



Rent Stabilization Board

DATE: July 17, 2025

TO: Honorable Members of the Berkeley Rent Stabilization Board

FROM: DéSeana Williams, Executive Director  
By: Aimee Mueller, Associate Management Analyst

SUBJECT: Recommendation to adopt Resolution 25-22 authorizing the Executive Director to extend the contract with QuickCaption, Inc. through June 30, 2027, and increase the contract by an amount not to exceed \$10,500 for the 2025-2026 fiscal year

---

**Recommendation:**

That the Board adopt attached Resolution 25-22 authorizing the Executive Director to modify the contract with QuickCaption, Inc. for real-time remote closed captioning by extending the term through June 30, 2027, and increasing the contract by an amount not to exceed \$10,500 for the 2025-2026 fiscal year (FY).

**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.”

In 2005, following review of the results of the City Clerk’s Request for Proposal (RFP) for closed captioning services, the Board entered into a contract with Theresa B. Darrenogue to provide real-time remote closed captioning services of all televised Rent Board meetings. Ms. Darrenogue provided excellent captioning services to the Board for nearly eleven years.

On August 1, 2014, following the City Clerk’s RFP for real-time remote closed captioning services, QuickCaption, Inc. was selected to caption Berkeley City Council and Zoning Adjustments Board meetings. In June of 2016, after receiving very positive feedback on QuickCaption’s services from City staff who had worked with them, the Board approved a one-year contract with QuickCaption, Inc. in the amount of \$7,000. The Board has subsequently authorized the amendment of that contract and additional funding when needed. The Executive Director has extended the current contract term through August 31, 2025.

QuickCaption's hourly rate for real-time remote closed captioning has increased from \$150 to \$160 per hour for FY 2026. Therefore, the payment terms should be modified to reflect the new hourly rate. QuickCaption has continued to provide excellent captioning services to the Board and Board staff have appreciated their timely, effective communication with us and Berkeley Community Media to ensure accuracy and transparency. We recommend that the Board adopt Resolution 25-22 authorizing the modification of the current contract as stated above through the end of FY 2027.

**Financial Impact:**

There are sufficient funds in the FY 2025-2026 budget to cover the anticipated expenditure under this contract.

**Name and Telephone Number of Contact Person:**

DéSeana Williams, Executive Director      (510) 981-7368

**Attachments:**

1. QuickCaption contract proposal for FY 2025-2026

**RESOLUTION 25-22**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS AND INFORMATIONAL WEBINARS THROUGH JUNE 30, 2027, BY AN AMOUNT NOT TO EXCEED \$10,500 FOR THE 2025-2026 FISCAL YEAR**

**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; and

**WHEREAS**, QuickCaption, Inc. has provided quality real-time remote captioning for the City since August 1, 2014; and

**WHEREAS**, in June of 2016, the Board authorized the Executive Director to negotiate a contract for services with QuickCaption, Inc. in the amount of \$7,000 for the 2016-2017 fiscal year (FY); and

**WHEREAS**, the Board subsequently authorized the Executive Director to extend the contract with QuickCaption, Inc. and increase the contract amount on May 7, 2018, by Resolution 18-04; and on November 21, 2019, by Resolution 19-24; and on June 17, 2021, by Resolution 21-18; and on June 16, 2022, by Resolution 22-18; and on October 23, 2023, by Resolution 23-27; and

**WHEREAS**, on June 20, 2024, by Resolution 24-15, the Board authorized the execution of a new contract with QuickCaption, Inc. in the amount of \$10,500; and

**WHEREAS**, Board staff remain very pleased with the captioning provided by QuickCaption, Inc., and recommend that the Board continue to retain their services; and

**WHEREAS**, there is a need to amend the current contract to reflect QuickCaption, Inc.'s new hourly rate, extend the term, and increase the allocated amount to cover anticipated captioning costs for FY 2026; and

**RESOLUTION 25-22**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO MODIFY THE CONTRACT WITH QUICKCAPTION, INC. FOR CAPTIONING SERVICES OF TELEVISED BOARD MEETINGS AND INFORMATIONAL WEBINARS THROUGH JUNE 30, 2027, BY AN AMOUNT NOT TO EXCEED \$10,500 FOR THE 2025-2026 FISCAL YEAR**

(Page 2)

**WHEREAS**, sufficient funds are available in the FY 2025-2026 budget to cover the anticipated captioning costs for the Board's FY 2026 televised meetings.

**NOW, THEREFORE, BE IT RESOLVED** that the Berkeley Rent Stabilization Board authorizes the Executive Director to modify the contract with QuickCaption, Inc., by extending the contract term through June 30, 2027, and increasing the contract by an amount not to exceed \$10,500 for FY 2026. The new total amount payable under this contract shall not exceed \$21,000.

Dated: July 17, 2025

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

YES:

NO:

ABSTAIN:

ABSENT:

---

Soli R. Alpert, Chair  
Rent Stabilization Board

Attest: \_\_\_\_\_  
DéSeana Williams, Executive Director



3457 Arlington Avenue, Ste. 104  
Riverside, California 92506  
951-779-0787  
www.QuickCaption.com

June 17, 2025

Aimee Mueller, Associate Management Analyst  
City of Berkeley  
Rent Stabilization Board  
2000 Center Street, Suite 400  
Berkeley, CA 94704

Re: Proposal for Fiscal Year 2025-2026

Aimee,

Following is our proposal for fees and terms for the FY July 1, 2025 through June 30, 2026:

- \$160.00 per hour (all-inclusive with unedited transcript)
- Active assignments are invoiced with a two-hour minimum; Invoiced in 30-minute increments thereafter
- Scheduled assignment encoder connections initiated 15 minutes prior to an event, no additional charge
- Scheduled assignment encoder connections in excess of 15 minutes to be invoiced
- Events rescheduled or canceled more than 48 business hours in advance - no charge
- Events rescheduled or canceled 48 business hours or less in advance - invoiced at two hours
- Addition of a meeting with more than 48 business hours' notice - no additional charge
- Addition of a meeting with 48 business hours or less notice - surcharge 20%
- No additional charges for evening or weekend meetings/assignments
- No additional charges for extended meetings
- No additional charge for pre-event preparatory
- Note: Business hours are Monday through Friday, 6:30 am to 8:30 pm PST, except government holidays

Please don't hesitate to contact me should you have any questions or concerns or need anything additional.  
Have a GREAT day!

A handwritten signature in black ink that reads "Antha A. Ward".

Antha A. Ward  
President  
AAW/jp