



## CITIZENS' ADVISORY COMMITTEE ON *MEASURE Z* EXPENDITURES

25

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

### APPLICATION FOR FUNDING

Agency Name: Humboldt County District Attorney

Mailing Address: 825 5<sup>th</sup> Street, Eureka, CA 95501

Contact Person: Maggie Fleming

Title: District Attorney

Telephone: 707-445-7411

E-mail address: districtattorney@co.humboldt.ca.us

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2019-20: \$400,742.00

2. ENTITY TYPE -- Please check appropriate box.

- |   |                                     |
|---|-------------------------------------|
| a. Humboldt County Department                   | <input checked="" type="checkbox"/> |
| b. Contract Service Provider to Humboldt County | <input type="checkbox"/>            |
| c. Local Government Entity                      | <input type="checkbox"/>            |
| d. Private Service Provider                     | <input type="checkbox"/>            |
| e. Non-Profit Service Provider                  | <input type="checkbox"/>            |
| f. Other  | <input type="checkbox"/>            |

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3. Please provide brief description of proposal for which you are seeking funding.

The District Attorney's Office seeks (2.0 FTE) two full-time Administrative Analysts I/II, (1.0 FTE) one full-time Legal Secretary I/II, and (1.0 FTE) one full-time Deputy District Attorney. Even with these added positions, the staffing of the District Attorney's Office would remain lower than staffing levels in DA's Offices in similar-sized counties with lesser workloads. The positions would enhance public safety by increasing both the capacity and the efficiency of the DA's Office.

We seek one of the Administrative Analyst positions to address the need to collect and analyze data to assist in preparing for court cases. The increasing volume of information per case – for example hours of audio and video recordings have become common – has contributed to the need for this position. This analyst position would also handle the necessary step of sharing information with the defense. The other Administrative Analyst position is being sought to assist in seeking outside grant funding, grant managing and billing, and grant record retention. Grant funding provides critical support for victim and witness services and the need for these services is expanding. Applying for grants, managing them, and complying with grant reporting requirements is a full-time position that we do not have on the books. Maintaining our current grant funding stream is a necessity; the increased grant funding likely from filling this position would greatly benefit the County.

Legal Secretaries assist in preparing and maintaining all court documents and maintain case files. Legal secretaries commonly must perform under tight deadlines and their work often determines the District Attorney's Office's success in achieving its mission. The increasing number of complex cases has created a need for these services that our two current Legal Secretaries cannot fill.

The Deputy District Attorney position is necessary to cover critical roles currently being performed by retired annuitants paid with temporary funds. The District Attorney's Office currently employs annuitants to accomplish critical tasks in two areas:

1. The District Attorney's Office receives about 7000 misdemeanor reports each year from law enforcement agencies. These must be reviewed to determine if charges should be filed. About 60% of the cases submitted move on the "early-resolution misdemeanor court." Two retired annuitants working 960 hours per year (their statutory maximum) and one current full-time Deputy District Attorney dedicating half of his time now cover the review and charging of misdemeanors and early-resolution court.

2. In the pursuit of justice, the District Attorney's Office attends parole hearings throughout the state. Recent changes in the law have increased the number of parole hearings. (We appeared at 12 parole hearings in 2016 and 12 in 2017; we appeared at 17 parole hearings in 2018.) To effectively represent the County and victims of crime, for each hearing DA personnel must review hundreds of pages of Department of Corrections records, travel to the prison, spend the day and then return. The DA's Office has a particularly critical role at parole hearings for people sentenced to life in prison, who are provided with an appointed defense attorney that does not come from the County Public Defender's Office. DA participation in parole hearings requires about 1/3 of a full-time position. A retired annuitant currently fills this role.

To allow the DA's Office to cover its fundamental responsibilities, we request allocation of one additional DDA position with the understanding that some work by annuitants will continue to be needed to efficiently complete the critical tasks outlined above.

4. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future *Measure Z* funds?

While the District Attorney's Office continues to seek grant funding for many positions in the Office, the purpose of Measure Z is to provide a steady source of funding for public safety services. The needs of the District Attorney's Office clearly fall within the essential services the voter's supported when passing Measure Z/and Measure O.



5. 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?

The District Attorney's office is largely funded through the General Fund, grant funds, Proposition 172 funds, Measure Z funds and assistance from Department of Health and Human Services. These funds have not been sufficient to adequately staff the District Attorney's Office. This request is to add positions to support the ongoing work to enhance public safety as well as fund a Deputy District Attorney position to handle the workload done by retired attorneys.

6. If you are awarded *Measure Z* funds, how will you use them to leverage additional grants, contributions, or community support?

One of the Administrative Analyst positions requested is specifically for seeking and maintaining grant funds. The Office will continue to seek grants and community support. (Currently the Office is funded 20% by grants.)

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

No.

8. Are there recurring expenses associated to this application, such as personnel costs? Please check yes or no and if so, please detail those expenses. X Yes ☐ No

Support of personnel will continue each year.

**ATTACHMENTS—Please include the following with your application**

**Proposal Narrative:** Brief description of your request for *Measure Z* funds – Please explain how it is an essential service or for 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**

**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 25, 2019

SIGNATURE: Maggie Fleming

**SUBMIT THIS APPLICATION TO:**

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

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## Attachment

### Proposal Narrative:

The Humboldt County District Attorney's Office faces many challenges in achieving its mission of achieving justice and enhancing public safety. For example Propositions 47, 57 and the re-alignment of the state's correctional system have expanded the demands on the Office. The workload is further increased by changes in California laws that govern who may be released from prison early.

Prior requests for Measure Z funds allowed the Office to restore positions that had been frozen due to local budgetary constraints and the reduction of available state and federal grant monies.

This application seeks funding which would provide positions to address increasing workloads in the District Attorney's Office due to recent changes in the law as well as changes in how evidence is obtained and processed. The District Attorney's Office is currently being served by a dedicated group of people who deserve the opportunity to perform at their best by being given manageable workloads. Not all of them currently have that opportunity. More importantly, the positions requested would have immediate and direct positive consequences for justice and the safety of Humboldt County citizens.

### Prior Year Results:

The positions previously funded by Measure Z remain vital to the Office. As stated, many of the positions funded by previous Measure Z funding restored "frozen" positions: prior to the first Measure Z application for funding, the District Attorney's Office had 9 frozen positions, which was 1/7 of the Office. (No other County legal department had more than two positions frozen.) The use of Measure Z funds to keep those positions filled remains necessary to enhance public safety and support victims of crime.

**County of Humboldt Measure Z Budget Request**  
**Fiscal Year 2019-20**

			Baseline Request 2019-20	Total Request 2019-20
TYPE	Class No.	Position Title		
FT	626	ADMISTRATIVE ANALYST I/II	2.00	2.00
FT	1144	LEGAL SECRETARY I/II	1.00	1.00
FT	602	DEPUTY DISTRICT ATTY. I/II/III/IV	1.00	1.00
	FUNDED POSITIONS		4.00	4.00
	POSITIONS FROZEN INDEFINITELY			
TOTAL POSITIONS ALLOCATED			4.00	4.00

## Program Budget

Title	Salary	Benefits	Total:
Deputy District Attorney I/II/III/VI	\$112,694.00	\$48,330.00	\$161,024.00
Administrative Analyst I/II	\$58,344.00	\$29,704.00	\$88,048.00
Administrative Analyst I/II	\$58,344.00	\$29,704.00	\$88,048.00
Legal Secretary I/II	\$40,144.00	\$23,478.00	\$63,622.00
Total Program Budget:			\$400,742.00

Title	FTE	Range	Base Step	Base Pay	Total Pay	Health	Life	Dental	SUI	PERS	PARS	FICA	Compensation
ADMINISTRATIVE ANALYST I/II	1.00	417	C	58,344.00	58,344.00	8,990.03	34.68	720.00	110.85	14,801.87	583.44	4,463.32	88,048.19
ADMINISTRATIVE ANALYST I/II	1.00	417	C	58,344.00	58,344.00	8,990.03	34.68	720.00	110.85	14,801.87	583.44	4,463.32	88,048.19
LEGAL SECRETARY III	1.00	342	C	40,144.00	40,144.00	8,990.03	34.68	720.00	76.27	10,184.53	401.44	3,071.02	63,621.97
DPTY DIST ATTORNEY I/IV	1.00	529	E	112,694.40	112,694.40	8,998.03	57.84	720.00	214.12	28,590.57	1,126.94	8,621.12	161,023.02
					269,526.40	35,968.12	161.88	2,880.00	512.10	68,378.85	2,695.26	20,618.77	400,741.38
			Totals:		269,527.00	35,969.00	162.00	2,880.00	513.00	68,379.00	2,696.00	20,619.00	400,742.00