

MOTION:

**September 19, 2017
Regular Meeting
Res. No. 17-**

SECOND:

RE: AUTHORIZE DESIGN OPTION C FOR THE ANIMAL SHELTER AS RECOMMENDED BY THE DEPARTMENTS OF POLICE AND PUBLIC WORKS, BUDGET AND APPROPRIATE \$14,124,525 FOR THE DESIGN AND CONSTRUCTION OF THE ANIMAL SHELTER, AND AUTHORIZE CONTRACT MODIFICATION #4 FOR ARCHITECTURAL AND ENGINEERING SERVICES – COLES MAGISTERIAL DISTRICT

ACTION:

WHEREAS, on October 6, 2015, in Resolution No. 15-628, the Prince William Board of County Supervisors directed staff to develop a proposal for the FY2017 Capital Improvement Program (CIP) for the construction, outfitting, operations and maintenance of a new animal shelter; and

WHEREAS, on June 21, 2016, in Resolution No. 16-563, the Prince William Board approved \$1,000,000 of FY2015 year-end funding for the initial planning and schematic design (Phase 1) of the animal shelter; and

WHEREAS, on November 22, 2016, in Resolution No. 16-809, the Board awarded a contract for architectural and engineering services to Cole & Denny Architects for the first phase of design; and

WHEREAS, four scenarios were developed and professionally cost estimated through the schematic design phase; and

WHEREAS, external auditor RSM US, LLP, in its June 20, 2017, report to the Board of County Supervisors, noted shelter facility shortfalls as presenting a high risk to the organization, and recommended that a new facility, if approved, should address the shortfalls; and

WHEREAS, County staff and Cole and Denny Architects presented four design options to the Board on August 1, 2017; and

WHEREAS, the options include the following:

Option A – new construction with retention of existing trailers

Option B – new construction and interior renovation

Option C – new construction

Option D – renovation of shelter, with expansion and off-site adoption centers;

and

WHEREAS, staff was requested to return to the Board on September 19, 2017;

and

September 19, 2017
Regular Meeting
Res. No.17-
Page Two

WHEREAS, county staff and Cole & Denny Architects recommend Option C for the design and construction of a new animal shelter, that will meet standards and requirements for the foreseeable future and which is estimated to cost \$14,124,525; and

WHEREAS, there is sufficient funding planned for in the adopted FY18-22 Five Year budget to cover the capital and operating costs of the project;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors does hereby authorize design option C for the Animal Shelter as recommended by the Departments of Police and Public Works, budget and appropriate \$14,124,525 for the design and construction of the Animal Shelter, and authorize contract modification #4 for architectural and engineering services.

BE IT FURTHER RESOLVED that the fund should be budgeted and appropriated as follows:

BUDGET AND APPROPRIATE:

Increase Revenues:

<u>Fund</u>	<u>Dept.</u>	<u>Project</u>	<u>Award</u>	<u>Object</u>	<u>Description</u>	<u>Amount</u>
4201	15	17C15003	TBD	41800	Animal Shelter	\$14,124,525

Increase Expenditures:

<u>Fund</u>	<u>Dept.</u>	<u>Project</u>	<u>Award</u>	<u>Object</u>	<u>Task</u>	<u>Description</u>	<u>Amount</u>
4201	15	17C15003	TBD	57021	30.01	Animal Shelter	\$14,124,525

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Public Works Director
Chief of Police

ATTEST: _____
Clerk of the Board



Christopher E. Martino
County Executive


COUNTY OF PRINCE WILLIAM


OFFICE OF EXECUTIVE MANAGEMENT
1 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484


BOARD OF COUNTY SUPERVISORS
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September 12, 2017

TO: Board of County Supervisors

FROM: Thomas Bruun 
Director of Public Works

Barry Barnard 
Chief of Police

THRU: Christopher E. Martino 
County Executive

RE: Authorize Design Option C for the Animal Shelter as Recommended by the Departments of Police and Public Works, Budget and Appropriate \$14,124,525 for the Design and Construction of the Animal Shelter, and Authorize Contract Modification #4 for Architectural and Engineering Services - **Coles Magisterial District**

I. Background is as follows:

- A. Enabling and Governing Legislation – According to the Code of Virginia, §3.2-6546, “The governing body of each county...shall maintain or cause to be maintained a public animal shelter...(and)...shall require that the public animal shelter be operated in accordance with regulations issued by the Board... of Agricultural and Consumer Services.” Further, §3.2-6503, Care of Companion Animals, states that “...provisions of this section shall also apply to every public...animal shelter.” The Virginia Administrative Code, 2VAC5-111, under the statutory authority of §3.2-6501 Va. Code, specifies requirements for the operation of public and private animal shelters.
- B. Animal Shelter – The animal shelter was built by community volunteers in 1975 and expanded to 6,646 square feet by the County in 1990. The approximately eleven-acre site also includes parking, a dog park, and ancillary facilities, including a barn, temporary office buildings, covered parking, and storage sheds.
- C. Animal Shelter Services – Current animal shelter services include adoption; quarantine; visitation; a limited veterinarian (vet) office; animal kennels and cages (dogs, cats, livestock, reptiles, small companion animals, and birds); housing of homeless pets; public education concerning animal laws, livestock, and birds; and

enforcement of state and county laws, ordinances, and regulations regarding domestic and agricultural animals.

- D. Project Description – In Resolution Number 15-628, dated October 6, 2015, the Board of County Supervisors (BOCS) directed staff to develop a proposal for the FY2017 Capital Improvement Program (CIP) for the construction, outfitting, operations, and maintenance of a new animal shelter.

In Resolution Number 16-563, dated June 21, 2016, the BOCS approved \$1,000,000 of FY2015 year-end funding for the initial planning and schematic design (Phase 1) of an animal shelter. During that meeting, the Board directed staff to include consultation with industry-specific architects and engineers in the Request for Proposals for shelter design.

The FY18 –23 Adopted CIP includes \$4.3 million in debt service costs as a component of operating impacts for the Animal Shelter project.

- E. Design Contract – In Resolution Number 16-809, dated November 22, 2016, the County awarded a contract for Architectural and Engineering (A/E) services to Cole & Denny Architects (C&DA). The contract includes retention of an animal services consulting architect, Jackson & Ryan. Initial contract award and subsequent modifications to fund additional design options totaled \$278,538.
- F. Animal Advisory Committee (AAC) – The design team inclusive of C&DA, Police Department, and Facilities Construction Management met with AAC on January 17, 2017, to solicit initial input for the project. Staff will brief the AAC subsequent to Board action, and during design and construction.
- G. CIP Development – Representatives from the Police Department, Department of Information Technology, Office of Management and Budget, and Public Works have worked closely with the consultants and specialists. Several design proposals were developed, all of which enable the existing facility to remain operational during design and construction.
- H. Existing Facility Deficiencies – County staff and external auditors, independent of one another, identified a number of deficiencies in the existing facility.
1. External auditor RSM US, LLP, (RSM) in its report to the BOCS on June 20, 2017, stated that the shelter facility shortfalls present “...a high risk...to the organization...”, including, but not limited to, violations of the Virginia Administrative Code, as follows:
 - Overcrowded kennels, “sometimes leading to fights or aggressive behavior...”, per RSM report (2VAC5-111-20);
 - Lack of proper cat cages (2VAC5-111-40);

- Animals housed in a temporary building which also serves as storage for temperature-controlled chemicals, cleaning supplies, the shelter laundry room, and break room for volunteers and staff (2VAC5-111-20);
- Lack of a dedicated isolation room for dogs who may need to be segregated from the general population due to behavior, illness, or contraction of contagious diseases (2VAC5-111-30);
- Lack of an area specifically for newborn and medically-compromised animals (2VAC5-111-30);
- Facility maintenance items, including, but not limited to, unsecure outdoor enclosures for livestock; old, rusty, loose fencing; and an outdoor, unsecured sally port (2VAC5-111-20);
- Insufficient space for centralized storage of physical records, the lack of which may lead to document loss or destruction. Though not specifically noted in the audit report, this exposes the County to the risk of violating §3.2-6557.B, which requires documentation of each animal taken into the shelter, maintenance of the record for at least five years, and availability for public inspection upon request.
- Lack of space for staff operations with resulting physical clutter.

RSM recommends that the new facility, if approved, should address identified deficiencies.

2. The current structure, aging trailers, and deteriorating outbuildings fail to meet the Association of Shelter Veterinarians *Guidelines for Standards of Care in Animal Shelters*. Deficiencies were identified in the areas of facility design and environment, population management, animal physical and behavioral health, recordkeeping, and public health, including but not limited to:

- Lack of adequate space for veterinarian services and treatment as well as overcrowding in animal isolation, treatment, animal housing areas, storage, and public areas;
- Inadequate surge capacity for animal cruelty cases and kitten seasons;
- Inappropriate mixed uses of space for staff and animals, including housing for reptiles and birds;

- Inadequate facilities for staff work space and training, recordkeeping, storage of animal feed, supplies, and donated items; and
- Lack of enclosed space for citizen viewing of adoptable animals.

I. Evaluation Criteria for Design Options – Design options were developed using the following criteria:

- Projected budget;
- Ability to meet animal care regulations required by the Code of Virginia and the Virginia Administrative Code, and enforced by the Virginia Department of Agriculture and Consumer Services (VDACS);
- Ability to meet minimum acceptable standards of humane care, including the remediation of insufficient animal housing, per the Association of Shelter Veterinarians (ASV) *Guidelines for Standards of Care in Animal Shelters*;
- Efficient and cost-effective detail-level decisions, such as incorporating the newly-installed heating, ventilation, and air conditioning (HVAC) system into the design;
- A project schedule which would enable the new shelter to open quickly;
- Ability to provide services via existing operations during construction;
- Improvement of animal adoption opportunities for residents; and
- Improved space for staff operations, supply storage, and records maintenance.

J. Presentation of Design Options – Staff and C&DA presented four design options to the Board on August 1, 2017. A copy of the presentation is attached. Staff was requested to return to the Board on September 19, 2017.

II. Current Situation is as follows:

A. Proposed Designs – The following design options are a result of input from C&DA, the animal services consulting architect, a professional cost estimator, and County staff.

1. Design Option A – New construction with retention of existing trailers. Construct a new 18,000 square-foot facility with adoption lobby, limited vet suite and Animal Control Officer (ACO) offices, limited animal and

staff support spaces, 90 double-sided cat kennels, 40 double-sided dog kennels, and dedicated animal isolation, quarantine and recovery rooms. Existing trailers will be used for ACO offices, and the existing shelter will be demolished after completion of the new building.

2. Design Option B – New construction and interior renovation. Construct a new 17,282 square-foot facility with adoption lobby, 90 double-sided cat kennels, 40 double-sided dog kennels, and multipurpose room for staff and community use.

Renovate the existing 6,646 square-foot building to provide vet and ACO offices, and 16 double-sided cat kennels and 15 double-sided dog kennels for flexible use, i.e., isolation, quarantine, and recovery rooms.

3. Design Option C – New construction. A 28,105 square-foot facility with an adoption lobby, complete veterinarian space, ACO offices, dedicated animal isolation, quarantine, and recovery and a multipurpose room for staff and community enrichment. The facility will contain 106 double-sided cat kennels and 56 double-sided dog kennels. Separate spaces will be provided for small mammals, birds and reptiles.

4. Design Option D – Renovation and addition to the existing animal shelter with two off-site adoption centers. Renovate the existing 6,646 square foot animal shelter to provide dog quarantine, dog isolation, vet suite, and ACO workroom. Construct a new 21,769 square-foot facility with a welcoming adoption lobby, double-sided cat housing, double-sided dog kennels, dedicated animal isolation, quarantine and recovery, multipurpose training room, sally port, and expanded staff and visitor parking. Each remote facility will contain a small lobby, visiting room, storage, laundry, food preparation, cat adoption and dog adoption.

The design of the off-site adoption centers will begin after locations are determined. Additional Police Department staff will also be necessary to support the off-site facilities.

The table below presents an analysis of the extent to which each option meets best practices as defined by the ASV Standards of Animal Care and regulatory requirements as enforced by VDACS, or remediates conditions noted in the audit findings.

	Current	Option A	Option B	Option C	Option D
ASV Standards of Animal Care		✓	✓	✓	✓
VDACS Requirements	✓	✓	✓	✓	✓
Audit Findings		✓	✓	✓	✓

KEY:

Fully Meets or Remediate All

Meets Minimum or Remediate Some

- B. Funding Sources and Uses – Current appropriation for the project is \$1,000,000. Additional funding is necessary to move beyond the design phase. The table below presents a summary of option costs and the amount required to be financed.

Resources

Current Appropriation \$1.00M

Projected Costs

	Option A	Option B	Option C	Option D
Option Study	\$0.33M	\$0.33M	\$0.33M	\$0.33M
Final Design	\$1.36M	\$1.36M	\$1.36M	\$1.60M
Construction	\$8.99M	\$9.65M	\$11.6M	\$13.1M
Project Mgmt.	\$0.60M	\$0.60M	\$0.60M	\$0.60M
Occupancy	\$0.87M	\$0.87M	\$0.90M	\$1.04M
Telecom.	<u>\$0.20M</u>	<u>\$0.25M</u>	<u>\$0.31M</u>	<u>\$0.34M</u>
	\$12.35M	\$13.06M	\$15.12M	\$17.02M
Current Appropriation				
- Projected Option Costs				
Amount to Finance	<u>\$11.35M</u>	<u>\$12.06M</u>	<u>\$14.12M</u>	<u>\$16.02M</u>

- C. Debt Financing – Per Board direction, the Adopted FY2018 – 2022 Five-Year Plan includes operating funding at \$2.96 million and sufficient debt service at \$3.27 million to finance construction of the Animal Shelter. Based on the proposed project schedule, construction will commence and debt will be issued in FY19. The County will incur debt service and operating costs beginning in FY20. The table below presents an analysis of adopted funding against projected design option costs. Of the four options presented, only Design Option D results in a deficit against programmed funding.

Adopted Five-Year Plan Funding

Debt Service	\$3.27M
Operating	<u>\$2.96M</u>
	\$6.23M

Projected Costs	Option A	Option B	Option C	Option D
Debt Service	\$2.99M	\$3.18M	\$3.73M	\$4.23M
Operating	<u>\$1.78M</u>	<u>\$2.18M</u>	<u>\$2.46M</u>	<u>\$4.06M</u>
	\$4.77M	\$5.36M	\$6.19M	\$8.29M
Adopted Five Year Plan Funding - <u>Projected Option Costs</u>				
Surplus/(Deficit), Adopted	<u>\$1.46M</u>	<u>\$0.87M</u>	<u>\$0.04M</u>	<u>(\$2.06M)</u>

- D. Contract Modification – The requested modification is to fund architectural and engineering services from the detailed design phase through warranty. This exceeds 25% of the original contract amount and requires Board action to authorize.
- E. Board Action Requested – The Board is requested to authorize Design Option C for the Animal Shelter as recommended by the Departments of Police and Public Works, budget and appropriate \$14,124,525 for the design and construction of the animal shelter, and authorize contract modification #4 for architectural and engineering services.

III. Issues in order of importance are:

- A. Service Level/Policy Issues – Will the current deficiencies of the existing animal shelter be addressed if a design decision is not made, the budgeting and appropriation of \$14,124,525 for the design and construction of the animal shelter is not approved, and contract modification #4 for architectural and engineering services is not authorized?
- B. Fiscal Impact – What is the cost of approving Design Option C, the budgeting and appropriation of funds, and authorizing contract modification?
- C. Timing – When is Board action requested? What steps will follow Board action?
- D. Legal – Are there any legal issues if the Board does not approve Design Option C, does not budget and appropriate funds, and does not authorize contract modification?

IV. Alternatives in the order of feasibility are:

A. Authorize Design Option C for the Animal Shelter as recommended by the Departments of Police and Public Works, budget and appropriate \$14,124,525 for design and construction of the Animal Shelter, and authorize contract modification #4 for architectural and engineering services.

1. Service Level/Policy Issues – The design meets all ASV and VDACS animal care standards, will provide appropriate spaces for seizures, sick, or injured animals, surrendered animals, and animal adoption, and is intended to remediate facility-related conditions noted in the RSM audit report. The new facility will have species-specific areas, staff and support areas, sufficient storage, and meet the 20-year space needs of the Police Department. The design and planned construction will result in a space efficient, energy efficient 50 year building.
2. Fiscal Impact – Option C will require the County to finance \$14,124,525 for the construction and outfitting of the new shelter. This includes final design, construction, furniture, furnishings, equipment, and telecommunications costs. Debt service and operating costs for this option are supported within the parameters of the adopted Five-Year Plan (FY 18-22). First year debt service is \$1.27 million and is planned to begin in FY20.
3. Timing – Authorizing Design Option C, budgeting and appropriating funds, and authorizing the contract modification will allow design to commence. The anticipated design period (September, 2017, through May, 2018) will proceed as per the current schedule, with anticipated facility occupancy in December, 2020.
4. Legal – Authorizing Design Option C, budgeting and appropriating funds, and authorizing the contract modification is legal and in accordance with procurement regulations. The contract modification will be reviewed and approved by the County Attorney’s Office prior to execution.

B. Authorize New Construction and Retention of Existing Trailers, Design Option A.

1. Service Level/Policy Issues – The facility will be designed to fully meet VDACS requirements and ASV guidelines, and remediate most of the facility-related conditions noted in the RSM report; however, kennels will remain overcrowded, the temporary building will still house the staff/volunteer breakroom, there will be no dedicated rooms for newborn and medically compromised animals, there will still be a lack of space for segregation of work functions and storage, lack of space for staff operations, and the sallyport will remain unenclosed. The new facility will have species-specific areas, limited staff and support areas, but meets

neither current nor 20-year space needs of the Police Department. The design and planned construction will result in an energy-efficient 50 year building.

2. Fiscal Impact – Design Option A will require the County to finance \$11.35 million for the construction and outfitting of the new shelter. This includes final design, construction, furniture, furnishings, equipment, and telecommunications costs. Debt service and operating costs for this option are supported within the parameters of the adopted Five-Year Plan (FY 18-22).
3. Timing – Authorizing Design Option A and budgeting and appropriating funds will allow design to commence. The anticipated design period (September, 2017, through May, 2018) will proceed as per the current schedule, with anticipated facility occupancy in October, 2020.
4. Legal – Authorizing Design Option A and budgeting and appropriating funds is legal and in accordance with the procurement regulations. The contract modification will be reviewed and approved by the County Attorney’s Office prior to execution.

C. Authorize New Construction and Interior Renovation, Design Option B. Staff does not recommend this option.

1. Service Level/Policy Issues – The facility will be designed to fully meet VDACS requirements, some ASV animal care standards, and remediate most of the facility-related conditions noted in the RSM report. The new facility will have species-specific areas, but meets neither current nor 20-year space needs of the Police Department. Existing trailers will be used to meet some space needs. The existing facility will require further improvements within seven years, including exterior improvements and wastewater upgrades.
2. Fiscal Impact – Design Option B will require the County to finance \$12.06 million for the construction and outfitting of the new shelter. This includes final design, construction, furniture, furnishings, equipment, and telecommunications costs. Debt service and operating costs for this option are supported within the parameters of the adopted Five-Year Plan (FY 18-22).
3. Timing – Authorizing Design Option B and budgeting and appropriating funds will allow design to commence. The anticipated design period (September, 2017, through May, 2018) will proceed as per the current schedule, with anticipated new facility occupancy in November, 2020, and interior renovations on the existing facility to be completed in August,

2021. Exterior renovations and wastewater upgrades are estimated to be necessary in 2024.

4. Legal – Authorizing Design Option B and budgeting and appropriating funds is legal and in accordance with the procurement regulations. The contract modification will be reviewed and approved by the County Attorney’s Office prior to execution.

D. Authorize Renovation and Addition to the Existing Animal Shelter with Two Off-Site Adoption Centers, Design Option D. Staff does not recommend this option.

1. Service Level/Policy Issues – The design meets all ASV and VDACS animal care standards, and is intended to remediate facility-related conditions noted in the RSM audit report. The facility will meet the 20-year space needs of the Police Department. However, it will not have the required additional capacity for adoptable animals if the offsite facilities close, and it is the most expensive option.
2. Fiscal Impact – Design Option D will require the County to finance \$16.02 million for the construction and outfitting of the new shelter. This includes final design, construction, furniture, furnishings, equipment, and telecommunications costs. Debt service and operating costs for this option are not supported within the parameters of the adopted Five-Year Plan (FY 18-22).
3. Timing – Authorizing Design Option D and budgeting and appropriating funds will allow design to commence. The anticipated design period (September, 2017, through May, 2018) will proceed as per the current schedule, with anticipated new facility occupancy in December, 2021.
4. Legal – Authorizing Design Option D and budgeting and appropriating funds is legal and in accordance with the procurement regulations. The contract modification will be reviewed and approved by the County Attorney’s Office prior to execution.

E. Take No Action.

1. Service Level/Policy Issues – The current deficiencies at the existing animal shelter are described in Section I.H of this staff report. If a design option is not selected, the design will not proceed and the current deficiencies with the animal shelter will remain.
2. Fiscal Impact – If the Board does not approve a design option, funding will not be spent on the design and construction of a shelter. Previously approved capacity to fund debt service and operating costs will remain in the Adopted Five Year Plan.

3. Timing – If a design decision is not made at this time, design will not commence and a shelter will not be built.
4. Legal – Does not apply.

V. **Recommendation** is that the Board of County Supervisors select Design Option C.

Staff Contact: Lou Ann Dorrier, ext. 6674

Attachment A – Animal Shelter Design Update Presentation

Attachment B – Animal Shelter Design Options Memo Dated September 13, 2017

Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 1 OF 11



Prince William County Government
Board of County Supervisors


Animal Shelter Design Update Presentation

August 1, 2017

*Thomas Bruun – Director
Department of Public Works
Barry Barnard – Chief
Police Department*

Background

- BOCS approved \$1M to initiate design & explore options for the Animal Shelter
- Request for Proposals Sept. 2016
- Design- multiple scenarios explored 9 months remain
- Permitting / Advertisement / Award 8 months
- Construction 18 - 24 months



Animal Shelter Update Presentation | August 1, 2017

| 2 |

Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 2 OF 11

Design Team



Cole&DennyArchitects
Architect of Record

 **Michael Detomo, RA**
Project Manager

 **John Cole, RA**
Design Architect

- Fairfax County Animal Shelter
- award-winning designs
- county & municipal projects


JACKSON & RYAN ARCHITECTS
Animal Services Consultant

 **Martha Seng, RA, FAIA**
Animal Consultant


- 39 years of animal shelter experience
- animal facility programmer
- nationally recognized for outstanding contribution to animal shelter design

Animal Shelter Update Presentation | August 1, 2017 | 3 |

Project Outcomes



- Support the notion that Prince William County is a community of choice, by providing improved adoption opportunities to address public concern for animal welfare.
 1. Meet mandated state regulations (VDACS)
 2. Address facility shortfalls from Internal Audit Report
 3. Meet standards of animal care (ASV)



Animal Shelter Update Presentation | August 1, 2017 | 4 |

Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 3 OF 11

Current Facility & Services



- 85,000 visitors per year
- 4,100 animals per year
- Built 1975 and expanded 1990
- 6,646 sf main shelter
- 2 modular buildings
- 12 outbuildings
- Adoption
- Quarantine
- Visitation
- Animal Control Officers
- Veterinarian
- Public Dog Park

Animal Shelter Update Presentation | August 1, 2017

| 5 |

Project Location

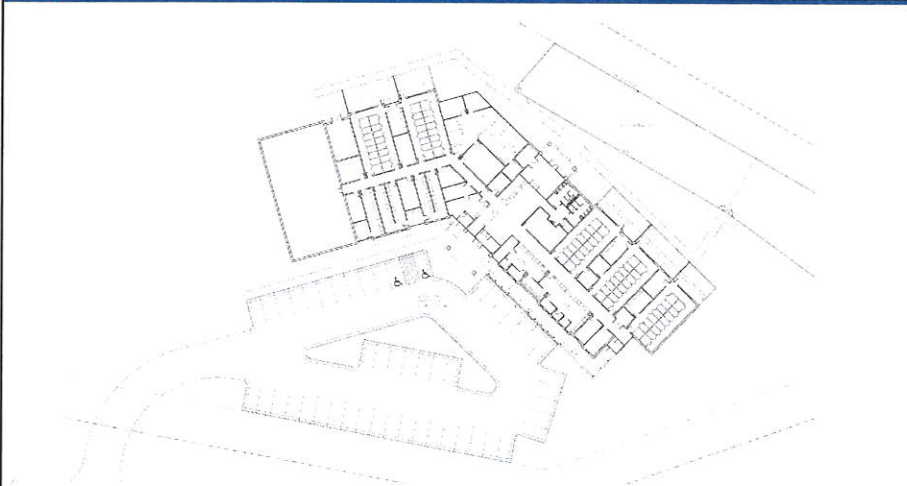


Animal Shelter Update Presentation | August 1, 2017

| 6 |

Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 5 OF 11

Option A: New Construction



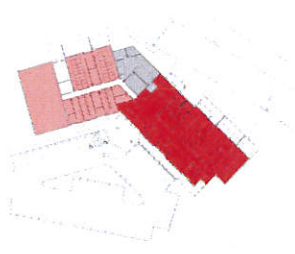
\$11.35M

Animal Shelter Update Presentation | August 1, 2017

| 9 |

Option A: New Construction

- Facility Highlights
 - ◆ New Construction: 18,000 square feet
 - Adoption lobby
 - 90 double-sided cat kennels & 40 double-sided dog kennels
 - Dedicated animal isolation, quarantine, & recovery
- Service Level Impacts
 - Retains/utilizes some existing outbuildings to meet space needs
 - Limited Vet space & ACO offices
 - Limited animal & staff support spaces
- Guidelines
 - VDACS Requirements – Fully Meets
 - PWC Internal Audit Report – Mostly Meets
 - ASV Guidelines – Mostly Meets




Animal Shelter Update Presentation | August 1, 2017

| 10 |

Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 6 OF 11

Option B: Interior Renovation & New Adoption Center



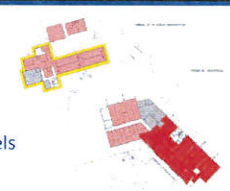
\$12.06M

Animal Shelter Update Presentation | August 1, 2017

[11]

Option B: Interior Renovation & New Adoption Center

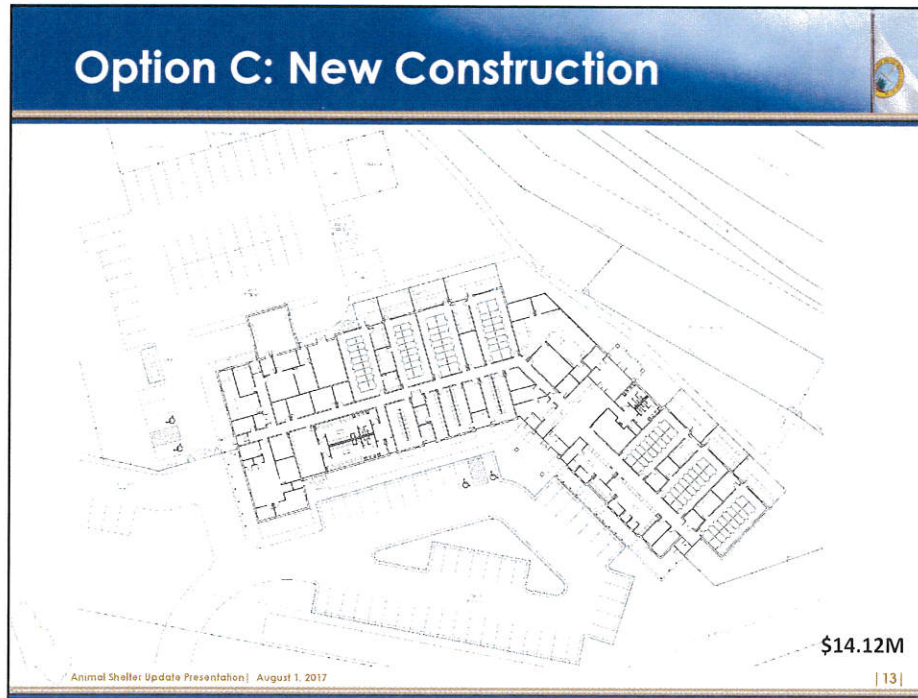
- Facility Highlights
 - ◆ New Construction: 17,282 square feet
 - Welcoming adoption lobby
 - Multipurpose room for staff & community enrichment
 - 90 double-sided cat kennels & 40 double-sided dog kennels
 - ◆ Interior renovation
 - Vet space & ACO offices; 16 double-sided cat kennels & 15 double-sided dog kennels for quarantine, isolation, & recovery
- Service Level Impacts
 - Results in split operations & facilities
 - Limited staff support space
 - Retains/utilizes some existing outbuildings to meet space needs
 - Longer construction period
 - Major building renovation required in 7 years
 - Such as building exterior and wastewater upgrades
- Guidelines
 - VDACS Requirements – Fully Meets
 - PWC Internal Audit Report – Mostly Meets
 - ASV Guidelines – Fully Meets



Animal Shelter Update Presentation | August 1, 2017

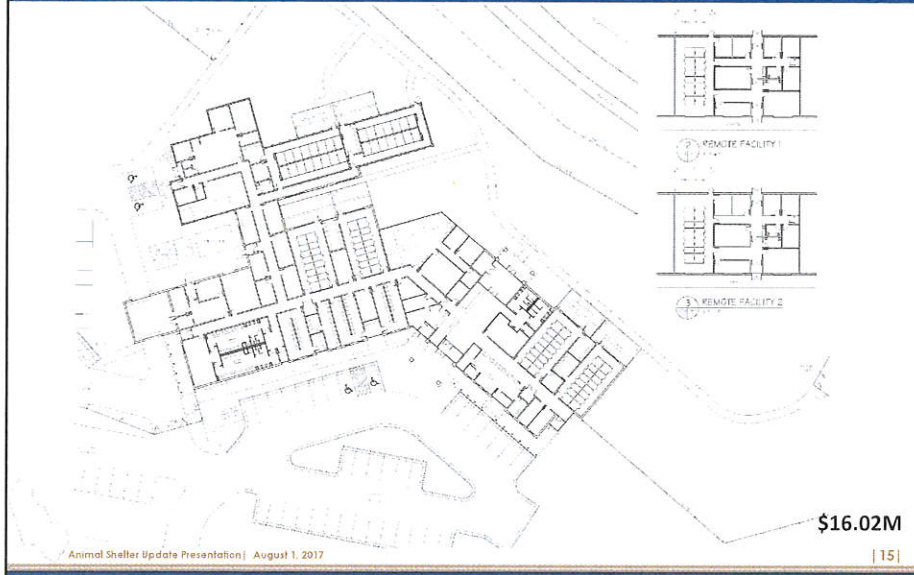
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Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 7 OF 11



Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 8 OF 11

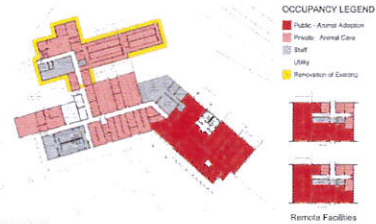
Option D: Renovation, Addition, Offsite



Option D: Renovation, Addition, Offsite

■ Facility Highlights

- 6,646 sf renovation of existing shelter
- 21,769 sf new construction
- 3,813 sf each offsite adoption
- Welcoming adoption lobby
- Complete Vet space & ACO offices
- Dedicated animal isolation, quarantine, & recovery
- Multipurpose room for staff & community enrichment
- 96 double-sided cat kennels and 47 double-sided dog kennels at main facility
- 10 double-sided cat kennels at each offsite & 8 double-sided dog kennels at each offsite

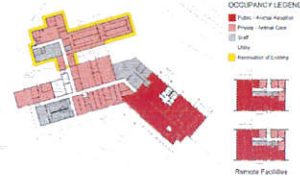


Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 9 OF 11

Option D: Renovation, Addition, Offsite

Service Level Impacts

- Increased operational costs
- Redundant staff positions & increased staffing costs
- No precedent for offsite adoption centers
- Without offsite, animal housing is reduced



Guidelines

- VDACS Requirements – Fully Meets
- PWC Internal Audit Report – Fully Meets
- ASV Guidelines – Fully Meets

Service Level Impact

Prince William County Police Department
Animal Shelter CIP Options, Service Level Impacts

	Current	Option A New Construction 18,000 SF	Option B Int. Renovation & New Adopt Center 23,928 SF	Option C New Construction 28,105 SF	Option D Renovation, Addition, Offsite 36,041 SF
State Vet Requirements Virginia Department of Agriculture & Consumer Services (VDACS)	✓	✓	✓	✓	✓
Facility Shortfalls Internal Audit Report	X	✓	✓	✓	✓
Standards of Animal Care Association of Shelter Veterinarians (ASV)	X	✓	✓	✓	✓

Animal Shelter - Design Decision,
B&A Funds, Contract Modification
ATTACHMENT A, 10 OF 11

Capital Cost Matrix				
	Option A	Option B	Option C	Option D
Resources:				
Current Appropriation	\$1.00M	\$1.00M	\$1.00M	\$1.00M
Total Resources	\$1.00M	\$1.00M	\$1.00M	\$1.00M
Uses:				
Option Study	\$0.33M	\$0.33M	\$0.33M	\$0.33M
Final Design	\$1.36M	\$1.36M	\$1.36M	\$1.60M
Construction	\$8.99M	\$9.65M	\$11.6M	\$13.1M
Project Mgmt.	\$0.60M	\$0.60M	\$0.60M	\$0.60M
Occupancy	\$0.87M	\$0.87M	\$0.90M	\$1.04M
Telecom.	\$0.20M	\$0.25M	\$0.31M	\$0.34M
Total Uses	\$12.35M	\$13.06M	\$15.12M	\$17.02M
Resources Less Uses (Amount to Finance)*	\$11.35M	\$12.06M	\$14.12M	\$16.02M
* The adopted FY 2018-2022 Five Year Plan programs debt service to finance \$12.7 million.				
<small>Animal Shelter Update Presentation August 1, 2017</small> 19 				

Projected Debt Service and Operating Cost vs. Adopted Five-Year Plan (FY18-22)*				
	Option A	Option B	Option C	Option D
Five-Year Plan Funding:				
Debt Service	\$3.27M	\$3.27M	\$3.27M	\$3.27M
Operating	\$2.96M	\$2.96M	\$2.96M	\$2.96M
Total	\$6.23M	\$6.23M	\$6.23M	\$6.23M
Option Costs:				
Debt Service	\$2.99M	\$3.18M	\$3.73M	\$4.23M
Operating	\$1.78M	\$2.18M	\$2.46M	\$4.06M
Total	\$4.77M	\$5.36M	\$6.19M	\$8.29M
Five Year Plan Savings /(Additional Need)	\$1.46M	\$0.87M	\$0.04M	(\$2.06M)
* Debt Service and Operating Costs planned to begin in FY20				
<small>Animal Shelter Update Presentation August 1, 2017</small> 20 				

Next Steps

- Sept. 2017
 - 1. BOCS Approve Option
 - 2. Budget and Appropriate CIP
 - 3. Authorize Contract Modification





COUNTY OF PRINCE WILLIAM

OFFICE OF EXECUTIVE MANAGEMENT
1 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484

BOARD OF COUNTY SUPERVISORS

Corey A. Stewart, Chairman
Jeanine M. Lawson, Vice Chairman
Ruth M. Anderson
Maureen S. Caddigan
Pete Candland
John D. Jenkins
Martin E. Nohe
Frank J. Principi

Christopher E. Martino
County Executive

September 13, 2017

TO: Board of County Supervisors

THRU Christopher E. Martino
County Executive

THRU: Thomas Bruun
Director of Public Works

THRU: Barry M. Barnard
Chief of Police

SUBJECT: Animal Shelter Design Options

On August 1, 2017, Cole & Denny Architects (C&DA) presented animal shelter design options to the Board of County Supervisors (BOCS). Following the presentation, at the request of several Supervisors, County Staff and C&DA, reviewed the various options in more depth. The enclosed documents contain information distributed at the various meetings as well as information requested during the presentation.

Attached, please find an option overview, service level impact matrix, expanded matrix, options schedule, animal housing calculations, and schematic with room identification.

If you have any questions or concerns, please contact David Scott, the Senior Project Manager in the Public Works Facilities Management Division at (703) 792-6698 or DScott@pwcgov.org.

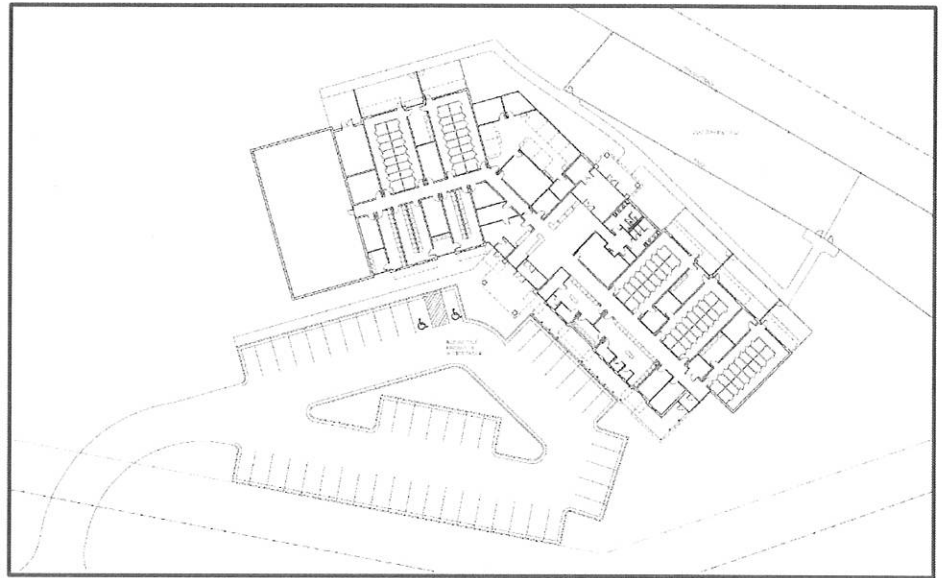
cc: Christopher Price, Deputy County Executive

Prince William County
Animal Shelter

Option A

Overview

An 18,000 square foot facility with a welcoming adoption lobby; dedicated animal isolation, quarantine, and recovery; limited Animal Control Officer (ACO) offices and veterinarian space. The facility will contain 90 double-sided cat kennels and 40 double-sided dog kennels. Separate spaces will be provided for small mammals, birds and reptiles. The project will retain and utilize some existing outbuildings to meet space needs. The existing shelter will be demolished after the new construction is fully operational.



Services and Guidelines

The facility will be designed to fully meet the Virginia Department of Agriculture and Consumer Services (VDACS) requirements and the Association of Shelter Vet (ASV) guidelines. The facility will mostly meet the deficiencies noted in the internal Prince William County internal audit report. Space will not meet the current space needs. The facility will not meet the 20-year program needs of the animal shelter.

Cost

\$11.35M is required for the construction and outfitting of the new shelter. This includes design, construction, furniture, furnishings, equipment, and telecommunications costs. The project is affordable under the debt service and operating costs programmed in the adopted Five-Year Plan (FY 18-22).

Schedule

At present, occupancy of the new shelter is anticipated in October of 2020, with the demolition of the current shelter to follow.

Additional Highlights

Separate adoption and surrender entrances/lobbies; natural daylight; interior play rooms for cats and dogs; adoptable cats and dogs visible through interior adoption lobby windows; multipurpose room for staff meetings, staff training, volunteer orientation, volunteer projects, animal enrichment activities, vaccination clinics, dog training, and other events that benefit the staff and community.

Prince William County
Animal Shelter

Option B

Overview

New construction of a 17,282 square foot facility along with partial renovations to the existing shelter. The complex will have a welcoming adoption lobby; dedicated animal isolation, quarantine, and recovery; veterinarian space and limited Animal Control Officer (ACO) offices. The facility will contain 106 double-sided cat kennels and 56 double-sided dog kennels. Separate spaces will be provided for small mammals, birds and reptiles. The project may retain and utilize some existing outbuildings to meet space needs.



Services and Guidelines

The facility will be designed to fully meet the Virginia Department of Agriculture and Consumer Services (VDACS) requirements. The facility will mostly meet the deficiencies noted in the internal Prince William County internal audit report, and mostly meet the Association of Shelter Vet (ASV) guidelines. Major building renovations will be required in seven years, such as building exterior improvements and wastewater upgrades.

Cost

\$12.06M is required for the construction and outfitting of the new shelter. This includes design, construction, furniture, furnishings, equipment, and telecommunications costs. The project is affordable under the debt service and operating costs programmed in the adopted Five-Year Plan (FY 18-22).

Schedule

At present, occupancy of the new shelter is anticipated in November of 2020, with the renovation of the existing shelter to follow. The renovation is scheduled to be complete in August of 2021.

Additional Highlights

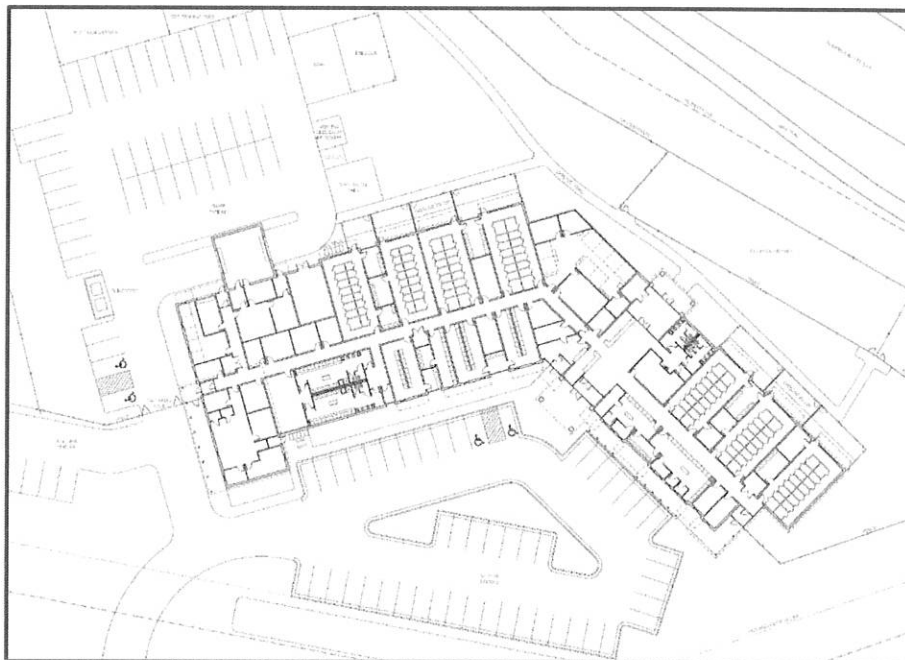
Separate adoption and surrender entrances/lobbies; natural daylight; interior play rooms for cats and dogs; adoptable cats and dogs visible through interior adoption lobby windows; multipurpose room for staff meetings, staff training, volunteer orientation, volunteer projects, animal enrichment activities, vaccination clinics, dog training, and other events that benefit the staff and community.

Prince William County
Animal Shelter

Option C

Overview

A 28,105 square foot facility with a welcoming adoption lobby; complete veterinarian space; animal control officer (ACO) offices; dedicated animal isolation, quarantine, and recovery; multipurpose room for staff and community enrichment. The facility will contain 106 double-sided cat kennels and 56 double-sided dog kennels. Separate spaces will be provided for small mammals, birds and reptiles.



Services and Guidelines

The facility will meet the 20-year space needs of the animal shelter as outlined by Jackson and Ryan Architects as well as Cole and Denny Architects. The facility will be designed to fully meet the Virginia Department of Agriculture and Consumer Services (VDACS) requirements, address the deficiencies noted in the internal Prince William County internal audit report, and fully meet the Association of Shelter Vet (ASV) guidelines.

Cost

\$14.12M is required for the construction and outfitting of the new shelter. This includes design, construction, furniture, furnishings, equipment, and telecommunications costs. The project is affordable under the debt service and operating costs programmed in the adopted Five-Year Plan (FY 18-22).

Schedule

At present, occupancy of the new shelter is anticipated in December of 2020.

Additional Highlights

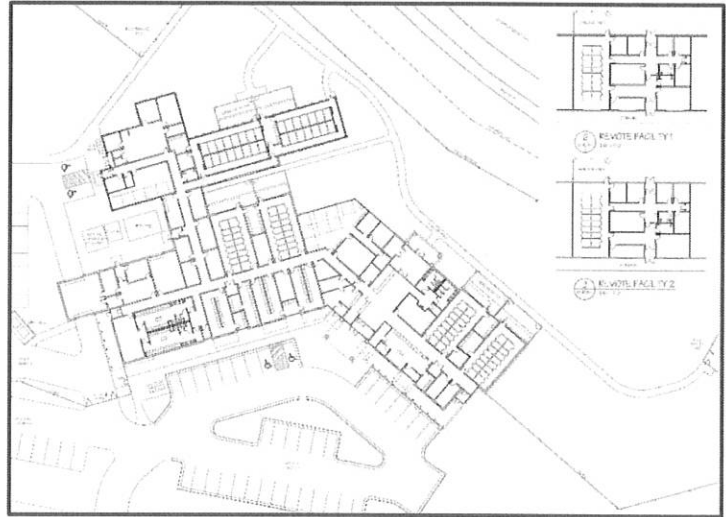
Separate adoption and surrender entrances/lobbies; complete veterinarian office for spay, neuter and other surgeries; natural daylight; interior play rooms for cats and dogs; adoptable cats and dogs visible through interior adoption lobby windows; multipurpose room for staff meetings, staff training, volunteer orientation, volunteer projects, animal enrichment activities, vaccination clinics, dog training, and other events that benefit the staff and community.

Prince William County
Animal Shelter

Option D

Overview

A 6,646 square foot renovation to the existing shelter along with a 21,769 square foot addition. Two geographically separated offsite adoption centers will also be created, each of which is envisioned to be 3,813 square feet. The main facility will have a welcoming adoption lobby; complete veterinarian space; animal control officer (ACO) offices; dedicated animal isolation, quarantine, and recovery; multipurpose room for staff and community enrichment. The facility will contain 96 double-sided cat kennels and 47 double-sided dog kennels. Separate spaces will be provided for small mammals, birds and reptiles. Each remote facility will have 10 double-sided cat kennels and eight double-sided dog kennel. The new facility will not have the required additional capacity for adoptable animals in the event the offsite facilities close.



Services and Guidelines

The facilities will meet the 20-year space needs of the Police Department. The facilities will be designed to fully meet the Virginia Department of Agriculture and Consumer Services (VDACS) requirements, address the deficiencies noted in the internal Prince William County internal audit report, and fully meet the Association of Shelter Vet (ASV) guidelines.

Cost

\$16.02M is required for the construction and outfitting of the new shelter. This includes design, construction, furniture, furnishings, equipment, leasing, and telecommunications costs. The project is not affordable under the debt service and operating costs programmed in the adopted Five-Year Plan (FY 18-22).

Schedule

At present, occupancy of the new shelter, including the off-site adoption centers, is anticipated in December of 2021.

Additional Highlights

Separate adoption and surrender entrances/lobbies at the main facility; complete veterinarian office for spay, neuter and other surgeries; natural daylight; interior play rooms for cats and dogs; adoptable cats and dogs visible through interior adoption lobby windows; multipurpose room for staff meetings, staff training, volunteer orientation, volunteer projects, animal enrichment activities, vaccination clinics, dog training, and other events that benefit the staff and community.

Service Level Impact Matrix

Prince William County Police Department
Animal Shelter CIP Options

		Current	Option A New Construction 18,000 SF	Option B Int. Renovation & New Adopt Center 23,928 SF	Option C New Construction 28,105 SF	Option D Renovation, Addition, Offsite 36,041 SF
Must	State Vet Requirements Virginia Department of Agriculture & Consumer Services (VDACS)	✓	✓	✓	✓	✓
	Facility Shortfalls Internal Audit Report	X	✓	✓	✓	✓
	Standards of Animal Care Association of Shelter Veterinarians (ASV)	X	✓	✓	✓	✓
	Addresses current animal overcrowding	X	X	✓	✓	✓
	Provides secure area for loading/unloading of animals	X	X	X	✓	✓
	Provides separate quarantine areas for dogs/cats	X	✓	✓	✓	✓
	Provides separate isolation and treatment areas for dogs/cats	✓	✓	✓	✓	✓
	Provides veterinary exam and treatment space	✓	✓	✓	✓	✓
	Provides parking for staff and visitors for routine services and programs	X	✓	✓	✓	✓
	Removes deteriorating trailers and outbuildings	X	X	X	✓	✓
Should	Provides building security and access controls	✓	✓	✓	✓	✓
	Provides animal housing flex space for immediate increased capacity needs (e.g. kitten season)	X	X	✓	✓	✓
	Provides surge capacity (e.g. hoarding and animal cruelty cases)	X	X	✓	✓	✓
	Addresses long-term facility capacity needs	X	✓	✓	✓	✓
	Provides separate surrender/adoption entryways and lobby space	X	✓	✓	✓	✓
	Provides expansion of animal adoption areas	X	✓	✓	✓	✓
	Provides expansion of visitation areas	X	✓	✓	✓	✓
	Provides parking for staff and visitors for community events	X	✓	✓	✓	✓
	Provides enhanced public accessibility	X	✓	✓	✓	✓
	Provides employee wellness areas	X	X	X	✓	✓
Ideal	Meets County space standards for staff	X	✓	✓	✓	✓
	Provides increased interior space efficiencies	X	✓	✓	✓	✓
	Provides interior noise abatement	X	✓	✓	✓	✓
	Provides public education space	X	✓	✓	✓	✓
Provides veterinary surgical area for provision of spay/neuter services	X	✓	✓	✓	✓	
Provides dedicated grooming facilities	X	✓	✓	✓	✓	
Provides dog park and trail system	✓	✓	✓	✓	✓	

Association of Shelter Veterinarian (ASV) Guidelines

Must - It is believed that without adherence to this recommendation, the delivery of a minimum level of acceptable/humane care is not possible.

Should - A strong recommendation is implied for these standards.

Ideal - While these may not be possible in all circumstances, they would enhance care for animals and are ideal for an agency to excel in the animal sheltering field, shelters should strive to meet all ideal practices wherever possible.

Dark Green: Fully Meets	✓
Light Green: Meets Minimum Standard	✓
White: Does Not Meet	X

The purpose of this instrument is to evaluate the extent to which a facility (as designed or constructed) supports the listed criteria. With the exception of the VDACS section (which is based on its most recent inspection), it is not intended to document or assess current Animal Shelter practices, policies, or procedures.

Contents

[ASV "Must" Standards](#)

[ASV "Should" Standards](#)

[VDACS Animal Facility Inspection Form](#)

[Internal Audit Findings](#)

Key

ASV

[Association of Shelter Veterinarians](#)

PWC BOCS

[Prince William Board of County Supervisors](#)

VDACS

[Virginia Department of Agriculture and Consumer Services](#)

Sources of listed criteria and findings

ASPCA publication

[Shelter Care Checklists: Putting ASV Guidelines into Action](#)

VDACS Office of Animal Care and

[Animal Facility Inspection Report](#)

Emergency Response

PWC BOCS Resolution 17-294,

[Attachment - Internal Audit Report, Animal Shelter](#)

June 20, 2017

end

SOURCE: Shelter Care Checklists: Putting ASV Guidelines into Action

Must: It is believed that without adherence to this recommendation, the delivery of a minimum level of acceptable or humane care is not possible.

	Current	Option A	Option B	Option C	Option D
Facility Design and Environment					
2.1, General					
Shelter provides an environment...conductive to maintaining animal health	x	x	x	x	x
Facilities are appropriate for the species, the number of animals receiving care, and the expected length of stay		x	x	x	x
2.2, Primary Enclosure					
Enclosure is structurally sound and maintained in safe working condition....		x	x	x	x
No sharp edges, gaps, or other defects that could cause an injury or trap a limb or other body part	x	x	x	x	x
...(S)ecure latches or other secure closing devices	x	x	x	x	x
Provides sufficient space to allow each animal...to make normal postural adjustments (e.g., turn freely, easily stand, sit, stretch, and move head without touching top of enclosure.)	x	x	x	x	x
Animals (may) lie (down) in a comfortable position with limbs extended, move about, and assume a comfortable posture for feeding, drinking, urinating, and defecating.	x	x	x	x	x
The size of each primary enclosure is sufficient to meet...physical and behavioral parameters described...(in these standards.)		x	x	x	x
Animals (may) sit, sleep, and eat away from areas of their enclosures where they defecate and urinate.		x	x	x	x
Crates or cages are not stacked upon each other in a manner that increases animal stress and discomfort, compromises ventilation, or allows waste material to fall from the cage above to the cage below.		x	x	x	x
Cats have a place to hide		x	x	x	x
Outdoor spaces are suitably enclosed		x	x	x	x
All animal areas have non-porous surfaces...durable enough to withstand repeated cleanings.	x	x	x	x	x
2.3, Surfaces and Drainage					
Adequate drainage is provided		x	x	x	x
Drains located in common areas are...cleaned and disinfected prior to allowing animal access to the area.	x	x	x	x	x
2.4, Heating, Ventilation, and Air Quality					
Ventilation is maintained to ensure clean air is provided in all areas....	x	x	x	x	x
Ventilation is accomplished without compromising the maintenance of the animals' body temperatures.	x	x	x	x	x
2.5, Sound Control					
The impact of noise is minimized through facility design or (sound control elements are) added to the existing facility		x	x	x	x
Noise producing equipment is located as far away from the animals as possible		x		x	x
Sound absorbing materials are either out of reach of all animals or resistant to destruction.		x	x	x	x
Cats are not exposed to the noise of barking dogs.		x	x	x	x

DRAFT

The purpose of this instrument is to evaluate the extent to which a facility (as designed or constructed) supports the listed criteria. It is not intended to document or assess current Animal Shelter practices, policies, or procedures.

SOURCE: Shelter Care Checklists: Putting ASV Guidelines into Action

Must: It is believed that without adherence to this recommendation, the delivery of a minimum level of acceptable or humane care is not possible.

	Current	Option A	Option B	Option C	Option D
Population Management					
3.1, Capacity for Care					
Organization does not exceed its capacity for care			x	x	x
Maximum housing capacity is based on the number of animals who can be adequately housed within available primary enclosures.			x	x	x
Maximum housing capacity is not exceeded.				x	x
Sanitation					
4.1, Cleaning and Disinfection					
When water or cleaning and disinfecting products are sprayed in or near primary enclosures animals are...separated (from the area being cleaned) by guillotine doors.	x	x	x	x	x
Medical Health and Physical Well-being					
5.11, Response to Disease and Illness					
Animals with a suspected infectious disease are isolated until diagnosis or subsequent treatment determines them to be low risk to the general population.	x	x	x	x	x
During an outbreak, physical separation is established between exposed, at-risk, and unexposed animals or groups of animals.	x	x	x	x	x
Behavioral Health					
6.2, Considerations on Intake					
Care is given to minimize stress during intake.		x	x	x	x
6.4, In-Shelter Care					
Even short-term housing meets the minimum behavioral needs of animals, providing separate areas for urination/defecation, feeding... resting, and sufficient space to stand and walk several steps, and to sit and lie (down) at full body length.		x	x	x	x
Group Housing					
7.1, Facilities					
For group housing of cats, a variety of elevated resting perches and hiding places are provided to increase the size and complexity of the living space.				x	x
Spaying and Neutering					
10.3, Surgery and Anesthesia					
Appropriate housing is provided for each animal before and after surgery				x	x
Enclosures are secure and provide a (clean, dry, warm) flat surface...with adequate space for the animal to turn around, while allowing for safety at various stages of sedation and anesthesia, and good visibility for staff.				x	x
When surgery is being performed, the operating area is dedicated to surgery....				x	x
Public Health					
12.1, General					
Shelter maintains compliance with...regulations regarding chemical, biological, and physical hazards in the workplace.		x	x	x	x
<i>Percentage of criteria met</i>	35%	79%	82%	100%	100%

DRAFT

The purpose of this instrument is to evaluate the extent to which a facility (as designed or constructed) supports the listed criteria. It is not intended to document or assess current Animal Shelter practices, policies, or procedures.

Should: A strong recommendation is implied for these standards

	Current	Option A	Option B	Option C	Option D
Facility Design and Environment					
2.1, General					
Shelter design provides for proper separation of animals ...and includes sufficient space for the shelter operations (as described in these standards.)				x	x
Entrances, exits, hallways, and rooms are arranged so that...movement through the facility proceeds from areas housing the most susceptible to disease and/or healthiest animals, to those...likely to be a source of contagious disease.				x	x
At least 10% of facility housing capacity is...available for isolation....				x	x
2.2 Primary Enclosure					
To prevent disease transmission, enclosures permit care and cleaning without the need to remove animals....			x	x	x
Dogs and cats (may) hold their tails erect when in a normal standing position.	x	x	x	x	x
Animals (may) see out but have...opportunity to avoid visual contact with other animals.		x	x	x	x
Cats have a minimum of 30 cubic feet per cat and more than two feet of triangulated distances between litter box, resting place, and feeding area.		x	x	x	x
The separation between food, urination and defecation, and resting areas is maximized for all animals.		x	x	x	x
Elevated resting places are provided...especially for cats.		x	x	x	x
Cats have high points on which to perch.		x	x	x	x
2.3, Surfaces and Drainage					
Non-porous, durable surfaces are used in all animal areas so the (surfaces may) be easily disinfected and withstand repeated cleaning.	x	x	x	x	x
...(W)here the shelter walls meet the shelter floors, a sealant is used.	x	x	x	x	x
Floors are...sloped to enable waste and water to run off into drains.**		x	x	x	x
Drain covers... prevent animals' toes from being caught in the drain.**	x	x	x	x	x
2.4, Heating, Ventilation, and Air Quality					
Temperature and humidity levels are evaluated at the level of the animal's body within his or her enclosure.	x	x	x	x	x
...(F)or dogs and cats, the ambient temperature is (between) 60°F and 80°F, with the relative humidity (range between) 30% and 70%.	x	x	x	x	x
Air quality is measured at the level of the animals.	x	x	x	x	x
Ventilation rates (may be) adjusted seasonally, if necessary, and are not thermostat controlled.**	x	x	x	x	x
Isolation areas for dogs have separate air circulation from the rest of the facility.		x	x	x	x
Cat cages that face each other are spaced more than four feet apart.	x	x	x	x	x
Facility is designed to offer as much natural light as possible.		x	x	x	x
Enclosures are positioned so individual animals (may) avoid being exposed to excessive amounts of light or darkness.	x	x	x	x	x
Cages are spaced far enough apart to allow ambient light to reflect off the ceiling and floor.	x	x	x	x	x
2.5, Sound Control					
Sound-absorbent materials are durable enough to permit repeated cleaning		x		x	x

DRAFT

The purpose of this instrument is to evaluate the extent to which a facility (as designed or constructed) supports the listed criteria. It is not intended to document or assess current Animal Shelter practices, policies, or procedures.

Should: A strong recommendation is implied for these standards

Sanitation

4.1, Cleaning and Disinfection

Animal housing areas are designed to withstand the spraying of water and cleaning fluids and (to) have adequate drainage.		x	x	x	x
Sinks are available in all animal housing and food preparation areas.		x	x	x	
Scratched or porous surfaces are not used because of the difficulty or impossibility of completely disinfecting them.	x	x	x	x	x

Medical Health and Physical Well-being

5.3, Considerations at Intake

Beginning at intake, animals are separated by species, age, and by their physical and behavioral health status.		x	x	x	x
Healthy animals are not housed or handled with animals who have signs of illness.	x	x	x	x	x

5.11, Response to Disease and Illness

The facility has a means of providing isolation.	x	x	x	x	x
Even animals with mild clinical signs of contagious disease are not housed in the general population.	x	x	x	x	x

Behavioral Health

6.3, Behavior Evaluation

Cats are physically separated from the sight and sound of dogs.		x	x	x	x
---	--	---	---	---	---

Group Housing

7.1, Facilities

The size of the enclosure is large enough to allow animals to express a variety of normal behaviors.		x	x	x	x
--	--	---	---	---	---

7.2, Selection

Group housing for dogs should have no more than four to six dogs.		x	x	x	x
---	--	---	---	---	---

Euthanasia

9.3, Environment and Equipment

A separate room is designated for euthanasia in a quiet area away from the main pattern of foot traffic, to minimize distractions and interruptions.		x	x	x	x
The room used for euthanasia has adequate lighting and is large enough to comfortably accommodate the equipment, two to three staff members, and the animal being euthanized.		x	x	x	x
When surgery is being performed, the operating area is dedicated to surgery....			x	x	x

Public Health

12.1, General

Noise abatement materials are used in animal holding areas.		x	x	x	x
---	--	---	---	---	---

12.2, Zoonoses

The public does not have unsupervised access to areas where the animals are isolated for zoonotic diseases; staff access to those areas is also limited.	x	x	x	x	x
--	---	---	---	---	---

12.3, Animal-Related Injuries

Access to areas where potentially dangerous animals are held is restricted....	x	x	x	x	x
--	---	---	---	---	---

Percentage of criteria met

43% 88% 90% 100% 98%

** Required by building code

DRAFT

The purpose of this instrument is to evaluate the extent to which a facility (as designed or constructed) supports the listed criteria. It is not intended to document or assess current Animal Shelter practices, policies, or procedures.

SOURCE: VDACS Animal Facility Inspection Form (excerpts)

Virginia Administrative Code, Title 2
Code of Virginia, Title 3.2

Current**
Option A
Option B
Option C
Option D

2 VAC 5-111-20, General Provisions

Suitability

Housed (to) protect them from theft, injury, escape, and exposure to harmful substances.	x	x	x	x	x
Separation according to species, sex, age, and temperament.	x	x	x	x	x

Temperature/Ventilation

Enclosures maintained at temperature comfortable for each animal.	x	x	x	x	x
Each enclosure provides adequate ventilation for each animal.	x	x	x	x	x

Maintenance and Sanitation

Each kennel building and enclosure is clean, dry, and sanitary.	x	x	x	x	x
Animals removed from enclosure before cleaning; or confined in enclosure in a way that keeps animal dry and free from exposure to cleaning agents.	x	x	x	x	x

Cage Specific Requirements

Animal provided access to resting platform, bedding or perch appropriate to its species, age and condition.	x	x	x	x	x
All enclosures have solid floors.	x	x	x	x	x

2-VAC-111-30

Provision of Veterinary Treatment - Protocol

Facility has a marked isolation room.	x	x	x	x	x
Enclosures (for) neonates.	x		x	x	x
Enclosures (for) medically compromised animals.	x		x	x	x

2-VAC-111-40

Housing of Animals Subject to Holding Period

(...enclosure or any portion thereof ...)

...shall be entirely constructed of materials that are durable, non-porous, impervious to moisture, and able to be cleaned and disinfected.	x	x	x	x	x
...that is part of the structural integrity of the building shall have a surface material that is durable, non-porous, impervious to moisture and able to be cleaned and disinfected.	x	x	x	x	x
All structures contained ...shall be constructed of materials that are durable, non-porous, impervious to moisture and able to be cleaned and disinfected, or are discarded or laundered daily.	x	x	x	x	x

§3.2-6503, Adequate Shelter

(Each animal provided...)

...adequate shelter as defined in §3.2-6500 (suitable, safe, protects from weather extremes, properly lighted, enables animal to be clean and dry, provides a solid resting surface.)	x	x	x	x	x
...adequate space as defined in §3.2-6500 (allows each animal to stand, sit, lie, turn about, make all normal body movements in a comfortable, normal position, and interact safely with other animals.)	x	x	x	x	x

Percentage of criteria met

100% 88% 100% 100% 100%

****as noted on most recent VDACS inspection**

Option A
Option B
Option C
Option D

Observation 2, Shelter Facility Shortfalls

Facility Space Observations

Overcrowded kennels			x	x
Temporary building houses:				
Birds in general usage room	x	x	x	x
Shelter laundry room	x	x	x	x
Chemicals (potentially toxic) requiring temperature controlled environment	x	x	x	x
Cleaning supplies	x	x	x	x
Break room for volunteers and employees			x	x
Lack of dedicated rooms for:				
Dog isolation	x	x	x	x
Newborn animals			x	x
Medically compromised animals			x	x
Lack of appropriate space for segregation of:				
Work functions		x	x	x
Storage		x	x	x
Public access	x	x	x	x
Lack of space for staff operations:				
Workstations			x	x
Break room			x	x
File storage	x	x	x	x
Meeting, interviews, training	x	x	x	x
Exposed HVAC system	x	x	x	x
Outdoor enclosures - chicken coop and barn:				
Improperly secured and maintained	x	x	x	x
Rusting, deteriorating	x	x	x	x
Dog park fencing:				
Inadequate post footings	x	x	x	x
Rusty, not attached to posts	x	x	x	x
Adoptable cats area:				
Wooden cages housing animals	x	x	x	x
Outdoor sallyport:				
Not enclosed; poses escape risk		x	x	x
Cleaning supplies and hose stored outdoors		x	x	x

Observation 3, Document Maintenance (limited to facility-driven findings)

Insufficient space for proper storage of physical files:

Prior year documentation maintained in temporary building	x	x	x	x
Older documentation maintained in shed	x	x	x	x

Percentage of conditions remediated

62% 77% 100% 100%

DRAFT

The purpose of this instrument is to evaluate the extent to which a facility (as designed or constructed) supports the listed criteria. It is not intended to document or assess current Animal Shelter practices, policies, or procedures.

II. Animal Capacity

Prince William County has experienced a considerable amount of population growth over the past 10 years. However, the number of animals entering the shelter have been steadily decreasing. This could in part be due to spay/neuter efforts seen across the country that are decreasing the number of homeless animals in our communities. It could also be attributed to a more educated public, more effective animal control policies, and more restrictive admissions. Regardless of the reason, the past method of calculating animal intake based solely on human population is not applicable to Prince William County.

Prince William County Statistics

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Cat Intake	3459	3341	2924	2925	2638	2538	2416	2342	2210	1907	1661
Dog Intake	3368	3055	3142	3166	2866	2830	2777	2573	2467	2312	1990
TOTAL	6827	6396	6066	6091	5504	5368	5193	4915	4677	4219	3651
Live Release	50%	50%	48%	43%	53%	53%	53%	61%	62%	64%	71%
Human Population	341,000					402,000					451,72

Another statistical point to emphasize, is that while the human population has been growing and animal intake shrinking, the live release rate has been steadily rising. Over the last 10 years, this rate has grown from 50% to 71%. This is reflecting more aggressive adoption programs, owner redemptions and foster care participants. It is the goal of the shelter to continue this pattern, and programs that are currently in place to facilitate this live release growth should be enhanced.

It is common for animal intake to increase slightly when a new shelter is built because of public appeal and acceptance, and this program will be based upon that assumption. For calculating purposes, a 10% growth will be factored for housing capacity for the general population for both cats and dogs. Cat cages will increase from the current 92 single-sided cages to approximately 106 double-sided cages. Dog kennels will increase from the current 44 to approximately 56 double-sided kennels. Additional housing will be provided for intake and veterinary care.

All animal housing will be designed in small flexible spaces to accommodate the staff requirements needed to manage the changes that will occur in population types (healthy adoptable, stray hold, quarantine, isolation). All animal housing will be double sided and counted as 2 compartments per 1 animal, allowing accommodation for peak housing needs when animals may be forced to occupy a single side or be paired.

The following chart is a summary of the proposed animal capacity based on an approximate 10% growth of the current single-sided housing capacity:

	Current	Proposed	New Room Configuration
CATS			
Healthy Adoption - Cage	18	24	2 rooms of 12
Healthy Adoption - Group		14	1 room of 6, 4 rooms of 2
Flex Adoption/Stray		12	1 room of 12
Stray Hold	58	40	2 rooms of 12, 1 room of 16
Isolation	16	16	1 room of 16
Sub-TOTAL	92	106	
Intake Hold		6	1 room of 6
Veterinary Care		9	1 room of 9
Medical ICU		4	1 room of 4
TOTAL	92	125	
DOGS			
Healthy Adoption	16	16	2 rooms of 8
Flex Adoption/Stray		8	1 room of 8
Stray Hold	16	16	2 rooms of 8
Isolation	incl below	8	1 room of 8
Quarantine	12	8	1 room of 8
Sub-TOTAL	44	56	
Intake Hold		6	1 room of 6
Veterinary Care		9	1 room of 9
Medical ICU		4	1 room of 4
TOTAL	44	75	

LENGTH OF STAY ANALYSIS

Because shelters are now housing animals longer to allow for health and behavior improvements in order to better their chances of live release, the average length of stay for shelter animals has been increasing nationwide. The number most commonly seen today for cats is 15 days, and for dogs, 10 days.

Based on the 2015 animal intake statistic numbers of 1,661 for cats and 1,990 for dogs, and assuming the shelter is at full capacity year round for dogs and 75% average capacity for cats because of the peak seasons, the current average length of stay can be calculated as follows:

CURRENT CATS

$1,661 / 365 \text{ days per year} = 4.55 \text{ cats per day}$

$92 \text{ current cat spots} \times 75\% = 69 \text{ average full} / 4.55 \text{ cats per day} = 15.2 \text{ stay days}$

CURRENT DOGS

$1,990 / 365 \text{ days per year} = 5.45 \text{ dogs per day}$

$44 \text{ current dog spots} / 5.45 \text{ dogs per day} = 8 \text{ stay days}$

Should the animal intake increase 10% over the next 10 years, the lengths of stay can be calculated as follows:

10 YEAR FUTURE CATS

$10\% \text{ of } 1,661 = 166 \text{ additional cats} = 1,827 \text{ cats per year}$

$1,827 / 365 \text{ days per year} = 5 \text{ cats per day}$

$98 \text{ future cat spots} \times 75\% = 74 \text{ average full} / 5 \text{ cats per day} = 14.7 \text{ stay days}$

10 YEAR FUTURE DOGS

$10\% \text{ of } 1,990 = 199 \text{ additional dogs} = 2,189 \text{ dogs per year}$

$2,189 / 365 \text{ days per year} = 6 \text{ dogs per day}$

$50 \text{ future dog spots} / 6 \text{ dogs per day} = 8.3 \text{ stay days}$

While the projected 8.3 day stay for dogs is less than the national average of 10, the fact that this shelter rarely euthanizes for space and has a current live release rate of 71%, indicates that dogs are being adopted at a rapid rate. This lesser stay rate is working well and should be maintained.

The 14.7 day stay for cats is very close to the national average of 15 days. This length of stay may require the staff to move the cats through the shelter more rapidly and to increase cat adoption rates. A new facility with better cat presentation and disease management should be able to accommodate this slightly shorter hold period.

DAILY HOUSING NEEDS

Statistics were provided for recent years that illustrated the number of animals being housed daily. These numbers were helpful in confirming that the number of proposed habitats will be more than adequate to serve current and future needs. The following chart is a comparison of current daily housing needs to the number of programmed animal habitats that will be provided in the new shelter. For clarification purposes, the flexible spaces have been added to the Adoption numbers.

		Current Average Number of Animals Housed Daily	Proposed Number of Animal Habitats
CATS	Adoption Cats	20	50
	Stray Cats	45	40
	Isolation Cats	13	16
	TOTAL Cats	78	106
DOGS	Adoption Dogs	13	24
	Stray Dogs	15	16
	Isolation / Quarantine Dogs	12	16
	TOTAL Dogs	40	56

For the Adoption and Stray Cat holding areas, it should be noted that the current housing situation is not ideal, in that many cats are having to remain in the stray holding area until adoption spaces become available. The proposed number of Adoption Cat Habitats is much greater than the current, which will alleviate this hold up, providing a much faster adoption process. The proposed number of Stray Cat Habitats is less than current as a result of the larger number of Adoption Cat Habitats.

Animal Shelter - Option Schedules

Option	Duration	dates	2017												2018												2019												2020												2021											
			sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec	jan	feb	mar	apr	may	jun	jul	aug	sep	oct	nov	dec																				

Option A	Duration	dates
option study	9 m	Dec 16 - Sep 17
Final design	4 m	Sep 17 - May 18
plan review/permitting	4 m	Jun 18 - Sept 18
Bid	2.5 m	Oct 18 - mid Nov 18
BOCs award	1.5 m	mid Nov - Jan 2019
Construction	18 m	Feb 19 - July 2020
move-in/transition	2 m	Aug 20 - Sep 20
Occupancy	2 w	October 2020

Option B	Duration	dates
option study	9 m	Dec 16 - Sep 17
Final design	4 m	Sep 17 - May 18
plan review/permitting	4 m	Jun 18 - Sept 18
Bid	2.5 m	Oct 18 - mid Nov 18
BOCs award	1.5 m	mid Nov - Jan 2019
Construction	18 m	Feb 19 - July 2020
move-in/transition	3 m	Aug 20 - Oct 20
Occupancy	2 w	Nov 2020
Renovation	6 m	Dec 20 - May 2021
Move-in (reno)	2 m	June 21 - July 21
Occupancy	2 w	August 2021

Option C	Duration	dates
option study	9 m	Dec 16 - Sep 17
Final design	4 m	Sep 17 - May 18
plan review/permitting	4 m	Jun 18 - Sept 18
Bid	2.5 m	Oct 18 - mid Nov 18
BOCs award	1.5 m	mid Nov - Jan 2019
Construction	20 m	Feb 19 - Sept 2020
move-in	2 m	Oct 20 - Nov 20
Occupancy	2 w	Dec 2020

Option D	Duration	dates
option study	9 m	Dec 16 - Sep 17
Final design	4 m	Sep 17 - May 18
plan review/permitting	4 m	Jun 18 - Sept 18
Bid	2.5 m	Oct 18 - mid Nov 18
BOCs award	1.5 m	mid Nov - Jan 2019
Construction	20 m	Feb 19 - Sept 2020
move-in	3 m	Oct 20 - Dec 20
Occupancy	2w	Jan 2021
Renovation	9 m	Feb 21 - Oct 2021
Move-in (reno)	2 m	Nov 21 - Dec 21
Occupancy	2 w	January 2022

