



Human Resources
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Item # 17

City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
September 6, 2022

TOPIC: Approve Agreement for Court Reporting and Transcription Services

AGENDA TITLE:

Approve Master Agreement for Court Reporting and Transcription Services with Veritext Corporation, effective September 6, 2022 through June 30, 2024 (General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute an Agreement with Veritext Corporation to provide court reporting and transcription services not to exceed \$150,000, effective September 6, 2022 through June 30, 2024, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

The City has a contractual relationship with Veritext Corporation for court reporting and transcription services. This Agreement will provide the Human Resources Department with the necessary resources to efficiently meet the expanded court reporting and transcription needs of the City's administrative hearings, including, but not limited to, Personnel Board hearings on an as needed-basis.

Staff recommends approval of the agreement to provide court reporting and transcription services in an efficient manner, on an as needed-basis by the City, and to address pending invoices resulting from a Personnel Board hearing. This on-call service agreement does not guarantee work for the vendor.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

The estimated expenditures below are strictly approximations; contract authority may be paid in its entirety during any given fiscal year, expended throughout the term of the contract, or not spent at all. Moreover, any contract services and associated expenditures are subject to available funding in the Human Resources Department budget.

Funds for the Veritext Corporation Agreement are budgeted and available in the Human Resources Services, Contract Services-Professional expenditure account (no. 01109050 – 62300) for FY 2022-23, and the estimated expenditure amount will be budgeted for FY 2023-24. This on-call service agreement does not guarantee work for the vendor.

Fiscal Year	Accounting Unit – Account No.	Fund, Description	Account	Amount
2022-23	01109050-62300	Human Services, Professional	Resources Contract	\$90,000.00
2023-24	01109050-62300	Human Services, Professional	Resources Contract	\$60,000.00
		Total		\$150,000.00

EXHIBIT(S)

1. Agreement with Veritext Corporation

Submitted By: Jason Motsick, Executive Dir Human Resources

Approved By: Kristine Ridge, City Manager