

Office of the City Manager

**RECESS ITEM**  
**CONSENT CALENDAR**  
September 9, 2003

To: Honorable Mayor and  
Members of the City Council  
From: Weldon Rucker, <sup>MC</sup> City Manager  
Subject: Increase Purchase Order for Captioning Services

**RECOMMENDATION**

Adopt a Resolution authorizing the City Manager to increase the Purchase Order with Teri Darrenougue in the amount of \$3,544 for captioning services for Council meetings through June 2003.

**NEGATIVE EFFECT IF ACTION IS DELAYED UNTIL AFTER COUNCIL RECESS**

If action is delayed until September 9<sup>th</sup> or later, the captioner will not be paid until October for services rendered for captioning of Council meetings during the month of June 2003.

**FINANCIAL IMPACTS OF RECOMMENDATION**

Funding for captioning of Council meetings is provided for in the budget for the City Clerk Department (budget code 010 2002 410 3038).

**CURRENT SITUATION AND ITS EFFECTS**

The total monies due to Teri Darrenougue for captioning Council meetings in FY 2003 are \$28,544, which is \$3,544 more than the \$25,000 authority limit of the City Manager. The City Council must authorize the City Manager to increase Purchase Order 42433 by \$3,544 in order to reimburse the service provider for captioning services for the June 2003 Council meetings.


**BACKGROUND**

Teri Darrenougue, Certified Realtime Reporter and Captioner, provided captioning services of FY 2003 Council meetings, including work sessions. Services are billed at the hourly rate of \$175 per hour and are due within 30 days of receipt of the invoice.

**CONTACT PERSON**

Sherry M. Kelly, City Clerk, 981-6900

Approved:

  
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Sherry M. Kelly, City Clerk

RESOLUTION NO

INCREASING PURCHASE ORDER WITH TERI DARRENOUGUE FOR  
CAPTIONING SERVICES

WHEREAS, the City Clerk Department provides for captioning services for City Council meetings; and

WHEREAS, in FY 2003 Teri Darrenougue, Certified Realtime Reporter and Captioner, provided said captioning services; and

WHEREAS, the cost of providing captioning services of Council meetings in FY 2003 is \$28,544.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley authorizes the City Manager to increase Purchase Order 42433 with Teri Darrenougue by \$3,544 in an amount not to exceed \$28,544 for the period July 1, 2003 through June 30, 2003 (Budget Code 010-2002-410-3038).