS FOLLOWS:**

1. The City Council authorizes a budget amendment in the amount of \$30,000.
2. The City Council approves the procurement of a captioning encoder at an estimated cost of \$5,000.
3. The City Manager is authorized to execute the contract with Granicus, Inc. for closed captioning services.

Donna Colson, Mayor

I, MEAGHAN HASSEL-SHEARER, City Clerk of the City of Burlingame, certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 19th day of August, 2019, and was adopted thereafter by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:

Meaghan Hassel-Shearer, City Clerk