

**ANIMAL SERVICES DEPARTMENT
2019 Fee Analysis**

a. Spay/Neuter Fees

a. Fee to spay a dog (under 20 pounds) = \$121.00 (an increase of \$27.00)

Clerical Time: 15 minutes for each medical procedure

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 45 minutes for each medical procedure.

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 20 minutes for each medical procedure.

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 40 minutes for each medical procedure.

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being spayed that is found to be pregnant or in heat.

b. Fee to spay a dog (20 to 50 pounds) = \$140.00 (an increase of \$25.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 50 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 30 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 40 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being spayed that is found to be pregnant or in heat.

c. Fee to spay a dog (50 to 100 pounds) = \$172.00 (an increase of \$22.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon

software system, and processing payments.

Registered Veterinary Technician Time: 55 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 45 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 40 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being spayed that is found to be pregnant or in heat

d. Fee to spay a dog (over 100 pounds) = \$199.00 (an increase of \$4.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 60 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for

the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 60 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 40 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being spayed that is found to be pregnant or in heat.

e. Fee to spay a cat = \$74.00 (an increase of \$11.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 20 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 15 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 15 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being spayed that is found to be pregnant or in heat.

f. Fee to spay a rabbit = \$77.00 (an increase of \$24.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 20 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 15 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 20 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being spayed that is found to be pregnant or in heat.

g. Fee to neuter a dog (under 20 pounds) = \$73.00 (an increase of \$5.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 25 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 10 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 20 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being neutered that is found to

be cryptorchid.

h. Fee to neuter a dog (from 20 to 50 pounds) = \$89.00 (an increase of \$1.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 35 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 15 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 20 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being neutered that is found to be cryptorchid.

i. Fee to neuter a dog (from 50 to 100 pounds) = \$107 (an decrease of \$2.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment,

checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 40 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 20 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 25 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being neutered that is found to be cryptorchid.

j. Fee to neuter a dog (over 100 pounds) = \$111.00 (an decrease of \$24.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 45 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or

concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 20 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 25 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being neutered that is found to be cryptorchid.

k. Fee to neuter a cat = \$50.00 (an increase of \$8.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 20 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 5 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 10 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being neutered that is found to be cryptorchid.

i. Fee to neuter a rabbit = \$66.00 (an increase of \$19.00)

Clerical Time: 15 minutes for each medical procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system, and processing payments.

Registered Veterinary Technician Time: 15 minutes for each medical procedure

The Registered Veterinary Technicians (RVT) is responsible for weighing the animal to determine the quantity of drugs that will be administered; addressing any questions or concerns from the animal's owner; preparing both the animal and the surgery area for the surgical procedure; performs the anesthesia process; assists the Veterinarian during the surgery; monitors the animal during the surgery; monitors the animal in recovery after surgery; provides any post-surgery medical assistance when and if necessary; and answers any questions the owner may have regarding the post-operative recovery process, when the animal is picked up.

Veterinarian Time: 15 minutes for each medical procedure

The Veterinary surgeon is responsible for performing an initial medical evaluation of the animal; performing the surgical procedure; Directing the support staff during recovery; and provides any additional post-surgery medical direction, when necessary.

Veterinary Assistant Time: 10 minutes for each medical procedure

An Veterinary Assistant is responsible for transporting the animal through the entire process; monitoring the animal during surgery, including transporting the animal from the waiting room to a holding area, from the holding area to surgery, from surgery to recovery, from recovery back to the holding area and from the holding area to the waiting room, back to its owner.

There is an additional charge of \$39.00 for any animal being neutered that is found to be cryptorchid.

m. Adoption Spay/Neuter Deposit - F&A 30503.(b)(1)

a. Cats = \$50.00 (Previous fee for cats = male \$40, female \$50)

b. Dogs = \$75.00 (Previous fee for dogs = \$60 male and \$75 female)

This deposit for adopted animals leaving the care of CCAS unaltered due to medical concerns is mandated by law to not be under \$40 or exceed \$75. The deposits were modified to minimize confusion for staff and the intention to encourage compliance by the new owner to have the animal altered so they can receive their deposit back.

n. Public Spay/Neuter Clinic Deposit = \$65.00 (an increase of \$34.00)

A Public Spay/Neuter Clinic deposit will be required for all members of the public to schedule an appointment for all Department Public Spay/Neuter Clinic appointment. The Public Spay/Neuter Clinic deposit will be applied when service is provided towards the final payment for services.

The Public Clinic Spay/Neuter deposit is non-refundable for all cancellations and missed appointments.

Clerical Time: 10 minutes

Clerical personnel are responsible for scheduling the initial medical appointment, changes/adjusts the daily appointment and medical schedule in the event the person no shows or is late, tries to readjust the schedule if the person arrives late and still wants services that day when the customer is late to his/her original appointment date/time, makes the appropriate data entry(s) into the Chameleon software system and processes payment.

Registered Veterinary Technician Time: 10 minutes

Veterinarian Time: 5 minutes

Animal Center Technician Time: 10 minutes

The charge for the above three positions is designed to cover time required to coordinate and prepare a shelter animal for a spay or neuter procedure. The

scheduling, surgery coordination for appropriate animals, prepare time for surgeries, and to assure that the procedure room is adequately equipped for the type of animal is included.

o. Late Pick-Up Fees \$6.00/hr.

An additional boarding fee will be charged when any animal is not picked up on time after surgery or other appointments. If the animal stays overnight then a late pick up fee of \$6.00 will be charged and a day of boarding.

p. Vaccinations

Clerical Time: 10 minutes for each vaccination.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, answering all of the owner's questions and/or concerns, processing any paperwork, entering all vaccination related data into the Department's Chameleon software system and processing payment.

Vet Assistant or Center Staff Time: 10 minutes for each vaccination

The Veterinarian is responsible for being on premise when the patient is receiving its vaccine(s), in case of adverse reactions and as stated by law.

F.V.R.C.P. - 3 in 1 Combination (cat) Feline	\$19.00 (\$1.00 increase)
Leukemia	\$19.00 (\$1.00 increase)
Rabies:	\$6.00 (no change)
DA2PPV - 5 in 1	\$19.00 (an increase of \$1.00)
Bordetella intranasal	\$19.00 **New**
Bordetella injectable	\$19.00 (an increase of \$1.00)
Leptospirosis	\$19.00 **New**
CPV	\$19.00 **New**

q. Microchip fee = \$18.00 (an decrease of \$12.00)

Microchipping your pets increase the Department's return to owner rate. Expediting the return to owner process will also decrease husbandry expenses.

Clerical Time: 10 minutes for each procedure.

Clerical personnel are responsible for scheduling the initial medical appointment, checking the animal in, processing any paperwork, data entry into the Chameleon software system and processing payment.

Center Staff Time: 10 minutes for each procedure.

The Animal Center Technician is responsible for securing and transporting the animal to and from where the animal is located in the reception room to the area where the microchip is inserted.

r. Adoption Fees

The average cost to care for an animal to be made available for adoption for the Animal Services Department is \$908.21. These costs are based on an average length of stay of 30 days and includes the cost of daily care, basic medical care and spay/neuter to prepare an animal for adoption. If the Department would charge these expenses, the public access to adopt sheltered animals would be a deterrent to the organizations goal in saving lives.

Therefore, the Department compared its adoption fees to various local municipal shelter agencies. In review of the Department’s findings, the adoption fees below are recommended, which include covering the costs on average for spay or neuter, all vaccinations, a one-year license and microchip for dog or cat. The fees below help to support the Department’s expenses, while supporting our community’s lifesaving efforts.

Dogs:

Fees for Adopting Dogs	
Age of Dog	Fee
Puppies under six months	\$155.00
Dogs under six years	\$135.00
Dogs over six years	\$85.00
Senior citizens (over 65 years of age) adopting dogs over six years old	\$5.00

Cats:

Fees for Adopting Cats	
Age of Cat	Fee
Kittens under four months	\$120.00
Cats under six years	\$100.00
Cats over six years	\$55.00
Senior citizens (over 65 years of age) adopting cats over six years old	\$5.00

Small Animals:

Small Animal Adoption Fees	Fee
Rabbits	\$25.00
Guinea Pigs	\$10.00
Hamsters / Mice	\$5.00

s. **Dog Training Classes**

Fees for dog training classes are in the table below. The Department has implemented dog-training classes for new pet owners adopting from Contra Costa Animal Services and to general members of the public to promote responsible pet ownership.

Cost for privately owned dog training services are \$150 and the fees are based on CCAS contract reimbursement for dog trainers at \$100 per session and \$50 for administration process fees.

Cost for adopted dogs are \$100 to cover reimbursement for dog trainers is at \$100 per session and CCAS is absorbing the administration processing fees, because studies show that adopted dogs are less likely to be returned after obedience classes.

Public Basic Obedience Class for Adopted Dogs	\$100.00
Public Basic Obedience Class for privately owned dogs	\$150.00

t. **Trap Deposits**

Fees were adjusted to meet the increased costs of replacing traps that are not returned by the renter. Failure to return the trap will forfeit the deposit and allow CCAS to replace the trap for our rental program. The cost to replace a trap that is not returned by a renter is:

Cat trap = \$70.00 and a Dog Trap = \$320.00.

u. **Cat Den Deposits**

Fees were adjusted to meet the cost of replacing cat dens that are not returned by the renter. Failure to return the den will forfeit the deposit and allow CCAS to replace the trap for our rental program. The cost to replace a Cat Den that is not returned by a renter is:

Cat Dens: \$100.00.

v. **Subpoena**

- w. The Department occasionally receives subpoenas for its employees to testify at depositions and hearings and in court. For each appearance in response to a subpoena, the Department will charge the fee allowed by California Government Code § 68097.2.

Subpoena: Fee per Gov. Code § 68097.2

x. **Potentially Dangerous and Dangerous Animal Fees**

The Fees were adjusted to correct an omission from last fee schedule proposal in 2012 where the PDA application fee was removed and annual permit fees were increased. New proposal is to bring back the application fee of \$200.00 and reduce the annual permit fee from \$500.00/yr. to \$300.00/yr. We will also be adding a filing fee for a PDA or DA hearing of \$100.00. These changes help to increase opportunities for families to keep their pets, increase compliance in paying permit fees and to close the gaps of the costs associated with investigating a case and when necessary holding a hearing.

Permit Application Cost	Est. Time	Avg. Hrly. Rate		Total Cost
Sergeants Investigation	4.00	\$66.64		\$267
Clerical Permit Processing	1.00	\$43.22		\$43
			Total PDA/DA Permit Cost:	\$310
Hearing Cost	Est. Time	Avg. Hrly. Rate		Total Cost
Sergeants report process	9.00	\$66.64		\$600
Hearing Officer	8.00	\$95.00		\$760
Annual Clerical Permit Processing	1.00	\$43.22		\$43
			Total PDA/DA Process Cost:	\$1,403
PDA/DA Permit Management	Est. Time (yearly)	Avg. Hrly. Rate		Total Cost
Sergeants Permit Management	9.00	\$66.64		\$600
Clerical Permit Management	0.50	\$43.22		\$22
			Total PDA/DA Yearly Permit Cost:	\$621

y. **License Fee Refunds and Credits**

License fees once paid are nonrefundable.

If within 120 days the owner of an animal, who has purchased a one-year license and whose animal is under one year of age submits proof from a licensed veterinarian that the animal has been spayed or neutered, a credit equal to the one-year license fee for a spayed or neutered

animal will be applied to the next animal license purchased by the owner, if requested by the owner.

z. License Recommendations

The fees for licensing are governed under the State of California Food and Agricultural Code 30804 and 30804.5.

The cost associated with licensing a dog for one year includes the fees to Pet Data, the clerical staff time for answering calls and handling transactions, administrative overhead costs, cost for supplies and a portion of the cost to help defray the costs of an hour of staff time and material while impounding strays is as follows:

	Unaltered 1 year	
PetData	\$	4.10
Clerical	\$	3.60
Administration Deposit	\$	1.16
Tags	\$	5.00
Shelter and Medical	\$	51.00
	\$	64.86
	Altered 1 year	
1/2 price of Unaltered*	\$	32.43
Per F&A 30804.5		

The Department also reviewed and compared licensing fees and compliance to other local municipal shelters. Our goal was to find a pricing structure that was easier and more affordable for our residents, to help cover the majority of our costs while helping to promote spay and neuter and increase licensing compliance to help get lost pets' home quickly.

The Department's current license program is a 1, 2 or 3-year license program, which has created frustration and confusions for members of public. Often the rabies vaccine timeframe does not match the term of the license (example: Rabies vaccination for 12 months and pet owner purchases license 3 months after vaccination is given, which a one year license would expire in 9 months).

In order to eliminate the confusion our citizens have when they have a vaccine that is not good for a full calendar year. We are recommending the following:

- Change license fees from a 1-3 year program to a variable program based on valid rabies certificates
- Increase the altered one year license fee from \$20.00 to \$25.00 to help offset some of the expenses. This still remains in compliance with F&A 30804.5 to ensure it is a least half of the price for a one year license for an unaltered license.

- Round up the unaltered 1 yr. license to \$65.00
- Have the 12-36 month license fee be less than the fees would be if a person was to purchase 3 one year licenses to incentivize people to purchase a license for longer periods and increase compliance.
- Reduce the late fee from \$40.00 to \$20.00 to increase compliance.
- Modify the timing for instituting the late fee from 60 days past expiration date to 30 days past expiration date to increase compliance.
- Increase the costs of a replacement tag to cover the costs of material and staff time to process paperwork.
- Provide more incentives for seniors and active military/veterans to license their altered pets by offering first altered pet free all others at 50% price license fee for more than 1 pet. Unaltered pets at regular fees.
- Allocate \$10.00 from every unaltered license fee sold to the animal benefit fund to support community low cost spay and neuter programs.
- Guide, hearing, law enforcement dog license fees remain unchanged, along with citation fees.

	Dog	Cat
3-12 months altered	\$25.00	\$25.00
3-12 months unaltered	\$65.00	\$65.00
12months-36 months altered	\$60.00	\$60.00
12months-36 months unaltered	\$180.00	\$180.00
Late fee (30 days past expiration date)	\$20.00	
License replacement tag	\$7.00	
*License Senior Citizen (over 65 years of age)	First altered pet free all others at 50% price license fee for more than 1 pet. Unaltered pets at regular fees.	
**Active Military or Veteran	First altered pet free all others at 50% price license fee for more than 1 pet. Unaltered pets at regular fees.	
**Guide/Hear. Law Enforcement dogs		
upon proof of working dog status	0.00	
(See C.C. Co. Ord. 416-6.004)	0.00	
Citation Clearing Fee	\$40.00	

More information on Senior, Active Military and Veteran Licenses:

Senior citizens who can document that they are 65 years or age or older and Active military or Veterans who can document that they are active or were discharged with an honorable or general – under honorable conditions discharge, will be issued one 12 – 36 month altered license for their cat or dog. This is good for only one pet per address per 12-36 month period. Additional altered pets will be charged at 50% of regular license fees. Unaltered animal licenses will be charged at full fees. This change is being made as the Department must recover some of the costs associated with these services to maintain reasonable fees to other customers.

The Animal Services Department fees for services have been calculated based on the following hourly raters per position:

	Hourly Average		Minute avg.
RVT hourly rate avg.	42.54		0.71
VA hourly rate avg.	37.46		0.62
Clerical hour rate avg.	43.22		0.72
DVM hourly rate avg.	82.50		1.38
Center Staff rate avg.	41.55		0.69
Animal Services Officer	55.58		0.93
Animal Services Sergeant	66.64		1.11