



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

NOTICE OF MEETING AND AGENDA

COMMITTEE-OF-THE-WHOLE

Mayor Robert E. Novitke has called a meeting of the City Council, meeting as a Committee-of-the-Whole, for **Monday, January 22, 2018, at 7:30 p.m.** The meeting will be held in the Conference Room of the Municipal Building, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 and is accessible through the Municipal Court doors. In accordance with Public Act 267, the meeting is open to the public and the agenda items are as follows:

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Emergency Roof Replacement – Activities Building
 - A. Memo 01/13/18 – Director of Public Services
 - B. Letter 01/15/18 – City Engineer
 - C. Proposals:
 1. J&J Roofing
 2. K&S Ventures Inc.
5. Capital Improvement Projects
 - A. Parking Lots – Memo 01/10/18 Director of Public Services
 - B. Bath House Boiler Replacement – Memo 01/11/18 – Director of Public Services
 - C. Additional Services – Study: City Hall Heating Cooling/Ventilation system
 1. Letter 01/08/18 – City Engineer
 2. Proposal Letter 12/11/17 – DiClemente Siegel Design Inc.
6. Animal Licensing
 - A. Memo 01/16/18 w/attachment – City Clerk
 - B. Grosse Pointe Woods Animal License Secs. 6-72 – 6-71
 - C. PetData Proposal 01/12/18
 - D. Email 01/19/18 - Animal Enforcement Officer

7. Deputy City Clerk Vacancy
8. New Business/Public Comment
9. Adjournment

Bruce Smith
City Administrator

IN ACCORDANCE WITH PUBLIC ACT 267 (OPEN MEETINGS ACT)
POSTED AND COPIES GIVEN TO NEWSPAPERS

The City of Grosse Pointe Woods will provide necessary, reasonable auxiliary aids and services, such as signers for the hearing impaired, or audio tapes of printed materials being considered at the meeting to individuals with disabilities. All such requests must be made at least five days prior to a meeting. Individuals with disabilities requiring auxiliary aids or services should contact the City of Grosse Pointe Woods by writing or call the City Clerk's office, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236 (313) 343-2440, Telecommunications Device for the Deaf (TDD) 313 343-9249, or e-mail the City Clerk at cityclk@gpwmj.us.

cc:
Council – 7
Berschback
Smith
Hathaway

Rec. Secretary
Email Group
Media - Email
Post -8

File

MEMO 18-03

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *F.S.*

DATE: January 13, 2018

SUBJECT: Emergency Roof Replacement –Lake Front Park Activities Building

RECEIVED
JAN 16 2018
CITY OF GROSSE POINTE WOODS

The roof on the Activities Building at Lake Front Park is past its useful life, has missing shingles, is leaking in multiple locations causing damage to the racquetball court and is in need of immediate replacement. The roof is currently covered with tarps to avoid additional damages to the interior of the building. The Activities Building roof is part of a capital improvement project that is currently being bid out by our engineering firm AEW. We have received the following quotes to replace the roof on the Activities Building at Lake Front Park:

J&J Roofing	\$16,355.00
Rely-On Construction	\$24,800.00
Hadley Home Improvement Inc.	\$32,215.00

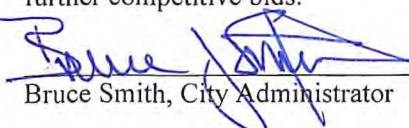
When the roof is replaced the issue of mechanical ventilation needs to be addressed at the same time. We received a quote from K&S Ventures, the city's heating and cooling contractor for \$10,050.00 to bring in the proper cooling ventilation to the racquetball and basketball courts during the winter months. The scope of work includes installation of additional ductwork from return air ductwork to run in the attic space, penetrating the roof with hoods to draw outside cold air into both courts, necessary installation of two 24V dampers and actuators for both furnaces, and necessary control integration into existing system.

Attached is a letter of recommendation from AEW stating that the scope of work and cost of project for the roof replacement and ventilation work included in the quotes received from J&J Roofing and K&S Ventures are fair and reasonable. I do not believe any benefit will accrue to the city to seek further competitive bids. Engineering oversight on construction has been approved already as part of the capital improvement bond.

Therefore, I recommend a purchase order be issued to the lowest qualified bidder J&J Roofing, 29522 Little Mack, Roseville, MI 48066 to replace the roof in the amount of \$16,355.00 plus contingency of \$3,000.00 to replace any damaged wood if needed. I further recommend a purchase order be issued to K&S Ventures, 2653 Auburn Rd., Auburn Hills, MI 48326 to fix the ventilation system in the amount of \$10,050.00. All work to be performed on the Activities Building at Lake Front Park for a total project cost not to exceed \$29,405.00.

If you have any questions concerning this matter please contact me.

Recommend approval of the above stated and do not believe any benefit will accrue to the City to seek further competitive bids.

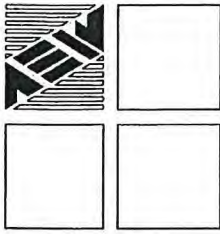

Bruce Smith, City Administrator

Jan 16, 2018
Date

Fund Certification:

A budget amendment and transfer is required from Account No. 101-000-699.000, Transfer from prior year Reserve Fund Balance, into Account No. 420-902-977.103, Capital Improvement-Public Works in the amount of \$29,405.00 and that the account number has been verified.


Cathrene Behrens, Treasurer/Comptroller



ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315
Civil Engineers • Surveyors • Architects 586-726-1234

4B

January 15, 2018

Frank Schulte, Director of Public Services
City of Grosse Pointe Woods
1200 Parkway Dr.
Grosse Pointe Woods, Michigan 48236

Reference: Recommendation of Activities Building Upper Roof and HVAC Bid
AEW Project No. 0160-0395

Dear Mr. Schulte:

As requested, and due to the increasingly more frequent roof leaks, AEW has reviewed J&J's Roofing quote dated May 4, 2017 for \$16,355.00 (the lowest quote out of three provided to our office) to replace the Activities Building upper roof. In addition, we have reviewed K&S's (the City's HVAC service contractor) quote dated January 24, 2017 for \$10,050.00 to address the HVAC cooling issues also in this building's racquetball and basketball courts.

The cooling issues in the Activities Building need to be addressed in the racquetball and basketball courts' while the roof work is being done. New mechanical system roof penetrations will be required. These penetrations and flashings can be done simultaneously and coordinated with the roofing contractor.

Both the J&J quote and the K&S quote are fair and reasonable.

Due to the ongoing and worsening roof leaks at the Activities Building, AEW recommends that the City contracts J&J Roofing to remove and replace the upper roof. In addition, AEW also recommends that the City contracts K&S Ventures, Inc. to complete the HVAC work simultaneously with the roof work, for the following not to exceed amounts:

J&J Roofing: \$16,355.00 + \$3,000 contingency for (damaged) wood replacement = \$19,355.00
K&S Ventures Inc. = \$10,050.00

If you have any questions, please call.

Sincerely,



Jason R. Arlow, AIA, LEED AP

Enclosure: J&J Roof Quote
K&S HVAC Quote

cc: Scott Lockwood, AEW
Bruce Smith, GPW

M:\0160\0160-0395\Gen\Letters\RecAwrLtrhd ActivitiesBldg.docx

N/S OF

E/W OF

WTE

PRMT

SHIP

CL

4C

Tear Off Proposal

Special Instructions

J&J ROOFING

29522 Little Mack • Roseville, MI 48066

586-445-6455

WWW.JJROOFING.COM

Tear-off and re-roof upper level of Activities Bldg and entire Maintenance Garage. Remove/Repair Cupella on Maintenance Garage. Replace missing aluminum covering fascia on both buildings. Re-flash chimney.

Activities Bldg \$16355-
Maintenance Bldg \$8195-
THIS PORTION ONLY

Name: CITY OF GROSSE POINTE WOODS
Street: 23000 JEFFERSON PARK
City: S.C. SHORES Zip 48060
Phone: 313-806-2509 Work: _____

Source: ATTN: FRANK SCHULTZ

Completed: _____ Called: _____

Shingle: <u>Certainteed-handmark</u>					
Color: <u>Mouse Black</u>					
Drip: _____	Vents: <u>Black</u>				
Activities Bldg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Story 1 <input type="checkbox"/>	Layers 1 <input checked="" type="checkbox"/>	Hip <input checked="" type="checkbox"/>
House	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	Gable <input type="checkbox"/>
Maint Garage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	
Att Garage	<input type="checkbox"/>				
Additional work to be completed: Gutters <input type="checkbox"/> Siding <input type="checkbox"/>					

- Strip existing roof.
- Install Drip Edge on all Edges.
- Install Ice and Water Shield Minimum 3 feet.
- Install 15-lb-felt-paper. Sign Little Paper
- Replace existing vents with bird free vents. on Maintenance
- Add 4 additional vents at \$N/C each. Garage
- Install _____ feet of ridge vent per customer request.
- Step Flash where needed.

- Replace all pipe flashings.
- Roof boards replaced at \$ 3.00 per linear foot.
- CDX Plywood replaced at \$ 39.00 per sheet.
- Install 30 YEAR Class A or better shingles.
- Install Ice & Water shield and close valleys.
- Remove all debris and haul away in our dump truck.
- Obtain building permit if required.
- Upgrade to Dimensional Shingle \$ 304.10 Included

Twentyfour thousand four hundred fifty Dollars \$ 24550

Date Rec'd: ____/____/____ Check # _____ 10% Deposit _____

Subtotal _____

Additional _____

Date Rec'd ____/____/____ Check # _____ Due Upon Completion _____

Total Job _____

This contract is the property of J&J Roofing, any unauthorized use or reproduction of this document is strictly prohibited and will be prosecuted.
Due to the nature of the work being performed, J&J Roofing cannot be responsible for damage to driveways, landscaping, outdoor fixtures, siding, awnings etc.
Owner to carry fire, tornado and other necessary insurance on above work. J&J Roofing is not responsible for any act of God, fire, wind, or interior damages.

Respectfully submitted: Joseph Claycomb Cell # 586-615-4042 Date: 5/4/17

Note: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. J&J Roofing, inc. is authorized to do the work as specified. I understand this estimate is based on an initial evaluation and does not include additional labor and materials which may be required should unforeseen problems arise after work has started or to comply with local building codes.

Signature: _____ Date: _____

Payment will be made as outlined above. If not paid as agreed, the unpaid balance becomes a lien on property and 11% interest added per month until paid in full.

PROJECT #2.



MECHANICAL & ELECTRICAL CONTRACTING • ENERGY MANAGEMENT SYSTEMS • TEMPERATURE CONTROLS

January 24, 2017

Frank Schulte
City of Grosse Pointe Woods
20025 Mack Ave.
Grosse Pointe Woods, MI 48236

RE: Activities Building Cooling

Dear Frank-

K & S Ventures Inc. is pleased to provide pricing to supply cooling of the racquet ball and basketball court during winter months at the activities building for the City of Grosse Pointe Woods. Currently cannot run mechanical cooling when temp outside is least then 50 degrees.

SCOPE OF WORK

- Installation of additional ductwork from return air ductwork to run in attic space
- Penetrate roof with hoods to draw outside coil air into both courts
 - o Racquet Ball
 - o Basketball
- Necessary installations of two 24V dampers and actuators for both furnaces
- Necessary control integration into existing system
- Start and verify proper operations

Work Not Included in Total Cost

- Roof Penetration by others

Total Cost: \$10,050.00*

*Price valid for 30 days

Please feel free to contact our office at 248-299-4212 with any questions or concerns.

Sincerely,

Jeremy Hintz
K & S Ventures Inc.

Approved By: _____ Signature: _____

Date: _____ Purchase Order #: _____

2653 AUBURN RD • AUBURN HILLS, MI 48326 • TELEPHONE (248) 299-4212 • FAX (248) 299-4216

5A

MEMO 18 - 01

TO: Bruce Smith, City Administrator
FROM: Frank Schulte, Director of Public Services *FS*
DATE: January 10, 2018
SUBJECT: Recommendation – AEW Fees for Capital Improvement Projects – Parking Lots

The list of recommended capital improvement projects in the City of Grosse Pointe Woods includes the resurfacing of the following four parking lots to ensure resident and employee safety.

- City Hall, 20025 Mack Plaza Dr.
- DPW, 1200 Parkway Dr.
- Ghesquiere Park Jackson Lot
- Ghesquiere Park Bramcaster Lot

All four lots are severely deteriorated asphalt lots that have numerous potholes and cracks. Funding for these improvements will be through the approved bond. The estimated construction cost of these projects is \$375,000.00. AEW will provide design services and oversight per their existing engineering contract with the city. The concurring fee based on their current contract is 20% or \$75,000.00 for a total project cost estimate of \$450,000.00. I recommend a purchase order for the engineering fees for the multiple parking lot resurfacing project be issued to Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$75,000.00.

If you have any questions concerning this matter please contact me.

cc: O/F

Approved for Council Consideration:


Bruce Smith, City Administrator

1/12/18
Date

Fund Certification:

A budget amendment and transfer is required from Fund Balance account No. 101-000-395.000, into Capital Improvements Public Works account 420-902-977.103, in the amount of \$75,000.00 and that the account number has been verified.

Cathrene Behrens, Treasurer/Comptroller

5B

MEMO 18 - 02

TO: Bruce Smith, City Administrator

FROM: Frank Schulte, Director of Public Services *FS.*

DATE: January 11, 2018

SUBJECT: Recommendation – AEW Fees for Capital Improvement Projects –
Lake Front Park Bath House Boiler Replacement

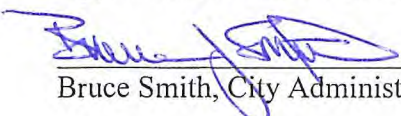
The list of recommended capital improvement projects in the City of Grosse Pointe Woods includes replacement of the boiler in the bath house at Lake Front Park.

The boiler provides hot water for showers. It is the original boiler installed in 1975 and is long past its useful life. It has become unreliable requiring numerous repairs and parts are not readily available. We receive many complaints when there is no hot water for showers. Funding for the boiler will be through the approved bond. The estimated construction cost for replacement of the boiler is \$50,000. AEW will provide design services and oversight per their existing engineering contract with the city. The concurring fee based on their current contract is 20% or \$10,000.00 for a total project cost estimate of \$60,000.00. I recommend a purchase order for the engineering fees for the replacement of the boiler in the Lake Front Park bath house be issued to Anderson, Eckstein and Westrick, Inc., 51301 Schoenherr Rd., Shelby Twp., MI 48315 in an amount not to exceed \$10,000.00.

If you have any questions concerning this matter please contact me.

cc: O/F

Approved for Council Consideration:

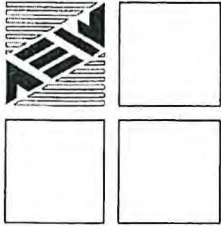

Bruce Smith, City Administrator

1/18/18
Date

Fund Certification:

A budget amendment and transfer is required from Fund Balance account No. 101-000-395.000, into Capital Improvements Public Works account 420-902-977.103, in the amount of \$10,000.00 and that the account number has been verified.

Cathrene Behrens, Treasurer/Comptroller



ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315

Civil Engineers • Surveyors • Architects 586-726-1234



Authorization for Additional Services

Project: Grosse Pointe Woods, Capital Improvements Roofs
AEW Project No. 0160-0395

Date: 1/8/18

The original work scope included HVAC design and engineering related to the roof replacement only. This work scope was limited to the removal and replacement of the (3) existing Air Handling Units (AHU) with 13 new AHU's to conform to work provided in a quote from the City's mechanical contractor. However, after the first design meeting to discuss the project, it was determined the preferred process would include an evaluation of the entire heating, cooling and ventilation system.

Description of Service

Provide a study of City Hall existing Heating Cooling and Ventilation system. The study will highlight actions needed to maintain building operations, enhance equipment efficiency and indicate the age, expected life span of the existing equipment and opinion of probable replacement costs. Attached you will find DiClemente Siegel Design (DSD), our sub-consultant's proposal to provide this study.

Total Fee for Additional Services, Not To Exceed: \$10,000.00

Approved By

Anderson Eckstein and Westrick, Inc.


Jason R. Arlow, AIA
Senior Project Architect

Grosse Pointe Woods

Bruce Smith
City Manager

Date

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DiClemente Siegel Design Inc.
Engineering and Architecture
28105 Greenfield Road Southfield, Michigan 48076
248.569.1430 FAX 248.569.0096
EMAIL: mktg@dcdesign.com ISO 9001:2008 Registered

December 11, 2017

Revised January 4, 2018

Anderson, Eckstein and Westrick, Inc.
51301 Schoenherr Road
Shelby Township, Michigan 48315

Attn: Jason Arlow, AIA

Re: Grosse Pointe Woods
Municipal Building Renovations
DSD Project No. 17-1315.00

Dear Mr. Arlow:

DiClemente Siegel Design Inc. (DSD) is pleased to present this proposal to Anderson, Eckstein and Westrick, Inc. (AEWI) for the above referenced project. Mr. Kyle Ziegler discussed the project with you and the following is our understanding of the updated project.

PROJECT DESCRIPTION

Grosse Pointe Woods currently occupies a building that provides services for: Public Safety, City Hall, Court Room and Community Center. The current building is over 50 years old and there have been two additions since the original construction. Currently the three (3) original multi-zone air handling units are in need of replacement. These units serve the Public Safety Building, the City Hall offices and the Court Room area. The Community Center area is the newest portion of the building, with the HVAC system utilizing a single zone, fan coil unit type arraignment. The Public Safety Building includes a basement utilizing a fan coil unit with a fan and duct coil supplying air to the pistol range. HVAC unit coils are supplied water by a boiler loop and chiller loop.

The present intent is to review the existing building systems and provide a study highlighting actions needed to maintain building operation, enhance equipment efficiency, and indicate age and expected life span of equipment. Equipment to be included, but not limited to, are: boilers, chiller, cooling tower, pumps, split systems, air handling units in the Public Safety Building basement and the Community Center wing, and the replacement of the three (3) existing multi-zone units with variable air volume (VAV) units with VAV boxes. The study will also review: splitting the one Public Safety Building multi-zone unit into two VAV air handling units, relocating the split system from the dispatch room into the basement, and reviewing the current building management system (BMS).

DSD proposes to provide mechanical and electrical engineering services for this study.

SCOPE OF SERVICES

1. Attendance at a project kick-off meeting at the project site that includes building owner representatives.

2. Review of existing record documents.
3. Field observations of existing conditions.
4. Attendance at two (2) planning meeting.
5. Preparation of preliminary report documents including an equipment analysis narrative, and support documentation.
6. Submission of 100 percent review documents.
7. Attendance at a 100 percent review meeting.
8. Modifications requested to report and submittal of one final report copy.
 - a) Report to include: known and surveyed status of equipment, average lifespan, and opinion of probable replacement costs.

CLIENT RESPONSIBILITIES

It is understood that Anderson, Eckstein and Westrick, Inc. will provide the following information and/or assistance to DSD:

1. Arrangement of operational personnel to be present during DSD field investigations.
2. Architectural, mechanical, and electrical record drawings.
3. Building AutoCAD backgrounds of each building in the area of renovation.
4. Assignment of a single project manager to serve as liaison between AEWI and DSD.
5. Daily on-site supervision of the construction process.
6. The handling of services related to hazardous substance testing, removal or abatement.
7. The removal of panel board covers and/or other electrical gear to facilitate as-built documentation development within equipment.

CONSULTANTS

We propose to utilize the following consultants: None.

FEE

We propose to provide our services on a lump sum fee basis to be billed on a monthly % complete basis for the project.

Mr. Jason Arlow
DSD Project No. 17-1315.00
December 8, 2017
Revised January 4, 2018
Page 3

Our proposed lump sum fee is **Eight Thousand One Hundred (\$8,100.00) Dollars, plus reimbursable expenses.** Deliverable will be electronic transfer of drawings and up to five sealed sets of drawings for permit application.

SERVICES NOT INCLUDED

The following services are not included in our fee proposal or scope of services:

1. Construction/bid documents
2. Trips for review and/or construction meetings in excess of those indicated under scope of services.
3. Changes to the documents previously accepted as the project scope. This includes any value engineering/value analysis services after the establishment of a budget and related scope.
4. Submission of documents to the authority having jurisdiction.
5. Attendance at meetings to secure approval of agencies having jurisdiction.
6. Responsibility for any testing or construction means, methods, techniques and job site safety.
7. Development of probable construction cost estimates.

ADDITIONAL SERVICES

If we are requested to increase the scope of services beyond that which is defined within this proposal or if we are required to make changes during the preparation of the documentation after the approval of the basic concepts, we will provide services for a fee negotiated on the basis of the additional work requested.

SCHEDULE

We can begin the work one (1) week after your written authorization to proceed and anticipate completion within three (3) weeks thereafter, (based on timely provided owner information).

INSTRUMENTS OF SERVICE

The contract documents are Instruments of Service for use solely with respect to this Project. DSD and DSD's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. DSD grants to the Owner a nonexclusive license to reproduce DSD's Instruments of Service solely for purposes of constructing, using and maintaining the Project.

INVOICES AND PAYMENTS

Mr. Jason Arlow
DSD Project No. 17-1315.00
December 8, 2017
Revised January 4, 2018
Page 4

Invoices for our engineering services will be submitted monthly as the work progresses. Reimbursable expenses will be billed as we are billed by the appropriate vendor. Payments are expected within 30 days after your receipt of our invoices. Interest shall be due and payable on all past due accounts at the rate of 1-1/2 percent per month.

MEDIATION

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. The mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect.

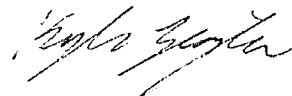
INSURANCE

For the protection of our clients and our firm, we carry professional and general liability insurance. A copy of our certificate of insurance will be provided upon request.

We will maintain the fee quoted herein firmly for 60 days. If you require any additional information, please contact this office.

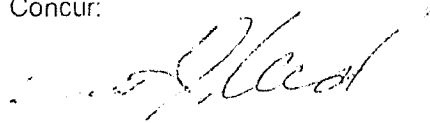
Sincerely,

DICLEMENTE SIEGEL DESIGN INC.



Kyle Ziegler
Mechanical Engineer

Concur:



Bart J. Reed, P.E., LEED AP
President

Enclosure: Acceptance Form

/krz/sar

Mr. Jason Arlow
DSD Project No. 17-1315.00
December 8, 2017
Revised January 4, 2018
Page 5

ACCEPTANCE

If this proposal meets with your approval, please indicate your authorization to proceed by signing this ACCEPTANCE and returning a copy to us.

ACCEPTED BY: _____
(Signature)

NAME: _____

TITLE: _____

DATE: _____

PURCHASE ORDER #: ** _____

**Please reference our proposal on your purchase order as follows:

Terms and conditions shall be in accordance with those outlined in the
DiClemente Siegel Design Inc. Project No. 17-1315.00 dated
December 11, 2017.

CITY OF GROSSE POINTE WOODS

Office of the City Clerk

Memorandum



DATE: January 16, 2018

TO: Mayor and City Council

FROM: Lisa Hathaway, City Clerk

SUBJECT: Animal Licensing and Fees

I am requesting to discuss a procedure change for animal licensing with the Committee-of-the-Whole. Sections 6-69 through 6-75 regulate Animal Licensing in the City of Grosse Pointe Woods, "It shall be the duty of any person owning, possessing or harboring a dog, cat or wild animal to first obtain a license for that purpose, which license shall be obtainable from the City Clerk upon application in writing." Approximately July of 2017 the Department of Public Safety returned the Animal Licensing responsibilities to the City Clerk's Department. Animal licenses expire annually on March 1, cost \$5.00 each, \$20.00 late fee, and \$1.00 for a replacement tag. The current procedure is time consuming and labor intensive, and I am requesting consideration be given to an alternative procedure; PetData.

The following options have been weighed for an on-line, multi-year license renewal, with credit card payment capability:

1. Current procedure – Annual process, cost prohibitive, no on-line capabilities, and manually intensive;
2. BS&A Animal Licensing – Cannot upload vaccination document or pay on-line (\$5,800.00);
3. PetData – provides on-line and in-person service capability, automatic renewals, turn-key animal license processing in accordance with City ordinances and established fees including on-line or manual payments, provides marketing in cooperation with area veterinarians to increase licensing compliance, provides a City animal licensing website on PetData.com, issues unlimited read-only licenses for multi-department use (including issuing of Dog Park Passes), and provides an opportunity to receive donations that have been used for animal shelters, dog park improvements, and animal statues. (\$1,000 one-time start-up fee, \$6,000.00 minimum annually.)

Fees for animal licensing have remained the same for at least the past 22 years, minimally. Therefore, along with requesting consideration to award PetData a 3-year contract with an option to extend two additional one-year contracts an increase in fees is also recommended. Ordinance amendments will be requested to include a 1, 2, or 3 year licensing option for spayed/neutered or unaltered animals at varying fees, require sterilization documentation, and the license expiring when rabies vaccination expires.

PROPOSED ANIMAL LICENSING SERVICE AGREEMENT

	Woods	Shores	City	Park	Farms
1 Year-2017	\$5 \$20 late fee \$1 duplicate	\$7 Spayed/Neutered \$10 Unaltered	\$5 \$10 late fee	\$10	\$10 \$4 late fee

Proposed Fees:

Spayed/Neutered – 1 Year	\$10
Unaltered – 1 Year	\$30
Spayed/Neutered – 2 Year	\$18
Unaltered – 2 Year	\$55
Spayed/Neutered – 3 Year	\$25
Unaltered – 3 Year	\$75

No. of 2017 Licenses Issued: 899

Estimated Per 1,000 Licenses:

Fee at current \$5 - \$5,000

Proposed Fee at \$10 for 1 year - \$10,000

Cost for Admin Clerk 1 time only - \$5,800 (250 hours salary/benefits)

Printing license application \$700, tags \$285: \$985

Minimum estimated total cost per year: \$6,785

PetData:

1-time start-up \$1,000

Annual minimum \$6,000

First year start up cost: \$7,000

Costs once annual minimum is met:

\$4.10 for each license/tag

\$2.00 for each additional year (multi-year licenses)

\$2.50 collection service fee for late fee

Optional:

\$ _____ - pet owner donation toward City's choice

01/18/18

DIVISION 2. - LICENSE^[2]

Sec. 6-69. - Application.

It shall be the duty of any person owning, possessing or harboring a dog, cat or wild animal to first obtain a license for that purpose, which license shall be obtainable from the city clerk upon application in writing. The application shall state the full name and address of the applicant, and shall contain a statement indicating the breed, sex, age, color and markings of such animal, and the name and address of the last previous owner.

(Code 1975, § 8-11-3; Code 1997, § 6-71)

Sec. 6-70. - Rabies vaccination required.

It shall be the duty of any person owning, possessing or harboring a dog, cat or wild animal of the age of four months or older to have such animal immunized against rabies. Each application for a license shall be accompanied by proof of vaccination of the dog, cat or wild animal for rabies with a vaccine licensed by the United States Department of Agriculture, signed by an accredited veterinarian. The expiration of the certificate of vaccination shall not be earlier than six months from the date of application for license for which the dog, cat or wild animal license is issued.

(Code 1975, § 8-11-4; Code 1997, § 6-72)

Sec. 6-71. - Issuance of license and tag; fee.

- (a) Upon receipt of an application for an animal license, the city clerk shall issue to the applicant a license permitting the applicant to own, harbor or possess an animal.
- (b) In addition, the city clerk shall issue a check or tag containing the license number, together with a suitable inscription indicating that the license has been issued under the provisions of this article for the animal for which application for license has been made.
- (c) Prior to the issuance of such license, the applicant shall pay to the clerk a license fee for each animal license as currently established or as hereafter adopted by resolution of the city council from time to time, whether the animal is male, female or unsexed. A fee as currently established or as hereafter adopted by resolution of the city council from time to time shall be charged for each duplicate license issued. All license fees so received shall be deposited by the clerk into the treasury of the city.

(Code 1975, § 8-11-5; Code 1997, § 6-73)

Sec. 6-72. - Expiration.

All licenses issued under the provisions of this article shall expire on March 1 of each year.

(Code 1975, § 8-11-6; Code 1997, § 6-74)

Sec. 6-73. - Animals to wear collar and tag.

Any person owning, possessing or harboring any animal shall provide such animal with a substantial collar of leather, iron, copper, brass or other durable material, which may be elasticized, to which shall be securely attached the license check or tag issued under the provisions of this article, and it shall be unlawful for any person to remove such collar or the check or tag attached thereto from any animal without the consent of the licensee.

(Code 1975, § 8-11-7; Code 1997, § 6-75)

State Law reference— Similar provisions, MCL 287.262.

Sec. 6-74. - Time for licensing.

The provisions of this article relative to the licensing and vaccinating of animals shall apply with like effect to persons acquiring possession of dogs, cats and wild animals after the date specified, except that such application for license shall be made and such vaccination shall be performed within 48 hours after such dogs, cats or wild animals over four months of age have been acquired.

(Code 1975, § 8-11-21; Code 1997, § 6-76)

Sec. 6-75. - Notification of sale of animal.

It shall be the duty of a licensee who shall sell or dispose of any animal licensed under the provisions of this article to notify the clerk of such fact within 48 hours after sale or disposition of such animal, and to furnish information as to the new owner thereof and such owner's address.

(Code 1975, § 8-11-22; Code 1997, § 6-77)

Secs. 6-76—6-93. - Reserved.



PetData Proposal

Grosse Pointe Woods, Michigan



PetData is the largest animal licensing organization in the U.S. and is the only private company currently providing a comprehensive turnkey animal licensing program to municipalities. Saving money, increasing revenues and freeing up staff time are some of the primary reasons that municipalities hire PetData.

- 92% of PetData's contracts have been renewed since our founding.
- Our clients, on average, have increased licensing compliance by 42% after hiring PetData.
- Since PetData was founded, we have processed more than 9 million animal licenses.

12 January 2018

Pricing and Terms are valid for 90 days.

Experience

With over 21 years experience providing animal licensing services to municipalities, PetData has an excellent track record increasing licensing for our clients. On average, our client's licensing increases 42% after hiring PetData. For clients collecting rabies vaccination data from veterinarians, the average improvement is even higher, with a 72% increase in revenue. In addition to increasing revenue for our clients, PetData also lowers cost. Based on analyses conducted by several of our clients, PetData's fees are 40% to 60% lower than what a municipality spends to do the same service.

Managing animal licensing programs is our sole business and we dedicate 100% of our time and resources to managing and improving animal licensing programs for our clients. We are constantly striving to develop and create innovative technological solutions to benefit our clients. PetData currently administers animal licensing programs for over 65 municipalities.

Our current clients include:

Albuquerque, NM	Eugene, OR	Lenexa, KS	Roseville, CA
Alexandria, VA	Fayette County, TN	Lewisville, TX	Sahuarita, AZ
Anacortez, WA	Foothills Animal Shelter - Jefferson County, CO	Lynwood, CA	San Clemente - Dana Point, CA
Antioch, CA	Fort Pierce, FL	Manatee County, FL	San Luis Obispo, CA
Asheville, NC	Frisco, TX	Marana, AZ	San Mateo County, CA
Auburn, WA	Fulton County, GA	Matthews, NC	Santa Barbara, CA
Baltimore, MD	Garden Grove, CA	Mesilla Valley, NM	Solano County, CA
Beaumont, CA	Gilroy, CA	Morgan Hill, CA	Southern Brazoria SPCA, TX
Bothell, WA	Hawthorne, CA	Nevada County, CA	Sterling Heights, MI
Cedar Park, TX	Hernando County, FL	Newport Beach, CA	Sunnyvale, CA
Charlotte-Mecklenburg County, NC	Highland Village, TX	Norman, OK	Topeka, KS
Citrus Heights, CA	Irving, TX	Oakland, CA	Torrance, CA
Culver City, CA	Jo Daviess County, IL	Pasco, WA	University Park, TX
DeKalb County, GA	Kansas City, MO	Palm Beach County, FL	Virginia Beach, VA
State of Delaware	Kirkland, WA	Placer County, CA	Waukegan, IA
Denver, CO	Lake County, CA	Plano, TX	Weston, WI
Dubuque, IA	Lake County, FL	Prescott, AZ	Waunakee, WI
Eagle County, CO	Lakewood, WA	Rancho Cordova, CA	
Edmonds, WA	Las Vegas, NV	Rocklin, CA	

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Reasons to Hire PetData

There are several reasons why municipalities decide to hire PetData, including saving money, increasing revenues and freeing up staff time.

Saving Money

Over a decade ago, two major metropolitan areas did internal cost analyses of their licensing programs and discovered they were spending over \$5.00 per license just to process the license. The actual costs are higher today – between \$6.70 and \$7.47 per license, depending on the size of the metropolitan area. 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 time-consuming, extremely 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. Pricing is based on contract term commitment.

Pricing for a 1-year Agreement, with option to renew at current going rate:

- \$4.25 per license for a one-year license or a replacement tag for Year 1.

- \$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.

Pricing for an initial 3-year Agreement, with option to renew for two additional 1-year periods (5 years total).

- \$4.10 per license for a one-year license or a replacement tag for Years 1 - 3.

- \$4.20 per license for a one-year license or a replacement tag for Years 4 and 5.

- \$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. The Start-Up Fee covers all aspects of the client's Start-Up with PetData, and includes PetData's creation of manuals, reports, license renewal/billing forms, web pages, auto-attendant phone scripts and all database preparation. Additional fees and/or go-live date may be delayed if requirements are changed after they have been finalized and signed off by Client.

Convenience Fee (paid by licensee, not municipality)

PetData provides the option of licensing online via PetLicense and does not charge the municipality for this service. If the pet owner chooses to license online, PetData charges a convenience fee of \$2.00 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.

NOTE: If a client requests non-standard or additional services additional charges and/or minimum contract guarantees may apply. Contract minimum is \$6,000.00/year (approximately 1,500 one-year licenses).

Scope of Services

PetData Responsibilities

1. Process License Applications
 - A. Receive and process animal license applications through the mail.
 - B. Provide online licensing and process applications initiated through PetData's website.
 - C. Enter new and renewal license applications into PetData's proprietary database.
 - D. Deposit, or transmit for deposit, all receipts collected for license fees, with the exception of those payments made via credit card, into a Bank Account.
 - E. Mail license tags within 10 business days after receipt of payment and complete documentation as required by local ordinance and/or client policy.
 - F. Update license information in PetData's database and issue replacement tags as needed.
 - G. If PetData collects any payments due client from Licensees via credit card transactions that are paid to PetData, those payments will be deposited, or transmitted for deposit, into a Bank Account within 15 business days after the end of the calendar month in which collected.
2. Mail License Notices
 - A. Mail renewal and reminder notices for expiring animal licenses. Renewal notices will be mailed in the month prior to the license expiration date, or as otherwise agreed upon between PetData and client.
 - B. Mail billing notices to pet owners who have vaccinated a pet against rabies but have not licensed, if client collects rabies vaccination reports from veterinarians.
3. Customer Service for Licensing Program
 - A. Provide customer service to pet owners via phone, email and mail, and respond to requests in a timely fashion.
 - B. Provide customer service to client staff, and respond to client requests in a timely fashion.
 - C. Provide online access to licensing data to appropriate personnel via PetData's proprietary website, at no additional charge.
4. Manage Reports from Authorized Registrars and Veterinary Clinics
 - A. Process and enter license sales records from any registrars and veterinary clinics authorized to sell animal licenses.
 - 1) Track tag inventories at all authorized registrars, and reconcile reports.
 - 2) Invoice authorized registrars for licenses sold as needed
 - B. Process and enter rabies vaccination records from local veterinary clinics if rabies reporting is required by client.
 - C. Follow up with delinquent clinics and registrars and report delinquent clinics and registrars to client as needed.
5. Provide veterinarians and other authorized registrars with reasonable quantities of supplies (reporting forms, applications or vaccination certificates, citizen mailing envelopes, etc.) necessary to sell license tags and/or report rabies vaccinations to PetData. Supplies are to be printed in one color with the design and layout to be determined by PetData.
6. Reporting to Client
 - A. Send reports to client within 15 business days after the end of each month including the number of licenses sold at each location.
 - B. Provide custom statistical reports to client as requested within a timely manner. Depending on the information requested, PetData can provide most reports within five business days
7. Provide an online tag search to the public if the municipality wishes to have PetData's online tag search enabled.
8. Process donations on behalf of the municipality when a donation is made with the purchase of a license, if municipality requests donations be collected.

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Scope of Services

Client Responsibilities

1. Purchase license tags to PetData's specifications and ship them to PetData. We recommend that tags be shipped directly from tag vendor to PetData to reduce shipping costs.
2. Report client license sales electronically or by mail at least monthly by the 10th calendar day of the month for the prior month's sales.
3. Give PetData at least 60 days' notice of license fee or ordinance changes.
4. Respond to PetData inquiries in a timely fashion.
5. Provide feedback to PetData regarding program and customer matters.

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, client, or both, regarding vaccination or tag sales reports that are not submitted on a timely basis.

Description of Services

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 a 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 32 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.

Description of Services

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 \$2.00 is charged to the citizen per transaction to help defray PetData's cost of providing this option. Multiple pets may be licensed per transaction. This fee is not paid by the municipality and is optional for the pet owner. Pet owners may choose to mail in their payment and paperwork if they do not want to license 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.

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.

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 licensing process. TAILS 3.0 (The Animal Information & Licensing System) is based on a powerful client-server 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 and NCOA update. Addresses are processed real-time during data entry to ensure accuracy of address information, and further verified against the USPS NCOA Move Database to 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.
- Licensing History – Maintains a complete licensing history for owners and animals including license payments, vaccinations, and incomplete applications.
- Mailing History – Maintains a complete history of mailings sent to citizens, and provides extensive reporting on response rates that help us to adjust mailing timetables to generate the highest rate of returns.

TAILS 3.0 is 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

PetData backs up all databases 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. Client data is also copied to redundant secure cloud-based storage in US data centers. This backup configuration allows for recovery of the complete licensing database even in the event of a major failure or severe damage to our facilities. PetData does not collect or store personally identifiable information. In the event of termination of the contract, PetData will return client data in a mutually agreed upon format.

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 the municipality. 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.

Database Capability and Features

Credit Card Information Security/PCI Compliance

PetData has been fully PA-DSS and PCI-DSS complaint since 2006. As part of our compliance, PetData does not store any personal credit card information at any time. PetData agrees to 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 animal services staff to perform tag searches and look up licensing information in several ways, including 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 shelter staff, Emergency Dispatch and/or other authorized departments that need immediate access to licensing information. 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 are available upon request



Lisa Hathaway

From: Debbie Reed
Sent: Friday, January 19, 2018 8:21 AM
To: Lisa Hathaway
Subject: Animal Licensing and Fees purposal

Lisa,

I read the proposal that you asked me to review. I believe this will be a benefit to the residents with the option of on-line licensing, 3 yr licensing, and reminders that pet data sends out. If there is anything else I may be assistance of in this matter, please contact me.

Sent from my Verizon, Samsung Galaxy smartphone