

DRAFT – Agenda
Tuscola County Board of Commissioners
Committee of the Whole – Tuesday, November 23, 2010
Dayton Township Hall
4879 Hurds Corner Road
Mayville, MI

Finance

Committee Leaders-Commissioner Peterson and Bardwell

Primary Finance Items

1. Dog Licensing Program Financial Comparisons (See A)
2. MPSCS Radio Update – Dispatch Director (See B)
3. Out of State Travel Request from Dispatch (See C)
4. Thumb Regional Renewable Energy Collaborative (MAC 7th District)
5. NACo Rural Action Caucus

Secondary/On-Going Finance Items

1. Treasurer Bank Statement Reconciliation
2. Potential Refunding of 2003 Medical Care Facility Bonds
3. DELEG Energy Grant
4. Domestic Violence Against Women Grant
5. Tire Collection Program
6. Juror Card Program
7. Probate Court Budget Change Request
8. Allied Information Systems
9. Draft Policy Confidential Information on Copiers and Fax Machines
10. Register of Deeds – Automation Fund Budget Amendment Request
11. 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. Terms for Region VII Area Agency on Aging Advisory Council (See D)

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. **Stanley Alarms System Equipment Bid (See E)**
2. **Office Space Planning – Next Steps**

Secondary/On-Going Building and Grounds Items

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

Dog License Processing

Tuscola County

Revenues and Expenditures

REVENUES

Total Collected	8,163 Licenses Sold		109,945.00
		Total Revenues	\$ 109,945.00

EXPENSES

Quantity	Description		Amount
10,000	Cost of License -Hasco Tag Company	100.75/M	1,007.50
	<u>Mail reminders</u>		
8163	Envelopes @ .09		734.67
8163	Sheets of Paper @ .0136		111.02
8163	Stamps @ .44		3,591.72
	<u>Est. hrs for Acct Clerk II @23.74/Hr.</u>		
8163*5min=40,815 mins	Processing dog license estimate 5 mins/dog		16,149.14
2 People 1 day @ 7.5 hrs ea	Preparing and Mailing Reminders 7.5 hrs		356.10
Cost/License = \$2.69	\$21,950.15 divided by 8163		
		Total Expenses	\$ 21,950.15

Net Profit \$ 87,994.85

PROS

- Mandated Michigan Law Section 287.275
- Working with Animal Control
- Work with local Police Officers
- Working with Prosecuting Attorney
- Tax Payers leaving early for Florida
- Helping Tuscola Co. Taxpayers
- Work with Veterinarians - Rabies Shots
- Keeping jobs in Tuscola County/Michigan
- Immediate feedback of requests
- Profit helps to pay for county services
- Working with other counties
- No long distance calls to Texas
- County Government supporting Tuscola Co.

Dog License Processing

Tuscola County
As Proposed by Pet-Data

REVENUES

Total Revenues \$ -

EXPENSES

Quantity	Description		Amount
10,000	Cost of License -Hasco Tag Company	100.75/M	1,007.50
1	One time start up fee		1,000.00
	\$1.95 On-line transaction fee to pet owners		
	No Charge for owners to mail in their application		
	Standard fees are not charged until the license is issued		
8163	\$3.85 per license for a one-year license or replacement tag		31,427.55
	2.50 Collection Fee for each late fee collected during term		

Total Expenses \$ 33,435.05

Net Profit \$ (33,435.05)

CONS

We still have to buy the dog tags-give to Pet-Data
Takes 10 days to mail license
They charge us to send the money to our bank account
Reports take 5 days to process
Takes 15 days after month end to get a report for the
previous month



MICHIGAN LEGISLATURE

95th Legislature Regular Session
 Michigan Compiled Laws Complete Through PA 170 and
 includes 172-184, 195-198, 200, and 202-207 of 2010
 House: Adjourned until Wednesday, November 17, 2010
 10:00:00 AM
 Senate: Adjourned until Tuesday, November 30, 2010 10:00:00 AM

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Section 287.275

linkable printable

**DOG LAW OF 1919 (EXCERPT)
 Act 339 of 1919**

287.275 County treasurer's record; inspection.

Sec. 15.

The county treasurer shall keep a record of all dog licenses, and all kennel licenses, issued during the year in each city and township in his or her county. Such record shall contain the name and address of the person to whom each license is issued and the expiration date of each license. For an individual license, the record shall also state the breed, sex, age, color, and markings of the dog licensed; and for a kennel license, it shall state the place where the business is conducted. The record is a public record and shall be open to inspection during business hours. The county treasurer shall also keep an accurate record of all license fees collected by the county treasurer or paid over to him or her by any city or township treasurer.

History: 1919, Act 339, Eff. Aug. 14, 1919 ;-- CL 1929, 5259 ;-- CL 1948, 287.275 ;-- Am. 1998, Act 390, Imd. Eff. Nov. 30, 1998

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10/27/2010
03:03 pm

DETAILED DOG STATISTICS FOR TUSOCLA COUNTY TREASURERS OFFICE

YR	LICENSE#	OWNER	ADDRESS	CITY	PHONE	AMT PD	NAME	
DOG TYPE	SEX	DESC.	AGE	RABIES TAG	EXP DATE	VETERINARIAN	DATE PD	COLLECTOR
PREV YR LICENSE #		TOWNSHIP CODE						
2010	00008191	WILSON SAMANTHA	5142 CENTER ST	FAIRGROVE MI	(989) 551-9339	40.00	MICKEY	
LAB MIX	MALE DELINQUENT	BROWN/WHITE	3 Yr 12995	03/17/2012	MAYVILLE VETERINARY	10/15/2010	WENDY	
		010						
2010	00008192	FINLEY ROBERT	4242 ENGLISH RD	KINGSTON MI	(989) 928-6781	15.00	REBEL	
PIT BULL	MALE	BRINDLE	5 Yr 8113o	10/10/2013	DALEY ROAD ANIMAL	10/20/2010	WENDY	
		005						
2010	00008193	TOPHAM RICHARD	2190 WAGNER DR	CARO MI	(989) 672-0807	40.00	ZOEY	
PIT BULL MIX	FEMALE DELINQUENT	BRINDLE	1 Yr 13596	10/21/2011	CARO VETERINARY	10/22/2010	DIANE	
		014						
2010	00008194	GOODWIN LORA	5630 SWAFFER RD	MILLINGTON MI	(310) 613-2646	40.00	MO JO	
BOXER MIXED	MALE NEUTERED	DEBRINDLE	2 Yr 258523	10/28/2013	MILLINGTON VET CLIN	10/26/2010	DIANE	
		017						
2010	00008195	LEGUE CHARLES	5622 HASCO RD	MILLINGTON MI	(989) 525-3701	40.00	KENDA	
SIB HUSKY	FEMALE DELINQUENT	AN	2 Yr NO TAG	10/14/2011	FRONTIER VETERINARY	10/26/2010	DIANE	
		017						
2010	00008196	DICKS JACKIE	2130 WAGNER DR	CARO MI	(989) 670-9419	40.00	BUTTERCUP	
RETRIEVER	FEMALE SPAYED	DEGOLD	2 Yr 63026	02/18/2011	MAPLE GROVE V ETERI	10/22/2010	WENDY	
		014						
2010	00008197	DICKS JACKIE	2130 WAGNER DR	CARO MI	(989) 670-9419	40.00	SHADOW	
RETRIEVER	MALE NEUTERED	DEGOLD	2 Yr 64065	05/02/2013	MAPLE GROVE V ETERI	10/22/2010	WENDY	
		014						
2010	00008198	HAYES KENNETH	4117 JACOB RD	CARO MI	(989) 672-0325	40.00	MAX	
LABRADOR	MALE NEUTERED	DEYELLOW	9 Yr 5889o	07/09/2012	LAURSEN VET SERVICE	10/27/2010	DIANE	
		009						
2010	00008199	HAYES KENNETH	4117 JACOB RD	CARO MI	(989) 672-0325	40.00	DRAKE	
LABRADOR	MALE DELINQUENT	BLACK	6 Yr 5888o	07/09/2012	LAURSEN VET SERVICE	10/27/2010	DIANE	
		009						

Total # Licenses:
Total Collected:

8163
109945.00

	Gray	Franks	Hopp	Jensen	Romain	Smith	Young	Add. Costs	TOTALS
101-253									
Wages	\$ 52,698.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,698.33
703-000									
Wages	\$ -	\$ 27,963.00	\$ 27,963.00	\$ 33,754.50	\$ 27,963.00	\$ -	\$ 31,629.00	\$ -	\$ 149,272.50
704-000									
Health Ins. Incentive	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
704-020									
STD	\$ -	\$ 230.17	\$ 230.17	\$ 277.84	\$ 230.17	\$ -	\$ 260.34	\$ -	\$ 1,228.69
704-030									
LTD	\$ -	\$ 153.80	\$ 153.80	\$ 185.65	\$ 153.80	\$ -	\$ 173.96	\$ -	\$ 821.01
704-030									
Total Disability \$ 2,049.70									
Salaries - PT/Temp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,300.00	\$ -	\$ -	\$ 10,300.00
705-000									
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
706-000									
Work Comp	\$ 263.49	\$ 141.97	\$ 139.82	\$ 168.77	\$ 141.97	\$ 51.50	\$ 158.15	\$ 15.00	\$ 1,080.67
710-000									
Health & Dental Ins.	\$ 14,100.00	\$ 14,100.00	\$ 14,100.00	\$ 14,100.00	\$ 14,100.00	\$ -	\$ 14,100.00	\$ -	\$ 84,600.00
711-000									
FICA	\$ 4,031.42	\$ 2,172.08	\$ 2,139.17	\$ 2,582.22	\$ 2,172.08	\$ 787.95	\$ 2,419.62	\$ 229.50	\$ 16,534.04
715-000									
Life Ins.	\$ 87.00	\$ 87.00	\$ 87.00	\$ 87.00	\$ 87.00	\$ -	\$ 87.00	\$ -	\$ 522.00
717-000									
Retirement	\$ 4,611.10	\$ 743.82	\$ 743.82	\$ 897.87	\$ 743.82	\$ -	\$ 841.33	\$ 79.80	\$ 8,661.56
718-000									
Total Per Employee	\$ 75,791.34	\$ 46,022.04	\$ 45,556.78	\$ 52,053.85	\$ 46,022.04	\$ 11,139.45	\$ 49,669.40	\$ 3,324.30	\$ 329,579.20
									\$ 329,579.20

$\frac{46,022.04}{7.5 \text{ Aug}} = 23,961.36 / \text{mo.}$
total

1920 Nov-1/yr
 $\frac{27,963.00}{1920} = 14.56$
 $\frac{27,963.00}{1920} = 14.56$
 $\frac{27,963.00}{1920} = 14.56$
 Salary benefit



PetData

Animal Licensing Made Easy.

PetData Proposal

August 2010

Highlights

92% of PetData's contracts have been renewed since company was founded.

42% is the approximate increase in licensing after hiring PetData.

4,000,000 animal licenses have been processed by PetData.

Experience

PetData is the largest animal licensing organization in the U.S. and is the only private company currently providing turnkey animal licensing services to municipalities. Founded in 1994, PetData is a member of the Texas Animal Control Association, the Florida Animal Control Association and the National Animal Control Association. PetData currently administers animal licensing programs for thirty-two municipalities. PetData licensed approximately 440,000 animals in 2008 and expects to license close to 500,000 animals in 2009.

Our current customers include: Albuquerque, New Mexico; Antioch, California; Arlington, Texas; Charlotte, North Carolina; Coastal Animal Services, California; Cornelius, North Carolina; Culver City, California; Dubuque, Iowa; Fulton County, Georgia; Gilroy, California; Hernando County, Florida; Highland Village, Texas; Houston, Texas; Irving, Texas; Kansas City, Missouri; Lake County, California; Lakewood, Washington; Las Vegas, Nevada; Matthews, North Carolina; Montgomery County, Maryland; New Castle County, Delaware; Newport Beach, California; Oakland, California; Philadelphia, Pennsylvania; Plano, Texas; Raleigh, North Carolina; San Luis Obispo County, California; San Mateo County, California; Santa Barbara, California; Seminole County, Florida; Solano County, California; South Ogden, Utah; Southern Brazoria SPCA, Texas; Torrance, California, University Park, Texas and Virginia Beach, Virginia.

Reasons to Hire PetData

There are several reasons why municipalities decide to hire PetData, including saving money, increasing revenues and freeing up staff time. Listed below is more detail on this topic.

Saving Money

Two major metropolitan areas which did internal cost analyses of their licensing programs in 2003 and 2004 discovered they were spending well over \$5.00 per license just to process the license. Undoubtedly, the actual costs are higher today. Nearly every municipality that PetData has worked with has seen a decrease in the cost to administer the program. This is due to a number of efficiencies that PetData has developed in its processing. PetData can also be more flexible in its personnel levels to ensure coverage of higher-volume periods, as well as be more flexible in its purchasing in order to take care of pet owner and veterinary clinic needs in a timely fashion.

Increasing Revenue

PetData's only business is animal licensing/registration. We have a dedicated, intense focus on animal licensing. As a result, PetData has a proven track record of increasing licensing for its clients. The average increase is 42%. Additionally because of our fee structure where we get paid per license sold, PetData has tremendous motivation to increase licensing for our clients. Even with the best of intentions, most cities simply are not able to dedicate the time and resources to this area that they wish.

More Staff Time To Devote To Animal Welfare

Animal licensing is a very time-consuming, very labor-intensive program. Most animal welfare agencies do not have sufficient staff to meet the needs of their residents, much less to have time for animal licensing. Therefore, it is difficult for an agency to allocate sufficient staff time to field the hundreds and thousands of phone calls related to animal licensing, to process the mail, to enter all of the records in the database and the many, many other tasks associated with running a successful animal licensing program. By hiring PetData to do all of the tasks, an agency's staff is freed up to provide more direct animal services to the community.

Predictable Program Costs

Because PetData works under contract for a specified period of time, the cost to the municipality for administration of animal licensing remains consistent over the period of the contract with no surprises from increased supply costs, postage costs, benefits costs or employee overtime. This makes it much easier to prepare and adhere to a budget.

Standard Fees

Base Fees

The Standard Fees are not charged until the license is issued. Data entry of rabies vaccination certificates and incomplete licenses, which may or may not result in a license, are included at no extra charge. An agreed-upon method to follow-up with pet owners who did not respond to a prior notice is also included at no additional cost. This structure is designed to 1) ensure that PetData is working on behalf of the client to increase licensing; and 2) provide the client with more control and certainty by establishing a set price for results and not charging simply for individual tasks associated with licensing.

- \$3.85 per license for a one-year license or a replacement tag. *We keep the whole fee*
- \$2.00 for each additional year after year one if there are multi-year licenses.
- \$2.50 Collection Service Fee for each late fee collected during the term of this Agreement, if applicable.

IMPORTANT: PetData is paid for all licenses issued during the contract period, including those licenses issued by Animal Services, Veterinarians, and any authorized registrars or agents.

Start-Up Fee

- \$1,000 one-time only start-up fee. There are no start-up fees for term extensions or renewals.

We have no startup fee

Convenience Fee (paid by licensee, not municipality)

PetData provides the option of licensing online and does not charge the municipality for this service. If the pet owner chooses to license online, PetData charges a convenience fee of \$1.95 per transaction. Multiple pets may be licensed per transaction. Pet owners may choose to mail in their application if they do not wish to pay the convenience fee.

- \$1.95 per transaction charged to pet owners opting to license online.

NOTE: If a client requests non-standard or additional services or if annual license sales are below 1,500, there may be additional charges.

Scope of Services

1. Manage the daily operations of animal licensing including the processing of licensing mail from pet owners, processing license sales and vaccination reports, entering licensing and vaccination data, providing customer service and depositing money.
2. Provide veterinarians and other authorized registrars with reasonable quantities of supplies (reporting forms, vaccination certificates, citizen mailing envelopes, etc.) necessary to sell license tags and/or report information on citizens vaccinating their animals against rabies to the client. Supplies are to be printed in one color with the design and layout to be determined by PetData.

PLEASE NOTE: Client is responsible for purchasing license tags to PetData's specifications and shipping them to PetData. PetData recommends that tags be shipped directly from tag vendor to PetData to reduce shipping costs.
3. Track monthly vaccination and/or sales reports from all veterinarians participating in animal licensing program and keep record of all tag inventories at authorized registrars. Provide this information to clients as requested. Furthermore, PetData will communicate directly with veterinarians as requested by client.
4. Enter all new and renewal licenses into PetData's proprietary database provided that all information has been submitted to PetData in a complete and accurate format.
5. Process and mail license tags within ten business days after receipt of the licensing payment and complete documentation as required by local ordinance.
6. Issue replacement tags to citizens whose license tags have been lost, stolen or damaged.
7. Process rabies vaccination certificates on behalf of client and mail notices to those pet owners who vaccinated their pet(s) against rabies, but did not purchase license(s).
8. Mail renewal and reminder notices to customers who have previously licensed their pets.
9. Deposit all receipts collected for license fees, with the exception of those payments made via credit card, into a client bank account either at a local branch or via overnight mail to a bank in client's location. Mailing expenses associated with sending payments to client will be borne by client.
10. Provide a monthly report of animals licensed. Format of report is to be mutually agreed upon.
11. Provide statistical reports as requested within a timely manner. Depending on the information requested, PetData can provide most reports within five business days.
12. Respond to and communicate with animal control officer inquiries or animal owners' requests in a timely fashion.
13. Communicate with citizens by phone, mail or email as needed.
14. Comply with all state and local laws governing animal licensing.
15. Provide secure password-protected access to animal licensing data via a web-based application developed by PetData. Access will be granted only to authorized personnel, and the application will be available 24 hours a day, 7 days a week except for periodic maintenance by PetData or internet outages outside PetData's control. The application will allow client to search licensing data by various criteria, including but not limited to pet owner name, address, phone number, and license tag number.
16. Provide an online license tag lookup to the public to include the owner's last name, any available phone numbers and the pet's name and description. PetData may remove this feature from its website at client's request.

Description of Services

Daily Operations – Mail Processing

PetData processes all incoming mail, including individual registration applications from pet owners, vaccination reports from veterinarians, and tag sales reports from veterinarians. PetData ensures that all paperwork and fee requirements are met.

Daily Operations – Data Entry

PetData's data entry process has been highly refined over the years. Many of the rules and processes of a municipal licensing program are unique to the client and will be coded into the database so that entry will be as accurate and efficient as possible. Several programming checks are also written in to prevent many kinds of errors. Data entry operators are well trained and are monitored constantly for accuracy.

Because accuracy is so important, each batch is also re-checked after data entry, and the total payments entered in the batch are reconciled with the check totals.

Daily Operations – Revenue Deposits

PetData will deposit all registration monies in a financial institution specified by the Municipality. In order to provide the highest level of accountability and customer service both to the Municipality and to citizens, PetData scans and images all checks and money orders it receives. Thus, PetData can provide back-up data for all deposits of a municipality's revenue and can deliver the images on a CD-ROM upon request. PetData utilizes these images to verify citizen payments, to balance and reconcile all of the money that is deposited into the bank account and to provide excellent customer service to pet owners.

Daily Operations – Tag Mailings

Two different types of mailings are generated from batches of mail depending on whether the application was complete or not. A tag receipt is generated for each completed mail-in or online registration. An exception letter is generated for each incomplete registration. PetData enters the record in the database, the check is deposited, and a letter is mailed to the pet owner to instruct them on what is needed to complete their license. A license is not issued until all requirements have been met.

PetData will also issue replacement license or registration tags upon request for tags that have been lost, stolen or damaged, according to its client's preferred procedure.

Veterinarian Reports

For vaccination reports from veterinarians, PetData enters each record in its database for owners residing in within the client's jurisdiction. The vaccination data will be used to inform residents who have not yet registered their pet of the requirement to register and how to obtain the registration.

For tag sales reports from veterinarians, PetData receives and verifies all records of tags sold, and can also receive and reconcile the payments for the sales if desired by the client. Tag sales records are entered within 30 days of receipt, and PetData keeps an inventory of tag sequences at each sales location.

PetData will notify either the veterinary clinic, Animal Services, or either regarding vaccination or tag sales reports that are not submitted on a timely basis.

Mailings

Based on the vaccination records received from veterinarians, PetData mails out first billing notices to pet owners who have vaccinated but have not registered or licensed their pets. If the pet owner has not

responded within 45 days, PetData mails a second notice and, if applicable, adds the fee for late registration or license.

Prior to the expiration of a registration or license, PetData also sends out a renewal notice to pet owners who have previously registered or licensed their pet. A second renewal notice is mailed to those who do not respond to the first notice and, if applicable, adds the fee for late registration or late license per ordinance. Pet owners who have not responded to the renewal or billing notices are reported to Animal Services via an enforcement list that can be sorted by zip code, city and street address.

Supplies

All forms used for animal registration or licensing including notices, applications, brochures, etc. will be submitted for approval prior to being mailed out. Once approved, PetData will purchase supplies and distribute them to Animal Services and veterinary clinics as requested. Supply requests are mailed within 1 business day of request.

PetData will distribute registration or license tags as needed and maintain an annual inventory of tag sequences distributed to each sales location. The inventory ensures that each location has a sufficient supply of tags to sell, that all tag numbers can be traced in the event a pet is lost before the record has been sent to PetData, and that tag numbers cannot be duplicated in the database.

Customer Service

PetData prides itself upon providing a high level of customer service, and does so in many different capacities. Our primary method of providing customer service is over the phone. PetData will provide a unique telephone number for municipality's residents, and will establish an auto-attendant on behalf of each client which provides answers to common registration questions. The auto-attendant is available 24 hours a day, 7 days a week, and approximately 37% of all callers utilize this service during our regular work hours even though live operators are available.

PetData has highly trained customer service representatives available to answer calls Monday through Friday. Queries from animal service officers are responded to within fifteen minutes. Our highly sophisticated phone system has 23 phone lines, which guarantees that the citizen will not be greeted with a busy signal, and that their call will be met with the quality that it deserves.

PetData also provides customer service online via our customized web site. The website features an online tag search and answers to the most common questions of how to register a pet, such as the registration fees, mailing address and required paperwork. Several feedback forms are available for citizens to submit changes of address, phone number, and the status of their pet or to ask us other questions. For veterinarians, we offer the ability to order applications and tags (if applicable) online as well.

Online Licensing via PetLicense

In addition to processing payments through the mail, PetData provides pet owners with the option to pay for a registration online at its web site: www.petdata.com. Payment is made via major credit card, and a convenience fee of \$1.95 is charged to the customer per transaction to help defray PetData's cost of providing this option. This fee is not paid by the municipality and is optional for the pet owner. Pet owners can choose to mail in the paperwork if they don't want to register online.

Donations

PetData has established an easy way for people to make donations to their local animal shelter while they are paying for their registration. Donations can be made through the mail via information on mailings or applications. We also can provide citizens with the option to give a donation while they are paying for a

registration online. PetData will account for the donations and deposit the money as agreed upon with the client. The process is easy and secure, and PetData does not charge a fee for this service.

Reports

Within fifteen days of the end of each month, PetData will submit a report of all registrations or licenses processed during the preceding calendar month. The registration summary report will include counts of registrations sold, broken down by sales location, and will be in a format to be mutually agreed upon. Additional reports can also be provided on a monthly basis. *ours are immediate*

PetData's flexible and expandable software allows for reports based on a wide range of criteria. Reports may be generated either at a pre-determined interval or as requested by the client. Most reports can be provided within 5 business days, depending on the data requested. *ours are immediate*

State and Local Laws

PetData will comply with all state and local laws governing animal rabies vaccinations and pet registration programs, as may be amended from time to time.

Database Capability and Features

Software

PetData has developed its own proprietary database solution developed specifically to manage all aspects of the registration process. TAILS 2.0 ("The Animal Information & Licensing System") is based on the powerful 4th Dimension database platform and all animal licensing data is stored in this application. This proprietary solution has the necessary flexibility for customization to meet the specific needs of each municipal client, while also providing a standard data architecture for all licensing data.

TAILS is the third-generation of our management software, and the product of thousands of hours in development and refinement. Key features include:

- ▶ Address Correction – Full support for USPS CASS address validation. Addresses are processed real-time during data entry to ensure accuracy of address information and maximize deliverability of mailings.
- ▶ Entry Validation – TAILS performs multiple levels of consistency checks for entered and imported data, ensuring enforcement of business rules and improving overall accuracy.
- ▶ Mailing History – Maintains a complete history of mailings sent to citizens, and provides extensive reporting on response rates which helps us to adjust mailing timetables to generate the highest rate of returns.

TAILS is constantly being enhanced to maximize data accuracy and operational efficiency, which allows PetData to deliver a consistent, high-quality service.

TAILS 2.0 is further capable of accessing external and remote data sources through industry-standard ODBC connectivity, as well as data import and export. Supported data formats include but are not limited to XML, delimited text, DBF, and SQL dump. This capability facilitates the development of gateways between TAILS and shelter management packages.

Backup Systems

All databases are backed up twice during the working day. Nightly, all databases and key systems are backed up to high-capacity magnetic drives, which are set up in a 4-week rotation and stored off-site. This backup configuration would allow for recovery of the complete licensing database even in the event of a major failure or severe damage to our facilities.

Data Protection

PetData agrees that animal licensing data at all times belongs to the municipality and that at no point in time does PetData ever own the data. PetData will not use personal data collected on behalf of the municipality for any purposes other than those described in the included Scope of Services unless specifically directed by animal services. Furthermore, PetData specifically agrees that it will never sell, transfer, or release personal data it has collected in fulfilling the terms of this contract to a third party.

Credit Card Information Security/PCI Compliance

As a vendor that accepts payments via credit card, PetData is vigilant when it comes to the protection of that data. Therefore, it is important to know that PetData does not store any personal credit card information at any time. Furthermore, PetData is fully in compliance with the Payment Card Industry Security Program (PCI) as Visa and MasterCard define it. PetData further agrees that it will remain in compliance with the Payment Card Industry Security Program at all times.

As part of maintaining PCI Compliance, PetData undertakes a regular review of all security policies and procedures. Further, all public IP addresses, including websites and office WAN, are subject to regular vulnerability scanning to identify any potential security threats.

Data Access via PetAccess

PetData has developed PetAccess™ to provide password-protected, online access to license data. There is no additional charge for PetAccess. This easy-to-use, browser-based application is secure to ensure that appropriate personnel in a municipality can access the data in a timely manner. PetAccess allows shelter staff to perform tag searches and look up licensing information by owner name, phone number, and address. Updates to the online system are made daily, and the system is available 24/7. In addition, PetAccess logins may be provided to Animal Services, Emergency Dispatch and/or other authorized departments that need immediate access to licensing information. Therefore, PetAccess is an excellent way to provide a wide variety of personnel with access to licensing data via the Internet without having to access a shelter software application or to pay additional seat license fees.

Data Access via Data Transfer

While several clients choose to use PetAccess exclusively to access their animal licensing data, some clients prefer to integrate the licensing data into their shelter software. While PetData has the capability to exchange data with many existing databases, the municipality must provide access to its database so that PetData can transfer data. PetData cannot access and transfer data into a Municipality's database without explicit Municipality approval and the approval of the software vendor. Depending on the software used by the Municipality and the particular software license that has been executed, the Municipality may or may not already have permission to access its own database and to permit direct data transfers. PetData requires the support and cooperation of the client's software vendor in order to reintegrate data into the client's database.

NOTE: PetData does not charge any fees for PetAccess or for data transfers. However, if you are interested in data transfers, your shelter software vendor may charge additional fees. Please consult your software vendor directly for more information.

References

1. Client: Solano County Animal Care Services
2510 Claybank Road
Fairfield, CA 94533

Contact: Ron Whitfield, Manager
Phone: 707-784-1370, Fax: 707-784-1353
Email: RWWhitfield@solanocounty.com

PetData has administered the animal license program for Solano County since April 2002. The first contract period was for 3 years and ended in April 2005. One three-year renewal contract was signed which is good through June 30, 2010. Since PetData began working for Solano County, licensing has increased 42%.

2. Client: Hernando County Animal Services
19450 Oliver St
Brooksville, FL 34601

Contact: Liana Teague, Director
Phone: 352-540-6286
Email: LTeague@co.hernando.fl.us

Description of Work: PetData has administered the animal license program for Hernando County, Florida Animal Services since October 2003. The first contract period was for 3 years and ended September 2006. A three-year renewal contract was signed which is good through September 30, 2009. Since PetData began working for Hernando County, animal licensing has increased 183%.

3. Client: Seminole County Animal Services Division
232 Bush Blvd
Sanford, FL 32773

Contact: Elaine RiCharde
Phone: 407-665-5203 Fax: 407-665-5213
Email: ericharde@seminolecountyfl.gov

PetData has administered the animal license program for the Seminole County Animal Services Division since August 2005. The initial contract was valid for a period of three years and has been renewed twice. Since PetData began working for Seminole County, animal licensing has increased over 175%.

9-1-1

Tuscola County Central Dispatch

B

Robert Klenk, Director

November 19, 2010

From: Robert J. Klenk
Subject: MPSCS Radio update
To: Board of Commissioners

Commissioners,

Sprint/Nextel is not allowing 46 portable radios to be included in the rebanding process. Because of that I have submitted a grant request with Homeland Security which has been denied but has been approved under the PSIC Grant. This grant requires a 20% hard match which means that out of the \$127,397 total cost for the 46 radios Tuscola County Central Dispatch will pay \$25,479. This will ensure that when the rebanding is completed each department will receive a one for one replacement of their radios.

Sincerely,

Robert J. Klenk, Director

Tuscola County Central Dispatch

9-1-1

Tuscola County Central Dispatch

Robert Klenk, Director



November 19, 2010

From: Robert J. Klenk, Director
Subject: Out of State Travel Request
To: Board of Commissioners

Commissioners,

I am requesting permission to allow Dee Ann Summersett to travel to the NENA (National Emergency Number Association) National Conference in Minneapolis, MN June 18 to 24, 2011 and to attend 9-1-1 goes to Washington March 28-31, 2011. Dee Ann is president of the Michigan NENA group and as president, the Michigan Chapter of NENA will reimburse the cost for her travel up to \$1500 per conference. Each conference will be less than \$1500.

Thank you,

Robert J. Klenk, Director
Tuscola County Central Dispatch



REGION VII AREA AGENCY ON AGING

YVONNE CORBAT, CHAIR

ANDREW ORVOSH, EXECUTIVE DIRECTOR

TO: County Board of Commissioners
 Bay, Clare, Gladwin, Gratiot, Huron,
 Isabella, Midland, Saginaw, Sanilac, Tuscola

FROM: Andrew Orvosh, Executive Director *Orvosh*

SUBJECT: Advisory Council By-Laws Changes

DATE: November 8, 2010

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLA

The Region VII Area Agency on Aging Advisory Council has been working to streamline their By-Laws and align their terms with the Board of Directors terms. This has finally been completed and a copy of the revised By-Laws are attached (A), with this section highlighted.

ALL terms will expire on March 31st, the same date as the Board of Directors terms. Region VII is requesting your Board of Commissioners extend each of your Advisory Council members from the current December 31st expiration date to the new March 31st date, as attached. The expiration year will vary, but it is the goal of the Council to have three (3) year terms staggered so that four (4) Council appointments will expire each year. The Advisory Council membership has approved the attached schedule for re-appointments in order to achieve the staggered terms (attachment B).

There are no changes to the appointments of a representative from each county to the Council, but the second change is the appointment process of representatives of community organizations (i.e., minority & labor representatives, etc.). This section is highlighted on your copy of the revised By-Laws and reads:

Selection of the minority, labor, and other non-represented community organizations stated in Section II. – A. shall be by an application process. Not less than three (3) months before the end of the term, each county may advertise the vacancy, in the manner they have developed, requesting interested parties submit their application to the Region VII Advisory Council for consideration. The Membership/Rules Committee shall contact the interested party to assure his/her interest, interview the party along with a representative from the respective county board of commissioners, if they so desire, and make a recommendation to the full Advisory Council no later than the meeting preceding the end of the term.

A sample advertisement for these vacancies is attached (C) for you to use, if you so choose.

Please feel free to contact me if you have any questions.

cc: County Clerks

REGION VII AREA AGENCY ON AGING, INC.

ADVISORY COUNCIL ON AGING

BY-LAWS

ARTICLE I

Name

Section I: Name

The name of the organization shall be the Advisory Council on Aging of the Region VII Area Agency on Aging.

ARTICLE II

Purpose

Section I: Purpose

The Advisory Council is established pursuant to Title III of the Older Americans Act of 1965, as amended to date, to conduct those functions which are deemed instrumental in the development of a comprehensive and coordinated system of services to the elderly.

Section II: Other Purposes

The Advisory Council shall fulfill such other duties as may be delegated to it by the Board of Directors of the Region VII Area Agency on Aging.

ARTICLE III

Membership

Section I: Membership in General

The membership of the Advisory Council shall be representative of the geographic area comprising the planning and service area and shall be consistent with Federal and State policies pertaining thereto.

Advisory Council members shall be appointed by their respective counties such that each county has one delegate.

A

Advisory Council By-Laws

Page Two

Selection of the minority, labor, and other non-represented community organizations stated in Section II. – A. shall be by an application process. Not less than three (3) months before the end of the term, each county may advertise the vacancy, in the manner they have developed, requesting interested parties submit their application to the Region VII Advisory Council for consideration. The Membership/Rules Committee shall contact the interested party to assure his/her interest, interview the party along with a representative from the respective county board of commissioners, if they so desire, and make a recommendation to the full Advisory Council no later than the meeting preceding the end of the term.

Section II: Membership Restrictions

A. The Advisory Council shall be made up of up to 14 voting members with membership consisting of:

1. At least 50 percent of older persons;
2. Representatives of older persons;
3. Representatives of health care provider organizations;
4. Providers of Veterans health care, if appropriate;
5. Representatives of nutrition providers;
6. Representatives of social service providers;
7. Persons with leadership experience in private and voluntary sectors;
8. Local elected officials;
9. General public;
10. Person in great social and economic need;
11. Minority persons; and
12. Representatives of Labor Organizations.

The Area Agency, in concert with the counties which comprise Region VII, will implement an appointment process to ensure that the foregoing individuals and representatives of community organizations will be included in the Council. To the extent possible, this process will be carried out as new appointments are made.

B. Persons employed by agencies or organizations which receive funds awarded by the AAA shall be ineligible for membership.

Section III: Tenure and Removal

- A. The term of appointment shall be for three years, and the terms shall expire on March 31st.
- B. In order to provide continuity on the Council, the Council shall have staggered terms with four/five appointments expiring each year. Any interim appointment shall be for a partial term only of the member being replaced.
- C. Each member of the Advisory Council shall be entitled to one vote, unless provisions to the contrary are set forth herein or adopted by majority action of the Board of Directors.
- D. Any member may be removed from membership by the Board of Directors by failure to attend three consecutive meetings or for other just causes and/or by majority vote of the Board of

A

7 **Advisory Council By-Laws**

Page Three

Directors according to procedures decided upon by the Board of Directors. Excused absences are defined as sickness, death/emergency in the family, job-related requirements, personal business, pre-announced projected absences, and prior notification to the office of an anticipated absence.

Any member who has missed three consecutive meetings will be asked to attend the Membership/Rules Committee to discuss his/her continued desire to serve.

- E. Upon death, removal, resignation or other incapacity of a member, the Board of Directors shall institute the proper procedure to complete said member's term.

ARTICLE IV

Officers

Section I: Officers in General

The officers of the Advisory Council shall consist of a Chairperson, Vice-Chairperson and Secretary. The officers shall hold office, unless sooner removed, until their successors are chosen and qualified.

Section II: Election of Offices

The officers of the Advisory Council shall be elected annually by majority vote of the members present and voting at the first general meeting designated for that purpose.

Section III: Chairperson

The Chairperson shall preside at all meetings of the Advisory Council; he/she shall appoint all committees, and committee chairpersons, and shall be an ex-officio member of all committees except the Nominating Committee.

Section IV: Vice-Chairperson

The Vice-Chairperson shall have all the powers and perform all of the duties of the Chairperson in the event of his/her absence or inability to act. He/she shall perform such other duties as the Council may from time to time direct.

Section V: Secretary

The Secretary shall record, or cause to be recorded, the minutes of all general meetings and special meetings of the Council and shall perform such other functions as the Council may from time to time direct.

A

Advisory Council By-Laws

Page Four

Section VI: Removal of Officers

Any officer may be removed from office by vote of two-thirds of the members present and voting at a special or regular meeting called for that purpose or by failure to attend three consecutive meetings unless the Council finds that such absences are for valid excuse and permits such officer to retain his/her position as an officer of the Council.

Section VII: Replacement

A vacancy occurring in any office may be filled for the unexpired portion of the term by the majority of Advisory Council members present and voting at any regular or special meeting of the Council.

Section VIII: Term of Office

Officers may serve two consecutive one year terms. They may be elected to more terms only if no one else is willing to accept a nomination.

ARTICLE V

Meetings

Section I: Regular Meetings

The membership shall meet not less than once each quarter year at the Region VII Area Agency on Aging office. Exceptions would be made if a specific member invites the Council to attend a site in the member's county and volunteers to coordinate use of the site and arrange for public participation.

Section II: Special Meetings

Special meetings may be held at any time upon the call of the Chairperson or upon the request of five of the members of the Council, providing written notice is given to all Council members at least five (5) days prior to the date of said special meeting. Special meetings may also be held upon the call of the Chairperson of the Board of Directors.

Section III: Quorum

- A. At any meeting a simple majority of the membership shall constitute a quorum.
- B. Ex-officio members shall not contribute to the quorum for a meeting. Any member excused from a meeting of the Council shall be regarded as present for the purposes of a quorum.

A

Advisory Council By-Laws

Page Five

- C. If, at any general or special meeting of the Advisory Council, a quorum shall fail to attend, those Council members may, by majority, call a further meeting for the same purpose. Notice of time, place and date of such further meeting shall be given to all Council members or by mail or telephone. At such further meeting, the members present shall constitute a quorum and, thereupon, any business may be transacted at the meeting, originally called.

Section IV: Notice

Notice of all meetings of the Council shall be given to the respective member in a manner deemed appropriate by the Council.

Section V: Committee Meetings

Any committee established by the Council shall meet at the call of the said Committee's Chairperson or at the call of the Chairperson of the Advisory Council or at the call of the Director of the Region VII Area Agency on Aging.

Section VI: Alternates

Alternate representatives shall not be permitted.

ARTICLE VI

Committees

Section I: Executive Committee

There shall be an Executive Committee consisting of the officers of the Council plus all standing committee chairpersons. The Executive Committee members shall serve a term concurrent with their term of membership.

Section II: Executive Committee Powers

The Executive Committee shall be empowered to act on the business of the Council for which an immediate decision is necessary. All decisions of the Executive Committee shall be presented to the Council at the Council's next regular or special meeting.

Section III: Membership/Rules Committee

A Membership/Rules Committee shall be appointed annually by the Chairperson of the Council. This committee will act as the Nominating Committee and shall prepare and forward in writing a slate of nominees to all members in good standing not less than seven days prior to the election meeting.

A

7 **Advisory Council By-Laws**

Page Six

Additional nominations may be made by any member in good standing at the election meeting.

This committee will also be responsible for the By-laws review and amendments and issues concerning membership.

Section IV: Other Committees

The Chairperson of the Council or the Council may create such other committee(s) as he/she/it deems advisable and necessary and define its duties.

ARTICLE VII

Parliamentary Procedures

Section I: Suspension of By-Laws

The By-Laws of this organization may be suspended by two-thirds vote of the Advisory Council members present and voting at any duly called meeting; or by majority vote of the Board of Directors of the Region VII Area Agency on Aging.

Section II: Robert's Rules of Order

Robert's Rules of Order, latest edition, shall be the governing parliamentary procedure of this organization except as otherwise provided for in these By-Laws.

ARTICLE VIII

Additional Matters

Section I: Administrative Representation

The Director of the Region VII Area Agency on Aging, or his/her designate shall serve as an ex officio, non-voting member of the Advisory Council, its Executive Committee, and such other committees as are established by the Advisory Council.

Section II: Responsibilities of the Advisory Council Members

The Advisory Council members shall act as a link between the Region VII Area Agency on Aging and the elderly of their community. Members should identify local needs by speaking with older people at nutrition sites and other settings, contacting elected officials and other prominent citizens for input and conveying this information to the Area Agency on Aging.

A

Advisory Council By-Laws

Page Seven

The Advisory Council members are expected to visit nutrition sites and senior centers to update the elderly participants about the program and legislative changes.

The Advisory Council members shall act as advocates for the seniors. Advocacy activities may include explaining pending legislation, encouraging senior involvement, and coordinating other activities that may further improve the status of the elderly in the community.

Section III: Authorization

Advisory Council members may advocate on issues affecting the elderly of their county on the local, state, and federal level. Individual Advisory Council members may not present their comments on an issue as the collective position of the Advisory Council on Aging or the Region VII Area Agency on Aging Board unless sanctioned by a formal motion or resolution.

Section VI: Advisory Council Representative to the Board of Directors

The Advisory Council Chairperson shall serve as representative on the Board of Directors for the entire region.

ARTICLE IX

Amendments

Section I: Amendments

These By-Laws may be amended at any duly called regular or special meeting of the Council by two-thirds vote of the members present and voting provided written notice of the proposed amendment(s) has been distributed to all members of the Council not less than seven days prior to the scheduled date of the meeting at which action on the proposed amendments will be taken. Amendments approved by the Council shall go into effect upon the approval of same by Board of Directors of the Region VII Area Agency on Aging.

Amended March 24, 1981

Amended July 27, 1982

Amended May 22, 1984

Amended September 1, 1988

Amended September 5, 1991

Amended November 3, 1992

Amended March 5, 2009

Amended August 5, 2010

2010 BY-LAWS CHANGES ADVISORY COUNCIL EXPIRATION DATES

Name	County/ Affiliation	3 Month Extension of Expiration Date	Proposed New Expiration Date
Bagnieski	Gladwin	3/31/2012	3/31/2015
Castellanos	Minority	3/31/2011	3/31/2013
Conroy-Kellogg	Gratiot	3/31/2012	3/31/2015
Curtis	Isabella	3/31/2012	3/31/2015
Grim	Clare	3/31/2011	3/31/2013
McLane	Tuscola	3/31/2011	3/31/2014
McNally	Bay	3/31/2012	3/31/2014
Ruth	Saginaw	3/31/2011	3/31/2013
<i>Vacant</i>	Labor	3/31/2011	3/31/2014
Snyder	Midland	3/31/2012	3/31/2015
Walters	Sanilac	3/31/2011	3/31/2013
Weitenberner	Huron	3/31/2012	3/31/2014

Six positions expiring on March 31, 2011 (originally December 31, 2010)
 Minority Representative, Labor Representative, Clare, Saginaw, Sanilac & Tuscola
 - positions were drawn out of a basket - two 3-year terms & four 2-year terms

Six positions expiring on March 31, 2012 (originally December 31, 2011)
 Bay, Gladwin, Gratiot, Huron, Isabella & Midland
 - positions were drawn out of a basket - four 3 year terms & two 2 year terms

B

The _____ County Board of Commissioners is taking applications to fill a vacancy on the Region VII Area Agency on Aging Advisory Council with representation from a **labor retiree**. Seniors who qualify for that category may submit an application to _____, (ADDRESS) by _____.

C

(E)



STANLEY ALARM SYSTEMS, INC.
SERVING MID-MICHIGAN SINCE 1940

3183 E. WHEELER ROAD
BAY CITY, MICHIGAN 48706

SAGINAW BAY CITY MIDLAND
755-0689 686-3194 695-6121

FAX 686-2623



MEMBER BURGLAR AND
FIRE ALARM ASSOCIATION
OF MICHIGAN

UNDERWRITERS APPROVED
CERTIFICATES ISSUED
State License No. BA0031

NAME: MIKE MILLER

COMPANY: _____

CITY, STATE: _____

FROM: JOE LADRIG

NUMBER OF PAGES INCLUDING COVER: 2

DATE: 11-18-10

PLEASE CONTACT OUR OFFICE IF YOU DO NOT RECEIVE ALL
PAGES OR HAVE PROBLEMS WITH THIS TRANSMISSION.

TELEPHONE NUMBER (989) 686-3194
FAX NUMBER (989) 686-2623

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Joseph LaDrig
Senior Account Executive

3183 E. Wheeler Rd.
Bay City, MI 48706
Office 989-686-3194
Mobile 989-450-0566
Fax 989-686-2623
jladrig@stanleyalarm.com

GET BACK TO ME WITH
ANY QUESTIONS YOU MAY
HAVE MIKE.

Thank. Joe

TUSCOLA Co. COURT HSE
 125 W. LINCOLN, CARO

Security System Equipment List

Attachment to Client Agreement No. _____

Dated 11-18-10

Dealer agrees to install or cause to be installed the security equipment listed below per the terms of the Client Agreement referenced above.

ITEM DESCRIPTION	QUANTITY
COMMERCIAL U.L. FIRE/BURG PANEL	1
ALPHA NUMERIC DISPLAY CONSOLE	1
BACK UP BATTERIES	2
WIRELESS PANIC TRANSMITTERS	15
DOORS CONTACTED	4
MOTION SENSORS CORRIDOR LENS	5
CONNECT TO EXISTING FIRE CONTROL	1
CUSTOMER WILL PROVIDE 110 VAC TO OUR CONTROL & PAY PERMIT FEES IF APPLICABLE	
REQUIRES THE USE OF STND. PHONE LINES	
COST FOR ABOVE WORK IS \$4790 ⁰⁰	
PLUS \$30 ⁰⁰ PER MONTH TO MONITOR BURG, FIRE & PANIC W/ 24 HR. TEST REPORTS	

_____ The monthly service fee on the Client Agreement referenced above includes maintenance on the equipment listed above

X The monthly service fee on the Client Agreement referenced above **does not** include maintenance on the equipment listed above

Signature X _____

Title X _____

Dated X _____