







Date: 03/10/2020

To: Chris Parker  
Lieutenant  
Cloverdale Police Dept.  
112 Broad St. Cloverdale CA 95425

From: Mark Scott  
Executive Director  
North Bay Animal Services

**Re: Proposed Addendum of Contract for Animal Control Services**

As soon as agreed upon North Bay Animal Services is prepared to provide full Animal Control Services to the City of Cloverdale. Currently our contract does not have provisions for these services. We propose a fee of \$48,000.00 per year paid monthly at a rate of \$4000 per month. We understand how important animal welfare is to the citizens of Cloverdale. We will continue to provide all the services outlined in our current contract Scope of Services. I would like to also recommend we revisit the following.

- Cloverdale Fee Schedule
- Cloverdale Municipal Code

I have attached a sample fee schedule and Municipal code

Below is an outline of the proposed additional scope of services

Mark Scott  
Executive Director  
North Bay Animal Services

### **Field Services**

- Field Services
- Patrols
- Animal Pickup
- Return to owners
- Enforcement of local state and federal laws.
- Citation for violations
- 24 hour 7 day a week services
- Emergency services
- After Hours Services
- 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**

- Animal Impounds
- Pre-adoption spays and neuters
- Sheltering abandoned, surrendered, or stray animals
- Microchipping
- Vaccinations
- Veterinary care
- Adoption counseling
- Humane education
- Behavioral Assessments
- Rabies vaccinations
- Volunteer recruitment and training

### **Administrative Services**

- Animal Licensing
- Rabies certificates
- Business services (Customer service, phone calls)
- Billing
- Collections
- State mandated bite reports
- Special events and programs/student outreach on campus
- Social media, marketing, promotions, and advertising, education campaign