



# Staff Report

---

**Agenda Item:**            **Agreement – Animal Control** - Approval of an Agreement for Collection of Dog License Fees between the Town of Clarkdale and the Verde Valley Humane Society along with qualified veterinarians.

**Staff Contact:**            Police Chief Haynie

**Meeting Date:**            December 11, 2007

**Background:**            For the past twenty years the local Veterinarians and the Verde Valley Humane Society have sold The Town of Clarkdale Dog Licenses for the Town of Clarkdale through a verbal agreement. For this service they have been able retained a dollar per license. This is common practice between towns, counties and cities with Veterinarian Clinics and Pounds.

Having more than one place sell Dog Licenses more get sold which means more revenue for the town and it is good customer service. Since dog licensing requires an up to date rabies vaccination, given by a licensed veterinarian, people are more likely to purchase the license at the same time ensuring the dog gets licensed. Before an impounded or adopted dog is released from the Humane Society rabies vaccination must be pre paid which will also allow the Humane Society to also sell the dog license at the same time.

Having a written agreement between the Clinics and the Humane Society gives us a method of tracking the transactions and ensuring we are collecting the Town's money. It will also eliminate any confusion on how much the Clinics can charge for the license.

As the Verde Valley continues to grow we also see growth with the Veterinarian Clinics. As an example a new clinic opened this last year and Clarkdale Citizens were calling as to why the clinic is not selling our licenses. We will need to keep abreast of all new clinics that are opening so we can get them under contract as well.

**Recommendation:**    To accept the written agreements between the local Veterinarian Clinics, the Verde Valley Humane Society and the Town of Clarkdale.

**AGREEMENT FOR COLLECTION OF DOG LICENSE FEES**

Agreement entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the Town of Clarkdale, a municipal corporation of the State of Arizona (herein called "Town"), and the Verde Valley Humane Society, (herein called "Humane Society").

1. **Duties of Humane Society:** The Town hereby authorizes the Humane Society and Humane Society agrees to act as an agent of the Town solely for the following acts and purposes:

a) Issuing receipts on forms furnished by the Town to persons paying any money accepted, collected, or received by the Humane Society in payment of fees on account of dog licenses ("License Fees") required by the Town's ordinances regulating and licensing the keeping of dogs within the Town limits. License Fees are set forth hereinbelow.

b) Making remittance on April 7<sup>th</sup> for the period January 1<sup>st</sup> through March 31<sup>st</sup>, and on or before the seventh (7<sup>th</sup>) day of each month thereafter throughout the remaining calendar year, for fees collected during the prior month.

c) The Humane Society shall abide by all rules and guidelines set forth in A.R.S. §11-1010, pertaining to anti-rabies vaccinations, vaccination and license stations.

d) The Humane Society shall ensure that all dog license receipts and rabies vaccination certificates are legible and complete. Humane Society shall provide the white copy of the dog license to the dog owner, and the pink copy to the Town of Clarkdale Animal Services Officer upon request. The yellow copy of the dog licenses shall accompany payments for same when remitted to the Town.

2. **License Fees.** \$5.00 for each altered (spayed/neutered) dog. \$10.00 for each unaltered dog. A late fee of two dollars will be charged for licenses purchased after March 31<sup>st</sup> of each year. This late fee will not apply to new dogs obtained after this date, or for new licenses purchased for dogs currently licensed in another jurisdiction.

3. **Compensation.** In consideration of and as compensation for the issuing of receipts, keeping accounts and records of the same, and making remittances, the Humane Society may charge, in addition to the fees set forth in Exhibit A hereto, an administrative fee not to exceed \$2.00 for each valid receipt issued in accordance with this Agreement, as a necessary part of the cost of enforcing and administering the Town's ordinances regulating the keeping and licensing of dogs within Town limits.

As further consideration for the services of the Humane Society, the Town will furnish the Humane Society with a supply of receipt forms, in books bound in sets of \_\_\_ to each book, each set numbered consecutively.

4. **Effective Date; Termination.** This Agreement shall take effect as of the date of execution, and may be terminated at any time by either party upon seven (7) days' advance notice in writing to the other party.

In witness whereof, the parties have executed this Agreement at Clarkdale, Arizona the day and year first written above.

TOWN OF CLARKDALE

HUMANE SOCIETY

\_\_\_\_\_  
By:

\_\_\_\_\_  
Name:

Attest:

\_\_\_\_\_  
Town Clerk

AGREEMENT FOR COLLECTION OF DOG LICENSE FEES

Agreement entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the Town of Clarkdale, a municipal corporation of the State of Arizona (herein called "Town"), and \_\_\_\_\_, a qualified veterinarian, licensed to engage in the practice of veterinarian medicine in the State of Arizona, whose address is \_\_\_\_\_ (herein called "Veterinarian").

1. **Duties of Veterinarian:** The Town hereby authorizes the Veterinarian and Veterinarian agrees to act as an agent of the Town solely for the following acts and purposes:
  - a) Issuing receipts on forms furnished by the Town to persons paying any money accepted, collected, or received by the Veterinarian in payment of fees on account of dog licenses ("License Fees") required by the Town's ordinances regulating and licensing the keeping of dogs within the Town limits. License Fees are set forth hereinbelow.
  - b) Making remittance on April 7<sup>th</sup> for the period January 1<sup>st</sup> through March 31<sup>st</sup>, and on or before the seventh (7<sup>th</sup>) day of each month thereafter throughout the remaining calendar year, for fees collected during the prior month.
  - c) The Veterinarian shall abide by all rules and guidelines set forth in A.R.S. §11-1010, pertaining to anti-rabies vaccinations, vaccination and license stations.
  - d) The Veterinarian shall ensure that all dog license receipts and rabies vaccination certificates are legible and complete. Veterinarian shall provide the white copy of the dog license to the dog owner, and the pink copy to the Town of Clarkdale Animal Services Officer upon request. The yellow copy of the dog licenses shall accompany payments for same when remitted to the Town.

2. **License Fees.** \$5.00 for each altered (spayed/neutered) dog. \$10.00 for each unaltered dog. A late fee of two dollars will be charged for licenses purchased after March 31<sup>st</sup> of each year. This late fee will not apply to new dogs obtained after this date, or for new licenses purchased for dogs currently licensed in another jurisdiction.

3. **Compensation.** In consideration of and as compensation for the issuing of receipts, keeping accounts and records of the same, and making remittances, the Veterinarian may charge, in addition to the fees set forth in Exhibit A hereto, an administrative fee not to exceed \$2.00 for each valid receipt issued in accordance with this Agreement, as a necessary part of the cost of enforcing and administering the Town's ordinances regulating the keeping and licensing of dogs within Town limits.

As further consideration for the services of the Veterinarian, the Town will furnish the Veterinarian with a supply of receipt forms, in books bound in sets of \_\_\_ to each book, each set numbered consecutively.

4. **Effective Date; Termination.** This Agreement shall take effect as of the date of execution, and may be terminated at any time by either party upon seven (7) days' advance notice in writing to the other party.

In witness whereof, the parties have executed this Agreement at Clarkdale, Arizona the day and year first written above.

TOWN OF CLARKDALE

VETERINARIAN

\_\_\_\_\_  
By:

\_\_\_\_\_  
Name:

Attest:

\_\_\_\_\_  
Town Clerk