



Audit, Finance & Enterprise Committee Report

Date: April 14, 2016
To: Audit, Finance & Enterprise Committee
Through: John Pombier, Deputy City Manager
From: Matt Tafoya, Presiding City Magistrate
Paul Thomas, Court Administrator
Subject: Proposed Increase to the Preparation of Transcript Fee for Municipal Court FY 2016/17 (Citywide)

Strategic



Purpose and Recommendation

The purpose of this report is to recommend an increase to transcript fees as summarized in the attached Fee Recommendation Schedule. Rates have recently increased with implementation of a new contract. The recommended increase will bring the fee to recovery of fees paid to the vendor for transcript processing.

Background and Discussion

Defendants pay transcript fees to the court, which are held in an account until the transcripts are processed and invoiced by the City's contracted vendor. The Court pays the vendor invoice upon delivery of the prepared transcripts using the funds previously paid by the defendant.

Alternatives

One alternative is to leave the fee as it currently exists. However, staff recommends increasing the fee in order to recover transcript processing costs.

Fiscal Impact

Increasing the transcript fee will recover the cost of preparing transcripts paid to the contracted third party vendor.

Coordinated With

No other departments are affected by this recommendation.

Fee Recommendation Schedule

**Department: City Court
Proposed Changes to Fees and Charges**

Document of Change: Resolution

Description of Services:	FY 15/16 Fee/Charge	Unit	FY 16/17 Fee/Charge (Effective 7/1/16)	Date Last Revised	FY 16/17 Fiscal Impact	Notes
FEES						
Preparation of Transcript	\$3.65	per page	\$3.65 \$4.15	09/01/04	n/a	Fee based on contract with vendor
Court Construction Fee	\$25.50	per case	No change	07/01/14		
Default Fee	\$70.00	per case	No change	08/01/04		
Court Sustainability Fee	\$15.00	per charge	No change	10/01/13		