



# DU PAGE COUNTY

## Animal Services Committee

### Final Summary

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

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**Tuesday, September 17, 2024**

**7:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

7:30 AM meeting was called to order by Chair Brian Krajewski at 7:30 AM.

**2. ROLL CALL**

<b>PRESENT:</b>	Cynthia Cronin Cahill, District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia and Krajewski
<b>REMOTE:</b>	Sheila Rutledge

**MOTION TO ALLOW REMOTE PARTICIPATION**

Member Cronin Cahill moved, seconded by Member DeSart, to allow Member Rutledge to participate remotely.

The motion was approved on a voice vote, all "ayes".

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI**

Chair Krajewski remarked that the committee will discuss the topic of rental of the new Animal Services event space under New Business.

**5. MINUTES APPROVAL**

5.A. [24-2459](#)

Animal Services Committee - Regular Meeting - Tuesday, August 20, 2024

**Attachments:** [Summary Minutes August-2024](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart

**6. FINANCE RESOLUTION**

6.A. [FI-R-0165-24](#)

Additional appropriation for the Animal Services Fund, Company 1100 - Accounting

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Unit 1300, \$4,500,000. (Animal Services)

**Attachments:**     [Attachment I - Budget Attachment](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart

**7. ADMINISTRATIVE UPDATE**

Move-in date for the new administrative spaces has been pushed back to early November due to delays in shipping of electrical components. Completion of the entire project is projected for February. ASA Prindle is working on a lease agreement with Lombard Vet for the boarding of shelter dogs while the kennel area is being renovated.

Animal Services is currently caring for under 200 animals. 40 animals were adopted during the one day Clear the Shelters event. The Chicagoland Humane Coalition is hosting Super Adoption Saturday on September 28th at the Lake County Fairgrounds. More than 22 shelters and rescues will be participating. Animal Services will be showcasing small animals, cats and kittens. The Super Adoption Saturday goal is to have 500 animals adopted during the event.

Laura thanked DAF donors and board for making it possible to provide urgent and specialty medical assistance for the recent influx of animals with severe medical issues. She reminded the committee that DAF is critical to making sure that Animal Services doesn't have to question whether an animal can receive the care and treatment they need.

**8. OLD BUSINESS**

No old business was discussed.

**9. NEW BUSINESS**

9.A. Discussion: Animal Services Community Room Event Space Rental

Chair Krajewski shared that ASA McCarthy has been doing research on the requirements and restrictions related to renting out the new Animal Services multi-purpose room to outside groups for special events.

Among the topics to be addressed:

- Is the committee in favor of renting the space for special events
- Is the committee in favor of allowing food & beverage into the space
- Is the committee in favor of allowing alcohol to be served in the space
- Who will be allowed to serve food and alcohol in the space
- What are the minimum insurance requirements for the above
- Proposed ordinance, fee schedule, and policy for rental of the space

Once these topics are addressed and details drafted, it will then be presented to the full County Board for review and approval.

Chair Krajewski asked for a consensus from the committee. All committee members were in favor of allowing the space to be rented. All committee members were also in favor of food, beverage, and alcohol being served in the space.

#### **10. ADJOURNMENT**

With no further business, the meeting was adjourned.



# Minutes

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**File #:** 24-2459

**Agenda Date:** 9/17/2024

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Animal Services Committee

### Summary

421 N. COUNTY FARM ROAD  
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**Tuesday, August 20, 2024**

**7:30 AM**

**Room 3500A**

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**1. CALL TO ORDER**

7:30 AM meeting was called to order by Chair Brian Krajewski at 7:30 AM.

**2. ROLL CALL**

<b>PRESENT:</b>	District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia, Krajewski and Sheila Rutledge
<b>ABSENT:</b>	Cynthia Cronin Cahill

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI**

Chair Krajewski remarked that Laura will be presenting the FY2025 Animal Services budget at today's meeting. The budget includes a proposed increase in rabies registration tag fees. The budget also reflects a plan to increase headcount in order to meet the needs of the new shelter and increased veterinary services for Animal Services and the public.

Chair Krajewski shared that in light of several municipalities directing their stray animal holding to Animal Services due to service fee increases on the part of their current stray holding facilities, we will be reviewing our municipal stray holding fee structure to ensure that we are covering the cost of caring for the increasing number of animals coming from our municipal partners. The current fee structure is not sustainable.

**5. MINUTES APPROVAL**

5.A. [24-2189](#)

Animal Services Committee - Regular Meeting - Tuesday, June 18, 2024

**Attachments:** [Summary Minutes June-2024.pdf](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Sheila Rutledge

**6. PROCUREMENT REQUISITIONS**

6.A. [24-2190](#)

County Contract 3608-0001 SERV, issued to PetHealth Services Inc, to decrease the contract amount by \$171,600 and close the contract due to expiration of the contract. (Animal Services)

**Attachments:** [3608 PetHealth Services CO #3 to decrease and close contract signed.pdf](#)

<b>RESULT:</b>	ADOPTED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart

6.B. [24-2191](#)

County Contract 6301-0001 SERV, issued to Imaging Systems d/b/a IDT, to decrease the contract amount by \$18,765.82 and close the contract due to expiration of the contract. (Animal Services)

**Attachments:** [6301-1-SERV Imaging Systems CO#1 to decrease and close contract signed.pdf](#)

<b>RESULT:</b>	ADOPTED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Sheila Rutledge

6.C. [AS-P-0001-24](#)

Recommendation for the approval of a contract to Covetrus North America, LLC, for the purchase of veterinary pharmaceuticals and medical supplies, for DuPage County Animal Services, for the period September 14, 2024 through September 13, 2025, for a contract total not to exceed \$90,000; per low bid #22-067-ANS. Second of three (3) available options to renew.

**Attachments:** [Covetrus - Procurement Review Comprehensive Checklist \(PRCC\)](#)  
[Covetrus - Contract Renewal 22-067-ANS](#)  
[Covetrus - PRICE LIST effective August 2024](#)  
[Covetrus - Bid Tabulation 22-067-ANS](#)  
[Covetrus - Bid Response 22-067-ANS](#)  
[Covetrus - Vendor Ethics](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart

**7. BUDGET TRANSFERS**

**7.A. 24-2201**

Transfer of funds from 1100-1300-54120 (automotive equipment), to 1100-1300-50000 (regular salaries), 1100-1300-53818 (refunds and forfeitures), 1100-1300-52100 (IT equipment-small value), 1100-1300-52210 (food & beverage), 1100-1300-52220 (wearing apparel), and 1100-1300-52320 (medical & dental supplies) in the amount of \$113,166 to cover personnel, registration refund, food and beverage, staff apparel, and IT equipment expenses for the new shelter. (Animal Services)

**Attachments:**     [BT - AS - 08.27.24 Refunds and Forfeitures](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia

**8. FY2025 ANIMAL SERVICES BUDGET PRESENTATION**

Laura presented the FY25 Animal Services budget to the committee. FY25 budget detail and performance indicators can be found on the DuPage County website at: [Animal Services \(1300\) \(opengov.com\)](#) <<https://stories.opengov.com/dupageil/published/h1bj5xR92pL>>

Key takeaways:

- Animal intake increased in 2023 to 2,155
- Live Release Rate increased to 92%
- Community Services increased:
  - 600+ non-shelter animals treated
  - 379 free spay/neuter/vaccine microchip vouchers issued
  - 110 education programs conducted
- Fee adjustments are being proposed for rabies tag registration fees to support increased cost of operating in the new shelter. Registration fees have not changed since 2018.
- The community and education spaces in the new shelter will provide several opportunities for new revenue starting in FY25 including expanded educational opportunities, corporate and community rental opportunities, etc.
- The FY25 budget includes the final invoices for the Phase II capital improvement project.
- The FY25 budget does not include a \$50,000 unrestricted gift from DuPage Animal Friends as DAF fundraising efforts are directed to the capital campaign. As a result, there is an increase to the Medical Services line in the FY25 Animal Services budget.

**9. ADMINISTRATIVE UPDATE**

October is the move-in date for the new administrative spaces. Completion of the entire project is projected for January. Dr. Ludwig and Lombard Veterinary Hospital have graciously extended the use of their kennels for off-site boarding of DCAS dogs while our kennel areas are being renovated. She is also donating cat cages and a wet surgical table to DCAS.

Staff are currently caring for over 200 animals.

**10. OLD BUSINESS**

No old business was discussed.

**11. NEW BUSINESS**

No new business was discussed.

**12. ADJOURNMENT**

With no further business, the meeting was adjourned.





# Finance Resolution

421 N. COUNTY FARM  
ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

**File #:** FI-R-0165-24

**Agenda Date:** 9/17/2024

**Agenda #:** 9.E.

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ADDITIONAL APPROPRIATION FOR  
THE ANIMAL SERVICES FUND  
COMPANY 1100 - ACCOUNTING UNIT 1300  
\$4,500,000

WHEREAS, appropriations for the ANIMAL SERVICES FUND for Fiscal Year 2024 were adopted by the County Board pursuant to Ordinance FI-O-0009-23; and

WHEREAS, due to Animal Services expanding the scope of its renovation and addition to the existing facility, there is a need for an additional appropriation in the ANIMAL SERVICES FUND, COMPANY 1100 - ACCOUNTING UNIT 1300, in the amount of \$4,500,000 (FOUR MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); and

WHEREAS, there is sufficient unappropriated cash in the ANIMAL SERVICES FUND, COMPANY 1100 - ACCOUNTING UNIT 1300, to support an additional appropriation of \$4,500,000 (FOUR MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); and

WHEREAS, the need to provide an additional appropriation in the amount of \$4,500,000 (FOUR MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); in the ANIMAL SERVICES FUND, COMPANY 1100 - ACCOUNTING UNIT 1300, creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that an additional appropriation (Attachment) in the amount of \$4,500,000 (FOUR MILLION, FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS); in the ANIMAL SERVICES FUND, COMPANY 1100 - ACCOUNTING UNIT 1300, is hereby approved and added to the Fiscal Year 2024 Appropriation Ordinance.

Enacted and approved this 24<sup>th</sup> day of September, 2024 at Wheaton, Illinois.

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DEBORAH A. CONROY, CHAIR  
DU PAGE COUNTY BOARD

Attest: \_\_\_\_\_

JEAN KACZMAREK, COUNTY CLERK

ADDITIONAL APPROPRIATION FOR  
THE ANIMAL SERVICES FUND  
COMPANY 1100, ACCOUNTING UNIT 1300  
\$4,500,000

FUNDING SOURCE

30000-0000 – Fund Balance – Unassigned	\$4,500,000
TOTAL FUNDING SOURCE	<u>\$4,500,000</u>

EXPENDITURES

CAPITAL OUTLAY

52000-0000 – Furn/Mach/Equip Small Value	\$15,000
54020-0000 – Building Construction	\$4,109,000
54090-0000 – Furniture & Furnishings	\$185,000
54100-0000 – IT Equipment	\$41,000
54110-0000 – Equipment and Machinery	\$150,000
TOTAL CAPITAL OUTLAY	<u>\$4,500,000</u>
TOTAL ADDITIONAL APPROPRIATION	<u>\$4,500,000</u>