



OPTIONS FOR IMPLEMENTATION OF SPANISH TRANSLATION AT CITY COUNCIL MEETINGS

City Manager's Office

**Inclusiveness, Community Engagement,
and Governmental Processes Committee**

September 7, 2022

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BACKGROUND

PREVIOUS COMMITTEE MEETINGS



May 5, 2021 – Options presented to expand language access; Staff was directed to research options regarding Spanish translation of Council & Committee meetings, agendas, and materials.



July 7, 2021 – Estimated costs and options presented. Staff directed to research less costly options.



October 6, 2021 – Staff explored automated Spanish caption system used by RivCo; new software release anticipated to eliminate ongoing manual translation costs.



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AGENDA TRANSLATION PILOT

City Clerk's Office conducted a **trial period** of translating City Council agendas (did not include Committee, Commissions or Boards) into Spanish.

Estimated annual cost: \$10,600

Lessons learned include:



1. Using an outside vendor for translation of agendas does not support timely posting
2. Granicus supports an ADA accessible agenda which can be translated by the end-user



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AUTOMATED SPANISH CAPTIONS

- Link Electronics recently released a software update that would **allow automated Spanish captions**.
- Hosted on **unique live-stream, separate from English version**.
- **No Spanish audio** included.



One-Time Costs (Covered by PEG Funds):

- \$45,300 Automated Captioning Software
- \$4,500 Additional Granicus Encoder



Ongoing Costs:

- \$1,500 Annual Granicus Service Fee



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BEST PRACTICE

In order to **adequately provide Spanish language access of all City Council & Committee meetings**, staff suggests a combination of:



Translated **agendas**; and



Automated Spanish **captions**; and



An option for **in-person interpretation**



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IN-PERSON INTERPRETATION OPTIONS



**Upon
Request**

**Approx. \$1,200 per Council Meeting/
\$420 per Committee**

All agendas will have a notice stating:
"Interpretation is available **upon request** with
advanced notice no later than 3 business days
prior to the scheduled meeting."



**At All City Council &
Committee Meetings**

Approx. \$96,600 per Year*



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OPTION 1: UPON REQUEST



SERVICES	ESTIMATED COST
Translated Agendas	\$14,100 per Year
Spanish Captioning, No Audio	\$1,500 per Year
In-Person Interpretation Upon Request*	\$1,200 per Council Meeting / \$420 per Committee**
ESTIMATED TOTAL	\$15,600+

*Notice on all Agendas: "Interpretation is available upon request with advanced notice no later than 3 business days prior to the scheduled meeting."

**Estimate subject to formal RFP

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OPTION 2: ALL TIMES



SERVICES	COST
Translated Agendas	\$14,100 per Year
Spanish Captioning, No Audio	\$1,500 per Year
In-Person Interpretation	\$96,600 per Year*
ESTIMATED TOTAL	\$112,200

In-person interpreters present at all
City Council & Committee meetings.

*Estimate subject to formal RFP

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STAFF PREFERENCES

RECOMMENDED	SERVICES	ESTIMATED COST
✓	Translated Agendas	\$14,100 per Year
✓	Spanish Captioning, No Audio	\$1,500 per Year
✓	In-Person Interpretation Upon Request	\$200 per Hour
	In-Person Interpretation at ALL times	\$96,600 per Year



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RECOMMENDATIONS

That the Inclusiveness, Community Engagement, and Governmental Affairs Committee:

1. Provide input and guidance to expand language access for Limited English Proficiency persons through the Spanish translation of City Council and Committee meeting agendas;
2. Provide input and guidance to expand language access for Limited English Proficiency persons through automated Spanish captions of City Council and Committee meetings;
3. Provide further direction as the Committee deems appropriate on in-person interpretation options for City Council and Committee meetings; and
4. Request staff bring forth any language access and translation service recommendations selected to the full City Council for discussion.



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