



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 19, 2013  
Action Item for the City Council Meeting of March 26, 2013

**DATE:** March 19, 2013

**TO:** Ronald L. Olson, City Manager

**FROM:** Michael Barrera, Assistant Director of Financial Services  
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### Veterinary Services

**CAPTION:**

Motion approving a professional services agreement with Melissa Draper, DVM, Corpus Christi, Texas for veterinary services for an estimated annual expenditure of \$100,000.00, of which \$33,333.33 is required for the remainder of FY 2012-2013. The term of the agreement shall be for twelve (12) months with options to extend for up to two (2) additional twelve-month periods, subject to the approval of the Contractor and the City Manager or designee. Funds have been budgeted by the Police Department in FY 2012- 2013.

**PURPOSE:**

The Contractor will provide professional veterinary services at the City's Animal Care Center.

**BACKGROUND AND FINDINGS:**

From September 2007 through June 2012, the City secured professional veterinary services from Thomas House, DVM. Since Dr. House's departure, the City has utilized the services of Melissa Draper, DVM on a temporary basis. The professional services agreement recommended herein secures the services of Melissa Draper, DVM on a contract basis.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

When the City's compensation and classification plan is revised, the City may consider hiring Dr. Draper as an employee.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Police Department

**FINANCIAL IMPACT:**

Operating

Revenue

Capital

Not applicable

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$36,320.49	\$66,666.67	\$102,987.16
Encumbered / Expended Amount		\$2,987.16	\$0.00	\$2,987.16
This item		\$33,333.33	\$66,666.67	\$100,000.00
BALANCE		\$0.00		\$0.00

Fund(s): General Fund

**Comments:** The \$33,333.33 financial impact shown above represents four months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$66,666.67 for the last eight months of the contract will be requested during the normal FY 2013/2014 budget approval process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Price Sheet

Service Agreement