



**Item:** Resolution 10125, Revising City of Great Falls Animal Shelter Related Fees and Services

**From:** Jennifer Reichelt, Deputy City Manager

**Initiated By:** Lynn Formell, Great Falls Animal Shelter Director

**Presented By:** Jennifer Reichelt, Deputy City Manager

**Action Requested:** Set a public hearing on Resolution 10125 for November 17, 2015.

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission (set/not set) a public hearing on Resolution 10125 for November 17, 2015.”

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

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**Staff Recommendation:** City Commission set a public hearing for Resolution 10125 on November 17, 2015, to consider revising City of Great Falls Animal Shelter related fees and services. Resolution 10125 would repeal Resolution 10049, which was adopted in January 2014.

**Summary:** Resolution 10125 revises the established fees for the Great Falls Animal Shelter. Fee changes are proposed in the following areas: increase in the adoption fee for small animals; formally implement an incentive licensing program for veterinarians and those non-profits that adopt animals; and establish market rate cremation fees that help the Shelter re-coup the cost for the service they provide to the public and local veterinarians. Resolution 10125 also includes updates to the Great Falls Animal Shelter definitions.

**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 our community through the education of responsible pet owners.

The City’s Animal Control functions are provided through the Police Department. 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 help control the domesticated animal population.

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

#### *Shelter Fee Adjustments in 2014*

Fees for the Great Falls Animal Shelter were last adjusted by the City Commission by Resolution 10049 in January 2014. Highlights included new adoption fees, which incorporated the cost of spay/neutering, vaccinations and microchipping. In addition the cost of licensing/registration was increased slightly, and the addition of microchipping was introduced at the Shelter. The Shelter also introduced new charges. A surrender fee, as well as the redemption cost of care fee and a triage/vaccination fee which were implemented in place of impoundment fees.

Overall, the new fees have helped offset the cost of Shelter services. The Shelter has also seen an increase in redemptions and adoptions. In Fiscal Year 2015, 65.5% of the Shelter's animals were either adopted, reunited with their owner or placed with a rescue organization.

The Shelter has also seen a decrease in the number of animals entering the facility, in Fiscal Year 2014, 1622 animals entered the Shelter, in Fiscal Year 2015, 1488 animals entered the Shelter, which is a decrease of 8%. This decrease can be attributed to the Shelter microchipping adopted animals (as well as offering them to the community), spaying and neutering all animals leaving the Shelter, the Shelter's volunteer program and working with community members to reunite lost pets directly with their owners.

#### *Cremation Services*

After the fee adjustments in 2014, one cost area that still needed to be reviewed was cremation services. These fees had not been adjusted since 2007 when the City began operating the Shelter. Over the years, local veterinarians were also receiving a substantial discount (up to 20%) for using the Shelter's services.

After reviewing the actual cost of the service the Shelter provides, it was determined that the costs need to be adjusted for both the public and veterinarians in order for the Shelter to re-coup costs and operate more efficiently. On any animal over 50 pounds, the Shelter was seeing an average loss of 17% based on current fees, this does not take into account the discount many veterinarians receive. A number of costs go into cremation services including staff time, transportation, utilities (electric & gas), supplies, permitting, the wood box urn, name plate, paw print, pin, certificate, etc.

Staff determined the best way to charge for this service was to divide the service into three cost categories – general cremations, segregated cremations and individual cremations. Clients will then be asked to pay based on the weight of their pet within each category.

The Shelter's cremation services is open to all local veterinarians. Currently six local veterinarians choose to use the Shelter's services, staff has visited with them and explained the new cremation fee schedule. In some categories they may be paying less than before and in others more; however, they will be receiving a better total package for their customers in return.

### *Licensing Program*

This past year all local veterinarians had the opportunity to participate in the Shelter's Pilot Licensing Program. The goal of the program is to license more animals in the community, increase redemption rates and make purchasing licenses more convenient for pet owners.

Previously, if veterinarians sold licenses they would receive a \$1 for each license sold. This past year, by agreeing to participate in the program and sell City licenses, veterinarians received 20% of the total revenue collected from their license sales. The Shelter had six veterinarians choose to participate in the pilot program. During the pilot program veterinarians sold 636 licenses (one year altered, one year unaltered and lifetime licenses). In Fiscal Year 2015, approximately 1600 licenses were sold, which is a 23% increase in license sales from the previous year.

On average participating veterinarians received \$447.50 in license sales revenue (previously this would have been \$106). The maximum a veterinarian received was \$1,026 – this individual sold 259 licenses through his or her practice; in the past this would have resulted in \$259 in revenue. Resolution 10125 formalizes the Shelter's Licensing Program for veterinarians and expands it to include local non-profits which adopt animals in the community if they choose to participate in the program. The Shelter anticipates having more veterinarians and non-profit adoption agencies participate in the program this next year.

### *Small Animals*

The final component of Resolution 10125 increases the adoption fee for small animals from \$25 to \$50. This increase will help cover the cost of spaying and neutering small animals.

**Concurrences:** The City Commission adopted Resolution 10049 on January 21, 2014.

**Fiscal Impact:** By increasing cremation fees, the Shelter will be able to continue to provide a valuable service to the local community at a reasonable price, while creating revenue for the Shelter.

**Alternatives:** The Commission could choose not to set the public hearing on Resolution 10125 and keep the fees for the Animal Shelter the same.

### **Attachments/Exhibits:**

Resolution 10125

Exhibit A – Proposed City of Great Falls Animal Shelter Related Fees and Services

Exhibit B – Current City of Great Falls Animal Shelter Fees

**RESOLUTION NO. 10125**

**A RESOLUTION REVISING 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) SUPERSEDING RESOLUTION 10049**

**WHEREAS**, the City Commission adopted Resolution 10049 in January, 2014, establishing Animal Shelter related fees and services; and

**WHEREAS**, the Great Falls Animal Shelter is an open-admission, municipal animal shelter operated by the City of Great Falls, which provides a safe haven for stray, abandoned and owner surrendered animals in Great Falls, Cascade County and the surrounding areas; and

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

**WHEREAS**, The Great Falls Animal Shelter provides a number of services including animal protection, pet adoptions, cremation services for veterinarians and private citizens, as well as licensing and microchipping. The Shelter also has volunteer opportunities and close to 200 volunteers who assist with the animals and other events and activities throughout the year; 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 helps 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 the operation and administration of the Great Falls Animal Shelter, it is deemed necessary and appropriate to adjust some of the fees associated therewith for the proper administration and operation of the Great Falls Animal Shelter.

**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 attached hereto as Exhibit "A" are hereby adopted; and

This Resolution shall become effective upon adoption superseding Resolution 10049.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,  
November 17, 2015.

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Michael J. Winters, Mayor

ATTEST:

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Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

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Sara Sexe, City Attorney

**Resolution 10125**  
**Exhibit "A"**

**City of Great Falls Animal Shelter**  
**Fees & Services**

**Great Falls Animal Shelter (Shelter)**

***Adoption Fees***

Dog Adoptions	\$140
Cat Adoptions	\$50
Other Small Domestic Animals	\$50
Small Domestic Birds	\$5
Spay/Neuter Deposit	\$50 Kittens/Cats - \$100 Puppies/Dogs
Rabies Deposit	\$15 Kittens & Puppies Only
Adoption Promotion Fee	Varies during adoption promotions

***Licenses & Fees – General Public Rates***

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

***Licenses – Veterinary & Non-Profit Rates***

Local veterinarians as well as local non-profits (who adopt animals), may participate in the Shelter's Licensing Program. By agreeing to participate in the program, participants may sell licenses at the rate approved by the City Commission and receive 20% of the total revenue collected from their license sales.

*Animal Registrations are also known as Animal Licenses and are valid for twelve (12) months from the date of purchase. Service/Companion Animals and governmental police dogs should be registered with the City of Great Falls, but will not be charged for such registration.*

***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***

### ***General Cremations (No Ashes Returned)***

0-30 Pounds	\$25
31-70 Pounds	\$50
71+ Pounds	\$80

General cremation – This service involves disposal only.

### ***Segregated Cremations (Ashes Returned)***

0-15 Pounds	\$50
16-50 Pounds	\$100
51-90 Pounds	\$150
91-150 Pounds	\$200
151-200 Pounds	\$250

Segregated cremations – more than one animal is placed in the incinerator at a time, but they are separated so the owner receives only their animal's ashes back.

### ***Individual Cremations (Ashes Returned)***

0-15 Pounds	\$150
16-50 Pounds	\$200
51-90 Pounds	\$250
91-150 Pounds	\$300
151—200 Pounds	\$350

Individual Cremations – one animal in the incinerator at a time, and the owner receives their animal's ashes back.

Cremation Services for local veterinarians 10% Discount off of Public Rates

*Segregated and Individual cremation fees include an urn, lapel pin, paw print and cremation certificate.*

*Cremation Services are not available for animals over 200 pounds.*

## **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

## **Great Falls Animal Shelter Definitions**

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

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

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

**Animal Registration (also known as animal licenses)** – Under the Official Code of the City of Great Falls (OCCGF) 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. Registrations are valid for a period of twelve (12) months from the date of purchase. Animal registrations are sometimes referred to as animal licenses.

**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 veterinarian who provides the service, decapitation if necessary (required in bite cases), rabies testing and the general disposal and processing of the animal.

**Cost of Care** – The cost of care covers the daily expenses associated with the caring of 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 brought into the Shelter due to a court mandate 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 animals in the care of the Shelter due to court mandate tend to be aggressive and/or bite cases and involve at least two staff members, have longer stay times, and need to be isolated from other animals.

**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).

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

**Other Small Domestic Animals/Small Birds** – From time to time the Shelter receives other domestic small animals, which may be available to the public for adoption. Small domestic animals include but are not limited to birds, rabbits, ferrets, hamsters, guinea pigs, gerbils, rats and domestic pigs. However, if a small domestic animal is brought into the Shelter, and redeemed by their owner, the owner will be subject to the appropriate redemption/cost of care fees.

**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. A rabies deposit is required if the animal is less than 6 months old at the time of adoption.

**Redemption** - The owner of any pet animal which has been under the care of the Shelter and which is no longer subject to court ordered impoundment, may redeem the pet, upon proving ownership and paying a registration fee (for unregistered pet animals). In addition, the owner may redeem the animal upon proving ownership and upon the payment of applicable fees, including: 1) administration, 2) Triage/Vaccination, 3) daily cost of care for each day or partial day that the animal



has been held at the Shelter, 4) anti-rabies vaccination if the animal is not so vaccinated, and 5) any veterinary costs incurred while the animal is held at the Shelter.

**Spay/Neuter Deposit** - Under Montana Law (MCAS 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 Shelter requires 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 is also 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. Under Montana 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.

**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.

**Surrendered Animal** – Upon surrender of an animal, the animal becomes the property of the Shelter and the animal's former owner cannot determine the disposition of the animal. The Shelter will perform its own assessment of the surrendered animal according to its policies and procedures and determine the disposition of the animal. The Shelter does not euthanize or cremate upon request.

**Service or Companion Animals** – Under OCCGF and Federal Law, Service Animals are defined as animals that are individually trained to do work or perform tasks for people with disabilities. Companion Animals are animals required by a person with a disability to ameliorate the disabling condition. In order for an animal to be identified as a Service or Companion Animal, sufficient information must be provided to the Shelter from a health care or other professional, so that the Shelter may review the request for designation of Service or Companion Animal as a disability accommodation. Upon designation that the animal is a Service or Companion Animal, that animal should be registered, but a registration fee will not be charged. However, if a Service or Companion Animal is in the care of the Shelter, appropriate fees will be charged.

**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 will not be administered and the applicable fee will not be charged until the 72-hour time has passed.

**Vaccinations** – Under OCCGF 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 pet owner is responsible at time of redemption for any veterinary services and associated costs if their animal receives care at the Shelter.

## *Animal Control Definitions*

**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 1 of each year. No more than five (5) hives of honeybees are allowed on each one-quarter acre of property or less.

**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).

**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.

**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. 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.

## Resolution 10049

### Exhibit "B"



## City of Great Falls Animal Related Fees & Services

### Animal Shelter

#### ***Adoption Fees***

Dog Adoptions	\$140
Cat Adoptions	\$50
Other Small Domestic Animals	\$25
Small Domestic Birds	\$5
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
Microchip	\$25
Yearly Animal Registration (Altered)	\$15
Yearly Animal Registration (Unaltered)	\$30
Lifetime Animal Registration (Altered Only)	\$75

*Animal Registrations are also known as Animal Licenses and are valid for twelve (12) months from the date of purchase. Service Animals and governmental police dogs should be registered with the City of Great Falls, but will not be charged for such registration.*

#### ***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 – General Public Rates***

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.*

***Cremation Services – Veterinary Rates***

General Cremation	\$10
Segregated Cremations	20% Discount off of Public Rates
Individual Cremation	
All Weights up to 200 pounds	\$150
*Over 200 pounds	\$1.25 per pound

**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 microchip, vaccinations and a nametag.

**Other Small Domestic Animals/Small Birds** – From time to time the Animal Shelter does receive other domestic small animals, which may be available to the public for adoption. Small domestic animals include but are not limited to birds, rabbits, ferrets, hamsters, guinea pigs, gerbils, rats and domestic pigs. However, if a small domestic animal is impounded, and redeemed by their owner, the owner will be subject to the appropriate redemption/cost of care fees.

**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 six 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 six months old at the time of adoption; or by the time the animal reaches the age of six months if the animal is less than six 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.

**Microchip** – The public can purchase microchips for their dogs and cats from the Shelter for a fee (however, microchipping is already included in the cost of dog and cat adoptions). Microchipping is a simple procedure that involves injecting a microchip beneath the surface of the pet's skin, between the shoulder blades. The microchip ID code is one of a kind. When the pet is taken to an animal shelter or veterinary clinic, they scan the pet for a microchip and read its unique code. The code is stored with the pet's profile and linked to the owner's information. The Shelter is currently utilizing the HomeAgain

National Pet Recovery Database. Microchips are designed to last a pet's entire lifetime. Virtually all vets and animal shelters across the country are equipped with microchip readers.

**Animal Registration (also known as animal licenses)** – Per City Code any person keeping or harboring any dog or domestic cat over six 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. Registrations are valid for a period of 12 months from the date of purchase. Animal registrations are sometimes referred to as animal licenses.

**Service Animals** –Per City Code and the U.S. Department of Justice Civil Rights Division's ADA Revised Requirements, Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service Animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals (often referred to as companion or therapy animals). Per City Code, Service Animals should be registered but a fee will not be charged. If a Service Animal is impounded, the appropriate fees will be charged.

**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 will not be administered and the applicable fee will not be charged until the 72-hour hold time has passed.

**Vaccinations** – Per City Code It is unlawful for any person to keep, maintain or harbor any dog, cat, ferret or horse over six 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 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.).

**Cost of Care - Court Mandated Cases** – In the event that an animal is impounded to the Shelter by the court, the daily cost of care for court mandated cases will be charged. 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 stay 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 and is subject to the appropriate one-time registration fee and annual renewal fee. An inspection of the property must be completed by an Animal Control Officer before the certificate can be granted. Renewals are required within 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 dogs over six months of age and two cats over six months of age for more than 30 days. Multiple Animal Permits are issued on a two-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 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 pay a one-time registration fee to be recognized as a “bee keeper or bee hive owner” and license their bee hives each year, including the first year. No more than five hives of honeybees are allowed on each one-quarter acre of property or less.