

## EXHIBIT A

### CITY OF FORT BRAGG ("CITY") AND MENDOCINO COAST HUMANE SOCIETY ("CONSULTANT")

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#### SCOPE OF SERVICES

1. CONSULTANT will provide animal care and shelter services to the City of Fort Bragg as set forth below and as an extension of its existing operations at the Mendocino Coast Humane Society Animal Shelter ("Shelter") in accordance with all applicable State and City regulations.
  - a. Accept and provide shelter and care for all cats and dogs impounded by the City of Fort Bragg Police Department ("FBPD").
  - b. Accept and provide shelter and care for stray cats and dogs found within the city limits of the City of Fort Bragg. Feral cats will be spayed/neutered and returned to their original location.
  - c. Accept and provide shelter and care for cats and dogs that are surrendered by residents within the Fort Bragg city limits, subject to the CONSULTANT's Shelter capacity. CONSULTANT will maintain a Waiting List for those cats and dogs that they are unable to accept due to capacity. CONSULTANT may charge a Surrender Fee.
  - d. CONSULTANT will maintain reports for all Lost and Found cats and dogs
2. The Shelter's public hours of operation shall be, at a minimum:  
Shelter will be open 6 days per week from 12 p.m. to 5 p.m., excluding Holidays. Shelter shall be open to the public for adoptions and to receive stray cats and dogs from the residents of Fort Bragg during business hours. CONSULTANT will accept cats and dogs from the FBPD six days per week from 8 a.m. to 5 p.m., excluding Holidays. The FBPD will be provided emergency access to the Shelter to drop off stray cats or dogs after hours and emergency telephone numbers for Shelter staff.
3. CONSULTANT'S Shelter operations will include shelter and care for all cats and dogs from the City of Fort Bragg, as identified in Section 1, above, except for vicious and aggressive animals; bite cases; quarantined animals; custody animals; and abuse cases. These animals will be cared for at Mendocino County's Ukiah shelter under a separate contract between the City and Mendocino County.
4. CONSULTANT will maintain adequate staffing levels to provide contracted services.
5. CONSULTANT will provide daily animal care, including:
  - a. cleaning and disinfecting kennels at least once per day
  - b. Feeding and watering all animals at least once per day
  - c. Socializing and exercising adoptable animals
  - d. Keeping facility neat and orderly
  - e. Providing or arranging for medical care as necessary in accordance with state and City regulations.
6. CONSULTANT will hold all impounded animals for the required stray period as established by State law. All impounded animals will be made available to the public for possible owner redemption during the required stray period as established by State Law.

7. CONSULTANT will promote and facilitate adoptions for animals. All cats and dogs that are adopted to a new owner will be spayed/neutered unless doing so is detrimental to their health.
8. CONSULTANT will encourage the use of volunteers to assist with animal socialization, special projects and community fund-raising efforts.
9. CONSULTANT will provide animal licensing services to City of Fort Bragg residents. CONSULTANT will notify existing license holders of City licensing requirements and procedures at least 45 days prior to expiration of their current County license. Upon payment of annual license fees, CONSULTANT will issue a serially numbered metallic dog license tag which is stamped with "Fort Bragg" and the year of issuance. CONSULTANT and CITY will establish protocols for sharing and updating licensing information and making it accessible to FBPD staff performing animal control enforcement services. CONSULTANT will also share licensing information with the Ukiah Animal Shelter to assist with owner redemptions of Fort Bragg animals.
10. CITY will be responsible for collection of delinquent Fort Bragg City license fees and shall retain all delinquent Fort Bragg City license fee revenues collected.
11. CONSULTANT will collect fees for services and fines in accordance with a fee and fine schedule established by resolution of the Fort Bragg City Council. CONSULTANT may waive the surrender, redemption and adoption fees and fines, as necessary, to facilitate redemption and adoption of animals. CONSULTANT may not waive license fees or state-mandated redemption fines for loose and/or unlicensed animals.
12. CITY will accept from CONSULTANT dead animals for disposal.
13. CONSULTANT and CITY will jointly promote spay and neuter activities, licensing programs, and micro-chipping services.
14. CONSULTANT will be responsible for administering rabies vaccines to dogs impounded by the FBPD as required by law. CONSULTANT will hold one Rabies Clinic per calendar year.
15. CONSULTANT will coordinate with the FBPD to provide the data necessary for the CITY to complete and file required annual rabies reports.
16. CONSULTANT will coordinate with City staff to ensure that all hearing requirements related to impounded animals are met. The City Manager or his/her designee will serve as the hearing officer.
17. CONSULTANT will maintain records and prepare reports documenting the following:
  - a. Licensing Report: including dogs licensed for residents of the City of Fort Bragg and licensing revenue collected.
  - b. Animal Statistics Report: for cats and dogs originating in the City of Fort Bragg including: receiving and redemption of animals, adoptions, and euthanasia;
  - c. Animal Statistics Report: for cats and dogs regardless of origination, including: receiving and redemption of animals, adoptions, and euthanasia;

- d. Impound Report: for all cats and dogs brought to the shelter by FBPD and City staff, including: impound and redemption revenue collected.
- e. Any such other reports and records as requested by the City and pertaining to its services as defined in this agreement.

CONSULTANT shall submit said reports to CITY on a monthly basis. The reports shall be submitted in a format that is mutually agreed upon by CITY and CONSULTANT.

- 18. CITY has the right to inspect books and records from which Animal Statistic Reports, Licensing Reports and Revenue Reports are prepared.
- 19. CONSULTANT will provide an annual presentation to the City Council regarding animal shelter operations in September or October of each year.
- 20. Day-to-day contract administration will be provided by the City Manager or his/her designee.