



## Legislation Text

---

**File #:** 18-603, **Version:** 1

---

**City Council Meeting Date:** December 11, 2018

**To:** Mayor and City Council  
City Administrator

**From:** Monte Nelson, Chief of Police

Consider Approving the Updated Animal Impound Service Contract with Countryside Animal Hospital.

**Action Requested:**

The Northfield City Council is asked to consider a Motion approving the attached Animal Impound Service Contract with Countryside Animal Hospital.

**Summary Report:**

Countryside Animal Hospital (CAH) has been the City's contracted animal impound provider since December 1, 2009. The contract was updated in May 2014 to update the fee schedule. In the last year, CAH requested increases to several of the fees associated with impound and care of animals. Some of the increases are due to increased costs of medication.

Police Department staff chose to review and update the entire contract, thus accomplishing two goals. City Attorney Hood updated the contract language to follow standard language, insurance requirements, and other details in most City contracts. Staff also requested a change to contract language related to the fee schedule. The proposed contract sets new fees and includes language allowing the fees to be updated or adjusted without the need to modify the contract itself. If approved, the contract fees can be adjusted by mutual agreement of the parties, and by resolution of the City Council. See Exhibit 3 for more details.

The original contract provided for a minimum monthly payment of \$300 from the City to CAH. Staff have proposed raising the minimum monthly payment to \$500. Through October, the average of monthly invoices for service at CAH has been \$1081. Only one monthly invoice was below \$500; the April invoice was \$401. Since June, the invoices have all been well over \$1000 each, with the highest being \$2841. Raising the minimum monthly fee to \$500 will have little or no impact on the amount paid to CAH each month.

The term of the contract will be January 1, 2019 through December 31, 2021 with automatic annual renewal after that. These terms are similar to the existing Animal Impound Contract and other City contracts.

The Northfield Police Department has experienced an excellent working relationship with Countryside Animal Hospital for the past 9 years. They have been accommodating to the needs of the Police Department having 24/7 access to their facilities and have provided sanitary and humane care for impounded cats and dogs. From 2014 to 2017, the Police Department impounded an average of 111 dogs and cats annually. Countryside staff has been diligent in their attempts to find homes for unclaimed animals even after the State mandated holding time is up. They have done so at no added cost to the City. See the attached Animal Impound Stats document

for impound details.

CAH has been a great partner in our Animal Impound activities. They continue to be flexible and creative in providing the best care possible for the cats and dogs (and sometimes other animals) impounded by the Police Department. CAH staff work with the Police Department to update processes and officer education to ensure impound procedures are clear and consistent. Staff recommend approval of proposed contract and exhibits.

**Alternative Options:**

The Council could decide not to approve the proposed contract and included fee increases. This would perhaps cause the City to lose the impound services of Countryside Animal Hospital, which would require the City to find alternate animal impound services.

**Financial Impacts:**

Annual fees paid to CAH for Animal Impound Services and fees collected from animal owners by the Police Department vary year to year. The fees collected from owners do offset part (but usually less than half) of the fees for impound services paid by the City. As an example, in 2017 the City paid CAH \$12,524 for impound services; that same year, the Police Department collected \$4,140 from animal owners. Many animals go unclaimed and therefore no fees are collected for those animals.

The existing and proposed fees are listed here. See attachments for additional information on impound history, fees paid, and proposed fees.

<b><u>Service</u></b>	<b><u>Existing Rates</u></b>	<b><u>New Rates (eff. 01/01/19)</u></b>
Impound Admission	\$27.50	\$28.00
Canine Daily	\$22.00	\$25.00
Feline Daily	\$16.50	\$20.00
Rabies 1 Year Vaccine	\$19.00	\$25.00
Euthanasia	\$44.00	\$45.00
Monthly Minimum Fee	\$300.00	\$500.00

**Tentative Timelines:**

If approved, the new contract would be signed by both parties and go into effect on January 1, 2019.

**Attachments:**

- Proposed Contract for Animal Impound Services
- City of Northfield Animal Impound Statistics, 2013 - 2017