

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: March 9, 2026

FROM: Katrina Amos-Atkins, Deputy Town Administrator

SUBJECT: Contract Agreement for Relief Veterinary Services with Dr. Rachel Lewis

INTRODUCTION:

The purpose of this agenda item is to request approval to contract with a relief veterinarian to provide medical coverage and ensure continuity of veterinary care at the Collierville Animal Shelter (CAS) during periods when the shelter's full-time veterinarian is unavailable.

BACKGROUND:

The Collierville Animal Shelter provides comprehensive care to all animals under the Town's jurisdiction, including intake assessments, vaccinations, spay/neuter surgeries, and ongoing medical treatment. The shelter's veterinary program plays a vital role in maintaining public health and supporting the Town's commitment to animal welfare and responsible pet ownership.

Due to the demanding nature of shelter operations, periods of leave, and potential staffing transitions, gaps in veterinary coverage can occur. During these periods, the absence of an on-site veterinarian may result in delayed medical treatment, postponed adoptions, and increased operational strain on shelter staff. Retaining a qualified relief veterinarian on an as-needed basis would ensure uninterrupted medical oversight, uphold animal welfare standards, and maintain compliance with state and local animal care regulations.

DISCUSSION:

The proposed relief veterinarian would be engaged under a professional services agreement to provide veterinary care at the shelter during scheduled or emergency absences of the full-time veterinarian. Services would include, but are not limited to:

- Performing examinations, diagnostics, and medical treatments;
- Overseeing surgical procedures such as spay/neuter and minor medical operations;
- Reviewing and approving controlled substance logs in compliance with US Drug Enforcement Administration requirements; and
- Advising staff on medical protocols and animal care best practices.

The relief veterinarian will operate under the existing policies and procedures of CAS to ensure consistency in treatment standards and documentation.

BUDGET IMPACT:

FY 2026

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Budget Impact
110	43190	299-01	Vet Services	\$28,800.00	16,200.00	Not to Exceed Available Budget	N/A

Funding for the relief veterinarian will be allocated from the existing Animal Services operational budget under professional services. The relief veterinarian will be compensated at a rate of **\$300 per half day** or **\$600 per full day** for providing medical treatment and related veterinary services. This expense will only be incurred during periods when the Administrative/Lead Veterinarian is unavailable, who is compensated at the same rate. Therefore, no additional costs are anticipated beyond the budgeted veterinarian services for the current fiscal year.

ATTACHMENTS:

[GS-26-01620 Veterinarian Relief Contract Lewis - Executed.pdf](#)

PROPOSED MOTION:

To approve the Relief Veterinary Services Contract with Dr. Rachel Lewis for health services, surgical, and administrative tasks for Collierville Animal Services and the Animal Shelter.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						