

September 15, 2020

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

SUBJECT: Provide Direction to Planning Division Regarding Spanish Translation of the 2040 General Plan Chapters 1-10, 12, and Appendix B; All Supervisorial Districts.

RECOMMENDED ACTION

DIRECT Planning Division staff to prepare a Spanish language version of Chapters 1-10, 12, and Appendix B of the 2040 General Plan.

FISCAL IMPACTS/MANDATES

Mandated: No
Source of Funding: Fund Balance – Assigned Program Mitigation
Funding Match Required: None
Impact on Other Departments: None

Current FY 2020-21 Recommended Budget Projection for RMA Planning (Budget Division 2910)				
	Recommended Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$ 6,755,420	\$ 7,265,826	\$ 7,265,826	\$ 0
Revenue	\$ 4,385,935	\$ 4,385,935	\$ 4,385,935	\$ 0
Net Cost	\$ 2,369,485	\$ 2,879,891	\$ 2,879,891	\$ 0



DISCUSSION

On September 1, 2020 your Board, among other actions taken as part of agenda item number 39, directed staff to provide the information needed for your Board to consider approving the creation of a Spanish language version of 2040 General Plan Chapters 1 through 10, 12, and Appendix B.¹ Planning Division staff verified with the Governor's Office of Planning and Research that there is no legal requirement to translate general plans into languages other than English. Furthermore, Planning Division staff contacted the California County Planning Directors Association to inquire whether other California counties maintain non-English language versions of their general plans. Responding County Planning Directors indicated that their respective jurisdictions do not maintain non-English language versions of their general plans. However, our County has discretion to translate the 2040 General Plan into Spanish.

Based on Planning Division staff research, Spanish translation services are generally provided at a per word cost. The word count for the sections of the 2040 General Plan proposed for translation is approximately 106,420. In addition, a total of 20 figures and 4 tables would require translation. Planning staff determined that the rates charged to translate from English to Spanish range from \$.17 to \$.20 per word, resulting in an estimated cost of between \$19,723 and \$22,916. Below is a summary of the tasks that would be required to complete the translation of the 2040 General Plan. These costs include additional staff salary estimates anticipated to complete this task (note, the estimates below include a ten percent contingency cost):

1. Translate Chapters 1 through 10, 12, and Appendix B (approx. \$21,695 to \$25,207);
2. Reproduce graphics and maps with Spanish translation (approx. \$9,680);
3. County staff peer review of translated documents (approx. \$8,140); and
4. Provide project management oversight for the completion of translations, reproduction of graphics and maps and compilation of hard-copy reproduction.

Based on the foregoing, the total estimated cost to translate the 2040 General Plan sections into Spanish is between \$39,515 and \$43,027.

If your Board directs staff to prepare a Spanish language version of the 2040 General Plan, Planning Division staff will return to your Board to request a mid-year budget adjustment in March 2021, to request the funding appropriations for the actual expenditures to complete this task.

¹ This includes all 2040 General Plan Elements (Chapters 1-10), the Glossary (Chapter 12), and the Climate Action Plan (Appendix B). Chapter 11 is comprised of the Area Plans, and it is not included in the translation estimate.

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This letter was reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel's Office. If you have any questions regarding this item, please contact me at 654-2661 or dave.ward@ventura.org or Susan Curtis, General Plan Update Manager at 654-2497, or susan.curtis@ventura.org.



Dave Ward, AICP, Planning Director
Ventura County Planning Division