

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

*Meeting Agenda
Thursday, June 20, 2024
1:00 PM
Lacey Police Department*

I. Review and Approval of April Meeting Minutes – Chief Weiks

Overview: Review of meeting minutes.

Action Item: Approval, change, or rejection of minutes.

II. Approval of Expenses – Laura Wohl

Overview: An invoice from National Public Safety Group (NPSG) for project management fees for the remainder of 2025 has been submitted. Summary spreadsheet and invoice attached. The Consortium members have already paid their shares for the NPSG fees for 2024. Authorizing payment for the remainder of the payments due in 2024 will simplify the payment process.

Action Item: Approval of expenditures.

III. LERMS 2024 Operating Budget – Laura Wohl

Overview: Ms. Wohl will present the draft 2025 operating budget to the Board for approval or changes. Please see the attached budget document.

The budget consists of two parts:

- Expenses related to the current CentralSquare RMS/JMS – funding is the responsibility of the five cities.
- Expenses related to the implementation of the new RMS/JMS – funding is the responsibility of the five cities and the Thurston County Sheriff's Office.

Expenses for the CentralSquare system have been increased by 5%, the anticipated increase for both CentralSquare services and TCOMM support.

Expenses for the new, 365Labs system includes project management fees for National Public Safety Group (the remaining 8 monthly payments to be made in 2025) plus the implementation costs from 365Labs that we anticipate incurring in 2025. Note that the implementation is not expected to be completed in 2025 and additional implementation costs will be charged in 2026.

Action Item: Approval of budget

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Minutes
Thursday, April 18, 2024
1:00 PM

Members Present: Chief Jon Weiks, Tumwater PD, Chair
Chief Robert Almada, Lacey PD
Chief Rich Allen, Olympia PD
Chief Robert Auderer, Tenino PD
Sheriff Derek Sanders, TCSO
Chief Rob Carlson, Yelm PD

Staff & Guests Present: Deputy Chief Robert Hollis, Lacey PD
Deputy Chief Shelby Parker, Olympia PD
Deputy Chief Sam Costello, Olympia PD
Assistant Chief Tillman Atkins, Yelm PD
Laura Wohl, Tumwater PD
Anna McBee, Lacey PD
Chief Ruben Mancillas, TCSO
Commander Jay Mason, Tumwater PD
Wendy Hill, Director, TCOMM
Jon Tunheim, Thurston County Prosecutor

Meeting called to order at 1301 by Chief Weiks, Chair

I. Review and Approval of March Meeting Minutes – Chief Weiks

Overview: Review of meeting minutes.

Action Item: Approval, change, or rejection of minutes.

Motion to approve the March minutes.

Motion made by: Chief Almada

Second: Chief Carlson

Vote: Unanimous

II. Approval of Expenses – Laura Wohl

Overview: An invoice from National Public Safety Group (NPSG) for project management fees for May 2024 was presented. Summary spreadsheet and invoice was attached.

Action Item: Approval of expenditures.

Motion made by: Chief Almada

Second: Chief Carlson

Vote: Unanimous

Meeting adjourned at 1306

DRAFT



NATIONAL PUBLIC SAFETY GROUP, LLC

124 Newington Way
Aberdeen, NC 28315

Invoice

Date	Invoice #
4/30/2024	1336

Bill To
City of Tumwater Police Department 555 Israel Road SW Tumwater, WA 98501

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Milestone - Monthly Invoice #8 (June) of 21	11,318.69	11,318.69
1	Milestone - Monthly Invoice #9 (July) of 21	11,318.69	11,318.69
1	Milestone - Monthly Invoice #10 (August) of 21	11,318.69	11,318.69
1	Milestone - Monthly Invoice #11 (September) of 21	11,318.69	11,318.69
1	Milestone - Monthly Invoice #12 (October) of 21	11,318.69	11,318.69
1	Milestone - Monthly Invoice #13 (November) of 21	11,318.69	11,318.69
1	Milestone - Monthly Invoice #14 (December) of 21	11,318.69	11,318.69
Service Provider Agreement - RMS/JMS Replacement Project Management - Executed 9/21/2023		Total	\$79,230.83

LERMS 2025 Budget Breakdown by Jurisdiction

Jurisdiction	2023 Population*	% of Population	365Labs	NPSG	Central Square	TOTAL
Lacey	59430	19.59%	\$ 105,460	\$ 17,737	\$ 146,914	\$ 270,111
Olympia	56900	18.75%	\$ 100,970	\$ 16,982	\$ 140,660	\$ 258,612
Tenino	2045	0.67%	\$ 3,629	\$ 610	\$ 5,055	\$ 9,295
Thurston County	147150	48.50%	\$ 261,120	\$ 43,918	\$ -	\$ 305,038
Tumwater	27100	8.93%	\$ 48,089	\$ 8,088	\$ 66,993	\$ 123,170
Yelm	<u>10770</u>	<u>3.55%</u>	<u>\$ 19,112</u>	<u>\$ 3,214</u>	<u>\$ 26,624</u>	<u>\$ 48,950</u>
TOTAL	303395	100.00%	\$ 538,380	\$ 90,550	\$ 386,246	\$ 1,015,175

LERMS 2025 Budget Detail

2025 CENTRALSQUARE BUDGET

<i>Notes</i>	<i>2024 Proposed</i>	<i>2023 Budget</i>	<i>Difference</i>	<i>Notes</i>
RMS & JMS Software - Central Square	\$201,106	\$191,529	\$9,576	5% increase
TCOMM	\$184,090	\$175,324	\$8,766	Estimated 5% COLA
Server Replacement funding	\$0	\$0	\$0	Servers will last for life of CS RMS
Database Utility	\$550	\$550	\$0	Allows CentralSquare to access the system
Supplies & Miscellaneous	<u>\$500</u>	<u>\$500</u>	<u>\$0</u>	
TOTAL	<u>\$386,246</u>	<u>\$367,903</u>	<u>\$18,343</u>	

LERMS CentralSquare Payment Breakdown by Jurisdiction

<i>Jurisdiction</i>	<i>2023 Population*</i>	<i>% of Population</i>	<i>2025 Proposed Share</i>	<i>2024 Shares</i>	<i>Difference 2025 vs 2024</i>
Lacey	59430	38.04%	\$146,914	\$139,937	\$6,977
Olympia	56900	36.42%	\$140,660	\$133,980	\$6,680
Tenino	2045	1.31%	\$5,055	\$4,815	\$240
Tumwater	27100	17.34%	\$66,993	\$63,811	\$3,181
Yelm	<u>10770</u>	<u>6.89%</u>	\$26,624	\$25,360	\$1,264
TOTAL	156245	100.00%	\$386,246	\$367,903	\$18,343

365LABS BUDGET DETAIL

365Labs Payment Terms

		Amount	Est Date	Budget Year
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Milestone					
Contract Signing	20% Professional Services (Implementation & Training).	\$ 91,380.00	9/30/2024	2024	
Kick Off	20% Professional Services	\$ 91,380.00	11/1/2024		
	TOTAL 2024	\$ 182,760.00			
Cloud/On-Prem Staging Environment Ready to Login	20% Professional Services	\$ 91,380.00		2025	
Cloud/On-Prem Staging Environment Ready to Login	Annual SaaS Subscription Begins – 50% Year 1 Payment	\$ 447,000.00			
	TOTAL 2025	\$ 538,380.00			
Training Complete	10% of Professional Services	\$ 45,690.00		2026	
Sign off for Go-Live	10% of Professional Services	\$ 45,690.00			
Go-Live	Annual SaaS Subscription – 50% Year 1 Payment	\$ 447,000.00			
	30-Day Customer Reliability – 20% of Professional Services	\$ 91,380.00			
	TOTAL 2026	\$ 629,760.00			
Grand Total:	1st Year Cost	\$ 1,350,900.00			

NPSG 2025 BUDGET DETAIL

2025	8 months x \$11,318.69	<u>\$ 90,549.52</u>			
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