



Marcia Mayeda, Director

February 12, 2024

Mr. Ernesto Marquez
City Manager
21815 Pioneer Boulevard
Hawaiian Gardens, CA 90716

Dear Mr. Marquez:

**NEW MUNICIPAL SERVICES AGREEMENT FOR
ANIMAL CARE AND CONTROL SERVICES
FISCAL YEARS 2024-29**

We hope this message finds you well. We would like to inform you that the current five-year City-County Municipal Services Agreement (the "Agreement") for animal care and control services is set to expire on June 30, 2024. We are pleased to inform you the new Agreement for Fiscal Year 2024-2029 has now been finalized and is available for your review and signature.

New City-County Municipal Services Agreements

As part of our commitment to maintaining effective collaboration, the County of Los Angeles (County) Department of Animal Care and Control (Department) took proactive steps to ensure that the new Agreement reflects the needs and input of our partner cities. On October 16, 2023, we sent a draft of the new Agreement to your city for review and input, and on June 26, 2023, we conducted a survey to gather valuable feedback from our partnered cities to inform the development of this Agreement. We are immensely grateful for the feedback received; it played a pivotal role in shaping the Agreement.

Agoura ACC
29525 Agoura Road
Agoura Hills, CA 91301
(818) 991-0071

Baldwin Park ACC
4275 N. Elton Street
Baldwin Park, CA 91706
(626) 962-3577

Carson/Gardena ACC
216 W. Victoria Street
Gardena, CA 90248
(310) 523-9566

Castaic ACC
31044 N. Charlie Canyon Rd.
Castaic, CA 91384
(661) 257-3191

Downey ACC
11258 S. Garfield Ave.
Downey, CA 90242
(562) 940-6898

Lancaster ACC
5210 W. Avenue I
Lancaster, CA 93536
(661) 940-4191

Palmdale ACC
38550 Sierra Highway
Palmdale, CA 93550
(661) 575-2888

Administrative Office
5898 Cherry Avenue
Long Beach, CA 90805
(800) 253-3555

Revisions to the Agreement are summarized below:

City-County Municipal Services Agreement		
Revision Type	Section	Explanation
Added	Section 2.3 The City may distribute educational and outreach materials, reviewed and agreed upon by both the Department and the City, related to pet licensing and its benefits.	Per City requests, grants cities the autonomy to distribute materials pertaining to animal care and control services, if approved by the Department.
Added	Section 3.2 In the event of a dispute between the Parties about the desired or approved content of the SLR, the dispute will be handled in accordance with Paragraph 2.2 of this Agreement.	Further clarifies the process for disputes relating to services defined in the Service Level Request (SLR).
Added	Section 3.4 The City is only required to submit a new SLR if it wishes to revise its current services or update information listed on its existing SLR. Regarding updates to contact information, the City is not obligated to submit a new SLR. A simple email confirmation from the City will suffice, and the Department's Contracts and Grants Division will update the City's existing SLR and share the revised copy with the City.	Removes the need for cities to resubmit a new SLR each time there is a contact update. This is to help streamline the process for contract cities and remove the burden of unnecessary steps.
Added	Section 3.5 The City will make its best effort to inform the Department of any modifications to its ordinance concerning animal care and control services. This approach will enable the Department to verify that the services outlined in the City's SLR align with the municipal ordinance, thereby reducing the potential for any discrepancies.	Helps ensure consistency between city ordinances and what is listed on the SLR document.
Revised	Sections 4.5 and 4.6 Changed the order of Sections 4.5 and 4.6.	Changed to improve the flow of the content

Revised	Section 7.5 In the event of termination, both Parties shall fulfill all obligations owed to each other that have accrued before the date of termination. Additionally, each Party will be released from any obligations that would have accrued after the termination date had the Agreement continued. However, the City will remain responsible for payment to the Department for any services provided under this Agreement prior to the termination date.	Further clarifies the language on the termination of the Agreement and the responsibilities of each party.
Revised	Section 10.1 Each Party shall designate a Primary Contact, as identified in Attachment B, Service Level Request, to facilitate the services covered by this Agreement. The Department accepts both physical (wet) signatures and electronic signatures for any notices or correspondence related to this Agreement.	Helps clarify the notification process and makes electronic signatures allowable for any notices or correspondence related to the Agreement.
Revised	Section 11.1 With the exception of changes to a City's contact information, any changes, modifications, or amendments to the Agreement must be in writing and duly executed by the Director of the Department, or his/her designee, and an authorized representative of the City. The only exception to this requirement applies to updates to the City's contact information, which may be made through an email from the City.	Allows cities to update the contact information on their SLR via an email confirmation, thereby removing the requirement to resubmit a new SLR each time a contact needs to be updated.

This table lists the Department's revisions to Attachment A - Description of Services:

Attachment A – Description of Services		
Revision Type	Section	Explanation
Updated	Throughout the document.	Updated general language throughout to align with current Department practices and vernacular. Examples include changing “impounded” to “admitted” and “shelter” to “animal care center.”
Added	Section III. Alternatives to Care Center Admissions and section on Managed Intake (please refer to Attachment A for the full language)	Provides language on the Department's philosophy of Managed Intake, implemented in 2020, and the services provided by the Department to prevent owner surrenders and to keep pets with their families.
Revised	Section IV. Individual Animal Licensing Services Pet owners may opt into a one- or three-year license option for their pets. Fees from one- and three-year licenses collected will be credited to the City monthly in arrears.	Updated language to include the three-year license option which was previously not available.
Added	Section IV. Individual Animal Licensing Services The Department's animal licensing services include: <ul style="list-style-type: none"> Maintaining the Rabies Vaccination Certificate tool database that scans rabies vaccination data reported by private veterinary clinics to identify unlicensed pets in our jurisdictions and generate compliance notices to pet owners. 	Added the Department's new responsibility of maintaining records via the Rabies Vaccination Certificate tool.

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Revised	VI. Records Updated Government Code in relation to the Public Records Act	Updated for accuracy.
Added	VI. Records 12. Public Hours performed at a specific Animal Care Center	Added Public Hours report as a request option for cities

Please provide the signed agreement back by **May 31, 2024**. Your prompt attention will help ensure a seamless transition when the current Agreement expires on June 30, 2024, and the new Agreement takes effect on July 1, 2024, through June 30, 2029. We will make our best effort, based on our available capacity, to attend any necessary council meetings needed to execute the Agreement.

Should you have any questions, require further clarification, or wish to discuss any aspect of the Agreement, please do not hesitate to reach out to Mr. Bradley Kim of our Contracts and Grants Division at BKim@animalcare.lacounty.gov or (562) 379-9722.

We value your partnership and look forward to continuing our collaborative efforts in providing outstanding animal care and control services to your city. Thank you for your continued support and cooperation.

Sincerely,



MARCIA MAYEDA
Director

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Enclosures

c: Animal Care Board Deputies
Chief Executive Office (David Korsak)