



TO: MAYOR LINDA GORTON  
URBAN COUNTY COUNCIL

FROM: HAILEY SALYERS, VIDEO PRODUCTION SUPERVISOR  
LEX TV – DIVISION OF GOVERNMENT COMMUNICATIONS

DATE: FEBRUARY 5, 2025

RE: Closed Captioning Agreement with CaptionAdvantage, LLC.

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**Request:** Lex TV within the division of Government Communications requests authorization for a five-year contract for the use of CaptionAdvantage’s captioning services (pursuant to RFP 45-2025) on all meetings televised by Lex TV at a cost not to exceed \$110/hour. The rate will be prorated in 15-minute increments after the two-hour mark. The agreement is for a period of 5 years, beginning February 2<sup>nd</sup>, 2026.

**Purpose of Request:** The city is legally required to provide ADA-compliant captioning for all televised meetings. CaptionAdvantage has been our captioning provider for the past 10 years and has not raised prices in their latest contract proposal. They only charge us for captioning directly provided. Customer service and cost of equipment are provided for free.

**Cost in this Budget Year:** Lex TV has been allotted \$66,000 towards this cost in Professional Services for FY26. This is consistently our largest budgeted item outside of personnel. We will be requesting the same amount of funding for the same purpose in the next annual budget. While this is an estimate, we anticipate covering roughly the same amount of meeting time in the next fiscal year.

**Cancellation Policy:** This Memorandum of Understanding may be terminated by either party with one month’s written notice at any time.

Director/Commissioner: Glenn Brown, Deputy Chief Administrative Officer

