



MEMORANDUM

Date: May 21, 2018

To: Brandon Bennett
Director
Code Compliance Department

From: Tim Morton
Assistant Director for Animal Welfare
Code Compliance Department

Subject: Reduction or Waiver of Fees

The Department is requesting City Council amend Chapter 6, Animals, of the City Code to, among others changes, allow the Director to reduce or waive reclaim fees under certain circumstances described in the attached proposed policy statement.

Currently, the Department has no authority to adjust impound, boarding and other fees related to the impoundment or care of animals being reclaimed by owners. The fees are applied strictly despite varying circumstances, culpability of owners, financial ability of owners to reclaim their pets, or potential for future responsible pet ownership. This system often leads to increased cost of caring for pets that would otherwise be reclaimed by owners, unpaid payment plans, or, worse, the payment of fees and the release of unsterilized pets that will result in increased enforcement and shelter costs as they continue to roam unrestrained producing unwanted litters.

The attached policy describes the proposed criteria to be used in the application, reduction or waiver of fees related to the reclamation of owned animals. The criteria ensure a structured method of applying fees that is not arbitrary and consistent with good governance and existing legal standards.



Policy and Procedure Manual

Code Compliance Department Animal Care & Control Division

Date Implemented/Revised:

Approved By: Assistant Code Compliance Director for Animal Control

SUBJECT: Reclaim Fees

Policy No: 816

Page 1 of 1

Reclaim Fees –

Reclaim fees include all fees to be paid by a person reclaiming their animal(s) from city impoundment.

To better ensure that owned animals are given every opportunity to be reunited with their owners and to maximize the reduction of future impoundments and ordinance violations, the following procedures are to be implemented immediately.

Code Compliance management may allow the release of a pet to an owner and waive or reduce reclaim fees when an owner agrees to comply with specific requirements.

Criteria: Any reduction or waiver of any fees must be based upon the following criteria:

- No previous impoundments of animals owned or controlled by the person reclaiming the pet
- Ability to verified future compliance with ordinances
 - Example: verify repaired, replaced or construction of adequate enclosure
- Agreement of owner to attend Responsible Pet Ownership Class
 - Includes home visit
- Agreement of the owner to allow the pet to be sterilized prior to release
- Agreement of the owner to allow the pet to be vaccinated prior to release
- Agreement of the owner to allow the pet to be microchipped prior to release
- Signature of owner acknowledging informed consent for the City to sterilize, vaccinate, and/or microchip their pet.
- Signature of owner with statement of justification or explaining why they are unable to pay fees
 - Must be reasonable explanation

The implementation of this policy will increase reclaim of pets and decrease cost of enforcement and sheltering related to future violations and unwanted pets.