

MURPHY CITY COUNCIL
AND
MURPHY ANIMAL SHELTER ADVISORY COMMITTEE
JOINT WORK SESSION
AGENDA
JANAURY 31, 2013 AT 6:00 P.M.
MURPHY COMMUNITY CENTER
205 NORTH MURPHY ROAD
HOMER ADAMS ROOM
MURPHY, TEXAS 75094



NOTICE is hereby given of a meeting of the City Council of the City of Murphy, Collin County, State of Texas, to be held on January 31, 2013 at the Murphy Community Center for the purpose of considering the following items. The City Council of the City of Murphy, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

CALL TO ORDER

Bret Baldwin
Mayor

ROLL CALL & CERTIFICATION OF A QUORUM – Council
ROLL CALL & CERTIFICATION OF A QUORUM – Animal Shelter Advisory Committee

John Daugherty
Mayor Pro Tem

PUBLIC COMMENTS

Colleen Halbert
Deputy Mayor Pro Tem

PRESENTATION ITEMS

Dennis Richmond
Councilmember

INDIVIDUAL CONSIDERATION

Scott Bradley
Councilmember

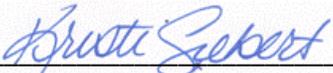
- A. Consider and take action, if any, on the proposed Animal Shelter Project, including the design process and status report.

Bernard Grant
Councilmember

ADJOURNMENT

Dave Brandon
Councilmember

I certify that this is a true and correct copy of the Murphy City Council Meeting Agenda and that this notice was posted on the designated bulletin board at Murphy City Hall, 206 North Murphy Road, Murphy, TX 75094; a place convenient and readily accessible to the public at all times, and said notice was posted on January 25, 2013 by 5:00 p.m. and will remain posted continuously for 72 hours prior to the scheduled meeting pursuant to Chapter 551 of the Texas Government Code.



Kristi Gilbert, City Secretary

In compliance with the American with Disabilities Act, the City of Murphy will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services must be received at least 48 hours prior to the meeting. Please contact the City Secretary at 972.468.4011 or kgilbert@murphytx.org

James Fisher
City Manager

Issue

Consider and take action, if any, on the proposed Animal Shelter Project, including the design process and status report.

Background

This project has gone through several evolutions since first becoming an item before Council in 2010. The current status of the project was to have:

1. More options to include a shelter meeting the minimum standards for a maintenance facility that can be constructed for \$500,000 or less; and,
2. Include several options for the utilization of the current animal control facility; and,
3. Include within the shelter options presented, costs associated with a smorgasbord of expansions or additional add-ons; and,
4. Include an option that would meet the minimum requirements of an adoption facility, with expansion options.

The Animal Shelter Advisory Committee (ASAC) has had several meetings on this subject. Most recently, it has reviewed the various options being presented this evening. For the most part, the ASAC believes that the minimum level of shelter that should be built is an “adoption” facility. Their “wish” list of requirements is included in the attachments.

Quorum has submitted three (3) options, with Option 1 being an entry-level maintenance facility. It is dramatically smaller than initially suggested; however, it includes all of the upgraded building materials and items considered important for animal and employee safety and comfort. Listed on each option variation is a list of expansion phases along with estimated costs for each item. Council can easily add the costs of each expansion item it would like to add to the facility by looking at the menu of items and estimated costs. Included with this item is a recommendation for utilization of the old facility for storage. Estimated costs to bring this building up to minimum recommended standards are included along with demolition costs.

Option 2 is a slightly larger facility than recommended in Option 1 and includes the building of outdoor runs. There are some costs savings associated with the inclusion of the outdoor runs when the building is constructed. However, Option 1 can be built and with the addition of the outdoor runs along with any expansions selected and will start toward developing an “adoption facility.”

Option 3 is an entry-level adoption facility. Again, Option 3 can be built with or without the various expansion options. There is a cost-saving if the expansion options are included on the initial construction. As with the options listed in Options 1 and 2, the costs associated with the various expansion phases is shown so that Council can pick and choose which, if any, phases it would like to include in the initial construction or in the future (costs might be higher due to inflation and/or building materials costs if constructed at a later date).

Several options were evaluated for the utilization of the “old” shelter. Those options are included on each option page in a text box. Costs associated with the utilization of the old shelter are provided. If the old facility is utilized for storage only, the minimum recommended upgrade to the facility would be the repair of the air condition unit (\$5,000 to \$8,000) and repair the leaking roof (\$500 to \$1,000), which would cost about \$5,500 to \$9,000. The demolition of this building would cost about \$4,000. If Option 1 with outdoor runs and Expansion A were constructed, the city would not need this building for storage. However, if Option 1 is selected, the old facility would be needed for storage (food, towels and other supplies).

Quorum has continued to work with city staff to develop a concept plan that would meet current and future shelter needs. It should be pointed out Quorum has not billed the city, nor does it plan to, for any of the latest updates or options. The city has not exceeded the initial amount approved for the work approved as stated in the agreement.

Financial Considerations

Depending upon the option and add-ons selected the costs could range from \$500,000 to \$1.3 Million.

Other Considerations

None

Attachments

Architectural Concepts for Options 1, 2, and 3 with various Expansion Phases
Packet Distributed at Council Workshop 10/30/12 for information purposes
Minutes of ASAC for January 16, 2013
Executive Summary of 01/16/13 Meeting
List of Minimum Requirements for the shelter as suggested by ASAC
Quorum’s Initial Agreement and Scope of Work

Board/Staff Recommendation

Option 2 with the outdoor runs would be staff’s minimum recommendation.

Chief G. M. Cox and Kim Parker, Support Services Manager
Submitted By

Mr. James Fisher
City Manager Approval

SUMMARY OF APPROXIMATE COSTS

CONSTRUCTION COST		\$400,000
BUILDING	\$360,000	
SITEWORK (PAVEMENT, UTILITIES, FIRE HYDRANT)	\$40,000	
ARCHITECTURAL/ENGINEERING SERVICES (10%)		\$40,000
OTHER SOFT COSTS (IT, FFE, ACCESS CONTROL)		\$20,000
CONTINGENCY (10%)		\$40,000
TOTAL		\$500,000
FUTURE COVERED OUTDOOR RUNS		\$50,000
FUTURE EXPANSION 'A'		\$200,000
FUTURE EXPANSION 'B'		\$150,000
FUTURE EXPANSION 'C'		\$200,000

APPROXIMATE COST INDICATED ARE ARCHITECT'S OPINION OF PROBABLE COST AND MAY VARY BASED ON ESCALATION, BID CLIMATE, AND AVAILABILITY OF MATERIALS.

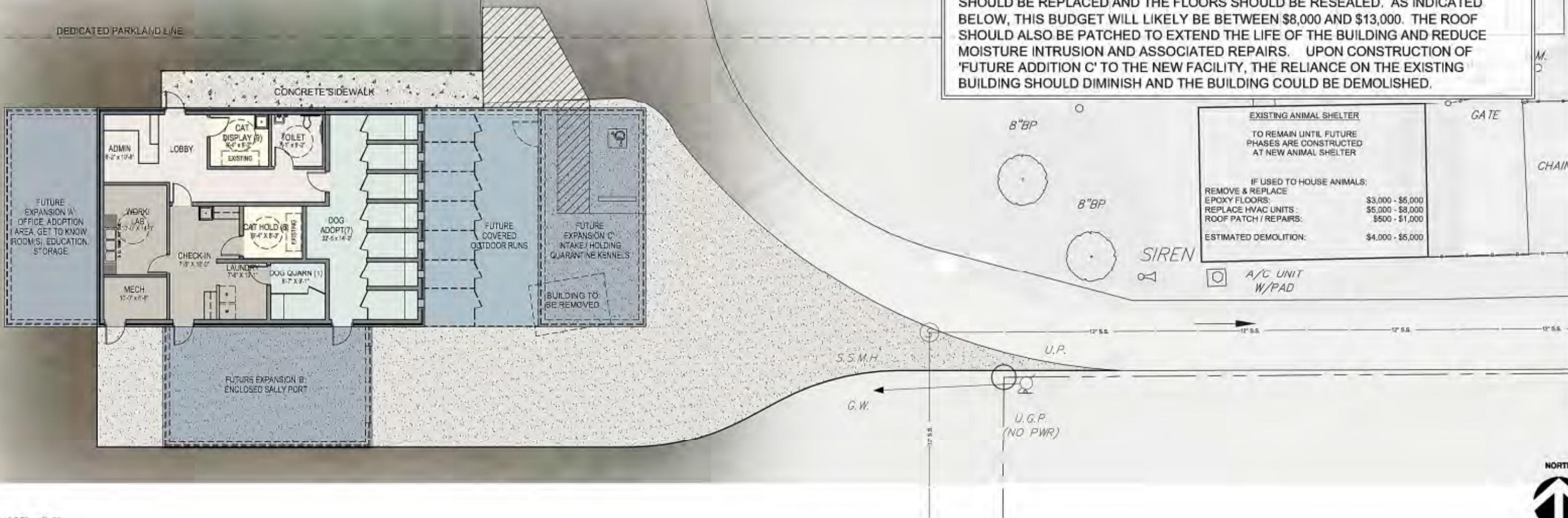
OPTION 1 SUMMARY

- APPROX. 1,798 S.F.
- THIS IS MORE OF A 'MAINTENANCE' OR HOLDING FACILITY RATHER THAN AN ADOPTION FACILITY
- NO OUTDOOR AREA OR RUNS CURRENTLY PLANNED
- 7 ADOPTABLE AND 1 QUARANTINE KENNEL, IN LIEU OF 8 ADOPTABLE, PLUS 2 QUARANTINE IN OPTIONS 2 & 3
- SMALL WORK ROOM / LAB AREA (COMBINED INTO ONE ROOM)
- NO STORAGE ROOM (WILL NEED TO USE EXISTING BUILDING FOR STORAGE)
- DURABLE INTERIOR FINISHES (EPOXY FLOOR, GLAZED BLOCK, STAINLESS STEEL)
- SIMPLE EXTERIOR DESIGN AND ROOF LINE

EXISTING SHELTER SUMMARY

UNTIL 'FUTURE ADDITION C' IS CONSTRUCTED, IT APPEARS, THE EXISTING SHELTER MAY OCCASIONALLY BE USED TO HOUSE ANIMALS, THEREFORE THE HVAC SYSTEM SHOULD BE REPLACED AND THE FLOORS SHOULD BE RESEALED. AS INDICATED BELOW, THIS BUDGET WILL LIKELY BE BETWEEN \$8,000 AND \$13,000. THE ROOF SHOULD ALSO BE PATCHED TO EXTEND THE LIFE OF THE BUILDING AND REDUCE MOISTURE INTRUSION AND ASSOCIATED REPAIRS. UPON CONSTRUCTION OF 'FUTURE ADDITION C' TO THE NEW FACILITY, THE RELIANCE ON THE EXISTING BUILDING SHOULD DIMINISH AND THE BUILDING COULD BE DEMOLISHED.

EXISTING ANIMAL SHELTER	
TO REMAIN UNTIL FUTURE PHASES ARE CONSTRUCTED AT NEW ANIMAL SHELTER	
IF USED TO HOUSE ANIMALS:	
REMOVE & REPLACE EPOXY FLOORS:	\$3,000 - \$5,000
REPLACE HVAC UNITS:	\$5,000 - \$8,000
ROOF PATCH / REPAIRS:	\$500 - \$1,000
ESTIMATED DEMOLITION:	\$4,000 - \$5,000



SCALE: 1/16" = 1'-0"

**MURPHY ANIMAL SHELTER
CONCEPT DEVELOPMENT
OPTION 1**

APPROXIMATELY 1,798 S.F. (ENTRY LEVEL MAINTENANCE FACILITY)

1-9-13



SUMMARY OF APPROXIMATE COSTS

CONSTRUCTION COST		\$506,000
BUILDING	\$416,000	
SITWORK (PAVEMENT, UTILITIES, FIRE HYDRANT)	\$40,000	
OUTDOOR RUNS	\$50,000	
ARCHITECTURAL/ENGINEERING SERVICES (10%)		\$50,000
OTHER SOFT COSTS (IT, FFE, ACCESS CONTROL)		\$20,000
CONTINGENCY (10%)		\$50,000
TOTAL		\$620,000

FUTURE EXPANSION 'A'	\$200,000
FUTURE EXPANSION 'B'	\$150,000
FUTURE EXPANSION 'C'	\$200,000

APPROXIMATE COST INDICATED ARE ARCHITECT'S OPINION OF PROBABLE COST AND MAY VARY BASED ON ESCALATION, BID CLIMATE, AND AVAILABILITY OF MATERIALS.

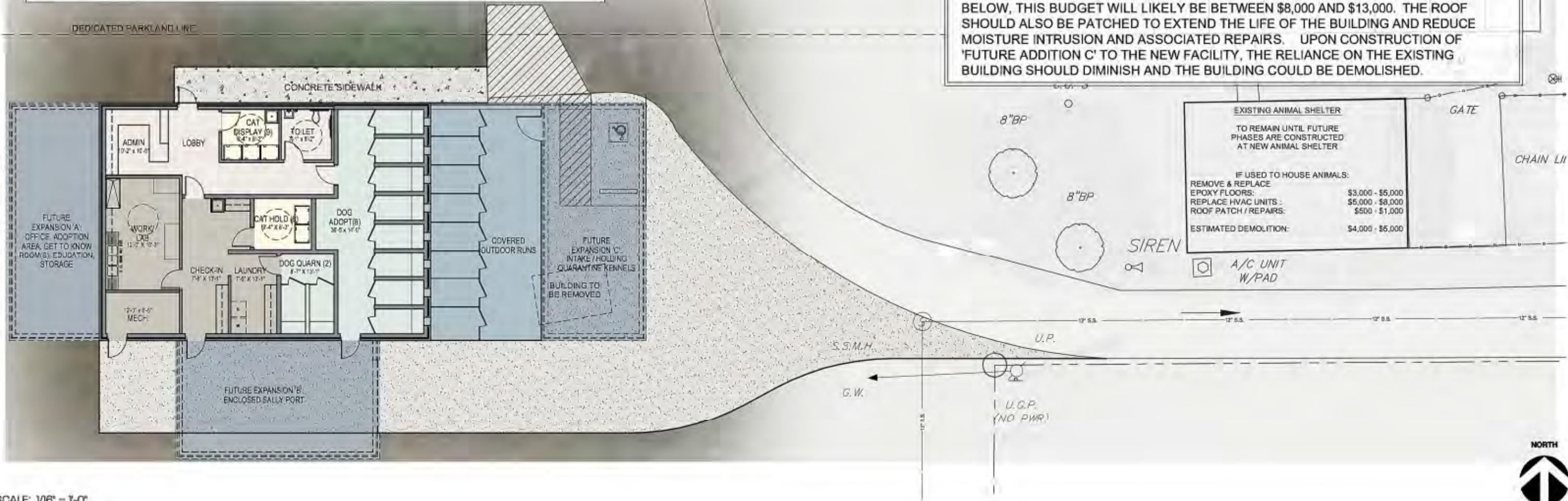
OPTION 2 SUMMARY

- APPROX. 2,080 S.F. PLUS OUTDOOR COVERED RUNS
- THIS IS MORE OF A 'MAINTENANCE' OR HOLDING FACILITY RATHER THAN AN ADOPTION FACILITY
- INCLUDES COVERED OUTDOOR RUNS
- LARGER WORK ROOM AND LAB THAN OPTION 1, BUT STILL COMBINED INTO ONE ROOM
- INCREASED CAPACITY (FROM OPTION 1) TO 8 ADOPTABLE PLUS 2 QUARANTINE.
- LARGER CHECK-IN AND LAUNDRY AREA THAN OPTION 1
- NO STORAGE ROOM
- DURABLE INTERIOR MATERIALS (EPOXY FLOOR, GLAZED BLOCK, STAINLESS STEEL)
- SIMPLE EXTERIOR DESIGN AND ROOF LINE

EXISTING SHELTER SUMMARY

UNTIL 'FUTURE ADDITION C' IS CONSTRUCTED, IT APPEARS, THE EXISTING SHELTER MAY OCCASIONALLY BE USED TO HOUSE ANIMALS, THEREFORE THE HVAC SYSTEM SHOULD BE REPLACED AND THE FLOORS SHOULD BE RESEALED. AS INDICATED BELOW, THIS BUDGET WILL LIKELY BE BETWEEN \$8,000 AND \$13,000. THE ROOF SHOULD ALSO BE PATCHED TO EXTEND THE LIFE OF THE BUILDING AND REDUCE MOISTURE INTRUSION AND ASSOCIATED REPAIRS. UPON CONSTRUCTION OF 'FUTURE ADDITION C' TO THE NEW FACILITY, THE RELIANCE ON THE EXISTING BUILDING SHOULD DIMINISH AND THE BUILDING COULD BE DEMOLISHED.

EXISTING ANIMAL SHELTER	
TO REMAIN UNTIL FUTURE PHASES ARE CONSTRUCTED AT NEW ANIMAL SHELTER	
IF USED TO HOUSE ANIMALS:	
REMOVE & REPLACE EPOXY FLOORS:	\$3,000 - \$5,000
REPLACE HVAC UNITS:	\$5,000 - \$8,000
ROOF PATCH / REPAIRS:	\$500 - \$1,000
ESTIMATED DEMOLITION:	\$4,000 - \$5,000



SCALE: 1/16" = 1'-0"



**MURPHY ANIMAL SHELTER
CONCEPT DEVELOPMENT
OPTION 2**

APPROXIMATELY 2,080 S.F. PLUS OUTDOOR RUNS (BID ALT.) (SLIGHTLY LARGER MAINTENANCE FACILITY)

1-9-13



SUMMARY OF APPROXIMATE COSTS

CONSTRUCTION COST		\$600,000
BUILDING	\$498,000	
SITWORK (PAVEMENT, UTILITIES, FIRE HYDRANT)	\$40,000	
OUTDOOR RUNS	\$50,000	
LAB EQUIPMENT & ADDITIONAL CAT CAGES	\$12,000	
ARCHITECTURAL/ENGINEERING SERVICES (10%)		\$60,000
OTHER SOFT COSTS (IT, FFE, ACCESS CONTROL)		\$20,000
CONTINGENCY (10%)		\$60,000

TOTAL **\$740,000**

FUTURE EXPANSION 'A'	\$200,000
FUTURE EXPANSION 'B'	\$150,000
FUTURE EXPANSION 'C'	\$200,000

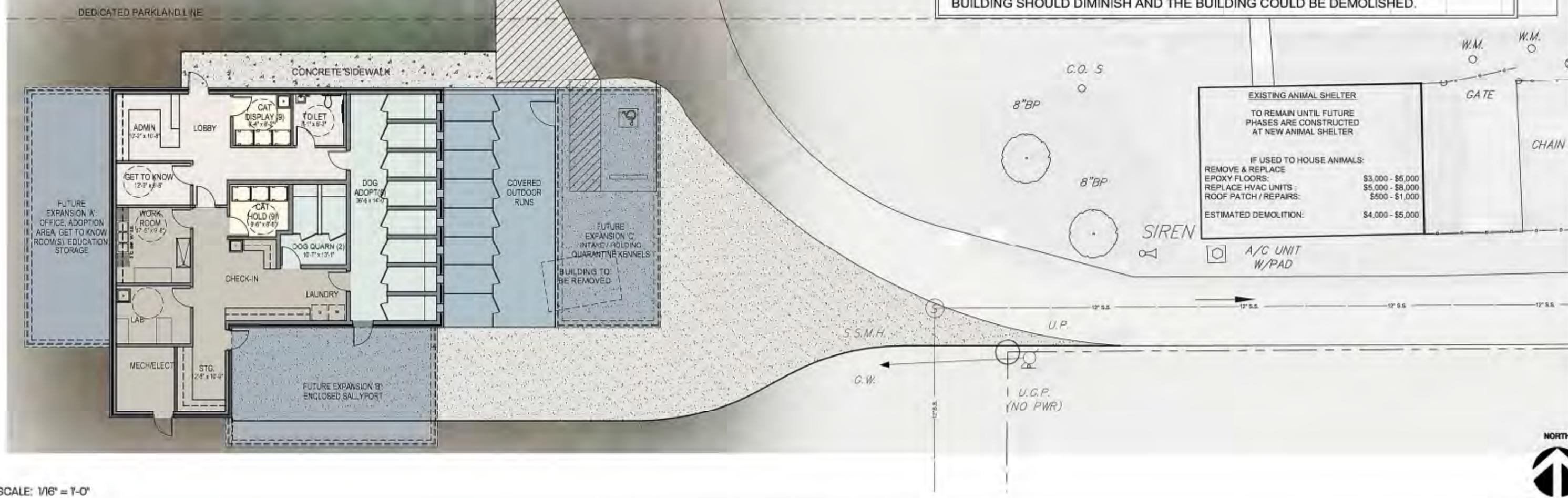
APPROXIMATE COST INDICATED ARE ARCHITECT'S OPINION OF PROBABLE COST AND MAY VARY BASED ON ESCALATION, BID CLIMATE, AND AVAILABILITY OF MATERIALS.

OPTION 3 SUMMARY

- APPROXIMATELY 2,370 S.F. PLUS OUTDOOR RUNS.
- THIS FACILITY BECOMES MORE OF AN ADOPTION FACILITY WITH A GET TO KNOW AREA.
- INCLUDES COVERED OUTDOOR RUNS
- SEPARATE WORK ROOM / LAB AREA FOR NECESSARY PROCEDURES.
- INCLUDES STORAGE ROOM.
- LARGER MORE EFFICIENT CHECK-IN / LAUNDRY AREA
- DURABLE INTERIOR FINISHES (EPOXY FLOOR, GLAZED BLOCK, STAINLESS STEEL)
- SIMPLE EXTERIOR DESIGN AND ROOF

EXISTING SHELTER SUMMARY

UNTIL 'FUTURE ADDITION C' IS CONSTRUCTED, IT APPEARS, THE EXISTING SHELTER MAY OCCASIONALLY BE USED TO HOUSE ANIMALS, THEREFORE THE HVAC SYSTEM SHOULD BE REPLACED AND THE FLOORS SHOULD BE RESEALED. AS INDICATED BELOW, THIS BUDGET WILL LIKELY BE BETWEEN \$8,000 AND \$13,000. THE ROOF SHOULD ALSO BE PATCHED TO EXTEND THE LIFE OF THE BUILDING AND REDUCE MOISTURE INTRUSION AND ASSOCIATED REPAIRS. UPON CONSTRUCTION OF 'FUTURE ADDITION C' TO THE NEW FACILITY, THE RELIANCE ON THE EXISTING BUILDING SHOULD DIMINISH AND THE BUILDING COULD BE DEMOLISHED.



EXISTING ANIMAL SHELTER

TO REMAIN UNTIL FUTURE PHASES ARE CONSTRUCTED AT NEW ANIMAL SHELTER

IF USED TO HOUSE ANIMALS:

REMOVE & REPLACE EPOXY FLOORS:	\$3,000 - \$5,000
REPLACE HVAC UNITS:	\$5,000 - \$8,000
ROOF PATCH / REPAIRS:	\$500 - \$1,000
ESTIMATED DEMOLITION:	\$4,000 - \$5,000

SCALE: 1/16" = 1'-0"



**MURPHY ANIMAL SHELTER
CONCEPT DEVELOPMENT
OPTION 3**

APPROXIMATELY 2,370 S.F. (ENTRY LEVEL ADOPTION FACILITY)

1-9-13

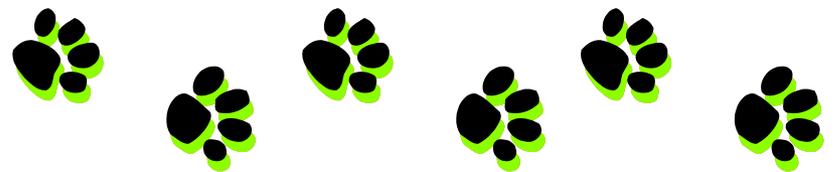




Murphy Animal Control

Presented by: Kim Parker

& Tammy Drake



Shelter Standards

- Administrative Code Chapter 169, Zoonosis Control, Subchapter A
- Texas Health & Safety Code Chapter 823

These chapters outline Standards for Municipal Shelters

Shelter Standards

Health & Safety Code 823.003

- (b) An animal shelter shall separate animals in its custody at all times by species, by sex (if known), and if the animals are not related to one another, by size.
- (c) An animal shelter may not confine healthy animals with sick, injured, or diseased animals.

Quarantine Animals – Administrative Code Chapter 169 Zoonosis Control – Rabies Control & Eradication

- **169.28** To prevent rabies transmission, handling of quarantined animals shall be minimized and carried out in a manner that avoids physical contact of other animals and people with the saliva of quarantined animals. Individuals handling quarantined animals should utilize appropriate personal protective equipment. To prevent escape, the primary enclosure must be enclosed on all sides, including the top. Quarantine cages, runs, or rooms must have "Rabies Quarantine" signs posted.

Shelter Standards

Texas Administrative Code Rule 169.26

(1) Structural strength. Housing facilities shall be structurally sound and shall be maintained in good repair in order to protect the animals from injury, to contain them, and to prevent transmission of diseases.



(5) Washrooms and sinks. Facilities for personal hygiene, such as washrooms, basins, or sinks, shall be provided for employees

*Present shelter has no restroom.

Shelter Standards

Texas Administrative Code Rule 169.26

- (7) Records. Records shall be kept on each animal processed through the housing facility. At a minimum, the records shall document the animal's description, impoundment date, disposition date, and method of disposition. Records shall be available for inspection by the department.
*Present shelter has no working computer, phone, printer, fax. All records have to be carried between shelter and municipal building, increasing chance for errors.
- (11) Construction.
Housing facilities must be constructed in such a manner that they will protect the animal and not create a health risk or public nuisance. The building surfaces shall be constructed and maintained so that they are impervious to moisture and may be readily sanitized. Floors shall be made of durable, nonabsorbent material.



Shelter Standards

Texas Administrative Code Rule 169.84

Euthanasia

- (4) Injection shall be conducted in an area out of public view and out of the view of another animal; additionally, the carcass of any animal(s) shall be removed from the euthanasia area prior to a live animal(s) entering that area.

Texas Administrative Code Rule 169.27

Ship and Test

The alternative to quarantining (to include home confining) a dog, cat, or domestic ferret is to have the animal humanely killed in such a manner that the brain is not damaged and a suitable specimen (head with brain intact or brain) submitted to a department-designated laboratory for rabies testing as specified in subsection (h) of this section.

*Current Murphy
Animal Shelter*

Front of Shelter (North)



West Side of Shelter



South Side of Shelter



East Side of Shelter



Play Yard – East Side



Entering the Shelter



Multi-Purpose Room



Cat Room



Lab/Storage



Entering Dog Kennel



Side of Pens



Back of Kennels/Storage



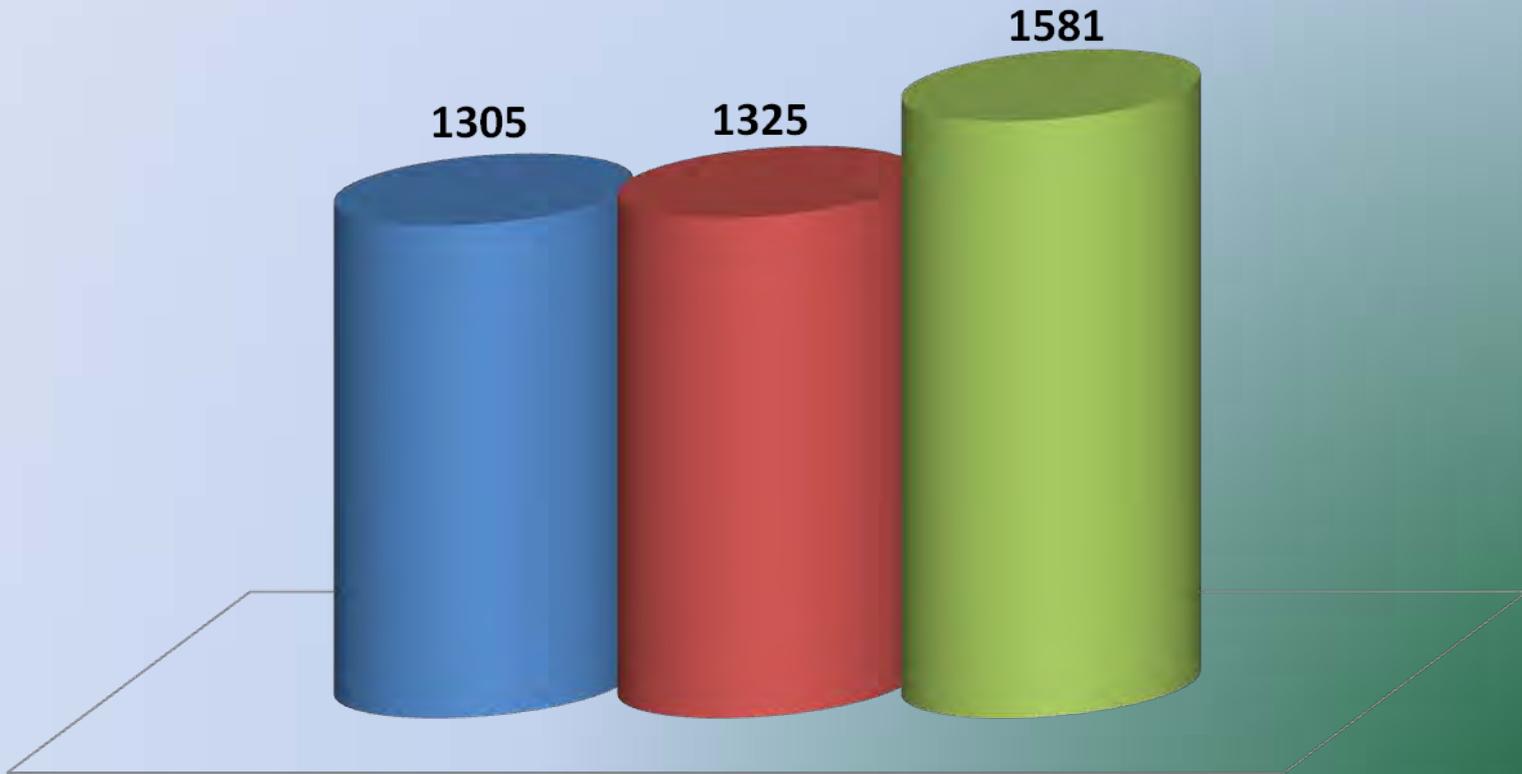
Back of Kennels/Storage



Statistics Related to Shelter Activity

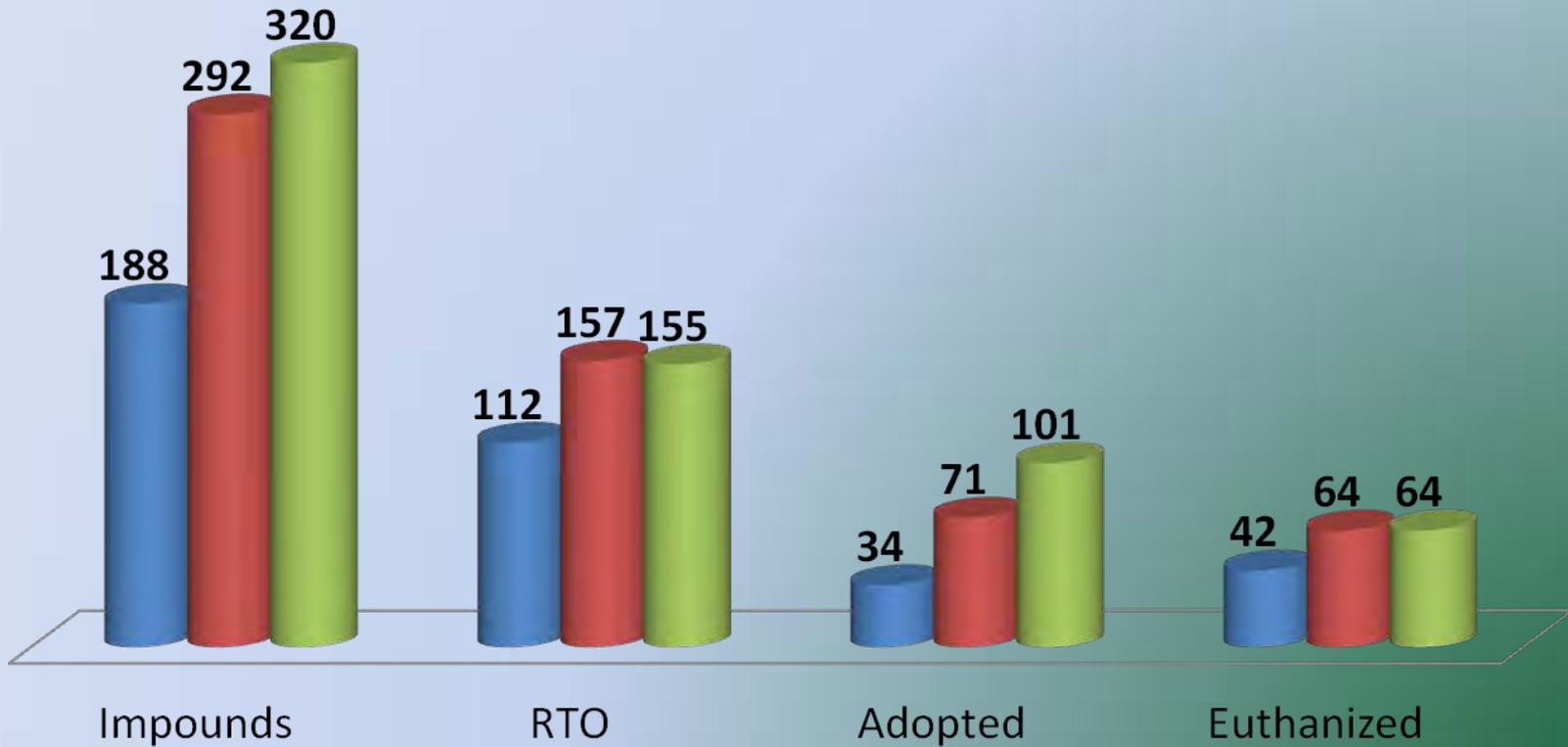
Total Calls for Service

■ 2009 ■ 2010 ■ 2011



Animal Control Statistics

■ 2009 ■ 2010 ■ 2011



Animals in the shelter 2011

Animal	Average # of animals	Lowest # of animals	Highest # of animals
Dogs	4	1	12
Cats	5	0	13

This chart describes the average number of animals that were housed in the shelter based on the experience of the Animal Control Officer.

The average of dogs housed in the shelter are 4. The lowest number of dogs have been 1, with the highest being 12.

The average number of cats housed in the shelter is 5. The lowest number of cats have been 0, with the highest being 13.

Average number of Days spent in the Shelter

In the upcoming slide, the table describes the average number of days an animal spent in the shelter. It is broken out by the Average number of Days spent, the Mode (the number that occurs the most), the minimum number of days spent and the maximum number of days spent.

In the Mode column, the number in parenthesis is how many times in the year that number actually occurred.

Example: There were 4 dogs that spent 22 days each in the shelter before being adopted.

The minimum and maximum numbers may have only occurred one time, but they were the extremes in that category.

Average days in the shelter 2011

Animal	Average # days	Mode	Minimum # of days	Maximum # of days
DOGS				
Adopted	13	22 (4)	2	37
Euthanized	9	5 (3)	1	45
Returned to Owner	2	1 (73)	1	20
Animal	Average # days	Mode	Minimum # days	Maximum # days
CATS				
Adopted	38	37 (3)	1	134
Euthanized	12	3 (6)	1	88
Returned to Owner	5	3 (2)	1	14

Parker Calls for 2011

Total # of Calls	Wildlife Calls	Dog Calls	Other calls
122	73	15	34

This table describes the calls answered for the City of Parker. The calls are broken out by total number of calls which are 122. Of those 122 calls, 73 were wildlife related, 15 were actual dogs that were impounded in the shelter, of which 8 were euthanized and were included in our total number of euthanized. The other call category includes reports of animals running at large and were not found, animal cruelty calls, etc.

The total amount collected from the City of Parker for animal services from May 2009 through August 2012 is \$19,550.00

Assumptions based on population growth

The next slide will contain information based on data over several years. The projections were based on the current number of animals per 1,000 people for 2011.

The 17.92 number of animals per 1,000 people was the constant number used in conjunction with the estimated population to project the number of impounded animals each year.

If there is an increase in population, the number of impounded animals will increase.

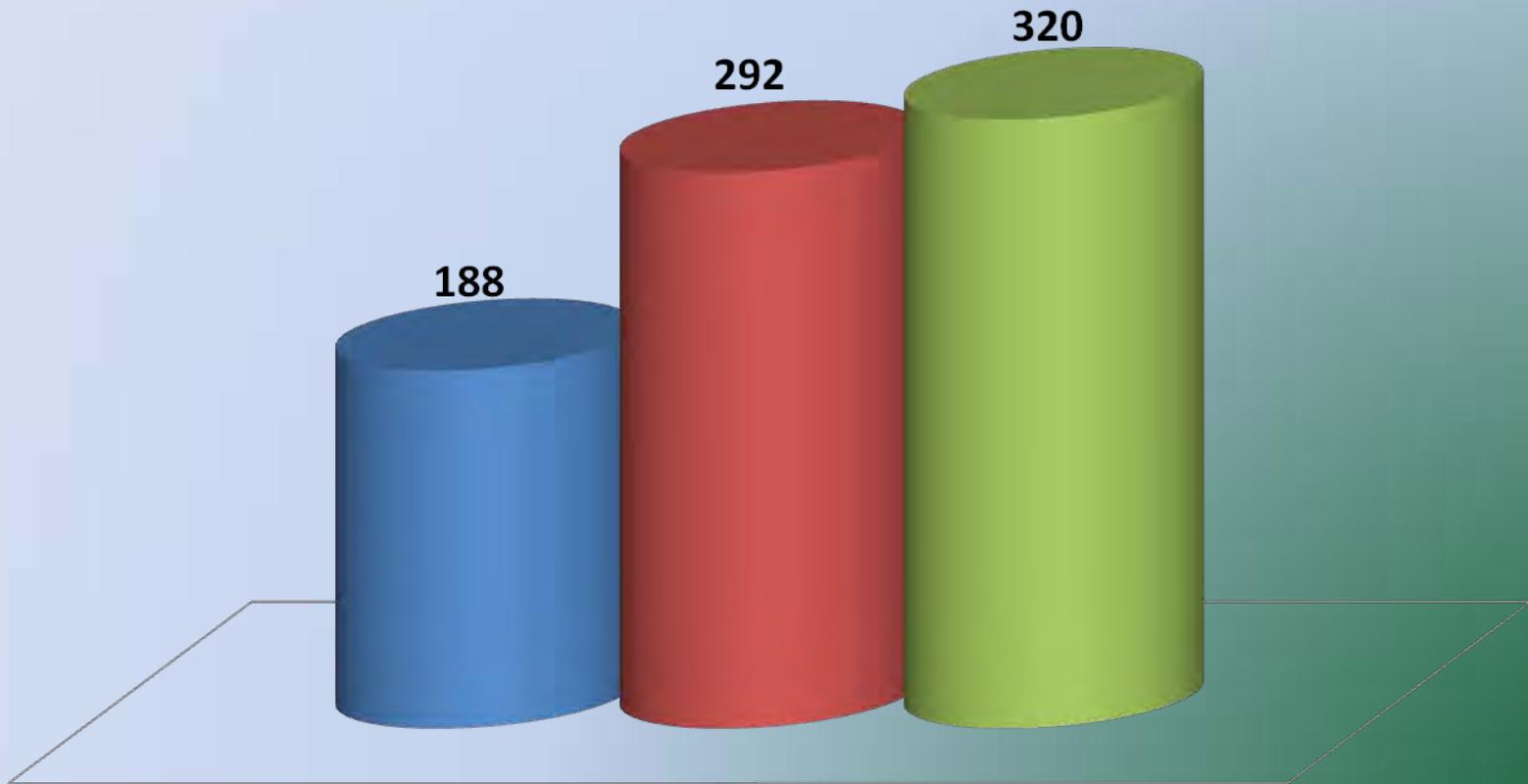
Assumptions based on population growth

Year	Population	# animals per 1,000	Estimated Impound number
2009	14,500 (est)	12.96	188
2010	17,708 (census)	16.49	292
2011	17,860 (est)	17.92	320
2012	18,307 (est)	17.92	327
2013	18,807 (est)	17.92	336
2014	19,307 (est)	17.92	345
2015	19,807 (est)	17.92	354
2016	20,307 (est)	17.92	363
2017	20,500 (est)	17.92	367
2018	20,750 (est)	17.92	375
2019	21,000 (est)	17.92	376
2020	21,500 (est)	17.92	385

***MOST COMMON
REASONS FOR
SHELTER
IMPOUNDS***

Total Animal Impounds

■ 2009 ■ 2010 ■ 2011



- **Stray/Roaming**: Held 3 days (Time limit is set in City Ordinance based on State recommendation of a minimum 3 days.)
- **Owner Surrendered**: Moving, Unwanted or Unplanned Litters
- **Rabies Quarantine**: Minimum 10 day hold. (Administrative Code Chapter 169, Zoonosis Control – Rabies Control & Eradication, 169.22 #20.)
- **Court Ordered**: Cruelty or Vicious court cases
Extended stay (30 days or more) as decided by court



Protective Custody

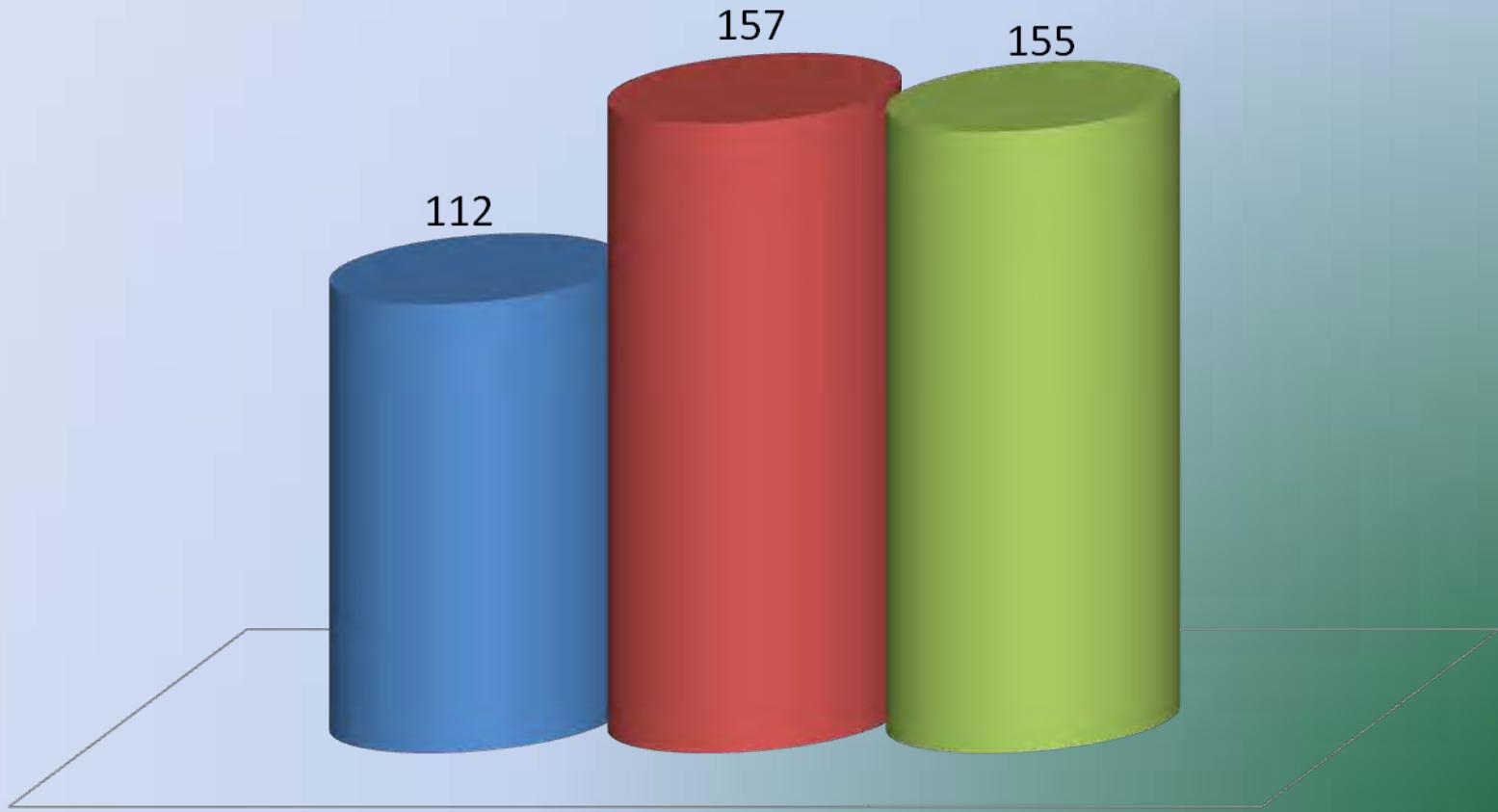
- Police arrests
- Vehicle accidents
- House fire
- Other emergency situations



***MOST COMMON
SHELTER
RELEASES***

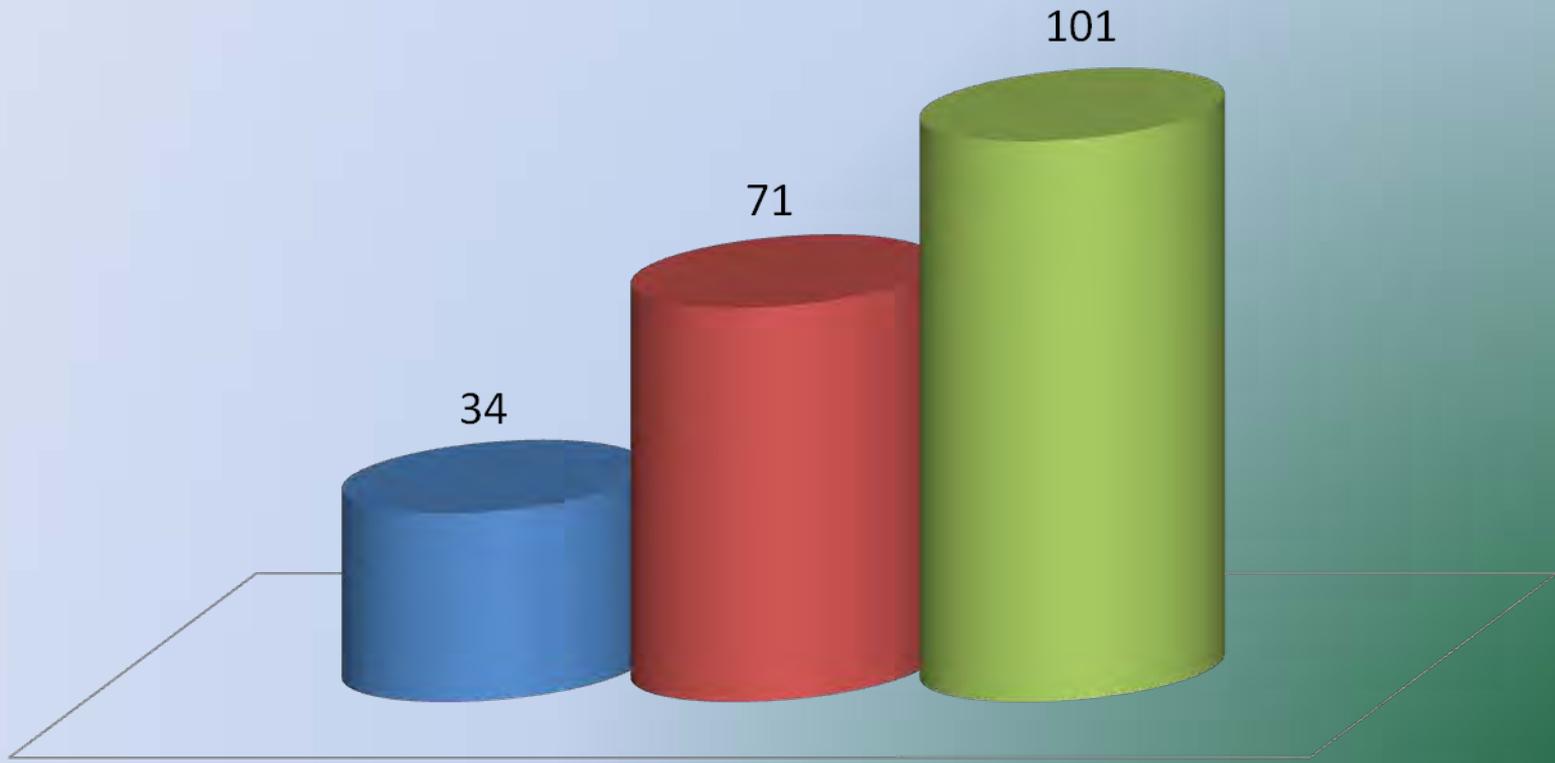
Total animals Returned to Owner

■ 2009 ■ 2010 ■ 2011



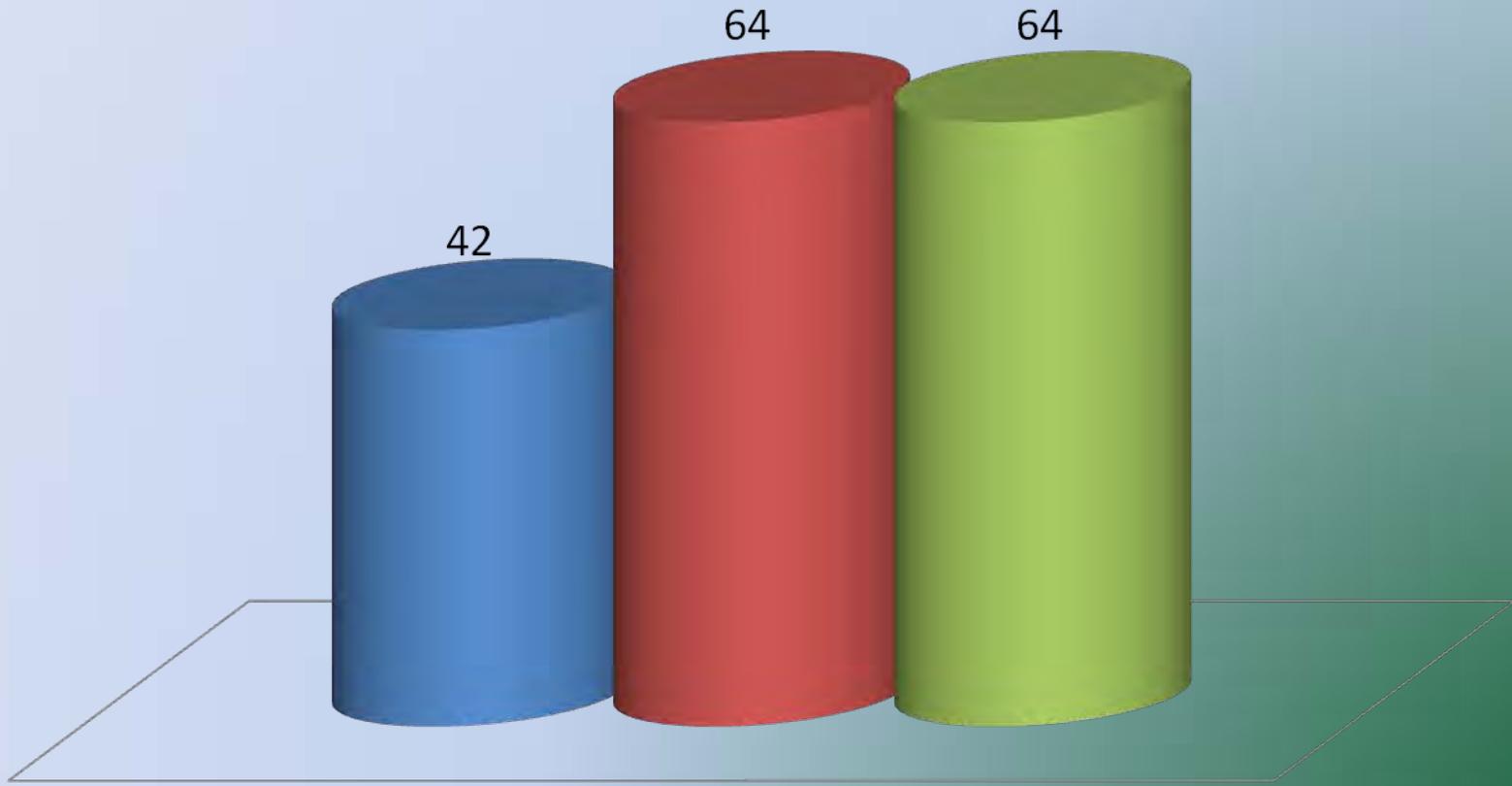
Total animals Adopted

■ 2009 ■ 2010 ■ 2011



Total animals Euthanized

■ 2009 ■ 2010 ■ 2011



- **Return to Owner**: Most animals in Murphy are claimed within 48 hours.



- **Adoptions**



- **Rescue / Humane Release**: Also called no-kill shelters



Animal Evaluations

- Have we exhausted every effort to find its owner
- Is the animal going to create a health or safety issue
- Is this an animal that could benefit going to rescue/ if you can find a rescue.
- Not all unclaimed or unwanted animals are eligible for public adoptions
- Some are not “lost” they have been discarded or abandoned. Sometimes there are reasons

Behavioral Issues

- Barking
- Destructive
- Feral Cats



Health Issues

- Illness
- Injuries
- Senior Animals



Euthanasia

- For animals that cannot be released
- Not all shelter impounds are ELIGIBLE for release.

Example would be: ~Owner Surrender
~Vicious / Aggressive
~Sick / Injured to degree
of suffering

Kennel Stress

- A recognized mental deterioration, which can take a previously well-adjusted adoptable dog and make them unadoptable.
- Stress plays a major role in the spread of disease and animal behavior in shelters. Stress can be physical, emotional or environmental.
- Animals that are malnourished, pregnant, lactating or injured are already physically stressed when impound.
- New environments, unfamiliar faces and noises, new animal companions and overcrowding can cause emotional stress.

MURPHY
SHELTER
AREAS OF
CONCERN

Alternatives to Proper Lab



We are able to euthanize small animals that will only fit on the table.



Larger animals have to be euthanized in the middle of the floor.



Rabies shipments have to be prepared over the drain in the back out of view from the public.

Broken/Missing Gate Latches



Kennel Dividers Not Secure



Large Defect in Wall



Electrical Boxes at Tub (Not GFCI)



Leaking Drain



Damaged Door - Due to Faulty Gate Latches



Washer Drains to Open Sewer



Central AC/Heat not working



Cat room window unit

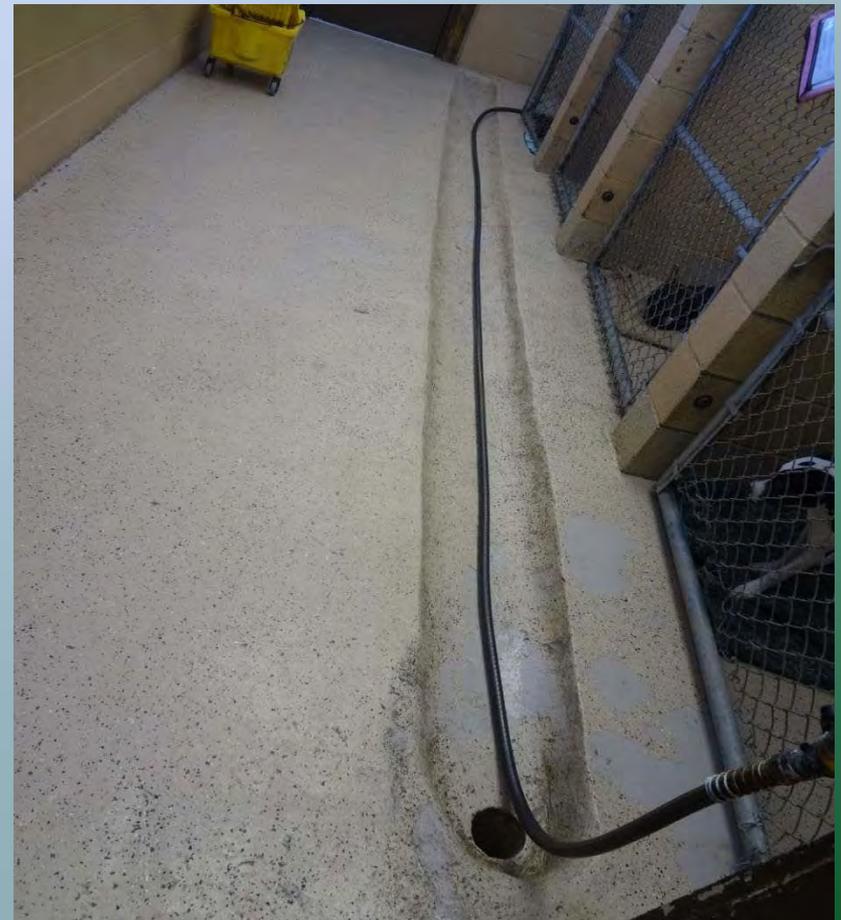
Dog kennel room window unit



Ceiling Panel



Floor Drains



Officer Will Return Shortly





Murphy Animal Shelter Advisory Committee Regular Meeting Minutes
206 N. Murphy Road
Murphy, Texas 75094

January 16, 2013

CALL TO ORDER

Chair Pennington called the meeting to order at 6:04 p.m.

ROLL CALL & CERTIFICATION OF A QUORUM

Board Members Present: Lorraine Chalkley, Tammy Drake, Beverly Mueller, Buddy Russell, Dave Brandon, & Stephanie Pennington

Board Members Absent: None

City Staff Present: Kim Parker, Support Services Manager

Kim Parker certified a quorum with Board members present.

PUBLIC COMMENTS

There were no public comments received.

INDIVIDUAL CONSIDERATION

1. Discussion regarding the new proposed Animal Shelter designs from Quorum Architects.

Stephanie Pennington stated that based on the committee's requirement list made during the meeting on 12/05/2012, Option #3 best meets the needs for the new shelter. Beverly Mueller agreed with the statement.

Board Action/Discussion

Beverly Mueller made a motion to present Option #3 as the Committee's recommendation with Amendments.

Beverly Mueller then amended her motion to state the committee forward Option #3 to the City Council as the concept plan using the ASAC requirement list as a guide and amendments.

Lorraine Chalkley seconded the motion. All were in favor, none opposed. Motion carried.

2. Discuss and approve upcoming meeting dates for 2013.

Stephanie Pennington suggested setting the meetings for January, April, July, and using October as an alternate if needed.

No action was taken on this item due to a scheduling conflict with Lorraine Chalkley.

STAFF REQUESTS/REPORTS

- None.

ADJOURNMENT

With no other business before the Board, Chair Pennington adjourned the meeting at 7:50 p.m.

APPROVED:

Stephanie Pennington, Chair

EXECUTIVE SUMMARY
Animal Shelter Advisory Committee
January 16, 2013
6:00 p.m.

The Animal Shelter Advisory Committee (ASAC) met on Wednesday, January 16, 2013 for their regular meeting. The meeting was called to order at 6:04 p.m. All members were present.

The Animal Shelter Advisory Committee had two (2) items for Individual Consideration.

1. Discussion regarding the new proposed Animal Shelter designs from Quorum Architect.

Dr. Chalkley asked about using the existing facility for storage and was told it was a possibility.

Stephanie Pennington stated that based on the requirement list made during the last meeting on 12-5-12, Option #3 best meets those requirements. Beverly Mueller agreed with the statement.

Dr. Chalkley questioned the sally port area in option 3. Stating that it appeared there was no drive through and the A.C. staff would either have to pull straight in and then back out or back in, in order to use the area. Tammy Drake stated that she would be fine utilizing the sally port the way it was designed.

Dr. Chalkley had a handout of items she feels would make the shelter "clunky" or difficult to maneuver in. Also has a list of critiques for options 1 and 2.

The following are a list of problems that Dr. Chalkley has with the proposals:

- She believes the plumbing will be an issue due to being located on an exterior wall. She thinks it will cause problems during inclement weather and also cause bad water pressure.
- There should be a shower located in the bathroom and also an eye wash station.
- Bathtub is also needed in the washer/dryer area instead of where the plans have it located.
- There should be an area with room enough to hold at least four (4) dryer cages, also near the bathtub area.
- The presented plans do not flow since you have to walk through the hallway near the washer/dryer area to get to the Quarantine area.
- There should be two (2) doors leading into the dog area for safety. Equivalent to a man-trap area in the jail.

- The lab and workroom should not be separated in Option #3.
- In Options 1 and 2 there is an “alcove” area in the dog runs. In Option 3, that area is gone and she believes it should not have been taken out.

Dave Brandon stated that the drawings presented are concept designs only, and discussions should be made on the requirements.

Stephanie Pennington explained Quorum is our architect and will be designing the shelter. Once the design is selected, then the project will go out for bids for construction.

Dr. Chalkley wanted to know where the outdoor area would be for the animals to exercise. It was explained that area would be located outside near the outside run area.

Dave Brandon stated that Options 1 and 2 do not go with the Committee’s mission. The committee decided that they do not want a Maintenance facility but an Adoption facility.

Dave Brandon stated that he will get a copy of the Quorum contract and send it out to the committee members.

Beverly Mueller made a motion to present Option #3 as the Committee’s recommendation with amendments.

Beverly Mueller then amended her motion to state the ASAC forward Option #3 as the concept plan using the ASAC requirements list as an amendment and guide to the City Council.

Dr. Chalkley seconded the motion. All members were in favor, none opposed. Motion passed.

Dave Brandon stated that he was not sure how Quorum was able to put the items in the building without knowing what the ASAC requirements were.

The committee then reviewed their initial list and amended it (new list is attached). All members stated the updated list will be forwarded to Council for review.

Stephanie Pennington made a motion to approve the new requirement list as amended. Beverly Mueller seconded the motion. Tammy Drake, Beverly Mueller, Lorraine Chalkley, Buddy Russell, and Stephanie Pennignton were in favor. Dave Brandon opposed. Motion passed.

Dr. Chalkley then made a motion to amend the number of dog cages on the requirement and change the number from 12 to 20. Beverly Mueller seconded the motion. All were in favor, none opposed. Motion passed.

2. Discuss and approve upcoming meeting dates for 2013.

Stephanie Pennington suggested meeting in January, April, July, and using October as an alternate or additional meeting date, using the third Wednesday of the month at 6:00 pm.

Dr. Chalkley had a possible scheduling conflict and would have to check on the third Wednesday of the month.

No action was taken on this item.

With nothing further to discuss, the meeting was adjourned at 7:50p.m.

Shelter Requirements – Stephanie Pennington – 1.16.13

Dog Space Estimates

Dog runs – 12 runs desired (per Kim)

20 runs desired (per Dr C)

Dog outdoor exercise area (play yard)

Direct access from dog kennels to outdoor exercise area, without having to exit the building and re-enter the outdoor exercise area

Airflow meet requirements 12/per hours

Cat Space Estimates

Cat space – 20 cages; 3'x3' minimum size

Adoptable window feature - might be exterior window to cat area, might be interior only window

Airflow to meet requirements

Reception Area:

Night slot for paperwork

Bench for seating for public

Bonding Room: Get to know you space for adoption

Bathroom: single unisex

Private Office:

Files

Computer

Small refrigerator for staff

Lab/treatment and bathing/work room: Need two separate spaces

Lab:

3 compartment sink

Cabinets/overhead storage for drugs and equipment

Lab/treatment is windowless room; quiet environment a must

Mobile SS lift exam table

Safe for controlled substances

Standard refrigerator for vaccines and tests

Sufficient power outlets at floor and counter height

Microscope

Bathing/Work room/Food Prep:

Bathing – SS tub with walk up ramp and stainless surround – (location TBD)

Shelving for towels and shampoo

Cabinets

Sink for hand washing and food prep (double compartment)

Dishwasher for sanitizing bowls and equipment

Deep freeze

Shelter Requirements – Stephanie Pennington – 1.16.13

Laundry:

Separate space not shared with storage

Storage:

Storage spaces required: Consider utilizing existing shelter for storage needs

Facilities

Non-slip sealed epoxy based flooring

Epoxy flooring material continues up wall for 4ft

Sound panels installed in dog area

Floor drains, every room - except office, admin, checking

Kennel facings stainless

Cat cages stainless

Work tables stainless

Exam table stainless

Countertops in workroom stainless

Hand-sink near isolation area

Security:

Controlled access /(badge) for all exterior doors

Controlled access from public lobby area to private areas: kennels, lab, work space, etc.

Doorbell/entry notification to signal entry which should be heard throughout the facility

Install wiring/conduit for cameras or access controlled devices which may be installed in the future

Lighting:

Outdoor security

Dimmable/night time lighting for kennels



ARCHITECTURAL SERVICES

August 5, 2011

Ms. Kim Parker
City of Murphy
206 N. Murphy Rd
Murphy, TX 75094

RE: Architectural Proposal for Needs Assessment and Master Planning Services
Murphy Animal Shelter and Adoption Facility
Quorum Project No. 11022

Dear Kim,

Thank you for the opportunity to offer our fee proposal for Needs Assessment and Master Planning Services for the Murphy Animal Shelter and Adoption Facility.

ITEM ONE: BASIC SERVICES SCOPE OF WORK

This proposed scope of work is intended to communicate the efforts necessary to generally achieve the criteria indicated below:

- Develop a summary of needs based on existing conditions and projections
- Evaluate the site east of the existing Police sally port.
- Provide a conceptual master plan including an opinion of probable cost of construction.

SCOPE OF WORK (BASIC SERVICES)

1. Facilitate a project kick-off meeting with the City representatives to develop specific project scope and to identify expectations.
2. Observe and analyze current operations and functionality of Animal Control.
3. Gather and evaluate numerical/historical data and statistics to use in developing projections for facility operations, including intake, adoptions, reclamations, population, etc.
4. Facilitate meetings with shelter staff and administration to discuss relative issues that may affect total site area needs such as a public/private access, buffer yards, security, screening, City ordinances, etc.
5. Conduct meetings with staff and administration to identify and discuss their needs and desires.
6. Develop a questionnaire for response by the advisory board then facilitate a meeting with them as a concept plan evolves.
7. Review current and projected operational procedures and programs including possible future operations such as surgery center, or vet clinics, education, training, etc.



8. Develop a space needs matrix (including building areas, parking areas for City and public, and storage areas) as a part of a building and site program of spaces.
9. Develop conceptual plan view drawings and sketches to communicate various options. These conceptual drawings will identify approximate building and site areas.
10. Develop preliminary probable costs based on recent animal shelter project costs and general industry standards. Include possible phasing where necessary with annual projected escalation increases based on recently developed industry standards.
11. Review final draft with the City Staff and Administration.
12. Incorporate comments. Develop and present ten final copies generally consisting of 8 ½ x 11 format with 11x17 fold out drawings and a large presentation drawing.
13. Present the Final Document to the Murphy City Council.

ITEM TWO: ADDITIONAL SERVICES

1. Additional services include, but are not limited to, revisions to previously approved work, special studies and/or detailed cost estimating, work outside the scope itemized herein, 3d drawings and renderings or video presentations, analyzing additional sites, and interior design, civil engineering, surveying, and Landscape design.

ITEM THREE: DOCUMENTS

1. We propose to provide our services and Documents described above with applicable drawings and text in sufficient detail necessary to present our findings and recommendations to the City of Murphy. Legal ownership of the design documents remains the property of Quorum Architects, Inc.

ITEM FOUR: ARCHITECT RESPONSIBILITIES

1. Quorum Architects will provide the client with services as required and agreed upon for satisfactory completion of this project. The architect shall exercise usual and customary professional care in his efforts to provide a design in compliance with the laws, codes, ordinances, and regulations, in effect as of the date of this agreement in the area of jurisdiction of the work.
2. The Architect and their consultants shall not be responsible for delay caused by circumstances beyond its reasonable control, nor for delay, which may be occasioned by actions, which, in the sole judgment of the Architect, are required in the exercise of usual and customary professional care. The Architect shall not be liable for damage arising out of any such delay, nor deemed to be in default of this Agreement as a result thereof.
3. Neither the Architect, the Architect's Consultants, nor their agents or employees shall be jointly, severally, or individually liable to the Owner in excess of the compensation paid pursuant to this agreement by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.

ITEM FIVE: FEE FOR BASIC SERVICES

1. Quorum Architects, Inc. agrees to provide basic services as outlined above for a lump sum fee of fourteen thousand dollars (\$14,000.00) to be payable on a monthly basis based upon an agreed amount of percent complete; payment is due within 10 days of each invoice.

2. The following hourly rate schedule will be used for additional services such as revisions to previously approved work, special studies and/or detailed cost estimating, work outside the scope itemized herein, or other additional services. These will be billed under the same conditions as the basic fee for service.

Architectural Rates

Principal	\$	175.00/Hour
Associate	\$	150.00/Hour
Project Manager	\$	140.00/Hour
Project Architect	\$	125.00/Hour
Project Designer	\$	115.00/Hour
Associate Designer	\$	95.00/Hour
Intern Architect	\$	95.00/Hour
Interior Design Intern	\$	95.00/Hour
Technical Staff	\$	85.00/Hour
Project Clerical	\$	65.00/Hour

3. Additional Consultant Services – 1.15 times costs billed to Quorum Architects, Inc.
4. Reimbursable expenses, such as reproductions in excess of the quantity identified in the scope, are in addition to compensation for basic and additional services and include expenses incurred by Quorum Architects, Inc. in the interest of the project. There shall be a fifteen percent (15%) fee added to all additional reimbursable expenses to cover our handling cost.
5. Late payments: Accounts unpaid 45 days after the invoice may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

ITEM SIX: CLIENT RESPONSIBILITIES

1. Client to provide existing data of the existing facility and shall permit the architect to rely upon the accuracy of the information provided.
2. Client is to provide copies of any pertinent information, which affects the design, including but not limited to information on materials, site information such as a topographic survey, boundary survey, and geotechnical investigation, if available.
3. Guarantees and Warranties: The Architect shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Architect cannot ascertain through the use of commercially reasonable means.

ITEM SEVEN: CONTACT

The Client shall provide timely communication and decisions for the above referenced project through a single designated source.

ITEM EIGHT: TERMINATION OF SERVICES

This agreement may be terminated by the Client or the Architect should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Architect for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

ITEM NINE: DISPUTE RESOLUTION

Any claims or disputes made during design, construction or post-construction between the Client and Architect shall be submitted to non-binding mediation.

ITEM TEN: HAZARDOUS MATERIALS

The Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the various project sites.

ITEM ELEVEN: TEXAS REQUIREMENTS

Texas law requires registrants to provide all clients with the following written statement: "The Texas Board of Architectural Examiners, P.O. Box 12337, Austin, Texas 78711-2337 or 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3942, (512) 305-9000, has jurisdiction over individuals licensed under the Architect's Registration Law, Texas Civil Statutes, and Article 249a".

ITEM TWELVE: ACCEPTANCE

I, as the Client or Client's representative, hereby acknowledge that I have read the items covered in the proposal and agree to retain the services of Quorum Architects, Inc. as outlined above. Please sign below and return one copy in order to acknowledge acceptance of this proposal.


Authorized signature
City of Murphy

August 8, 2011
Date


David G. Duman
Quorum Architects, Inc.

8.5.11
Date