



Item: Resolution 10049, Establishing City of Great Falls Animal Shelter Related Fees and Services

From: Jennifer Reichelt, Deputy City Manager

Presented By: Jennifer Reichelt, Deputy City Manager

Action Requested: Set a public hearing on Resolution 10049 for January 21, 2014.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission set a public hearing on Resolution 10049 for January 21, 2014.”

2. Mayor calls for a second, discussion, public comment, and calls the vote.

Staff Recommendation: Set a public hearing on Resolution 10049, Establishing City of Great Falls Animal Shelter Related Fees and Services, for January 21, 2014.

Background: The City of Great Falls Animal Shelter (Shelter) is an Open Admission Municipal animal shelter, which serves not only the City of Great Falls, but all of Cascade County and the surrounding areas. The Mission of the Shelter is to ensure the health, safety and welfare of the animals and citizens of the Great Falls community through education about responsible pet ownership.

Animal Control functions are provided through the Police Department and animal control officers are responsible for the collection, impoundment and initial care of stray or vicious dogs, cats and other animals. They also enforce City Ordinances and State Laws relating to the control of animals and are designed to control the domesticated animal population.

The Shelter Staff and Animal Control Officers work collaboratively together to ensure the safety and quality of life for animals in the community.

Fees for the Great Falls Animal Shelter and Animal Control Services were last adjusted by the City Commission in 2007 and were adopted by Resolution 9659. At that time, Resolution 9659 replaced all other animal control fee resolutions including Resolution 9078.

In doing so Resolution 9659, inadvertently repealed and did not replace some of the animal control licenses and fees included in Resolution 9078; including commercial kennel licenses, wild animal permits, and bee hive licenses as well as the surrender fee.

Resolution 10049 addresses and includes all animal control areas identified in the City Code (Title 6, Chapter 8, Animals and Chapter 10, Bees) as well as all functions and services provided by the Great Falls Animal Shelter. Resolution 10049 also includes a definition page, to help avoid confusion for both staff and pet owners.

Highlights of the new fee structure include:

- **Adoption Fee** – Resolution 10049 includes an easier to understand adoption fee for both dogs and cats, which incorporates the former spay/neuter deposit. The proposed adoption fee is \$140 for dogs and \$50 cats. This new fee will ensure that all animals leaving the Shelter are altered as well as micro chipped, vaccinated and have a nametag.
- **Promotional Adoption Fee** – Resolution 10049 does allow for a promotional adoption fee. The Shelter may hold adoption promotion events throughout the year. The amount of the Adoption Promotion Fee would vary and allows dogs and cats to be adopted from the Shelter at a discounted rate. Oftentimes, the promotional rate would be offset by the Guardian Angel Fund and the Adoption Fund. The Adoption Promotion Fee would be used based on space or on an as needed basis.
- **Animal Registration** – City Code requires that all dog and cats over six months of age to be registered. Previously there were numerous categories for animal registrations, which caused confusion. Resolution 10049 makes registration easier to understand for pet owners. A pet owner can choose to purchase an annual registration at \$15 (altered) or \$30 (not altered) or a lifetime registration for \$75 (available for altered animals only).
- **Surrender Fee** – For those individuals who choose to surrender their animals to the Shelter a \$20 per animal or \$30 per litter fee will be charged.
- **Cost of Care** – Resolution 10049 adopts a standard daily cost of care of \$10, which covers the daily expenses associated with caring for impounded animals; it includes the cost of staff time, food, water and shelter as well as basic utility expenses (heat, electricity, water, etc.). In the event that an animal is impounded at the Shelter due to a court mandated situation, the daily cost of care will be charged at a daily rate of \$15. In most situations court mandated animals tend to be aggressive animals or bite cases and may involve at least two staff members, these animals have longer stays times and need to be isolated from other animals.
- **Triage/Vaccination Fee** – Resolution 10049 includes a fee that covers a basic health assessment and will be charged to owners whose animals are impounded at the Shelter. A basic health assessment includes temperature, weight, eyes, ears, etc. as well as the Da2PPv (distemper/parvo), bordatella (kennel cough) vaccinations and de-worming for dogs and the FvRCP (feline distemper) vaccinations and deworming for cats.

- ***Cremation Services*** - The Shelter offers pet cremation services to the Great Falls community, local veterinary offices and surrounding areas. Owners have the option of selecting general, segregated or individual cremation options. Resolution 10049 adopts a standard fee for each cremation option (covers the cost of cremation) as well as a processing fee of \$12. The fee covers the cost of an urn, lapel pin, paw print and cremation certificate (the processing fee is not charged to those who select General Cremation).
- ***Multiple Animal Permits*** – A Multiple Animal Permit is required for any person, family, or household owning or harboring more than two dogs over six months of age and two cats over six months of age for more than thirty days. This Resolution requires Multiple Animal Permits to be issued on a two year basis – instead of on an annual or lifetime basis. \$40 will be charged for those who request a Multiple Animal Permit for 6 or less animals or \$75 for 7 or more animals. Those residents who have purchased and hold lifetime Multiple Animal Permits will continue to have their permit honored as long as the terms of the original permit continues to be met.
- ***Inclusion of Animal Control Licenses*** – Resolution 10049 includes Wild Animal License Certificates, Hobby Breeder Permits, Bee Hive Keeper Registrations and Bee Hive Licenses. Commercial Kennel permits are included as well, however the permitting and inspection of those kennels are currently handled through the Planning and Community Development Department.

Concurrences: The City Commission heard presentations on the status of the Great Falls Animal Shelter and fee proposals at Work Sessions on October 15, 2013 and November 5, 2013.

The proposed fees are in alignment with other animal shelters across the state. Staff also contacted the ASPCA (American Society for the Prevention of Cruelty to Animals) for advice when developing the proposed fees. The proposed fees also follow the recommendations provided by Kim Stanton, Animal Welfare Consultant.

Fiscal Impact: The proposed fees should help streamline the adoption process, are in alignment with other shelters across the state and in most cases recoup the cost of doing business.

Alternatives: The Commission could choose not to set the public hearing on Resolution 10049 and keep the fees for the Animal Shelter and Animal Control the same.

Attachments/Exhibits:

Resolution 10049
 Resolution 9659
 Resolution 9078

RESOLUTION NO. 10049

A RESOLUTION ESTABLISHING CITY OF GREAT FALLS ANIMAL SHELTER RELATED FEES AND SERVICES IN ACCORDANCE WITH TITLE 6 OF THE OFFICIAL CODE OF THE CITY OF GREAT FALLS (OCCGF) SUPERCEDING RESOLUTION 9659

WHEREAS, the City Commission adopted Resolution 9659 in June, 2007, establishing animal control fees. Said fees have not been adjusted since that time; and

WHEREAS, the City of Great Falls Animal Shelter is an Open Admission Municipal Animal Shelter that serves not only the City of Great Falls, but all of Cascade County and surrounding areas; and

WHEREAS, the Mission of the Great Falls Animal Shelter is to *ensure the health, safety and welfare of the animals and citizens of our community through education about responsible pet ownership*; and

WHEREAS, the City of Great Falls Police Department handles all Animal Control issues. Animal Control Officers are responsible for the collection, impoundment and initial care of stray or vicious dogs, cats and other animals, enforcing City ordinances and State laws relating to the control of animals and designed to control the domesticated animal population; and

WHEREAS, the staff at the Great Falls Animal Shelter and the Animal Control Officers work together to improve animal welfare and the quality of life for animals in the Great Falls community; and

WHEREAS, having considered the cost of operation and administration of both the Great Falls Animal Shelter and Animal Control services, it is deemed necessary and appropriate to adjust fees associated therewith for the proper administration and operation of the Great Falls Animal Shelter and Animal Control.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF GREAT FALLS, MONTANA:

That the Animal Shelter Related Fees and Services and Definitions set forth below as Exhibit "A" are hereby adopted;

This Resolution shall become effective upon adoption superceding Resolution 9659.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana, January 21, 2014.

Michael J. Winters, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

Sara Sexe, City Attorney

**Resolution 10049
Exhibit "A"**



City of Great Falls Animal Related Fees & Services

Animal Shelter

Adoptions Fees

Dog Adoptions	\$140
Cat Adoptions	\$50
Spay/Neuter Deposit	\$50 Kittens/Cats - \$100 Puppies/Dogs
Adoption Promotion Fee	Varies during adoption promotions

Licenses & Fees

Nametag	\$10
Surrender Fee	\$20 per animal or \$30 a litter
Yearly Animal Registration* (Altered)	\$15
Yearly Animal Registration* (Unaltered)	\$30
Lifetime Animal Registration* (Altered Only)	\$75

**Animal Registrations are also known as Animal Licenses.*

Redemption Fees

Administration Fee (One-Time)	\$12
Triage/Vaccination Fee	\$20
Rabies Deposit (One-Time)	\$15
Veterinary Bills to Owner	Variable (based on services rendered)
Cost of Care (Daily)	\$10
Cost of Care - Court Mandated Cases (Daily)	\$15
Court Mandated Euthanasia	\$50

Cremation Services

Cremation Processing Fee	\$12
General Cremation	\$48
Segregated Cremations	
Up to 25 pounds	\$68
26-75 pounds	\$93
76-200 pounds	\$103
Individual Cremation	
All Weights up to 200 pounds	\$150
*Over 200 pounds	\$1.25 per pound

**Cremation Services may not be available for all animals over 200 pounds; owners should inquire at the Great Falls Animal Shelter.*

Animal Control

Licenses, Fees & Permits

Wild Animal License Certificate (Initial Registration)	\$200
Wild Animal License Annual Certificate (Renewal)	\$150
Multiple Animal Permit – 6 or Less Animals (2 year Permit)	\$40
Multiple Animal Permit – 7 or More Animals (2 year Permit)	\$75
Multiple Animal Hobby Breeder Permit (Annual)	\$150
Commercial Kennels	Coordinated through Planning & Community Development
Bee Hive Owner/Bee Keeper Registration (One-Time)	\$40
Bee Hive(s) License (Annual)	\$10 per hive

Definitions

Animal Shelter Fees

Adoption Fees – The adoption fees for dogs and cats include spaying/neutering of the animal, a micro-chip, vaccinations and a nametag.

Spay/Neuter Deposit - Per Montana State Law (7-23-4202) any publicly operated animal shelter may not offer for adoption any cat or dog that has not been spayed or neutered; unless a deposit for spaying or neutering the animal has been paid. The Great Falls Animal Shelter (Shelter) is requiring a spay/neuter deposit for animals that are 6 months of age or younger (too young to be spayed at the time of adoption).

The cost of spaying/neutering all other dogs and cats is included in the adoption fee. Those animals not already altered at the time of adoption will be transported to a veterinarian who is participating in the Shelter's Guardian Angel Program to be spayed/neutered.

A spay/neuter deposit would also be required if a new adoptee selects to take the animal home immediately (before being spayed/neutered) or in the event the new adoptee lives outside the City limits.

The spay/neuter deposit will be returned to new pet owner once documentation is provided showing the dog or cat is altered. Per Montana State Law the spay/neuter deposit must be forfeited if the spaying or neutering is not done within 30 days if the cat or dog is more than 6 months old at the time of adoption; or by the time the animal reaches the age of 6 months if the animal is less than 6 months old at the time of adoption, or within 30 days of the adoption, whichever is longer.

Adoption Promotion Fee - The Shelter may hold adoption promotion events throughout the year. The amount of the Adoption Promotion Fee would vary and allows dogs and cats to be adopted from the Shelter at a discounted rate. Oftentimes, the promotional rate would be offset by the Guardian Angel Fund and the Adoption Fund. The Adoption Promotion Fee would be used based on space or on an as needed basis.

Nametags – Dog and cat nametags are sold at the Shelter for a nominal fee.

Surrender Fee – A surrender fee will be charged to an owner who surrenders an unwanted animal(s) to the Shelter. An additional fee will be charged to those owners who surrender a litter to the Shelter. The fee helps offset the initial intake/processing cost of the animal and general cost of care.

Animal Registration (also known as animal licenses) – Per City Code any person keeping or harboring any dog or domestic cat over six (6) months of age must register the animal by paying a registration fee. The Shelter sells both annual and lifetime registrations, proof of vaccinations are required. The cost of registration varies based on whether or not the animal is altered. Lifetime registrations are only available to be purchased for those animals that are altered. Animal registrations are sometimes referred to as animal licenses.

Impounded Animals/Redemption - The owner of any pet animal which has been impounded, upon proving ownership, may redeem the pet from the Great Falls Animal Shelter once they pay a registration fee (for unregistered pet animals); a daily cost of care fee for each day that the animal has been held in the Shelter; a fee for rabies vaccination if the pet is not vaccinated; and any veterinary fees incurred while the animal is at the Shelter.

Administration Fee – This fee helps off-set the cost of staff time involved in the intake process of impounded animals and includes the costs associated with setting up an animal up with shelter, food, water and bedding.

Triage/Vaccination Fee - This fee includes a basic health assessment (temperature, weight, eyes, ears, etc.) as well as the Da2PPv (distemper/parvo), bordatella (kennel cough) vaccinations and de-worming for dogs and the FvRCP (feline distemper) vaccinations and deworming for cats.

Vaccinations – Per City Code It is unlawful for any person to keep, maintain or harbor any dog, cat, ferret or horse over six (6) months of age unless it has had a current anti-rabies vaccine administered under the direction of the public health officer by a licensed veterinarian or with any other vaccine approved by the public health officer and the state veterinarian.

Veterinary Care/Bills – The owner of an impounded animal is responsible for any veterinary services and associated costs while their animal is at the Shelter.

Rabies Deposit - The owner of any dog or cat which does not have proof of rabies vaccination must pay a fifteen dollar (\$15) refundable fee. The fee will be refunded when the owner provides proof of vaccination.

Cost of Care – The cost of care covers the daily expenses associated with caring for impounded animals; it includes the cost of staff time, food, water and shelter as well as basic utility expenses (heat, electricity, water, etc.). It is calculated at \$10 a day.

Cost of Care - Court Mandated Cases – In the event that an animal is impounded at the Shelter due to a court mandated situation the daily cost of care for that animal will be charged at a daily rate of \$15 a day. This covers the daily expenses associated with caring for the animal including staff time, food, water and shelter as well as basic utility expenses (heat, electricity, water, etc.). In most situations court mandated animals tend to be aggressive or bite cases and may need to involve at least two staff members, these animals have longer stays times and need to be isolated from other animals.

Court Mandated Euthanasia – In the event of court mandated euthanasia, this fee is charged to the pet owner and covers the cost of the contracted vet who provides the service, decapitation if necessary (required in bite cases), rabies testing and the general disposal and processing of the animal.

Cremation Services – The Shelter offers pet cremation services to the Great Falls community, local veterinary offices and the surrounding areas. Owners have the option of selecting general, segregated or individual cremation options. The processing fee covers the cost of the urn, lapel pin, paw print and cremation certificate (the processing fee is not charged to those who select General Cremation).

Animal Control Definitions

Wild Animals License Certificate – Anyone who wishes to keep a wild animal in their home or on their property is required to obtain a Wild Animal License Certificate. An inspection of the property must be completed by an Animal Control Officer before the certificate can be granted. Written consent of at least 75% of the adjoining neighbor is also required (200 feet east and west and 150 feet north and south). A one-time fee of \$200 and an annual renewal fee of \$150 is required. Renewals are required within sixty (60) days of the expiration day of the initial application.

Multiple Animal Permits – A Multiple Animal Permit is required for any person, family, or household owning or harboring more than two (2) dogs over six (6) months of age and two (2) cats over six (6) months of age for more than thirty (30) days. Multiple Animal Permits are issued on a two (2) year basis. Those residents who have purchased and hold lifetime Multiple Animal Permits will continue to have their permit honored as long as the terms of the original permits continue to be met.

Multiple Animal Hobby Breeder Permit – A Multiple Animal Hobby Breeder Permit is required for any person, family, or household owning or harboring more dogs and cats than are permitted by City Code and who intend to breed their animals. The holder of a regular Multiple Animal Permit or a person holding no Multiple Animal Permit must apply for a Multiple Animal Hobby Breeder Permit within ten (10) days of the birth of a litter.

Commercial Kennels - A Commercial Kennel Permit is required for any individual who wishes to engage in the boarding and/or breeding of dogs, cats, reptiles, or any other pet animal for compensation. This process is currently coordinated through the Planning and Community Development Department and applicants are required to receive a Safety Inspection Certificate (SIC) before opening for business. Commercial kennels are only allowed in approved zoning districts outlined in Title 17 of the City Code (those zoning districts include C-2, C-3, GFIA and I-1).

Bee Hive Owner/Bee Keeper Registration & Licensing – Any person wishing to maintain honeybees on their property must submit a one-time registration fee of \$40 to be recognized as a “bee keeper or bee hive owner” and license their bee hives at the rate of \$10 per hive each year, including the first year. All hives shall be registered and licensed with Animal Control prior to April 1st of each year. No more than five (5) hives of honeybees are allowed on each one-quarter acre of property or less.

RESOLUTION 9659

A RESOLUTION ESTABLISHING ANIMAL CONTROL FEES

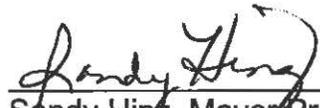
WHEREAS, in January 2007 the City Commission adopted a new ordinance pertaining to animal control laws.

WHEREAS, within the new animal control ordinance, references were made to several types of fees that were to be set by Commission Resolution.

WHEREAS, Resolution 9659 hereby sets the fees that were stipulated in the animal control ordinance and replaces all other animal control fee resolutions and fees.

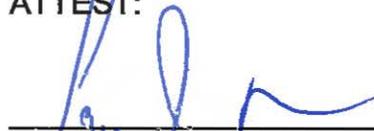
NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF GREAT FALLS, MONTANA that the City Commission hereby adopts the animal control fees set forth in Exhibit A.

PASSED by the Commission of the City of Great Falls, Montana, on this 5TH day of June, 2007.



Sandy Hinz, Mayor Pro-Tempore

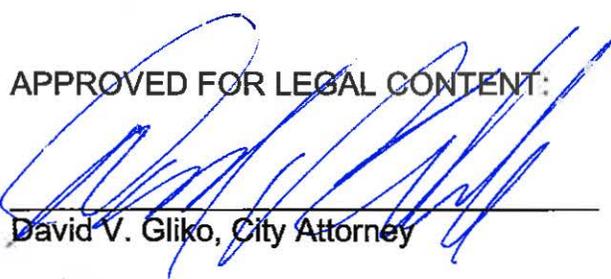
ATTEST:



Peggy J. Bourne, City Clerk

(SEAL OF CITY)

APPROVED FOR LEGAL CONTENT:



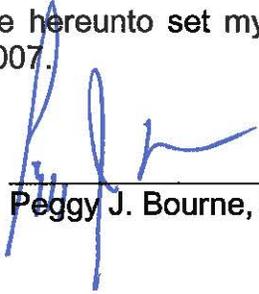
David V. Gliko, City Attorney

State of Montana)

County of Cascade: ss.
City of Great Falls)

I, PEGGY J. BOURNE, City Clerk of the City of Great Falls, Montana, do hereby certify that the foregoing Resolution 9659 was placed on its final passage and adoption, and was passed and adopted by the City Commission of said City at a Regular Meeting thereof held on the 5th day of June, 2007, and approved by the Mayor of said City, on the 5th day of June, 2007.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City, this 5th day of June, 2007.



Peggy J. Bourne, City Clerk

(SEAL OF CITY)

Exhibit A
ANIMAL ORDINANCE FEES

REGISTRATION FEE	ALTERED	UNALTERED
1 Year	\$15	\$30
Lifetime	\$75	\$150
Licenses issued for one year beginning January 1 and shall be renewed annually. If the owner renews or obtains a license for the first time after September 1st, the registration is valid for the remaining year and the entire following year. If the registration fee is renew or obtained prior to September 1st, the registration is valid until Dec 31st.		
IMPOUND FEE (Per Calendar Year)	ALTERED	UNALTERED
1 st Impound Animal Registered	\$20	\$40
1 st Impound Animal Not Registered	\$40	\$80
2 nd Impound Animal Registered	\$30	\$60
2 nd Impound Animal Not Registered	\$60	\$120
3 rd (and above) Impound Animal Registered	\$40	\$80
3 rd (and above) Impound Animal Not Registered	\$100	\$200
If the owner registers the animal when redeeming them, the impound fee charged shall be set at the registered rate		
Free Ride Home: Animals who are registered and altered shall be given one free ride home if animal control is able to contact the owner of the animal at home after the animal is picked up. If an animal has already been given a "free ride home", animals who are altered and registered and returned to their owners at home shall be charged a fee of \$10.00		
DEPOSITS	ALTERED	UNALTERED
Rabies	\$15	\$15
Unaltered Dog	n/a	\$100
Unaltered Cat	n/a	\$50
SHOT FEE		
Parvo/Distemper	\$15.00	(No Refunds)

Exhibit A
ANIMAL ORDINANCE FEES

BOARDING FEE (Per Day)	ALTERED	UNALTERED
Cat	\$15	\$30
Dog	\$15	\$30
MULTIPLE ANIMAL PERMIT		
	1 Year	Lifetime
6 or Fewer Total Animals	\$25	\$50
7 6 or More Total Animals	\$50	\$100
All animals must have current registration and all necessary vaccinations prior to issuance of the MAP.		
MULTIPLE ANIMAL HOBBY BREEDER PERMIT		\$300
This permit is valid for one year from the date of issuance.		
* Senior Citizens (over 65 years of age) shall be entitled to ½ price on all registration, Multiple Animal Permits, and Multiple Animal Hobby Breeder Permits		

*typo caught
& corrected
4/16/13
pb*

RESOLUTION 9078

A RESOLUTION SUPERCEDING RESOLUTION 8551 ESTABLISHING THE ANIMAL CONTROL FEE SCHEDULE IN ACCORDANCE WITH TITLE 6, OF THE OFFICIAL CODES FOR THE CITY OF GREAT FALLS

WHEREAS, the City Commission of the City of Great Falls, having met in a regular session at the Civic Center, Great Falls, Montana, at 6:00 p.m. and having considered the cost of operation, equipment, facilities and administration for the Animal Shelter do hereby establish the Fee Schedule as follows:

1. **License Fee.** The annual license fee will be twenty-five dollars (\$25.00) per year for unaltered animals and ten dollars (\$10.00) per year for neutered males and spayed females. The fee for a two-year dog license will be forty-five dollars (\$45.00) for unaltered animals and fifteen dollars (\$15.00) for neutered males and spayed females. The provisions of this section shall not apply to nonresidents having dogs under restraint within the City less than fifteen days.

In the event that a dog tag is lost or destroyed, another tag shall be issued by the licensing agent, upon presentation of an affidavit to that effect, a receipt or duplicate receipt showing payment of the license fee for the current year, and the payment of a fee of one dollar for such duplicate. No refunds shall be made on any dog license fee because of the death of the dog or the owner leaving the City before the expiration of the license period.

2. **Commercial Kennel.** The applicant must pay an annual commercial kennel fee of fifty dollars (\$50.00) which shall cover a full year from the date of license approval.
3. **Wild Animal Permit.** The applicant must pay an annual wild animal permit fee of fifty dollars (\$50.00).
4. **Rabies Vaccination Fee.** The owner of any dog which does not have proof of rabies vaccination must pay a fifteen dollar (\$15.00) refundable fee. The fee will be refunded when the owner provides proof of vaccination.
5. **Disposal Fee.** There will be no fee for disposing of dead dogs or dead cats if the animal owner resides in Great Falls and the animal is transported to the shelter by the owner.
6. **Surrender Fee.** A Surrender Fee of one dollar will be charged to an owner who is a resident of Great Falls for unwanted animals brought to the shelter. A surrender fee of ten dollars (\$10.00) will be charged to non-residents (except those covered by a contract) for unwanted animals brought to the shelter.
7. **Impound Fee.** The Impound fee will be established by the Animal Shelter Board of Directors.
8. **Adoption Fee.** The Adoption fee will be established by the Animal Shelter Board of Directors.

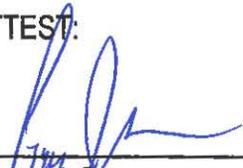
9. **Neutering Incentive Fee.** The Neutering Incentive Fee will be established by the Animal Shelter Board of Directors.

10. **Bee Hive Licensing.** The applicant must pay a one-time fee of twenty-five dollars (\$25.00).

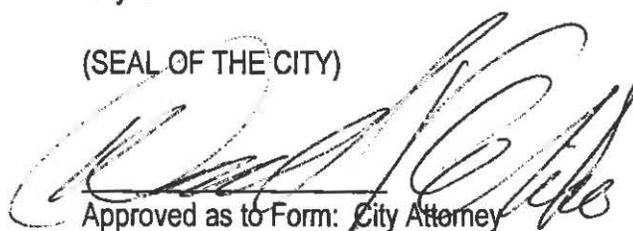
PASSED by the Commission of the City of Great Falls, Montana, on this 2nd day of May, 2000.


Randall H. Gray, Mayor

ATTEST:


Peggy J. Bourne
City Clerk

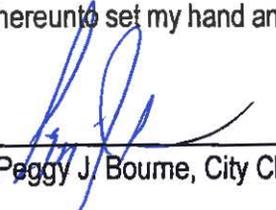
(SEAL OF THE CITY)


Approved as to Form: City Attorney

State of Montana)
County of Cascade : ss
City of Great Falls)

I, Peggy J. Bourne, City Clerk of the City of Great Falls, Montana, do hereby certify that the foregoing Resolution 9078 was placed on its final passage and passed by the Commission of the City of Great Falls, Montana, at a meeting thereof held on the 2nd day of May, 2000, and approved by the Mayor of said City on the 2nd day of May, 2000.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said City this 2nd day of May, 2000.


Peggy J. Bourne, City Clerk

(SEAL OF THE CITY)