

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL.**

AN ORDINANCE

**AUTHORIZING A PROFESSIONAL SERVICES CONTRACT WITH
WORLDWIDE LANGUAGES & COMMUNICATIONS, LLC
("WORLDWIDE"), TO PROVIDE WRITTEN SPANISH LANGUAGE
TRANSLATIONS OF CITY COUNCIL AGENDAS, MEMOS, UPDATED
AGENDAS AND SELECTED NEWS RELEASE DOCUMENTS FOR A
ONE-YEAR TERM AND WITH THE OPTION TO RENEW AND
EXTEND THE TERM WITH THREE ADDITIONAL ONE-YEAR
PERIODS IN AN AMOUNT NOT TO EXCEED \$177,500.00**

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WHEREAS, the City of San Antonio (City) is committed to providing its Spanish-speaking residents access to governmental services and information of all City business, policies and events; and

WHEREAS, the City currently offers several Spanish translation services including Spanish language interpreters at City Council A and B Sessions, the translation of the City's website with the use of Google Translate, Spanish translation of essential documents such as the annual Budget Highlights and the Bond Information Guide; and

WHEREAS, the City also provides Spanish language interpreter services at all Development Services Boards and Commissions meetings, at Municipal Court, and the City has more than 1600 employees, who interface with the public, that are fluent in Spanish and able to assist the Spanish-speaking community to conduct City business and access City government; and

WHEREAS, the City's Fiscal Year 2017 Budget adopted several measures to enhance the City's current efforts to remove language barriers and engage the Spanish-speaking community in all City business, policies and events, including funding to expand the Spanish language access services by adding one full-time position to oversee the development of the City's Spanish language translation services strategy and oversee on-site interpreter services at all City Council A and B Session meetings; and

WHEREAS, on November 18, 2016, the City's Department Government and Public Affairs released a Request for Proposal (RFP) seeking proposals for Spanish translations of City Council meeting documents and materials, specifically City Council agendas, memos, updated agendas and selected news releases for the Department Government and Public Affairs; and

WHEREAS, in accordance with the City's Fiscal Year 2017 Budget, City staff recommends approval of a Professional Services Agreement with Worldwide for Spanish language translation services of Council A and B Session agendas, memos, updated agendas and selected City new release documents; and

WHEREAS, Worldwide, is a certified Emerging Small Business Enterprise and Minority/Women-Owned Business Enterprise firm located and headquartered within the San Antonio Metropolitan Statistical Area; and

WHEREAS, said Agreement provides for accurate translations from English to Spanish of City Council A and B Session agendas, memos and selected news release documents for an initial one-year term, with the option to renew and extend the term with three additional one-year periods, in an amount not to exceed \$177,500.00, and said Agreement complies with the City's Small Business Economic Development Advocacy (SBEDA) Program; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. City Council hereby approves the terms and conditions of the aforementioned Professional Services Agreement. The City Manager or her designee is authorized to execute this Agreement, a copy of which, in substantial final form is set out in **Attachment I**. A copy of the fully executed agreement will be substituted for **Attachment I** upon receipt of all signatures.

SECTION 2. Funding in the amount of \$177,500.00 for this Ordinance is available as part of the Fiscal Year 2017 General Fund Budget.

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

SECTION 4. This Ordinance shall be effective upon passage by eight affirmative votes; otherwise it shall be effective on the tenth day after passage.

PASSED AND APPROVED this 21st day of September 2017.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Leticia M. Vacek, City Clerk

Andrew Segovia, City Attorney

ATTACHMENT I

DRAFT