

RESOLUTION NO. 10525

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 10125

WHEREAS, the City Commission adopted Resolution 10125 on November 17, 2015, specifically addressing cremation fees, incentive licensing program for veterinarians, and increased the adoption fee for small animals. The remaining animal related license and services have not been adjusted since adoption of Resolution 10049 on January 21, 2014; 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 for community members to get involved with the animals, events, and other 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 current costs of the operation and administration of the Great Falls Animal Shelter since the last fee adjustments in 2014 and 2015, it is deemed necessary and appropriate to adjust 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 10125.

PASSED AND ADOPTED by the City Commission of the City of Great Falls, Montana,
September 19, 2023.

Bob Kelly, Mayor

ATTEST:

Lisa Kunz, City Clerk

(CITY SEAL)

APPROVED FOR LEGAL CONTENT:

David Dennis, City Attorney

**Resolution 10525
Exhibit "A"**

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

Adoption Fees

Dog Adoptions	\$150
Cat/Kitten Adoptions	\$55
Other Small Domestic Animals	\$55
Small Domestic Birds	\$15
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	\$12
Microchip	\$25
Surrender Fee	\$30 per animal or \$40 a litter
Animal Registration Lifetime	\$45

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.

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)	\$15
Triage/Vaccination Fee	\$30
Rabies Deposit (One-Time)	\$20
Veterinary Bills to Owner	Variable (based on services rendered)
Cost of Care (Daily)	\$20
Cost of Care - Court Mandated Cases (Daily)	\$25
Court Mandated Euthanasia	\$75

Cremation Services

General cremation – This service involves disposal only.
(No Ashes Returned)

0-30 Pounds	\$50
31-70 Pounds	\$100
71+ Pounds	\$135

Segregated Cremation
(Ashes Returned)

0-15 Pounds	\$75
16-50 Pounds	\$150
51-90 Pounds	\$225
91-150 Pounds	\$250
151—200 Pounds	\$300

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

Cremation fees with ashes returned 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)	\$250
Wild Animal License Annual Certificate (Renewal)	\$200
Multiple Animal Permit – 6 or Less Animals (2 year Permit)	\$60
Multiple Animal Permit – 7 or More Animals (2 year Permit)	\$100
Multiple Animal Hobby Breeder Permit (Annual)	\$200
Commercial Kennels	Coordinated through Planning & Community Development
Bee Hive Owner/Bee Keeper Registration (One-Time)	\$60
Bee Hive(s) License (Annual)	\$15 per hive

Community Law Enforcement

Intake, Kenneling, Hold, and Health Charge \$140 per animal

Great Falls Animal Shelter Definitions

Administration Fee -This fee helps offset the cost of staff time involved in the administrative process for the intake of animals brought into the Shelter. This process includes entering the animals basic information into the shelter management system, researching for owner information, contacting the owner or next of kin by phone or certified letter, and providing the necessary customer service to get the animal reclaimed.

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, sponsorships, or partnerships with national animal welfare organizations. The Adoption Promotion Fee will be used based on space, on an as needed basis, or when partnerships are available.

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 four (4) months of age must register the animal by paying a registration fee. Proof of rabies vaccinations are required.

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 offsets the daily expenses associated with the caring of animals; it includes the cost of staff time, food, water, and sheltering.

Cost of Care - Court Mandated Cases –In most situations animals in the care of the Shelter due to court mandate tend to be aggressive and/or bite cases and their daily care can involve at least two staff members, they have longer stay times, need to be isolated from other animals, and require double sided compartment housing for the safety of the animal and staff.

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 or segregated 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).

Microchip - A pet microchip is a small electronic device, usually about the size of a grain of rice, implanted under the skin of a pet, typically between the shoulder blades. The primary purpose of a pet microchip is to provide a permanent and unique identification method for pets, allowing them to be easily identified and reunited with their owners if they become lost or separated.

Nametags - Dog and cat nametags are sold at the Shelter for a nominal fee in an effort to support owners to comply with the Tag-Collar Ordinance.

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 at reclaim must pay a refundable fee. The fee will be refunded when the owner provides proof of vaccination. A rabies deposit is also required if the animal is less than 4 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) Rabies Deposit, if the animal is not vaccinated, and 5) any Veterinary Bills incurred while the animal is held at the Shelter.

Spay/Neuter Deposit - Under Montana Law (MCA § 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. In the event that a pet is adopted before spay/neuter has occurred a Spay/Neuter deposit must be collected.

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.

Triage/Vaccination Fee - This fee includes a basic health assessment, the administration of Da2PPv (distemper/parvo), bordatella (kennel cough) vaccinations, and de-worming for dogs and the FvRCP (feline distemper) vaccinations and deworming for cats. Vaccinations are administered to all animals upon intake into the Shelter, with few exceptions, to avoid major outbreaks of disease.

Veterinary Bills – The pet owner is responsible at time of redemption for any veterinary services and associated costs if their animal receives care while 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 to be recognized as a “bee keeper or bee hive owner” and license their bee hives 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. Renewals are required within sixty (60) days of the expiration day of the initial application.