

MEMORANDUM

TO: Steve Parker, City Manager; Honorable Mayor and City Council

FROM: Shelley Lutz, Seguin Animal Services - Shelter Manager

DATE: April 29, 2026

RE: Professional Services Agreement for Veterinary Services – Dr. Scott Bugai

Executive Summary

City Council is asked to consider a resolution authorizing the City Manager to execute a Professional Services Agreement with Dr. Scott Bugai to provide comprehensive veterinary services for Seguin Animal Services. This agreement ensures that shelter animals receive timely surgical sterilization, preventative care, and medical treatment on-site, which is critical for population management and adoption readiness.

Scope of Services

Under this agreement, Dr. Bugai will provide essential medical oversight and clinical services within the Seguin Animal Services medical suite, including: Surgical Sterilization, Preventative & Routine Care, Medical Diagnosis, Program Support, Records Management, and Related Services.

Terms

The agreement establishes an hourly rate with a scheduled cost-of-living adjustment to ensure long-term service consistency.

Initial Rate: \$280.00 per hour.

Minimum Commitment: A minimum of two (2) hours per week, scheduled on Mondays and/or Thursdays.

Term & Renewals: An initial one-year term with four (4) optional one-year renewals.

Annual Adjustment: A 3% annual increase is applied to the hourly rate to account for cost-of-living increases.

Recommendation

Staff recommends approval of this agreement. Maintaining a contracted veterinarian for on-site services significantly reduces the logistical burden and costs associated with transporting animals to external clinics. Furthermore, Dr. Bugai's expertise will directly support the City's goals of increasing adoption rates and managing the community cat population through the TNR program.