

BUDGET, FINANCE AND INNOVATION COMMITTEE REPORT relative to a proposed Contract with Focus Language International, Inc. to provide interpretation and translation services to assist City Departments and contracts with the implementation of the Language Access Plan (LAP) and related matters.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. RECEIVE and FILE the CIFD report dated October 17, 2022, attached to the Council file.
2. AUTHORIZE the General Manager, Community Investment for Families Department (CIFD), or designee, to:
 - a. Negotiate and execute a contract with Focus Language International, Inc. to provide interpretation and translation services to assist City departments and contractors with the implementation of the Language Access Plan for an amount not to exceed \$500,000 and for a contract term of up to three years, subject to review and approval of the City Attorney as to form, review by the City Administrative Officer (CAO), and compliance with the City's contracting requirements.
 - b. Prepare Controller instructions or technical corrections as necessary to implement Mayor and Council intentions, subject to the approval of the CAO.
3. AUTHORIZE the Controller to transfer appropriations in the amount of \$800,000 within CIFD Fund No. 100/21, from Account No. 006010, Office and Administrative to Account No. 003040, Contractual Services.
4. CONCUR with the Civil Rights, Equity, Immigration, Aging, and Disability (CREIAD) and Personnel, Audits, and Hiring (PAH) Committees for the following recommendations only:
 - a. Conduct additional stakeholder engagement within 45 days with community-based organizations that serve indigenous communities in the City, prioritizing organizations that are indigenous-led, regarding the inclusion of indigenous languages in the City's LAP.
 - b. Report in 60 days to the CREIAD Committee on the primary concerns and priorities raised regarding the inclusion of indigenous languages in the LAP from these and prior stakeholder engagements, as well as with recommendations for addressing these issues in the implementation of the City's LAP.
5. INSTRUCT CIFD to report to the PAH Committee within 30 days of implementing the Citywide LAP on the status of filling the existing vacant positions in the Office of Immigrant Inclusion and Language Access, implementation of the LAP, and any additional staffing and resources needed for the LAP.

Fiscal Impact Statement: The CAO reports that there is no additional impact to the General Fund. The 2022-23 Adopted Budget allocated \$1 million within the Department's Office and Administrative account for the implementation of the Citywide Language Access Program.

Financial Policies Statement: The CAO reports that the recommendations in this report comply with the City's Financial Policies.

Community Impact Statement: None submitted

SUMMARY

At its regular meeting held on April 10, 2023, the Budget, Finance and Innovation Committee considered CIFD and CAO reports relative to a proposed Contract with Focus Language International, Inc. to provide interpretation and translation services to assist City Departments and contracts with the implementation of the LAP and related matters.

After an opportunity for public comment was held, the Committee moved to receive and file the CIFD report, approve the CAO recommendations, and concur with certain recommendations from the CREIAD and PAH Committees, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

BUDGET, FINANCE AND INNOVATION COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD	YES
PRICE	YES
YAROSLAVYSKY	YES
MCOSKER	YES
RODRIGUEZ	YES

AS 4/10/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-