



MEMORANDUM

To: Mayor and City Council

From: Steve Shore, Facilities Manager
Danny Barton, Chief of Police

Date: April 14, 2026

Reference: Consider approval to enter a design contract with Parkhill for the architectural design of the City of Coppel Animal Services Facility Expansion; in the amount of \$253,200.00; budget provided by the Facilities Infrastructure Maintenance, assigned Fund Balance; and authorizing the City Manager to sign all necessary documents.

2040: Sustainable Government

Introduction:

The purpose of this agenda item is to request approval of a design contract with Parkhill for the architectural design of the City of Coppel's Animal Services Facility expansion, in the amount of \$253,200.

Background:

The Animal Services Facility was constructed in 1998, when the City of Coppel's population was under 30,000. The facility was designed to meet the needs of the community at that time, with a layout and square footage appropriate for a smaller population.

The approximately 4,000-square-foot facility includes less than 2,000 square feet of usable space for housing animals and storing supplies. As operational needs and regulatory expectations have evolved, the facility has become increasingly constrained.

Originally, a small room off the lobby was intended for cats and small animals. The building also includes two hallways, one for public access to view adoptable dogs and another for staff use, leading to offices, work areas, and quarantine rooms. However, the current layout no longer functions effectively:

- Storage space is limited, requiring food and supplies to be stored within the large animal kennel area.
- Laundry equipment is also located within the kennel space, further reducing functional capacity.

- There is no longer a dedicated area for cats; they are currently housed in a hallway originally intended for public circulation.
- Small animals such as rabbits, guinea pigs, and birds are housed in the original cat room near the lobby.

The existing layout also creates challenges for both operations and the visitor experience. Members of the public must be escorted through staff-only areas, including offices, break spaces, and treatment areas, where medical care and animal bathing occur. Quarantine areas are visible to visitors, and circulation paths require the public to move through storage and laundry zones within the kennel area.

Additionally, the exterior sally port is constructed with chain-link fencing and visible from the public parking lot and is currently used for storage of cleaning supplies, traps, donated materials, and a freezer for deceased animals, none of which are screened from public view.

The proposed design will address these operational and facility challenges by:

- Adding a dedicated cat and small animal area with appropriate storage and a meet-and-greet space
- Providing designated storage and laundry space adjacent to the sally port
- Reconfiguring the interior to allow direct public access to large animal kennels, including a meet-and-greet room
- Restricting access to staff-only areas to improve safety and security
- Adding an isolation yard with an enclosed walkway for dogs not ready for group interaction

Staff recommends utilizing Parkhill as described in the contract to provide architectural design services. Parkhill is a highly respected firm and has successfully completed many innovative municipal projects in the region and several others currently under construction.

Benefit to the Community:

The Animal Services Facility expansion will improve the care, safety, and wellbeing of animals while enhancing the experience for residents visiting the shelter. The updated facility will provide a more functional, efficient, and welcoming environment that better serves the community's needs today and into the future.

Legal Review:

The City Attorney has reviewed the contract.

Fiscal Impact:

The fiscal impact of this agenda item is \$253,200.00 as included in the assigned fund balance of the Infrastructure Maintenance Fund and will be included in the May budget amendment.

Recommendation:

The Public Works & Police Departments recommend approval of this contract.