



**Request for City Council Committee Action  
From the City Attorney's Office**

Date: March 11, 2008

To: Ways & Means/Budget Committee

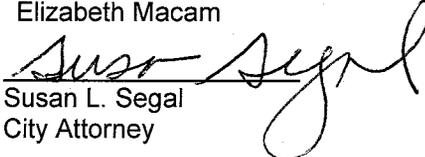
Referral to:

**Subject:** Recommendation to extend the contract with the Council on Crime and Justice to December 31, 2008.

**Recommendation:** That the City Council authorize the proper City officials to amend the current contract with the Council on Crime and Justice to increase the amount of the contract by \$256,120; and to extend the period of performance to December 31, 2008.

**Previous Directives:** On October 5, 2007, the City Council authorized the extension of a contract with the Council on Crime and Justice to provide victim/witness services to March 31, 2008.

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Approved by:   
Susan L. Segal  
City Attorney

Presenter in Committee: Susan L. Segal, City Attorney

**Financial Impact** (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information). Adequate dollars budgeted.  
 Action requires an appropriation increase to the \_\_\_\_\_ Capital Budget or \_\_\_\_\_ Operating Budget.  
 Action provides increased revenue for appropriation increase.  
 Action requires use of contingency or reserves.  
 Business Plan:  Action is within the plan. \_\_\_\_\_ Action requires a change to plan.  
 Other financial impact (Explain):  
 Request provided to department's finance contact when provided to the Committee Coordinator.

**Community Impact**

**Background/Supporting Information**

For many years, the City Attorney's Office has partnered with the Council on Crime and Justice to provide victim liaison services 24 hours a day, 7 days a week to crime victims. The City Attorney's Office is required by statute to provide notice to the crime victim at numerous points during criminal proceedings. The City Attorney's Office carefully tracks court proceedings and contacts victims by mail or orally.

The current contract with the Council on Crime and Justice to provide victim/witness services ends March 31, 2008. The Office is requesting a nine month contract extension so that the Office can continue its analysis of how best to deliver services to victims of crime. A formal Business Process Improvement project is currently underway with assistance and guidance from the City Coordinator's Office. The City Attorney's Office is analyzing alternative ways to provide crime victim services and determine whether some, or all, of these services can be provided more efficiently and cost effectively with in-house resources. The analysis includes the following:

- Opportunities to implement automated systems in crime victim services by using Practice Manager, the Office's case management system.

- The current level of service provided compared to the minimum level of service required by State law.
- The best practices of other government prosecutor offices in delivering services to victims.
- The cost benefit of bringing these services in-house, rather than contracting with an outside provider.

Recommendations from the project team are expected in mid-April, with changes implemented by the end of June and outcomes achieved by the end of September. The last quarter of 2008 would be utilized to implement changes in the provision of crime victim services for 2009 and beyond.

Because the Office believes that this analysis of how victim/witness services should be provided in the future is essential, changing vendors at this point in time would be unnecessarily disruptive to meeting the needs of the victims and the Office. Therefore we are requesting that the period of performance in the Council on Crime and Justice's contract be extended to December 31, 2008.