



Marcia Mayeda, Director

June 16, 2026

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

REQUEST APPROVAL TO DELEGATE AUTHORITY TO ENTER INTO MEMORANDA OF UNDERSTANDING WITH VACCINATION AND SPAY/NEUTER SERVICE PROVIDERS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This action requests delegated authority for the Director of Animal Care and Control or designee to enter into Memoranda of Understanding (MOUs) with qualified veterinary service providers as determined appropriate by the Department of Animal Care and Control (Department).

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Director of Animal Care and Control or designee to execute MOUs with qualified veterinary service providers to offer free or low-cost services, including but not limited to pet vaccination and spay/neuter services, to residents within unincorporated Los Angeles County and other areas served by the Department.
2. Approve and authorize the Director or designee to amend or modify these MOUs as needed to expand or adjust services, including but not limited to vaccinations, spay/neuter procedures, microchipping, and other preventive veterinary services as such services become available.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department continues to pursue innovative and collaborative approaches to reduce barriers to responsible pet ownership, improve access to essential veterinary care, and promote public health. Many Los Angeles County residents, particularly those in underserved communities, face ongoing

financial challenges that limit their ability to access preventive veterinary services such as vaccinations and spay/neuter procedures.

All qualified vendors, as determined by the Department, who are willing to offer free or low-cost services will be considered and vetted. Executing MOUs with qualified service providers will enable the Department to respond more efficiently to community needs, expand access to low-cost and no-cost services, and establish partnerships with organizations that can deliver care directly within communities.

These partnerships will support efforts to prevent the spread of communicable diseases, reduce pet overpopulation through increased spay/neuter access, and improve overall animal health. In turn, this will help reduce animal care center admissions and support pet retention by keeping animals healthy and in their homes.

Implementation of Strategic Plan Goals

The recommended action supports the County's strategic direction as outlined in the three North Stars of its 2024–2030 Strategic Plan. Under North Star I, Make Investments That Transform Lives, MOUs with low-cost spay and neuter providers will allow the County to invest in animal welfare services that reduce barriers to safe, responsible pet ownership by increasing access to spay and neuter services that promote animal health and help control unwanted animal populations.

Under North Star II, Foster Vibrant and Resilient Communities, these partnerships build trust within our communities by expanding access to services through trusted local providers and making spay and neuter services more accessible.

FISCAL IMPACT/FINANCING

There is no net County cost associated with these MOUs. Service providers will independently manage and collect any applicable fees from clients unless otherwise specified in individual agreements. The Department will not be financially responsible for the cost of services except as expressly authorized.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The MOUs will include standard County provisions related to indemnification, insurance, and compliance with applicable laws and regulations. All service providers will be required to maintain appropriate insurance coverage, including general liability and where applicable professional liability insurance, naming the County of Los Angeles as an additional insured.

The indemnity provisions will provide appropriate protections to the County, and the Department is requesting authority to administer and enforce these provisions as necessary.

All participating providers will be required to ensure that their personnel maintain appropriate licensure and certifications in accordance with state and local requirements.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this action will enhance the Department's ability to expand access to preventive veterinary services, particularly in underserved communities. Increased availability of vaccinations and spay/neuter services is expected to improve animal health outcomes, reduce disease transmission, and decrease animal admissions over time.

These partnerships will also strengthen the Department's ability to respond to community needs in a timely and flexible manner, while supporting our contract cities by expanding access to low-cost vaccination, spay and neuter services, and other preventive veterinary care options.

CONCLUSION

Upon Board approval, please return one adopted copy of this Board letter to the Department.

Respectfully submitted,



MARCIA MAYEDA

Director

MM:DU:WD:BK:rke

Enclosures

c: Chief Executive Office
County Counsel
Executive Office

**MEMORANDUM OF UNDERSTANDING
FOR SPAY/ NEUTER AND VACCINATION SERVICES**

Between

COUNTY OF LOS ANGELES
DEPARTMENT OF ANIMAL CARE AND CONTROL

And

“CONTRACTOR”

This Agreement (“Agreement”), entered into between the County of Los Angeles Department of Animal Care and Control (“DACC”) and **CONTRACTOR** (each, a “Party” and together, the “Parties”), in consideration of the mutual promises set forth herein, is effective as of the date this Agreement is executed by the last signatory (the “Effective Date”).

BACKGROUND:

DACC provides animal care and control services that impact the lives of Los Angeles County residents, including promoting animal welfare and responsible pet ownership.

CONTRACTOR is a for-profit organization that provides low-cost spay and neuter, and vaccination services, with the goal of increasing access to preventive and lifesaving veterinary care in underserved communities.

The Parties wish to partner to expand access to affordable spay and neuter, and vaccination services for residents throughout Los Angeles County and to other service areas served by DACC, with a particular focus in the Antelope Valley area.

The Parties agree that the services provided by **CONTRACTOR** pursuant to this Agreement will benefit both people and animals of Los Angeles County and are consistent with the missions of the Parties.

The Parties agree as follows:

GENERALLY:

1. Term:

The term of this Agreement will begin on the Effective Date and continue for three (3) years, with two additional one (1) year extension options, unless sooner terminated or extended in writing by mutual agreement.

2. Termination:

Either Party may terminate this Agreement at any time, with or without cause, by providing thirty (30) days' prior written notice to the other Party.

3. Confidentiality:

CONTRACTOR will respect the confidentiality of individual information as provided under DACC's policies and applicable law, and will direct its employees not to disclose any confidential business or constituent information connected with DACC, the specific DACC facility, or any of its constituents. **CONTRACTOR** will enforce compliance by its employees and volunteers with DACC's confidentiality policy. To the extent DACC or DACC employees or volunteers receive confidential **CONTRACTOR** business, client, or employee information, DACC will direct its employees and volunteers not to disclose any such confidential information unless otherwise required to do so pursuant to federal, state, or local law. DACC will disclose records as required by law.

4. **CONTRACTOR** Staff:

CONTRACTOR staff and volunteers are not employees or agents of DACC. **CONTRACTOR** assumes full responsibility for the compensation, benefits, insurance, and supervision of its staff and volunteers.

5. Supervision and Compliance:

When providing services, **CONTRACTOR** staff and volunteers will comply with applicable DACC policies and procedures. DACC may require **CONTRACTOR** personnel to complete trainings related to safety, handling, or County requirements.

6. Equal Employment Opportunity:

DACC and **CONTRACTOR** each affirm and agree that each is an equal employment opportunity employer in full compliance with any and all applicable anti-discrimination laws, rules and regulations. Each agrees not to harass, discriminate against, or retaliate against employees and/or volunteers of the other Party providing services pursuant to this Agreement because of race, color, national origin, age, sex, sexual orientation, gender identity, religion, disability, marital status, veteran status, citizenship status, or any other category protected under the laws of California, Los Angeles County, or under federal laws, rules, or regulations, nor will either Party cause or request the other Party to engage in such discrimination, harassment, or retaliation.

7. Subcontracting

Performance under this Agreement may not be subcontracted by **CONTRACTOR** without the advance approval of DACC.

8. Compensation

CONTRACTOR will provide services to the public according to the agreed upon pricing schedule. **CONTRACTOR** may update their pricing schedule with a minimum of 30 days' written notice to DACC. In the event pricing is updated, the public must be made aware as soon as feasible. DACC will not be financially responsible for fees or costs associated with these services, except as may otherwise be agreed upon in writing by those authorized to process and/or approve payments.

9. Indemnification/Hold Harmless:

CONTRACTOR agrees to indemnify, defend, and hold harmless the County of Los Angeles, its Special Districts, officers, employees, agents, and volunteers from and against any and all liability, costs, or claims arising from **CONTRACTOR**'s performance of this Agreement, except to the extent arising from the County's gross negligence or willful misconduct.

10. Insurance

Without limiting **CONTRACTOR**'s indemnification of DACC, provide and maintain at its own expense, Commercial General Liability insurance naming the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively DACC and its Agents) as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

In addition, all staff performing services under this Agreement shall maintain valid licensure in accordance with California requirements and carry appropriate professional liability insurance.

11. Governing Law:

This Agreement will be deemed to have been executed and delivered within the state of California, and the rights and obligations of the Parties under it will be construed and enforced in accordance with, and governed by, the laws of the state of California in effect as of the effective date of this Agreement.

12. Non-Exclusivity:

This Agreement does not create an exclusive partnership between DACC and **CONTRACTOR**. Nothing in this Agreement shall preclude DACC from entering into similar agreements or partnerships with other agencies or organizations to provide spay and neuter, and/or vaccination or other animal care services.

13. Project Coordinators:

Each Party shall designate a Coordinator, listed in Exhibit A, who will serve as the primary contact regarding this Agreement.

14. Use of Logos

Neither Party shall use the name, logo, or branding of the other Party without prior written approval.

15. Scope of Work (DACC):

SPECIFICALLY, DACC agrees to:

- A. Collaborate with **CONTRACTOR** to identify locations and schedule for spay and neuter, and/or vaccination clinics throughout Los Angeles County and any other areas served by DACC.
- B. Provide reasonable access to facilities for **CONTRACTOR** staff and volunteers when services are provided specifically at a DACC Animal Care Center.
- C. Assist in outreach, marketing, and promotion of veterinary services to residents served by DACC, as appropriate.

16. Scope of Work (**CONTRACTOR**):

SPECIFICALLY, **CONTRACTOR agrees to:**

- A. Schedule spay and neuter, and/or vaccination clinics throughout Los Angeles County and any other areas served by DACC, in collaboration with DACC, and share clinic schedule with DACC in advance.
- B. Provide animal spay and neuter, and/or vaccination services to residents in unincorporated and incorporated Los Angeles County, and to other areas served by DACC, through veterinary clinics.
- C. Provide appropriate pain medications, e-collars, and medical support needed post spay and neuter surgery, if applicable.
- D. Identify appropriate sites to host spay and neuter, and/or vaccination

events and obtain all required permits and approvals.

- E. Provide licensed veterinary staff, support staff (as needed), and all necessary medical supplies and equipment.
- F. Process payments from the public according to the pricing schedule agreed upon by both parties.
- G. Ensure **CONTRACTOR** staff and volunteers comply with DACC's policies and applicable laws while providing services.
- H. Maintain accurate records of services provided and report to DACC as requested throughout the term of this Agreement. All records shall be maintained in accordance with the California Public Records Act, and under no circumstances shall records be sold or otherwise disclosed for commercial purposes.
- I. Provide DACC with copies of all spay and neuter, and/or vaccination certificates issued in connection with each clinic, to be retained by DACC for recordkeeping and administrative purposes.
- J. Obtain and provide DACC with a copy of a Certificate of Insurance naming the event site for event.

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MEMORANDUM OF UNDERSTANDING

FOR SPAY/ NEUTER AND VACCINATION SERVICES

Between

COUNTY OF LOS ANGELES
DEPARTMENT OF ANIMAL CARE AND CONTROL

And

CONTRACTOR

The Parties agree to execute this Agreement as of the day and year of the last signature hereto.

County of Los Angeles
Department of Animal Care and Control

CONTRACTOR

By: _____
MARCIA MAYEDA, Director

By: _____

DATE _____

DATE _____

EXHIBIT

A

DACC Coordinator

Name: _____
Title: _____
Address: Department of Animal Care and Control
5898 Cherry Avenue
Long Beach, CA 90805
Telephone: _____
E-mail: _____

DACC Contracts and Grants Division

Name: Bradley Kim
Title: Contracts, Grants, and Analytics Division Manager
Address: 5898 Cherry Avenue
Long Beach, CA 90805
Telephone: (562) 256-2415
E-mail: BKim@animalcare.lacounty.gov

CONTRACTOR Coordinator

Name: _____
Title: _____
Address: _____
Telephone: _____
E-mail: _____