



STAFF REPORT

MEETING DATE: June 16, 2025

MEETING TYPE: Regular Council Meeting

SUBMITTED BY: Chief Perry

AGENDA CAPTION: [MOU between Dallas College and the City of Hutchins]
Presented by [Steve Perry, Police Chief]

Background Information

Dallas College Veterinarian program will provide service to the City of Hutchins Animal Shelter at no cost during the fall semester. During each animal's stay at Dallas College Veterinary Technology Program at Cedar Valley Campus, the following services will be provided free of charge:

- a. Physical Exam by Veterinarian
- b. Rabies vaccination (if needed)
- c. Other booster vaccinations (per AAHA – American Animal Hospital Association vaccination guidelines)
- d. Ear Cleaning (and ear cytology as needed)
- e. Nail Trim
- f. Anal Gland Expression
- g. Bath
- h. Depending on the classes offered each semester, the animal may receive at least one of the following:
 - i. Fecal exam (fall semester)
 - ii. Bloodwork (spring semester)
 - iii. Radiographs (spring semester)
 - iv. Urinalysis (summer semester)
- i. Upon request, the following procedures may be performed
 - i. Microchip implantation
 - ii. Heartworm testing

- iii. If the veterinarian determines that any of these procedures are unsafe for the animal or students, the service will not be performed at Dallas College and the Shelter will be notified.
- j. Treatment for minor conditions diagnosed in animals boarding at Dallas College (i.e. deworming, ear infections, mild upper respiratory infections) is provided by Dallas College at no charge to the Shelter. If the veterinarian advises additional medical intervention (i.e. lab work sent out, radiographs taken, etc.) the Shelter will first be notified, and payment arrangements made at that time.
- k. During their stay at Dallas College, each animal will be housed and fed according to USDA housing standards. All walking, cleaning, feeding, medicating, and general daily care of the animal will be the responsibility of Dallas College staff.
- l. In certain cases (e.g., extreme illness or difficult diagnosis), the Veterinarian and Kennel Manager may offer to extend boarding of an animal while the animal recuperates. In this event the Shelter will first be contacted for permission, and a new pickup date will be arranged. Treatment and payment will be discussed at the time and agreed upon by both parties prior to any treatment
- m. Work with the Shelter to get animals used during the semester adopted.
 - i. The Kennel Manager will advertise animals on campus to the Dallas College employees and students and coordinate any adoptions through the Shelter for animals held on campus.
- n. During the fall semester only, animals boarding at Dallas College may be considered for surgical sterilization as part of the Anesthesia and Surgery class. The animals to be spayed or neutered will be identified prior to their boarding stay or surgical appointment by authorized representative of the Shelter and by a Dallas College representative. If schedule permits, the animal will be sterilized at no cost to the Shelter, including post-operative pain medications.
 - i. The sterilization will be performed at the discretion of the staff veterinarian. Conditions under which sterilization will not be performed may include but are not limited to:
 - 1. The animal has or may have a disease.
 - 2. The animal is restricted by age or medical conditions.
 - 3. The animal is unsuitable for student handling.
 - 4. The animal has already been sterilized.
 - ii. If the staff veterinarian determines that the animal is not a candidate for sterilization, the Animal Shelter will be notified.
- o. Any advertised public announcements regarding the adoption program will indicate that responsibility and liability rest solely with the Animal Shelter.

Budget Implications

N/A

Operational Impact

Dallas College veterinarian technology program will provide animal care services at no charge to the City of Hutchins for educational and training purposes to students. These services will only be available during the fall session while classes are in session.

Legal Review

N/A

Staff Recommendation

Approve the MOU between Dallas College and the City of Hutchins.

Supporting Documentation and Attachments

Staff report

MOU