



Animal Services Task Force

Final Report

April 2022

Animal Services Task Force

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Mission Statement and Goals

Continuously strive to create a humane living environment for all animals brought into the Animal Shelter, and educate the community on animal welfare.

Goals and Objectives

- Help pets in need through sheltering, adoption, education, spay/neuter, and community outreach
- Promote resources, education and programs to lessen the euthanasia of animals
- Protect animals from cruelty and neglect
- Improve the Animal Shelter facilities
- Ensure the Animal Service Officers are properly trained and equipped
- Update City Ordinances regarding the Animal Services Dept.
- Create a “chip insurance” program
- Encourage adoption and fostering of healthy animals to good homes/agencies.

City of Plainview
Code of Ordinances
Chapter 2: Animal Control
(Recommended Revisions)

Sec. 2.01.001 Definitions

The following words and phrases, as used in this chapter, shall have the meanings respectively ascribed to them in this section unless the context clearly indicates otherwise:

Abandon: To dump, desert, or leave any animal on public or private property with the intent of terminating any further responsibility for said animal; and shall also mean failing to properly redeem any animal impounded or quarantined by the city.

Animal: Any living creature, domestic or wild, including, but not limited to, dogs, cats, cows, horses, birds, fish, mammals, reptiles, insects, fowls, and livestock but specifically excluding human beings.

Animal Control Officer: The person designated by the city manager to enforce this article or an authorized representative.

At large. Not under the control of the owner or a member of his immediate family either by leash, cord, chain or otherwise, or in a fenced yard or enclosure; the wearing of a muzzle by a dog shall not be regarded as control under this definition.

Cat. A member of the feline ~~species~~ family of animals, including both male and female but does not include a lion, tiger, bobcat, jaguar, panther, leopard, cougar, or other wild animal of this family or hybrids.

Dangerous animal. Any animal that:

1. Makes an unprovoked attack on a person or animal that causes bodily injury and occurs in a place other than an enclosure in which the animal has being kept and that was reasonably certain to prevent the animal from leaving the enclosure on its own: or
2. Commits unprovoked acts in a place other than an enclosure in which the animal was being kept and that was reasonably certain to prevent the animal from leaving the enclosure on its own and those acts caused a person to reasonably believe that the animal will attack and cause bodily injury to that person.

~~Any animal shall be deemed dangerous upon the occurrence of any one of the following:~~

- ~~• (1) An unprovoked attack on a person, domesticated animal, or livestock, causing serious bodily injury or death, by an animal outside a secured enclosure in which the attacking animal is kept;~~
- ~~• (2) An unprovoked act of aggression by an animal outside a secured enclosure which causes a person to reasonably believe the animal will attack and cause serious bodily injury to a human, domesticated animal, or livestock;~~
- ~~• (3) Doctor of veterinary medicine certifies that an animal poses a danger to human life, animal life, or property based on a reasonable medical probability after observation.~~

Designated veterinarian: A licensed veterinarian who has been approved by the city to collect fees for and issue license for animals.

Dog. A domesticated animal that is a member of the canine family but does not include a wolf, jackal, fox, coyote or other wild animal of this family or hybrids. ~~A member of the canine species of animals, including both male and female.~~

Domesticated animal. An animal of a species of vertebrates that has been domesticated by humans so as to live and breed in a tame condition and depends on humankind for survival, such as dogs, cats, and ferrets, but does not include livestock. ~~Animals which are kept as pets, such as dogs or cats.~~

Ferret: A domesticated animal that is a member of the Family Mustelidae but not including weasels, skunks, martens, mink or badgers.

Fowl. Any chicken, turkey, pheasant, quail, guineas, geese, ducks, peacocks, and other domestic or wild feathered creatures.

Guard dog: Any dog which has been trained and or used for the purpose of protecting persons or property by a guard dog company or the dog owner

Harboring. The furnishing of lodging, shelter, food or water.

Hybrid: The product of the mating of two different species of animals regardless of the number or generations born since that original mating.

Licensed veterinarian: A person licensed to practice veterinarian medicine.

Livestock: A horse, or any member of the domesticated horse family, including but not limited to, mules, donkeys, and ponies; and all types of varieties of cattle, bulls, and all members of the cow family, and all types of domesticated swine, sheep and goats.

Local Rabies Control Authority: The person designated by the city council in accordance with Section 826.017 of the Texas Health and Safety Code.

Miniature swine: Any member of the swine family which has, through selective breeding, been genetically manipulated so as to attain a maximum height of 18 inches at the shoulder and a maximum weight of 60 pounds.

New Owner: A person who is legally competent to enter into a binding contract and who is adopting a dog or cat from a leasing agency.

Owner. Any person owning, keeping or harboring; ~~a domesticated~~ an animal.

Person: An individual, firm, partnership, association, corporation or other legal entity.

~~Poisonous snake or poisonous reptile. Any snake or reptile that is poisonous, including rattlesnakes, water moccasins, coral snakes, and any other snake or reptile that is known to be poisonous.~~

Prohibited Animal:

1. Means an animal, other than a common domestic species and regardless of state or duration of captivity, that poses a potential physical or disease threat to the public or that is protected by international, federal or state regulations, including but not limited to the following:

a. *Class Reptilia:* Family Helodermatidea (venomous lizards); Family Viperidae (rattlesnakes, copperheads, cottonmouths, other pit vipers and true vipers); Family Elapida (coral snakes, cobras, mambas, and other elapids); The following listed species of Family Colubridae- Dispholidustypus (Boomslang), Hyrodynastes hihas (water cobra), Boiga (mangrove snake), and Thelotornis (African twig snake) only; Order Phidia, ~~Family Boidae (racers, boas, water snakes, and pythons);~~ and Order Crocodilia (crocodiles, alligators, caimans, and gavials);

b. *Class Aves:* Order Falconiforms (such as hawks, eagles, and vultures); Subdivision Ratitae (such as ostriches, rheas, cassowaries, and emus); and Order Strigiforms (such as owls);

c. *Class Mamalia:* Order Carnivora, Family Felidae (such as ocelots, margays, tigers, jaguars, leopards, and cougars), except commonly accepted domesticated cats; Family Canidae (such as wolves, wolf-dog hybrids, dingos, coyotes, and jackals), except domesticated dogs; Family Mustelida (such as weasels, skunks, martens, mink, and badgers, but does not include ferrets); Family Procyonidae (raccoon) but does not include ferrets; Family Ursidae (such as bears); Order Marsupialia (such as kangaroos and common opossums); Order Edentata (such as sloths, anteaters, and armadillos); Order Proboscidea (elephants) Order Primata (such as monkeys, chimpanzees, and gorillas); Order Rodentia (such as porcupines); and Order Ungulata (such as antelope, deer , bison, and camels);

d. *Animals not listed:* The animal services manager or their designee may declare any species of animal not listed in this subsection as "prohibited" if the confinement of the animal within the City can be shown to constitute a threat to public health and safety; and

Does not mean:

a. A bird kept in a cage or aviary that is not regulated by international, federal, or state law; or

b. A gerbil, hamster, guinea pig, or laboratory mouse or rat.

Releasing agency: A public or private animal shelter, or humane organization. The term does not include an individual who occasionally renders humane assistance in the individual's home for a dog or cat.

Running at large: Shall mean not completely confined by a building, wall or fence of sufficient strength or construction to restrain the animal. Except when such animal is either on a leash, or held in the hands of the owner or keeper, or under direct supervision of the owner within the limits of the owner's private property. Any animal confined within an automobile or other vehicle shall not be deemed running at large.

Secure enclosure: A fenced area or structure that is:

1. Locked
2. Capable of preventing the entry of the general public, including children
3. Capable of preventing the escape or release of the animal to be secured
4. Clearly marked as containing a dangerous dog or animal; and
5. Meets the requirements for secure enclosures listed and the approval of the animal services officer

Serious bodily injury: Any physical injury that involves a substantial risk of death, disfigurement, or impairment of any part of the body, including but not limited to a broken bone or a laceration requiring either multiple stitches or cosmetic surgery.

Sterilization: The surgical removal of the reproductive organs of a dog or cat or render the animal unable to reproduce.

Unprovoked: Action by an animal that is not;

1. In response to being tormented, abused. Or assaulted by any person;
2. In response to pain or injury; or
3. In protection of itself or its food, kennel, immediate territory, or nursing offspring.

Veterinarian: A person licensed to practice veterinarian medicine by the state board of veterinarian medical examiners.

Wild animal. ~~Any live monkey, raccoon, skunk, fox, leopard, panther, tiger, lion, lynx or other warm blooded animal which can be found in the wild state, and nonpoisonous snakes and nonpoisonous reptiles.~~ Any animal except the common domestic species (dogs, cats, horses, livestock and other common farm animals) regardless of the state or duration or captivity.

Sec. 2.01.002 Appointment of senior animal control officer

The city manager shall appoint an animal control officer and such assistants as may be required. Such officer shall be under the supervision and control of the city manager or his designee. (2000 Code, sec. 5-91; Ordinance adopting Code)

Sec. 2.01.003 Interference with animal control officer

It shall be unlawful for any person to interfere with or hinder the animal control officer, or the designee thereof, in the performance of his official duty.

Enforcement of this article and any state laws regulating animal control shall be the responsibility of the animal control officer

The animal control officer is authorized to;

1. Impound any animal in violation of this article;
2. Issue citations for any violation of this article or applicable state law.

Sec. 2.01.004 Service fees and charges

Any animal impounded under the provisions of this chapter may be reclaimed by the owner in person taking custody of such animal upon complying with section 2.04.098 of this chapter and payment of the following fees based upon owner impoundment records within a two-year period:

Animal registration/license fees

Animal license fee, through local veterinary	\$3.00 \$10.00
Duplicate license fee, through local veterinary	1/2 of license fee
Dangerous dog license registration fee	\$75.00 -\$100.00
Boarding fee, per day	
All animals except livestock	\$5.00 \$15.00
Livestock	\$6.00 \$20.00
Impoundment fees per animal, except livestock	
First time in 12-month period	\$25.00 \$50 +\$200 if not fixed
Second time in 12-month period	\$50.00 \$75 + \$200 if not fixed
Third time in 12-month period	\$60.00 \$100 +\$200 if not fixed
Impoundment fees for livestock, per head	
First time in 12-month period	\$50.00 \$75.00
Second time in 12-month period	\$100.00 \$125.00
Third time in 12-month period	\$150.00 \$200.00
Miscellaneous fees, per animal	
Any animal trap, deposit-	\$60.00
Euthanasia	
For city residents-	\$10.00 \$25.00
For noncity residents-	\$25.00 \$75.00
Quarantine fee, daily	\$5.00 \$25/ 10-day min
Pick-up fee for animal to be quarantined	\$25.00 \$35.00
Redemption deposit in lieu of rabies vaccination	\$15.00 \$30.00 refundable
Shipping fee for rabies test	\$20.00 \$50.00
Wild Animal for Scientific or Educational purpose	\$25.00
Animal Surrender fee	\$30.00/under 6 month \$10.00
Multi-pet/Breeder Permit	\$100.00

All fees due are assessed for each animal impounded.

Sec. 2.01.010 Animal Advisory and Appeals Board.

(A) There is hereby created the Animal Advisory and Appeals Board comprised of one (1) licensed veterinarian, one (1) municipal official, one (1) person whose duties include the daily operation of an animal shelter, one (1) resident of the city who shall not be an employee of the City and one (1) member of an animal welfare organization.

(B) Members of the Board shall hold office for staggered terms of two (2) years and until their successors are appointed. There shall be no limit on the number of terms a member may serve, provided the member is reappointed by the city council.

(C) Should any member of the Board move out of the city limits and cease to be a legal resident of the city, his/her office shall automatically become vacant and shall be filled in the manner provided above.

(D) If a board member is absent for three consecutive regularly scheduled meetings, or if a board member is absent for 25 percent of the regularly scheduled meetings within a 12-month period, the position shall be declared vacant and the vacancy shall be filled for the remainder of the unexpired term by the city council within 30 days after the vacancy occurs.

(E) Duties include the following:

(1) Make recommendations on Animal Services.

(2) Hear appeals of denial or revocation of registration of an animal.

(F) The appeals board provided herein shall also act as the animal advisory committee which shall meet as prescribed by state law in order to insure compliance with Chapter 823 (Animal Shelters), of the Texas Health and Safety Code, as amended.

Sec. 2.01.006 Fowl running at large

It shall be unlawful for any person raising or keeping any type of chickens, turkeys, ducks or guineas, or any other type or kind of fowl **as defined in this ordinance** (excluding pigeons), to allow or permit the same to be at large or run at large within the city. (2000 Code, sec. 5-3)

Sec. 2.01.008 Open traps and metal jaw traps

No person shall **use or** expose an open trap or metal jaw trap likely to injure any domesticated animal or person. **Traps used or provided by Animal Control Services for the humane trapping of small animals or cats is expressly exempt from this provision.** (2000 Code, sec. 5-6)

Sec. 2.01.009 Duty upon striking animal with motor vehicle

Any person who, as the operator of a motor vehicle, strikes a domesticated animal or livestock shall immediately report such injury or death to the animal's owner. In the event the owner is unavailable or unknown, then such report shall be made to the animal control officer. ~~or the city-county health department, or the local humane society.~~ (2000 Code, sec. 5-7) **or call the after hours non-emergency line for the Police Department.**

ARTICLE 2.02 KEEPING REGULATIONS

Division 1. Generally

Sec. 2.02.001 Keeping of livestock, swine or fowl restricted

It shall be unlawful for any person to keep, harbor or maintain for any length of time whatsoever any of the following animals or fowl within the city upon any property zoned other than ~~M-1, M-2~~ **Residential Agriculture and Heavy Industrial** or agricultural or where otherwise specifically permitted by the city's zoning ordinance. In addition, where such animals are allowed to be kept, harbored or maintained, stables, enclosures, pens, coops, roosts, or other places wherein the same are so kept, harbored or maintained shall not be within the following indicated proximity to any residence or dwelling other than that of the owner or keeper of such animals or fowl:

ARTICLE 2.04 DOMESTICATED ANIMALS

Division 1. Generally

Sec. 2.04.002 Vicious or Dangerous animals prohibited in public places

(a) It shall be unlawful for any person or owners in control of any vicious or dangerous animal to keep or permit the same in or about any public location within the corporate limits of the city without complying with all requirements of the Texas Health and Safety Code, section 822.042, as amended. In addition, the owner must comply with each of the following local requirements, at the owner's expense, before the animal is released from the animal control facility:

Sec. 2.04.006 Leaving animal unattended in vehicle

A person having charge or custody of an animal shall not place or confine such animal or allow such animal to be placed or confined in a motor vehicle or trailer under such conditions or for such a period of time as may endanger the health of the animal due to heat, lack of food or water, or such other circumstances as may cause injury or death of the animal. City enforcement agents finding an animal being held in violation of this provision may obtain a search warrant from a justice of the peace pursuant to section 821.022 of the Health and Safety Code and may impound such animal pending a hearing. **If in the opinion of City enforcement agents, an animal left in a vehicle or trailer will sustain life threatening injury or death from being left in the vehicle or trailer before a warrant can be obtained, the City enforcement agent shall contact the necessary law enforcement agency for assistance in removing the animal and taking the animal into the custody of the animal control officer. Once in the animal control officer's custody, the animal's owner shall redeem the animal in accordance with the terms and provisions of this article in regard to impounding of animals. Neither the animal control officer, peace officer nor the City of Plainview shall be held responsible for damages that may occur from the removal of an animal from a vehicle or trailer in danger of death or a life-threatening injury.**

Division 2. License

Sec. 2.04.031 Keeping unlicensed animal*

It shall be unlawful for any person to keep any dog or cat in the limits of the city for which a license has not been procured from a local veterinary clinic. (2000 Code, sec. 5-51) ~~or the City of Plainview~~

Sec. 2.04.032 Annual rabies license and city license required

Each person owning or keeping a dog or cat within the city shall procure a rabies and a city license annually. Such licenses shall be provided by local veterinary clinics. (2000 Code, sec. 5-52) ~~or the City of Plainview~~

Division 3. Nuisances

Sec. 2.04.061 Enumerated

The following acts and conditions are hereby declared to be a public nuisance within the city limits:

~~(1) The harboring or maintaining of more than three (3) dogs over six (6) months of age in an enclosure unless the enclosure contains at least two thousand five hundred (2,500) square feet of space for each dog so enclosed;~~

~~— (2) The harboring or maintaining of more than three (3) cats over three (3) months of age in an enclosure unless the enclosure contains at least one thousand two hundred fifty (1,250) square feet of space for each cat so enclosed;~~

Sec. 4.01.003 Number of dogs and cats at residences; multi-pet permit

~~(a) Except as provided by this section, no residence within the city shall harbor more than four (4) adult dogs and/or four (4) adult cats, over the age of sixteen (16) weeks. No residence within the city shall harbor more than one (1) litter of puppies and/or one (1) litter of kittens.~~

~~(b) Any persons desiring to keep more than four (4) adult dogs, four (4) adult cats, or more than one (1) litter of puppies or kittens at premises occupied by them may apply with the director of animal services for a multi-pet permit. The applicant shall pay an application fee at the time of filing.~~

~~(c) Inspections are required and applicants shall provide the director of animal services with information concerning the maximum number of animals to be kept at any one time at such premises and other pertinent information as required by animal services. Animal services shall conduct a record search for the premises and applicant prior to the inspection. If the record search indicates that enforcement action for violations of this chapter dealing with nuisances has been necessary within the preceding twenty-four (24) months, a permit may, at the discretion of the director of animal services, be issued only after the premise's inspection determines compliance with the animal services regulations. A permit shall not be issued if it is found that the animals cannot be maintained without creating noise or odor nuisances otherwise being detrimental to the public health, safety and welfare, or in a healthy or sanitary environment. Applicants and persons with approved permits, must consent to property inspections.~~

(d) Such permit may be revoked by the director of animal services for cause, including, but not limited to, violations of the provisions of Chapter 2 Animal Control or the inability of the permit holder to keep the animals without creating noise or odor nuisances, otherwise being detrimental to the public health, safety and welfare, or in a healthy or sanitary environment.

(e) All multi-pet permits issued under this section shall be valid for a period up to two (2) years, unless the director of animal services revokes the permit. Regardless of initial application and permit approval date, each permit shall expire on March 31st of the second year following approval. When issued, the permit shall remain the sole property of the city and shall be valid only as to the applicant, location, and number and type of animals for which it was originally issued. The permit may not be sold or transferred, voluntarily or involuntarily, to any other person or entity. Thirty (30) days prior to expiration of the multi-pet permit, persons desiring to keep more than four (4) adult dogs, four (4) adult cats, or more than one (1) litter of puppies or kittens may apply to renew the multi-pet permit. The applicant shall pay a permit fee at the time of filing the renewal application.

(f) Any person either denied a multi-pet permit, or who has had their permit revoked, may file an appeal with the appeals board. Such appeal must be made in writing within ten (10) days of receiving written notice from the director of animal services of the permit denial or revocation. If no appeal request is made within the ten-day period, the denial or revocation of the permit becomes final. Upon receiving an appeal, the appeals board shall hold a hearing at a time and place of their designation. Based upon the recorded evidence of such hearing, the appeals board shall make a final finding.

Division 4. Impoundment

Sec. 2.04.096 Holding period; disposition of unredeemed animals

(a) All impounded animals shall be redeemed within ~~five days~~ ~~seventy-two (72) hours~~ after the same was impounded. When calculating the ~~five days~~ ~~seventy-two hour period~~ for redemption, hours occurring on days when the animal shelter is not open for business will not be counted as part of the redemption period, as long as space is available to hold the impounded animals. If all animal shelter cages become full, the supervisor of animal control will agree on which untagged animals will be euthanized, so that space can be made for additional animals.

(b) At the direction of the senior animal control officer or designee, an animal or fowl not timely redeemed by the owner shall either be placed for adoption with a ~~** bona-fide rescue or adoption group~~ ~~humane society~~ to find a suitable home, kept for city purposes, or be humanely destroyed, or be disposed of for medical purposes.

(Ordinance 18-3675, sec. 2, adopted 4/24/18)

Sec. 2.04.099 Destruction of sick, injured, ~~unweaned or donated~~ animals

The animal control officer may destroy any animal by a humane method if the animal is ~~*donated, unweaned, or so sick~~ or injured that its cure is considered by the animal control officer to be impracticable, or if death is imminent; and, in any of such events, such destruction may be done immediately without notice or any waiting period.

(~~*Must take to the veterinarian~~)

ARTICLE 2.06 RABIES CONTROL *

Sec. 2.06.012 Refusal to surrender animal for quarantine or destruction

No person shall fail or refuse to surrender any animal for quarantine or destruction as required herein when demand is made therefor by the health officer or animal control officer. Should the owner refuse to surrender any animal for quarantine or destruction, the health official or animal control officer shall seek remedy in accordance with Texas Health and Safety Code, Section 822.002 the same as if the animal had caused serious injury or death to a person.
(2000 Code, sec. 5-132)

Sources:

1. Current City of Plainview Animal Control Ordinances Ch.2
2. National Animal Care and Control Association (NACA) Guidelines
3. Amarillo Management and Welfare Dept.
4. City of Lubbock Animal Services Ordinances
5. Texas Association of Counties: Animal Control Handbook
6. ASPCA
7. City of Corpus Christi Animal Care Services
8. MEOW Foster
9. State of Texas Health and Safety Code Title 10: Health and Safety of Animals
10. Waxahachie Tx Animal control Services

Exhibit “A”
Animal Shelter Volunteer Policy



CITY OF PLAINVIEW ANIMAL SHELTER VOLUNTEER POLICY

A) Mission and Purpose

The City of Plainview Animal Control Department is a division of Community Services and is responsible for protecting the health and safety of the citizens through enforcing applicable state and local laws and regulations relating to animals. These services include rabies prevention, animal bite investigation, education on responsible animal ownership, animal adoption, and capture and care for stray and unwanted animals. In conjunction with these services, the Animal Control Department operates the City's Animal Shelter that houses animals for a variety of reasons including housing strays and unwanted pets. Whenever possible, the Animal Control Department will strive to reunite pets with their family or placing adoptable pets with qualified families or rescue groups. The Animal Control Department strives to treat all animals humanely and with compassion.

The Animal Control Department encourages and welcomes volunteer assistance from members of the public who share in this mission. Volunteers provide invaluable assistance to the City's Animal Control Department City in operating the City Animal Shelter and often are key in uniting homeless shelter pets with loving families, which is both exciting and rewarding. A strong, vibrant and cooperative volunteer program is essential and this policy is designed to encourage and foster that volunteer relationship with the City of Plainview within the framework of this mission.

B) Volunteer Opportunities

The Plainview Animal Control Department utilizes volunteers at the City's Animal Shelter in a number of different areas. Generally, a volunteer is asked to perform certain duties by the City Animal Control Officer. These duties include, but aren't necessarily limited to, the following:

- 1) Grooming Animals
- 2) Socialization of animals – may include exercise, walking, companionship and reducing stress.
- 3) Kennel – includes a wide variety of tasks ranging from cleaning kennel runs and general cleaning in the kennel area.
- 4) Bathing Animals
- 5) Walking Dogs
- 6) Feeding/Watering Animals

- 7) Administrative Duties – may include assistance with photographing animals, off-site events, social media or data entry.
- 8) Washing Food Bowls
- 9) Laundry - Drying & Folding

C) Volunteer Requirements, Qualifications and Acceptance

All individuals interested in volunteering at the City Animal Shelter must complete and submit an application with City of Plainview. Once approved, applicants will be notified and invited to attend an orientation meeting with a member of the Animal Control Department. All applicants must meet the following minimum requirements in order to be considered for volunteer work at the City Animal Shelter:

- 1) Must be 18 years of age or older;
- 2) Volunteer at least 5 hours per month;
- 3) Remain active for at least 6 months;
- 4) Agree to submit to a background/reference check;
- 5) Read, acknowledge and agree to abide by this policy;
- 6) Sign a release and waiver of liability;
- 7) Complete all orientation and training as may be required by the Animal Control Department;
- 8) Follow all City policies and guidelines regarding the City Animal Shelter; and
- 9) Wear volunteer identification as provided by the City.

Not all potential volunteers may be accepted to work at the City's Animal Shelter. There may be a number of reasons that a volunteer may not be accepted to work at the City's Animal Shelter including failing to submit a completed application, there are not any volunteer positions open or there already a sufficient number of volunteers working at the City's Animal Shelter, the potential volunteer's schedule is incompatible. Ultimately, the decision as to whether a volunteer is accepted at the City's Animal Shelter is determined solely by the City of Plainview and what is in the best interest of the City of Plainview.

D) Volunteer Orientation

After a volunteer's application has been approved, the volunteer will be required to attend an orientation meeting with a staff member of the Animal Control Department. At the orientation, the Animal Control Officer or their designee will review safety and security procedures, Animal Shelter protocol, and other applicable City policies and procedures. Only volunteer's who have completed the orientation will be allowed to serve as volunteers at the City's Animal Shelter.

E) Animal Shelter Authority and Control

The Animal Control Officer that has the most seniority at the City Animal Shelter (the “Senior ACO”) shall be the supervisor and have authority over all volunteers working at the City’s Animal Shelter. The Senior ACO may delegate this responsibility to another paid staff member of the Animal Control Department but in no event shall a volunteer have supervisory authority over other volunteers, City staff or the Animal Shelter.

F) Safety and Security

As a volunteer it is critical to recognize that the City’s Animal Shelter is first and foremost an animal shelter and its primary purpose is to assist the City of Plainview and its Animal Control Department in protecting the health and safety of the citizens in enforcing applicable state and local laws and regulations relating to animals. The animals housed in the shelter can be unpredictable and the health and safety of City employees, volunteers, the public and the animals requires adherence to certain protocols and rules. As such, volunteers:

- 1) are not to handle any animals unless authorized by the Senior ACO;
- 2) are prohibited from entering unauthorized or secure areas without prior permission from the Senior ACO; shall immediately leave and secure any area if they are directed to do so by the Senior ACO;
- 3) shall not contact any animals located in a quarantined or unauthorized area unless directed to do so by Senior ACO;
- 4) shall only work with those animals designated by Senior ACO; and
- 5) shall keep dogs on a leash at all times when the dog is outside of its kennel unless the dog is in an enclosed dog run.

G) Injuries

- 1) If a volunteer is injured while volunteering, the volunteer must report the injury to the Senior ACO as soon as possible and complete an incident and/or accident report. It is very important to report injuries, even if the injury doesn’t require immediate medical attention. If the volunteer needs medical attention, the Senior ACO or other City staff shall contact emergency services if necessary.
- 2) If a dog or cat in the Animal Shelter bites a volunteer, City staff member or member of the public, it must immediately be reported to the Senior ACO to investigate the incident. The Senior ACO will determine if a bite report and quarantine is required.

H) Access to Kennels and other Animal Shelter Facilities

Volunteers are not permitted to enter the following areas without either being accompanied by the Senior ACO or receiving permission from the Senior ACO:

- 1) area where the kennels are housed;

- 2) areas designated as “staff only”;
- 3) behind the front counter; or
- 4) personal offices of the Animal Control Department staff.

Even if a volunteer has been granted permission into one of the restricted areas outlined above, they can be required to leave immediately at the request of any Animal Control Officer.

I) Access to and Handling Animals

- 1) For the safety of the Senior ACO, volunteers and animals, volunteers are not allowed to handle or walk any animal that has not been health and temperament tested. Volunteers are authorized to handle only the animals that they have been explicitly authorized to handle by the Senior ACO.
- 2) Volunteers are not to remove an animal from a kennel or the Animal Shelter unless they have specific authorization from the Senior ACO. Volunteers may, when requested or authorized by the Senior ACO, walk temperament-tested dogs at the Animal Shelter.

J) Confidential Information

As part of volunteering at the City’s Animal Shelter, volunteers may be exposed to certain sensitive or non-public information. This information could include information relating to City employees, volunteers, members of the public, patrons of the Animal Shelter, donors, investigations and internal records. This information may be considered confidential under applicable Texas law including Texas Local Government Code Chapter 552 (the Texas Public Information Act) the disclosure of which carries criminal implications. Volunteers are not allowed to disclose or make any private use of such confidential information.

K) Volunteer Conduct

- 1) All volunteers are expected to conduct themselves in a professional manner that is supportive of the mission of the City of Plainview Animal Control Department.
- 2) Volunteers are not allowed to volunteer at the Animal Shelter or at off-site adoption events when they have been drinking alcohol or are under the influence of medications or drugs.
- 3) Alcohol is not permitted on Animal Shelter grounds.
- 4) Volunteers are to conduct themselves in a manner that reflects positively on the Animal Control Department and the City of Plainview.
- 5) Volunteers shall refrain from using profane or abusive language when dealing with City staff, other volunteers and the public.
- 6) Volunteers are not to gossip or complain negatively about City staff or other volunteer workers. If a volunteer has an issue with a City staff member or other volunteer, they are to work it out amongst themselves, if possible, or bring it to the Senior ACO or the Chief Building Official.

L) Media Relations, Publications and Photography

The City of Plainview's policy is to encourage positive communication and to ensure the exchange of accurate, timely information among City officials, employees, citizens, media representatives and others interested in the City's Animal Control Department and Animal Shelter. The City has designated certain employees with the responsibility of overseeing the City's communication policies including handling all media requests and publications.

- 1) Volunteers may not use any City of Plainview logo or act or present themselves as representing the City of Plainview with regard to their volunteer work at the City's Animal Shelter without getting prior approval of the City's employee responsible for communications and media relations (the "City PIO"). No publications or print media relating to the City's Animal Shelter may be published without first getting the approval of the City PIO.
- 2) If a volunteer is approached by a member of the media (newspaper, television station, radio station, social media site or some other public media organization) wanting to do an interview at the Animal Shelter the volunteer must refer them to the Senior ACO, Chief Building Official or Assistant City Manager. Once approved, volunteers may be approved for interviews if the story involves animal adoptions or similar events.
- 3) It is critical that the proper, factually accurate message is put out to the media regarding the animal services provided by the City, negating opinions, incomplete information, or bias. Volunteers are not to discuss Animal Shelter or City business with media representatives without approval of the City PIO. Volunteers may suggest stories to City staff, but they should not directly contact the media to do stories for the Animal Shelter.
- 4) At times, volunteers may be asked to take digital photographs of the adoptable dogs and cats to use on the City's website and other social media accounts. Volunteers may also be asked to write a blurb to help market pets to the public. Volunteers are prohibited from taking photographs on Animal Shelter premises unless directed to do so by the Senior ACO.

M) Open Door Policy

Volunteers are encouraged to share their concerns, seek information, provide input, and resolve problems through the Senior ACO. If for any reason a volunteer is unable or unwilling to talk to the Senior ACO, the volunteer should contact the Chief Building Official regarding their concerns.

N) Miscellaneous Volunteer Requirements

1) Smoking and Tobacco Policy

Volunteers are expected to conduct their dealings with the public in a courteous and professional manner. As such, within the bounds of common sense, they are expected to refrain from smoking when with a member of the public while working at the Animal Shelter. Smoking and the use of smokeless tobacco is prohibited inside the Animal Shelter.

2) Alcohol and Drugs in the Workplace

The City is committed to providing a drug-free and alcohol-free environment for the health, safety, and security of its employees and citizens. Volunteers who use drugs or who work while under the influence of drugs or alcohol present a safety hazard to themselves, to fellow volunteers and staff, to customers and to the animals. Volunteers are prohibited from using or being under the influence of alcohol or illegal drugs while on duty. Violation of this policy will result in immediate dismissal as a volunteer.

3) Dress Code and Appearance

As volunteers at the City's Animal Shelter, volunteers are encouraged to present a professional personal image to the public. Volunteers are expected to exercise regular hygiene care and to dress in a neat and tasteful manner. Volunteers who appear for work inappropriately dressed will be sent home.

4) Workplace Harassment

The City's policy is that the work environment at the City should be free from all forms of harassment. This includes harassment based on the following reasons: race, national origin, religion, disability, pregnancy, age, military status, and gender. Harassment is defined as verbal or physical conduct that has the intent or effect of unreasonably interfering with an individual's or group's work performance or that creates an intimidating, hostile, or offensive work environment. Harassment will not be tolerated by volunteers or by City staff. If a volunteer has concerns about this, they should notify the Senior ACO or the Chief Building Official.

O) Non-Employee Status, At-Will Service of Volunteers, Dismissal

- 1) Volunteers participating in activities at the City's Animal Shelter under this policy do not receive any payment for services and that no contract or agreement of employment is created by any written or oral representations made in connection with the volunteer activity or in connection with any other program of the City of Plainview. Volunteers are employees of the City of Plainview but are volunteers who serve at the will of the City of Plainview. No expectation of continued participation is created by volunteering at the Animal Shelter and any volunteer may be dismissed, with or without cause, at any time by the City of Plainview. Volunteers are not provided with any employee benefits, accident insurance, death benefits, compensation for lost time due to injury or any other benefit.
- 2) The City of Plainview reserves the right, in its best interest, to terminate a volunteer's service, with or without cause, at the City's discretion. Without limiting the ability of the City to dismiss with or without cause, possible grounds for termination of a volunteer's service include, but are not limited to: gross misconduct or insubordination; being under the influence of drugs or alcohol; theft of property; misuse of City's equipment or materials; abuse or mistreatment of animals, City staff or other volunteers; failure to adhere to the City's policies and procedures; repeated entry into areas identified as "staff only;" failure to take direction from staff; failure to satisfactorily perform assigned duties; and behavior which is deemed detrimental to the City of Plainview and its Animal Control Department.

P) Animal Welfare, Adoption and Rescue Organizations

1) Rescue Agency Designation

The City of Plainview supports local animal welfare, adoption and rescue organizations (“Rescue Agency” or “Rescue Agencies”) and encourages such organizations to work with the City of Plainview. Subject to the provisions and requirements outlined below and elsewhere in this policy, approved Rescue Agencies:

- a) Are given priority to pull a particular animal from the Animal Shelter or designate the animal as a Rescue Agency animal so long as the animal has no pending applications for adoption. If an animal has a pending application(s), the Rescue Agency will fall in line behind the pending application(s);
- b) Will not be charged to pull or designate an animal from the Animal Shelter;

If a Rescue Agency requests an animal be pulled or designates an animal as a Rescue Agency animal before any adoption applications are received, the Rescue Agency will be allowed first choice at the animal. The Animal Control Department may hold the animal for a reasonable amount of time, not to exceed thirty (30) days, for the Rescue Agency or may keep the animal available for adoption until the Rescue Agency can pull the animal. City staff will make all determinations and decisions regarding which animals may be pulled or designated by the Rescue Agency, the length of time an animal may be kept available for the Rescue Agency and any other decision that is, in the City staff’s discretion, is in the best interest of the City of Plainview and the animal.

2) Rescue Agency Requirements for Approval

- a) In order for a local animal welfare, adoption and rescue organization to be designated as an approved Rescue Agency, the local animal welfare, adoption and rescue organization must:
 - (i) Hold a 501(c)(3) tax identification status;
 - (ii) Provide the names and contact information of the officers and board members of the organization;
 - (iii) Work in the area of animal rescue and adoption;
 - (iv) Maintain reliable communication and contact with the City of Plainview and the Animal Control Department;
 - (v) Maintain and provide to the City of Plainview an updated list of their volunteers and employees covered under the organization’s liability insurance policy;
 - (vi) Maintain a mandatory spay and neuter program prior to the animal being released for adoption, except in cases of very young puppies or other rare extenuating circumstances such as a severe illness or injury such that a veterinarian deems the surgery to be unsafe;

- (vii) Agree to fully indemnify and hold the City of Plainview and its officers and employees harmless from liability for releasing an animal to the organization or for actions or inactions of the organization;
- (viii) If requested, provide references not directly associated with the organization and within the area to verify the organization is reputable;
- (ix) If requested, enter into a written agreement, in a form approved by the City, for purposes of memorializing the understanding between the City and the organization;
- (x) Agrees to abide by all policies and procedures as mandated by the City with regard to the Animal Shelter; and
- (xi) Agrees not to circumvent the authority of the Senior ACO, or other designated City employee in charge of the Animal Shelter.

3) Approval Process of Rescue Agency

- a) Any local animal welfare, adoption and rescue organization desiring to be designated an approved Rescue Agency shall submit documentation verifying the requirements outlined above to the City Manager of the City of Plainview in form and substance acceptable to the City Manager. The City Manager may approve the organization as an approved Rescue Agency or reject the organization if the City Manager, in the City Manager's sole discretion, determines that the agency does not meet the requirements outlined herein.

4) Annual Re-evaluation of Approved Rescue Agency

The City Manager shall review the status of all approved Rescue Agencies on an annual basis and may disapprove an organization if it no longer meets the requirements outlined herein.

5) Termination of Relationship with Approved Rescue Agency

The City or the Rescue Agency shall have the right to terminate any agreement and this relationship at any time, with or without cause.

6) Access to Shelter

Volunteers and employees of a Rescue Agency shall have access to the Animal Shelter for purposes of fulfilling adoption goals and objectives with the coordination and approval of the Senior ACO. The Rescue Agency shall provide a list to the City of all volunteers and/or employees who are authorized to represent the Rescue Agency at the Animal Shelter. All Rescue Agency volunteers or employees who represent the Rescue Agency at the Animal Shelter must:

- a) attend a volunteer orientation meeting with the Senior ACO;
- b) abide by all provisions of the City Animal Shelter Policy.

7) *Animals Pulled, Designated or Relinquished to the Rescue Agency*

All animals relinquished to a Rescue Agency shall become the sole responsibility of the Rescue Agency. An authorized representative of the Rescue Agency shall sign any and all documentation as may be necessary or required by the City to confirm that the Rescue Agency is taking full legal responsibility of any pulled, designated or relinquished animal requested by the Rescue Agency.

RELEASE OF CLAIMS

State of Texas

§

County of Hale

§

§

This Release is executed on _____, 2019, by _____
 _____ (“Releasor”), who resides at the following address and may
 be contacted as follows (Street/City/State/Zip/Telephone Number/E-mail Address): _____

The City of Plainview owns and operates an animal shelter at 500 SW 3rd Street, Plainview, Texas, 79072 which houses animals that were strays, unwanted, quarantined for health purposes or for other reasons associated with enforcing state and local animal regulations (the “Animal Shelter”).

The Releasor desires to volunteer their services at the City of Plainview's Animal Shelter and assist the City of Plainview's Animal Control Department in housing the animals, caring for the animals and operating the Animal Shelter.

The Releasor understands and acknowledges that such activity carries with it an inherent risk and danger of personal injury including but not limited to being bitten, injured or attacked by an animal and is requesting participation with full knowledge and assumes all risk associated with such activity.

In consideration of allowing the Releasor this opportunity, **the Releasor voluntarily and knowingly agrees that the Releasor, with the intention of binding it's members, agents, employees, representatives, successors, heirs, executors, administrators, assigns, and any affiliated organizations, entities, or parties, expressly releases and discharges the City of Plainview, Texas and its employees, agents, representatives, successors, assigns, affiliated organizations, departments, corporations, and parties in privity with the City, whether named or not named in this Release, from all actions, claims, and demands that Releasor, and it's members, agents, employees, representatives, successors, heirs, executors, administrators, assigns, and any affiliated organizations, entities, or parties, may have or claim to have for all maintenance, costs, personal injuries, known or unknown, death, and injuries to property, real or personal, caused by or arising from or out of, directly or indirectly, the Releasor's participation in the activities outlined above.**

Further Releasor agrees to indemnify and hold harmless the City of Plainview, Texas and its employees, agents, representatives, successors, assigns, affiliated organizations, departments, corporations, and parties in privity with the City, whether named or not named in this Release, from all claims for costs, loss or damage on account of injury or death to any person or persons or damage to or destruction of property resulting or arising from or out of, directly or indirectly, the Releasor's participation in the events identified above and any activities conducted by Releasor related to such participation.

RELEASEOR HAS CAREFULLY READ THIS RELEASE AND FULLY UNDERSTANDS ITS CONTENTS AND TERMS. RELEASEOR IS AWARE THAT THIS IS A RELEASE OF LIABILITY

AND AN AGREEMENT TO HOLD THE CITY HARMLESS AS STATED HEREIN, AND THAT THIS RELEASE IS A CONTRACT BETWEEN RELEASOR AND THE CITY OF PLAINVIEW. RELEASOR HAS VOLUNTARILY EXECUTED AND ENTERED INTO THIS RELEASE.

RELEASOR

Signature

Acknowledgement by Volunteer

By signing below:

_____ If accepted, I hereby agree to accept a position as a volunteer worker for the City of Plainview Animal Shelter (“Animal Shelter”) and in so doing I agree to comply with all the rules and regulations established by the City of Plainview (the “City”). I acknowledge that I have received the City of Plainview’s Animal Shelter Policy (the “Policy”), and I understand that it is my responsibility to read and comply with this Policy and the protocols and procedures contained in it and any revisions made to it. I also understand that the requirements outlined in this Policy supersede all prior written and/or oral Animal Shelter policies. I have been given the opportunity to ask a representative of the City any questions or need for clarification that I might have regarding the Policy.

_____ I have entered into my relationship with the City voluntarily and acknowledge that there is no specified length of participation. I understand that I am not an employee of the City and am not entitled to any employee benefits. I understand that either I or Animal Services can terminate the volunteer relationship at will, with or without cause, at any time.

_____ With the exception of the volunteer program-at will policy, all of the information and policies described in the orientation or in this Policy are subject to change. I understand that revised information may supersede, modify, or eliminate existing policies. I agree that any conflicts or ambiguities in City policies and procedures will be decided by the City Manager.

_____ I realize that in my capacity as a volunteer with the Animal Shelter, I may come in contact with confidential information. I do hereby agree to protect this information to the best of my abilities as a volunteer and to not divulge it during or after my service as a volunteer.

_____ I hereby agree that I will not object to or challenge the protocols and procedures outlined by this Policy and the City’s Animal Control Department. This includes but is not limited to: not entering unauthorized areas, not handling any animals without authorization from the Senior ACO, not touching animals that are in unauthorized areas due to the risk of transmitting contagious disease to other animals or personal injury, not bringing cameras on the premises unless directly asked to by City staff, not representing yourself as an employee of the Animal Shelter and failing to secure areas as advised. Violation of any of these guidelines is grounds for immediate removal from the premises and termination of all future volunteer opportunities with the City of Plainview.

Volunteer’s Signature

Volunteer’s Printed Name

Date



CITY OF PLAINVIEW

901 BROADWAY
PLAINVIEW, TX 79072
OFFICE: (806) 296-1100
FAX: (806) 296-1125

ANIMAL SHELTER VOLUNTEER APPLICATION

Name: _____ Date: _____

Residential Address: _____ Phone Number: (____) _____

_____ E-Mail: _____

_____ Date of Birth: _____

Driver's License or Identification Number: _____

Occupation: _____

Description of the merchandise, goods, or services offered for sale: _____

Have you previously worked for the City of Plainview? _____

If "Yes", please give the position held, dates of employment and reason for leaving: _____

Have you ever been charged with or have charges pending for an offense that resulted in a conviction, probation, or community supervision or deferred adjudication, excluding Class C traffic offenses? _____

If "Yes", please provide the date of the offense, nature of offense, court where adjudicated and disposition of case: _____

Have you ever volunteered with the City of Plainview before? If "Yes", please give the area where you volunteered, dates of volunteer work: _____

Please describe any other volunteer experience: _____

Why do you want to volunteer at the Animal Shelter? _____

Do you have any affiliations with other animal adoption or rescue groups, animal shelters or animal organizations? If "Yes", please provide the name of the group, the nature of your affiliation and your role within the group: _____

Based on your understanding of volunteering at the City Animal Shelter, will you require any special accommodation to participate as a volunteer? If "Yes", what reasonable accommodations would be needed to assist you? _____

EMERGENCY CONTACT INFORMATION: In case of an EMERGENCY contact the following:

Name: _____ Relationship: _____

Phone Number: (____) _____

Alternate Phone Number: (____) _____

I understand the City operates the Animal Shelter, a facility that houses animals picked up by animal control personnel/citizens, assists with recovery of lost animals, and finds homes for animals that can be adopted. I understand the City allows volunteers to assist with the operation of the Animal Shelter in an effort to provide more care, encourage adoption, and reduce rates of euthanasia.

I am aware of the inherent risks associated with working with animals, and I voluntarily assume full responsibility for any risk of loss, property damage, or personal injury that may be sustained by me, as a result of being engaged in such activity. In consideration for being permitted to volunteer, I hereby release, indemnify, and hold harmless the City, and its officers, servants, agents, or employees from any and all liability, claims, demands, actions, and causes of action (including claims for court costs and attorney's fees) whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by me or to any property belonging to me, whether caused by the negligence of the City or otherwise, while volunteering at the Animal Shelter, or while in, on or upon the premises.

I acknowledge that the statements made by me in this application are true and complete to the best of my knowledge, and I understand the contents of the application are subject to verification by the City of Plainview. I understand that any false information, omissions of facts or misrepresentations may disqualify me from volunteer work with the City of Plainview or immediate release from volunteer work. I understand authorize the City of Plainview to verify the information in this application including conducting a criminal history check, reference checks, driving record checks etc.

In the event that I am placed as a volunteer with the City of Plainview, I understand that I shall be required to comply with all of the City's rules, policies and regulations. I agree to abide by the City's policies and instructions given by City staff.

I understand that the City has the right to terminate my services as volunteer at any time, with or without notice and with or without cause. By signing below, I certify that I have read and agree with these statements.

Signature of Applicant

Printed Name of Applicant

Date

Exhibit “B”
Abbreviated Needs Assessment Study for the City of Plainview
Animal Shelter



PLAINVIEW, TX
explore the opportunities

**Abbreviated Needs Assessment Study for
Plainview Texas Animal Shelter**

901 Broadway Street

Plainview, TX, 79072

September 1, 2021



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1. PURPOSE AND SCOPE OF STUDY

The purpose of this Abbreviated Needs Assessment Study (Study) is for Shelter Planners of America (SPA) to provide information to the City of Plainview (Plainview), through Parkhill, that will guide them in regard to their future facility needs.

The Study was authorized by Bill Noonan, Principal for Parkhill on April 28, 2021, in accordance SPA proposal dated April 22, 2021.

Information in this Study was developed from information provided by Plainview and obtained in two separate “go-to-meeting”s on July 20 and August 26, 2021. The Study provides a look at people and animal levels, provides two possible Building Space Program options, and a corresponding Opinion of Probable Cost for each option. It was understood that the budget for this project is One Million Dollars.

It should be understood this Study is the first step in planning a new shelter. The second step will be to develop the Conceptual Site Plan and Building Floor Plan based on the approved Building Program contained in this Study. The third and final step will be development of the working drawings and specifications for constructing your project.

2. PEOPLE AND ANIMAL LEVELS

The shelter serves the City of Plainview with a total people population of approximately 19,793 for 2020. The number of animals received at the shelter in 2020 was approximately 1,231. This total is composed of approximately 810 dogs, 308 cats, and 113 other species. (66% dogs, 25% cats, and 9% other species)

Nationally, the number of animals normally received at local shelters annually is 2-3% of the human population. There are no other animal shelters that serve the City of Plainview. The 1,231 animals received at the Plainview shelter in 2020 is 6.22% of the human population. This means the number of animals received per year at the Plainview shelter is higher than the range of the national average.

Over the next 20 years, the population of Plainview is projected to increase to approximately 23,149, a 17% increase.

Refer to Exhibit A that shows the following:

- A. The historical data for the past 5 years shows the number of animals received has declined.
- B. Two projected animal intake amounts. One based on the current 6.22% animal intake rate, and one based on the animal intake continuing to decline at a rate of 10.36 % per year, which is the average over the last 5 years.

We propose the new shelter be designed to accommodate the current animal intake with the expectation that the animal intake will continue to decline in Plainview as it is nationally.

More extensive preventative programs including low cost and subsidized spay/neuter procedures, public education promoting responsible pet ownership, and developing progressive ordinances is part of the solution to reducing unwanted and stray animals. The underlying overpopulation of pets is caused by irresponsible pet ownership and uncontrolled breeding of pets. Although animal overpopulation is beginning to come down nationwide due to remedial programs, it can be countered by increasing human population and continued irresponsible pet ownership.

Of the 1,231 dogs and cats received at the shelter in 2021 the disposition is as follows:

Adoption: approximately 329, or approximately, 26.7% are adopted or transferred. The number of adoptions is poor compared to many modern shelters that have adoption rates of 70 – 80%.

Returned to Owner: approximately 246, or approximately 20%, are returned to their owners. The number of returns to owners is average when compared to many modern shelters that have return to owner rates between 10-20%.

Euthanized: approximately 656, or about 53.3%, were euthanized which is higher than the range of many modern shelters that have rates of 10–20%. There is a strong push nationally to move to a 90% live release rate.

Died in Shelter: Plainview reported that no animals died in the shelter.

Projected Animal Housing Need

Before we discuss the proposed animal housing for the new shelter, we want to discuss an important question.

“Will Holding More Animals for Longer Periods of Time Increase the Number of Animals Adopted?”

“If we hold more animals for longer times won’t more be adopted?” The two following examples can help individuals understand this frequently misunderstood question.

Before we examine the questions however, we want to emphasize the importance of all healthy animals being provided a reasonable stay. As long as animals are emotionally and physically healthy, and kennels are not overcrowded, it is reasonable to extend their stay. However, dogs should not be kenneled so long that it adversely affects their behavior, causing neurotic behavior such as pacing, spinning and aggression.

This issue often becomes confusing for many people when trying to understand the value (or lack thereof) of building bigger shelters and holding more and more animals for longer periods. The following examples will help facilitate understanding:

1. In the first example, assume the shelter holds animals an average of ONE week each during a one-year period. During the year, 100 people (or pet rescue groups) visit per month with the intention to adopt a pet. How many animals could be adopted in that year? If every visitor adopted, you would adopt 1,200 animals.

Now, assume you kept every animal for FOUR weeks (four times longer) during a one-year period. The same 100 people per month visited with the intention to adopt a pet. How many animals could be adopted in a year? If every visitor adopted, you would still adopt 1,200 animals. As you can clearly see, holding the animals longer, by itself, did not affect adoptions.



It is important that your shelter make an informed decision of how many animals to hold at any given time and how long to hold each animal to provide the best opportunity for adoption and have humane treatment.

2. In this second example the shelter houses about 50 animals available for adoption at all times. The same 100 people visit per month with the intention to adopt a pet. How many will be adopted in one year? If every visitor adopts, you will have 1,200 adoptions in one year.

Now, assume the organization builds a shelter to house twice as many animals, holding about 100 animals at all times, how many will then be adopted? If all of the 100 visitors

adopted, you would still adopt 1,200 animals. As you can see, holding twice as many animals does not affect the number adopted.

The conclusion of these two examples is simply this: The only factor that truly affects the number of animals you adopt is the number of people (or rescue groups) who visit the shelter with the intention of adopting. **Holding animals longer and holding many more animals does not significantly increase adoptions.**

NOTE: (A shelter may hold an animal an extended period of time and finally get it adopted, but other animals are being euthanized to allow that one animal the space to stay longer. This is the scenario that causes people to think incorrectly, “If we could just hold all animals longer, they would all eventually be adopted”.)

TO INCREASE ADOPTIONS, YOU MUST INCREASE THE NUMBER OF VISITORS (WHO WANT TO ADOPT). This is done through a good visible shelter location, visibility of all animals, weekend and evening hours, web-site pet listings, an attractive welcoming shelter, well-groomed and healthy animals, friendly staff, adoption requirements that are not too restrictive, reasonably low adoption fees, promotion of adoptions in all local media, special adoption events, the help of rescue groups and transfer programs.

The more effective approach an animal shelter can take rather than warehousing animals is to help get all pets in their service area spayed or neutered and educate their community about responsible pet ownership. This will eventually solve the pet overpopulation problem in a community. A community simply cannot “shelter their way” out of an animal overpopulation problem.

Dog Housing Capacity

The existing shelter has an 18 day Average Length of Stay (ALS) for the approximate 810 dogs handled per year with the present dog housing capacity of 39.

For the new shelter, SPA proposes housing for 31 dogs that results in an approximate 14 day ALS, if the new shelter opened in the near future with expectation that animal intake will continue to go down in the years to come. We usually recommend planning based on a maximum 14 day average length of stay for dogs to avoid adverse effects of housing animals in shelters. Please refer to discussion starting on page 6 above that explains why excess lengths of stay do not really increase adoption.

Refer to the Building Space Program, EXHIBIT B and EXHIBIT C, for the proposed breakdown of the Dog Housing.

Cats Housing Capacity

The existing shelter has a 5 day Average Length of Stay (ALS) for the approximate 308 cats received per year with the present cat housing capacity of 4.

For the new shelter, SPA proposes housing for 12 cats, this results in an approximate 14 day ALS, if the new shelter opened in the near future with expectation that animal intake will continue to go down in the years to come. We usually recommend planning based on a maximum of 14 days average length of stay for cats to avoid adverse effects of housing animals in shelters. Please refer to the discussion starting on page 6 above that explains why excessive lengths of stay do not really increase adoption.

Refer to the Building Space Program, EXHIBIT B and EXHIBIT C, for the proposed breakdown of the cat housing.

Other Animal Species

The shelter received approximately 113 other animals made up of a wide variety of species. In Option 1, SPA recommends that a separate room that could house 4 other animals be provided. This room can also be used for a variety of uses. However, this room is not included in Option2, in order to reduce cost.

3. BUILDING SPACE PROGRAM

The Building Space Program is a detailed listing of each room or space proposed to accommodate Plainview's needs. The net area of each room or space is listed. Net area is defined as the inside dimensions of the space but does not include the wall thickness and corridors. The quantity of each type of room or space is also listed. The rooms are sub-divided into major groupings such as Administrative, Animal Housing, Animal support areas. The net area totals are listed at the bottom of each section and then a grossing factor is applied to the net area. The grossing factor projects the estimated SF needed to accommodate the wall thickness, corridors, and any other unidentified space. This helps to determine the total SF needed. The total SF is critical to developing an Opinion of Probable Cost.

Two options are provided:

OPTION 1

Refer to attached EXHIBIT B dated 8-24-21 for the Proposed Building Space Program Option 1. This option provides our recommendations for spaces that are typically used in animal shelters in similar sized communities.

OPTION 2

Refer to attached Exhibit C dated 8-24-21 for the Proposed Building Space Program Option 2. This option was created to provide a 'cost savings option' and does not include the room to house other species of animals, or the Sally Port with additional storage spaces.

4. OPINION OF PROBABLE COST

Construction cost of animal shelters vary significantly, based on the national economy, the region of the country they are constructed in, when they are constructed and the individual market factors at that time and the method of project delivery. Other important factors are the size of the shelter, the site conditions such as soil and topography, quality of finishes and materials, HVAC systems included and the quality of animal equipment. Since detailed design drawings and engineering have not been prepared at this time, only estimated costs can be presented.

This is based on actual costs of several good quality shelters we have designed. We have taken those costs and adjusted the cost for Lubbock, TX in 2021 based on the R.S Means cost guide. Refer to Exhibit F for examples of shelters built around the country with the estimated cost per sf adjusted for Lubbock, TX, in 2021. Unfortunately, there is not construction cost data available specifically for Plainview, TX. It is possible the costs in Plainview, TX could be lower, but we are not certain. Also, occasionally we find a small community that rallies behind the project and “in-kind” services are donated that reduces the cost. We recommend Plainview plan for the worst and hope for the best.

Please note that modern animal shelters are more like a combination of a hospital and a shopping mall than a warehouse or other industrial use. The cost of modern animal shelters often surprises people because the cost is actually more than many buildings they may be familiar with. The following are some reasons for this:

1. Animal shelter foundations are complicated because there will be slopes within the animal housing areas to drains and this requires additional labor beyond most buildings like schools or office buildings.
2. The floor finishes in animal housing areas are perhaps 3 times the cost of typical carpet or other floor finishes in most buildings.
3. Animal shelters have animal equipment that can add \$20 to \$30/SF on top of the cost of most buildings. Occasionally, the costs people hear about other animal shelters

they do not know if this equipment is included in the price or not. For the estimate in this study we have included the animal equipment.

4. Animal shelters have more walls per SF than most any other building type. For example, dog kennels walls are usually 4 feet to 6 feet apart whereas classrooms in schools are more like 20 feet apart.

5. The Heating, Ventilation and Air-Conditioning (HVAC) systems in the animal housing portions of animal shelters are more expensive than other buildings to reduce disease transmission.

6. The wall finishes in the animal housing portions of animal shelters need to be a non-porous and durable finish to prevent disease transmission and to stand up to the daily washing. Glazed structural tile is a common material but costs significantly more than other materials.

7. Sound control within animal shelters is generally more cost than many building types due to the dogs barking. This requires the walls being extended to the roof deck to prevent sound transmission to other areas and this requires sound absorption materials that cost more than normal materials.

Two Options are provided:

OPTION 1

Refer to Exhibit D dated 8-24-2021 for the Opinion of Probable Cost Option 1. We have included Construction Costs including Site Work as well as for soft costs and contingency that should be considered. Please note, the cost of land is not included.

OPTION 2

Refer to Exhibit E dated 8-24-2021 for the Option of Probable Cost Option 2. We have included Construction Costs including Site Work as well as for soft costs and contingency that should be considered. Please note, the cost of land is not included.

CITY OF PLAINVIEW, TX - Needs Assessment Study - Exhibit A

Projected Animal Intake

8-24-2021



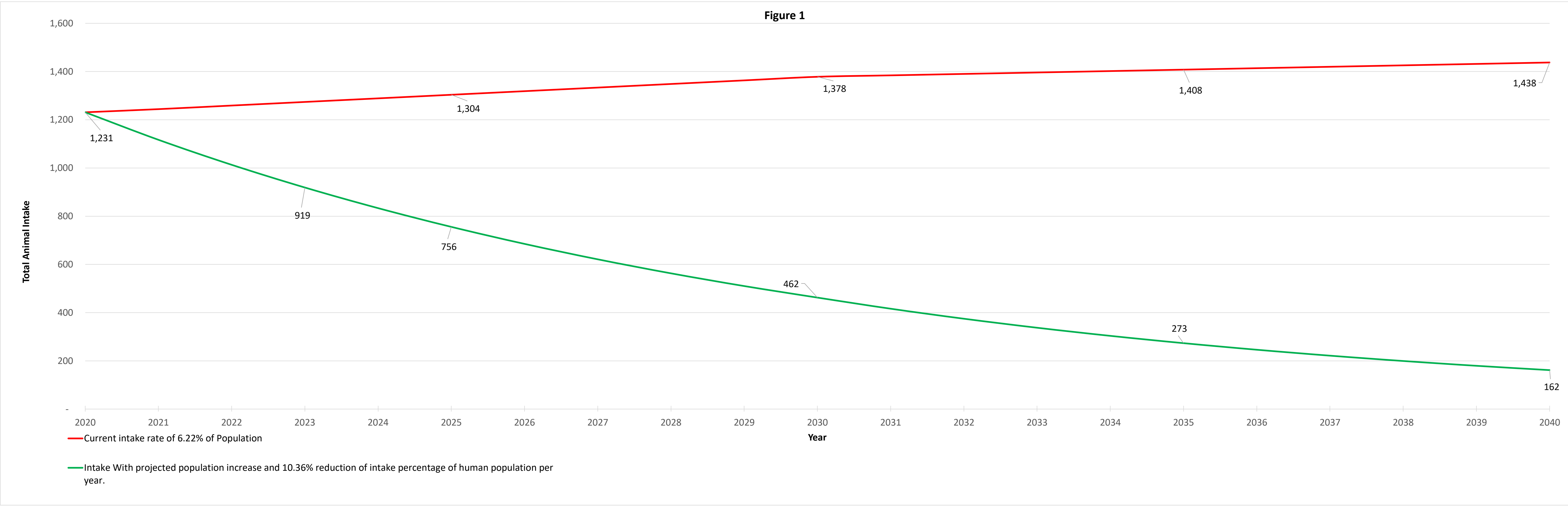
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Historical Shelter Intake Data					
	2016	2017	2018	2019	2020
Human Population	20,859	20,767	20,442	20,143	19,793
Dogs	1,419	1,500	1,305	1,040	810
Cats	618	670	597	466	308
Other	49	97	149	108	113
Total Intake	2,086	2,267	2,051	1,614	1,231
Intake percentage of human population	10.00%	10.92%	10.03%	8.01%	6.22%
% decrease of intake Per Population %	-	9.2%	-8.1%	-20.1%	-22.4%

Note: Average decrease of intake as percentage of human population over the past 5 years is 10.36%.

		Future Shelter Needs																			
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
2020																					
Projected Population	19,793	20,033	20,273	20,513	20,753	20,994	21,234	21,474	21,714	21,954	22,194	22,290	22,385	22,481	22,576	22,672	22,767	22,863	22,958	23,054	23,149
Current intake rate of 6.22% of Population	1,231	1,244	1,259	1,274	1,289	1,304	1,319	1,334	1,348	1,363	1,378	1,384	1,390	1,396	1,402	1,408	1,414	1,420	1,426	1,432	1,438
Percentage based on sustained 10.36% reduction of intake per year.	6.22%	5.58%	5.00%	4.48%	4.02%	3.60%	3.23%	2.89%	2.59%	2.32%	2.08%	1.87%	1.67%	1.50%	1.35%	1.21%	1.08%	0.97%	0.87%	0.78%	0.70%
Intake With projected population increase and 10.36% reduction of intake percentage of human population per year.	1,231	1,117	1,013	919	833	756	685	621	563	510	462	416	375	337	304	273	246	222	199	179	162

Figure 1



BUILDING SPACE PROGRAM - OPTION 1

CITY OF PLAINVIEW, TEXAS

DATE: 8-24-2021

Summary:	Interior	Exterior
A. Administrative	928	
B. Medical Clinic	0	
C. Animal Housing (Interior)	2,328	
D. Animal Housing (Exterior)		828
E. Animal Support Area (Interior)	803	
F. Animal Support Area (Exterior)		780
TOTAL SF	4,060	1,608
COMBINED SF	5,668	

SECTION A - ADMINISTRATIVE

	Room or Space	No. of Rooms				SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
	PUBLIC AREAS									
1	Adoption Lobby	1				150		150		Visitor seating for 4. Approximate 15' Donor Wall
2	Vestibule for Adoption Lobby	0				-		-		
3	Customer Service Counter (2 Customer Service Representatives at counter)	1				120		120		Space for 2 staff at front counter in Lobby. Copy Machine, 12' counter, filing cabinets.
4	Education Center (Multi-purpose Meeting Room)	0				-		-	Adjacent to Lobby for after-hours use, including use of toilet	Not Included.
5	Meeting Room Storage	0				-		-	Adjacent to Meeting Room	Not Included.
6	Meeting Room Kitchen	0				-		-		Not Included.
7	Public Toilets	1				60		60		One unisex family. Verify code minimum.
8	Animal Control Officer	1			2	70		140		
9	Staff Breakroom	1				150		150	Consider access to outdoor space	Counter with sink, microwave, refrigerator, coffee maker, seating at table for 2.
10	Staff Locker Alcove	1				4		4		4 Lockers for staff 1' x 1' x 6'
11	Staff Toilets	1				60		60		One unisex. Verify to comply with code.
12	Staff Shower Room	0				-		-		
13	Data/Phone Closet	1				30		30		
Subtotal:								714		
Net to Gross SF Factor 30%:								214		
Departmental Gross Area:								928		

SECTION B - MEDICAL CLINIC (NO CLINIC INCLUDED)

	Room or Space	No. of Rooms			No. of People	SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
	Subtotal:							-		
								-		
	Net to Gross SF Factor 30%:							-		
	Departmental Gross Area:							-		

EXHIBIT B

SECTION C - ANIMAL HOUSING - INTERIOR

	Room or Space	No. of Spaces	Animals per Space	Animals to be Housed	Size			SF of Each	SF of Walkway	Total SF	Adjacent to or Near	Equipment / Comments
1	Adoption Dog Runs - Jumbo	2	2	4	6.0	x	6.0	36	30	132		See corresponding Exterior Run
2	Adoption Dog Runs - Standard	12	1	12	5.0	x	6.0	30	25	660		See corresponding Exterior Run
3	Stray Dog Runs - Jumbo	1	2	1	6.0	x	6.0	36	30	66		See corresponding Exterior Run
4	Stray Dog Runs - Standard	8	1	8	5.0	x	6.0	30	25	440		See corresponding Exterior Run
5	Nursing Mother Dogs - Jumbo				6.0	x	6.0	36	30	-		See corresponding Exterior Run
6	Medical Isolation Dog Runs				5.0	x	6.0	30	25	-		See corresponding Exterior Run
7	Strict Medical Isolation Dog Runs				5.0	x	6.0	30	25	-		See corresponding Exterior Run
8	Quarantine Dog Runs	2	1	2	5.0	x	6.0	30	25	110		See corresponding Exterior Run
9	Puppy Pens	2	2	4	5.0	x	6.0	30	25	110		See corresponding Exterior Run.
10	Transfer Dog Runs - Jumbo				6.0	x	6.0	36	30	-		See corresponding Exterior Run
11	Transfer Dog Runs - Standard				5.0	x	6.0	30	25	-		See corresponding Exterior Run
	TOTAL DOGS:			31								
12	Adoption Cat Room - Adult	4	1	4				5	12	68		Each cat is housed in a 2-compartment
13	Adoption Cat Room - Kitten	0		0								
14	Cat Community Rooms (18 SF / cat Free Roam)	0	0	0	8.0	x	8.0	64		-	Lobby	
15	Stray Cat Room - Adult	4	0	4				5	12	68		Each cat is housed in a 2-compartment
16	Stray Cat Room - Feral	0		0				5	12	-		
16	Stray Cat Room - Kitten	0		0				5	12	-		
17	Nursing Mother Cats	0		0				5	12	-		
18	Medical Isolation Cats - Non-Viewable	0	1	0				5	12	-		Each cat is housed in a 2-compartment
19	Strict Medical Isolation Cats - Non-Viewable	0	0	0				5	12	-		Each cat is housed in a 2-compartment
20	Quarantine Cat Room - Viewable by public	4	0	4				5	12	68		Each cat is housed in a 2-compartment
	TOTAL CATS:			12								
21	Other Animals	1	1	4				4	12	69		
									-	-		
								-	-	-		
Subtotal:										1,791		
Net to Gross SF Factor 30%:										537		
Departmental Gross Area:										2,328		

SECTION D - ANIMAL HOUSING - OUTDOOR COVERED SPACE

	Room or Space	No. of Spaces	Animals per Space		Size			SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
1	Adoption Dog Runs - Jumbo	2			6.0	x	6.0	36		72		See corresponding Interior Run
2	Adoption Dog Runs - Standard	12	1		5.0	x	6.0	30		360		See corresponding Interior Run
3	Stray Dog Runs - Jumbo	1			6.0	x	6.0	36		36		See corresponding Interior Run
4	Stray Dog Runs - Standard	8			5.0	x	6.0	30		240		See corresponding Interior Run
5	Nursing Mother Dog Runs - Jumbo	-			6.0	x	6.0	36		-		See corresponding Interior Run
6	Medical Isolation Runs	-	1		5.0	x	6.0	30		-		See corresponding Interior Run
7	Strict Medical Isolation Dog Runs	-	1		5.0	x	6.0	30		-		See corresponding Interior Run
8	Dog Quarantine Runs	2	1		5.0	x	6.0	30		60		See corresponding Interior Run
9	Puppy Runs -	2	4		5.0	x	6.0	30		60		See corresponding Interior Run
10	Transfer Runs - Jumbo	-	-		6.0	x	6.0	36		-		See corresponding Interior Run
11	Transfer Runs - Standard	-	-		5.0	x	6.0	30		-		See corresponding Interior Run
12	Cat Sun Porch	-			8.0	x	6.0	48		-		See corresponding Interior Run
Subtotal:										828		
Departmental Gross Area:										828		

SECTION E - ANIMAL SUPPORT AREA - INTERIOR

	Room or Space	No. of Rooms				SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
1	Animal Receiving	1				200		200	Near Lobby and Sally Port	Counter with sink, computer, full size refrigerator, scales, microscope, space to photograph animals, Intake Tub, and Exam Table.
2	Dog Intake Holding	1				60		60	Animal Receiving. Allow After Hours Access.	Two 3'x4' pens.
3	Cat Intake Holding	1				48		48	Animal Receiving	2 cages.
4	Get Acquainted Rooms	1				80		80		One shared for dogs and cats.
5	Behavior Assessment	0				150		-		
6	Behavior Training	0				150		-		
7	Animal Kitchen/Laundry	1				150		150		Counter with 3-compartment sink, and under
8	Food and Litter Storage	1				80		80		
9	Food Storage for Giveaway Program	0				100		-	Admission Lobby	
10	Laundry (Combined with Animal Kitchen)	0				-		-		1 residential washer and 1 dryer with folding tables, shelves and space for carts. Cabinet for Enrichment Storage.
11	Cleaning Equipment Room	0				80		-	Adoption dogs, stray dogs, medical dogs, cats	Cleaning supplies, pressure wash equipment, space for janitor's sink, trash cans, etc.
12	Grooming Room	0				120		-		
13	Euthanasia Room	0				150		-	Freezer	Use Animal Receiving.
Subtotal:								618		
Net to Gross SF Factor 30%:								185		
Departmental Gross Area:								803		

SECTION F - ANIMAL SUPPORT AREA - UN-CONDITIONED ENCLOSED SPACE

	Room or Space	No. of Rooms				SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
1	Enclosed Sally Port (1 space)	1				450		450		Back in is acceptable. Space for chest freezer
2	Event Storage	1				30		30		
3	Trap Storage	1				100		100		
4	Crate Storage	1				100		100		
6	Storage for Animal-Related Items	1				100		100		
Subtotal:								780		
Departmental Gross Area:								780		

BUILDING SPACE PROGRAM - OPTION 2

CITY OF PLAINVIEW, TEXAS

DATE: 8-24-2021

Summary:	Interior	Exterior
A. Administrative	928	
B. Medical Clinic	0	
C. Animal Housing (Interior)	2,239	
D. Animal Housing (Exterior)		828
E. Animal Support Area (Interior)	803	
F. Animal Support Area (Exterior)		0
TOTAL SF	3,970	828
COMBINED SF	4,798	

SECTION A - ADMINISTRATIVE

	Room or Space	No. of Rooms				SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
	PUBLIC AREAS									
1	Adoption Lobby	1				150		150		Visitor seating for 4. Approximate 15' Donor Wall
2	Vestibule for Adoption Lobby	0				-		-		
3	Customer Service Counter (2 Customer Service Representatives at counter)	1				120		120		Space for 2 staff at front counter in Lobby. Copy Machine, 12' counter, filing cabinets.
4	Education Center (Multi-purpose Meeting Room)	0				-		-	Adjacent to Lobby for after-hours use, including use of toilet	Not Included.
5	Meeting Room Storage	0				-		-	Adjacent to Meeting Room	Not Included.
6	Meeting Room Kitchen	0				-		-		Not Included.
7	Public Toilets	1				60		60		One unisex family. Verify code minimum.
8	Animal Control Officer	1			2	70		140		
9	Staff Breakroom	1				150		150	Consider access to outdoor space	Counter with sink, microwave, refrigerator, coffee maker, seating at table for 2.
10	Staff Locker Alcove	1				4		4		4 Lockers for staff 1' x 1' x 6'
11	Staff Toilets	1				60		60		One unisex. Verify to comply with code.
12	Staff Shower Room	0				-		-		
13	Data/Phone Closet	1				30		30		
Subtotal:								714		
Net to Gross SF Factor 30%:								214		
Departmental Gross Area:								928		

SECTION B - MEDICAL CLINIC (NO CLINIC INCLUDED)

	Room or Space	No. of Rooms			No. of People	SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
	Subtotal:							-		
								-		
	Net to Gross SF Factor 30%:							-		
	Departmental Gross Area:							-		

SECTION C - ANIMAL HOUSING - INTERIOR

	Room or Space	No. of Spaces	Animals per Space	Animals to be Housed	Size			SF of Each	SF of Walkway	Total SF	Adjacent to or Near	Equipment / Comments
1	Adoption Dog Runs - Jumbo	2	2	4	6.0	x	6.0	36	30	132		See corresponding Exterior Run
2	Adoption Dog Runs - Standard	12	1	12	5.0	x	6.0	30	25	660		See corresponding Exterior Run
3	Stray Dog Runs - Jumbo	1	2	1	6.0	x	6.0	36	30	66		See corresponding Exterior Run
4	Stray Dog Runs - Standard	8	1	8	5.0	x	6.0	30	25	440		See corresponding Exterior Run
5	Nursing Mother Dogs - Jumbo				6.0	x	6.0	36	30	-		See corresponding Exterior Run
6	Medical Isolation Dog Runs				5.0	x	6.0	30	25	-		See corresponding Exterior Run
7	Strict Medical Isolation Dog Runs				5.0	x	6.0	30	25	-		See corresponding Exterior Run
8	Quarantine Dog Runs	2	1	2	5.0	x	6.0	30	25	110		See corresponding Exterior Run
9	Puppy Pens	2	2	4	5.0	x	6.0	30	25	110		See corresponding Exterior Run.
10	Transfer Dog Runs - Jumbo				6.0	x	6.0	36	30	-		See corresponding Exterior Run
11	Transfer Dog Runs - Standard				5.0	x	6.0	30	25	-		See corresponding Exterior Run
	TOTAL DOGS:			31								
12	Adoption Cat Room - Adult	4	1	4				5	12	68		Each cat is housed in a 2-compartment
13	Adoption Cat Room - Kitten	0		0								
14	Cat Community Rooms (18 SF / cat Free Roam)	0	0	0	8.0	x	8.0	64		-	Lobby	
15	Stray Cat Room - Adult	4	0	4				5	12	68		Each cat is housed in a 2-compartment
16	Stray Cat Room - Feral	0		0				5	12	-		
16	Stray Cat Room - Kitten	0		0				5	12	-		
17	Nursing Mother Cats	0		0				5	12	-		
18	Medical Isolation Cats - Non-Viewable	0	1	0				5	12	-		Each cat is housed in a 2-compartment
19	Strict Medical Isolation Cats - Non-Viewable	0	0	0				5	12	-		Each cat is housed in a 2-compartment
20	Quarantine Cat Room - Viewable by public	4	0	4				5	12	68		Each cat is housed in a 2-compartment
	TOTAL CATS:			12								
21	Other Animals	0	0	0				4	12	-		
									-	-		
								-	-	-		
Subtotal:										1,722		
Net to Gross SF Factor 30%:										517		
Departmental Gross Area:										2,239		

SECTION D - ANIMAL HOUSING - OUTDOOR COVERED SPACE

	Room or Space	No. of Spaces	Animals per Space		Size			SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
1	Adoption Dog Runs - Jumbo	2			6.0	x	6.0	36		72		See corresponding Interior Run
2	Adoption Dog Runs - Standard	12	1		5.0	x	6.0	30		360		See corresponding Interior Run
3	Stray Dog Runs - Jumbo	1			6.0	x	6.0	36		36		See corresponding Interior Run
4	Stray Dog Runs - Standard	8			5.0	x	6.0	30		240		See corresponding Interior Run
5	Nursing Mother Dog Runs - Jumbo	-			6.0	x	6.0	36		-		See corresponding Interior Run
6	Medical Isolation Runs	-	1		5.0	x	6.0	30		-		See corresponding Interior Run
7	Strict Medical Isolation Dog Runs	-	1		5.0	x	6.0	30		-		See corresponding Interior Run
8	Dog Quarantine Runs	2	1		5.0	x	6.0	30		60		See corresponding Interior Run
9	Puppy Runs -	2	4		5.0	x	6.0	30		60		See corresponding Interior Run
10	Transfer Runs - Jumbo	-	-		6.0	x	6.0	36		-		See corresponding Interior Run
11	Transfer Runs - Standard	-	-		5.0	x	6.0	30		-		See corresponding Interior Run
12	Cat Sun Porch	-			8.0	x	6.0	48		-		See corresponding Interior Run
Subtotal:										828		
Departmental Gross Area:										828		

SECTION E - ANIMAL SUPPORT AREA - INTERIOR

	Room or Space	No. of Rooms				SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
1	Animal Receiving	1				200		200	Near Lobby and Sally Port	Counter with sink, computer, full size refrigerator, scales, microscope, space to photograph animals, Intake Tub, and Exam Table.
2	Dog Intake Holding	1				60		60	Animal Receiving. Allow After Hours Access.	Two 3'x4' pens.
3	Cat Intake Holding	1				48		48	Animal Receiving	2 cages.
4	Get Acquainted Rooms	1				80		80		One shared for dogs and cats.
5	Behavior Assessment	0				150		-		
6	Behavior Training	0				150		-		
7	Animal Kitchen/Laundry	1				150		150		Counter with 3-compartment sink, and under
8	Food and Litter Storage	1				80		80		
9	Food Storage for Giveaway Program	0				100		-	Admission Lobby	
10	Laundry (Combined with Animal Kitchen)	0				-		-		1 residential washer and 1 dryer with folding tables, shelves and space for carts. Cabinet for Enrichment Storage.
11	Cleaning Equipment Room	0				80		-	Adoption dogs, stray dogs, medical dogs, cats	Cleaning supplies, pressure wash equipment, space for janitor's sink, trash cans, etc.
12	Grooming Room	0				120		-		
13	Euthanasia Room	0				150		-	Freezer	Use Animal Receiving.
Subtotal:								618		
Net to Gross SF Factor 30%:								185		
Departmental Gross Area:								803		

SECTION F - ANIMAL SUPPORT AREA - UN-CONDITIONED ENCLOSED SPACE

	Room or Space	No. of Rooms				SF of Each		Total SF	Adjacent to or Near	Equipment / Comments
1	Enclosed Sally Port (1 space)	0				450		-		Back in is acceptable. Space for chest freezer
2	Event Storage	0				30		-		
3	Trap Storage	0				100		-		
4	Crate Storage	0				100		-		
6	Storage for Animal-Related Items	0				100		-		
Subtotal:								-		
Departmental Gross Area:								-		

EXHIBIT D

OPINION OF PROBABLE COST - OPTION 1

CITY OF PLAINVIEW, TEXAS

DATE: August 24, 2021

Based on New Construction on a New Site:

Fully Enclosed Space - SF :	4,060
Exterior Space - SF :	1,608
Total SF :	5,668

		LOW	HIGH
Fully Enclosed Space	New Construction Total SF	Total Cost at \$199.00 Per SF	Total Cost at \$285.00 Per SF
A Administrative Areas	928		
B Medical Clinic	-		
C Animal Housing - Interior	2,328		
D Animal Support Areas - Interior	803		
Subtotals:	4,060	\$ 807,868	\$ 1,156,997
Outdoor dog runs and un-conditioned space	Total SF	\$139.30 Per SF	Total Cost at \$199.50 Per SF
E Animal Housing - Outdoor dog runs	828		
F Animal Support Areas - Un-conditioned space	780		
Subtotals:	1,608	\$ 223,994	\$ 320,796
Building - Sub-Totals:	5,668	\$ 1,031,863	\$ 1,477,793
Site Work & Parking	Low High 10% 15%	\$ 103,186	\$ 221,669
Total Construction Cost		\$ 1,135,049	\$ 1,699,462
Total Cost / SF		\$ 200	\$ 300

Consider Budgeting for the following:

Soft Costs	15%		
(AE Fees, Civil Engineering, Surveying, Soil Tests, Construction Materials Testing, Air Balancing, Furnishing, Loose Equipment, Computers & Phone System, etc.)		\$ 170,257	\$ 254,919
Contingency	5%	\$ 65,265	\$ 97,719
Estimated Total Project Cost		\$ 1,370,572	\$ 2,052,101

*Note: This does not include the cost of land.

EXHIBIT E

OPINION OF PROBABLE COST - OPTION 2

CITY OF PLAINVIEW, TEXAS

DATE: August 24, 2021

Based on New Construction on a New Site:

Fully Enclosed Space - SF :	3,970
Exterior Space - SF :	828
Total SF :	4,798

		LOW	HIGH
Fully Enclosed Space	New Construction Total SF	Total Cost at \$192.00 Per SF	Total Cost at \$275.00 Per SF
A Administrative Areas	928		
B Medical Clinic	-		
C Animal Housing - Interior	2,239		
D Animal Support Areas - Interior	803		
Subtotals:	3,970	\$ 762,278	\$ 1,091,805
Outdoor dog runs and un-conditioned space	Total SF	\$134.40 Per SF	Total Cost at \$192.50 Per SF
E Animal Housing - Outdoor dog runs	828		
F Animal Support Areas - Un-conditioned space	-		
Subtotals:	828	\$ 111,283	\$ 159,390
Building - Sub-Totals:	4,798	\$ 873,562	\$ 1,251,195
Site Work & Parking	Low High 10% 15%	\$ 87,356	\$ 187,679
Total Construction Cost		\$ 960,918	\$ 1,438,874
Total Cost / SF		\$ 200	\$ 300

Consider Budgeting for the following:

Soft Costs 15% (AE Fees, Civil Engineering, Surveying, Soil Tests, Construction Materials Testing, Air Balancing, Furnishing, Loose Equipment, Computers & Phone System, etc.)		\$ 144,138	\$ 215,831
Contingency 5%		\$ 55,253	\$ 82,735
Estimated Total Project Cost		\$ 1,160,308	\$ 1,737,441

*Note: This does not include the cost of land.



Fort Bend County Animal Services Rosenberg, TX



Project Information:

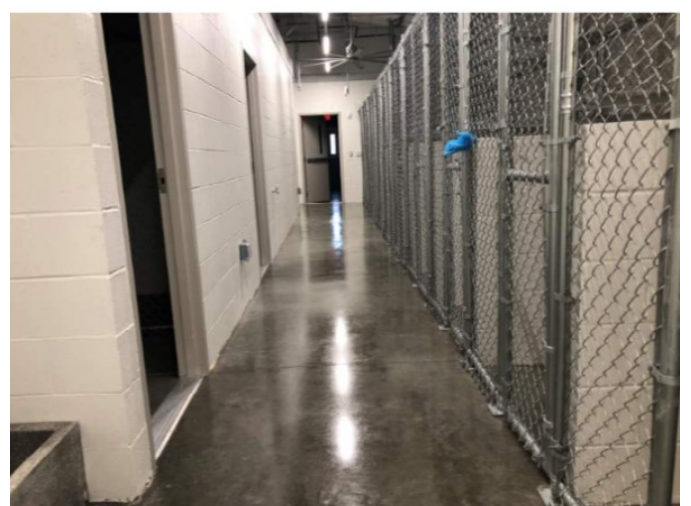
- Public Bid
- Project Delivery Method: Design-Build
- Type of Construction: Pre-Engineered Metal Building
- Flooring Type in Dog Kennels: Sealed Concrete
- Dog Kenneling: Chainlink
- Countertops: Plastic Laminate
- Dog Kennels have heat and ventilation only, no air-conditioning
- Project Size: 5,500 SF
- Site Size: 0.25 acres
- Quality: Low

CONSTRUCTION COST IN 2021, LUBBOCK, TEXAS DOLLARS **\$186/SF**

This is a County owned facility that was built on a tight budget and had to meet the local flood requirements since this site is in an area subject to flooding. The facility features ACO offices, a large conference room, and medical clinic. The facility is designed to house 38 Dogs and 12 Cats.

Fort Bend County Animal Services

Rosenberg, TX



Shelby County Animal Shelter Sidney, OH



Project Information:

- Public Bid
- Project Delivery Method: Competitive
- Type of Construction: Wood
- Flooring in Dog Kennels: Epoxy Resinous
- Dog Kenneling: Welded Stainless Steel
- 100% outside air in animal housing area
- Project Size: 9,900 SF
- Site Size: 1.5 acres
- Quality: High

CONSTRUCTION COST IN 2021, LUBBOCK, TEXAS DOLLARS **\$312/SF**

This is a County owned facility that had support from Shelby County Animal Rescue Foundation called SCARF. The facility features a large “Welcome Center” and an Education Center. The facility is designed to house 48 Dogs and 24 Cats.

Shelby County Animal Shelter

Sidney, OH



Universal City Animal Care & Adoption Center

Universal City, TX



Project Information:

- Publicly Bid
- Project Delivery Method: Competitive
- Type of Construction: Wood Frame
- Suspended Foundation on piers
- Flooring in Dog Kennels: Epoxy Resinous
- Dog Kenneling: Aluminum
- 50% outside air in Animal Area
- Project Size: 7,000 SF
- Site Size: 1.5 acres
- Quality: Good

CONSTRUCTION COST IN 2021, LUBBOCK, TEXAS DOLLARS **\$343/SF**

This is a City owned facility with a courtyard design. The facility features an animal receiving area, dog kennels, cat rooms, staff offices, laundry room, food storage and animal kitchen. The facility is designed to house 31 Dogs and 40 Cats.

Universal City Animal Care & Adoption Center

