

In response to the proposal SHORT-TERM RENTAL ADMINISTRATIVE SERVICES for EAST BAY CHARTER TOWNSHIP, MICHIGAN, could you kindly respond to the following batch of questions?

**Questions & Responses:**

1. Has a timeline been established for the project?  
The requests are due August 16, 2018 by 5:30 pm. Township administration anticipates a review and recommendation completed and prepared for consideration by the Township's Board of Trustees at their September 10, 2018 board meeting. We anticipate a respondent will be awarded the work at that meeting. From there, we will set a timeline with the successful applicant for implementation of the permitting/licensing process. The end goal is to have a 1/1/2019 deadline where it is expected all short-term rentals are in compliance with the ordinance.
2. Has a budget been established for the project?  
It has not yet been established. An acceptable rate will be determined with firms' proficiency, features, and competitive pricing.
3. Is there someone in council driving the project?  
Short-term rental administration is handled through the Planning & Zoning Department which is under supervision of the Township Supervisor who reports to the Board of Trustees.
4. Who will make the final decision on which vendor to select?  
The East Bay Charter Township Board of Trustees will make a formal motion and decision. However, prior to that decision and the meeting, administration and staff will review the responses and propose a recommendation to the Board which is felt in the best interest of the township.
5. Are any properties registered?  
Currently, no properties are registered.
6. Will Traverse City pass an ordinance in the near future that may conflict with the East Bay Township's ordinance? Possibly, but East Bay Charter Township and Traverse City are two separate jurisdictions.
7. Will the overlapping part of Traverse City and East Bay Twp cause conflict with the ordinances? The geographic boundaries between Traverse City and East Bay Township, or any other jurisdiction for that matter, are distinct and do not overlap.
8. Does the township care about whether an STR property has lost PRE status for their property taxes with respect to licensing? As a property is licensed in compliance with the Township's STR ordinance, the Township's Assessing Department will be notified of the established license. At that point, it is the Assessing Department's responsibility to make any adjustments as established by Michigan statute.

**What are the key driving factors in your decision? In Order of Importance**

(Related to Code Enforcement and Collecting Taxes)

- a. Accuracy of Data and Case History
- b. User Interface
- c. Reporting
- d. Outreach- Follow up emails/ phone calls
- e. Hotline Service

Response: Related to Code Enforcement, accuracy of data and case history will be critical. As the Township has limited staff and no 24/7 staff, an efficient and effective enforcement for residents will be crucial. The Township is open to methods of reporting and tracking enforcement.