



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** Honorable City Council

**Item No. \_\_\_\_\_**

**FROM:** City Administrator

**SUBJECT:** Consideration of an Agreement to Provide Interpreter Services at City Council and Related Meetings

**MEETING DATE:** September 18, 2018

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### **RECOMMENDATION:**

City Council approval of agreement for the provision of simultaneous interpreter services at City Council and related city meetings by a professional contractor.

### **BACKGROUND/ANALYSIS:**

At the August 6 City Council meeting, Council Member Rebollo requested that staff research options to provide simultaneous interpreting and/or translation services at meetings of the City Council. At the September 4 City Council meeting, Mayor Argumedo directed staff to translate for Spanish speakers who made statements during public comment. While the law doesn't require either service, staff believes if the City Council so desires to provide these services, it is best for a qualified professional to provide them.

Through the recommended agreement, interpreter services can be provided during City Council and City related meetings with a professional interpreter services company by translating simultaneously via headsets and transmitters. The following equipment is needed for simultaneous interpreter services –receiver, headsets, transmitter, and microphone. The contractor will provide the equipment. Given that attendance at the Commerce City Council meeting varies and at times there are no monolingual attendees, the recommended contractor has agreed to translate or edit other city documents during that specific time period in order to maximize the use of public funds.

Given the City's commitment to engaging the community and encouraging public participation, various means could be employed to reduce language barriers throughout the City. At the present time, the City only has in-house translation capability on a limited

basis, and only for special projects with extended deadlines. Therefore, if it is deemed that Spanish translation is a service that the Council Members want the City to provide, then professional contract services must be secured.

Staff recommends entering into a professional services agreement with Municipal Translation Company, a professional interpreter services company with expertise in providing interpreter services during public meetings. Municipal Translation Company will provide two translators and will provide all of the necessary equipment for simultaneous interpreter services for a flat fee of \$1,300 per regularly scheduled meeting. Upon the City's request, Municipal Translation Company will provide interpreter services at special meetings for a rate of \$175 per interpreter per hour for a minimum charge of \$700 per special meeting.

### **FISCAL IMPACT**

Simultaneous translation by 2 interpreters with the necessary equipment provided by the company - A flat fee of \$1,300 per meeting. The annual cost is expected to be \$31,200 for regularly scheduled meetings. The cost will increase if services are requested for special meetings. The cost increase will depend on the number of special meetings the consultant will be asked to cover.

### **RELATIONSHIP TO 2016 STRATEGIC GOALS:**

This agenda report relates to the strategic goal "Community Quality of Life. "

Respectfully submitted by: Edgar P. Cisneros, City Administrator

Recommended by: Lena Shumway, Administrative Services Director & City Clerk

Reviewed for Fiscal Impact by: Vilko Domic, Finance Director

Reviewed by: Noel Tapia, City Attorney

Attachment:

Agreement for Professional Translation Services