

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: Res. 139-21-22, a Resolution authorizing the City Administrator to execute a Master Service Agreement and Statement of Work with Language Line Services, Inc. for on-demand translation services.

REPORT PREPARED BY: Chad Pelishek, Director of Planning and Development

REPORT DATE: February 7, 2022

MEETING DATE:

February 14, 2022

FISCAL SUMMARY:

Budget Line Item:
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes:
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The City of Sheboygan recently completed a Title VI Plan. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.

One of the requirements of the plan is for the city to provide a listing of the city employees that can provide translation services to the general public as well as contracting with a service to provide on-demand services should the need arise. The Municipal Court has been working with Language Line for court related translation services, so city staff connected with them to provide services for all city departments as needed.

Language Line Solutions provides on-demand and onsite language interpretation and document translation services worldwide in over 240 languages. Each call is a three-way conversation between the interpreter, the client, and the limited English-speaking person the client serves. This Master Agreement will be a yearly expense for the city, and can be utilized by all city departments as needed. Charges are \$0.72 per minute for a variety of the languages. The City will receive reports on the usage by other departments.

STAFF COMMENTS:

None

ACTION REQUESTED:

Motion to recommend Common Council to approve Res. No. 139-21-22 authorizing the City Administrator to execute a Master Service Agreement and Statement of Work with Language Line Services, Inc. for on-demand translation services.

ATTACHMENTS:

- I. Res. No. 139-21-22