



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: August 11, 2025

TOPIC Change in Oakland County Dog License Program

BACKGROUND BRIEF:

Oakland County is making changes to its dog licensing program by entering into an agreement with DocuPet to manage the sales of dog licenses. Currently, the Village sells dog licenses for the County and receives \$2.00 for each license sold. Village staff must prepare a monthly report of licenses sold and remit the license fees to the County. The County provides the Village with the license tags to distribute when the licenses are purchased. Under the new program, the County will no longer distribute license tags to issuing municipalities. Instead, licenses will be purchased through the DocuPet web portal, and tags will be mailed to the pet owners. Municipalities can opt to continue selling licenses utilizing the portal or direct pet owners to the web site to purchase licenses on their own.

Administration is recommending that the Village discontinue the sale of dog licenses at the Village office and, instead, direct pet owners to the DocuPet web portal. This change will eliminate the Village's workload for managing the program locally and its associated personnel and other costs.

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The Village sold 48 license tags in 2024 and received \$98.00 in commission for the service.

RECOMMENDED MOTION:

To authorize the Village Manager to provide notice to Oakland County Animal Shelter of the Village's intent to discontinue the sale of dog licenses at the Village offices and to direct all customers wishing to purchase dog licenses to the DocuPet web site as the County's new dog license issuer.