



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: August 22nd, 2022

TO: Alderman Jim Brey, Finance Chair

FROM: Mayor Justin M. Nickels

RE: MOU Between the City of Manitowoc and Partners for Community Development

As the number of Hispanic and Hmong speaking individuals increases in our community, we're finding a greater need for translation services to serve the needs of our residents. Available translators are increasingly difficult to locate and the pricing structure can fluctuate greatly from translator to translator.

Partners for Community Development provides the service we're looking for; they're able to schedule office visits, phone calls, can assist with scheduling and confirming appointments for clients receiving services, with the assurance that the information they're translating is kept confidential. Partners for Community Development also has the ability to translate documents as needed; signage, agreements, contracts, and more. Having this resource will allow us to better serve the residents in our community.

We've reviewed other businesses that offer translation, but it's on an ongoing contractual basis, meaning we'd be paying to retain them whether we use their services or not. Partners with Community Development only charges us for the time we use.

The expectation is that the costs would come out of the departmental budget needing the services, unless the Mayor/Common Council were to assign a small pool of money specifically for translation services in the 2023 budget.

Your consideration of approving this service is appreciated.

MAYOR JUSTIN M. NICKELS

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