Project objective

1. Project title *

   Wordly AI Translation system

2. Please clearly describe the project use case, the current process, and the
   desired outcome. *

   Wordly offers to translate council meetings and committee meetings in real-time to other
   languages

3. Which department is owning this system? *

   Clerk's Office and City Manager's Office

4. Who in the City is responsible for the system? First and last name *

[REDACTED]

5. What is this person's role in the City? *

[REDACTED]

6. What is their email address? *

[REDACTED]

7. Why does your department choose automation as an approach to this problem? What other approaches to solving this problem were considered (if any) and what led to choosing automation? *

Automation is a magnitude cheaper and allows us to translate into several different languages that we otherwise could not. This way we can provide translation at more meetings, such as committee meetings, than we can previously.

AI details

8. Will the AI be designed, developed, deployed, or maintained by vendors or third parties? *

○ No, soley managed by the City

⦿ Yes, solely by vendors/third parties

○ Yes, by both vendors/third parties and City staff

9. How can the City test the AI before it is put into use? *

The City is testing the system prior to implementation with City staff.

Transparency

10. How do individuals receive a notice in advance of interacting with the system? For example, if a user is interacting with a chatbot, the system lets the user know they are talking to a chat bot instead of a human. *

The users will opt-in to using the translation service which is integrated into Zoom's platform.

11. How can third-party auditors easily view the system's data in order to perform evaluations? If vendor not determined, put "TBD" *

Auditors can see the transcript from the zoom meeting and compare with the english audio of the meeting.

12. How could system operators or residents know if the system outputs an error? What ability will they have to correct or appeal an error? *

Errors will be identified by residents and periodic staff checks of translation. Can be flagged to City staff which can adjust what certain phrases mean manually.

Equity

13. What individuals and communities will interact with the system? For example, is the AI used on the general City population (technology used in many public areas) or a specific group (e.g., children in a school program, a single neighborhood)? *

Primarily non-english speaking residents

14. How likely is it that the system impacts children under the age of 18? *

Somewhat, if they are listening to council meetings.

15. Does this use case, and the information/decisions provided by the AI, impact an individual's right or freedoms (e.g., if the AI helps determine if a suspect can be put on bail or must remain in jail)? *

◯ Yes

◉ No

16. Does this use case, and the information/decisions provided by the AI, impact an individual's economic status (e.g., if the AI helps determine if an individual can apply to affordable housing)? *

◯ Yes

◉ No

17. Does this use case, and the information/decisions provided by the AI, impact an individual's health, healthcare, well-being (e.g., if the AI helps determine an individual's likeliness for colon cancer)? *

   ○ Yes

   ⦿ No

18. Do decisions from the system impact the environment (e.g., potential impact to carbon emissions, high tech waste)? *

   ○ Yes

   ⦿ No

19. What issues could arise if the AI system is inaccurate? *

   Residents get poorly translated council meetings.

   Human oversight

20. Please describe the level of autonomy of the system. *

○ System operates automatically with no human intervention

◉ System operates automatically with occasional retrospective reviews by humans

○ System operates automatically with opportunity for human to override any individual action

○ System produces recommendations but cannot act without human intervention

○ Other

21. If there is human intervention in the system, is it by the vendor, City department/office, or both? *

☐ Vendor only

☑ City department/office

☐ Other partner agencies or organizations

22. Please list the City roles/divisions that will be "touching" the system, or managing the deployment and use of the system. *

City Clerk's Office

23. How does the Department provide training and resources to personnel to help them develop the skills they need to effectively operate the system? *

System is fairly straightforward, residents will click the translate button on the zoom page to use the system. Staff will be provided training to use the system by the vendor starting roll-out.

24. In the event that the system does not work or is deemed to be inaccurate, what back-up measures are in place to continue providing services? *

In other words, can the City continue to provide the service without the AI system, and how would it do that?

Provide manual translation