



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Manager

SUBJECT: Renewal of a Professional Services Agreement with Municipal Translation Company to Provide Interpreter Services at City Council and Related Meetings

MEETING DATE: October 20, 2020

RECOMMENDATION:

City Council approval of a Professional Services Agreement for the provision of simultaneous interpreter services at City Council and related City meetings.

BACKGROUND/ANALYSIS:

The City Council previously approved a two-year professional services agreement with Municipal Translation Company at the September 18, 2018, City Council meeting following councilmember and resident requests to provide simultaneous interpreting and/or translation services at meetings of the City Council.

It is worth noting that cities are not required to provide this service by law, but it is an added service that some members of the community make use of and appreciate from time to time. The services that this contractor provides have also proved critical for the City during community meetings on sensitive topics, and also during smaller or one-on-one meetings with employees and/or residents that require interpreting. There is no cost to the City for approving the agreement if the services are not utilized for public meetings and such, but approval is recommended for consideration for future public meetings that are held, which is prudent to do so given the challenges with COVID-19 transmissions.

Through the recommended agreement, interpreter services can continue to be provided during City Council and City-related meetings once they resume in-person by a professional interpreter translating simultaneously via headsets and transmitters. The following equipment provided by the contractor is needed for simultaneous interpreter

services: receiver, headsets, transmitter, and microphone. Given that attendance at the Commerce City Council meetings varies, and at times there are no monolingual attendees, the recommended contractor has agreed to translate or edit other City documents during that specific time period in order to maximize the use of public funds. This service also provides for more efficiency at the City Council meetings as comments relayed in Spanish do not have to be relayed in English for those that do not understand or vice versa and they can now hear an interpretation of those comments in real time.

Given the City's commitment to engaging the community and encouraging public participation, various means could be employed to reduce language barriers throughout the City. At the present time, the City only has in-house translation capability on a limited basis, and only for special projects with extended deadlines. Therefore, if it is deemed that Spanish translation is a service that the Council Members want the City to provide, then professional contract services must be secured.

Staff recommends entering into the attached Professional Services Agreement with Municipal Translation Company, a professional interpreter services company with expertise in providing interpreter services during public meetings. Municipal Translation Company will provide two translators and will provide all of the necessary equipment for simultaneous interpreter services for a flat fee of \$1,300 per regularly scheduled meeting. Upon the City's request, Municipal Translation Company will provide interpreter services at special meetings for a rate of \$175 per interpreter per hour for a minimum charge of \$700 per special meeting.

FISCAL IMPACT

Simultaneous translation by 2 interpreters with the necessary equipment provided by the company - A flat fee of \$1,300 per meeting. The annual cost is expected to be \$31,200 for regularly scheduled meetings. The cost will increase if services are requested for special meetings. The cost increase will depend on the number of special meetings the consultant will be asked to cover. As stated in the report, there is no cost to the City if the consultant is not asked to provide services for meetings and/or public in-person meetings are not held by the City during the applicable time period.

RELATIONSHIP TO 2016 STRATEGIC GOALS:

This agenda report relates to the strategic goal "Community Quality of Life. "

Respectfully submitted by: Edgar P. Cisneros, City Manager

Recommended by: Lena Shumway, Administrative Services Director & City Clerk

Reviewed for Fiscal Impact by: Vilko Domic, Assistant City Manager

Reviewed by: Noel Tapia, City Attorney

Attachments:

Resolution

Agreement for Professional Translation Services