



## Request for City Council Committee Action from the Department of

**Date:** December 6, 2011

**To:** Ways & Means/Budget Committee  
**Referral to:**

**Subject:** Approve the use of CAO 2010 remaining budget dollars for two important BIS Projects

**Recommendation:** That the City Council direct the Finance Department to allocate any unspent balance in the City Attorney's Office 2010 budget General Fund (00100 1400100) and Self Insurance Fund (06900 1400300) for the funding of the below described technology projects.

**Previous Directives:**

### Department Information

Prepared by: Colleen O'Brien, (612) 673-2966

Approved by:

  
Susan Segal  
City Attorney

Presenters in Committee: Susan Segal, City Attorney

### Reviews

- Permanent Review Committee (PRC): Approval  Date \_\_\_\_\_
- Civil Rights Approval Approval  Date \_\_\_\_\_
- Policy Review Group (PRG): Approval  Date \_\_\_\_\_

### Financial Impact *(delete all lines not applicable to your request)*

- No financial impact
- Action is within the Business Plan
- Request provided to the Finance Department

### Community Impact

- City Goals
- Other

### Supporting Information

The Minneapolis City Attorney's Office has been collaborating with Hennepin Justice Integration Project (HJIP) on several projects, most recently e-discovery, Phase 1 of which is in place now, and e-charging which we anticipate will be implemented in late 2011 or

2012. It is necessary to make internal improvements to our case management system and our business practices to complete the e-discovery project and improve efficiency.

The two projects are as follows:

- 1) E-discovery Phase 2 (880F0406): This project will complete implementation of the criminal e-discovery project started a year ago in partnership with the County's Hennepin Justice Integration Project. With completion of Phase 1 of this project, our case management system can now automatically send electronic police reports to the Public Defender's Office when they make an electronic query for discovery. What our system cannot yet do is handle any of the other types of documents that we are obligated to provide in our criminal cases, such as photographs, video, 911 tapes and paper documents. The Phase 2 project will allow us to scan and more easily import these other items into our case management system so that they can then be provided in an automatic, electronic format to the Public Defenders. Currently, we do all of this work by hand and fax or provide for delivery of these items. We often have to provide additional copies as discovery may be lost or misplaced in the Public Defender's Office.

The BIS estimated cost for this project is a range from \$160,000 to \$200,000.

- 2) Practice Manager Efficiency Enhancements (880F0452): This involves two projects as follows:
  - a. Improvements in trial notices and subpoenas for MPD: This project will provide a direct interface with MPD's Work Force Director to allow us to automatically schedule officers for criminal trial testimony and provide automatic generation of subpoenas. This should help reduce the amount of standby paid for officers. It also will avoid officers not receiving notice of trial settings and will reduce staff time needed both for MPD and our Office in this task.
  - b. Reduce the number of steps needed to enter criminal case disposition in our case management system: This currently requires clicking through a number of different screens and takes a significant amount of support staff time. With programming enhancements, we will shorten the amount of time needed to enter dispositions for our many thousands of cases per year.

The BIS estimated cost for these projects ranges from \$55,000 to \$170,000.

We are currently anticipating that we will have adequate funds remaining from our 2010 budget to fund both projects. We are requesting Council action to approve the allocation of unspent 2010 budget dollars toward funding these projects.