

## **DRAFT - Agenda**

### **Tuscola County Board of Commissioners**

#### **Committee of the Whole**

**Thursday, September 16, 2010 – After Board of Commissioners Meeting A.M.**

**Annex Board Room (207 E. Grant Caro, Mi.)**

### **Finance**

Committee Leaders-Commissioner Peterson and Bardwell

#### **Primary Finance Items**

1. **Dispatch**
  - **Rebanding Update**
  - **CritiCall Software**
2. **Child Care Fund Software Purchase Request (See A)**

#### Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. 2011 Budget Development Update – September 30, 2010
3. Emergency Services
4. DELEG Energy Grant
5. Tire Collection Program
6. Three-Year Dog Licensing
7. Juror Card Program
8. Probate Court Budget Change Request
9. Allied Information Systems
10. Draft Policy Confidential Information on Copiers and Fax Machines
11. Review of Child Care Fund Reorganization and Billing/Budgeting/Accounting Proposal
12. Jail Prisoner Overcrowding Alternatives
  - House Arrest Services Re-Contacted – Tether Program
  - Evaluation of Housing More Prisoners in Tuscola Jail

### **Personnel**

Committee Leader-Commissioners Peterson and Roggenbuck

#### **Primary Personnel Items**

1. **Chief Juvenile Probation Officer Position**
2. **Great West Deferred Compensation – New Feature**
3. **Mosquito Abatement Proposal (See B)**
4. **District Court Deputy Court Clerk Hiring**
5. **Building Strong Families Program**

### Secondary/On-Going Personnel Items

1. Circuit/Family Court Personnel Policies
2. MERS Bridged Benefits Valuation
3. Labor Negotiations

## **Building and Grounds**

Committee Leader-Commissioners Petzold and Kern

### **Primary Building and Grounds Items**

1. **Airport Zoning Ordinance Update (See C)**
2. **Office Space Planning – Next Steps**
3. **Michigan Gas and Electric Proposal to Reduce Utility Costs**

### Secondary/On-Going Building and Grounds Items

1. Vanderbilt Park
2. Parks and Recreation Commission Possible Re-Structuring

## **Correspondence/Other Business as Necessary**

1. Other County Resolutions

### **Public Comment Period**

### **Closed Session – If Necessary**

### **Other Business as Necessary**

#### **Notes:**

Except for the Statutory Finance Committee, committee meetings of the whole are advisory only. Any decision made at an advisory committee is only a recommendation and must be approved by a formal meeting of the Board of Commissioners.

If you need accommodations to attend this meeting please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two days in advance of the meeting.

This is a draft agenda and subject to change. Items may be added the day of the meeting or covered under other business at the meeting.

## **Statutory Finance Committee**

1. Claims Review and Approval

Mike Hoagland

**From:** Mary Lou Burns [mburns@54jcc.org]  
**Sent:** Tuesday, September 14, 2010 12:50 PM  
**To:** mhoagland; bardwell; jerry58c  
**Cc:** Thomas Kern; aroggenbuck; mwhite; shoy; slark; evanlandingham; pjoslyn  
**Subject:** Continuation of OnBase into the Family Court & Juvenile Probation

**Attachments:** CONTINUATION OF IMAGING AND DOCUMENT WORKFLOW.doc; Imagesoft SOW In Home care.pdf



CONTINUATION OF Imagesoft SOW In  
 IMAGING AND DO... Home care.pdf...

Good Afternoon:

In the reorganization of the Circuit and Family Courts, it has been determined that in order to best utilize the court staff and to prevent the continual manual retrieval of records, orders and files by the Clerk and Controller personnel, continued implementation of the OnBase as planned is crucial.

Specifically, the implementation would accomplish the following:

- 1) Immediate retrieval of newly filed pleadings and orders in Family Court files for judges, court staff and other persons from their computers.
- 2) Faster processing of court orders through the OnBase i-sign feature;
- 3) Elimination of paper flow of billings between the Circuit and Family Courts and FOC and the Controller's office;
- 4) Ability of Mgmt of America to more quickly obtain necessary documentation for reimbursement for the child care fund billings.
- 5) Eliminate the loss of any filings and files and eliminate court filing duties of paper.
- 6) Speed up the collection process, and
- 6) Reduce storage space for paper files.

Per James Olson, of Mgmt of America, the one time cost of \$55,000 can be reimbursed by 50% by submitting for approval with the child care proposed budget for federal funding. Then I have outlined how I intend to pay for the balance of the software and licensing which would provide OnBase access to the Family Court personnel, two personnel of the Controller's office, the entire Juvenile Probation Dept and Jim Olson of Mgmt. All are necessary to streamline the process and eliminate copying and mailings..

Attached you will find the statement of work as well as a summary of how the continuation would be paid. This matter will be presented at the BOC Committee meeting this Thursday. The child care fund budget is due at the end of this month, so I request approval to include it in the child care budget request.

Thank you for your consideration in this matter.

--

Mary Lou Burns  
Court Administrator/Friend of Court  
54th Judicial Circuit/Family Courts  
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440 N State St  
Caro MI 48723

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**CONTINUATION OF IMAGING AND DOCUMENT WORKFLOW**

9/14/2010

Family Court, Clerk, Juvenile Probation, Collections,  
Accts Payable (Controller)

Attached is a Statement of Work from ImageSoft, which is the same company (OnBase) with which the Clerk and Friend of the Court currently have for imaging and document workflow. The imaging greatly assists the Clerk in not having to pull files to retrieve orders and petitions. This would enable the Family Court and Juvenile Probation to become paper free and manage casework and court collections much more effectively and eventually eliminate all of the file cabinets of Juvenile Probation and Collections Officer.

The total (ONE TIME) cost of the implementation would be \$55,000 starting in October 2010. The ongoing annual expense starting 2011 would be \$2,463.70. Both of these costs can be billed through the in-home grant and reimbursed at the rate of 50%.

This is the Court's proposal for payment:

2010 Implementation costs - (Includes software licensing for all Juvenile Probation, two Controller employees, Collection staff, one Mgmt of America)	\$55,000
Less 50% reimbursed from in-home grant	(\$27,500)
Less direct payment from Mgmt of America (license)	(\$1,600)
Less budget balance 132-971-000 Circuit/Family	(\$15,413)
Less training directly by court rather than Imagesoft	(\$2,640)
	<hr/>
Balance to be paid out in 2011 budget year (Circuit/Family Court)	\$7,847.00

Due Date for Child Care Fund and in-home grant budget = 09/30/2010

If these expenses are not submitted with the budget, then no reimbursement would be available.

I request approval by the County Board for the Circuit/Family Court, Clerk, and IT Dept to enter into an agreement for the implementation of the imaging and data workflow as described in the Statement of Work.



<b>Statement of Work No.</b>	10
<b>Revision No.</b>	5
<b>Customer Name:</b>	Tuscola County
<b>Project Name:</b>	Juvenile Probation/In-Home Care
<b>ImageSoft Contact:</b>	Michael Leidlein

This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 40 Oak Hollow, Suite 120, Southfield, MI 48033 ("ImageSoft"), and Tuscola County Michigan with its principal offices at 449 Green St, Caro, MI 48723 ("Customer"):

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA") entered into by and between Customer and ImageSoft dated November 12, 2008.

Unless otherwise specified, the products and services provided within this SOW are hereby added to and covered for the duration and under the terms of the System Maintenance Agreement (SMA) entered into by and between Customer and ImageSoft dated November 12, 2008.

To the extent that any terms and conditions contained in the related PSA or SMA are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control.

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## 1. Introduction

This Statement of Work covers the added hardware, software and services necessary to enable the expansion of the use of the installed OnBase solutions for the Juvenile Probation/In-Home Care and Clerk.

The initial services provided in this project will include an Analysis and Design process that will create a Functional Specification document. During this process project scope that is greater than is contained within the SOW may be discovered. If this occurs, ImageSoft will present to Customer the reasoning for the additional scope, and an estimate of the additional effort. Customer can then decide whether to add the work to the scope, through a change order, or to reduce the project scope to its original size.

## 2. Hardware

### Assumptions:

1. Will use Customer's existing scanner.

## 3. Software

ImageSoft is providing both OnBase and Kofax Capture software. Generally, the OnBase software is used to store and manage documents and the Kofax Capture software is used to perform scanning. ImageSoft provides a custom release script that allows documents scanned in Kofax Capture to be automatically imported into the OnBase system (using the OnBase Document Import Processor module).

### 3.1 OnBase Components

The table below provides a short description of each of the OnBase modules being provided. The description provided here is intended to provide a brief overview of the intended purpose. A more comprehensive description of each of the modules can be found at [www.onbase.com](http://www.onbase.com). Detailed module information is available upon request.

Module Name	Part #	Description
Application Enabler	AEIP11	Provides image enabling to third-party software applications that are GUI, browser, or text-based.
Concurrent Client Software	CTIPC1	A user license for accessing core OnBase features (excluding workflow) that can be shared by multiple users. Can only be used by a single user at a time, and for a minimum of 5 minutes per use.
Named User Client Software	CTIPN1	A user license for accessing core OnBase features (excluding workflow) that is dedicated to a single named user.
Workflow Concurrent Client SL (Qty 1-20)	WLIPC1	A user license for accessing OnBase workflow features that can be shared by multiple users. Can only be used by a single user at a time.
Workflow Named User Client SL (Qty 21-50)	WLIPC2	A user license for accessing OnBase workflow features that is dedicated to a single named user.

Deliverable: Software modules as defined above.

### 3.2 Kofax Components

The table below provides a short description of each of the Kofax modules being provided. The description provided here is intended to provide a brief overview of the intended purpose. A more comprehensive description of each of the modules can be found at [www.kofax.com](http://www.kofax.com). Detailed module information is available upon request.



Module Name	Part #	Description
Kofax Capture Software - Provides a complete imaging solution including scanning, indexing, barcode / patch code reading, OCR, and more.		A base description of the Kofax subsystem.
Kofax Capture 1 concurrent station	AE#T024-001U	A license that can be used to run any of the Kofax Capture modules. This license will be used at the scan station.

Deliverable: Software modules as defined above.

## 4. Professional Services

### 4.1 ImageSoft Project Management

ImageSoft will assign a Project Manager to manage ImageSoft staff assigned to the project. The ImageSoft Project Manager will work directly with Customer project manager and make a good faith effort to control and monitor the project such that both parties' needs are met.

Project Managers within ImageSoft are responsible for administering the activities within a project from inception to project closure. This includes activities such as:

- Developing the detailed ImageSoft project plan
- Following up with customers on requirements, milestones, deliverables
- Managing items outside the scope of this SOW
- Coordinating the activities between the various stakeholders (sales, customer, development team, installation team, testing team, etc)
- Providing a single point of contact for project related inquiries (questions, issues, etc)
- Managing the risk and project log. Mitigating all issues and escalating as needed
- Ensuring projects are delivered under the triple constraint of: time, scope and cost
- Manage customers User Acceptance Testing schedule and plan

Assumptions:

1. Customer PM and project stakeholders will be available when required.
2. Customer delays will result in additional service costs and possible further delays in the project.

Deliverable: Project Management Services as described above

### 4.2 Business Analysis and Design (Functional Specification)

The purpose of the Business Analysis and Design process is to clarify the scope of the project by defining how the new system will function based on an analysis of the Customer's current business process issues. This process will consist of a series of meetings or discussions, which may be held either at Customer's site or ImageSoft's site. ImageSoft will develop a Functional Specification document and present it to the customer for approval. ImageSoft will lead the meetings and will discuss and document the following major topics.

- System Architecture
- Document Properties
- Document Indexing
- Document Capture
- Document Retrieval
- Workflow Requirements

- Installation and Rollout
- User Acceptance Testing
- Reporting
- Project Management
- Training
- Support

Assumptions:

1. Customer will ensure appropriate staff is available to address questions and participate in meetings for gathering information. Customer not providing appropriate staff in a timely fashion will affect the project schedule and may result in additional service costs.

Deliverable: Functional Specification Document

### **4.3 Installation and Configuration**

ImageSoft will install and configure the system for Customer per the agreed upon functional specification document.

#### **4.3.1 Workstation Installation**

Customer will install all OnBase components on the Workstations and ImageSoft will install and configure the scan station in the Clerk's office.

Kofax scan workstation: ImageSoft shall install the Kofax Capture software on the Customer scan workstation using the Customer's existing scanner.

Assumptions:

1. All installation will be done at the customer's facility in Caro, MI.
2. Customer will provide all workstation computers, all of which are running the Windows XP Professional operating system. No workstation hardware is provided by this SOW.

Deliverable: Workstation setup as described above.

### **4.4 Workflow Implementation**

The current workflows will be expanded for Juvenile Probation/In-Home Care and Clerk:

1. Clerk users
2. Family Division support staff will prepare orders and interact with the workflow
3. Juvenile Probation department users including named users and concurrent licenses
4. Additional signers required

#### **4.4.1 Workflows**

The workflow enhancements will be determined as part of the Business and Analysis process, and the specifications of the workflow will be included in the Functional Specification document delivered as part of that process.

Assumptions:

1. Juvenile Services will use JIS as the case management system.
2. Canon 5010 scanner with imprinter is required for Clerk. Internal backfile will be performed as time permits.

3. Family Division judges are currently using OnBase and have iSign.
4. Family Division judges still rely on physical case file. Integration will not be required with JIS judge calendar.
5. ImageSoft will create the first 2 word templates with Tuscola County configuring the balance.
6. If the Customer already has a production system, then a testing system is required to allow User Acceptance Testing prior to production rollout.

Deliverable: Workflow configuration that is unit tested and meets the definition defined herein and further defined in the Functional Specification document.

#### **4.5 Application Enabler Integration**

ImageSoft will test and configure the OnBase Application Enabler (AE) module to integrate with JIS for docket processing.

ImageSoft will configure Application Enabler to support up to two (2) screens on JIS and will train Customer staff to configure other screens.

Deliverable: Configured OnBase AE module for two (2) screens of the JIS system.

#### **4.6 Disaster Recovery**

ImageSoft encourages Customer to implement a Disaster Recovery Business Resumption plan for their implementation. This SOW does not include services or software to be used for disaster recovery.

#### **4.7 User Acceptance Testing**

Customer is responsible for final testing of the system prior to production rollout. ImageSoft will assist in this process by providing advice and by correcting system issues that are discovered during testing. A specific testing period will be defined where Customer will apply qualified and dedicated staff to user acceptance testing. The details of this process will be discussed and planned for by the project management team.

Assumptions:

1. Customer is responsible for the UAT plan and will send UAT Test plans to ImageSoft Project Manager prior to UAT training.
2. Delays in the user acceptance testing which are a result of Customer not applying appropriate resources to the task and which are not due to system issues, will increase services costs to the Customer.

Deliverable: ImageSoft assistance to Customer in performing user acceptance testing.

#### **4.8 Production Rollout (Go-live)**

ImageSoft will assist Customer in the rollout of the final system into production. Production Rollout is a joint effort, and will require significant effort from Customer. ImageSoft shall apply only the amount of time and effort that is specifically identified in the pricing section of this SOW.

Deliverables:

1. Assistance with production go-live

## 4.9 Training

ImageSoft will provide training services within the amount of time identified in the Pricing section of this Statement of Work. The following training courses will be provided.

<b><u>User Training:</u></b>	The User Training will focus on general use of the system. It will cover topics such as searching, viewing, printing, e-mailing, workflow interface, and document cross-referencing.
Courses:	1
Training Materials:	Standard OnBase Client Help File
Course Duration:	2 hours
Max attendees per course:	6
Location:	Caro, MI

<b><u>Scan / Validation Training:</u></b>	The Scan / Validation training will focus on the use of the scan subsystem. This includes: <ul style="list-style-type: none"> <li>• Operating the scan software</li> <li>• Scanner daily maintenance (if provided by ImageSoft)</li> <li>• Quality Assurance</li> <li>• Data Validation.</li> </ul>
Courses:	1
Training Materials:	None
Course Duration:	2 hours
Max attendees per course:	5
Location:	Caro, MI

**Assumptions:**

1. ImageSoft encourages a train-the-trainer approach. We recommend that Customer select one or more individual(s) to attend all of the training and develop an in-depth knowledge of the system so that future training needs can be handled internally.

Deliverable: Training as described above.

## 4.10 Documentation

In addition to other documentation described in this SOW, ImageSoft will provide access to the following documentation;

- Workflow Guide documentation

Deliverable: Documentation as described above.

## 4.11 Production Support

ImageSoft has included a comprehensive support program for the system after it goes into production. Production Support is described in the external System Maintenance Agreement (SMA).

## 5. General Assumptions

The following assumptions were made when preparing this Statement of Work. A significant change in any of these assumptions may affect the Work, Schedule and Cost.

- 1) Customer, at all times, during and after the performance of the Work, is responsible for maintaining adequate data backups to protect against loss of data.
- 2) Project success requires that Customer provide adequate user workstations, monitors, and operating system software.
- 3) Customer is responsible for providing adequate computer infrastructure required for operating and securing this system and the data. Such infrastructure includes, but is not limited to: power, networking, cooling, user PCs, and printers.
- 4) As part of Customer's responsibility for computer infrastructure, Customer is responsible for ensuring that data is secure and protected at all times. ImageSoft is not responsible for and cannot be held liable for inadvertent data disclosure or theft.
- 5) The system will be implemented at Customer's facility in Caro, MI.
- 6) Technical assistance from Customer's Information Technology staff will be provided during the performance of the Work. In particular, Customer will provide:
  - a) Network connectivity and troubleshooting assistance.
  - b) Ability to monitor network traffic and isolate bottlenecks.
  - c) Technical assistance concerning the integration with existing Customer systems (if applicable).
  - d) Expertise to handle issues with printers, cabling, and PCs before, during, and after rollout.
- 7) Unless otherwise specified, for third-party software, ImageSoft shall provide standard documentation in electronic form (on CD).
- 8) Payment terms on equipment and software call for invoicing upon delivery. ImageSoft may have certain equipment and software delivered to an ImageSoft facility for staging and testing. For items received by ImageSoft, Customer will be presented with reasonable proof of delivery in order to release payment.
- 9) The system being provided runs in a Local Area Network and Web environment. As such, the performance of the system is directly related to, among other things: available network bandwidth, network segmenting, and the performance of other applications. For this reason, ImageSoft can make no guarantees as to system response time.
- 10) Supervised remote access to servers and/or workstation computers may be required during implementation and for support purposes once in production use.
- 11) JIS integration for Domestic cases relies on JIS terminal emulator supporting ELHAPI (i.e. green screen). This type of integration will not work if JIS changes its interface to a windows or web browser (i.e. NexGen). ImageSoft recommends purchasing Application Enabler for JIS to guard against future JIS releases and to create environment necessary for new users such as Prosecuting Attorney's Office, etc. Due to budget constraints, Tuscola County has elected to defer purchasing Application Enabler and implement Juvenile Probation/In-Home Care JIS integration similar to how Clerk currently processes Domestic case files.



## 6. Pricing

### 6.1 Detailed Pricing

The table below provides pricing for the Phase I hardware, software, and estimated services.

<b>Tuscola County</b>				8/20/2010
<b>Juvenile Probation/In-Home Care</b>				
<b>Hardware</b>				
	<b>Product</b>	<b>Unit Cost</b>	<b># Units Cost</b>	
<b>Scanners</b>				
Will use Customer's existing scanner.				
<b>Hardware Subtotal</b>				<b>\$0</b>
<b>Software</b>				
	<b>Product</b>	<b>Unit Cost</b>	<b># Units Cost</b>	
<b>OnBase Software</b>				
Application Enabler	AEIP1	\$15,000	0	\$0
Concurrent Client Software	CTIPC1	\$1,200	0	\$0
Workflow Concurrent Client SL (Qty 1-20)	WLIPC1	\$2,000	0	\$0
Named Client Software (Qty 1-100)	CTIPN1	\$600	6	\$3,600
Workflow Named User Client SL (21-50)	WLIPN2	\$1,000	6	\$6,000
OnBase Annual Maintenance and telephone support	OBMAINT	\$1,728	1	\$1,728
<b>Kofax Ascent Capture</b>				
Kofax Capture Software (v 8.x) - Provides a complete imaging solution including scanning, indexing, barcode / patch code reading, OCR, and more.				
Kofax Capture 1 concurrent station	AE#T024-001U	\$2,210	1	\$2,210
Kofax VRS Software - VRS 4.x Pro USB/FW Workgroup	VP-W004-00U1	\$1,450	1	\$1,450
Kofax Annual Maintenance and telephone support		\$732	1	\$732
<b>ImageSoft Software</b>				
iSign (Integrated Electronic Signature) - additional signer license (21-50 signers)	IS-ISIGN-CAL1	\$100	6	\$600
ImageSoft Annual Maintenance (Software)				\$108
<b>Software Subtotal</b>				<b>\$16,428</b>
<b>Services</b>				
	<b>Product</b>	<b>Unit Cost</b>	<b># Units Cost</b>	
<b>Business Analysis and Design</b>				
		165	40	\$6,600
<b>Installation, Configuration &amp; Development</b>				
OnBase Configuration		165	16	\$2,640
Document Capture		165	16	\$2,640

Workflow Configuration				
<i>Develop and Test Workflow(s) - number of workflows to be determined through Business Analysis process</i>		165	40	\$6,600
Unit Testing		165	4	\$660
System Testing		165	4	\$660
<b>ImageSoft Customer Care</b>				
ImageSoft Customer Care Package (1 year), includes: - Version upgrade assistance - Custom Software Support - Configuration Support - Solution Upgrade Assurance - Access to Internal ImageSoft Resources - Advanced Architecture and Planning Support - Unlimited Telephone Support (See the Customer Care overview in the SOW for a detailed explanation of each component).				\$2,376
<b>Project Management</b>				
		165	32	\$5,280
<b>Training</b>				
		165	16	\$2,640
<b>User Acceptance Testing (UAT)</b>				
		165	16	\$2,640
<b>Production Rollout (Go-live)</b>				
		165	16	\$2,640
<b>Documentation</b>				
Standard documentation and Guides		165	4	\$660
<b>Travel &amp; Expenses</b>				
Assumes 6 onsite visits by one engineer				\$3,500
<b>Services Subtotal</b>				<b>\$39,536</b>
<b>Total</b>				
				<b>\$55,964</b>
<b>Grand Total</b>				
				<b>\$55,964</b>
<i>Pricing valid for 30 days</i>				

## 6.2 Payment Schedule

All payments will be due on a Net-30 day basis.

<b>Payment</b>	<b>When</b>	<b>Amount</b>
<b>Hardware &amp; Software</b>		
Down Payment (25%)	Invoiced when Project Signed	\$4,107
Equipment Balance (75%)	Invoiced on delivery	\$0
Software Balance (75%)	Invoiced on delivery	\$12,321
<b>Professional Services</b>		
Services	Billed every 2 weeks upon delivery	\$37,160
Customer Care	System Signoff	\$2,376
<b>Total</b>		<b>\$55,964</b>

### **6.3 Time and Materials Services**

ImageSoft has provided an estimate of the required services hours to complete the tasks described herein and will provide services on a time and materials basis. ImageSoft will only bill for the actual hours expended on behalf of the Customer and has made a best-estimate based on current available information. Estimates may require updating after the Analysis and Design process is complete.

A purchase order or signed agreement is required to be in place to cover all ImageSoft estimated hours. The Standard Hourly Rate is \$165 per hour.

### **6.4 Out-Of-Pocket Expenses**

Customer shall reimburse ImageSoft for all reasonable out-of-pocket expenses that ImageSoft incurs in performing the Work described herein. Out-of-pocket expenses shall include travel costs, meals, and lodging expenses and must be supported by proper invoices or other appropriate documentation.

Customer shall reimburse ImageSoft for travel time in excess of one (1) hour per day at an hourly rate equal to 50% of the Standard Hourly Rate.



## 7. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<i>Agreed to:</i> <b>Tuscola County Michigan</b> 449 Green St Caro, MI 48723	<i>Agreed to:</i> <b>ImageSoft, Inc.</b> 40 Oak Hollow, Suite 120 Southfield, MI 48033
By: _____ Authorized Signature	By: _____ Authorized Signature
Date: _____	Date: _____
Name (type or print): _____	Name (type or print): <b>Scott Bade</b>
Title (type or print): _____	Title (type or print): <b>President</b>
Project name: <b>Juvenile Probation/In-Home Care</b>	

<i>Internal Use:</i> Opportunity #: <u>1367</u>
Sales Order #: _____

**ImageSoft Contact:** Michael Leidlein  
**Title:** Sr. Account Executive  
**Email Address:** [mleidlein@imagesoftinc.com](mailto:mleidlein@imagesoftinc.com)  
**Phone Number:** (616) 974-0826  
**Fax Number:** (248) 948-8146



**TUSCOLA COUNTY MOSQUITO ABATEMENT**  
1500 Press Drive  
Caro, Michigan 48723-9291  
989-672-3748 Phone ~ 989-672-3724 Fax



To: Michael Hoagland,  
County Administrator

From: Kim Green and Richard Colopy  
Re: Mosquito Abatement Plan  
Date: August 31, 2010

Dear Mike:

As of July 29, 2010 when Mosquito Abatement operations were given to us to oversee, our first priority has been to the citizens of Tuscola County. We feel we have implemented a good plan of action that has been well received by the public and staff. We would like to outline a proposal for the 2011 Mosquito Abatement season.

#### Preparations for 2011 season

- 2011 budget
- Participate in NPDES permitting process
- Prepare to hire approximately 26 technicians for the 2011 season
- Arrange and conduct training and testing for new technicians with MDA
- Update No Spray residents in the County
- Prepare and update maps
- Prepare program plan for 2011
- Insure the agency is compliant with new and existing regulations.
- Order materials and supplies for 2011 season
- Update and review all existing insurance policies
- Revise long drive program

#### Treatment Plan

- Spring treat to consist of all technicians, as per custom, to treat spring flooded woodlots.
- Technicians to be assigned a specific township or townships for the season, this will allow our technicians to become familiar with their townships and reduce errors.
- Roadside fogging and yard treatments to begin when adult mosquitoes are detected.
- **A full crew of 16 technicians responsible for roadside fogging and yard treatments utilizing all available trucks and equipment.**
- Treatment of residents yards to begin at approximately sunset until dark.
- Roadside fogging to begin at dark until end of shift.
- Residents may request a yard treatment for a specific date for an event or we will accommodate them as soon as possible.
- Treatment in early morning hours may be implemented if necessary to combat a major outbreak of mosquito population or disease.

Our goal in the 2011 season is to respond to citizen requests with a full crew of 16 technicians and trucks, which will allow us to complete approximately 350 to 400 hundred yard treatments a week, weather permitting. This in comparison to the 2010 season in which yard treatments were limited to 20 per night. We feel confident in this approach, of using all available trucks, as well, we have the willingness to utilize the funds needed to accomplish this goal.

Delegation of Duties for Rich

- Biology duties consisting of surveillance of nuisance mosquito population and disease detection.
- Operations and equipment management.

Delegation of Duties for Kim

- Administrative Assistant duties consisting of managing front office and staff.
- Daily operations

Delegation of Duties for Co- Directors

- Daily operations
- Supervise Foreman and Crew
- Employee issues and discipline.
- Operational issues
- Budget
- Accounts payable
- Ordering supplies and equipment
- Annual reports
- MMCA/AMCA duties
- Board meetings/ Township Meetings
- Public relations

We have worked very closely together as a team since July to implement these changes, and develop a good plan of action for next season. We have a very good working relationship that is based on respect. Our approach has been that of a collaborative effort to combine our ideas to develop the most effective program.

We have also implemented an open door policy, making ourselves available to the staff when they are in the building as well as having daily meetings with the foremen and technicians before each shift.

The staff has been a great source of support as we have been working to create a better public image.

We are very grateful for their hard work and dedication to the program.

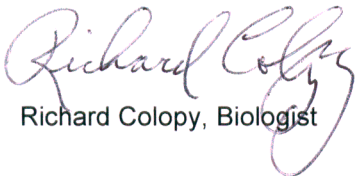
We feel that as citizens of Tuscola County and employees of Mosquito Abatement we have a good understanding of the need here in this County, and what the program should represent.

Our goal is to be a responsible and responsive agency to keep the citizens of our County safe and happy. To insure these goals be met, we request to remain in our current positions as Co-Directors of Mosquito Abatement.

Respectfully,



Kim Green, Administrative Assistant



Richard Colopy, Biologist

To: Tuscola County Board of Commissioners

From: Michael R. Hoagland, Controller/Administrator

Date: September 10, 2010

**RE: Airport Zoning Ordinance Update and Steps to Complete for Adoption**

**Airport Zoning Ordinance Update**

Per the request of the Board of Commissioners Ione Vyse and I meet on Tuesday, September 7, 2010 to discuss the status of the Draft County Airport Zoning Ordinance. The objective established by the Board was to determine remaining issues that need to be decided and the remaining steps required to complete the adoption of the County Airport Zoning Ordinance. A summary of the meeting is as follows:

**Height when a Permit is Required in the 5 to 10 Mile Zone**

One of the remaining issues is to determine the height when a permit is required in the 5 to 10 mile zone around the airport. This zone is the one that is the farthest from the airport (**see attached map showing the three zones**). The attorney suggests a permit be required for structures above 200 feet. The Airport Committee suggests the height when a permit is required should be above 499 feet. Ione Vyse explained that the Airport Committee was of the opinion that the 499 feet requirement for a permit in this zone is sufficient to provide for public/aircraft safety and would be the most acceptable to land owners and wind power interests. The FAA only requires notification by the applicant of structures greater than 200 feet for mapping purposes and a variance for structures greater than 499 feet. The Committee was also of the opinion that at 200 feet an excessive number of unnecessary permits would be required adding time and cost to projects. **The Board of Commissioners needs to decide the height at which a permit will be required in the 5 to 10 mile zone.**

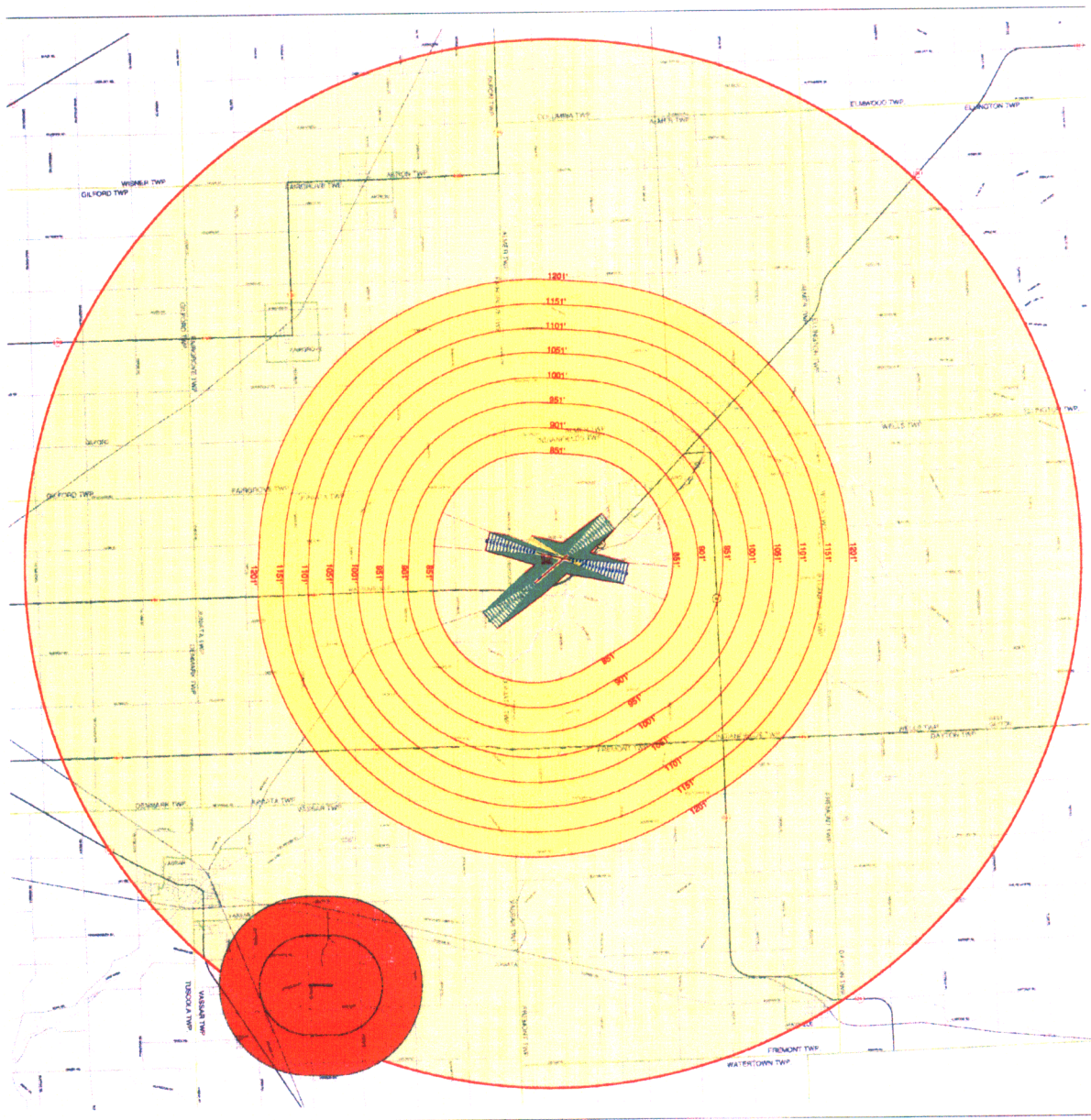
**Ordinance Administration**

The other unresolved issue is to determine how the ordinance will be administered. The ordinance is drafted giving local units of government the authority to administer the ordinance if they so choose. In situations when a local government chooses not to administer the ordinance it becomes the responsibility of the county. The outstanding issue for the Board of Commissioners is determining how the ordinance will be administered by the county in situations when a local unit of government has chosen not to do the administration. The Airport Committee has identified two alternatives methods of county administration: County Planning Commission or hire an individual. There was discussion regarding the problems with a group like the Planning Commission trying to administer an ordinance. If an individual is chosen it was felt that compensation should be provided from permit fees and paid when a permit is requested. **The Board of Commissioners needs to decide whether the County Planning Commission or an individual will administer the ordinance when administration is the county responsibility.**

### **Steps Required Adopting the Ordinance**

1. Make a decision regarding at what height a permit is required in the 5 to 10 mile zone and who will be appointed to administer the ordinance when the county is responsible for administration – **Potential date: September 28, 2010**
2. Authorize a public hearing to be held for review and consideration of ordinance adoption – **Potential date: September 28, 2010**
3. Make necessary changes to the draft ordinance after the above decisions are made – **Potential date: September 30, 2010**
4. Place a notice in the paper to conduct a public hearing – **Potential date: October 6, 2010**
5. Conduct the public hearing – **Potential date: October 12, 2010**
6. Consider ordinance adoption – **Potential date: October 12, 2010 or October 26, 2010**
7. Provide a written communication to all effected local governmental units asking if they are going to administer the ordinance or if the desire for the county to do the administration – **Potential date: October 14, 2010**
8. Assist (County Planning Commission) in the training of local zoning administrators to administer the Airport Zoning Ordinance for those local units of government who choose to administer the ordinance themselves – **Potential date: October 15, 2010**
9. In those situations when the county is responsible to administer the ordinance begin the process to appoint an individual to administer the ordinance if this method of administration is chosen by the county – **Potential date: October 15, 2010**
10. Hire the county airport ordinance administrator – **Potential date: November 9, 2010**
11. Determine Fees for Variance request, Board of Appeals compensation – **Potential date: November 9, 2010**
12. Request applicants to serve on the Airport Zoning Board of Appeals – **Potential date: November 9, 2010**
13. Appoint members to Airport Zoning Board of Appeals – **Potential date: December 13, 2010**

# TUSCOLA COUNTY AREA AIRPORT HEIGHT LIMITS



## LEGEND

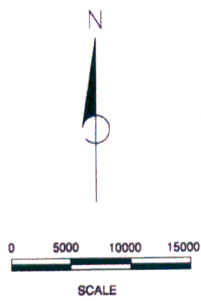
Airport elevation is established at 701' above mean sea level

Allowable horizontal 150' above airport elevation

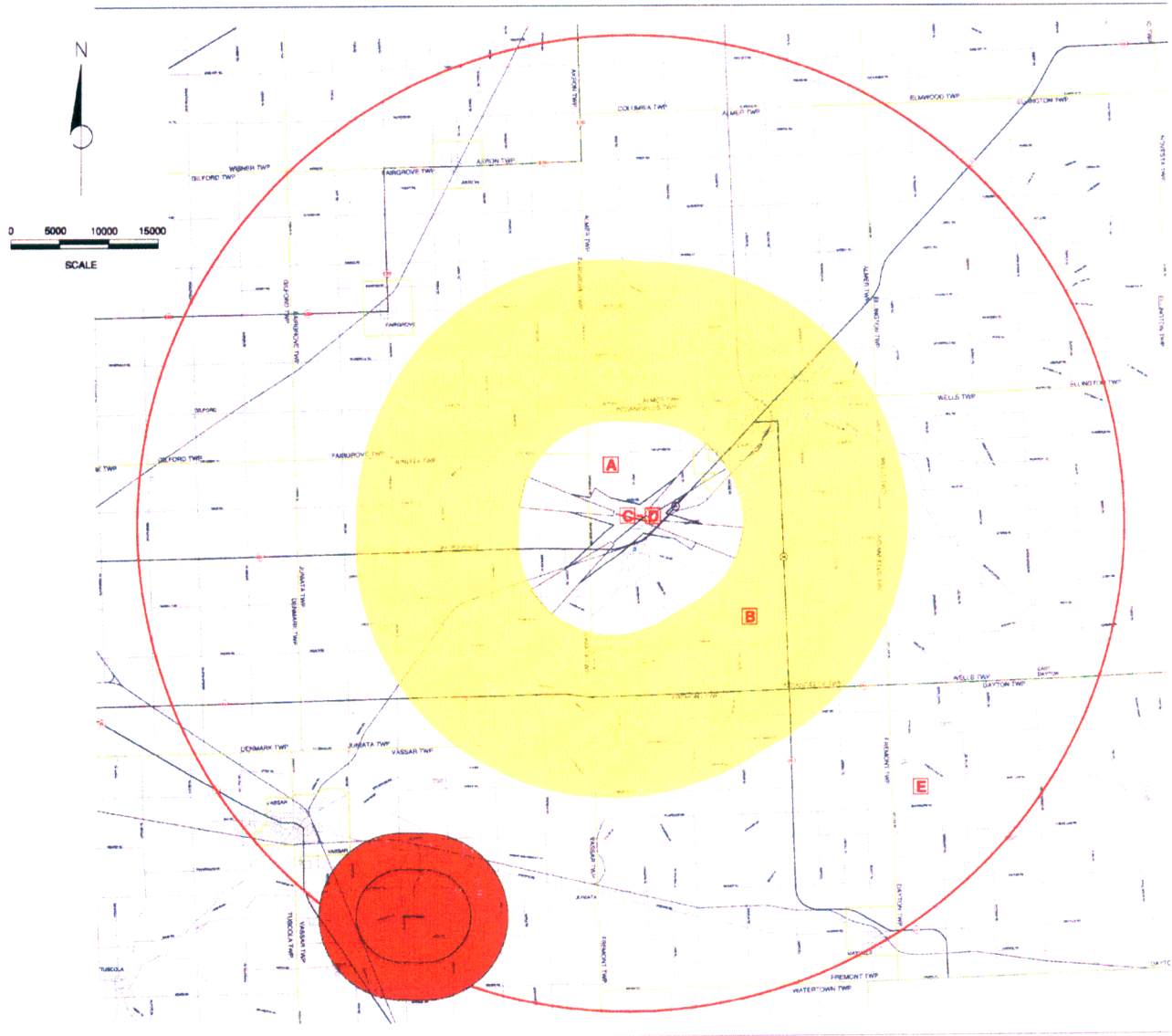
Allowable 50:1 conical Sloping from 851' to 1201' (AMSL)

Allowable 500'

Privately Owned Airport



# TUSCOLA COUNTY AREA AIRPORT PERMIT THRESHOLDS



## PERMIT REQUIREMENTS

- A** Twenty-five (25) feet above ground level (AGL) in zones 1-5 (see map 3 page A-3) and thirty-five (35) feet above ground level (AGL) in the remainder of Zone A.
- B** One hundred twenty-five (125) feet above ground level (AGL) or above established airport elevation (AEAE), whichever is the lesser.
- C-D** Twenty-five (25) feet above ground level (AGL) or above established airport elevation (AEAE), whichever is the lesser.
- E** Four hundred ninety-nine (499) feet above ground level (AGL) or above established airport elevation (AEAE), whichever is the lesser. An airport permit is not required for structures less than four hundred ninety-nine in zone E unless a "Determination of Presumed Hazard" has been issued for the structure. This requirement is not relinquished, even if a subsequent "Determination of No Hazard" has been issued.