



## MEMORANDUM

TO: Mayor and Council  
FROM: Howard S. Lazarus, City Administrator  
DATE: January 23, 2017  
SUBJECT: Closed-Captioning of City Council Meetings

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This memorandum provides the formal response I cited at the January 3<sup>rd</sup> City Council meeting concerning the City's commitment to providing closed-captioning of City Council meetings. I am providing a copy to the City Clerk to include under Communications from the City Administrator for the next agenda.

The City has technology necessary to initiate closed-captioning, however the cost to provide the transcription support is not included in the current year budget. Due to the length of City Council meetings, which cannot be known with certainty before the meeting, several trained technicians (similar to a stenographer) must be provided for each meeting. Since each person can only work for a few hours before a break is needed, a typical meeting may require two-to-three transcribers. This level of effort will be included in the FY18 budget.

Please let me know if you have any questions or if you need additional information.

cc: L Wondrash  
S Higgins