

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM NO:** A-3

**DATE:** April 22, 2010

**SUBJECT:** Proposed 45-day Waiver of the Annual Pet License Penalty Fee

**CONTACT PERSON:** Victoria Forte', Community Service Officer *VF*  
Robert Martin, Community Development Director

**ISSUE:**  
Numerous expired City of Sultan Pet Licenses

**STAFF RECOMMENDATION:**  
Staff recommends that Council adopt Resolution 10-03, authorizing a 45-day amnesty of the \$10.00 Penalty Fee for late renewal of pet licenses.

**BACKGROUND:**  
Sultan Municipal Code (SMC) 6.04.070 requires dog and cat owners to license each pet at the first of each fiscal (calendar) year (**Attachment C**). This means that all pet licenses expire at the end of each year and should be renewed before or shortly after the first of the year.

The 2010 Annual Fee Schedule at page 15, Miscellaneous Fees (**Attachment D**), provides a \$10.00 "Additional Fee" for licenses that are renewed after February 1<sup>st</sup> of each year. This amounts to a one-month grace period before the penalty fee is imposed.

**DISCUSSION:**  
A Staff audit of active pet licenses shows that approximately 150 pet licenses have been allowed to expire. Expiration in this case means that the pet license was issued and has not been renewed as of February 1, 2010. Many of these licenses are two or more years in arrears. Staff has no way to know how many of these pets still reside in the City.

After researching the Annual Pet Licensing Process for the City, Staff has found no renewal notices have ever been sent to pet owners informing them of the expiration of their pet license. Further, the Animal Control Program has been on-hold for approximately 18-months, and the Community has become accustomed to a low-level of animal control activity.

To encourage the Community to participate in revitalization of the Animal Control Program, Staff proposes that the Council adopt a Resolution (**Attachment A**) to temporarily waive the \$10.00 Penalty Fee for the citizens of Sultan renewing their Annual Pet Licenses under SMC 6.04.100 (**Attachment C**). It is proposed that this "amnesty" be in place for a period of 45-days from date of adoption of the Resolution, ending on June 21, 2010.

During this time, Staff will send letters to all pet owners with expired pet licenses. The letters will accomplish the following: **(See Attachment B):**

1. Ask them if they still have the pet for which the license was issued;
2. Request that they inform us by e-mail or phone message if they no longer own the pet;
3. Let them know that the Animal Control and Licensing Program is being revitalized for the good of their pet, themselves, and the Community at large;
4. Inform them of the need to renew their license if they still own the pet;
5. Inform them of the penalty for late renewal;
6. Inform them that the Council has adopted a 45-day amnesty on the \$10.00 Penalty Fee;
7. Tell them how to renew their pet license;
8. Invite them to interact with your Community Services Officer and how to make that contact.

Our goal is to have all pets residing within the City of Sultan currently licensed, not only for the benefit of the pets but for the safety and the good of the Community as a whole. The more accurate our pet census is the better we can plan for the future of our Community and our future pet needs..

**STAFF RECOMMENDATION:**

Staff recommends that Council adopt Resolution 10-03 authorizing a 45-day amnesty of the \$10.00 Penalty Fee for late renewal of pet licenses.

**ATTACHMENTS:**

Attachment A: Resolution 10-03

Attachment B: Proposed letter to existing license holders

Attachment C: Sultan Municipal Code (SMC) 6.04.070 and 6.04.100

Attachment D: City of Sultan Fee Schedule, Section Miscellaneous Fees

**CITY OF SULTAN  
SULTAN WASHINGTON**

**RESOLUTION 10-03**

**A RESOLUTION AMENDING FEES FOR ANIMAL LICENSES  
PROVIDED BY THE CITY.**

WHEREAS, the City Council of the City of Sultan has determined that it is in the best interests of the City of Sultan to provide a single, efficient and convenient listing of all fees, fines, penalties, interest and charges for permits, services applications and filing fees; and

WHEREAS, all ordinances required the setting of fees, fines, penalties, interest and charges for service by resolution; and

WHEREAS, the Council has set fees for animal licenses which require an additional \$10 charge if the license has not been renewed by February 1; and

WHEREAS, the Council has determined it is in the best interest of the community to license animals;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sultan that the attached document entitled "City of Sultan Fee Schedule" is hereby amended as follows:

Animal Control: For the 2010 calendar year, all annual animal license fees are subject to an additional fee of \$10 if renewed after June 21, 2010.

PASSED AND ADOPTED this 22th day of April 2010.

\_\_\_\_\_  
Carolyn Eslick, Mayor

ATTEST:

\_\_\_\_\_  
Laura J. Koenig, City Clerk

Attachment A

Dear Resident

This letter is to let you know that your City of Sultan Annual Pet license has expired. The Sultan City Code requires all pets living within the city limits have a current city pet license.

We hope you understand that our Animal Control Program has been on hold for approximately 18 months and that prior notice has not been sent out. The City of Sultan is now working hard to revitalize this program for the good and safety of our community.

There is a ten dollar additional fee on any license not renewed before or shortly after the first of each year,

**Your city council has approved a limited time waiver of this additional fee if you renew your pet license before June 21, 2010.**

Annual License fees are as follows

Altered animals	\$16.00
Altered animals (Senior Citizen Rate)	\$14.00
Altered animals with a microchip	\$8.00
Altered animals (Senior Citizen Rate) with a microchip	\$7.00
Unaltered animals	\$36.00
Unaltered animals (Senior Citizen Rate)	\$34.00
Unaltered animals with a microchips	\$18.00
Unaltered animals (Senior Citizen Rate) with a microchip	\$17.00

Please bring in a current Rabies Vaccination Certificate, Spay/Neuter Certificate and microchip information (if applicable) along with this letter to Sultan City Hall to get your current 2010 City of Sultan Dog License.

Thanking you in advance for your prompt attention to this matter.

Sincerely  
Victoria Forte'  
Community Service Officer  
City of Sultan  
360.793.2272

**ATTACHMENT B**

**SMC 6.04.070 Animal license – Required.**

Any person owning a dog or cat shall procure a license for each such animal each fiscal year or any part thereof and pay a fee as required by the city's adopted fee resolution or ordinance.

Such license shall be procured within 30 days after the date a dog or cat is brought by the owner into the city, or any dog or cat four months of age kept for more than 30 days within the city limits.

**SMC 6.04.100 Fees.**

A. Fees for the annual license for each animal shall be set by resolution. All charges and penalties paid in accordance with the terms of this chapter shall be paid to the Sultan city clerk or designee.

B. All licenses shall expire on the first day of the following year in which the license is issued.

**MISCELLANEOUS FEES**

**Animal Control**

(All Annual Fees subject to additional fee of \$ 10.00 if renewed after February 1st of each year)

(All License Fees are Per Animal)

**Annual Dog License Fees:**

Altered.....	\$16.00
Altered (Senior Citizen Rate).....	\$14.00
Altered – Micro-Chipped .....	\$8.00
Altered (Senior Citizen Rate) – Micro-Chipped .....	\$7.00
Unaltered .....	\$36.00
Unaltered (Senior Citizen Rate) .....	\$34.00
Unaltered – Micro-Chipped .....	\$18.00
Unaltered (Senior Citizen Rate) – Micro-Chipped .....	\$17.00
Replacement for Lost/Damaged Tags (Each Time).....	\$5.00