

Attachment 1 – Scope of Work and Budget

Scope of Work (applies to both cities)

Sonoma County Animal Services (SCAS) to provide:

- Field services and licensing including Investigation of animal bites through state mandated rabies control program
- Animal Cruelty investigations
- Nuisance Animal complaints
- Routine patrol
- Impoundment of animals at large
- Deliver the animal to the city/towns housing provider for small animals such as dogs, cats, rabbits and other small domestic animals
 - Livestock and other larger animals will be transported but outside partners.
- SCAS Animal Control Officers will work to return animals to their owners in the field trying to avoid having to bring animals to the shelter.
- Dangerous and aggressive animal investigations
- Submission of reports to city/town attorneys office for prosecution
- Providing courtroom testimony as needed.
- SCAS will provide deceased animal removal from public ways
 - Deceased large animals goats, sheep, deer or larger an outside hauler will need to be arranged by the city/town for removal.
- Enforcement and issuance of citations and warnings when appropriate for violations of city/town/county code.

SCAS will provide 24/7 field coverage. Day time coverage during normal business hours is from 7:30am-5:30pm Sunday-Saturday. Night time emergency coverage begins at 5:30pm-7:30am.

SCAS will provide licensing for the city/town through DocuPet. DocuPet provides reminder emails and letters to dog owners to ensure license compliance. Options for licensing include visiting the SCAS website, calling into SCAS to purchase a license, mail in purchase, and in person at the SCAS main facility.

Budget – Town of Windsor

3-Month Cost Projection (April 7, 2026– June 30, 2026)

Monthly: \$16,494

Total: \$49,483

Budget – City of Petaluma

3-Month Cost Projection (April 1, 2026 – June 30, 2026)

Monthly: \$23,215

Total: \$69,646