



Date: January 27, 2026

Honorable Mayor and Council Members:

Author and title: Kelly Carpenter, Town Clerk

Title: **Contract Amendment with Tahoe Truckee Unified School District for Additional Captioning Services for the Town's Televised Public Meetings**

Jen Callaway, Town Manager

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**Recommended Action:** That Council authorize the Town Manager to execute a contract amendment with Tahoe Truckee Unified School District in the amount not to exceed \$75,000 per fiscal year for the remaining two contracted fiscal years to include the additional service of bilingual captioning that meets compliance with Americans with Disability Act (ADA) for the Town's streaming and televised public meetings.

**Discussion:** In December 2024, Council authorized the Town Manager to enter into a three-year contract with Tahoe Truckee Unified School District (TTUSD) to provide live and on demand video recording services to the Town for its Town Council and Planning Commission meetings as well as any other televised events or public meetings hosted by the Town. Currently, TTUSD charges an average of \$4,200 per month, or \$50,200 annually for this service. With the addition of bilingual and ADA compliance captioning, TTUSD's service will increase to approximately \$5,500 per month, or \$65,600 annually. Staff requests a contract amendment of \$75,000 for each of the remaining two fiscal years to cover this service as well as any other additional televised meetings or events that are not regularly scheduled.

Pursuant to the Web Content Accessibility Guidelines 2.1 Level AA standards, government entities with a population less than 50,000 will be required to ensure they are meeting captioning standards that are ADA compliant. These standards include providing real-time, synchronous captions that include all speech, crucial non-speech sounds, speaker identification, and be error-free (99% accuracy) to all video content by April 26 2027.

Currently, captioning is not available for live cable TV meetings of Town Council and Planning Commission. While TTUSD has utilized YouTube captioning during its live stream and on-demand recordings, the captioning is not completely accurate and is not always reliable. Additionally, YouTube's webpage is often cluttered with unsolicited advertisements and promotions. Therefore, TTUSD is recommending to utilize Telvue SmartCaption on its cable TV channels and on a dedicated live stream page which would also provide video-on-demand playback of meetings with captioning in both English and Spanish. Telvue offers emergency support to staff twenty-fours a day, seven days a week. Additionally, Town staff would be able to edit captions and have local control of content.

With the recent passing of SB 707, there are now in effect new meeting requirements concerning translation and outreach obligations for agencies that fall under the "eligible legislative body" definition. Because of the population size, the Town does not meet the definition of an "eligible legislative body." However, Tahoe Forest Hospital District (TFHD) does fall under the definition of an "eligible legislative body" and therefore will need to meet the new requirements under SB 707. Because TFHD also utilizes TTUSD for video recording services of its board meetings, TTUSD has already made the initial

investment to set up the ADA-compliant and bilingual captioning in time for TFHD's January board meeting. Staff recommends taking advantage of this service now as opposed to later to provide additional transparency and outreach to residents to encourage more participation in the Town's public meetings. With Council's approval of this contract amendment, TTUSD will be able to begin providing captioning service in March 2026.

For the reasons stated above, staff is recommending that Council authorize the Town Manager to execute a contract amendment with TTUSD for the addition of ADA-compliant and bilingual captioning to its streaming and cable TV coverage of the Town's public meetings.

**Priority:**

<input checked="" type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

**Fiscal Impact:** The recording labor currently billed at \$150 per hour will increase to \$200 per hour, or approximately \$53,000 annually, and the video streaming and storage currently billed at \$850.00 monthly will increase to \$1,050 monthly, or \$12,600 annually. Additional recording, streaming and storage services are anticipated to be requested throughout the remainder of the contract as special events and meetings are held. There are sufficient general funds revenues to cover the added cost for the remainder of this fiscal year. For fiscal year 2026/27 and 2027/26 the additional cost will be incorporated into the proposed operating budgets.

**Public Communication:** This staff report.

**Attachments:** None.