



CITY of NOVI CITY COUNCIL

**Agenda Item F
June 17, 2013**

SUBJECT: Approval to purchase Courts and Law Enforcement Management Information System (CLEMIS) and Fire Records Management System (FRMS) fees and services from Oakland County for the 2013-14 fiscal year in the amount of \$59,570.

SUBMITTING DEPARTMENT: Public Safety *DEM*

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$59,570
AMOUNT BUDGETED	\$61,640
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-301.00-802.500, 101-337.00-802.500

BACKGROUND INFORMATION:

Oakland County's Courts and Law Enforcement Management Information System (CLEMIS), is state-of-the-art computer technology used by criminal justice and public safety agencies. By serving as a technical link among multiple agencies, CLEMIS promotes communication and sharing of criminal justice information. CLEMIS standards and policies, as established and monitored by the Advisory Committee, are important in assuring the integrity of information entered into the CLEMIS System. Estimated cost for the 2013-14 fiscal year is \$46,085.

Oakland County's CLEMIS Fire Records Management System (FRMS) provides integrated technology systems which can be built on for future needs from a reliable high speed network which interconnects fire stations allowing access to the County for a centralized and standardized reporting and emergency information system. Estimated cost for the 2013-14 fiscal year is \$13,485.

Through a cooperative relationship with the County, CLEMIS and FMRS provide technical solutions which are affordable and efficient for criminal justice and public safety agencies of all sizes. All fees and services were included in the 2013-14 budget.

RECOMMENDED ACTION: Approval to purchase Courts and Law Enforcement Management Information System (CLEMIS) and Fire Records Management System (FRMS) fees and services from Oakland County for the 2013-14 fiscal year in the amount of \$59,570.

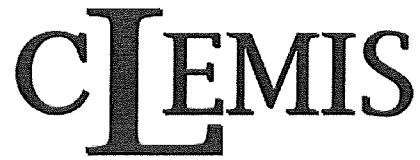
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Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

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Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				

Novi Police Department CLEMIS Fees		
	2013-14 Estimate	
	Qtr	Annual
Membership Usage Fee (\$190 @ 63 FTE)	\$ 2,993	\$ 11,970
MDC Participation Fee (21) - \$1,094/unit	5,744	22,975
Regulatory Fee (21) - \$15/unit	79	315
CLEMIS Livescan , \$3,525/year	881	3,525
Mug Capture Stn Maintenance, \$4,000/year	1,000	4,000
LEADS Online	825	3,300
	\$ 11,521	\$ 46,085
2013-14 Budget		\$ 46,640

Novi Fire Department FRMS Fees		
	2013-14 Estimate	
	Qtr	Annual
Annual Department Fees	\$ 1,021	\$ 4,085
Fire Hall Fee \$350/ - 4 lines	350	1,400
Data Line (1)	2,000	8,000
	\$ 3,371	\$ 13,485
2013-14 Budget		\$ 15,000

Total 2013-14 Estimate for CLEMIS & FRMS	\$ 59,570
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Explanation of CLEMIS Costs / Fees for Fiscal Year 2013 (October 1 – September 30)

The CLEMIS Advisory Committee Board voted on July 21, 2011 to increase the CLEMIS Membership Usage Fee by 5% for Oakland County agencies and 8% for Out-County agencies for four consecutive years beginning July 1, 2012 (July 1, 2013, July 1, 2014, & July 1, 2015). The Membership Usage fee is based on the number of full-time equivalent (FTE) sworn officers at each agency.

None of the other fees or rates are affected by this increase.

The reason that “Out-County” agencies are paying more than “Oakland County” agencies is that Oakland County subsidizes CLEMIS approximately \$1.4 million dollars on behalf of Oakland County law enforcement agencies. Other participating counties (Wayne, Macomb, Washtenaw, Genesee) do not subsidize their local agencies for CLEMIS services.

Any Out-County agencies requesting CLEMIS participation after October 1, 2011 will pay 35% over the Oakland County agency FTE fee.

Tier Levels:

Different “Tier” levels have been created for participating CLEMIS police and public safety agencies depending on when they became CLEMIS members to indicate which costs they are required to pay.

Tier 1 – Oakland County agencies, Harper Woods, Northville –

These original COPS More agencies (including 44 Oakland County police and public safety agencies, Harper Woods and Northville) were supplied new CAD, LRMS, printers, and MDC hardware with 1998 COPS grant money and Oakland County government provided a 25% match. Oakland County funds all WAN, connectivity and reoccurring monthly costs.

Tier 2 – Non-County agencies that joined prior to 2001 -

Non-Oakland County Agencies pay 10% over Oakland County agencies for their CLEMIS Membership / Usage Fee. Oakland County funds all WAN costs.

Tier 2.5 – Non-Oakland County agencies that joined between January 1, 2001– April 2003 -

Non-Oakland County Agencies pay 10% over Oakland County agencies for their CLEMIS Membership / Usage Fee. These agencies must purchase all workstations, printers, and local area network needs. Oakland County paid the initial WAN hardware costs. Agencies are responsible for paying reoccurring WAN line costs, site maintenance and monitoring fees.

Tier 3 – Non-Oakland County agencies that joined after April 1, 2003 -

Agencies pay 10% over Oakland County agencies for their CLEMIS Membership / Usage Fee. These agencies must pay for all software, hardware, connection and communication costs, including reoccurring monthly costs, 24 x 7 site maintenance and monitoring fees.

Tier 4 – Non-Oakland County agencies that joined after October 1, 2006 -

Agencies have limited services (Records Management, Mugshot, Livescan) and pay 10% over Oakland County agencies for their CLEMIS Membership / Usage Fee. Agencies must pay for all software, hardware, connection and communication costs, including reoccurring monthly costs, site maintenance and monitoring fees.

Tier 5 – Non-Oakland County agencies that joined after October 1, 2011 –

Agencies pay 35% over Oakland County agencies for their CLEMIS Membership / Usage Fee. Agencies must pay for all software, hardware, connection and communication costs, including reoccurring monthly costs, site maintenance and monitoring fees.

“Inquiry Only” agency does not contribute any data pays a flat rate per year.

\$13,589.00 annually or \$3,297.00 quarterly (as of FY 2013)

They are responsible for all software, hardware, connectivity and reoccurring costs.

Oakland County District Court (excluding 52nd DC's)

Oakland County District Court does not contribute any data, receives ticket data load, pays a flat rate per year of \$5,917 until July 1, 2013. 5% increases every July 1 thru 2015.

Out-County District Court

Out-County District Court does not contribute any data, receives ticket data load, pays a flat rate per year of \$5,917 until July 1, 2013. 8% increases every July 1 thru 2015.

Local Area Network (LAN)

Agencies must provide their own local area network. This cost can vary greatly; one method to estimate the cost is using an amount of \$400 per device (computer, printer, etc.) connected to the network. These are very high level estimates. CLEMIS has LAN

hardware recommendations that can be provided if needed, as well as contractors from Oakland County blankets that may be used to purchase needed hardware.

Connectivity Costs:

The cost of a T-1 connection and/or a ISDN connection to Oakland County CLEMIS does not provide any type of revenue. Oakland County receives a monthly bill from the service provider for the usage of the lines and, in turn, CLEMIS bills each agency the throughput cost on a quarterly basis – there is no mark-up to the agency. The amount will fluctuate quarterly depending on the usage of the communication lines, similar to a telephone bill. A low-end amount for usage of these lines is \$750 per quarter and the high-end estimated amount would be approximately \$2,000 per quarter.

24 x 7 Site Monitoring / T1 Maintenance Costs:

Tier 2.5 and higher agencies pay for 24 X 7 site monitoring and maintenance for equipment associated with WAN connectivity. Previously, an outside provider charged \$394 per month per site for this service that was paid directly from CLEMIS funds. CLEMIS staff took over the monitoring function at half the cost in 2004. This fee will appear on your bill as “24 x 7 Site Monitoring”.

CLEMIS Rates

CLEMIS rates are reviewed annually. The rate per officer and cost per MDC unit could be adjusted yearly. The CLEMIS Strategic Planning Committee will recommend any increase to the CLEMIS Advisory Board for final approval, and you will be notified of an increase in advance.

CLEMIS Membership / Usage Fee:

All CLEMIS agencies pay a **CLEMIS Membership / Usage Fee** for using one or more components of CLEMIS (CAD - Computer Aided Dispatch, CLEAR – Consolidated Law Enforcement Advanced Records, MDC - Mobile Data Computers, Livescan, Mugshot, OakVideo, etc).

The CLEMIS Advisory Committee Board voted on July 21, 2011 to increase the CLEMIS Membership Usage Fee by 5% for Oakland County agencies for four consecutive years beginning July 1, 2012. This fee will increase by 5% again on July 1, 2013, July 1, 2014, & July 1, 2015. The following table indicates the cost per FTE for Oakland County agencies that have 16 or more sworn officers or FTE's:

**2012 – 2015 CLEMIS Membership / Usage Rates per FTE per year
for Oakland County Agencies -**

Effective July 1			
2012	2013	2014	2015
\$181.00	\$190.00	\$200.00	\$210.00

There is a "flat-rate" CLEMIS Membership / Usage Fee for Oakland County agencies that submit data with only 1-5 or 6-15 FTE (Full-Time Equivalent) officers:

Effective July 1	1-5 FTE's	6-15 FTE's
2012	\$1,264	\$2,528
2013	\$1,327	\$2,655
2014	\$1,394	\$2,788
2015	\$1,463	\$2,927

Agencies located outside of Oakland County that joined prior to October 1, 2011 and submit data into the CLEMIS System are charged an additional 10% over the Oakland County agency rate. Agencies outside of Oakland County that joined after October 30, 2011 are charged 35% over the Oakland County agency rate.

The CLEMIS Advisory Committee Board voted on July 21, 2011 to increase the CLEMIS Membership Usage Fee by 8% for Out-County agencies for four consecutive years beginning July 1, 2012. This fee will increase by 8% again on July 1, 2013, July 1, 2014, & July 1, 2015.

The reason that "Out-County" agencies are paying more than "Oakland County" agencies is that Oakland County subsidizes CLEMIS approximately \$1.4 million dollars on behalf of Oakland County law enforcement agencies. Other participating counties (Wayne, Macomb, Washtenaw, Genesee) do not subsidize their local agencies for CLEMIS services.

The following table indicates the cost per FTE for NON-Oakland County agencies that joined prior to October 1, 2011 and have 16 or more sworn officers or FTE's:

**2012 – 2015 CLEMIS Membership / Usage Rates per FTE per year
for OUT- County Agencies – that joined prior to October 1, 2011:**

Effective July 1			
2012	2013	2014	2015
\$205.00	\$221.00	\$239.00	\$258.00

There is a "set" CLEMIS Membership / Usage Fee for **out-county** agencies that joined prior to October 1, 2011 with 1-5 or 6-15 FTE (Full-Time Equivalent) officers:

Effective July 1	1-5 FTE's	6-15 FTE's
2012	\$1,430	\$2,861
2013	\$1,544	\$3,090
2014	\$1,668	\$3,337
2015	\$1,801	\$3,604

NOTE: Out-County agencies requesting CLEMIS participation after October 1, 2011 are charged 35% over the Oakland County agency FTE fee.

2012 – 2015 CLEMIS Membership / Usage Rates per FTE per year for OUT- County Agencies – that joined after October 1, 2011:

Effective July 1			
2012	2013	2014	2015
\$252.00	\$272.00	\$293.00	\$317.00

There is a "set" CLEMIS Membership / Usage Fee for **out-county** agencies that joined after October 1, 2011 with 1-5 or 6-15 FTE (Full-Time Equivalent) officers:

Effective July 1	1-5 FTE's	6-15 FTE's
2012	\$1,755	\$3,511
2013	\$1,896	\$3,792
2014	\$2,048	\$4,095
2015	\$2,211	\$4,423

The number of officers or FTE's, are adjusted annually – October 1st of every year. The FTE number is obtained from the most current Michigan Justice Training Commission Report or MCOLES for every agency. If the agency is not listed in the report, CLEMIS staff will contact the agency head directly for the FTE amount.

NOTE: The FTE figure is used for the entire fiscal year, regardless of layoffs, retirements, or separations of employment throughout the year

Oakland County District Courts outside of the 52nd jurisdiction pay a flat annual rate for CLEMIS access.

Effective July 1			
2012	2013	2014	2015
\$5,917	\$6,213	\$6,523	\$6,849

Out-County District Courts located outside of Oakland County pay a flat annual rate for CLEMIS access. Rates increase 8% every July 1 thru 2015.

Effective July 1			
2012	2013	2014	2015
\$5,917	\$6,390	\$6,901	\$7,453

FBI, 52nd District Courts, and other Oakland County Government entities currently pay a flat annual rate that includes one device plus a charge for each additional device that has CLEMIS access.

Effective July 1	Cost per year	Each additional device
2012	\$13,589	\$243
2013	\$14,269	\$255
2014	\$14,982	\$267
2015	\$15,731	\$281

The **CLEMIS Membership / Usage Fee** allows agencies the privilege of utilizing the following CLEMIS systems:

- Computer Aided Dispatch (CAD)
- Consolidated Law Enforcement Advanced Records (CLEAR)
- * Mobile Data Computers (MDC's) / Field-based Reporting
- CLEMIS Administrative Messaging
- WebLEIN / SOS / NCIC
- CrimeView / InfoView
- Web Archive
- * Livescan
- * Mugshot
- MICR reporting to Michigan State Police
- Automated, on-demand, and ad-hoc reporting
- OakVideo
- Auto-Impound Management System
- Evidence & Property Management System
- Citation System
- Crash Reports
- System Integration / Interfaces
- Tailored Classroom Training
- User Group Sessions
- 7 X 24 hardware support
- 7 X 24 Help Desk

* Additional fees may apply

MDC PARTICIPATION FEE:

Any agency (in & out-county) using the Mobile Data Computer System (MDC) pays an annual **MDC Participation Fee** plus a \$15 Regulatory Fee for every MDC unit (this is a Federal mandated charge from the service provider), as well as the CLEMIS Usage (FTE) Fee above. The MDC Participation Fee covers throughput costs the County receives for air usage. Only CLEMIS members are permitted on the County's wireless system.

There are no scheduled MDC Participation increases as of the date of this document.

Effective Date	Participation Fee	Regulatory Fee	Total MDC Fee per unit per year
10/1/2009	\$1,094	\$15	\$1,109

On July 21, 2011, the CLEMIS Advisory Committee approved Dell's ATG laptop as the new device to be used for the CLEMIS MDC System (cost is @ \$2,500 per laptop). The device will have an internal wireless modem and AVL capabilities at no additional cost.

Installation / mounting of these MDC's should cost less than \$900 per unit (a one-time charge) if installed by Oakland County's Central Garage staff.

The **Mobile Data Computer (MDC) System** includes:

- access to LEIN/SOS/NCIC
- CAD Interface
- Car – to – Car Messaging
- Car – to – CAD Messaging
- Field-Based Reporting
- Training
- 24 x 7 Support

Equipment Repair / Replacement - Effective October 1, 2008

End-of-life for COPS More equipment was September 30, 2008. Repairs or replacement of non-warranted hardware – with the exception of CAD workstations - are not covered by the CLEMIS Fund. Any out-of-pocket costs will be billed back to the agency.

State of Michigan LEIN Fees:

CLEMIS does not charge agencies any additional fees for access to WebLEIN.

Questions regarding LEIN fees should be directed to Pam Cruz of the Michigan State Police at (517) 241-0658 or (517) 636-4548.

Computer-Aided Dispatch (CAD):

One prerequisite to implementing CLEMIS CAD is the GIS street file. Agencies that are not in Oakland County work with their own county GIS departments for the initial development and on-going support of their GIS file for CAD. This is probably the biggest obstacle to implementing CLEMIS CAD at new participating agencies. It is one area CLEMIS does not support.

CLEMIS CAD has an interface to CLEAR, MDC's, and On-Demand Reporting features.

Records Management System (CLEAR):

CLEMIS CLEAR (Consolidated Law Enforcement Advanced Records) has interfaces to CAD and the MDC system and provides MICR Reporting to MSP.

Business Objects – (InfoView):

Hundreds of reports are available with this application and gives agencies the ability to create their own reports on the fly.

Historical Data:

There is no CLEMIS cost to load historical data if it meets CLEMIS specifications for the file load. You may have to pay your existing vendor to prepare the file properly.

CrimeMapping:

Agencies have access to a CrimeMapping application that provides GIS Crime Analysis of your data. There is a \$300 per year fee for this service that will be broken down quarterly on the CLEMIS invoices.

Palm AFIS

All CLEMIS Live Scan and Palm Scan agencies submit their records to the CLEMIS Palm Automated Fingerprint Identification System (CAPFIS). Arrest information along with fingerprints and palm prints are registered in the CAPFIS. In addition, all finger and palm prints are examined against unsolved crimes which contain fingerprint or palm print evidence. Agencies can submit latent print evidence to the Oakland County Sheriff's Office Forensic lab for entry in the palm AFIS and search against known suspect records. There is no cost for this service.

Livescan:

Many CLEMIS participating agencies received new Livescan equipment and software or upgrades in 2008/09. Oakland County purchased most of the new equipment with Federal grant funds and will retain ownership of the equipment. However, jurisdictions are responsible for maintenance costs after a one-year + warranty period. CLEMIS will

bill agencies quarterly maintenance fees and maintenance will be performed by the manufacturer of the equipment.

Livescan Maintenance Fees are \$828.25 per quarter (or \$3,313 annually) and will remain the same until April 30, 2013. An additional \$210 annual fee is charged to agencies requesting printer maintenance. The quarterly maintenance fees are billed a quarter in advance.

Any new agency interested in Livescan must purchase their own equipment. Oakland County provides the central site hardware and software to allow connectivity to MSP in Lansing for subject identification, Criminal History data to MSP, and Prosecutors updated charge information. This system has an interface to the CLEMIS Mugshot System. CLEMIS staff provides coordination of the installation, testing, and training for all participating agencies.

CLEMIS PictureLink Mugshot:

Oakland County provides the central site hardware and software to allow data and image consolidation and sharing of mugshot images among participating agencies. Oakland County CLEMIS staff created an interface between the Mugshot and Oakland County Jail Management Systems to eliminate redundant data entry of prisoners from mugshot agencies lodged in the Oakland County Jail. There is also an interface to the CLEMIS Livescan System. Regional Queries and Line-Up functions are included. Agencies outside Oakland County must purchase their own Mugshot hardware.

Mugshot Maintenance Fees:

CLEMIS techs provide maintenance on Mugshot hardware and software. Maintenance on a Mugshot Capture Workstation is \$4,000 per year, or \$1,000 quarterly. Maintenance for the Investigative Software is \$2,000 per year, or \$500 quarterly. If your agency has both a Capture Workstation and Investigative Software, you will only be charged the \$4,000 annually. You will not be charged for the additional Investigative Software.

Maintenance fees begin upon installation of mugshot equipment and/or software and are billed a quarter in advance.

OakVideo:

CLEMIS OakVideo utilizes video conferencing equipment to connect District and Circuit Courts, the Prosecutor's Office, Jail Booking facilities, and law enforcement agencies. The effect is to minimize offender transport, thereby improving court security and mitigating law enforcement time and costs.

Currently OakVideo is only available to participating Oakland County CLEMIS agencies. This service is provided at no additional cost. Hardware, maintenance and repair, Technical Support, and software updates are included.

Fire Records Management (FRMS):

CLEMIS FRMS has an interface to CLEMIS CAD. The system allows On-Demand Reporting, and NFIRS Reporting.

Fire Departments that joined prior to January 2005 are considered Phase I FRMS agencies and pay a \$4,085 annual department fee (includes Main Station) plus \$350 for each additional out-station.

Phase II FRMS agencies, those that joined after December 2004, pay a one-time cost of \$3,500, an annual department fee of \$4,085 plus \$350 for each additional station.

Oakland County CVT's will incur additional connectivity costs if integrating with the municipal LAN and is not a direct connect to the County.

Non-Oakland County Fire Departments pay a \$4,902 annual department fee plus \$1,401 for each out-station.

Non-Oakland County Fire Departments pay actual costs including all hardware, software licenses, WAN costs, station fee, FRMS fees (plus 20%), connectivity costs, communication lines, monthly fees, etc. Annual reoccurring maintenance costs are billed back to the agency.

CLEMIS Voice Radio System

Oakland County's Radio Shop provides Oakland County agencies with wireless voice radio capabilities. The CLEMIS Voice Radio System referred to as OakWIN (Oakland County Wireless Integrated Network), is a state-of-the-art digital Voice over Internet Protocol 800 MHz system that provides both interoperability and sufficient coverage inside of buildings, achieved by deploying many transmitter sites throughout Oakland County. Questions regarding the CLEMIS OakWIN System should be directed to Oakland County's Radio Shop. Visit their site at www.oakgov.com/radio

E-mail / Internet Services (ISP)

Oakland County Information Technology offers e-mail and/or internet services for participating CLEMIS agencies at no additional charge. Contact the IT / CLEMIS Service Center for the "E-Mail Account Information Sheet" if you are interested in this service.

Additional Information

CLEMIS fees are invoiced on a quarterly basis. For bookkeeping purposes, Oakland County does not bill beyond the County's fiscal year (September 1 – October 31).

Rates are subject to change by the CLEMIS Strategic Planning Committee.