



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 4/4/2023

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**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 \$450,000 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

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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**

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

**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