



City of Sebastopol

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: November 18th, 2025

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To: Honorable Mayor and City Councilmembers
From: Chief Sean McDonagh
Responsible Department: Police
Subject: Award of Animal Control Contract

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RECOMMENDATION:

Staff recommends that the City Council review the two proposals for animal care and control services received as a result of the City's Request for Proposals (RFP) and award the contract to North Bay Animal Services (NBAS). Alternatively, the City Council may choose to award the contract to the Sonoma County Animal Shelter / Humane Society Collaborative (HSSC/SCAS).

EXECUTIVE SUMMARY:

The City of Sebastopol received two proposals to provide comprehensive animal care and control services, including field response, sheltering, licensing, and related administrative functions.

Proposals were submitted by:

- North Bay Animal Services (NBAS)
- Sonoma County Animal Shelter / Humane Society Collaborative (HSSC/SCAS)

Both proposals meet the City's baseline requirements; however, there are significant differences in cost structure and service model. NBAS offers a full-service, single-provider model at \$18,900 annually, while HSSC/SCAS proposes a joint County-Humane Society model totaling \$68,174 annually.

PROCESS OF AGENDA ITEM:

- a. Presentation of Agenda Item by Police Chief
- b. Questions from Councilmembers to staff
- c. Public comment period
- d. Council deliberation and motion

BACKGROUND:

The City of Sebastopol issued a Request for Proposals (RFP) seeking qualified providers to perform comprehensive animal care and control services, including field response, sheltering, licensing, and community engagement. The intent of the RFP was to secure reliable, humane, and cost-effective services that align with the city's commitment to public safety and animal welfare. Two proposals were received.

DISCUSSION:

This report provides a comparative overview to assist the council in evaluating service scope, cost, staffing, and community engagement.

1. North Bay Animal Services (NBAS)

- NBAS proposes to provide full animal control and shelter services for Sebastopol residents at a cost of \$1,575 per month (\$18,900 per year).



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- Services include field response to stray, injured, or dangerous animals, dog licensing, impoundment and return of animals, sheltering and adoption, spay/neuter and vaccination programs, and disaster/emergency response.
- NBAS operates out of the Petaluma Animal Shelter and offers additional public access and outreach events for Sebastopol residents.
- Staff and training are fully included, with PC 832 certification and ongoing professional development for Animal Control Officers.

2. HSSC/SCAS (Humane Society of Sonoma County / Sonoma County Animal Services)

- HSSC/SCAS proposes a combined model: SCAS provides field services and dog licensing, while HSSC provides sheltering services including staff and operational costs.
- Monthly Charges:
 - SCAS Field Services & Licensing: \$2,319
 - HSSC Sheltering Services: \$3,362
 - Total Monthly Fee: \$5,681
 - Total Annual Cost: \$68,174
- Services cover animal control response, impoundment, licensing, sheltering, adoptions, vaccinations, spay/neuter programs, and administrative reporting, in line with Sebastopol's RFP requirements.

NBAS currently provides animal services for multiple North Bay jurisdictions in addition to month to month for the City of Sebastopol, including Petaluma, Cotati, Healdsburg, and Clearlake. Their proposal includes full-service animal control coverage seven days a week, emergency response, and community outreach programs such as free microchip and vaccination clinics, adoption events, and disaster preparedness training. NBAS staff are certified under California PC 832 and CACO standards, and the organization follows UC Davis Shelter Medicine protocols. The proposed annual cost is \$18,900, inclusive of all services, with licensing revenues retained by NBAS.

HSSC/SCAS proposed a collaborative model between the County's existing field services and the Humane Society's sheltering operations. The combined proposal offers experienced personnel, regional resources, and established procedures for field response, licensing, and animal care. However, the total annual cost is \$68,174, more than three times higher than NBAS's proposal.

Both proposals meet the baseline service requirements outlined in the RFP, including field response, impoundment, sheltering, adoption, and coordination with law enforcement. However, staff analysis identifies several key differentiators for Council consideration:

- Cost Efficiency: NBAS's proposal represents a significantly lower fiscal impact while maintaining full service coverage.
- Service Model: NBAS offers a single-entity model ensuring integrated communication between field officers and shelter operations, whereas HSSC/SCAS relies on coordination between two separate entities.
- Community Outreach: NBAS emphasizes proactive engagement through outreach events and low-cost clinics; HSSC/SCAS primarily provides services from established facilities.
- Experience and Infrastructure: HSSC/SCAS operates a regional shelter and long-standing field services network, while NBAS brings operational flexibility and direct partnerships with several small jurisdictions.



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- Response Time and Proximity: HSSC/SCAS field officers are based within Sonoma County and have proximity to Sebastopol; NBAS officers would respond from Petaluma, with dispatch coordination through Sebastopol Police Department.

The Council's decision will determine not only the fiscal responsibility of the city's animal services program, but also the community's direct access to animal care resources, field response times, and overall program visibility. Staff believes both proposals are capable of delivering quality services but notes that the cost differential and operational structure present distinct trade-offs for Council consideration.

STAFF ANALYSIS:

City staff reviewed both proposals in accordance with the evaluation criteria outlined in the City's Request for Proposals (RFP), which included: service approach and methodology; experience and qualifications; cost proposal; reporting and communication protocols; and demonstrated ability to perform all required functions within the scope of work.

Both North Bay Animal Services (NBAS) and Humane Society of Sonoma County / Sonoma County Animal Shelter (HSSC/SCAS) demonstrated capacity to perform the requested services; however, the analysis below highlights the primary distinctions that may guide Council deliberation.

1. Cost and Fiscal Impact

NBAS's proposed annual cost of \$18,900 represents a substantially lower financial impact to the city than HSSC/SCAS's total annual cost of \$68,174. The NBAS proposal includes all service categories—field response, sheltering, licensing, and public education—under a single flat fee structure. In contrast, HSSC/SCAS's model separates costs between the county's field services and the Humane Society's shelter operations, creating a more segmented and costlier structure.

From a budgetary standpoint, NBAS offers a 72% cost savings compared to HSSC/SCAS, while still meeting all service deliverables in the RFP.

2. Operational Model and Coordination

NBAS operates as a single provider system, integrating field and shelter operations under one management structure. This offers streamlined communication, accountability, and continuity of service between field response and animal intake or adoption.

The HSSC/SCAS proposal relies on coordination between two separate organizations; the county and the Humane Society which, while well established, introduces potential administrative complexity and additional layers of communication.

3. Staffing, Training, and Standards

NBAS employs trained Animal Control Officers certified under PC 832 and CACO standards, with continuing education and adherence to UC Davis Shelter Medicine protocols. This ensures both enforcement capability and humane animal care standards.

HSSC/SCAS also maintains experienced staff, leveraging long term institutional expertise within Sonoma County's regional system.



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4. Service Availability and Response

Both agencies offer 7-day-per-week service coverage, including after-hours emergency response coordinated through the Sebastopol Police Department.

While NBAS's primary facility is based in Petaluma, the agency proposes local "pop-up" adoption and licensing events in Sebastopol to increase community access. HSSC/SCAS field services are based locally within the County system, which could potentially offer slightly shorter field response times.

5. Community Engagement and Outreach

NBAS demonstrates a strong emphasis on community engagement, offering free microchipping, vaccination, and educational outreach programs, which directly support Sebastopol's goals of responsible pet ownership and public health.

HSSC/SCAS provides shelter and adoption services with established community recognition but places less emphasis on mobile or outreach-based engagement activities.

6. Experience with Municipal Contracts

Both organizations have extensive experience serving local jurisdictions. NBAS currently serves multiple small and mid-sized cities across Northern California, demonstrating adaptability to smaller municipal environments. HSSC/SCAS brings regional stability and long-standing infrastructure as the County's primary animal services provider.

Based on the analysis above, staff concludes that both organizations are capable providers, but NBAS offers the most cost-effective and flexible model for Sebastopol's needs. The proposal aligns with the city's financial constraints, ensures compliance with state animal control standards, and enhances public outreach.

HSSC/SCAS remains a strong and established provider; however, the significantly higher cost and dual-agency model may not represent the most efficient structure for the City's scale of operations.

Regardless of which entity is awarded the contract, the contract will include a requirement for the entity to provide quarterly reports that include data and performance criteria sufficient to evaluate compliance with the contract and all relevant laws, as recently recommended by the Sonoma County Civil Grand Jury.

CITY COUNCIL GOALS/PRIORITIES; AND/OR GENERAL PLAN CONSISTENCY:

This agenda item represents the City Council goals/priorities as follows:

HIGH PERFORMANCE ORGANIZATION

Restoring public trust

Improve Public Communications

PUBLIC SAFETY

Strengthen the public's safety and improve the quality of life. Includes supporting our first responders (police, fire, public works), responding to emergencies, protecting people, property, and businesses, and engaging in emergency preparedness community outreach, public education and prevention activities.



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COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the city has not received public comment. If staff receives public comments following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting and will be posted to the city website.

The agreement will be for a term of five years, but may be terminated by the City (without cause) at any point with sixty (60) days notice.

FISCAL IMPACT:

The fiscal impact of awarding the animal control services contract depends on the provider selected by the City Council. Both proposals include comprehensive animal care and control functions but vary significantly in cost structure and financial commitment.

North Bay Animal Services (NBAS) proposes to provide complete animal control, sheltering, and community outreach services at a total annual cost of \$18,900 (or \$1,575 per month). This fee includes staffing, training, vehicles, equipment, and administrative support. License fees collected within the city would be retained by NBAS to offset administrative costs. Funding for this contract would be drawn from the city's existing Public Safety / Animal Services budget allocation of \$20,000 in FY 2025/2026.

Humane Society of Sonoma County / Sonoma County Animal Services (HSSC/SCAS) proposes a combined service model with a total annual cost of \$68,174 (or \$5,681 per month), comprised of:

- \$2,319 per month for field services and licensing (SCAS)
- \$3,362 per month for sheltering services (HSSC)

The HSSC/SCAS proposal would require a substantially larger annual allocation, representing an approximate \$49,000 difference compared to NBAS's proposal. This amount also far exceeds the FY2025/2026 budget allocation of \$20,000 for animal control services. If the Council decides to award the contract to HSSC/SCAS, staff will return with a budget amendment at a subsequent meeting to identify where the necessary additional funds will come from.

The cost of the agreement will increase annually by the same percentage as the change in the Consumer Price Index.

RESTATED RECOMMENDATION:

Based on the evaluation of proposals received, staff recommends that the City Council:

1. Approve a contract with North Bay Animal Services (NBAS) to provide comprehensive animal control and sheltering services for the City of Sebastopol; and
2. Authorize the City Manager to execute a service agreement with NBAS, subject to City Attorney review and approval as to form.
3. Continue requiring the Chief of Police to conduct monthly reports on NBAS' facility to be reported to City Council during the City Manager's monthly report



City of Sebastopol

OPTIONS:

1. Approve contract with SCAS/HSSC
2. Deny the issuance of a contract and provide direction to staff

ATTACHMENTS:

1. NBAS Proposal and information provided
2. SCAS/HSSC Proposal and information provided
3. Resolution
4. City of Sebastopol Contract

APPROVALS:

Department Head Approval:

Approval Date: 11/12/2025

CEQA Determination (Planning):

Approval Date: N/A

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services (Financial):

Approval Date: 11/12/2025

Costs authorized in City Approved Budget: ☒ Yes ☐ No N/A

Account Code (if applicable) _____

City Attorney Approval:

Approval Date: 11/04/2025

City Manager Approval:

Approval Date: 11/04/2025



Date: 10/30/2025

To: Sean McDonagh
Chief of Police
City of Sebastopol

From: Mark Scott
Executive Director
North Bay Animal Services

Re: Sebastopol Animal Services RFP Response

North Bay Animal Services (NBAS) is grateful to the City of Sebastopol for entrusting us with its animal care and control services. We are proud of our continued partnership and commitment to providing professional, compassionate, and community-focused animal services.

We propose the following renewal option:

1. **Five-Year Contract** – Renewal as currently written, at a rate of **\$18,900 per year** (\$1,575 per month).
2. **Escalator Clause** – A **5% annual increase** after the first contract year to account for cost-of-living adjustments and operational growth.

Note: Sebastopol's fixed budget of **\$20,000 per year** will remain unchanged for the first two years of the contract. After that period, the proposed 5% annual escalator would apply for years three through five. Total contract amounts are fixed and will not include any additional increases beyond those stated.

We appreciate the City's continued confidence in North Bay Animal Services and our shared dedication to protecting both the community and its animals.

Sincerely,



Mark Scott
Executive Director
North Bay Animal Services
840 Hopper St. Petaluma, CA 94952
Wk.: 707-762-6227
Cell: 707-364-9554
mark@northbayanimalservices.org



Proposal for Sebastopol Animal Care and Control

October 30th, 2025

Provided By North Bay Animal Services

Mark Scott, Executive Director

840 Hopper Street

Petaluma, CA 94952

Telephone, 707-762-6227

E-Mail Mark@northbayanimalservices.org



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Executive Summary

North Bay Animal Services (NBAS) will provide Animal Care and Control Services for stray, surrendered and injured animals for Sebastopol’s over 7,500 residents. Public services include collection and care of stray/injured animals, dog licensing, cruelty investigations, animal law enforcement, and facilitation of trap, spay/neuter, and release for feral cat colonies.

NBAS collaborates with citizens and other entities in the cities that we serve, putting our collective years of experience to use in order to help homeless pets.

General Company Description

This California non-profit corporation provides animal services to cities in the San Francisco North Bay area. We shelter surrendered household pets, adopt them to qualified owners, respond to animal related requests, and maintain the animal licensing program. We also provide Humane Education classes, and low-cost spay/neuter services.

We understand that the only services requested in Sebastopol will be for animal control and animal shelter services.



Mission Statement:

North Bay Animal Services provides high quality, comprehensive services to the community that result in fewer homeless animals, greater pet retention, and happier families.

Business Philosophy:

Our most important resource is our people. From the Board of Directors, to the Advisory Committee, to the employees and volunteers, we all have a strong commitment to animal welfare. Each area of the organization is represented by years of service and expertise: Animal Control, Canine Training, Customer Service and Technology, Animal Veterinary Care, Volunteer Coordination, Humane Education, Community Outreach, Executive Management. This diverse group and their commitment to the industry and community make the organization flourish. NBAS is also committed to collaboration and partnerships. Within the organization, communication among staff and between staff and Board members is essential to improve programs and introduce new ones. This is essential as the organization evolves to meet the ever changing needs of the industry. We partner with other animal welfare organizations. We can facilitate what's best for the animals (one shelter might have adopters for a particular dog breed, when we do not; we might have fosters for animals with medical needs when another shelter may not). These established relationships allow us to expand our network in an efficient and effective way.

Fees for services provided:

Current Rate is \$18,900.00 per year or \$1575.00 per month

Terms are for 5 years or agreed upon from date of agreed signed contract

Any fees associated with this proposal collected by North Bay Animal Services are 100% percent retained by North Bay Animal Services.



Animal Control Services

Animal Control Hours & Services

North Bay Animal Services will work at the Petaluma Animal Shelter location and provide the following services from 9 a.m. to 6 p.m., Tuesday through Saturday, excluding city recognized holidays:

- Acceptance of stray animals
- Sick or injured animals
- Assistance with dangerous animals
- Acceptance of owner surrenders for City of Sebastopol residents
- Work with Sebastopol residents to reunite them with their lost pets.
- Dog licensing Services

Animal Control Number

Mark Scott - Animal Control Cell 707-364-9554

Main Shelter Number 707-762-6227

After Hours Emergency

For after hour emergency calls related to sick, vicious, or injured animals, please contact the Sebastopol Police Department dispatch at 707-829-4400.

Regular Animal Control Service Hours

The Animal Control officer is on-duty Tuesday through Saturday, 9 a.m. to 6:00 p.m., excluding Federal recognized holidays. Animal related complaints received by the city or the police department outside of regular animal control service hours are forwarded to animal control for follow-up.

Response time During Regular Service Hours

Animal Control provides in-field response to animal medical emergencies and other emergencies involving danger to humans within 30 minutes or less during regular service hours. An Animal Control Officer will respond to non-emergency animal control issues within 24 hours of being notified during regular service hours.

Animal Control

We will respond to residents of Sebastopol for pet related issues like Nuisance barking dogs, stray animals, and respond to animal related issues in the community. This includes off-leash pets roaming the streets, community complaints about pets and community education. Our Animal Control Officers resolve these issues in a timely fashion, delivering excellent customer service, always trying to keep the pet in the



owner's home. When necessary, animals will be housed at the shelter temporarily until the pet can be reunited with the owner.

Shelter Services

NBAS operates the Petaluma Animal Shelter at 840 Hopper St in Petaluma. We're open 9-6, Tuesday through Saturday. We house all of our animals at this facility from intake, through appropriate stray holds, providing necessary medical treatment, to final outcome (adoption or transfer or euthanasia).

We follow UC Davis Shelter Medicine care and cleaning protocols to ensure a healthy environment for the animals in our care. We have isolation space available for cats and dogs, to prevent the spread of disease.

The Petaluma Animal Shelter serves as a community resource, not only for adoptable animals, but for licensing services, educational materials, and events. Sebastopol residents would also have access to these services at this location.

Through our partnerships, we anticipate creating periodic pop up events so that Sebastopol residents can view adoptable pets, pay for their dog licenses, and stay up to date with current collateral materials.

We'd also like to propose installing a drop box for residents to pay dog licensing fees (conveniently located in town), and a rack in City Hall to distribute license applications, educational cards (prevent dogs in hot cars, window clings for emergencies) and animal control forms.



Marketing Plan

We use social media, Facebook, Instagram, and Next Door to proactively return animals to their owners. We post about lost animals and research found animal posts, trying to reunite these pets.

Website Capabilities:

- Newsletters
- Photos posted of Sebastopol strays
- Dog license processing
- Event announcements

A Compassionate Staff

Every member of our staff keeps the animals' best interest at the forefront while delivering excellent customer service to the public. We maintain this attitude through a collaborative communication style, continued training and education and by recruiting the best in this field.

Customers

Animal Control will serve all citizens of Sebastopol, pet owners as well as those affected by pets. Our facility in Petaluma is available to house pets and is available to Redeem, Adopt or License pets.

Pricing

Pricing is set by the Sebastopol City Council – Sebastopol Fee Schedule Preferably we can adopt our Current Fee Schedule.

Location

Petaluma Animal Shelter
840 Hopper St.
Petaluma, CA 94952



Operational Plan

One Animal Control Officers will be stationed at the Petaluma Animal shelter and our Windsor Satellite office to respond to calls during regular business hours. Our officer's rotate for after-hours coverage.

- Patrol
- Dog licensing
- Educating the public on CMC- Sebastopol Municipal Code
- Cases, complaints and follow up

The NBAS staff at the Petaluma shelter will support the Sebastopol Police Department with Dog licenses, consult on animal related issues, or provide assistance to Police Activity. NBAS management will ensure that the staff maintains continued trainings (for example: CPR, sexual harassment prevention, animal care, etc. NBAS staff will also comply with officer continued training (PC 832), to stay current on weapons safety and industry standards of excellence.

Legal Environment

Business license

IRS 501(c)3 designation and registration with the California Attorney General

Kennel permit

Business and property insurance.

Personnel

Executive Director

Animal Control Officer



Management and Organization

Personnel

Mark Scott, Executive Director

Mark will oversee the daily operations. He will have direct responsibility for Animal Control functions/schedule, facilities, vehicles, adoption events, budget, finance, tax reporting, computer hardware, phones, donations, city liaison.

Mark joined Petaluma animal Services Foundation in 2012 and quickly rose through the ranks to Senior Animal Control Officer and then to Operations Supervisor. Mark successfully staff and maintained the Petaluma animal shelter and was then tasked with devising a plan to operate the Shelter Medical Department under a new proposed budget. He accomplished this by creating a relationship with a local vet while playing a pivotal role in contract negotiations. This new contract allowed animals to receive vet care five days per week, including an exam, spay or neuter, and a rabies shot. This arrangement saved animals from needless waiting and suffering.

Mark has built a solid animal control department that services the needs of the City of Petaluma, and he was also instrumental in creating a flexible animal control division for other city agencies. The Cities of Windsor, Calistoga, Healdsburg, and Cloverdale, along with Petaluma were all covered by Mark. In addition, Mark has a long record of successfully dealing with hostile situations and finding solutions that ensure the safety of his fellow team members, animals, and the public. He has collaborated extensively with partner organizations, including the Rohnert Park Animal Shelter and the Sonoma County Animal Shelter.

During the Tubbs Fire, Sonoma County Animal Services recruited Mark to assist with search and rescue efforts. He has also successfully set up and run disaster relief efforts, coordinating the distribution of needed supplies and collaborating closely with the Red Cross through a mobile animal shelter. Mark specializes in applying his expertise, job knowledge, and situational awareness to create a best possible outcome.

Mark is a member of the National Animal Care & Control Association. In 2018, he was presented with Petaluma's Service Person of the Year Award by the Argus-Courier and Chamber of Commerce.

Jori Donahoo, Animal Control Officer

Jori will respond to animal incidents, provide dog licensing services, and provide social media material. She has been an officer in Petaluma for past three years. She excels at interacting with the public and diffusing tense situations. Jori grew up in Petaluma. Before joining NBAS, Jori worked in emergency vet medicine and brings years of experience, skills, and knowledge to our team. When not working Jori enjoys spending time with her son and her 4 dogs.



Professional and Advisory Support

Robbi Lakos, Board President

Robbi works in the industry and has lived in Petaluma for 17 years with her husband Greg and 4 cats. Robbi started out volunteering at the shelter in 2015 with the cats, and shortly thereafter, she took home her first foster kitten. She has been hooked ever since! Robbi continues to volunteer at the shelter most evenings and fosters both healthy and sick cats, ranging from bottle babies to senior cats who need extra attention. Robbi and Greg have fallen in love with fostering so much that they have converted their spare bedroom into a foster room. She also volunteers at Petco adoption days and other special events. During those events, Robbi enjoys educating others about the shelter and assisting with adoptions.

Gale Valentini, Board Treasurer

Gale has lived in Petaluma since 1992 and has been a supporter of NBAS from its inception. She is retired from a career in human resources and financial services with a detour to the culinary field. Cats have always been a part of Gale's life with more than one and up to four living in her household. In addition to her cats, she enjoys gardening and quilting.

Jeanne Allen, Board Secretary

Jeanne Allen retired from her thirty-six-year career in federal law enforcement in addition to sixteen years as an Recruitment Coordinator for the Department of Justice. In 2016, she joined the Board of Directors for Humankind Alliance, a non-profit organization dedicated to addressing the challenges between law enforcement agencies and their respective communities. Jeanne has been a shelter volunteer for the past 16 years in addition to volunteering at a variety of public adoption events, spay/neuter clinics, and the weekly Petco cat adoption events. Jeanne also volunteers her time at Lily's Legacy, a senior dog rescue in Petaluma. Jeanne has had three rescue cats and she later adopted two more cats from the shelter. Jeanne is a avid hiker and enjoys traveling with her husband and son..

Jill Countermine , Board Member

Jill has lived in Sonoma County for 25 years. She has always had a love for animals, frequently bringing home lizards in coffee cans, tadpoles, and birds after they ate too many pyracantha berries. Growing up, Mrs. Terwilliger's (San Rafael WildCare) field trips were always the best, and petting a cheetah, not once, but twice was beyond amazing. Jill has been a volunteer for the shelter for at least 13 years, at the shelter, Petco, and other special events.



Sue Davy - Communications Coordinator

Sue discovered animal welfare 10 years ago through fostering animals for Petaluma Animal Shelter, where she managed the process to move shelter operations from City run to nonprofit in 2012. Her love for software and desire to have a greater impact took her to a job with the largest animal management software company in the industry. Sue has successfully managed projects and led groups to meet goals that they thought were unattainable. Her calm leadership inspires confidence and teamwork, and she is a mentor to staff at all levels, leading through example

Insurance Agent

Leslie Dodds
Insurance Broker
McDonald-Leavitt Insurance Agency, Inc.
2800 Cleveland Ave. #D
Santa Rosa, CA 95403
707.284.5912 phone
707.284.5990 fax

Bank

Redwood Credit Union
301 N. McDowell Blvd.
Petaluma, Ca 94952
707-545-4000



North Bay Animal Services Organizational Chart (15 Employees)

Executive Leadership

- **Executive Director:**

Animal Control Department (4 Employees)

Reports to: Executive Director

- Animal Control Officer (Lead)
- Animal Control Officer
- Animal Control Officer
- Animal Control Officer

Animal Care Departments

Reports to: Executive Director

Dog Department

- **Dog Care Coordinator (Department Head)**
 - Kennel Technician
 - Kennel Technician
 - Kennel Technician

Cat Department

- **Cat Care Coordinator (Department Head)**
 - Kennel Technician
 - Kennel Technician
 - Kennel Technician

Customer Service Department (2 Employees)

Reports to: Executive Director

- Customer Service Representative
- Customer Service Representative



Summary:

- 1 Executive Director
- 4 Animal Control Officers
- 1 Dog Care Coordinator (Department Head)
- 1 Cat Care Coordinator (Department Head)
- 6 Kennel Assistants
- 2 Customer Service Representatives

Total: 15 Employees



Budget Summary

Budget 2025 - Sebastopol

BUDGET SUMMARY REPORT

North Bay Animal Services

Budget Summary	Monthly Targets	YTD Targets
Income Breakdown:		
City Contract Fee	\$1575.00	\$18,900.00
License Fees (Est.)	TBD	TBD
Shelter Services	TBD	TBD
Expense Breakdown:		
Admin / Social Media / Animal Medical	\$100.00	\$1200.00
Officer On Call	\$350.000	\$4200.00
Employee Salaries / Medical (Estimated Percentage)	\$500.00	\$6,000.00
Printing Services	\$35.00	\$420.00
Fuel Cost	\$250	\$3000.00
Postage	\$35.00	\$420.00
Accounting Fees	\$60.00	\$720.00
Balance Sheet Summary (Mark's Suggested)	Monthly Targets	YTD Targets
Income	\$1575.00	\$18,900.00
Expenses	\$1330.00	\$15,960.00
Budget Difference	\$245	\$2,940.00

****Note**

Employee salaries and medical are calculated at a percentage rate
 Animal care and medical expenses are included in these rates



Animal Control Officer Training Requirements

PC 832 Arrest Certification (40-Hours)

This course fulfills the requirements of Section 832 of the Penal Code as mandated by the California Commission on Peace Officer Standards and Training (POST).

Topics Include:

- Leadership,
- Professionalism, & Ethics
- Criminal Justice System
- Policing in the Community
- Introduction to Criminal
- Law Laws of Arrest
- Search and Seizure
- Presentation of Evidence
- Investigative Report Writing
- Use of Force*
- Preliminary Investigation
- Arrest Methods/Defensive Tactics
- Crimes Against the Justice System
- Cultural Diversity/Discrimination

**Animal Control Officers that successfully pass the PC 832 Course then receive 12 weeks of on the job training at NBAS.



Animal Control Officer Training Requirements

PC 832 Firearms Certification (24-Hours) 450 Rounds

This course fulfills the requirements of Section 832 of the Penal Code as mandated by the California Commission on Peace Officer Standards and Training (POST) for agencies authorizing the use of firearms.

Firearm Topics Include:

- Care and maintenance
- Function
- Safety
- Shooting positions
- Fundamentals.

****An accuracy test is required for successful course completion.**

****A criminal history check is required by state law (13511.5 PC) for non-law enforcement agency personnel. Information provided upon class reservation.**

****Animal Control Officer's that successfully pass the PC 832 Course then receive 12 weeks of on the job training at NBAS.**



SCOPE OF SERVICES

Animal Regulation Services: Contractor will provide in-field animal control services within the City boundaries. Field services will include, but are not limited to: response to requests for service from the Sebastopol Police Department, citizen complaints, Dog license compliance, barking dogs, dangerous or vicious animals and bite investigations. More specifically, the contractor's duties will include, but are not limited to the following:

Regular Animal Control Service Hours: Animal Control hours will be Tuesday through Saturday, 9:00 a.m. to 6:00 p.m., excluding City recognized holidays. Animal related complaints received by the City or the police department outside of regular animal control service hours will be forwarded to the contractor for follow-up.

Response time During Regular Service Hours: Contractor will provide in-field response to animal medical emergencies and other emergencies involving danger to humans within (30) minutes or less during regular service hours. Contractor will respond to non-emergency animal control issues within (24) hours of being notified during regular service hours.

Animal Control Officer: Contractor shall employ as Animal Control Officers only those certified under Penal Code section 832. Contractor will maintain all training records. Animal Control Officers will qualify with the use of their approved firearms on a quarterly basis. The use of firearms is limited to field euthanasia of animals.

Impoundment: Impound all Animals picked up at large and collect such impound fees as may be established from time to time by resolution of the City Council. All animals suspected to be rabid and/or that have bitten a person or other animal shall be impounded and handled as prescribed in Chapter 6.08 of the Sebastopol Municipal Code.

Return of Impounded Animals: Contractor should return any lost/stray animal (impounded by field personnel) to the rightful owner in the field, when possible and subject to the payment of impound fees.



Calls for Service

Routing: Contractor will manage and dispatch all calls for service received for appropriate animal related services during the normal business hours of the shelter. After hours calls for service will be forwarded to the on-call Animal Control Officer.

Animal Bites: Contractor will investigate reported bites by animals. Contractor shall respond in person to all reported bites by dogs or suspect rabid or wild animals. As part of this response, Contractor shall contact and interview the bite victim(s) (or the victim's parent(s) or guardian(s) in the case of a minor) as part of the bite investigation procedure. Bite reports shall indicate who reported the bite incident to the City. Contractor will also provide the police department with a copy of all animal bite reports within one (1) week of occurrence if requested. SPD shall investigate and assist, as necessary.

Nuisance Animal Complaints: Contractor will respond to and process nuisance animal complaints.

Dead Animals: Contractor will accept from the City for disposal, pursuant to established policy, the remains of domestic and small wild animals. The remains of large livestock, such as horses, bovines or sheep, or large wild or native animals are excluded from this responsibility. Contractor will accept and pick up the remains of deer.

Livestock: Contractor's services with respect to livestock are limited to placing the animal back into a corral, if possible, and issuing a citation to the owner. All other matters will be relayed to CPD or other appropriate entity depending on the circumstances.

Trapping: Contractor shall assist City residents in removal of domestic or wild Animals from privately owned traps within twenty four (24) hours of being so notified. Contractor may charge a fee if an Animal Control Officer is required to pick-up a trapped animal. Depending on trap availability, assist City residents in setting of trapping and removal, of domestic and wild Animals from public and private property within seven (7) days, as allowed by law.



Licenses for Dogs: Contractor shall provide full dog-licensing services, including license enforcement activity. Contractor shall charge fees and costs, remit monies, and maintain records with regards to animals received by it under the terms of the Agreement and consistent with the provisions of the Sebastopol Municipal Code relating to fees and charges. Such fees and charges will be retained by Contractor.

Issuance of Warnings and Citations: Contractor will enforce all appropriate animal control and care related provisions of the Sebastopol Municipal Code including the issuance of warning notices or citations as necessary for violations of the provisions the Municipal Code or State law.

Criminal Prosecutions: Contractor will forward any criminal investigation cases in which prosecutions are sought through the CPD records unit to the County District Attorney's Office or other appropriate judicial review. Contractor shall follow all established report preparation protocols and shall receive training from CPD as needed.

Administrative hearings and court testimony: Contractor shall make appropriate Animal Control Officers available to attend and testify in court or administrative hearings as outlined in title 6 of the Sebastopol Municipal Code or as a result of a criminal subpoena issued by a recognized court of justice. Costs for the appearances of Animal Control Officers in court or hearings shall be the responsibility of the contractor.

Complaints: The City and Contractor shall designate a primary and alternate contact person for the purpose of addressing complaints. All complaints received by the City that require a response from the Contractor shall be made by telephone and/or electronic mail to the designated contact persons for the two Parties. An electronic mail response will be made by the Contractor within two (2) business days as to the resolution or ongoing response on the matter.

Enforcement Radios: Contractor will be provided three SPD patrol radios in order to make emergency requests for police assistance. Contractor shall ensure any and all employees utilizing police radios have received proper training from SPD in the use and care of the equipment. Radios shall only be issued to the Animal Control Officers and the Director.

After Hours Animal Control: Contractor will provide "on call" emergency response, to any situation involving animal medical emergencies or danger to humans, upon being requested by the Sebastopol Police Department, within (60) minutes, during any hours outside of regular animal control service hours.



Shelter Services: Contractor shall provide full shelter services to all persons residing within the Sebastopol city limits. These services will include, but are not limited to: sheltering abandoned, unwanted or stray animals, adoptions, pre-adoption spays and neuters, animal licensing, and euthanasia

Contractor shall operate and maintain a shelter facility in the city of Petaluma and will provide for the following services from 9:00a.m. to 5:30 p.m. Monday through Saturday, excluding City recognized holidays:

1. Acceptance of stray animals from the City of Sebastopol
2. Spay and Neuter of all unaltered animals prior to adoption.
3. Euthanasia of animals who are irremediably suffering or which pose a danger to the community.
4. Acceptance of owner surrenders for City of Sebastopol residents by appointment and as space allows.
 - a. Whenever possible, our goal is to help pets and their owners remain together.

Understanding that pet relinquishment is not the preferred outcome, contractor will support Sebastopol residents wanting to re-home their pets by first providing resources which allow the pet to remain in their home (training assistance, pet food pantry support, adoption-by-owner toolkit).

Shelter Business Hours: Contractor will maintain a shelter that is open to the public from 9:00a.m. to 5:30 p.m. Monday through Sunday, excluding City recognized holidays. Adoption hours shall be from 1:00 p.m. through 5:30 p.m. which allows for morning feed and clean time prior to public viewing. Contractor shall receive stray animals from residents of Sebastopol during business hours.

Proper Care and Treatment: The best possible care and treatment shall be given to all animals held in possession of the contractor. Adequate food shall be provided and the shelter shall not be overpopulated. The shelter shall provide means for isolation, not permitting the public to have access or visits, of animals with Police holds, quarantines, or pets held in protective custody that will not expose other sheltered animals to risk. The shelter shall have adequate number of dog kennels and cat cages. The animal shelter shall be maintained in a clean and sanitary condition. City staff reserves the right to enter and inspect the premises during regular business hours for the purpose of inspecting the facilities for the conditions above.



Housing of Animals: Contractor shall be solely responsible for the costs associated with the care and feeding of animals for any time periods beyond the minimum impoundment periods established in the Sebastopol Municipal Code

C. Other Related Services:

Training: In the course of operating the shelter and providing animal control services, contractor shall assign personnel that are trained, qualified and authorized to administer and/or enforce all laws, rules and regulations; operate all necessary equipment, have the ability to recognize animal breeds, diseases and injuries, and shall be competent to administer first aid to animals in the field. Contractor shall ensure that each Contractor employee assigned to the City of Sebastopol is trained and currently certified, or will be certified within 60 days, in accordance with state standards. Contractor will ensure that personnel maintain required certifications and maintain that status through the required continuing education credits.

Documenting of Case Files: The Contractor will maintain and update all Animal Control case files.

Customer Service Levels: Contractor shall assist the City in the development of a customer service survey for Animal Control activities. In the event that the City implements a customer service survey, the responses received on the performance of Contractor must demonstrate the Contractor is fostering and maintaining harmonious relationships with the members of City Council, employees of the City, employees of the City's contract services providers and City businesses, residents, customers and is representing the City in the best light possible to members of the public, staff, elected and appointed officials and media.

Personnel, Supplies and Equipment: The Contractor at their expense shall provide all personnel, supplies, medications and pharmaceuticals, vehicles and equipment necessary for the efficient and effective operation of Animal Field Services, including, but not limited to Animal Control Officers,



NBAS will provide all required services outlined in the City's RFP, including Field Services, Shelter Services, and Administrative Functions.

Field Services

- Respond to animal-related calls within Sebastopol city limits, including stray, injured, dangerous, or deceased animals.
- Enforce state and local animal laws (licensing, cruelty, nuisance, and dangerous dogs).
- Maintain 24/7 dispatch coverage for after-hours emergencies through coordination with Sebastopol Police Department.
- Provide court testimony and assist with investigations as required.
- Respond to emergency incidents within 30 minutes; non-emergency within 24 hours.

Shelter Services

- Provide full sheltering for stray, abandoned, and surrendered animals from Sebastopol.
- Conduct pre-adoption spay/neuter, microchipping, and vaccinations.
- Offer humane euthanasia only when medically necessary or for public safety.
- Maintain isolation and quarantine facilities per UC Davis protocols.
- Operate public adoption hours Tuesday–Saturday, 9:00 a.m.–6:00 p.m.

Administrative Services

- Maintain complete records of calls, citations, impounds, and outcomes.
- Process dog licenses, rabies certificates, and monthly reports.
- Submit statistical and narrative activity reports monthly to the City.
- Respond to Public Records Act (PRA) requests per State law.
- Conduct annual customer satisfaction surveys per City RFP requirements.

Emergency Preparedness

NBAS maintains an Animal Disaster Preparedness Plan, developed in coordination with Sonoma County Animal Services and CalAnimals, to support evacuation, temporary sheltering, and reunification during emergencies.



References

1. **City of Petaluma** – Animal Control & Shelter Services (2019–Present)
Contact: Brian Miller , Police Chief | (707) 778-4332
2. **Town of Windsor** – Animal Control & Shelter Services (2020–Present)
Contact: Kristina Owens, Government Operations Manager | (707) 838-1000
3. **City of Cloverdale** – Animal Services (2019–Present)
Contact: Chris Parker, Chief of Police | (707) 894-2150

Conflict of Interest Disclosure

NBAS has no known actual, apparent, direct, or potential conflicts of interest with the City of Sebastopol, its officers, officials, or employees. NBAS does not employ any current or former City officials and has not received any non-competitive advantage in this solicitation.

Insurance Summary

NBAS maintains all required insurance per City standards:

- **Commercial General Liability:** \$2,000,000 per occurrence / \$4,000,000 aggregate
- **Automobile Liability:** \$1,000,000 per accident
- **Workers' Compensation and Employer's Liability:** Statutory / \$1,000,000
- **Professional Liability (E&O):** \$2,000,000 aggregate

Certificates of Insurance naming the City of Sebastopol as additional insured will be provided upon contract award.

Appendices

Appendix A: Sample Monthly Report Template

Appendix B: Disaster Preparedness Summary

Appendix C: Organizational Chart

Appendix D: Insurance Certificates

Appendix E: Example Community Outreach Materials



Noted Changes: Officer Communications and Training

- Additional Days: 2 Service Days Added (Sunday and Monday)
- Additional Shelter Hours
- Additional After-Hours Service
- Free Microchip Clinics
- Free Vaccines Clinics - Core Vaccines
- Annual Animal Shelter Facility Inspection
- Quarterly Reports to Police Dept.
- Licensing and Rabies Prevention Campaign
- Officers will contact Sebastopol Police Department dispatch when responding to and completing calls for service.
- Officer Training will align to the Animal Control Officer Standards Act governed by Cal Animals
- [Calanimals](#) Minimum Training Requirements
- To become a Certified Animal Control Officer (CACO) in California, an individual must complete the following:
 1. Animal Care Training: At least 20 hours of instruction focusing on the identification of disease, injury, and neglect in domestic animals and livestock. This training should be sponsored or provided by an accredited postsecondary institution or another provider approved by the California Veterinary Medical Association. [Animal Law](#)
 2. State Law Training: A minimum of 40 hours covering state laws related to the humane treatment of animals, including topics such as administrative inspection, relevant food and agricultural laws, Penal Code provisions, health and safety codes, environmental regulations, public nuisance laws, constitutional law, investigation and enforcement techniques, officer safety, and community engagement. This training must be provided by an accredited postsecondary institution, law enforcement agency, or CalAnimals. [Animal Law](#)
 3. PC 832 Training: Completion of the PC 832 Arrest, Search, and Seizure course, which is required for officers who will exercise the powers of arrest and serve warrants.
 4. PC 832 Training: Completion of the PC 832 Firearms, Firearms Course, which is required for officers who will exercise the use of firearms during field services.



Field Services

- 7 Days a Week 9:00 am -6:00 pm
- Patrols
- Patrol activity will be tracked internally by NBAS and reported to the Sebastopol Police Department quarterly.
- Animal Pickup
- Return to owners.
- Enforcement of local state and federal laws.
- Citation for violations
- 24-hour 7 day a week service
- Emergency services
- After-Hours Services 7 days a week service
- Investigation of bite reports,
- Investigation of Animal Cruelty/Neglect,
- Public Nuisance Reports
- Deceased Animal Pick up.
- Rabies control
- Disaster/emergency response to fires, floods, and other natural disasters

Sheltering Services (Summary)

- Animal Impounds
- Pre-adoption spays and neuters.
- Sheltering abandoned, surrendered, or stray animals
- Microchipping (Free)
- Vaccinations (Free) Core Vaccines only (Rabies Vaccines excluded for clinic)
- Veterinary care
- Adoption counseling
- Humane education
- Behavioral Assessments
- Rabies vaccinations
- Volunteer recruitment and training.



Administrative Services

- Animal Licensing and Rabies Certificates
- Customer Service (phone /emails)
- Billing & Collections
- State-mandated bite reports.
- Special events and programs
- Social media, marketing, promotions, and advertising
- Documenting case files and forwarding documentation to the Sebastopol Police Department upon request.
- Quarterly Reports: NBAS will submit quarterly reports to the Sebastopol Police Department, including patrol summaries and dispatch-call activity log

C. Other Related Services Continued:

- Annual Animal Shelter Inspection: A thorough evaluation of North Bay Animal Services Facility and Maintenance performed annually by CPD designated staff.
- Quarterly Reports: NBAS will submit Quarterly Reports to the Sebastopol Police Department for review.
- Rabies and Licensing Campaign: NBAS will work with CPD for license compliance and Rabies Prevention Campaign.
- NBAS will provide Free Microchip Clinics - (Cats and Dogs) for Sebastopol Residents
- Free Vaccines Clinics - Core Vaccines (Cats and Dogs) for Sebastopol Residents
- Additional Days: 2 Service Days Added (Sunday and Monday)
- Additional Shelter Hours 9am – 6pm (7 days a week) Except Holidays
- Additional After-Hours Service – Emergency Calls Only



NORTH BAY ANIMAL SERVICES - Fee Chart*

Agenda Item Number: 13

LICENSE

- Dog License Altered.....\$20
- Dog License Unaltered.....\$25
- Dog License Altered Late.....\$21
- Dog License Unaltered Late.....\$21
- Tag Replacement.....\$6
- Engravable Collar.....\$20

ADOPTION

- Dog Adoption.....\$90
- Cat Adoption.....\$70
- Barn Cat Adoption.....\$0
- Rabbit Adoption.....\$10
- Small Animal Adoption.....\$10
- Large Bird Adoption.....\$25
- Small Bird Adoption.....\$36
- Cat Carrier.....\$5

OWNER REDEMPTION

- Altered Animal Redemption.....\$45
- Unaltered Animal Redemption.....\$45
- Spay Neuter Fine.....\$30
- Spay Neuter Fine.....\$50
- Spay Neuter Fine.....\$100
- Board.....\$20
- Bite Quarantine Board.....\$32

SURRENDER INTAKE

- Owner Surrender Dog Altered.....\$46
- Owner Surrender Dog Unaltered.....\$69
- Owner Surrender Cat Altered.....\$46
- Owner Surrender Cat Unaltered.....\$69
- Owner Surrender Small Animal Altered.....\$46
- Owner Surrender Small Animal Unaltered.....\$69
- Surrender of Litter.....\$19

FIELD SERVICES

- ACO transport animal to vet.....\$75
- ACO transport to vet after hours.....\$175
- ACO Field Euthanasia.....\$106
- PD assist during business hours.....\$75
- PD assist after business hours.....\$175
- ACO Service Fee.....\$70
- PTS Trapped Wildlife.....\$86
- Release Trapped Wildlife.....\$57

MEDICAL

- Microchip Dog.....\$20
- Microchip Cat.....\$20

DOA

- Disposal/Euth Cat.....\$42
- Disposal/Euth Small Animal.....\$26
- Disposal/Euth Dog <50 lbs.....\$42
- Disposal/Euth Dog >50 lbs.....\$54
- Group Cremation Dog.....\$48
- Group Cremation Cat.....\$54
- Group Cremation 75-99 lbs.....\$75
- Group Cremation 100+ lbs.....\$140
- Private Cremation 0-2 lbs.....\$140
- Private Cremation 3-49 lbs.....\$175
- Private Cremation 50-99 lbs.....\$260
- Private Cremation Paw Print.....\$84

CLINIC

- Spay Neuter.....Cost plus admin.
- Vaccines.....Cost plus admin.
- Dental.....Cost plus admin.
- Owner requested euthanasia...Cost plus admin.
- Microchip Dog.....Cost plus admin.
- Microchip Cat.....Cost plus admin.

*Annually, the fees and charges specified in Exhibit E may be increased by an amount no greater than the increase in the Consumer Price Index (CPI-U) since the prior year.

Info on these topics is subject to change,
so please check our website
for the most current information.

NORTH BAY
ANIMAL SERVICES



COMPASSION • COMMUNITY • CONNECTION

northbayanimalservices.org
840 Hopper St, Petaluma, CA 94954

Agenda Item Number: 13

City Council Meeting Packet for Meeting of November 8th

Page 34 of 126

NORTH BAY ANIMAL SERVICES

FREE

MICROCHIP CLINIC

For dogs and cats

**Wednesday, October 8th
2pm-4pm**

2 locations!

Petaluma- 840 Hopper St.

Windsor- 8465 Old Redwood Hwy Suite 210

- For residents of Petaluma, Windsor, Cloverdale and Sebastopol
- No appointment needed
- Dogs on leash
- Cats in carriers
- Dress for the weather! Line will be outdoors
- Includes lifetime registration



Agenda Item Number: 13



Agenda Item Number: 13

City Council Meeting Packet for Meeting of: November 18th

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NORTH BAY ANIMAL SERVICES

FREE

VACCINE CLINIC

For dogs and cats

Wednesday, October 22nd
2pm-4pm

2 locations!

Petaluma- 840 Hopper St.

Windsor- 8465 Old Redwood Hwy Suite 210

- For residents of Petaluma, Windsor, Cloverdale and Sebastopol
- No appointment needed
- Dogs on leash
- Cats in carriers
- Dress for the weather! Line will be outdoors
- No rabies
- Distemper (DHPP) and Bordetella for dogs
- Distemper (FVRCP) for cats





CERTIFICATE OF LIABILITY INSURANCE

Agenda Item Number: F3
DATE (MM/DD/YYYY)
9/4/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leavitt United Insurance Services, Inc. DBA McDonald Leavitt Lic #0J02939 404 Mendocino Ave #201 Santa Rosa CA 95401	CONTACT NAME: Maria Miller PHONE (A/C, No, Ext): (800)549-4242 FAX (A/C, No): (888)329-8842 E-MAIL ADDRESS: maria-miller@leavitt.com														
INSURED North Bay Animal Services 840 Hopper Street Petaluma CA 94952	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Non-Profits Insurance Alliance Company</td><td>11845</td></tr><tr><td>INSURER B: Indian Harbor Insurance Company</td><td>36940</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Non-Profits Insurance Alliance Company	11845	INSURER B: Indian Harbor Insurance Company	36940	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B: Indian Harbor Insurance Company	36940														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: 25-26 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Sexual Conduct & Abuse: \$1M <input checked="" type="checkbox"/> Social Service PROF: \$1M/\$3M GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	Y	01-CP-0056152-01-07	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	Y	01-CP-0056152-01-07	8/1/2025	8/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			01-UB-0056152-01-07	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 Each Claim - Social Service PROF \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers			01-CP-0056152-01-07	8/1/2025	8/1/2026	Each Wrongful Act \$1,000,000
B	Police Professional Liability			PPL0953484-07	8/1/2025	8/1/2026	Each Law Enforcement Occurrence \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City, its officers, officials, employees, and volunteers are an Additional Insured with respect to General Liability for liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations, as well as an Additional Insured under the Auto Liability, insurance is Primary and Noncontributory, and Waiver of Subrogation applies, when required in written contract per policy provisions, conditions, and exclusions.

CERTIFICATE HOLDER

smcdonagh@cityofsebastopol.gc

City of Sebastopol
7120 Bodega Ave.
Sebastopol, CA 95472

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Maria Miller/CHSHAW

Maria Miller

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POLICY NUMBER: 01-CP-0056152-01-07

COMMERCIAL GENERAL LIABILITY
CG 20 10 12 19**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR
ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

POLICY NUMBER: 01-CP-0056152-01-07

COMMERCIAL GENERAL LIABILITY
CG 20 37 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	All insured premises and operations under written contract
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Any person or organization as required under a written contract or agreement currently in effect, or becoming effective during the term of this policy

Where you are so required in a written contract or agreement currently in effect or becoming effective during the term of this policy, we waive any right of recovery we may have against that person or organization, who may be named in the schedule above, because of payments we make for injury or damage.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - PRIMARY AND NON-CONTRIBUTORY - PUBLIC ENTITIES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Any person or organization that you are required to include on this policy, under written contract or agreement currently in effect or becoming effective during the term of this policy, applicable under the terms and conditions of this endorsement, and consistent with the description below that the parties intend.

A. SECTION II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. SECTION III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in **c.** below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

POLICY NUMBER: 01-CP-0056152-01-07

COMMERCIAL AUTO
CA 04 44 10 13**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.****WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
 BUSINESS AUTO COVERAGE FORM
 MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured: North Bay Animal Services

Endorsement Effective Date: 08/01/2025

SCHEDULE**Name(s) Of Person(s) Or Organization(s):**

Any person or organization as required under a written contract or agreement currently in effect, or becoming effective during the term of this policy.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AI - PRIMARY AND NON-CONTRIBUTARY – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

In consideration of the premium charged, it is understood and agreed that the following is added as an additional insured:

Any person or organization that you are required to include on this policy, under written contract or agreement currently in effect or becoming effective during the term of this policy, applicable under the terms and conditions of this endorsement, and consistent with the description below that the parties intend. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

But only as respects a legally enforceable contractual agreement with the Named Insured and only for liability arising out of the Named Insured's negligence and only for occurrences of coverages not otherwise excluded in the policy to which this endorsement applies.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy, in no event shall the company's limits of liability exceed the occurrence or aggregate limits as applicable by policy definition or endorsement.

Such insurance as is afforded by this endorsement for the additional insured shall apply as primary insurance. Any other insurance maintained by the additional insured or its officers and employees shall be excess and non-contributing with the insurance afforded by this endorsement.

NORTH BAY ANIMAL SERVICES



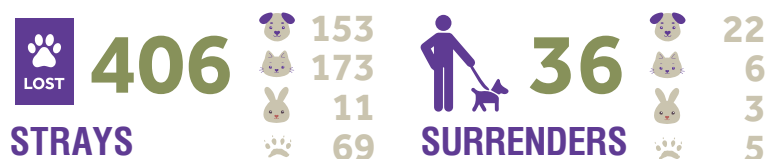
COMPASSION • COMMUNITY • CONNECTION

DECEMBER 2020 MONTHLY REPORT

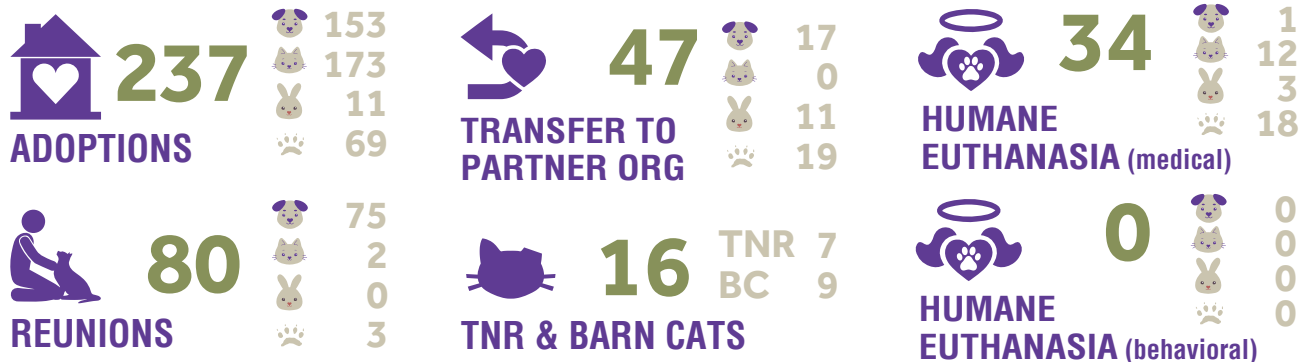
LIVE RELEASE RATE



INCOMING ANIMALS



OUTGOING ANIMALS



ADDITIONAL SHELTER STATISTICS

702
ANIMAL CONTROL SERVICES

143 RABIES QUARANTINE
74 DECEASED ANIMAL PICKUPS
0 CRUELTY INVESTIGATIONS
26 NUISANCE INVESTIGATIONS
69 LEASH LAW PATROLS
49 WELFARE CHECKS
15 LOOSE AGGRESSIVE DOGS
96 NUISANCE/BARKING COMPLAINTS
230 OTHER ASSISTANCE CALLS

509
VETERINARY SERVICES

143 VACCINATIONS
74 WELL-CHECK EXAMS
15 SPAY/NEUTER SURGERIES
26 OTHER SURGERIES
69 DENTAL CARE
49 PRESCRIPTIONS
15 EMERGENCY CARE

237
DOG LICENSES PROCESSED

33
ANIMALS IN FOSTER CARE

733
VOLUNTEER HOURS



NORTH BAY ANIMAL SERVICES DISASTER PLAN

INTRODUCTION

This Animal Disaster and Protection Plan is designed to address the response procedures to natural or technological disasters that could adversely affect Sonoma County and its citizen and animal populations.

This plan recognizes that the health and care of animals in disaster situations will require significant resources and cooperation from local, state and federal agencies in order to minimize the health impacts on the animals and their owners. As such, response procedures will likely extend across county lines requiring a coordinated response. Therefore, this plan lends itself to such a swift and coordinated response.

PURPOSE

The purpose of this plan is to coordinate the effective use of public and private partnerships for the care and well-being of animals during and after a natural or technological disaster. The procedures identified herein address issues concerning companion animals (pets). Activation of this plan will be considered when there is an emergency situation/event that requires shelter or care of animals.

This document serves to coordinate the response of local agencies in providing animals affected by the disaster with:

- emergency medical care
- evacuation
- rescue
- shelter and temporary confinement
- food and water
- disease diagnosis, prevention, and control
- disposal of animal carcasses

SITUATION

It is estimated that 3824 households are pet owners.



PLANNING ASSUMPTIONS AND CONSIDERATIONS

- A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage.
- The principles and policies of the NIMS will be adopted in local and state emergency plans, and demonstrated through plan exercise activities.
- As part of their commitment to this plan, tasked agencies will engage in systematic assessments of procedures, resources, and training, to ensure their continued ability to carry out their responsibilities as outlined in this plan.
- Single entities with large populations of animals (pet stores, zoos, farms/ranches) will develop and maintain organization specific procedures regarding emergency and evacuation. These entities will coordinate their individual efforts with Sonoma County Animal Service
- Service animals will be sheltered with those whom they assist in accordance with American Red Cross policies and current ADA legislation.
- Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disaster.
- Each agency and volunteer organization will document and seek reimbursement, as appropriate, for expenses incurred during disaster operations.

CONCEPT OF OPERATIONS

General

This plan and attachment provides standard operating procedures for coordinating the Town of Windsor actions concerning the sheltering of companion animals in natural or technological disasters.

As lead coordinating agency, Sonoma County Animal Services is responsible for ensuring the coordination of activities regarding animal care in Sonoma County. In the event of a disaster or emergency situation, Mark Scott will be appointed the Animal Health Officer for the event. The Animal Health Officers responsibilities will include:

- Relay information to the EOC coordinator regarding the affected animal populations
- Serve as liaison between State/Federal representatives and EOC, if required
- Provide preliminary assessments to EOC regarding chemical, radiological, and/or biological contamination of pets/livestock
- Coordinate the disposal of contaminated animals or large numbers of animal carcasses



Critical resources

A list of critical resources is maintained by North Bay Animal Services. These resources include:

- Transportation
- Food, water, housing
- Animal care products
- Identification supplies
- Small animal storage

Documentation

Appropriate forms will be supplied to all personnel in the event of a emergency or disaster. These documents will include all pertinent information including distinguishing markings and characteristics. Photographs may be taken of all euthanized domestic animals for owner identification purposes. These forms are located as an attachment to this plan.

Action

Once EOC is activated, the operating procedures within this annex shall also be activated unless deemed unnecessary by a the ESF #11 Coordinator. Team members identified in NBAS will accomplish one or more preparedness, response, recovery, and mitigation actions. The following is a list of those actions:

- **Preparedness**
 - Maintain Standard Operating Procedures
 - Identify and schedule disaster response training concerning this plan
 - Estimate local pet populations
 - Compose list of possible emergency animal shelter locations by county
 - Secure memorandums of understanding to provide pet facilities, equipment and supplies in emergency situations
 - Provide up to date list of veterinarians
 - Designate potential animal burial and carcass disposal sites
 - Designate potential animal waste sites
 - Develop and maintain euthanasia protocol and equipment
 - Develop local pet evacuation plans
 - Identify personnel to staff a local emergency animal shelter
 - Develop and maintain an on-going public awareness campaign to educate public on preparedness activities for pet safety and appropriate pet identification



- **Response**

- Coordinate following services to the pet population:
 - Rescue
 - Transport
 - Shelter
 - Identification
 - Triage and treatment
 - Evacuation
- Activate personnel to staff an emergency animal shelter
- Execute memorandums of understanding to procure use of facilities, equipment, and supplies.
- Coordinate with ARC shelters to inform displaced citizens the protocol for retrieval or delivery of pets
- Coordinate unsolicited volunteer response
- Provide security for animal shelters

- **Recovery**

- Identify and implement all appropriate State and Federal programs to financially assist with the continued operation of animal shelter and care areas
- Coordinate animal waste disposal
- Determine conditions for repopulation
- Identify and return animals to appropriate owners
- Establish procedures for abandoned animals
- Keep records to include (see appendix documents):
 - Volunteers and shift assignments
 - Animal owners
 - Animals in care/shelter
 - Supplies and expenses

- **Mitigation**

- Educate public on developing a pet disaster response plan and development of pet evacuation kit
- Coordinate ongoing mitigation activities to encapsulate pet safety
- Research and apply for grants concerning spaying/neutering drives

**RESPONSIBILITIES****PREPAREDNESS**

Responsibility	Agency
Maintain Standard Operating Procedures	
Identify and schedule disaster response training	
Estimate local pet population	
Maintain list of animals shelter facilities	
Secure memorandums of understanding to provide pet facilities, equipment and supplies	
Maintain database of veterinarians	
Designate potential animal burial and carcass disposal sites	
Designate potential animal waste sites	
Develop pet evacuation plan	
Develop and maintain euthanasia protocol and equipment	
Develop and maintain emergency animal procedures	
Identify personnel to staff an emergency animal shelter	

RESPONSE

Responsibility	Agency
Activate personnel to staff an emergency animal shelter	
Pet search and rescue	
Pet transport and evacuation	
Pet shelter coordination and management	
Pet identification and classification	
Pet triage and treatment	
Execute memorandums of understanding to procure use of facilities, equipment, and supplies	
Inform displaced citizens the protocol for retrieval or delivery of pets	
Coordinate unsolicited volunteer response	
Provide security for animal shelters	



RECOVERY

Responsibility	Agency
Identify and implement all appropriate State and Federal programs to financially assist with operation of emergency response	
Coordinate animal waste disposal	
Determine conditions for repopulation	
Identify and return animals to appropriate owners	
Establish procedures for abandoned animals	
Record keeping and reporting	

MITIGATION

Responsibility	Agency
Educate public on developing a pet disaster response plan and evacuation kit	
Coordinate ongoing mitigation activities to encapsulate pet safety	
Research and apply for grants for spaying/neutering drives	



ADMINISTRATION AND SUPPORT

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Local Emergency by the Board of County Commissioners or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the supporting agencies.

Status Reports

The primary agencies will maintain status of all outstanding assistance requests and unresolved related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable guideline procedures.

Expenditures and Record keeping

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the Emergency Funds Account



Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Coordinator

Supporting Agencies



Sonoma Cart

<https://www.sonomacart.org/>



Sonoma County Animal Services

Halter Project

<https://www.halterproject.org/>

Department of Emergency Management of Sonoma County

<https://sonomacounty.ca.gov/Emergency-Management/>



ATTACHMENTS

PET RETURN TO OWNER FORM

I have reclaimed my pet(s) from the North Bay Animal Services. A volunteer has informed me if my pet(s) required any special attention while in the shelters care.

I am returning any property belonging to North Bay Animal Services that may have been used for my pet(s) while in the care of the emergency shelter

Type of Pet(s) _____

Pet(s) Name _____

Owner’s Signature X _____

Date: Owners Telephone # _____

Volunteer’s Signature X _____



ANIMAL INTAKE FORM

Name: TAG #:
Address: Location of Incident:
City, State, Zip:
Telephone:

PET INFORMATION

Type of Animal:
Male Female:
Spayed Neutered:
Weight:
Age (Months Years):
Vaccination Current Y/N:
Coat Coloring:
Items Forwarded with animal:
Distinctive Characteristics (Spots, Eye Color, etc.):

PET MEDICAL INFORMATION

Any Medical Problems? No Yes (If yes, list type of problems and what must be done):

Currently receiving medications? No Yes (If yes, list medications/dosage):

Did we receive medications with animal? No Yes (If yes, list medications):

Allergies to any medications (If yes, list medications): No Yes

Is pet pregnant? No Yes (If yes, do you know due time):

OWNERS VETERINARIAN (Name, Address, Phone #)

TRANSFERRED ANIMAL TO:(Name, Address, Phone # where animal has been sent):

By releasing my animal to North Bay Animal Services, I am agreeing to the following:

1. The animal will be temporarily housed and/or treated by staff during the emergency evacuation. After the emergency crisis has ended, I will return to the area listed above within 48 hours.
2. The animal may receive any minor first aid from staff. If the animal is injured and needs further medical attention, the animal can be forwarded to a veterinarian affiliated with the emergency operations to receive proper care.
3. Any medical costs, including veterinarian expenses and medicines, will be incurred by owner of the animal.
4. Animals unclaimed within 72 hours after the incident is declared over, will be turned over to the local Animal Control Department.

Owner/Responsible Party:

Member Accepting Animal:



DATE AND TIME:

ANIMAL AT LARGE FORM

ANIMAL INFORMATION

Picked up at location:

Type of Animal:

Sex:

Coat Coloring:

Distinctive Characteristics (Spots, eye color, etc.):

Type Collar:

ID Pet was wearing (describe):

Was pet in heat?

Was pet pregnant?

PET MEDICAL INFORMATION

Any obvious medical problems? (If yes, list type of problems and actions taken.)

TRANSFERRED ANIMAL TO: (Name, Address, Phone No. where animal has been sent)

LOST/FOUND PROCEDURE

If the pet has been rescued, the procedures will be as follows:

1. The animal will be temporarily housed and/or treated by staff during the emergency evacuation
2. The animal can receive any minor first aid from staff. If the animal is injured and needs further medical attention, the animal can be forwarded to a veterinarian affiliated with the emergency operations to receive the proper care. Any medical costs, including veterinarian expenses and medicines, will be incurred by the owner of the animal.
3. Animals unclaimed within 72 hours after this incident is declared over, will be turned over to the Animal Control Department.

Name of Finder:

Name of Member Accepting Animal:



DATE AND TIME: ANIMAL CARE FORM

Tag No.: Animal Name: Cage No.:

Health Problems:

Special Care Requirements:

Medication Required: Instructions:

	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Time:	Time:	Time:	Time:	Time:	Time:	Time:	Time:
	Init:	Init:	Init:	Init:	Init:	Init:	Init:	Init:
FOOD								
Type								
Quantity								
Water Provided?								
EXERCISE								
Type								
Amount								
HEALTH								
Behavior								
Symptoms								
MEDICATION								
Type								
Dosage								



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NORTH BAY ANIMAL SERVICES - Windsor Office

Agenda Item Number: 13

ABOUT US

We are pleased to announce we now provide animal services to the town of Windsor! As of July 1st, 2020, the citizens of Windsor have access to all the services and programs we provide--low cost spay and neuter, foster care, adoption services, medical and behavioral programs, and more.

PET OWNERSHIP

Our adoption fee covers the cost of altering, vaccinating, and microchipping your new pet.

ADOPTION FEES:

- \$90 Dogs
- \$70 Cats
- Other Animals - Fee varies

If you live within city limits, you must license your dog. State law requires that all dogs aged 4 months and older have a current rabies vaccination and be licensed.

ANNUAL DOG LICENSING FEE:

- \$20 Spayed/neutered, per year
- \$25 Unaltered, per year

For residents over 62 years of age, fee is reduced to \$10 for spayed/neutered dogs only.

SPAY/NEUTER CLINIC

Interested in spaying or neutering your pet? This routine procedure not only helps control pet overpopulation but may also prevent medical and behavioral problems from developing, allowing your pet to live a longer and healthier life. To schedule an appointment at our low-cost spay and neuter clinic, send us an email at spayneuter@northbayanimalservices.org.



COMPASSION • COMMUNITY • CONNECTION

HUMANE EDUCATION

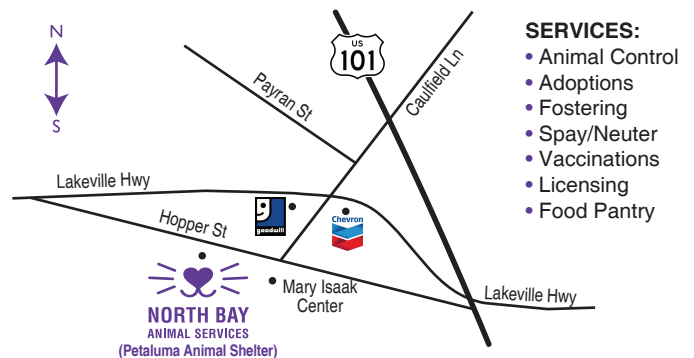
In partnership with **Kids N' K9s**, a former school teacher and current dog trainer will lead students in an interactive Zoom presentation that teaches the importance of understanding canine body language to avoid situations where dog bites occur. To schedule a lesson, contact lesley@kids-n-k9s.com.

GET INVOLVED

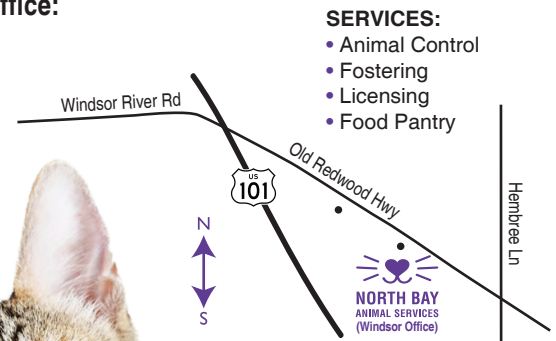
We love volunteers! Your assistance is vital in helping us take care of and save animals. We offer hands-on opportunities, like walking dogs, socializing cats, or playing with rabbits, as well as administrative tasks. We also need folks to help us at community events, where we bring the Cuddle Shuttle, our mobile adoption unit, to connect pets and families.

LOCATIONS

Petaluma Shelter:



Windsor Office:



840 Hopper Street, Petaluma, CA
8465 Old Redwood Hwy, Windsor, CA
northbayanimalservices.org

Agenda Item Number: 13

City Council Meeting Packet for Meeting of November 18th

Page 60 of 126



**Proposal to Provide Animal Control Field Services for
the City of Sebastopol**

CONFIDENTIAL – NOT FOR DISTRIBUTION

Prepared for: Chief Sean McDonagh
Sebastopol Police Department
City of Sebastopol

Submitted by: Brian Whipple Director
Sonoma County Animal Services
Department of Health Services, Public Health Division

Submitted: October 30, 2025

Introduction

Sonoma County Animal Services (SCAS) proposes offering comprehensive Animal Control Field Services and Licensing for the City of Sebastopol.

Sonoma County Animal Services and the Department of Health are dedicated to achieving the best possible outcomes for the residents and animals of Sonoma County through the creative and transparent stewardship of limited public and private funds. Data driven decision making enables us to meet our goals. We invite the City of Sebastopol to continue our partnership as we work to advance our shared vision and goals through the engagement of individuals, local government, tribal government, community organizations, and the broader community.

Our goal is to serve our community with equity in mind. Through data-driven practices we strive to ensure equitable access to our programs and services for all residents of our community. We partner with community groups and stakeholders to facilitate services to our most vulnerable community members through education and outreach.

SCAS will work closely with the City of Sebastopol to identify the needs of the City and will efficiently deliver animal services that keep pace with community expectations and demands, most notably, timely response, public access to information and services, and continued increase in the number of positive outcomes for the animals in our care.

Appendix A summarizes Sonoma County Animal Services Action Plan, Vision, Guiding Principles, Goals and Objectives.

Contractor's Level of Experience

Animal Services System in Sonoma County

Sonoma County Animal Services continues to work diligently to improve our system of care for the animals and people within our jurisdiction. We have made great strides through a variety of initiatives:

- Decreased our animal length of stay
- Increased our efforts to return animals to their owners without the owner or animal ever having to step foot in the shelter
- Developed a robust transfer program
- Increased our social media, marketing, and outreach programs
- Decreased our euthanasia rate with the goal that all adoptable animals will have a positive outcome
- Increased collaboration with our veterinary and community partners as well as other local animal welfare organizations

- Developed a strategic and efficient emergency/disaster response program.

These initiatives have built a platform for Sonoma County Animal Services to become the main resource for animal welfare within Sonoma County, meeting the needs of the community with in-house programs and a network of local partners. Our goal is to provide quality services that are based on best practices, past success, and community feedback. We maintain an active presence in the community, serving not only as an enforcement and adoption agency but also as a collaborative partner to our residents, committed to supporting every facet of animal welfare. This system of care increases the overall health of the people and animals we serve.

Sonoma County consists of 1,575 square miles and a population of 482,650. The jurisdictions serviced by SCAS encompass approximately 1,600 square miles with a population of 335,494 with rabies control services extending county-wide. SCAS is responsible for enforcing local and state laws and regulations that pertain to animals and their care, and public safety. SCAS is a division of the Department of Public Health within Sonoma County Department of Health Services.

SCAS administers the state-mandated rabies program, which includes reporting bites and quarantining animals. With the operation of a county shelter at 1247 Century Court, SCAS is also responsible for the care of stray, sick, and injured animals no longer in the care of their owners. In addition to the unincorporated areas in the County, SCAS currently provides services by contract to the City of Santa Rosa and the City of Healdsburg.

In operating the shelter and providing animal control services, SCAS ensures that all assigned personnel are properly trained, qualified, and authorized to perform their respective duties.

Field Services: SCAS has 10 full-time Animal Control Officer (ACO) positions and one full-time Supervising Animal Control Officer (SACO) position. All new ACOs undergo a 12-week field training program, which they must pass before being approved for regular field service. ACOs are also required to pass the California POST 832 Arrest course and the California POST 832 Firearms course. During their probationary period, all ACOs must complete 60 hours of training on a variety of subjects, including report writing, evidence collection, safe animal handling, animal fighting investigations, and diversity, equity, and inclusion. This training will result in all ACOs being certified as Animal Control Officers in the State of California. ACOs have a variety of tools and resources at their disposal to ensure their own safety and the health and safety of the animals in their care. These include Ford F250 vehicles fitted with amber emergency lights, spotlights, communications equipment, and a rear box manufactured specifically for the impoundment of animals in the field. Rear boxes are equipped with internal and exterior lighting and a cooling system.

Additional tools include .22 caliber rifle and .12-gauge shotgun, ballistic vest, expandable baton, OC spray, handcuffs, portable radio, shotgun shell Carrier and Ruger 10/22 Magazine pouch to be worn on duty belt, two sizes of rigid leashes or “Ketch-Poles,” and assorted cages, traps, and other tools used for the humane capture of animals.

Administrative Services: SCAS has 6.5 FTE administrative staff to assist customers with adoptions, surrenders, redemptions and licensing during shelter counter hours on Tuesday-Saturday from 10:00 a.m. to 5:00 p.m. Administrative staff also provide telephone service from 9:00 a.m. -5:30 p.m. Tuesday-Saturday, assisting customers with calls for field service and questions regarding rabies control, licensing, and animal control concerns. SCAS also has 1 FTE Front Office Supervisor who oversees the above business processes, acts as custodian of records, and manages the database and website. We utilize Docupet for licensing which has an online licensing system available 24/7.

Management: SCAS is overseen by our Director, who brings over 30 years of experience in animal welfare and enforcement. He is supported by our Operations Manager, who has 17 years of experience in law enforcement, customer service, and staff development; our Program Analyst, with nearly 20 years of experience in program development and evaluation; and our Supervising Animal Control Officer, who oversees field operations and brings 36 years of experience.

Proposed Scope of Work

SCAS proposes to provide animal control and licensing services for the City of Sebastopol. For ease of administrative operations, SCAS proposes that the City of Sebastopol adopt animal-related fees per the County of Sonoma fee schedule.

Field Services

SCAS proposes animal control regulation (field) services that are aligned with the standard field services currently provided by SCAS in unincorporated Sonoma County, the City of Santa Rosa and the City of Healdsburg. Over the years, this suite of field services has been refined to ensure maximum effectiveness within the limits of available resources and budget. SCAS can work with the City of Sebastopol and other contracted jurisdictions to adjust and expand levels of service in the future, as resources are available.

Investigation and Response to the Following:

Animal Bites: Sonoma County is declared by the State to be a rabies endemic area. Under the California Code of Regulations and the Health and Safety Code, SCAS is recognized as an acting agent for the local health officer for all matters concerning rabies control within the County of Sonoma including all municipalities. Under CCR 2606, any person who

has knowledge of a suspected exposure is to contact the local health officer. As the agent for the local health officer, SCAS takes all reported potential rabies exposures from local hospitals, veterinarians, municipal agencies, or directly from members of the community.

Animal Control Officers promptly respond to reports of potential exposure, investigating in person or by phone and taking appropriate action in compliance with California Health & Safety Code §§120210–121640 and relevant local municipal codes. By law, quarantine and/or testing is required for any animal bite to a human or for exposures of domestic animals to wildlife. The purpose of the quarantine is to monitor the animal for emergent rabies symptoms to determine if the bite has exposed the victim to rabies. Only the quarantine or a brain tissue test can positively determine exposure to the rabies virus.

SCAS worked with our municipal partners to develop a uniform bite report format and schedule that is compliant with state law and local ordinances. All hospitals, human and veterinary, along with animal shelters have the form to use for proper reporting of animal bite exposures. SCAS responds to all rabies exposures throughout Sonoma County including all municipalities. SCAS prepares and submits the State Bite Report to the California Department of Public Health on a yearly basis.

Animal Cruelty, Abuse, and Neglect: SCAS collaborates with local police departments, town/city attorneys, and the district attorney's office to ensure animal abuse cases are prosecuted. Officers will respond at any time day or night to investigate allegations of animal cruelty. Animals that are seized are provided proper veterinary care either by our in-house veterinarian or transported to a local veterinary partner for examination and treatment. Evidence is collected and reports are submitted to the district attorney's office to prosecute the case. Animals are housed at SCAS until the case has been adjudicated.

Nuisance Animal Complaints: Animal Control Officers will respond to and process animal nuisance complaints in a timely manner. Response times will be consistent with those outlined in Field Service Hours section.

Impoundment of Animals:

Pick-up: ACOs exercise the authority to impound domestic animals under the following circumstances:

- a) If the ACO has a reasonable suspicion that the animal is a stray dog in violation of the leash law
- b) If the ACO has a reasonable suspicion that the animal is livestock in violation of any applicable prohibition of livestock at large. ACOs may impound loose livestock onto any private property which is secure enough to hold the animal(s) in order to alleviate any

immediate threats to the safety and welfare of both the public and the animals. If the ACO has a reasonable suspicion that the livestock originates from a property in the vicinity, the ACO may impound loose livestock onto any private property which is secure enough to hold the animal(s) in order to locate the owner and make arrangements for the livestock to be returned to the owner's property. If the ACO has impounded any animal onto property in this manner, the ACO shall notify the property owner or lessee of the presence of the animals. If the ACO is unable to contact the property owner or lessee, the ACO shall post a notice on the property with contact information for the department.

c) If the ACO has a reasonable suspicion that the animal poses an immediate threat to public safety and welfare

d) If the person in care and control of the animal has been arrested, hospitalized, or is otherwise incapable of caring for the animal's immediate needs. When applicable, ACOs may make appropriate arrangements with approved family or friends of the person in order to avoid impoundment.

e) If the ACO has a reasonable suspicion that the animal is subject to rabies quarantine under CA CCR 2606. If an animal is subject to rabies quarantine, the ACO shall make a determination if the quarantine will be done in the home of the animal owner or if the animal shall be impounded and quarantined at the Humane Society of Sonoma County Santa Rosa shelter. Animals will be quarantined at the shelter if the ACO has any concerns that a home quarantine will not be completed successfully. Determining factors may be, but are not limited to, the temperament of the animal and/or its owner, the security provided by the animal owner's home, and whether the animal was at large at the time of the bite. The ACO may also approve a quarantine performed in the office of a licensed veterinarian.

Impounded domestic animals may be kept in the ACO's vehicle for an extended period of time while the ACO investigates the incident, attempts to locate the owner of the animal, or handles other calls for service. Live animals will not be kept in the vehicle for any period that may negatively affect the animal's health due to the animal's condition, environmental factors, or any other reason. It should be noted that the ACO's vehicle is designed for safely securing and transporting live animals, and is equipped with a cooling system, and as such live animals may be kept in the vehicle for longer periods than standard passenger vehicles. ACOs are trained in evaluating many factors in determining how long a live animal may remain in the ACO vehicle.

Return: ACOs will encourage the return of any lost/stray animal (impounded by field personnel) to the rightful owner in the field. Currently, ACOs do not collect impound fees in the field. If an officer returns an animal to its owner, he or she will check to see if the

dog is licensed, and, if not, a citation will be issued. It is the officer's discretion to issue a warning notice/citation to the animal owner if there is a violation of the leash law.

Enforcement- Issuance of Warnings and Citations: SCAS will enforce all appropriate animal control and care related provisions of the City of Sebastopol Municipal Code including the issuance of warning notices or citations as necessary for violations of the provisions of the Municipal Code or State law. We are working to add the capacity for ACOs to write Administrative Citations to keep minor infractions out of the court system. SCAS has completed an equity analysis using the Government Alliance on Race and Equity (GARE) framework to create a program that best serves the community.

Emergency Services: After Hours Animal Control: SCAS will provide "on call" emergency response to any situation involving animal medical emergencies or danger to humans, upon being requested by the Sebastopol Police Department (SPD.) Each evening, after 5:30p.m., the ACO normally assigned for emergency calls in the unincorporated areas of the county will contact SPD dispatch and provide contact information for that evening and the following morning up until 7:30 a.m. ACOs respond from home while on call and response times can be extended. As such, SPD should be prepared to respond to any animal control calls to protect the public until an ACO arrives. The ACO will be available to respond to Sebastopol "Priority Calls" defined as:

- Dangerous/aggressive domestic animal at large: The animal presents a clear threat to public safety and is currently at large or able to go at large at will. This may also include capturing a rabies-suspect animal in order to quarantine and test it.
- Sick or injured domestic animal: The animal is in immediate need of emergency medical care or euthanasia, and the person in care and control of the animal is not present or able to provide care for the animal. Domestic animals with minor injuries or illnesses, which do not present an immediate threat to the animal's safety and welfare, do not constitute an emergency. Sick or injured animals will be transported for emergency veterinary care by the ACO.
- Sick or injured livestock: In the case of sick or injured livestock, where possible, ACOs will contact a large-animal vet to respond and assess.
- Loose livestock: Livestock that is large enough to be a risk to public safety while at large. This does not include loose small livestock such as chickens or rabbits.
- Agency assist: Law enforcement officers from Sebastopol may request that SCAS pick up a stray animal impounded by SPD due to risk to public safety. This is a special circumstances approach that should not be used to address standard stray dog issues.
- Owner arrest: An animal's owner is arrested, and the owner cannot arrange for friends or family to care for the animal.

Routine Patrol: Animal Control Officers currently provide proactive routine patrols in all areas within our jurisdiction. SCAS officers increase patrols in areas that pose known challenges, such

as parks, to improve compliance with local leash law ordinances. During proactive patrols, animals may be found running loose and/or abandoned. When this occurs, officers will scan the animal for a microchip to reunite an animal with its owner.

Trapping: SCAS will provide trapping services to the residents of the City of Sebastopol involving domestic animals. Trapped, injured or sick wildlife can be transported to a California Fish and Wildlife licensed rehabilitation center during normal business hours. Response in these cases are not considered an emergency and will only be responded to during normal business hours. It is illegal for all California residents including SCAS officers to become involved in the trapping, taking, transportation, or rehabilitation of healthy wildlife for any reason except for the purpose of rabies control as allowed under the California Code of Regulations and the Health and Safety Code. For example, SCAS becomes involved if a human or domestic animal has a known bite exposure from wildlife, such as from a raccoon or skunk. SCAS does not possess the appropriate permits from the California Department of Fish and Wildlife to become involved with any wildlife on public or private property for the purpose of nuisance abatement or rehabilitation.

Dead Animals: SCAS will accept delivery from the City of the remains of domestic and small wild animals for disposal without a fee. Town staff may, during normal business hours, drop off dead animals at the County Animal Shelter at 1247 Century Court, Santa Rosa. SCAS facilities cannot accommodate large, deceased animals. Deceased large animals or wildlife are to be transported to the Petaluma Livestock auction for disposal. Hauling for these animals is offered through a private company. SCAS animal control officers will respond to complaints or calls for dead animal pickup within the City limits. SCAS will transfer all deceased domestic animals to the County Animal Shelter.

Wildlife Calls: ACOs will exercise the authority to impound wild animals only if the ACO has a reasonable suspicion that there is a possibility that the wild animal has exposed a human or domestic animal to rabies or if the wild animal is sick or injured and can be transported to a CA State licensed wildlife rehabilitation center.

Regular Field Service Hours: Animal Control field hours are 7:30 a.m. – 5:30 p.m. seven days a week. On county/city-observed holidays, the on-call officer is available by telephone. The officer working the holiday will contact Sebastopol Police Department's dispatchers to provide his or her contact information. Animal related complaints received by the City or the police department outside of regular service hours may be forwarded to SCAS for follow-up.

Response Time During Regular Service Hours: No specific response time can be guaranteed. To accommodate the level of service required by the City of Sebastopol, an ACO shall be assigned specifically to the "90" beat Monday through Sunday. The "90" beat consists of the western quadrant of Sonoma County, including Sebastopol. From 7:30am-5:30pm, this officer will

respond to all calls for service in this area and will not be called to a different area unless there is a dire emergency requiring such action. During down time the officer assigned to the “90” beat area will station themselves within the city limits and conduct proactive patrols and or community engagement activities. Officers from other areas will generally be available to assist during periods of high call volume in “90.” ACOs from SCAS have been effective at prioritizing calls and working as a team with other law enforcement agencies to provide coverage for all jurisdictions.

Emergency: We will provide responses to injured or sick animals and other emergencies involving danger to humans as priority 1 calls during normal business hours within 30 minutes or less and within 90 minutes or less outside of normal operating hours.

Non-Emergency: SCAS will respond to non-emergency calls as soon as possible based on appropriately prioritizing pending calls for service.

Veterinary Care and Treatment: Humane Society of Sonoma County will provide veterinary care for the majority of health care services during normal hours of operation. After hours and on recognized City/County holidays injured animals will be transported to local emergency animal hospitals for treatment if an owner isn’t present or identified.

Rabies Control

Vaccination: It is the responsibility of owners to make sure their animals are vaccinated. By law, a current rabies vaccination is required for a dog license to be valid. When a stray dog does not have a current rabies vaccination and/or license, the owner may receive a citation from an animal control officer. Per the Superior Court of California, only officers are authorized to issue citations. Animals (including dogs, cats, and livestock) that have bitten people or have been bitten by wild animals are quarantined based on California Department of Public Health policy. The length of time an animal remains in quarantine is based on whether or not the domestic animal has a current rabies vaccination and the type of bite.

Microchip: As California law mandates, all dogs and cats that come to the shelter are microchipped prior to leaving the facility. We also offer microchipping for a small fee to walk-in customers.

Animal Impoundment: Sonoma County Animal Services holds dogs for seven days, often closer to 10 days when there is no known owner. If a dog has a microchip, is wearing a tag on its collar, or otherwise comes to us with owner identification, it is held for ten days. If there are holiday closures during this period, the hold time is extended to account for those days. In the event that an animal comes to us with illness/injuries severe enough to cause suffering, and vet care will not alleviate the distress, the animal will be humanely euthanized.

Cats are free to roam and not subject to “at large” ordinances.

*Shelter Business Hours: Our shelter at 1247 Century Court is open to the public as described below. We reserve the right to reasonably change the business hours from time to time as deemed necessary. We will continue to work with contracted jurisdictions to identify those hours of operation that best meet community needs and expectations within available resources.

Sunday – Monday	Closed
Tuesday-Saturday	Phone calls: 9:00 a.m. – 5:30 p.m.
Walk-in Counter service:	10:00 a.m. – 5:00 p.m.
Adoptions and Redemptions:	12:00 p.m. – 4:30 p.m.
County Holidays	Closed

Administrative Services

SCAS proposes to provide all necessary administrative services to support field operations for the City of Sebastopol, as is provided for unincorporated Sonoma County, the City of Santa Rosa and the City of Healdsburg.

Fee Schedule: Fee schedule is attached as Appendix B.

Business Services: Sonoma County Animal Services has 3.5 FTE customer relations staff members and 1.0 FTE Extra Help customer relations staff members who are often the first point of contact for the organization. Questions about licensing, animals available for adoption, and lost and impounded animals are answered during these public hours. Calls regarding stray or dead animals, and bites are referred to our dispatch officers.

During our counter hours, new and renewal license payments are processed over the counter, impounded animals are returned to their owners, and animals are adopted to forever homes. Stray animals brought to the SCAS facility are entered into our database, while shelter staff provide initial care for the animals.

In addition to direct customer service, the customer relations team also processes new and renewal of license payments and donations that are mailed in or paid through our online portal. Rabies certificates are either processed manually or electronically and uploaded and approved in our online licensing system DocuPet.

Bite reports are either taken by customer relations staff or an Animal Control Officer. Once recorded, an officer contacts the victim, dog owner and witnesses, and tracks the animal on quarantine.

Billing: Invoices are sent at the beginning of each month for license renewals and new licenses and have a thirty-day grace period after the license expiration date for payment. Licensing is currently handled both in house and through DocuPet. DocuPet handles all owner notification via postal service as well as digitally through email and provides follow-up to dog owners and reminder notifications to ensure compliance with licensing ordinances. Overdue licenses incur a penalty. Rabies certificates entered into our database Chameleon and DocuPet which drive the majority of new licenses. Any payments not received within four months of the due date move into collections proceedings.

Commercial Kennel and Pet Fancier licenses are valid for a calendar year. Bills are sent annually and are due by the expiration date of the license. Once payment is received, it is processed, and an inspection is scheduled with an animal control officer. If the inspection passes, a certificate is provided. When a property is out of compliance, the license holder is given two weeks to make corrections, and then an officer re-inspects. The maintenance of all commercial kennel and pet fancier licenses and their corresponding process are the responsibility of SCAS, regardless of jurisdiction.

Customer Service/Complaints: All SCAS staff focus on providing excellent customer service. SCAS will collaborate with the City to designate a primary and alternate contact person for the purpose of addressing complaints. All complaints received by the City that require a response from SCAS will be made by telephone and/or electronic mail to the designated contact persons for the two parties. SCAS will provide an electronic mail response within two (2) business days as to the resolution or ongoing response on the matter.

State Mandated Bite Reports: Sonoma County Animal Services is responsible for submission of the annual State Mandated Bite Report to the California Department of Public Health (CDPH) for the entire county and completes this annually. Any reporting requested by the City can be provided as soon as available.

Staff Training: While operating its shelter and providing animal control services, SCAS assigns personnel that are trained, qualified, and authorized to administer and/or enforce all laws, rules and regulations; operate all necessary equipment, have the ability to recognize animal breeds, diseases, and injuries, and are competent to administer first aid to animals in the field. SCAS will ensure that any employee serving the City of Sebastopol is trained and currently certified, or will be certified within 60 days, in accordance with state standards. SCAS will ensure that personnel maintain required certifications and maintain that status through the required continuing education.

Performance Metrics: SCAS will develop and implement accessible customer service surveys for animal care and control activities that can be used to evaluate the effectiveness of services and identify areas for improvement and inform program planning. Online, paper, and bilingual

surveys may be implemented. We invite the City of Healdsburg, City of Sebastopol and City of Santa Rosa to collaborate with SCAS on which metrics will be examined and the best methods for outreach into the community.

Disaster Preparedness: Prior to the 2017 Sonoma Complex fires, Sonoma County Animal Services was in the process of rewriting the Emergency/Disaster plan for animals. The draft plan was tested during this event, and the response was successful. Improvements were added to the Animal Annex based on our experiences during the event and input from response partners. After the 2017 fires, Animal Services was chosen to join the Emergency Operations Center to coordinate the overall animal response during additional emergencies. Sonoma County Animal Services has also developed an Animal Disaster Service Worker volunteer program (ADSWv). The Sonoma Community Animal Response Team (SCART) evolved from the States DSWv program. SCART is a trained and credentialed volunteer program that assists Sonoma County Animal Services by augmenting our response efforts. The Animal Annex was added to the overall county Emergency Operations Plan (EOP) in December of 2018. The plan was implemented during the February 2019 floods, again during the 2019 Kincade Fire, the 2020 LNU Glass fire. SCAS personnel have also been deployed to multiple response efforts throughout the North Bay. The Director of Animal Services is a member of the California Animal Welfare Association (CalAnimals) Emergency Management Committee which assists other agencies during response efforts and develops tools that can be used by jurisdictions across the state.

Regulation

Enforcement: Sonoma County Animal Services sends all criminal cases, including violations of State anti-cruelty laws, to the District Attorney's office. The ACO investigating the case, the Supervising Animal Control Officer, Operations Manager and the Director all work closely with the attorney assigned to the case. Warrants are also filed with superior court judges to conduct investigations.

All citations are sent to the superior court's traffic division, although we are working on incorporating administrative citation program into our violation process to provide people with infractions an opportunity to rectify the issue before being sent to court.

These citations will be similar to "fix-it tickets." The goal of the administrative citation program is to create a means to compliance rather than going to court.

Currently, SCAS sends all appropriate civil infractions, including potentially dangerous and vicious dog designations, to county counsel for the unincorporated area of Sonoma County, the Santa Rosa City Attorney's office, and the Healdsburg Police Department.

Licenses & Fees for Dogs: SCAS provides full dog-licensing services, including license enforcement activity, for the Unincorporated County, the City of Santa Rosa and the City of Healdsburg. In late 2013, we implemented online licensing services, in both English and Spanish. The City of Sebastopol license and other fees ideally would correlate with the County and City of Santa Rosa fees. SCAS shall maintain records of license fees collected from City of Sebastopol residents.

License payments are recorded in Chameleon, and DocuPet and applied to the appropriate account code for each jurisdiction we represent.

Personnel, Supplies and Equipment: Sonoma County Animal Services is a full-service organization. All staff are Sonoma County employees and hired under civil service rules and equal opportunity employment laws. Medical equipment and pharmaceuticals are ordered through contracted vendors and comply with current drug laws. Animal control vehicles are regularly maintained by the County's fleet operations. Dog licenses are sold in person at the main facility, over the phone with staff, and online through our contracted vendor DocuPet. Service dog tags are ordered through National Band and Tag and tracked in our database. All forms, notices, invoices, envelopes, and letters are printed in-house, by local vendors. All licensing forms are printed and mailed by DocuPet. All other items needed for the normal course of business, such as postage or citation forms, are also provided by SCAS.

Statistical and Narrative Information: SCAS utilizes the Chameleon animal shelter database to record and monitor most business functions, including accounts payable, owner records, adoptions, license processing, rabies vaccinations, medical care, animal intakes and outcomes, bite information, barking complaints, and enforcement activities. A quarterly report is created and provided to the jurisdictions we serve. The following data can be provided:

- Animal intakes
- License compliance rates
- Number of licenses sold
- Disposition of complaints regarding animals
- Dangerous or potentially dangerous animals and dog-bite incidents
- License compliance and records of licenses sold with names, addresses and license numbers
- Fees collected

SCAS works with its clients to gather and analyze any other requested information that is available. SCAS invites active participation by the City of Sebastopol to evaluate the effectiveness of services provided and identify areas for improvement.

Marketing: SCAS maintains an updated website that provides the community with information

pertaining to city, county, and state animal control regulations, fees, adoption procedures, animals available for adoption, found stray animals, calendar of events (e.g., adoption events and volunteer orientations), operating hours, emergency contact information, and other information identified as useful and necessary. During emergencies, pertinent information is populated on our website through the primary county webpage, and animal emergency information is regularly updated on our homepage. The SCAS website also has a link to the SCAS Social Media pages, (Facebook, Instagram, X (formally known as Twitter), Tik Tok and YouTube) that all have a large following and provides an additional way for Sebastopol residents to find their stray animals that have come to our shelter, learn how to license their dogs, and to contact us regarding any animal-related concerns they may have. Participation in many outreach events throughout the county also enables us to educate the public about our services.

Program Management: Our Director, Operations Manager, Supervising Animal Control Officer Field, and Program Analyst are available to work with City of Sebastopol staff to further identify education, outreach, and communication priorities specific to Sebastopol and to deploy existing resources to maximize impact and meet community needs and expectations. Partnerships are the foundation of our robust disaster response plan, along with many of our day-to-day operations such as our successful transfer program. We are also expanding our Humane Education program to promote the human animal bond and the important role animals play in our lives. SCAS would welcome ongoing partnership with Sebastopol businesses, organizations, and residents to spread the word about responsible pet ownership and available resources.

Cost

SCAS proposes a lump sum annual cost for the services proposed in the Scope of Work Sections above, based on historical data on number of calls for service and animal impounds.

SCAS's total annual operating expenses for all jurisdictions served by SCAS, including staffing, equipment and supplies needed to serve to provide services, is \$7,597,402.

The share of total operating expenses attributable to the City of Sebastopol is calculated based on animal related service call data. This results in a lump sum annual cost to the City of Sebastopol \$30,057.72

Over the first year of services provided to the City of Sebastopol, SCAS will assess the fees collected for licenses, penalties, impounds, and relinquishments on behalf of the City of Sebastopol and report back on that assessment.

Cost Summary

Monthly Charge for Field Services and Licensing	\$2,504.81
Annual Charges for Field Service and Licensing	\$30,057.72

SCAS proposes working with The City of Sebastopol to develop a contract for the FY25-26 through FY 26-27 (or any other term of mutual agreement) based on this annual lump sum estimate. Beyond FY26-27, SCAS suggests that the lump sum cost be re-calculated to reflect updated actual costs for the City of Sebastopol based on more recent data on number of calls for service and revenue generated from fees and licensing.

Appendix A

Sonoma County Animal Services Action Plan

Vision, Guiding Principles, Goals, and Objectives

Vision

Sonoma County will be a safe and caring community that protects the health and well-being of all animals and people; a place where animals and people are valued, cared for, and recognized as vital parts of a healthy community.

Guiding principles

The following principles will guide the development and implementation of an effective action agenda for Sonoma County Animal Services:

A healthy community includes healthy people, healthy animals, and healthy environments.

A healthy community takes care of its natural resources and most vulnerable members, both human and animal, regardless of health, age, or condition. The mutually beneficial relationships between humans and animals enhance the quality of life in our community, offering companionship, support, and nurturing vital connections between community members.

The entire community shares responsibility for improving the health and welfare of animals in Sonoma County. Improvements in the humane and conscientious care and treatment of animals will require the commitment and involvement of animal owners and the support of all Sonoma County residents, local governments, community-based organizations, and others.

Focusing limited resources where they are most likely to have impact.

We must prioritize our efforts and resources on the root causes of animal-related problems and costs, where they have the greatest potential to prevent problems, improve quality of life, relieve suffering and save lives.

Promote evidence-based interventions and evaluation.

We must base our services and interventions on what is proven to work. For each goal, we will create a series of benchmarks for measuring and tracking progress.

Identify adequate and sustainable resources in accordance with community expectations and values.

We must identify strategies and mechanisms to efficiently provide the level of animal services that keep pace with community expectations and demands, most notably timely response, public access to information and services, and a significant reduction in the numbers of animals that are euthanized.

Goals and Objectives

Goal 1: Reduce the number of stray and surrendered animals in Sonoma County

Objectives:

- 1.1 Increase sterilization of companion animals
- 1.2 Increase sterilization of stray and feral animals
- 1.3 Increase retention of animals with their caretakers

Goal 2: Increase the live release of animals in Sonoma County

Objectives:

- 2.1 Increase percent of shelter intakes that are adopted
- 2.2 Increase percent of shelter intakes that are returned to their owners
- 2.3 Decrease percent of shelter intakes that are euthanized
- 2.4 Increase community options outside of the shelters to house and care for stray and abandoned animals while waiting for adoption (e.g. with rescues or foster families)

Goal 3: Increase public safety by improving compliance with effective animal laws and ordinances

Objectives:

- 3.1 Increase consistency and effectiveness of animal ordinances across jurisdictions
- 3.2 Increase compliance with license requirements
- 3.3 Improve timeliness and effectiveness of calls for service

Goal 4: Engage entire community in efforts to promote and protect the care and welfare of animals

Objectives:

- 4.1 Establish process and structure for cross-jurisdictional collaboration
- 4.2 Increase communication and community outreach
- 4.3 Increase community volunteerism for the care and protection of animals
- 4.4 Promote the use of private donations and resources to support the care and welfare of animals beyond those resources available from public sources
- 4.5 Develop countywide system to compile and transparently report indicator data and progress toward shared goals

License Fees

Altered Dog: \$17.00

Altered Dog Senior Citizen: \$15.00

Unaltered Dog: \$21.00

Late License Penalty: \$9.00

Voluntary Cat License Altered/Unaltered: \$14.00

Impoundment Fees

Impoundment Fees for Dogs and Cats are Determined by The Humane Society of Sonoma County

Impoundment Fees Livestock

Livestock/Head 1st Impound plus transportation: \$131.00

Livestock/Head 2nd Impound plus Transportation: \$ 327.00

Livestock/Head 3rd Impound plus Transportation: \$600.00

ACO Assistance Stray Livestock: Time Cost Recovery \$383.00

ACO Field Release Dog/Cat (Unlicensed/Unaltered): \$109.00

Owned Animal Pickup Fee

Live Small Animal (Dog/Cats/Pocket Pets): \$54.00

Owner Surrender in Field: \$190

Animal Disposal: \$23.00

Group and Private Cremation Services: Available upon request at owners' cost

Appendix C About Us

Brian Whipple, Director of Animal Services

Brian Whipple, Director of Animal Services, is a law enforcement and animal care professional with over 30 years of experience in investigations, report writing, officer recruitment, career development, animal capture and behavior, animal sheltering and disaster response and planning. He has extensive background in animal handling, community relations, and court room procedures. He was the incident commander for the animal disaster response efforts in Sonoma County for the 2017 Sonoma Complex Fires, the February 2019 Floods, and the 2019 Kincade Fire as well as being specifically requested to fill a command position during the Camp Fire response in Butte County and acted as the Incident Commander for the 2021 Caldor Fire. He has been with Sonoma County Animal Services since 2013.

Beth Wyatt, Operations Manager

Beth joined our team in 2024 after serving as a Supervising Ranger for Sonoma County Regional Parks. She has over 17 years of experience working as a law enforcement officer, an emergency medical technician, and a supervisor. She is adept at balancing competing tasks, adapting to shifting priorities, and proactively addressing emergent issues. She brings her communication and relationship-building talents to our department and has seamlessly integrated into our team, providing exceptional service to our customers through her supervision of the front office staff. Beth graduated with her MS in Emergency Services Administration and has participated as an emergency service worker for the County for the last few emergency activations.

Kevin Davis, Field Supervisor

Kevin Davis is the Field Supervisor for Sonoma County Animal Services. Kevin is Sonoma County native growing up in Petaluma. He has lived in The Town of Windsor since 1993. Kevin was the main officer assigned to The Town of Windsor from 1990 -2000. Kevin started his career with Animal Services in 1989 as an animal control officer. In 2012 Kevin was selected as the Animal Services Field Supervisor. Kevin has worked closely with local and state law enforcement agencies in order to resolve community/neighborhood issues. Kevin has been deployed on several occasions since 2015 assisting other communities during wildfires.

Michelle Rene, Volunteer Manager

Michelle Rene has a Bachelor's of Arts degree in English (literature) with a minor in science and technical writing from the University of Arizona; and has worked for and County of Sonoma's Public Health Division since 2014, and Sonoma County Animal Services (SCAS) since 2016. She is also a 2014 Fellow of the Leadership Institute for Ecology and the Ecology's Leadership for a Sustainable Future Program and participated in the Storytelling for Behavioral and Policy Change project. Michelle Rene, a native Californian, has lived in Cloverdale since 2000. Over the last seven years at SCAS, she has taken on increasing responsibilities, including volunteer

management, overseeing front office operations, database administration, and website management.

Emma Diemert, Shelter Supervisor

Emma Diemer has lived in Sonoma County since 2018 and has been the Shelter Supervisor for Sonoma County Animal Services since October of 2022. Emma has worked in private veterinary hospitals and municipal shelters. She has an educational background in Animal Science and continued to stay update on best practices in shelter management and animal care. Emma has enjoyed helping fine-tune SCAS' s shelter operation and looks forward to continuing to grow alongside SCAS.

Appendix D Resumes

B R I A N F . W H I P P L E

2233 SUNLIT ANN DRIVE, SANTA ROSA, CA 95403
(603) 731-7351 | brianwhipple76@gmail.com

S U M M A R Y

Law enforcement and animal care professional with over 30 years of experience in investigations, report writing, officer recruitment, career development, animal capture and behavior, animal sheltering and disaster response and planning. Extensive background in animal handling, community relations, and court room procedures

E X P E R I E N C E

SONOMA COUNTY ANIMAL SERVICES, Santa Rosa CA 2013-Present

Director of Animal Services

- Developed and implemented standard operating procedures for all facets of the animal control department.
- Developed strong partnerships with local and state law enforcement as well the District Attorney's office.
- Act as Public Information officer for the media as well as giving talks to other organizations, County and City Councils and community groups.
- Advised the Director on the development and implementation of an employee recognition program and the tracking of good and bad performance.
- Investigated, managed and resolved complex employee relations issues.
- Responsible for all operations including field, shelter and front office.
- Development of standard operating procedures in all areas of the operation
- Act as lead for emergency operations during disaster/emergency response field operations and sheltering.
- Development of the Sonoma County Emergency Animal Response Plan and a volunteer Animal Disaster Service Worker program to aid in emergency response
- Partnership development with local humane organizations, state and local governments and organizations.
- Organized and instituted a low income spay/neuter program within the county.
- Development of training plan for all staff.
- Serves as Incident Commander for all disaster related response within Sonoma County OA.

DELAWARE ANIMAL CARE AND CONTROL, Camden DE 2006- 2013

Major/Chief Animal Control Officer

- Developed and implemented standard operating procedures for all facets the animal control department.
- Instituted a progressive officer training program for all new hires as well as an in-service training program for officers.
- Developed strong partnerships with local and state law enforcement as well the attorney general's

office.

- Act as lead for emergency operations during disaster response field operations.
- Act as Public Information officer for the media as well as giving talks to other organizations, County and City Councils and community groups.
- Instituted a community policing unit within the department focusing on strong communication and overall animal and human safety awareness.
- Advised the Director on the development and implementation of an employee recognition program and the tracking of good and bad performance.
- Investigated, managed and resolved complex employee relations issues.
- Track and approve all reports, search warrants and arrest warrants.
- Devised a monthly reporting system for all calls for service and departmental activity used in reporting to County, City and Town Councils.
- Perform performance evaluations for 32 officers and six dispatchers and develop a plan for improvement on certain aspects of career development.

MONADNOCK HUMANE SOCIETY, West Swanzey, NH

2000-2006

Director of Field Services and Facilities

- Assisted in the development and implementation of an animal control contract with a local communities focusing on better response and creative enforcement of local and state ordinances.
- Instituted an all new animal cruelty investigation program including standard operating procedures, reporting guidelines, case management and media relations.
- Acted as Public Information Officer for media relations
- Selected to sit on the Governor's Task Force for the humane treatment of animals to assist in the drafting of legislation and to testify in front of the House of Representatives and the Senate
- Developed and implemented a standard of care guidelines for all animals going in and out of the shelter
- Assisted in the creation and implementation of a behavior modification program for canines with special or difficult behavior needs which was the first of its kind in an animal shelter in New Hampshire.
- Perform performance evaluations for eight animal care staff and one maintenance specialist.
- Developed and implemented a community service program through the court system.
- Plan and monitor expenditures and operational costs are consistent with the division's budget.
- Prepare yearly budgets, recommend purchases to the director and ensure that the division stays within budget restrictions. Recommend budget cuts and identify potential savings with in the division.
- Only Certified Peace Officer in New Hampshire responding to Animal Cruelty investigations. Member of the Cheshire County Sheriff's Department

GREENHILL HUMANE SOCIETY SPCA, Eugene, OR

2000-2001

Animal Facilities Manager

- Developed and implemented an animal care and treatment program for all animals
- Instituted a behavior evaluation program for all canines for adoption
- Sourced, coordinated, and facilitated candidate selection, interview process, and new hire orientation

to meet and exceed client's business requirements.

- Collaborated with in house and local veterinarians for treatment plans for sick and injured animals.
- Coordinated spay and neuter program with Oregon State University's School of Veterinary medicine on a monthly basis including transportation and logistics of the OSU program.
- Collaborated in the creation of new programs for the shelter that reduced the number of animals received by 26% and achieved a 100% placement rate for all eligible dogs. These programs are currently featured in national industry publications as some of the best and most innovative ideas in the humane field today.
- Responsible for redesigning animal intake, care and adoption forms and procedures, resulting in improved employee efficiency, improved care for the animals and a lower disease rate

COLUMBINE ANIMAL HOSPITAL, Littleton, CO 1999-2000

Kennel Manager / Veterinary Technician

- Responsible for intake and return of all animals coming and going through the kennel
- Track the care of each animal in the boarding facility
- Develop care plans for animals that are in the kennel including those with special needs or special care needs.
- Responsible for setting up and break down of surgical procedures.
- Assist veterinarians in daily treatment of animals.

COMPATIPUP CANINE SERVICES., Tiverton, RI

1995-1998

Kennel Manager / Assistant Dog Trainer

- Responsible for all aspects of kennel management, social boarding and obedience training.
- Developed and managed a purchasing program for all aspects of the boarding kennel and training facilities.
- Extensive community involvement in teaching and solving animal behavioral issues.
- Taught basic obedience classes, performed behavioral evaluations and provided corrective training

E D U C A T I O N

ROGER WILLIAMS UNIVERSITY, Bristol, RI September 95- December 1998

Veterinary Technology Bel-Rea Institute of Veterinary Technology, Denver, CO

KIMBALL UNION ACADEMY, MERIDEN, NH

C E R T I F I C A T I O N S

- Certified in Euthanasia in Oregon, New Hampshire, Delaware, and California
 - June 1998 – January 2000: Alameda East Veterinary Hospital, Denver CO
Internship as a veterinary technician in emergency and critical care
 - August 2002: Cruelty Investigation Academy, Salemburg NC
- National Animal Control Association: Level One – 40 Hours

- July – August 2002: Humane Society University
Basic Supervision: Online Course – 6 Weeks
- September 2002: Illegal Dog & Cock Fighting, Concord NH
Investigation Training – 8 Hours
- March 2003: Ice Rescue Technician Training Course, Hancock NH
Life Saving Resources: Certified Ice Rescue Technician – 12 Hours
- April 2003: New Hampshire Police Standards and Training, Keene NH
Police Academy: Certified Police Officer in the State of NH
- June 2003: Cruelty Investigations Academy, Hartford CT
National Animal Control Association: Level Two – 40 Hours
- February 2004: National Cruelty Investigation School, Tampa FL
Humane Society of the United States, Code 3 Associates:
Level One – 40 Hours
- September 2005: Equine Investigations Academy, Durango CO
Equine Investigations Academy, Skill Development – 24 Hours
Technical Studies – 24 Hours
University of Missouri – Columbia / Code 3 Associates, Level One
- Selected to serve on the New Hampshire Governors Commission for the Humane Treatment of
Animals in 2004 and 2005
- Founding member of the New Hampshire Animal Fighting Task Force
- June 2006 Center for Domestic Preparedness Anniston Alabama Completed NIMS 700
- June 2006 Completed Incident Command System 100 – 400 Center for Domestic Preparedness
Anniston Alabama
- March 2007 Completed Agricultural Terrorism and Bio-Security Preparedness, Dover DE
- March 2007 Certified on the Delaware Judiciary Information System (DELJIS)
- March 2007 Certified on the Law Enforcement Investigations System (LEISS)
- Member of the Delaware State Animal Rescue Team
- March 2009 Certified in Tactical Baton, ASP
- March 2009 Certified in Handcuffing/Restraint ASP
- April 2009 Major Case Management, Delaware State Police Academy
- April 2009 DEMA ICS Operations/EOC Interface
- June 2009 Survival Spanish Delaware State Police Academy
- February 2011 Use of Force AELE/ New Castle County Police Department
- April 2011 Certified as Taser Instructor, Taser International
- April 2014 P.C. 832 Firearms Training POST, Woodland Community College
- April 2014 POST PC 832 Arrest, Santa Rosa Junior College Public Safety Training Center
- May 2014, POST Supervisory Course 80 Hours, Santa Rosa Junior College Public Safety
Training Center
- June 2014 Supervisory Effectiveness Program Series 1, UC Davis
- January 2015 QPR Suicide Prevention Gatekeeper Program, Sonoma County
- November 2015 IS-00011.a Animals in Disaster Community Planning, FEMA

- November 2015 IS-00800.b Introduction National Response Framework, FEMA
- November 2015 Frist Responder Guidelines to Equine Emergencies Level 1, UC Davis
- December 2015 IS-00111.a Livestock in Disaster
- February 2016 CA Fire Service Training Large Animal Rescue
- September 2017 Cal OSHA Aerosol Transmissible Disease Training
- March 2017 RDPC AWR-328 All Hazards Preparedness for Animals in Disasters
- January 2018 ACTS Firearms Training
- February 2018 RDCP MGT-448 All Hazards Planning for Animal, Agricultural, and Food Related Disasters
- June 2018 FEMA IS-775 EOC Management and Operations
- June 2018 Homeland Security PCII Authorized User
- August 2018 IS- 00005a An Introduction to Hazardous Materials
- March 2019 Western Institute for Food Safety and Security/Rural Domestic Preparedness Consortium/ Animals in Disaster Instructor
- June 2019 FEMA IS-235.c Emergency Planning

Beth Wyatt

Beth.Wyatt@sonomacounty.org • (707) 565-5401
Santa Rosa, CA

Operations Management

Forward-thinking professional with experience in optimizing organizational efficiency and driving successful team performance while ensuring regulatory compliance at local, state, tribal, and federal levels. Remarkable efficiency in forecasting demand, analyzing staffing needs based on visitation and projected budgets, and providing insightful reports to management. Adept at implementing public information campaigns and delivering presentations to government, community, and neighborhood groups. Instrumental in recommending emergency service policies, spearheading training/programs, and presenting trainings on autism emergency response and disaster preparedness. Strategic team player, skilled in cultivating relationships with cross-functional stakeholders and driving continuous improvement in operational workflows. Expert in designing and presenting training on "Autism and Disaster Preparation: A Training for Emergency Services Providers" at national and international conferences.

Areas of Expertise

- ◆ Operational Excellence
- ◆ Organizational Leadership
- ◆ Community Outreach
- ◆ Supervision & Administration
- ◆ Collaborative Relationships
- ◆ Training & Presentation
- ◆ Cross-functional Communication
- ◆ Strategic Planning & Execution
- ◆ Emergency Response

Professional Experience

Sonoma County Animal Services, Santa Rosa CA
Operations Manager

2024 - Present

Manage Customer Relations team to provide exceptional customer service at the County animal shelter. Evaluate staff performance and develop training plans. Collaborate with staff, volunteers, and community partners to ensure the welfare of animals. Recommend changes to policy and procedure and increase efficiencies within shelter operations. Coordinate with emergency management personnel to ensure shelter readiness during local disasters.

Sonoma County Regional Parks, Santa Rosa, CA
Supervising Ranger, 2019 - 2024
Park Ranger II, 2016 - 2020
Park Ranger I, 2007 - 2016

2007 - 2024

Coordinate regularly with local law enforcement, fire, and EMS providers during emergencies and large-scale disasters. Execute community outreach and public information campaigns by driving efforts with multiple nonprofits, community groups, tribal partners, and neighboring stakeholders. Ensure compliance with local, state, and federal COVID-19 guidelines in collaboration with human resources. Offer excellent services while acting as a proactive member of a multi-disciplinary homeless outreach task force focused on addressing chronic homelessness. Manage overall staff supervision by performing annual reviews, counseling, and disciplining full-time employees. Streamline organizational processes by monitoring the performance of a diverse team of both badged and un-badged employees.

- Independently developed and presented training on Autism recognition and response to park rangers, local law enforcement, fire departments, search and rescue teams, and EMS providers.
- Improved organizational performance by hiring and empowering seasonal/full-time operations staff of 20-30 people.
- Established extra help hours and fulfilled staffing needs based on seasonal visitation in line with the designated budget.
- Leveraged exceptional collaboration skills to organize annual training for a staff of 20 sworn peace officers in collaboration with the Public Safety Training Center.
- Addressed customer service complaints, concerns, and comments by providing top-tier services

Education

Master of Science in Emergency Services Administration

CSU Long Beach, CA, 2021

Bachelor of Art in Studio Art

Sonoma State University, Rohnert Park, CA 2003

Training

Federal Emergency Management Independent Study Certificates

IS-00230.d Fundamentals of Emergency Management, August 2019

IS-0130 Introduction to Continuity of Operations, May 2020

IS-00520 Introduction to Continuity of Operations Planning for Pandemic Influenza, May 2020

IS-00029.a Public Information Officer Awareness, May 2020

IS-00042 Social Media in Emergency Management, August 2020

IS-00242.b Effective Communication, August 2020

IS-00800.d National Response Framework: An Introduction, August 2020

IS-0201 Forms Used for the Development of the Incident Action Plan Course, January 2021

IS-02200 Basic Emergency Operations Center Operations, February 2021

IS-00010.a Animals in Disaster: Awareness and Preparedness, November 2023

IS-00011.a Animals in Disaster: Community Planning

IS- 00042. A Livestock in Disasters

Other Certificates

Emergency Medical Technician, June 2007

PC 832 Arrest and Control, March 2008

Basic Wildland Firefighting including ICS 100, 200 and NIMS, January 2020

Peace Officers Standards and Training Media Relations Training (16 hours) December 2020

Peace Officers Standards and Training Internal Affairs Investigations (16 hours) May 2023

EMMA ROSE DIEMERT

erdiemert2@gmail.com 251 554 3777

Santa Rosa, CA

CERTIFICATIONS

- Certification in Humane Euthanasia
- Veterinary Assistant Controlled Substances Permit
- Fear Free Certification for Shelters
- SAFER Certified Tester
- Beef Quality Assurance Certification

QUALIFICATIONS

- Enthusiastic, dependable, eager to learn; committed to excellence in performance
- Passionate about all animals, their well---being and quality of life
- Proficient in the following software; AVImark, PetPoint, Chameleon, Cornerstone, R Programming
- Strong telephone etiquette skills
- Proficient in MS Office applications including; Word, Excel, PowerPoint, and Outlook

EDUCATION

- Veterinary Technician Classes
- Santa Rosa Junior College, Santa Rosa, CA
- Bachelors of Science in Animal Sciences, minor in Development Psychology, Auburn University, Auburn, AL
Graduated May 2017

CLUBS & ACTIVITIES:

- Bioinformatics Individual Research
- Block and Bridle – Member
- Women in Science – Member
- Pre-Veterinary Medical Association – Intramural Chair/Member

WORK EXPERIENCE

Animal Health Technician
Sonoma County Animal Service, Santa Rosa, CA
March 2018 – March 2019

Lead Kennel Technician
Balanced Behavior. Windsor, CA
May 2017 – March 2018

Administrative Assistant
Canine Companions for Independence. Santa Rosa, CA
May 2016 – August 2016

Research Assistant
Auburn University, Auburn, AL
May 2016 – May 2017

Intake Technician
Lee County Humane Society, Auburn, AL
June 2013 – Dec 2013

Kennel Technician Intern

The Haven No---Kill Adoption Shelter, Fairhope, AL 36532
August 2011 – March 2015

Kennel / Veterinary Technician
Animal Wellness Center of Fairhope Fairhope, AL 36532

COMMUNITY INVOLVEMENT/VOLUNTEER

- Volunteer Sales Associate with The Haven Resale Shop
-

Kevin Davis

1247 Century Ct. Santa Rosa, CA 95405 | (707) 565-7106 | Kevin.Davis@sonomacounty.gov

Professional Summary

Experienced Supervising Animal Control Officer with over 30 years in animal welfare, law enforcement, and public safety. Skilled in supervising field and shelter staff, enforcing state and county regulations, managing emergency responses, and ensuring public health and animal safety. Demonstrates the ability to lead high-performing teams, implement policies, and maintain regulatory compliance while optimizing operational efficiency.

Professional Experience

Supervising Animal Control Officer

Sonoma County Animal Services 1989- Present

- Supervise and coordinate field and shelter staff, including training, performance evaluation, and disciplinary actions.
 - Act as a technical resource for officers on animal control, shelter operations, and regulatory compliance.
 - Implement directives of the Animal Care and Control Director, ensuring uniform application of rules, regulations, and policies.
 - Oversee animal care, impoundment, quarantine, licensing, and euthanasia procedures.
 - Respond to complaints, investigate violations of animal control laws, and appear as a witness in court.
 - Coordinate rabies clinics, vaccinations, and reports of potential exposures to humans or animals.
 - Manage equipment and vehicle assignments, staff schedules, and operational logistics.
 - Participate in budget preparation and compile statistical and production reports.
-

Key Achievements

- Develop training programs for staff, ensuring compliance with state laws, county ordinances, and animal welfare standards.
 - Lead emergency and disaster response operations, including animal rescues and rabies exposure management.
 - Enhance shelter operations and field effectiveness through strategic planning and process improvements.
 - Supervise high-risk operations involving capture, transport, and care of vicious, injured, or unlicensed animals.
-

Certifications & Training

Law Enforcement & Animal Control:

- POST Supervisory Course (80 hours), Arrest, Firearms, Baton & Impact Weapons, Legal Updates
- State Humane Officer Training Academy (Marin County)

- Livestock & Poultry Welfare Certification
- Blood Sports (Dog/Cock Fighting) Certification
- M26 Advanced Taser & Taser X26 Instructor Certification
- California Certified Euthanasia Technician

Emergency Management & Safety:

- FEMA Certifications: IS-100.B, IS-200.B, IS-700.B, IS-800.B, FEMA 10, FEMA 11
- Office of Emergency Services SEMS G606
- Disaster/Emergency Worker Certifications (Flood Response, 1995–2006)
- CPR & First Aid

Supervisory & Leadership Training:

- UC Davis Supervisory Effectiveness Program Series 1 & 2
- Sonoma County Supervisory Skills & Academy Certifications
- Job Steward Basic Training (SEIU)
- Numerous on-the-job leadership and management courses, including Elder Abuse Training, First Responder Guidelines for Equine Emergencies, and POST Control Law Enforcement updates

County of Sonoma Courses:

- Workplace Safety, Effective Disciplinary Practice, Discrimination Law, Motivating Employees, Conducting Investigations, Preventing Discrimination, Managing Marginal Employees, Ethics in the Workplace, Continuous Improvement, Disability Interactive Process, and more

Education

- **Santa Rosa Junior College** — 60 Semester Units, Administration of Justice
- **University of Arizona**, Tucson, AZ — B.A., English, Magna Cum Laude
- **Leadership Institute for Ecology and the Economy**, Santa Rosa, CA — Fellow, Leadership for a Sustainable Future Program

Michelle Rene

Cloverdale, CA | 707-486-6818 | michellerene@sonic.net

Experience: January 2010 to Present

Leadership and Project Management

- Manage volunteers, including orientations, communications, and tracking required documents and training, and handling day-to-day needs.
- Manage and supervise customer service and accounting staff of five, including training, scheduling, conflict resolution, and performance management.
- Streamline business processes for improved customer service, accounting and data analysis workflows.
- Spearheaded the implementation of a new dog licensing system (DocuPet) and collections system (Enterprise Financial System).
- Spearheaded the transition to an updated server and upgrade of the Chameleon Database, including cross-collaboration with the County's Information Systems Department and HLP, Inc., for Sonoma County Animal Services.
- Managed all aspects of the Federal Financial Participation (FFP) time study, including reviewing activity logs, preparing spreadsheets, correcting Excel formulas, and entering data to meet state funding requirements for Maternal, Child and Adolescent Health (MCAH).
- Raised \$34K (178% over goal) through silent auction donations, sponsorships, ticket sales, and a "fund-a-need" auction as chair for the Leadership Institute for Ecology and the Economy's Leader in Sustainability Awards dinner and fundraiser.

Research and Data Analysis

- Create SQL queries for data analysis and auditing, and workflow improvement.
- Edit, create and upload to the Chameleon Database Crystal Reports, to support data gathering and improve work efficiency.
- Research, analyze, gather and summarize documents for public records requests and subpoenas as the custodian of records.
- Compile quarterly statistical reports to inform management decisions regarding dog licensing compliance and revenue generation.
- Audit and correct transactional database; create monthly shelter outcome reports and enter data for the Shelter Animal County in support of community engagement.

Graphic/Web Design and Desktop Publishing

- Update, edit and create content for the Sonoma County Animal Services website.

- Designed and updated Facebook cover and website images, bookmarks, posters, park signs, and flyers for Sonoma County Animal Services
- Collaborated on cross-organizational efforts for branding of all materials sent to the general public, including direct mail letters, e-blasts and newsletters for Wells Fargo Center for the Arts.

Skills

Platforms: Macintosh OS X/lower | Windows XP/lower

Software/Databases: Adobe Creative Suite | Microsoft Office | iWork | Visio | Microsoft SQL Server Management Studio | Chameleon | Tessitura | Raiser's Edge EFS

Employment

Program Planning and Evaluation Analyst

Sonoma County Animal Services December 2023 to Present

Administrative Aide, County of Sonoma,

Sonoma County Animal Services July 2016 to December 2023

Administrative Aide, County of Sonoma

Maternal, Child and Adolescent Health February 2015 to July 2016

Administrative Aide, County of Sonoma

Public Health Program Support February 2014 to February 2015

Healthcare Foundation Northern Sonoma County

Development Associate (temporary) June 2013 to February 2014

Wells Fargo Center for the Arts, Santa Rosa, CA

Database Entry (temporary) June 2012 to October 2012

Grants Manager August 2007 to May 2011

Certifications

ICS 100B, 200, 700 October 2018

ed2go Online Courses: Sonoma State University

- Introduction and Intermediate SQL December 2018
- Project Management December 2015

University of California Davis Extension

- Supervisory Effectiveness Program Series 1 - Leading People February 2016
- Supervisory Effectiveness Program Series 2 - Leading Processes May 2016

Education

Leadership Institute for Ecology and the Economy, Santa Rosa, CA

Fellow, Leadership for a Sustainable Future Program June 2010 University of Arizona, Tucson, AZ

Bachelor of Arts, Magna Cum Laude, English May 2000

Humane Society Sonoma County (HSSC)



**In Partnership with Sonoma County
Animal Care Services (SCAS)**



Cost Proposal to the City of Sebastopol

HSSC is pleased to submit to the Sebastopol City Council a proposed budget for interim animal care and field support for animal care in the city limits. This contract would fulfill the city's needs month to month while they go through the RFP Process. The budget proposed below is estimated based on a former contract that equaled approximately 100 animals per calendar year. This amount would be the baseline cost and if the number of animals went more than 25% higher than the baseline HSSC would retain the right to invoice for additional expenses. If there are any questions, please contact HSSC Executive Director Cynthia King at cking@humanesocietysoco.org.

Interim Monthly Animal Care Field Support and Sheltering Budget

Monthly Expenses

Humane Society Staff	FTE	Monthly Rate
Operations Director	0.01	\$850
Intake Coordinator	0.03	\$1,000
Animal Care Technician	0.01	\$500
Subtotal	0.05	\$2,350
Benefits 20%		\$470
		\$2,820
SCAS Field Officer (subcontracted)		\$2,850
Subtotal		\$5,670
Operations		
Software, licensing and subscriptions		\$65
Supplies		\$150
Utilities		\$160
Subtotal		\$375
Staff +Ops		\$6,045
Indirect	10%	\$605

Humane Society Sonoma County (HSSC)

Monthly Estimated Total	\$6,650

Humane Society Sonoma County (HSSC)

October 30th, 2025

Captain McDonagh and the City Council,

The Humane Society of Sonoma County (HSSC) is pleased to respond to the City of Sebastopol's request for proposal to provide animal care and sheltering services as well as animal control services provided by our subcontractor Sonoma County Animal Services (SCAS). HSSC and SCAS are both long running and highly respected animal welfare organizations dedicated to providing hope and homes for animals in need across Sonoma County as well as supporting public health and a safety net for our community.

HSSC was established in 1931 and has a rich history and passion for animal welfare. HSSC has proven experience providing sheltering services, having maintained a highly successful contract with the City of Sebastopol from 1998 to 2022 years and the City of Healdsburg for the last 9 years.

Collaboration with other animal welfare organizations is a strength shared by HSSC and SCAS. Both HSSC and SCAS work with other shelters and rescues in the North Bay with a shared goal of a better outcome for the animals in our collective communities. The strength of these partnerships is crucial for disaster preparedness.

HSSC and SCAS take a community-based approach to animal welfare, addressing the varying needs of the animals, their guardians, and their communities. Combining the expertise of these two organizations will provide The City of Sebastopol with the full scope of services for animal care, control, and sheltering.

HSSC looks forward to the opportunity to re-start our long relationship with the City of Sebastopol and the opportunity to serve our neighbors. Both agencies recognize that our estimate comes in higher than the RFP limit, but with the breadth of proposed services we created a budget at our lowest possible cost that would not involve subsidizing a contract. We are happy to discuss creative solutions that can create a mutually beneficial solution for all parties.

Thank you,



Cynthia King



HUMANE SOCIETY

of Sonoma County

SANTA ROSA & HEALDSBURG

committed to kindness

Agenda Item Number: 13

HSSC Background

HSSC is a donor-supported compassionate haven for animals. Each year we assist an average of 2,400-2600, unowned animals in need. Our guiding mission is to save lives, and benefit the wellbeing of pets and their people with kindness, innovation and leadership. We take great pride in our 98% live release rate, in order to maintain it we invest in a comprehensive set of wraparound services including expert medical treatment and oversight, staff and volunteer care and rehabilitation, daily enrichment activities, positive reinforcement training and behavior modification, volunteer foster care, adoption outreach programs, and key rescue partnerships.

HSSC is known for its robust medical services and is often asked by local partners to aid in medical cases that might otherwise end in euthanasia. HSSC employs 4 Veterinarians, 5 RVTs and 5 Veterinary assistants, in addition we have numerous other animal care technicians, adoption staff, dog and cat behavior and training staff and administration.

At our Santa Rosa campus, we provide a Community Veterinary Clinic in addition to our shelter veterinary services and, with the support of a Community Foundation grant, operate a low-cost public spay and neuter clinic. Our Community Veterinary Clinic is the only non-profit hospital in the county, providing high quality care on a sliding income scale to serve Sonoma County pet owners who might not otherwise be able to afford veterinary care for their companion animals, thereby keeping them healthy, stable in a loving home, and preventing their entry into our shelter system.

Our shelter medicine department provides a wide range of veterinary services. All shelter animals receive a thorough examination and customized treatment designed to ensure their health and well-being. The clinic includes isolation wards and individually contained dog runs for the treatment of contagious diseases. The animals are micro-chipped, vaccinated and spayed or neutered prior to adoption. Routine and emergency medical treatments are provided to those who are sick or injured. Having access to immediate veterinary services helps our animals get adopted faster, keeping our median length of stay to 12 days.

Our combined shelter population consists of stray animals, transfers from other rescue organizations, and owner surrenders. Our Santa Rosa shelter houses up to 230 animals, and our Healdsburg shelter houses an average of 30 animals; however, we routinely expand our capacity via volunteer foster homes. During kitten season, it is not uncommon for HSSC to have 300+ animals housed and cared for offsite. HSSC is also under contract with the City of Healdsburg for stray impounds.

Our operating budget is supported by fee-for-service revenues in addition to donations, grants and bequests. HSSC has significant support through the financial contributions of over 5600 active donors. Through these diverse revenue streams, HSSC is financially stable and committed to staying so, as is evidenced by our annual audited financial statements. HSSC also holds the Independent Charities of America Seal of Excellence for fiscal accountability and has been publicly recognized for its successes through numerous awards and honors. These donations are needed to cover the costs of our expansive care, including shelter operations, medicine, and

staffing. We are not able to sustainably subsidize contract services with donations, other than administrative oversight.

Overview of Humane Society of Sonoma County (HSSC)

The Humane Society of Sonoma County is an independent 501c3 nonprofit organization. Established in 1931, HSSC serves the County of Sonoma, population 488,860. Shelter Services are provided at two locations in Santa Rosa and Healdsburg while community services are provided across the county.

The HSSC Santa Rosa facility is situated on 9+ acres located at 5345 Hwy 12 West in Santa Rosa. Completed in 2004, services are provided in a 33,000 square foot state-of-the-art facility. It includes the county's only community veterinary clinic, a low-cost spay and neuter clinic, free and low-cost vaccine clinics, dog training facilities, Humane Education Camps, grooming facility and adoption center. Once the animals complete the intake process, they spend their days in a comfortable room rather than cages.

The HSSC Healdsburg Campus sits on 3.75 acres located at 555 Westside Road in Healdsburg. Completed in 2016, services include shelter intake and basic medical care, holding areas for stray dogs and cats, "Kitty City" (a state of the art community cat room), multiple outdoor dog exercise runs, a community room for public and private use, dog training classes, and an adoption center where the majority of animals spend their days in comfortable rooms rather than cages.

The Humane Society of Sonoma County's workforce includes 70 full time equivalent employees and over 300 active volunteers collectively donating over 50,000 volunteer hours annually between the Healdsburg and Santa Rosa locations. HSSC is governed by a volunteer Board of Directors with 9 members.

Humane Society of Sonoma County Staff and Management

Cynthia King, Executive Director

Cynthia brings a rich history of nonprofit administration, government work and funding, and social service relationships to the organization. Through work in county and non-profit agencies over the past 20 years she has developed expertise in program development, data analysis, inter-agency collaboration, and strategic planning for sustainable outcomes that amplify the wellbeing of all. With years of experience in human service and master's degrees in social work and public health from UC Berkeley, Cynthia's work ethic is grounded in compassion, empathy, and connection, and steeped in values of love, joy, and justice. Her training and experience position her perfectly to amplify and propel HSSC's mission into a new era of protection for animals and the human/animal bond. As a practitioner coach with Radical Transformational Leadership for Social Impact, she brings an exciting new level of leadership to the organization that has energized and inspired our staff.

Dr. Ada Norris, DVM

Dr. Ada Norris serves as Medical Director at the Humane Society of Sonoma County, overseeing shelter medicine, the high-volume Spay/Neuter Clinic, and the Community Veterinary Clinic, which provides sliding-scale medical, dental, and surgical care for pets in need. She also currently serves as President of the Redwood Empire Veterinary Medical Association and maintains Type II USDA accreditation as well as training in disaster response. Before joining HSSC, she practiced mixed animal medicine and surgery in rural Oregon. Dr. Norris earned her DVM from Cornell University, where she trained with the Maddie's Shelter Medicine Program.

Priscilla Locke, Director of Development and Marketing Priscilla joined HSSC in October of 2018. Her background includes extensive experience in fundraising, board development, marketing, communications, public relations and performance improvement. Originally from the East Coast, Priscilla has been a Sonoma County resident since 1986. Her HSSC alums, cats Stanley and Francine and dog Harvey, kindly allow her to share their Santa Rosa home. A lifelong animal lover and animal welfare advocate, Priscilla feels honored to be part of an organization with such an amazing legacy and grateful to serve our community alongside such an extraordinary team.

Erica Munsel, Director of Finance Prior to joining HSSC in the fall of 2023, Erica was the Finance Director for a national nonprofit focused on financial counseling and education. Previously, she worked as an auditor with a focus on nonprofit clients. She has a master's degree in accounting from UC Davis and is a licensed CPA. Erica loves animals and is very excited to be part of the HSSC team. She currently lives in Santa Rosa with her husband and four pets: senior Chihuahua, Roland, Golden Retriever, Poppy, and two cats, Opal and Hazel. Erica enjoys hiking, taking her dogs to the beach, Frisbee golfing, and trying local breweries.

Karrie Stewart, RVT Director of Animal Pathways has been in veterinary medicine since 2010. She has a BS Business Admin from Cal State Northridge has been a Registered Veterinary Technician since 2014. Karrie has worked in shelter medicine, private practice and corporate practice veterinary hospitals throughout Sonoma County and Marin over the last several years. Most recently she has been a technician supervisor for VCA Animal Hospitals before joining HSSC as the manager of the Healdsburg Shelter in 2019. She currently oversees all admissions and adoptions at our Santa Rosa Campus. She has also served as Adjunct Faculty Instructor for the Veterinary Technician program at Santa Rosa Junior College for 7 years. Karrie has been a resident of Windsor since 1997 where all three of her children attended Windsor public schools. She enjoys spending time with her family and cat.

Meagan Cirivello, Director of Shelter Initiatives Meagan's animal welfare journey began at a small humane society in Butte County in 2015. Her career experience includes companion animal rescue, small and large animal disasters and emergency response, low-cost spay/neuter and farm animal rescue. She joined HSSC many years ago, first serving as our Adoptions Program Manager, then as our Shelter Manager before becoming our Director of Shelter Initiatives. Her commitment to animal welfare and working in the shelter environment stems from her love for both animals and people. She's especially passionate about keeping pets in their home with their people and is so excited about HSSC's community programs. Meagan lives in Santa Rosa with her husband Eliot and their four rescued pets: Maia, a lab mix (pictured) and three cats, Snickers, Bean and Poe.

Tressa Fessenden McKenzie, KPA-CTF Director of Behavior and Training Tressa is a Sonoma County native and attended the University of California in Santa Cruz. Tressa attended the Karen Pryor Academy's Dog Trainer Professional program in 2016, became a licensed Family Paws Parent Educator in 2018, and worked for several years as a dog trainer and daycare provider. She previously worked at HSSC in the Behavior & Training Department before relocating to Sacramento and working as the Behavior Specialist at the Sacramento SPCA for two years. In 2021 she moved to Oakland to take on the Behavior and Training Manager role at East Bay SPCA. Tressa is thrilled to return to her hometown once again to rejoin the HSSC team! She will be relocating along with her husband, two children, two dogs, and cat.

HSSC Board of Directors

Kati Aho, Board President

Kati is retired from the Earle Baum Center of the Blind where she was the Director of Operations and Programs. The EBC is a local community center and school for people with sight loss. Prior to the EBC, her focus was in the electronics industry. She was the COO at a small startup and was with Hewlett Packard/Agilent Technologies for 24 years. Kati is a native Californian, born and raised in the Sebastopol area, and a graduate of USF with a BS in Information Systems Management. Kati is a member of the Santa Rosa and Montgomery Village Lions Club and a Board member of the Redwood Lions Memorial Foundation. Her passion focuses on organizational development and the creation of synergistic, self-managed work teams. Kati is an avid SCUBA diver and animal lover.

Kelly Stromgren, Board Treasurer

Kelly was born and raised in Grosse Pointe, Michigan, eventually migrating west to the “City by the Bay”. She entered the world of Wall Street when she relocated to Santa Rosa in the late 80’s and is a Financial Advisor with Stifel, Nicolaus & Company. She lives with her husband Brent and their miracle cat Cabo, who is a cancer survivor. Kelly’s quest for a dog brought her to HSSC as a volunteer dog walker because Cabo was just not interested in sharing her home with a dog. Along with her passion for animals, she is an avid golfer and a self-proclaimed DIYer. In addition, she is a past member of the Active 20-30 Club of the Redwood Empire.

HSSC Board Members

Sandy Chute, Steve Maass, Eric M Marton, Mark Rubins, John Sawyer, Kate Devine, Karen Milman

Scope of Work

The Scope of Work contained in this proposal will be performed jointly between the Humane Society of Sonoma County (HSSC) as it applies to animal care and sheltering and Sonoma County Animal Services (SCAS), which will perform the Animal Regulation Services portion of the contract as a subcontractor to HSSC. Administrative Services will be provided by both entities as appropriate.

HSSC will provide animal sheltering services for the City of Sebastopol at the Santa Rosa location to include the intake of stray animals, veterinary exams and intake medical treatments including vaccinations. Animal regulation and licensing services will be provided by our subcontractor SCAS. Our goal is always to re-unite lost pets with their owners in a timely manner. The Healdsburg and Santa Rosa facilities are open 6 days per week to the public. We have adequate kennel space for temporary holds including bite quarantine holds and anticipate a high return to owner rate with the proximity of the facility to the City of Sebastopol.

Animals requiring urgent medical services will be served at the HSSC shelter located at 5345 Hwy 12 W, Santa Rosa. Once the animal is stabilized, the animal will remain in care as advised by the veterinarian for the duration of the stray hold with the hope of reuniting the animal with their owner.

Proposed Annual Contract Fee Schedule

Sheltering, daily and medical care, and animal control costs are based on the Sebastopol population and historical rate of stray animals served by HSSC under the previous contract. Based on these statistics, we have estimated the number of animals, species and average length of stay to determine our sheltering, care and control costs. The following costs and budget includes all services:

Sheltering and Animal Control/Regulation

Cost Summary

Monthly Charges:

- **SCAS Field Services and Licensing:** \$2,319
- **HSSC Sheltering Services (staff and all operational expenses):** \$3362

Total Monthly Fee: \$5,681 (*all services included*)

Total Annual Cost: \$68,174

Budget

Cost Proposal to the City of Sebastopol

HSSC and SCAS Animal Care Field Support and Sheltering

Expenses

Humane Society Staff	FTE	Hourly Rate	Annual	Annual Cost
Operations Director	0.10	\$40.87	\$85,000.00	\$8,500
Intake Coordinator	0.15	\$20.00	\$41,600	\$6,240
Animal Care Technician	0.15	\$23.00	\$47,840	\$7,224
Subtotal	0.40	\$84	\$174,440	\$21,964
Benefits 25%				\$5,491
				\$27,455
SCAS Subcontract				
Subtotal				\$27,832
Operations				
Software, licensing and subscriptions for sheltering, medical, and volunteers for 5 users/mo				\$765
Supplies for sheltering and medical services				\$5,500
Utilities				\$1,360
Subtotal				\$7,625
Staff +Ops				\$35,080
Indirect		15%		\$5,262.0
Annual Total				\$68,174

Shelter Services

HSSC operates animal shelters in both Santa Rosa and Healdsburg and will provide animal care and sheltering services for Sebastopol animals at our existing facility in Santa Rosa, to include:

- ✓ Facilities for the acceptance of the City of Sebastopol stray companion animals, including but not limited to: dogs, cats, rabbits, mice, pet rats, guinea pigs.
- ✓ Off-hours access to interior drop-off kennels will be available to SCAS and Sebastopol Police department, to bring any stray companion animals.
- ✓ Acceptance of strays from City Of Sebastopol residents between 10:00am – 6:00pm Tuesday-Sunday at our Santa Rosa location.
- ✓ Hold all strays for the legally mandated stray period.
- ✓ Work with Sebastopol residents to reunite them with their lost pets.
- ✓ If strays are not redeemed by their owners, HSSC will move forward with adoption or transfer of companion animals through its own adoption and rescue programs.
- ✓ Sebastopol residents will be given an appointment date to surrender their companion animal(s) as space and resources allow. HSSC will then move forward with adoption or transfer of the animals through its own adoption and rescue programs.
- ✓ Veterinary treatment will be provided at our hospital for all animals under our care, including but not limited to: broken bones, skin issues, eye problems, heartworm, hernia, ringworm, arthritis, dental disease, heart murmur, upper respiratory infection, and animals who are too young to be placed through adoption.
- ✓ Provide means for isolation, quarantines, and pets held in protective custody.
- ✓ Spay/neuter surgeries for all animals requiring sterilization, prior to their adoption.
- ✓ HSSC standardized behavior assessments will be implemented for all adoptable animals used to help make the best possible adoption matches.
- ✓ Foster training and adoption counseling will be provided to ensure suitability and compatibility of the animal being fostered or adopted.
- ✓ Rabies vaccinations will be given to all dogs and cats at 3 months of age or older in our care with an approved Rabies vaccine unless other valid proof of current rabies vaccination is provided.
- ✓ All animals will be microchipped prior to adoption.
- ✓ Animal Impoundment will be within the guidelines set forth by the Food and Agriculture Code 3 1 105, 3 1107, 3 1108, 3 1752.
- ✓ Humane euthanasia for animals deemed suffering by a veterinarian or animals who have demonstrated aggression which would put the community at risk per the Food and Agriculture Code 3 1105, 3 1107, 3 1108, 3 1752.5, and Penal Code sections 597f and 597.1

- ✓ Any exotic animals, livestock or wildlife shall be referred to the specific rescue organization that handles such animals. If temporary holding cannot be facilitated at SCAS, the exotic, livestock, or wildlife animal will be held at the Humane Society at their discretion.

Contract Changes

In order to provide services to the City, the following changes would be necessary to Section 11-Ownership of Documents. Our agencies value the ownership of our data and content, but can make relevant data available both monthly and on demand:

Proposed Language Change to Section 11

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement shall be made available to the City upon request. Consultant will retain ownership to all photographs, data, notes, and files (digital or paper), but will provide information as contracted, as requested, and as a download in full at the end of the contract. The City may use, reuse or otherwise dispose of the information submitted by the consultant without the permission of the Consultant.

Administrative Services

Proposed Impound and Redemption Fee Schedule: See Exhibit B

Business Services: HSSC staff is prepared to answer business-related questions for walk-in and phone-in customers, process impoundments in cooperation with SCAS adoptions, payments, rabies certification, bite reports and case documentation.

Billing: Monthly invoice for service will be sent to the City of Sebastopol

Customer Service Levels: HSSC is a service organization, and we pride ourselves on bringing a high level of customer service to our community, including the animals entrusted to our care, our volunteers, donors, rescue partners and staff. We work with County, City and Town officials, the media, business partners, and countless members of our community. We have been voted the Best Animal Adoption Center in the *Bohemian* for 2018 and 2019 and the Best Nonprofit in Healdsburg for 2018 and 2019 – honors which demonstrate our high level of human and animal customer service.

Animal Control Complaints: See Field Services

State Mandated Bite Reports: Prepare and submit State Mandated Bite Reports per Title 17, California Code of Regulations Section 2606.4(4). Bite reports shall indicate who reported the bite incident.

Staff Training: HSSC hires and maintains highly qualified staff. In addition, we provide training for both staff and volunteers and strive for continuous improvement in our protocols, practices, and procedures. Human and animal safety is our priority; we conduct regular internal safety training. Our staff is trained in best practices: how to properly handle animals, treat them with care and recognize medical issues requiring the attention of veterinary staff. Professional staff is required to maintain their certifications and continuing education credits.

Disaster Preparedness: HSSC maintains an updated emergency/disaster response plan in coordination with our local partners and agrees to implement it promptly to relocate all animals in our care in the event of a natural disaster unless the danger to human life is too great. HSSC maintains good working relationships with other local and out-of-area rescue organizations that can and have worked with HSSC for emergency assistance. Animals can be relocated for two purposes: In the event of an evacuation, we will safely and promptly relocate all animals in our care to other rescues as appropriate. If not evacuated, we can relocate adoptable animals to other shelter/rescue groups to make room to serve stray and lost animals in need due to disaster within the local communities we serve, with the hope of reuniting them with their owners.

In the case of a local emergency or disaster, we will work with local government agencies, first responders, and regional law enforcement to assist. Both HSSC and SCAS employ digital animal management systems which are secure and accessible to staff and management in the event of an emergency.

Personnel, Supplies and Equipment: HSSC agrees to provide at our expense all personnel, supplies, medications and pharmaceuticals, vehicles and equipment necessary for the efficient and effective operation of shelter animal services, including but not limited to clerical staff and medical staff. The animal control subcontractor (SCAS) will be responsible to provide personnel, supplies, vehicles and equipment related to animal control services, license tags and forms, citation forms, notices and all necessary envelopes and postage.

Statistical and Narrative Information: HSSC and SCAS agree to provide a quarterly report that includes the following:

- Number of Sebastopol strays taken in by HSSC
- Number of Sebastopol strays reclaimed
- Duration of stay for all Sebastopol animals
- Number of DOA stray animals that were cremated
- Number of Sebastopol animals adopted and date of adoption
- Number of Sebastopol stray animals transferred to other area rescues
- Any other statistical information requested by the City of Sebastopol

Marketing: HSSC has a comprehensive marketing plan including marketing fundamentals, fundraising strategies, adoption promotion, social media, website management, and media relations. These plans are designed to facilitate the animal services mission and to protect the health and safety of people and animals.

Website: HSSC will maintain an updated page on our website to provide Sebastopol residents with information pertaining to City animal control regulations and fees, adoption procedures, calendar of events (i.e. spay/neuter clinics, vaccine clinics, adoption events, etc.), operating hours, emergency contact information, and other pertinent information.

Program Management / HSSC Community Programs

Low-Cost Spay/Neuter Clinic: HSSC offers a low-cost public spay/neuter clinic currently operating five days per week. The program is donor- and grant-funded, providing low-cost spay and neuter services to families who cannot otherwise afford veterinary services.

Community Veterinary Clinic: HSSC believes the best place for pets is with the families who love them. The goal of our Community Veterinary Clinic (CVC) is to provide compassionate veterinary care in a welcoming, nonjudgmental environment for low-income pet owners. The CVC provides veterinary exams, medical treatment, diagnostics, surgery, dentistry, other anesthetic procedures, and euthanasia.

Pet Food Pantry: HSSC provides free pet food through our pet food pantry four days per week. Our Pet Food Pantry provides free dog and cat food to local pet owners when they need a little extra help caring for their

beloved pets. This service is supplied only through donations and is proving essential, now more than ever, due to rising costs and uncertain times.

Vaccine Clinic: HSSC provides a free vaccine clinic four times monthly, alternating between our two campuses. We currently provide free FVRCP for cats, DAPP for dogs, and free microchipping. We plan to offer a wider range of services at these clinics in 2026.

Humane Youth Education: Children and teens who engage in activities that teach compassion and empathy build a more humane future. HSSC offers a variety of programs that not only educate children and teens about compassion, responsibility, respect, safety and care of animals, but also foster a spirit of cooperative team building, community commitment, and the human-animal bond. Each program is designed with age-appropriate lessons and activities that promote critical thinking, teamwork, patience and kindness toward all living things. Summer day camps, winter camps, youth volunteer programs, and junior camp counselors are all exciting ways HSSC provides opportunities for young people to get involved and become knowledgeable in the animal field.

Dog Training Classes: We understand the importance of building a lasting bond through a number of exciting classes, workshops, and socialization groups available at both the Healdsburg and Santa Rosa Campuses. HSSC provides a safe, positive form of training that will help foster a healthy relationship between an owner and their dog.

Volunteer Program: HSSC engages over 600 active volunteers collectively donating over 50,000 volunteer hours annually between the Healdsburg and Santa Rosa locations. HSSC holds volunteer orientations every six weeks.

Outreach Program: HSSC averages 8–10 outreach activities per month, or approximately 100 per year, including presentations, fundraisers others hold on our behalf, health fairs, business and service club events, and more.

Exhibit A: Current Awards and Recognition

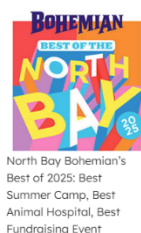


Exhibit B: Impound fee schedule

Impound Fees

Animal Type	1st Impound	2nd Impound	3rd Impound
Dog / Cat	\$100	\$150	\$200
Rabbit	\$40	\$50	\$60
Rabbit (Quarantine)	\$100	—	—

Daily Boarding Fees

Animal Type	Fee per Day
Dog	\$25
Cat	\$15
Rabbit	\$10

Euthanasia Fees/Cremation and Disposal

Animal Type	Fee
Dog / Cat	\$75
Small Companion Animal (e.g., rabbit, hamster, guinea pig, mouse, rat, bird)	\$30



HUMANE SOCIETY

of Sonoma County

SANTA ROSA & HEALDSBURG

committed to kindness

Agenda Item Number: 13

CITY OF SEBASTOPOL
RESOLUTION NO. XXXX-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AWARDING A CONTRACT FOR ANIMAL CONTROL SERVICES TO NORTH BAY ANIMAL SERVICES FOR AN AMOUNT OF \$18,000 FOR THE FIRST YEAR AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, the City of Sebastopol issued a Request for Proposals (RFP) for the provision of animal care and control services, including field services, sheltering, and licensing; and

WHEREAS, the City received two proposals—from North Bay Animal Services (NBAS) and the Sonoma County Animal Shelter/Humane Society Collaborative (HSSC/SCAS)—both of which were evaluated based on qualifications, service delivery, cost, and capacity to meet City needs; and

WHEREAS, following review and evaluation, City staff has recommended awarding the contract to North Bay Animal Services (NBAS) as the most responsive and responsible proposer providing the best value to the City; and

WHEREAS, the City Council has reviewed the proposals, considered staff’s analysis and recommendation, and finds it in the best interest of the City to enter into an agreement with North Bay Animal Services (NBAS) for animal control services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol hereby:

- Awards the contract for Animal Control Services to North Bay Animal Services (NBAS) in the amount of \$18,900 per year, plus an annual adjustment equal to the annual percentage change in CPI, for a term of five yearsXXXXXXXXXXXXXXXXXX, and
- Authorizes the City Manager to execute the agreement and any related documents necessary to implement the contract on behalf of the City

IN COUNCIL DULY PASSED, APPROVED AND ADOPTED this 18th day of November, 2025.

VOTE:
AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED: _____
Mayor Stephen Zollman

ATTEST: _____
Mary Gourley, Interim City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Alex Mog, City Attorney

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on _____ by and between the City of Sebastopol, located in the County of Sonoma, State of California (City), and [Consultant Company Name] (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Professional Audit Services.

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services set forth in **Exhibit A, “Scope of Services”** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to or outside of those set forth in this Agreement or **Exhibit A, “Scope of Services”**, unless such additional services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of services shall be as identified in **Exhibit A, “Scope of Services”**.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, Proposal dated [date], attached hereto and made a part hereof. Total compensation shall not exceed a total of \$[amount], unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. City shall independently review each invoice submitted to determine whether the work performed, and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the services performed to date and that it is probable that

the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

3. Workers' Compensation insurance, as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (Not required if consultant provides written verification that it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review. If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions: The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage

Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

SECTION 8 – INDEMNIFICATION

A. Consultant shall indemnify and hold harmless City, its agents, officers, officials, employees, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings

brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (“design professional”), the provisions of this section regarding Consultant’s duty to defend and indemnify apply only to claims that arise out of or relate to the negligence, recklessness, or willful misconduct of the design professional.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant’s expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant’s obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

The provisions of this section do not apply to claims to the extent occurring as a result of the City’s sole negligence or willful acts or misconduct.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee, or agent of City. Consultant shall have no authority to bind City in any manner, nor to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant’s exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant’s officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant’s officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant’s officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City’s employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant’s performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express

written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing services (collectively the “Work Product”) shall belong exclusively to City. The Work Product shall be considered a “work made for hire” within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent, or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Consultant’s conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this contract, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting

basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant's records and design calculations will be available for examination and audit if and as required. The cost of any reproductions shall be paid by City.

SECTION 17 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 18 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City: City Manager
 7120 Bodega Ave
 Sebastopol, California 95472

To Consultant: [Consultant Name]
 [Address]
 [City, State, Zip Code]

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 19 – TERMINATION

City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all work in progress.

If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 20 – ATTORNEY FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be

entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 21 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 22 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 23 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the services required under this Agreement, prior to any such performance.

SECTION 24 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 25 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Sonoma. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 27 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 28 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Agreement upon the terms, conditions, and provisions above stated, the day and year first above written.

City:

Consultant:
[Company]

By: _____
Name: Mary Gourley Date
Title: Interim City Manager

By: _____
Name: [Name] Date
Title: [Title]

Approved as to Form:

By: _____
Name: Alex Mog Date
Title: City Attorney

Insurance Requirements for Professional Services

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions)** Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City for review.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, CG 20 39 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Umbrella or Excess Policy

The Consultant may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The policies shall be provided on a true "following form" coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City . The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City .

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.

Verification of Coverage

Consultant shall furnish the City with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.