



SUMMARY REPORT

Agenda Date: 4/4/2023

To: Board of Supervisors

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number: Marcie Woychik 707-565-2241

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Julie Burns, dba The Communications Bridge Contract Amendment

Recommended Action:

Authorize the Chair of the Board to execute the third amendment to the agreement with Julie Burns, dba The Communication Bridge for Board of Supervisors meeting translation service increasing the contract amount by \$200,000, resulting in a new not-to-exceed amount of \$400,000 and extending the term up to two additional years ending February 28, 2025.

Executive Summary:

Julie Burns, dba The Communication Bridge is the current vendor providing Spanish Translation Services to the Board of Supervisors meetings in accordance with a contract that was executed on March 1, 2021.

During the 2020 Budget Hearings, the Board gave direction to prioritize regular translation services for the Board meetings. This aligns with the strategic plan priorities to promote social justice and racial equity. The Board also gave direction to the Equity Office to develop a language access plan (LAP) for the county, including policies surrounding translation services. Until this plan is formalized, estimated to occur August 2023, staff is recommending a third contract amendment with The Communication Bridge increasing the contract amount by \$200,000 and to extend the term of the agreement for up to two additional years to provide contract capacity needed to continue services. Payments shall be made on a time/material basis according to the revised rate sheet appended to Exhibit A.

Discussion:

In June 2020 the Board gave direction to the County Administrator to provide Spanish translation services for the Board of Supervisors meetings. An initial contract was executed by the County Administrator for \$50,000 on March 1, 2021 for a term through December 31, 2021. A first amendment to the contract was entered on August 24, 2021 to increase the amount to \$100,000 and extend the term of the contract through August 31, 2022. A second amendment to the contract was entered on March 1, 2022 to increase the amount to \$100,000 and extend the term of the contract through February 28, 2023. As of the last amendment the cost of real-time Spanish interpretation for users who access the meeting through the virtual platform is estimated to cost \$2,500/10-hour meeting.

The Board's commitment to racial and social equity, as well as an increased demand for translation services necessitates the execution of the proposed third amendment to continue translation services. Such increases

Agenda Date: 4/4/2023

include in-person and remote translation for specific meeting content, support in translating agenda informational content as legislation or procedures change, and off-site workshops or special meetings.

The amendment through February 28, 2025 is anticipated to cover 80 meetings.

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses	\$100,000	\$100,000	
Additional Appropriation Requested			
Total Expenditures	\$100,000	\$100,000	
Funding Sources			
General Fund/WA GF	\$100,000	\$100,000	
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$100,000	\$100,000	

Narrative Explanation of Fiscal Impacts:

These costs are paid out of the Clerk of the Board managed Non-Departmental Budget; there are sufficient appropriations in the current year budget that no budget adjustment is needed. Funding for Board translation services will be included in the FY23-24 Non-Departmental budget.

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Third Amendment
Revised Rate Sheet

Related Items "On File" with the Clerk of the Board:

Original Contract and First Amendment with Julie Burns, dba Communication Bridge