



AGENDA INFORMATION
TIFFIN CITY COUNCIL COMMUNICATION

DATE:	February 27, 2026
AGENDA ITEM:	Ordinance No. 2026-524 Amending Chapter 56: Dog and Cat Licenses Required
ACTION:	Motion

Purpose

The purpose of this ordinance is to update and modernize the City of Tiffin’s animal licensing requirements by establishing a rolling 365-day licensing system, clarifying requirements for newly acquired or newly eligible animals, and discontinuing the current January–December licensing cycle and early-bird registration period.

Background

Chapter 56 of the Tiffin Municipal Code currently requires annual dog and cat licensing but uses a fixed calendar-year cycle (January 1–December 31). This system results in:

- Inconsistent enforcement periods
- Administrative challenges in tracking compliance
- Confusion for residents adopting pets mid-year

The proposed ordinance amendment replaces the fixed cycle with a 365-day license valid from the date of issuance, improving clarity for pet owners and administrative consistency.

Proposed Ordinance Changes

The ordinance amendment includes several key updates designed to streamline the program and support compliance:

- Establishes a 365-day license period beginning on the date of issuance, replacing the City’s current calendar-year system.
- Requires newly acquired, newly relocated, or newly eligible pets to be licensed within 30 days.
- Provides for temporary licenses for animals too young to receive vaccinations, with automatic conversion once rabies vaccination documentation is provided.
- Clarifies delinquency and delinquency fee procedures.
- Officially discontinues the calendar-year expiration and early-bird registration practices.

These changes improve administrative efficiency, simplify the licensing process for residents, and support the City’s transition to DocuPet’s modern pet licensing platform.

Recommendation

Staff recommends that the City Council *approve the first reading of Ordinance No. 2026-524*, amending Chapter 56 to implement rolling 365-day pet licensing and related updates.

ATTACHMENTS: Ordinance Amendment

CITY OF TIFFIN ORDINANCE NO. 2026-524

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, CHAPTER 56 DOG AND CAT LICENSES REQUIRED

BE IT ENACTED by the City Council of the City of Tiffin, Iowa:

Section I. Purpose: The purpose of this ordinance is to update and modernize the City's animal licensing requirements by establishing a rolling 365-day licensing system, clarifying requirements for newly acquired animals, and discontinuing the January 1–December 31 license cycle and early-bird registration periods.

Section II. Amendment. Chapter 56 of the Tiffin Municipal Code is hereby amended by deleting the existing Sections 56.01, 56.03, and 56.04, and adopting the following in lieu thereof:

CHAPTER 56 DOG AND ACAT LICENSES REQUIRED

56.01 ANNUAL LICENSE REQUIRED.

1. LICENSE REQUIRED; TERM OF LICENSE. Every owner of a dog or cat over the age of six months (or of a dog or cat under six months no longer with its dam) shall obtain a pet license from the City. Licenses shall be valid for a period of 365 days from the date of issuance, and renewal shall be required annually based on the anniversary date of the initial license.

2. NEWLY ACQUIRED OR NEWLY ELIGIBLE ANIMALS. The owner of a dog or cat that reaches six months of age, is acquired by the owner, or is brought into the City shall obtain a license within 30 days of the animal becoming subject to this chapter. The license issued shall be valid for 365 days from the date of issuance.

3. TEMPORARY LICENSE FOR ANIMALS TOO YOUNG TO IMMUNIZE. If a dog or cat under six months of age is no longer with its dam and is too young to be immunized, a temporary license shall be issued upon payment of the regular fee. The temporary license shall expire seven months from the animal's date of birth, unless prior to expiration the owner provides a valid rabies vaccination certificate. Upon submission of such certificate before the animal reaches seven months of age, the temporary license shall automatically convert to a regular annual license valid for 365 days from the date of conversion.

56.03 DELINQUENCY.

1. DELINQUENCY DEFINED. A license shall be considered delinquent if not renewed by the expiration date printed on the license tag or listed in the City's licensing system.

2. DELINQUENCY FEES. Delinquent fees, as established by resolution of the City Council, shall be assessed in addition to the annual license fee. Delinquent fees shall not apply in cases where, due to age, new ownership, or prior residency outside City limits, the animal was not subject to licensing before the license expiration date.

56.04 EXPIRATION. All pet licenses issued by the City shall expire 365 days from the date of issuance, regardless of when the license was obtained. The City shall no longer operate on a January 1–December 31 licensing cycle, and early-bird registration periods are discontinued.

Section III. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section IV. Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section V. When Effective. This ordinance shall be in effect July 1, 2026.

On the __ day of __, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. ____, and moved that it be given its first reading. The motion was seconded by Councilperson ____.

Ayes:

Nays:

____ members of the Council being present and having voted "Aye", Mayor Tim Kasperek declared the motion carried, and Ordinance No. ____, was read the first time, discussed, and placed on record.

On the __ day of __, 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson ____ introduced Ordinance No. ____, and moved that it be given its second reading. The motion was seconded by Councilperson ____.

Ayes:

Nays:

____ members of the Council being present and having voted "Aye", Mayor Tim Kasperek declared the motion carried, and Ordinance No. ____, was read the second time and discussed and placed on record.

On the __ day of __ 2026, at a regular meeting of the Tiffin City Council, Tiffin, Iowa, Councilperson __ introduced Ordinance No. ____, and moved that it be given its third and last reading. The motion was seconded by Councilperson ____.

Ayes:

Nays:

__ members of the Council being present and having voted "Aye", Mayor Tim Kasperek declared the motion carried, and the ordinance was passed and adopted.

Whereupon the Mayor declared that Ordinance No. __ be adopted and signified his approval of same by fixing his signature thereto. Passed by the Council on the __ day of __ 2026 and approved by the Mayor on the __ day of ____ 2026.

CITY OF TIFFIN, IOWA:

By: _____
Tim Kasperek, Mayor

ATTEST:

Abigail Hora, City Clerk

I, Abigail Hora, City Clerk of the City of Tiffin, Iowa, state that an ordinance entitled AN ORDINANCE AMENDING THE MUNICIPAL CODE OF TIFFIN, IOWA, SECTION 92.02 OF CHAPTER 92, RATES FOR SERVICE and known as No. 2025-520 was duly passed by the Council on the 1st day of July 2025, and signed by the Mayor on the 2nd day of July 2025, and published on the 3rd day of July 2025, by posting copies thereof in three public places within the limits of the City of Tiffin, Iowa. That I posted copies of Ordinance No. 2025-520 in the following places:

The Depot, Tiffin, Iowa
Casey's, Tiffin, Iowa
Solon State Bank, Tiffin, Iowa

Abigail Hora, City Clerk