



# MARIPOSA COUNTY

District Attorney • 209 966 3626



## **RESOLUTION - ACTION REQUESTED 2014-310**

MEETING: June 24, 2014

TO: The Board of Supervisors

FROM: Thomas Cooke, District Attorney

RE: Approve an Agreement and Contract with Karpel Computer Systems, Inc. and Authorize the Chair to Sign

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve an Agreement and Contract with Karpel Computer Systems, Inc. DBA: Karpel Solutions to Provide a Full Featured Case Management System, Prosecutor by Karpel, for the District Attorney's Office, and Authorize the Board of Supervisors Chair to Sign the Agreement and Contract; Approve Budget Action Transferring Funding From the Vertical Prosecution Grant Budget and the Victim Witness Grant Budget, To and Within the District Attorney Prosecution Budget for the Purchase of the Case Management System (\$72,521).

The District Attorney's Office has spent several months researching and testing case management systems currently used by agencies across the country. Prosecutor by Karpel is designed and developed for district attorney's offices (including Merced County) using the latest technological advancements. Prosecution by Karpel is a hosted application, and therefore does not require the Mariposa County Information Technology to maintain a server resulting in significant savings to the County. Users access the system through a web browser from any location with internet access. All data is securely hosted, stored, and maintained by Karpel Computer Systems, Inc. DBA: Karpel Solutions using the highest security standards and practices.

Prosecutor by Karpel has the ability to pull data out of the system and place it into legal documents and reports. Auto generating legal documents and reports will save a significant amount of time for staff and the department. The installation of Prosecutor by Karpel will benefit the District Attorney's Office by allowing us to maintain our current case load in a digital format and to store our closed cases digitally. The District Attorney's Office has run out of room to store files on site and the man hours spent maintaining them and retrieving them for Court are extensive. Hence this system will help to resolve our storage problem and free up time for our legal staff to work on current files and pleadings. Eventually most closed hard files will be scanned into the case management system and stored digitally as well.

The District Attorney's Office has worked with Rick Peresan, the Director of the County's Information Technology during the entire process and has obtained his support for the implementation of this hosted system. His help and insight were invaluable in this process. We also met with Rick Peresan and County Counsel Steve Dahlem to review the proposed agreement

and contract to ensure these were not any contractual issues in dispute.

The installation of Prosecution by Karpel will also be beneficial to District Attorney's Victim/Witness Program. The District Attorney's Office and Victim/Witness are currently located in two separate buildings and maintain separate case files. This case management system will be accessible to both departments and will ensure that all of the information collected by the District Attorney's Investigator, Legal Secretaries, Prosecuting Attorneys, and Victim/Witness Advocates will be assessable to all throughout the duration of the case. Prosecutors will have a laptop computer in the courtroom and will have the entire case file including the information regarding the victim's input on the case available during all court proceedings. A further advantage of this digital system is that it allows our attorney's access to any file on the system. If a case is not on calendar there will be no need to have the file brought to Court by staff. This case management system will also allow the department to email subpoenas directly to law enforcement agencies and automatically regenerate the subpoena list if there is a continuance of the hearing or trial. The system will also allow the department to generate letters to victims, witnesses and other agencies which are required in a regular basis such as notices, letters to victims and restitution letters, etc. thereby increasing the efficiency of the office.

This contract covers the one-time costs associated with transferring data currently stored in the existing case management system Damion to Prosecutor by Karpel, as well as training staff, and customizing reports that will assist in creating legal documents. The ongoing annual support and services are Five Thousand Eight Hundred Fifty Dollars (\$5,800) are offset by funds already budgeted in the District Attorney's Prosecution budget for its current annual cost associated with its current case management system.

Additionally if the Board approves this contract, the cost of creating and maintaining the hard files will be significantly reduced resulting in ongoing savings to the operating budget. Further the department will no longer need to find room to maintain and store the hard files resulting in additional savings in the budget. Also as closed cases are scanned into the case management system and stored digitally, more space will be available in the office for staff to use during trial preparation.

If the Board approves this agreement the new system will be up and running in January of 2015 and the current case management system Damion by Justice System's annual contract should be terminated effective January 31, 2015.

Approve budget action transferring funds within the District Attorney Victim Witness budget unit to cover year end shortages of \$691 in the Extra-Help line item for the remainder this Fiscal Year; and transfer existing appropriations (\$20,000) from various line items within the budget unit to the District Attorney Budget to apply towards Karpel Solutions.

The District Attorney's Victim Witness Services Supervisor position has been vacant since December 31, 2013, creating salary savings within the Victim Witness Assistance Grant Program, the department is requesting that this funding be transferred to the District Attorney Budget to offset the cost of the system.

The District Attorney's Office has contacted the State of California Governor's Office of

Emergency Services (CalOES), which administers the Victim Witness Assistance Grant Program, and they agree with the modifications to the budget unit and the purchase of Karpel as being requested. A Grant Award Modification has been submitted to CalOES and will be brought to the Board for approval at a later date.

The District Attorney's Prosecution budget and Victim Witness Services has incurred substantial salary savings this fiscal year and respectfully request the Board to apply those savings toward the purchase of the case management system, Karpel Solutions, with a one-time cost of Seventy-One Thousand Eight Hundred Thirty Dollars (\$71,830). The Five Thousand Eight Hundred Fifty Dollars (\$5,800) annual support and services fees are offset by funds already in the District Attorney's Prosecution budget for its current annual cost associated with its current case management system.

#### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board approved the purchase of the District Attorney's current case management system Damion by Justice Systems in 2004.

In the past the Board has approved other department requests to enhance their case management systems to improve the department's efficiency.

Departments are required to obtain Board approval to adjust funding within a budget unit. The Board has previously approved transfers within a budget unit to cover unexpected shortfalls and to purchase new case management systems, using salary savings. All fixed asset purchases require Board approval.

#### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Continue to direct funds towards the District Attorney's Office existing case management system Damion. Upgrade from Damion to JWorks by Justice Systems (which is currently under construction with no "go-live" date) with an estimated cost of Eight Five Thousand (\$85,000).

Staff may be less efficient and effective in preparing legal documents and reports. The operating budget would continue to increase on a yearly basis to pay for the costs of creating, maintaining and storing hard files.

If the Board chooses not to approve the request the Victim Witness Assistance Grant Program will be in jeopardy of not receiving grant funds in the future as the funds must be fully expended. These funds are currently available to apply towards the payment of the Karpel.

#### **FINANCIAL IMPACT:**

**One time fees include Karpel hosting the system, licenses, data configuration, data conversion, and onsite training totaling \$71,830: \$20,000 is allocated in the 2013-2014 Vertical Prosecution Grant Program budget unit; \$31,830 from the District Attorney's Prosecution budget unit (salary savings), and \$20,000 to be allocated in the 2013-2014 Victim Witness Assistance Grant Program budget unit. Additionally, the Extra-Help line is being increased by \$691 to account for additional Extra-Help hours needed in the Victim Witness Budget.**

**ATTACHMENTS:**

**Karpel Agreement (PDF)**

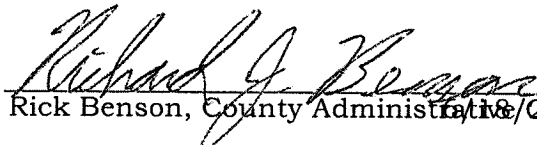
**Budget Action Form - Karpel (PDF)**

**CAO RECOMMENDATION**

Requested Action Recommended

**COMMENTS**

The Budget Action is Marked Incorrectly for a 4/5Ths Vote. This Action Only Needs a 3/5Ths Vote.

  
Rick Benson, County Administrator/Office

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** John Carrier, District V Supervisor

**SECONDER:** Lee Stetson, District I Supervisor

**AYES:** Lee Stetson, Janet Bibby, Kevin Cann, John Carrier

**EXCUSED:** Merlin Jones

## BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0212-517	.01-13	Deputy District Attorney			37,189
001	0202-464	.04-81	Software	VV Grant		20,000
001	0215-518	01-15	Vic Wit Services Supervisor			3,912
001	0215-518	03.10	Social Security			1,365
001	0215-518	03.13	Medical/Dental/Vision			2,649
001	0215-518	03.14	Retirement - Employer			3,381
001	0215-518	03-15	Retirement - Employee			1,188
001	0215-518	.03-19	Cash-Cafeteria Plan			2,837
001	0215-518	.02-01	Extra Help		691	
001	0212	517.06-42	Fixed Assets / Computer		\$71,830.00	
<b>TOTALS</b>					<b>\$72,521.00</b>	<b>\$72,521.00</b>

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
<b>TOTALS</b>					

**ACTION REQUESTED: (Check all that apply)**

- ( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies
- (X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION:**

To purchase a new Case Management System, Karpel Solutions.

*Thomas K. Coon*  
 DEPT HEAD SIGNATURE

DATE 20-Jun-14

APPROVED BY RES NO. 14-310

CLERK *Rose LaRode*

DATE 6-24-14

DEPARTMENT DISTRICT ATTORNEY

AUDITOR'S USE ONLY BA #
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Budget Revision Form Revised 12/18