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By Kaylie Harpin at 4:23 pm, Feb 18, 2022

#24

CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

The Advisory Committee meets on each Wednesday in March to review applications and will make recommendations to the Humboldt County Board of Supervisors in April.

APPLICATION FOR FUNDING

Agency Name: Humboldt County District Attorney's Office

Mailing Address: 825 5th Street, 4th Floor, Eureka, CA 95501

Contact Person: Maggie Fleming Title: Humboldt County District Attorney

Telephone: 707-445-7411 E-mail address: districtattorney@co.humboldt.ca.us

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2022-2023: \$ 476,697.00

2. ENTITY TYPE -- Please check appropriate box.

- a. Humboldt County Department
- b. Contract Service Provider to Humboldt County
- c. Local Government Entity
- d. Private Service Provider
- e. Non-Profit Service Provider
- f. Other, Describe: _____

3. Is this application a renewal or related to a project that has been funded by *Measure Z* in the past?
(check one) Yes No

4. Describe how the scope of your proposal fits the intent of *Measure Z*. Specifically, how will it maintain and improve public safety and essential services, as described on the previous page?

The District Attorney's Office requests funding to address the current limitations in the Office due to the continual increase in technology and digital evidence the Office is required to process for each criminal case submitted for review. In order to address the increased volume of digital evidence the request is for additional positions, a secured WIFI line for the District Attorney, Public Defender and Conflict Counsel offices and a case management system specific to the investigations unit. These requests will allow both the DA staff as well as the Public Defender and Conflict Counsel to review case evidence more efficiently and reduce delays that occur due to the ongoing difficulty of sharing and then viewing the high volume of digital evidence. The request for the case management system is to allow investigators in the DA Office to access ongoing investigations by all law enforcement agencies that share one system. This will allow DA Investigators to have the most up to date information about investigations, witnesses and victims which will improve public safety and provide additional support to victims and witnesses in cases.



5. Please provide a brief description of the proposal for which you are seeking funding.

We are requesting: 3 crime analyst positions; 1 Information Technology Technician I/II position; funding for installation and maintenance of secure WIFI lines to receive and transmit discovery from law enforcement to defense counsel; and funding to receive access to the case management system (RIMS) for our investigative unit.

Currently, every law enforcement agency in Humboldt County is transitioning to body worn cameras which has increased the amount of digital evidence that we are required to review, duplicate and provide in a timely manner to defense counsel. This large increase in volume in evidence has caused delays in the required processing and review of evidence submitted to the Office for a case. With increased staffing and dedicated secured WIFI lines (separate from the county network) that will be used solely to receive and distribute digital evidence the process of providing evidence as well as the ability to view it will significantly decrease delays in charging cases and moving the case through court. Our Office experiences varying technical issues daily and with limited county resources, an IT technician is often not available to assist which creates delays in investigation and case processing. Every law enforcement agency also utilizes a case management system which allows for information to be shared among law enforcement agencies and allows the most up to date information regarding person information (address, contact information, pending investigations that involve that person). If the DA Office has access to that RIMS system it will aid the investigation unit in subpoena services, providing current information about pending cases and will assist in providing for a timely just outcome in cases. These positions and items are necessary to provide required essential services and improving community safety.

6. How have you developed a plan for sustainability, including diversification of funding sources, for your proposal to carry on without reliance on future *Measure Z* funds?

Currently our office has been exploring and seeking grant funding opportunities that will provide funding for the positions and the costs associated with secured WIFI lines and case management system for maintenance fees. These grants have not yet been identified by our department.

7. If this request is for the continuation or expansion of an existing program/service, what is the current source of funding for that program/service?

Current funding for the District Attorney's Office services are provided by the County General Fund.

8. If you are awarded *Measure Z* funds, how do you plan to leverage these funds to secure additional grants, contributions or community support?

The District Attorney's Office is supported by a number of grants and we will continue to seek additional funds. The need for these items is very time sensitive and the DA's Office is required to provide these essential services.

9. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, name that entity and describe what that participation would look like.

Each Law Enforcement Agency in Humboldt County, Public Defender, Conflict Counsel, and Private Defense Counsel will have a part in successful and efficient delivery of electronic video and audio recordings.



10. Are there recurring expenses associated with this application, such as personnel cost? Please check yes or no: Yes No

If you checked yes, detail those expenses here:

The positions associated with request would have ongoing Salary and Benefit costs according the employee negotiated MOU and minimal maintenance costs of secured WIFI lines and Case Management System.

REQUIRED ATTACHMENTS

Include the following with your application, making sure to **limit your responses to one page, per section.** Responses longer than the maximum, may not be read by committee members or considered as part of your application

Proposal Narrative: Brief description of your request for Measure Z funds – Please explain how it is an essential service or improves public safety. (one page maximum)

Prior Year Results: If your request is a continuation of a program funded with Measure Z in prior fiscal years, please provide the results of implementation. (one page maximum)

Program Budget: Please utilize the template provided on the following pages. This will need to be updated if your agency is approved for funding.

I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct

DATE: Feb 17, 2022

SIGNATURE: Maggie Fleming

SUBMIT YOUR COMPLETE APPLICATION TO:

Humboldt County Citizens' Advisory Committee on Measure Z Expenditures
c/o County Administrative Office
825 Fifth Street, Suite 112
Eureka, CA 95501-1153

Proposal Narrative

The District Attorney's Office requests funding to address the current limitations in the Office due to the continual increase in technology and digital evidence the Office is required to process for each criminal case submitted for review along with up-to-date person information for all parties associated with a criminal matter. In order to address the limitations identified we are requesting 3 FTE crime analyst positions; 1 FTE Information Technology Technician I/II position; funding for installation and maintenance of secure WIFI lines for the District Attorney, Public Defender and Conflict Counsel offices for receiving and transmitting discovery from law enforcement to defense counsel; and receive access to the case management system (RIMS) for our investigative unit to locate up-to-date person information by collaboratively sharing with all law enforcement agencies.

Every law enforcement agency in Humboldt County has or is currently transitioning to body worn cameras which has increased the amount of digital evidence that we are required to review, duplicate and provide in a timely manner to defense counsel. This large increase in volume of evidence has caused delays in the required processing and review of evidence submitted to the Office for a case. With increased staffing to receive, process and distribute over secured WIFI lines (separate from the county network) the Office will be able to significantly decrease delays in charging cases and moving the case through court. Creating further delays are varying technical issues and we have experienced due to limited county resources, an Information Technology Technician is often not available to assist which creates delays in investigation and case processing. Having a technician available to only our department will be able to lessen delays significantly. Every law enforcement agency also utilizes a case management system which allows for information to be shared among law enforcement agencies and allows the most up to date information regarding person information (address, contact information, pending investigations that involve that person). If the DA Office has the same case management system (RIMS) it will aid the investigation unit in subpoena service, providing current information about pending cases and will assist in providing for a timely just outcome in cases.

We will need the assistance of each Law Enforcement Agency in Humboldt County, Public Defender, Conflict Counsel and Private Defense Counsels to participate in procedure planning and implementation of electronic distribution and receiving of digital evidence in a secured manner.

These positions and items are necessary in providing required essential services of distributing all evidence to defense counsel and locating information to decrease delays in case timelines. By granting the full proposed request the continuity of county services can improve overall community safety.

Exhibit E

PROPOSED BUDGET

Agency Name: Humboldt County District Attorney
Coordinator/Contact: Maggie Fleming
Address: 825 5th Street, 4th Floor, Eureka, CA 9550
Phone: 707-445-7411

Descriptions	Costs	Requested Budget	Remaining Balance
A. Personnel Costs			
Title: Crime Analysts (3 FTE) Salary and Benefits combined salary and benefit cost \$105,814.00 X 3 FTE Duties Description: receive, process and distribute all digital evidence	314,442.00	314442	0
Title: Information Technology Technician I/II (1 FTE) Salary and Benefits Duties Description: solve arising technology equipment and network issues	111,201.00	111201	0
Title: Salary and Benefits Duties Description:			0
Title: Salary and Benefits Duties Description:			0
Title: Salary and Benefits Duties Description:			0
Total Personnel:	425,643.00	425,643.00	0.00
B. Operational Costs (Rent, Utilities, Phones, etc.)			
Title: Secured WIFI lines (3 lines) Description: Installation and ongoing monthly costs	15,000	15,000	
Title: Description:			
Title: Description:			
Title: Description:			
Total Operating Costs:	15000	15000	0
C. Consumables/Supplies (Supplies and Consumables should be separate)			
Title: Description:			
Total Consumable/Supplies:	0	0	0
D. Transportation/Travel (Local and Out-of-County should be separate)			
Title: Description:			
Title: Description:			
Title: Description:			
Total Transportation/Travel Costs:	0	0	0
E. Fixed Assets			
Title: Case Management Software Description: Investigation Unit Case Management software	36,054	36054	
Title: Description:			
Title: Description:			
Title: Description:			
Total Other Costs:	36054	36054	0
Budget Total:	476,697.00		

EXHIBIT F

Exhibit F - Measure Z - Proposed Invoice

Agency Name: Humboldt County District Attorney
Coordinator/Contact: Maggie Fleming
Address: 825 5th Street, 4th Floor, Eureka, CA 95501
Phone: 707-445-7411

Invoice Date: _____

Invoice # MZ- _____

Invoice Period: _____

Description	Cost	Total Amount Due
Personnel Costs (Wages and Benefits)	\$425,643.00	
Operational Costs (Rent, Utilities, Phones, etc.)	\$15,000.00	
Consumables/Supplies (Supplies and Consumables should be separate)	\$0.00	
Transportation/Travel (Local and out of county should be separate)	\$0.00	
Other (Indirect Costs, Contracts, etc.)	\$36,054.00	
		\$476,697.00

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the expenditures are in accordance with the approved Agreement cited for services provided under the provision of that agreement. Full justification and backup records for the expenditures are maintained in our office at the address indicated.

Signature: _____ Date: _____

Print Name: Maggie Fleming Title: District Attorney

Approved by County Administrative Office: _____ Date: _____

Humboldt County Administrative Office
825 Fifth Street, Room 112
Eureka Ca 95501



cao@co.humboldt.ca.us
(707) 445-7266