City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 27, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO # 56 REQUEST INFORMATION ON ANIMAL LICENSE FEES

In response to Councilman MacDonald’s question regarding considering raising license fees for dogs, and whether or not cats are licensed.

The dog license fee is $10 (unaltered dog license fee is $30) for one year. Cats are also licensed; however, the cat license fee is $2 (unaltered cat license fee is $10) for one year. Multi-year license fees may be much higher, but incorporate a slight discount for a three-year term (see Attachment 1, docket item #19, 12/18/04, for additional information on the license fee structure as recently revised by City Council).

The Code of Virginia Section 3.1-796.87 sets the maximum fee for altered dogs and cats at $10. The total number of City dog licenses are 3,049 and the total number of City cat licenses are 1,222. These license fees result in the collection of nearly $55,000 in animal license fees in 2005, an increase of $16,000 or 41 percent from 2004 ($39,000), due to the change in fee structure, specifically the multi-year licensing option, however, it is unlikely that this amount will remain consistent for future years as the fee structure stabilizes. ¹

The recent legislation, HB 339, which passed in the General Assembly on March 9, 2006, and is awaiting the Governor’s signature, will change the timing of the due dates for imposition of the animal license fees; but still keeps the maximum yearly license fee of $10. This pending legislation will amend the Code of Virginia by adding a section numbered 3.1-796.87:1, which

¹ For the 2005 year, a change was made in the licensing system, allowing for the additional of multi-year licenses and having license terms expire with the animal’s rabies vaccination expiration. For 2005, this generated higher than normal fees, as many people chose the multi-year licensing option. The fees in 2005 were also affected by the pro-rating that the City observed for the transition year. In addition, unlike in previous years, licenses expired throughout the year (as opposed to December 31st), so some owners may have purchased more than one license during the year for the same animal, if that animal’s rabies vaccination expired mid-year. We should see less of this over time as initial rabies vaccinations expire and new licenses are purchased close to the time of the rabies vaccinations.
would require veterinarians to report un-licensed pets to local treasurers (see Attachment 2, Assembly Bill - HB339ER); and could significantly impact the number of City pets actually registered in the future.

ATTACHMENTS:

1. Docket item #19, dated December 18, 2004
2. Assembly Bill - HB339ER
DATE:           DECEMBER 10, 2004
TO:             THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM:           PHILIP SUNDERLAND, CITY MANAGER
SUBJECT: ORDINANCE TO AMEND THE CITY’S DOG AND CAT LICENSE REGULATIONS AND FEES

ISSUE: Ordinance to amend the City’s dog and cat license regulations and fees.

RECOMMENDATION: That City Council pass the ordinance on first reading and set it for public hearing, second reading and final passage on Saturday, December 18.

DISCUSSION: Each calendar year the City, through the Animal Welfare League of Alexandria staff at the Vola Lawson Animal Shelter, issues about 4,500 dog and cat licenses. Last June Council received a recommendation from staff and the director of the Vola Lawson Animal Shelter that the City’s dog and cat licensing system be amended to provide for the option of issuing one year or three year licenses for dogs and cats instead of the one year licenses provided for in the City Code.

The proposed ordinance implements this change in licensing and also changes the timing for license renewal to tie it to the date on the pet’s rabies vaccination certificate. This will enable the animal shelter staff to ensure that the rabies vaccination is current when the license is in effect.

The following is a comparison of the current dog and cat license fees and the proposed fees:

<table>
<thead>
<tr>
<th>Current System</th>
<th>Proposed System</th>
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</thead>
<tbody>
<tr>
<td>1 year license that expires on December 31</td>
<td>1 or 3 year license that expires when the rabies vaccination expires</td>
</tr>
<tr>
<td>1 year cat license-altered pets $2/others $10</td>
<td>no change</td>
</tr>
<tr>
<td>no three year license</td>
<td>3 yr cat license-altered pets $5/others $25</td>
</tr>
<tr>
<td>1 yr dog license-altered pets $10/others $30</td>
<td>no change</td>
</tr>
<tr>
<td>no three year license</td>
<td>3 yr dog license-altered pets $25/others $75</td>
</tr>
</tbody>
</table>
**Current System**
Senior citizen discount: not offered

**Proposed System**
$5 discount for 1 yr license and $15 discount for 3 yr license for persons Age 65 and older

Must obtain license within 30 days of moving to the City or within 10 days of expiration of current license.

**FISCAL IMPACT:** The ordinance is expected to be revenue neutral since there is no change in the fees charged. Staff reviewed fees in other area jurisdictions that have multiple year pet licensing and found the fees to be similar to those in Alexandria. (Arlington County-dogs only 1 year:$10/3 years:$25; Fairfax County-dogs only with a one year license; spayed or neutered $5; others $10). Many jurisdictions do not license cats, but we believe it is an important tool in obtaining compliance with rabies inoculations.

**ATTACHMENTS:** Proposed Ordinance

**STAFF:**
Michele Evans, Assistant City Manager
Tara Blot, Director, Vola Lawson Animal Shelter.
Introduction and first reading: 12/14/04  
Public hearing: 12/18/04  
Second reading and enactment: 12/18/04

INFORMATION ON PROPOSED ORDINANCE

Title

AN ORDINANCE to amend and reordain Sections 5-7-47 (LICENSE – REQUIRED; DISPOSITION OF REVENUE), 5-7-48 (SAME – TAX IMPOSED; TAX RATES; WHEN TAX PAYABLE) and 5-7-49 (SAME – APPLICATION; ISSUANCE; RECORDS TO BE KEPT) of Article C (DOGS AND OTHER ANIMALS), Chapter 7 (ANIMALS AND FOWL), Title 5 (TRANSPORTATION AND ENVIRONMENTAL SERVICES), of The Code of the City of Alexandria, Virginia, 1981, as amended.

Summary

The proposed ordinance replaces the current system of issuing annual dog and cat licenses which expire and must be renewed at the end of each calendar year, with a system of one or three year licenses, at the option of the animal’s owner, which will expire when the animal’s rabies vaccination expires. The proposed license fees for dogs are $30 for a one year license ($10 if spayed or neutered) and $75 for a three year license ($25 if spayed or neutered). For cats, the proposed fees are $10 for a one year license ($2 if spayed or neutered) and $25 for a three year license ($5 if spayed or neutered). Senior citizens will receive a $5 discount on one year dog licenses, and a $15 discount on three year dog licenses, and no fee is charged for seeing eye and other service dogs. In the transition period, the fee will be prorated in accordance with the number of remaining months of the animal’s rabies vaccination.

Sponsor

Staff

Michele Evans, Assistant City Manager  
Tara Blot, Executive Director, Animal Shelter  
Ignacio Pessoa, City Attorney

Authority

§§ 2.01, 2.04(p), Alexandria City Charter

Estimated Costs of Implementation

See docket memorandum from City Manager

Attachments in Addition to Proposed Ordinance and Its Attachments (if any)

None
ORDINANCE NO._____

AN ORDINANCE to amend and reordain Sections 5-7-47 (LICENSE – REQUIRED; DISPOSITION OF REVENUE), 5-7-48 (SAME – TAX IMPOSED; TAX RATES; WHEN TAX PAYABLE) and 5-7-49 (SAME – APPLICATION; ISSUANCE; RECORDS TO BE KEPT) of Article C (DOGS AND OTHER ANIMALS), Chapter 7 (ANIMALS AND FOWL), Title 5 (TRANSPORTATION AND ENVIRONMENTAL SERVICES), of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Section 5-7-47 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 5-7-47 License—required; disposition of revenue.

(a) It shall be unlawful for any person to be the owner of a dog or cat four months old or older within the city unless such dog or cat is licensed, as required by the provisions of this article.

(b) All dog and cat license taxes collected pursuant to this article shall be paid into the general fund from which sufficient funds for the operation and maintenance of the may be provided, as authorized by council.

25. The owner of a dog or cat required to be licensed by this article shall obtain the license and pay the license tax within 30 days of moving into the city, acquiring the animal, or attainment of the required age by the animal, which ever is later.

(d) The owner of a dog or cat with an existing license required by this article shall renew the animal’s license and pay the license tax within 10 days after expiration of such animal’s license.

Section 2. That Section 5-7-48 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 5-7-48 Same—tax imposed; tax rates; when tax payable expiration.

(a) There is hereby imposed an annual license tax on dogs and cats required to be licensed by this article, except that no license tax shall be levied on any hearing dog, seeing-eye dog or service dog for each calendar year at the following rates, and due and payable as follows:

(1) For any male or female dog or cat which shall be four months old or older on or before January 31 of the year, the license tax for that a one year license shall be $30 for a dog, and $10 for a cat, and shall be paid by the owner on or before January 31 of said year, the license tax for a three year
license shall be $75 for a dog and $25 for a cat, except as provided in paragraphs (2), (3) or (4) below.

(2) If any male or female dog or cat shall become four months of age, or if a dog or cat of that age or older shall come into the possession of an owner, between January 31 and November 1 of any year, the license tax for that year shall be $30 for a dog, and $10 for a cat, and shall be paid by the owner within 10 days of the dog or cat attaining the age of four months or coming into the possession of the owner;

(3) If any male or female dog or cat shall become four months of age, or if a dog or cat of that age or older shall come into the possession of an owner, after October 31 of any year, the license tax of $30 for a dog, and $10 for a cat, for the succeeding calendar year shall be paid by the owner within 10 days of the dog or cat attaining the age of four months or coming into the possession of the owner;

(4) For any spayed or neutered dog or cat, the provisions of this section shall apply, but the annual license tax for a one year license shall be $10 for a dog, and $2 for a cat, and the license tax for a three year license shall be $25 for a dog and $5 for a cat; and

(5) If any dog or cat coming into the possession of an owner on or before October 31 of any year has a current license in another jurisdiction, a full credit shall be allowed on the cost of obtaining the first city license.

(3) For any hearing dog, seeing eye dog or service dog, a license shall be required but no license tax shall be charged.

(4) For any dog owned by a person 65 years of age or older, there shall be a $5 discount in the applicable license tax for a one year license, and a $15 discount in the license tax for a three year license.

(5) The owner of an animal required to be licensed by this article may elect to obtain a one year license or a three year license, and shall pay the corresponding license tax at the time the license is obtained.

(b) A one year license shall be valid for a maximum period of 12 months from the date of issuance; provided, however, that the license shall expire on the last day of the month in which the rabies vaccination of the licensed animal expires.

(c) A three year license shall be valid for a maximum period of 36 months from the date of issuance; provided, however, that the license shall expire on the last day of the month in which the rabies vaccination of the licensed animal expires.
Section 3. That Section 5-7-49 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 5-7-49 Same—application; issuance; records to be kept.

Any owner may obtain a dog or cat license by making a signed written application to the city manager or her the manager’s designee. The application shall contain the name, sex, age, breed and description of the dog or cat and the name and address of the owner, and shall be accompanied by the amount of the license tax and a certificate of vaccination or other evidence from a licensed veterinarian showing that the dog or cat is inoculated against rabies and the expiration date of the vaccination, or a certification from the owner containing the vaccination number showing that the dog or cat is inoculated against rabies. Upon receipt of a proper application, accompanied by the amount of the license tax and a proper certificate of vaccination or other evidence, or a proper certification from the owner, the city manager or her the manager’s designee shall issue a license receipt and an appropriate tag to the owner, and shall record upon the receipt and upon records maintained by the city the name and address of the owner, the date of issuance, the year period of time for which issued and date of expiration of the rabies vaccination, the serial number of the license and the sex, age, breed and description of the dog or cat.

Section 4. That this ordinance shall become effective at the time and on the date of final passage; provided, however, that for one year licenses issued prior to December 18, 2005, the license tax shall be one twelfth of the license tax otherwise established, for each month for which the license shall remain valid, and provided further that for three year licenses issued prior to December 18, 2007, the license tax shall be one thirty sixth of the license tax otherwise established, for each month for which the license shall remain valid.

WILLIAM D. EUILLE
Mayor

Introduction: 12/14/04
First Reading: 12/14/04
Publication:
Public Hearing:
Second Reading:
Final Passage:

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ORDINANCE NO. 4369

AN ORDINANCE to amend and reordain Sections 5-7-47 (LICENSE – REQUIRED; DISPOSITION OF REVENUE), 5-7-48 (SAME – TAX IMPOSED; TAX RATES; WHEN TAX PAYABLE) and 5-7-49 (SAME – APPLICATION; ISSUANCE; RECORDS TO BE KEPT) of Article C (DOGS AND OTHER ANIMALS), Chapter 7 (ANIMALS AND FOWL), Title 5 (TRANSPORTATION AND ENVIRONMENTAL SERVICES), of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Section 5-7-47 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 5-7-47 License—required; disposition of revenue.

(a) It shall be unlawful for any person to own a dog or cat four months old or older within the city unless such dog or cat is licensed, as required by the provisions of this article.

(b) All dog and cat license taxes collected pursuant to this article shall be paid into the general fund from which sufficient funds for the operation and maintenance of the animal shelter may be provided, as authorized by council.

(c) The owner of a dog or cat required to be licensed by this article shall obtain the license and pay the license tax within 30 days of moving into the city, acquiring the animal, or attainment of the required age by the animal, which ever is later.

(d) The owner of a dog or cat with an existing license required by this article shall renew the animal’s license and pay the license tax within 10 days after expiration of such animal’s license.

Section 2. That Section 5-7-48 of The Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 5-7-48 Same—tax imposed; tax rates; expiration.

(a) There is hereby imposed a license tax on dogs and cats required to be licensed by this article, as follows:

(1) For any male or female dog or cat the license tax for a one year license shall be $30 for a dog, and $10 for a cat, and the license tax for a three year license shall be $75 for a dog and $25 for a cat, except as provided in paragraphs (2), (3) or (4) below.
(2) For any spayed or neutered dog or cat, the license tax for a one year license shall be $10 for a dog, and $2 for a cat, and the license tax for a three year license shall be $25 for a dog and $5 for a cat.

(3) For any hearing dog, seeing eye dog or service dog, a license shall be required but no license tax shall be charged.

(4) For any dog owned by a person 65 years of age or older, there shall be a $5 discount in the applicable license tax for a one year license, and a $15 discount in the license tax for a three year license.

(5) The owner of an animal required to be licensed by this article may elect to obtain a one year license or a three year license, and shall pay the corresponding license tax at the time the license is obtained.

(b) A one year license shall be valid for a maximum period of 12 months from the date of issuance; provided, however, that the license shall expire on the last day of the month in which the rabies vaccination of the licensed animal expires.

(c) A three year license shall be valid for a maximum period of 36 months from the date of issuance; provided, however, that the license shall expire on the last day of the month in which the rabies vaccination of the licensed animal expires.

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Sec. 5-7-49 Same—application; issuance; records to be kept.

Any owner may obtain a dog or cat license by making a signed written application to the city manager or the manager’s designee. The application shall contain the name, sex, age, breed and description of the dog or cat and the name and address of the owner, and shall be accompanied by the amount of the license tax and a certificate of vaccination or other evidence from a licensed veterinarian showing that the dog or cat is inoculated against rabies and the expiration date of the vaccination, or. Upon receipt of a proper application, accompanied by the amount of the license tax and a proper certificate of vaccination or other evidence, the city manager or the manager’s designee shall issue a license receipt and an appropriate tag to the owner, and shall record upon the receipt and upon records maintained by the city the name and address of the owner, the date of issuance, the period of time for which issued and date of expiration of the rabies vaccination, the serial number of the license and the sex, age, breed and description of the dog or cat.
Section 4. That this ordinance shall become effective at the time and on the date of final passage; provided, however, that for one year licenses issued prior to December 18, 2005, the license tax shall be one twelfth of the license tax otherwise established, for each month for which the license shall remain valid, and provided further that for three year licenses issued prior to December 18, 2007, the license tax shall be one thirty sixth of the license tax otherwise established, for each month for which the license shall remain valid.

WILLIAM D. EUILLE
Mayor

Final Passage: December 18, 2004
2006 SESSION

VIRGINIA ACTS OF ASSEMBLY — CHAPTER

An Act to amend and reenact §§ 3.1-796.86 through 3.1-796.90 and 3.1-796.97 of the Code of Virginia and to amend the Code of Virginia by adding a section numbered 3.1-796.87:1, relating to selling of animal licenses, veterinarian participation; civil penalty.

Approved

Be it enacted by the General Assembly of Virginia:
1. That §§ 3.1-796.86 through 3.1-796.90, and 3.1-796.97 of the Code of Virginia are amended and reenacted and that the Code of Virginia is amended by adding a section numbered 3.1-796.87:1 as follows:

§ 3.1-796.86. How to obtain license.

Any person may obtain a dog license or cat license if required by an ordinance adopted pursuant to subsection B of § 3.1-796.85, by making oral or written application to the treasurer of the county or city in which such person resides, accompanied by the amount of license tax and current certificate of vaccination as required by this article or satisfactory evidence that such certificate has been obtained. The treasurer or other officer charged with the duty of issuing dog and cat licenses shall only have authority to license dogs and cats of resident owners or custodians who reside within the limits of his county or city and may require information to this effect from any applicant. Upon receipt of proper application and current certificate of vaccination as required by this article or satisfactory evidence that such certificate has been obtained, the treasurer or other officer charged with the duty of issuing dog and cat licenses shall issue a license receipt for the amount on which he shall record the name and address of the owner or custodian, the date of payment, the year for which issued, the serial number of the tag, whether dog or cat, whether male or female, whether spayed or neutered, unsexed female, female or whether a kennel, and deliver the metal license tags or plates provided for herein. The information thus received shall be retained by the treasurer, open to public inspection, during the period for which such license is valid. The treasurer may establish substations in convenient locations in the county or city and appoint agents for the collection of the license tax and issuance of such licenses.

§ 3.1-796.87. Amount of license tax.

The governing body of each county or city shall impose by ordinance a license tax on the ownership of dogs within its jurisdiction. The governing body of any county, city or town which has adopted an ordinance pursuant to subsection B of § 3.1-796.85 shall impose by ordinance a license tax on the ownership of cats within its jurisdiction. The governing body may establish different rates of taxation for ownership of female dogs, male dogs, spayed or neutered dogs, female cats, male cats, and spayed or neutered cats. The tax for each dog or cat shall not be less than one dollar and not more than ten dollars for each year. If the dog or cat has been spayed, the tax shall not exceed the tax provided for a male dog or cat. Any ordinance may provide for a license tax for kennels of ten, twenty, thirty, forty or fifty dogs or cats not to exceed fifty dollars for any one such block of kennels.

No license tax shall be levied on any dog that is trained and serves as a guide dog for a blind person, that is trained and serves as a hearing dog for a deaf or hearing impaired person or that is trained and serves as a service dog for a mobility-impaired person.

As used in this section, "hearing dog" means a dog trained to alert its owner by touch to sounds of danger and sounds to which the owner should respond and "service dog" means a dog trained to accompany its owner for the purpose of carrying items, retrieving objects, pulling a wheelchair or other such activities of service or support.

§ 3.1-796.87:1. Veterinarians to provide treasurer with rabies certificate information; civil penalty.

Each veterinarian who vaccinates a dog against rabies or directs a veterinary technician in his employ to vaccinate a dog against rabies shall provide the owner a copy of the rabies vaccination certificate. The veterinarian shall forward within 45 days a copy of the rabies vaccination certificate or the information contained in such certificate, to the treasurer of the locality in which the vaccination occurs.

The rabies vaccination certificate shall include at a minimum the signature of the veterinarian, the animal owner's name and address, the species of the animal, the sex, the age, the color, the primary breed, the secondary breed, whether or not the animal is spayed or neutered, the vaccination number, and expiration date. The rabies vaccination certificate shall indicate the locality in which the animal resides.

It shall be the responsibility of the owner of each vaccinated animal that is not already licensed to
apply for a license for the vaccinated dog. If the treasurer determines, from review of the rabies
vaccination information provided by veterinarians, that the owner of an unlicensed dog has failed to
apply for a license within 90 days of the date of vaccination, the treasurer shall transmit an application
to the owner and request the owner to submit a completed application and pay the appropriate fee.
Upon receipt of the completed application and payment of the license fee, the treasurer or other agent
charged with the duty of issuing the dog licenses shall issue a license receipt and a permanent tag.

The treasurer shall remit any rabies vaccination certificate received for any animal owned by an
individual residing in another locality to the local treasurers for the appropriate locality.

Any veterinarian that willfully fails to provide the treasurer of any locality with a copy of the rabies
vaccination certificate or the information contained in such certificate may be subject to a civil penalty
not to exceed $10 per certificate. Monies raised pursuant to this subsection shall be placed in the
locality's general fund for the purpose of animal control activities including but not limited to spay or
neuter programs.

This section shall become effective January 1, 2007.

§ 3.1-796.88. When license tax payable.

A. On January 1 and not later than January 31 of each year, the owner of any dog or cat four
months old or older shall pay a license tax as prescribed in § 3.1-796.87. The license tax as prescribed in
§ 3.1-796.87 is due not later than 30 days after a dog or cat has reached the age of four months, or not
later than 30 days after an owner acquires a dog or cat four months of age or older and each year
thereafter.

B. If a dog or cat becomes four months of age or comes into the possession of any person between
January 1 and November 1 of any year, the license tax for the current calendar year shall be paid by the
owner. Licensing periods for individual dogs and cats may be equal to and may run concurrently with
the rabies vaccination effective period. Any kennel license tax prescribed pursuant to § 3.1-796.87 shall
be due on January 1 and not later than January 31 of each year.

C. If a dog or cat becomes four months of age or comes into the possession of any person between
October 1 and December 31 of any year, the license tax for the succeeding calendar year shall be paid
by the owner and this license shall be valid from the date the license is purchased.

D. Notwithstanding subsections A, B and C above, the governing body of each county or city which
requires dogs or cats to have a rabies inoculation prior to the issuance of a license may designate when
the tax is payable and allow the tax to be payable for a period to a three-year period thereafter, as long as
this period does not exceed the period that the rabies inoculation is effective as certified by a
veterinarian.

§ 3.1-796.89. Effect of dog or cat not wearing collar as evidence.

Any dog or cat not wearing a collar bearing a valid license tag of the proper calendar year shall
 prima facie be deemed to be unlicensed, and in any proceedings under this chapter the burden of proof
of the fact that such dog or cat has been licensed, or is otherwise not required to bear a tag at the time,
shall be on the owner of the dog or cat.

§ 3.1-796.90. What dog or cat license shall consist of.

A dog or cat license shall consist of a license receipt and a metal tag. The tag shall be stamped or
otherwise permanently marked to show the jurisdiction issuing the license and the calendar year for
which issued and bear a serial number or other identifying information prescribed by the locality. The
tag may be stamped or otherwise marked to show the sex of the dog or cat.

§ 3.1-796.97. Evidence showing inoculation for rabies prerequisite to obtaining dog or cat license;
rabies clinics.

No license tag shall be issued for any dog or cat unless there is presented, to the treasurer or other
officer of the county or city, or other agent charged by law with the duty of issuing license tags for
dogs and cats at the time application for license is made, satisfactory evidence satisfactory to him
showing that such dog or cat has been inoculated or vaccinated against rabies by a currently licensed
veterinarian or currently licensed veterinary technician who was under the immediate and direct
supervision of a licensed veterinarian on the premises.

Rabies clinics, approved by the appropriate health department and governing body, shall be held at
least once per year in each county in which the governing body finds that the number of resident
veterinarians is otherwise inadequate to meet the need.

2. That the provisions of this act shall become effective on January 1, 2007.

3. That the Treasurers' Association of Virginia and the Virginia Veterinary Medicine Association,
in consultation with the Virginia Municipal League and the Virginia Association of Counties, are
requested to develop and distribute to their members, no later than October 1, 2006, uniform
application forms and materials for implementing the provisions of the act.