



DU PAGE COUNTY

Animal Services Committee

Final Summary

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

Tuesday, April 15, 2025

7:30 AM

Room 3500A

1. CALL TO ORDER

7:30 AM meeting was called to order by Chair Brian Krajewski at 7:31 AM.

2. ROLL CALL

| | |
|-----------------|--|
| PRESENT: | District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia, Krajewski and Sheila Rutledge |
| ABSENT: | Cynthia Cronin Cahill |

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chairman Krajewski mentioned that the DAF gala will take place on Friday, April 25, 2025 at the Marriott Oak Brook.

5. MINUTES APPROVAL

5.A. [25-1023](#)

Animal Services Committee - Regular Meeting - Tuesday, February 18, 2025

Attachments: [Summary Minutes February-2025](#)

| | |
|------------------|--------------|
| RESULT: | APPROVED |
| MOVER: | Paula Garcia |
| SECONDER: | Dawn DeSart |

6. GRANTS

6.A. [FI-R-0069-25](#)

Acceptance and appropriation of interest earned on investment for the DuPage Animal Friends Phase II Capital Project Grant, Company 5000 - Accounting Unit 1310, in the amount of \$12,070. (Animal Services)

Attachments: [DAFCAP2 Appropriating Interest Budget - ATTACHMENT I](#)

| | |
|----------------|------------------------------|
| RESULT: | APPROVED AND SENT TO FINANCE |
|----------------|------------------------------|

| | |
|------------------|-----------------|
| MOVER: | Sheila Rutledge |
| SECONDER: | Paula Garcia |

7. BUDGET TRANSFERS

7.A. [25-1024](#)

Transfer of funds from 1100-1300-54090 (furniture & furnishings), 1100-1300-54100 (IT equipment), and 1100-1300-54110 (equipment and machinery), to 1100-1300-52000 (furn/mach/equip small value), 1100-1300-52100 (IT equipment-small value), 1100-1300-52200 (operating supplies & materials), 1100-1300-53110 (workers compensation insurance), 1100-1300-53075 (pet population program service), and 1100-1300-54010 (building improvements), in the amount of \$325,457, to cover final expenses for Animal Services shelter renovation project, Pet Population program services for qualified residents, and workers comp claims. (Animal Services)

Attachments: [BT - AS - 04.22.25 Building Improvements](#)

| | |
|------------------|--------------|
| RESULT: | APPROVED |
| MOVER: | Dawn DeSart |
| SECONDER: | Paula Garcia |

7.B. [25-1022](#)

Transfer of funds from 5000-1310-54090 (furniture & furnishings), 5000-1310-54100 (IT equipment), and 5000-1310-54110 (equipment and machinery), to 5000-1310-54010 (building improvements), in the amount of \$226,080, to cover final DAFCAP2 expenses for Animal Services shelter renovation project. (Animal Services)

Attachments: [BT - AS - 04.22.25 DAFCAP2 Building Improvements](#)

| | |
|------------------|--------------|
| RESULT: | APPROVED |
| MOVER: | Dawn DeSart |
| SECONDER: | Paula Garcia |

8. INFORMATIONAL

8.A. [25-1051](#)

Discussion Item: County Spaces Ordinance

Laura shared the draft County Spaces Ordinance that will be presented to Public Works Committee and County Board for the reservation and rental of the Animal Services community room and other county spaces.

County space reservation requests will be approved by Facilities Management. Max

community room occupancy is 110 people. The State's Attorney's office is continuing to work on drafting a template contract to be used as an agreement between DuPage County and parties renting the space which will outline rules and restrictions for utilizing County spaces.

Additional questions and discussion took place about the potential for and limitations of serving alcohol on County grounds, Wheaton/Winfield annexation, any potential impact of renting space at Animal Services on the shelter animals, and reduced fee space rental for Animal Services rescue partners.

Member Rutledge recommended that an hourly rental minimum be established in order to offset the time and resources required to prepare and manage space rentals.

Animal Services recently completed its first Municipal Animal Field Services training in the new community room. More than 55 representatives from DuPage County municipalities and Forest Preserve were in attendance. Presenters included Illinois Department of Agriculture, local TNR groups, and Animal Services officers. Animal Services provided field services kits, and the Chicagoland Humane Coalition provided microchip scanners for everyone.

Chair Krajewski suggested that staff reach out to the DuPage County Mayors and Managers Office to invite them to host an upcoming meeting in the Animal Services community room.

Attachments: [3.31.25 Version \(Clean\) County Spaces Ordinance.pdf](#)

9. ADMINISTRATIVE UPDATE

Final inspection of the newly renovated shelter is due to take place in the next 1-2 weeks. Final sinks and countertops are currently being installed in the meeting and clinic spaces and existing dog kennels are being refreshed on a rotating basis. Signage installation begins today. An Open House Grand Opening is tentatively slated for Saturday, June 14th.

Shelter population is currently around 120 animals. The shelter is seeing quite a few stray dogs of late that are not being reclaimed. The cat population is beginning to increase. Feral Fixers kicked off their spay/neuter season earlier than planned. Animal Services is currently housing a few court case dogs in addition to stray and owner-relinquished pets.

This is Animal Services Appreciation Week. Laura has several activities planned to show the staff how appreciated they are and as a thank you for how flexible the staff has been during construction.

A Volunteer Appreciation Reception & Open House will be held on Saturday, April 19th from 3-6pm.

Raise the Woof Gala will take place on Friday, April 25th and has been moved to the Chicago Marriott Oak Brook across from the Oak Brook Mall.

DAF is hosting a Panera Bread Glen Ellyn dine out night on April 29th. Proceeds from sales benefit DuPage Animal Friends.

Giving DuPage Days will take place on May 1st and is now a one-day event.

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.



Minutes

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

File #: 25-1023

Agenda Date: 4/15/2025

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, February 18, 2025

7:30 AM

Room 3500A

1. CALL TO ORDER

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

2. ROLL CALL

Chairman Krajewski requested to have on record that member Deacon Garcia is sick and will be absent.

| | |
|-----------------|---|
| PRESENT: | Cynthia Cronin Cahill, District 5 Dawn DeSart, Grant Eckhoff, Krajewski and Sheila Rutledge |
| ABSENT: | Paula Garcia |

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chair Krajewski remarked that preparations for the Gala are in full swing. The Gala will be held on Friday, April 25, 2025 at the Sheraton Naperville Lisle.

5. MINUTES APPROVAL

5.A. [25-0516](#)

Animal Services Committee - Regular Meeting - Tuesday, January 21, 2025

Attachments: [Summary Minutes January-2025](#)

| | |
|------------------|-----------------------|
| RESULT: | APPROVED |
| MOVER: | Cynthia Cronin Cahill |
| SECONDER: | Dawn DeSart |

6. PROCUREMENT REQUISITIONS

6.A. [25-0517](#)

Recommendation for the approval of a contract to Turner Vet Services LLC, to provide spay/neuter and backup veterinary services for Animal Services, for the period March 1, 2025 through November 30, 2025, amount not to exceed \$25,900. Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b). (Animal Services)

Member DeSart asked how many animals and for how long a time frame the \$25,900 contract funding will cover. Laura explained that Dr. Turner is a surgeon for the mobile veterinary vehicle during the months of April through October. His services mostly include high volume spay/neuter of mostly community cats through our partnership with Feral Fixers. Member DeSart wanted to know how many surgeries we do annually on average. Laura responded that we could do anywhere from 500-800 surgeries, depending on Feral Fixers trapping success.

Attachments: [Turner Vet - Procurement Review Comprehensive Checklist \(PRCC\)](#)
 [Turner Vet - Fee Schedule 2025](#)
 [Turner Vet - Vendor Ethics](#)

| | |
|------------------|-----------------------|
| RESULT: | APPROVED |
| MOVER: | Dawn DeSart |
| SECONDER: | Cynthia Cronin Cahill |

7. **GRANTS**7.A. [FI-R-0042-25](#)

Acceptance and appropriation of the DuPage Animal Friends Unrestricted Grant PY25, Company 5000 - Accounting Unit 1310, \$50,000. (Animal Services)

Attachments: [DAFUNR25 Budget - Attachment I](#)
 [DAFUNR25 Grant Award Letter - Attachment II](#)

| | |
|------------------|------------------------------|
| RESULT: | APPROVED AND SENT TO FINANCE |
| MOVER: | Cynthia Cronin Cahill |
| SECONDER: | Sheila Rutledge |

7.B. [FI-R-0043-25](#)

Acceptance and appropriation of the DuPage Animal Friends Foundation Coordinator Grant PY25, Company 5000 - Accounting Unit 1310, \$5,000. (Animal Services)

Attachments: [DAFFC25 Budget - Attachment I](#)
 [DAFFC25 Grant Award Letter - Attachment II](#)

| | |
|------------------|------------------------------|
| RESULT: | APPROVED AND SENT TO FINANCE |
| MOVER: | Cynthia Cronin Cahill |
| SECONDER: | Dawn DeSart |

7.C. [FI-R-0045-25](#)

Acceptance and appropriation of interest earned on investment for the DuPage Animal Friends Foundation Coordinator PY24 Grant, Company 5000 - Accounting Unit 1310, \$43. (Animal Services)

Attachments: [DAFFC24 Appropriating Interest Budget - ATTACHMENT I](#)

| | |
|------------------|------------------------------|
| RESULT: | APPROVED AND SENT TO FINANCE |
| MOVER: | Cynthia Cronin Cahill |
| SECONDER: | Dawn DeSart |

8. ADMINISTRATIVE UPDATE

Laura shared that 2024 stats are posted on DuPage County website. DCAS 2024 Live Release Rate (LRR) was 94%. Intakes were lower in 2024 because of construction and intentionally working with community partners to find alternate solutions. DCAS took in just shy of 1,850 animals. Animal investigations and field call stats were included in the 2024 infographic. Laura also recommended to add outreach and education numbers to our stats for next year.

Laura discussed avian flu. DCAS received some poultry and waterfowl. She shared that Dr. Tvrdik has developed a new intake and testing protocol. DCAS has tested some of the birds with negative results. Staff have been educated about what to look for in birds and feral cats that could have possibly come into contact with avian flu. She mentioned we are fortunate to have our new isolation areas. We will be increasing social media posts and including information in our newsletter to increase public awareness. Member Cahill asked if animals are testing positive that we would not bring the animal into our building or isolating. Laura responded that this is difficult because they come in and then are swabbed and the test needs to be sent out. Staff are wearing PPE when handling any birds that could have been exposed. The ducks that we have tested came from an unhouse woman and were not of high risk of exposure, however we tested them as a precaution due to their general poor condition and they were negative.

Member Rutledge inquired about the volunteer program being increased now that we are in new building and stated what a great program it was. Laura responded that DCAS has a temporary occupancy permit, and is still settling into the new space. Volunteer coordinators are still working on updating trainings and protocols related to risk management in the new space with the goal of having it going by midsummer. She mentioned that we are looking at a Saturday June 7th for a tentative date for the grand opening. Member Rutledge and Laura discussed current volunteer openings on our website and how we are actively assessing our new volunteer needs as we get used to how everything works in the new space. Laura gave the examples of: increased need for cat adoption cleaning assistance, small mammal socialization, and front desk greeter as a result of the new and different space. She stated that he positions will be posted as they become available.

Laura then shared that volunteer appreciation event will be an open-house style event with the “Theres no place like home” theme on Saturday April 19,2025.

Laura stated that the Raise the Woof Gala is on April 25th. Sponsorship and in-kind donation packets are available at www.DAFgala.org . Laura encouraged committee members to share information with their contacts.

Animal population is hovering around 100 animals. Staff are still getting used to operating in the new space and anticipate some change to come as the next phase is finished. Member Cahill asked what the anticipated intake would be after construction. Laura responded that while we have a larger facility, the addition and renovation resulted in more appropriate spaces for animals, not necessarily a significant increase in housing. Member Krajewski remarked that we seemed to have fewer hoarding cases this year than last. Laura explained that projecting future

animal intake is difficult to predict.

Laura shared that on March 19th DCAS will host another field service training event for officers.

Member Rutledge requested more information on hosting a low-cost microchipping event in her district. Laura will send the fees and information.

Member Cahill inquired about the bankruptcy of Save this Life and how to go about registering pets microchipped with them. Laura responded that DCAS will be addressing this in our newsletter and on social media. She shared the AAHA microchip lookup information. Member Eckhoff recommended that the SA office can reach out to bankruptcy trustee to get information of individuals with pets registered with Save this Life.

Member DeSart wanted to discuss bird flu further and mentioned the deceased bald eagle in Cook County and expressed concern about cats that have encountered sick birds. Laura explained that the surgery for Feral Fixers occurs off-site on the mobile veterinary vehicle, which isolates those cats from our shelter. Laura also shared that the separate intake entrance may further limit disease transmission. Feral cats that come into the shelter are also typically not being handled due to their fearful and unsafe behavior. Symptoms DCAS is monitoring for include upper respiratory and neurological symptoms.

Chair Krajewski inquired about Giving DuPage Days. Laura shared that it is now a one-day event on May 1st. DAF will be participating. Members discussed the change from multiple day event to single day event and pros and cons.

Chair Krajewski inquired about dog behavior training for staff. Laura shared that the Caretaker Supervisor is training staff directly. Discussions are happening about possible dog training classes in the new space.

9. OLD BUSINESS

No old business was discussed.

10. NEW BUSINESS

No new business was discussed.

11. 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-0069-25

Agenda Date: 4/15/2025

Agenda #: 10.F.

ACCEPTANCE AND APPROPRIATION OF INTEREST EARNED ON INVESTMENT
FOR THE DUPAGE ANIMAL FRIENDS PHASE II CAPITAL PROJECT GRANT
COMPANY 5000 - ACCOUNTING UNIT 1310
\$12,070

(Under the administrative direction of Animal Services)

WHEREAS, the County of DuPage heretofore accepted and appropriated the DuPage Animal Friends Phase II Capital Project Grant, pursuant to Resolution FI-R-0899-18 for the period September 12, 2018, until exhausted; as amended; and

WHEREAS, the County of DuPage has invested cash balances in accordance with the DuPage Animal Friends grant requirements and estimates earnings in the amount of \$12,070 (TWELVE THOUSAND SEVENTY AND NO/100 DOLLARS) during the term of the award, to be used for the support of the DuPage County Animal Friends Phase II Capital Project Grant; and

WHEREAS, no additional County funds are required to appropriate this interest earned; and

WHEREAS, the DuPage County Board finds that the need to appropriate said interest 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 the interest to be earned in the amount of \$12,070 (TWELVE THOUSAND SEVENTY AND NO/100 DOLLARS) be and is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (ATTACHMENT I) in the amount of \$12,070 (TWELVE THOUSAND SEVENTY AND NO/100 DOLLARS) be made and added to the DuPage Animal Friends Phase II Capital Project Grant, Company 5000 - Accounting Unit 1310, for the period of September 12, 2018 until funding is exhausted; and

BE IT FURTHER RESOLVED by the DuPage County Board, that should local funding cease for this grant, the Animal Services Committee shall review the need for continuing the specified program; and

BE IT FURTHER RESOLVED, that should the Animal Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 22nd day of April, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION FOR THE
DUPAGE ANIMAL FRIENDS PHASE II CAPITAL PROJECT GRANT
COMPANY 5000 – ACCOUNTING UNIT 1310
\$12,070

REVENUE

45000-0000 - Investment Income \$ 12,070

TOTAL ANTICIPATED REVENUE \$ 12,070

EXPENDITURES

CAPITAL

54010-0000 - Building Improvements \$ 12,070

TOTAL CAPITAL \$ 12,070

TOTAL ADDITIONAL APPROPRIATION \$ 12,070



Budget Transfer

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

File #: 25-1024

Agenda Date: 4/15/2025

Agenda #: 7.A.

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 1, 2025

From: 1100
Company #

ANIMAL SERVICES
From: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|-------------------------|---------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 1300 | 54090 | | FURNITURE & FURNISHINGS | \$ 154,257.00 | 154,257.09 | 0.09 | 4/8/25 |
| 1300 | 54100 | | IT EQUIPMENT | \$ 21,200.00 | 22,556.02 | 1,356.02 | 4/8/25 |
| 1300 | 54110 | | EQUIPMENT AND MACHINERY | \$ 150,000.00 | 150,000.00 | Ø | 4/8/25 |
| | | | | | | | |
| | | | | | | | |
| Total | | | | \$ 325,457.00 | | | |

To: 1100
Company #

ANIMAL SERVICES
To: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|--------------------------------|---------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 1300 | 52000 | | FURN/MACH/EQUIP SMALL VALUE | \$ 20,000.00 | 9,165.70 | 29,165.70 | 4/8/25 |
| 1300 | 52100 | | I.T. EQUIPMENT-SMALL VALUE | \$ 5,000.00 | 1,000.00 | 6,000.00 | 4/8/25 |
| 1300 | 52200 | | OPERATING SUPPLIES & MATERIALS | \$ 10,000.00 | 15,335.81 | 25,335.81 | 4/8/25 |
| 1300 | 53110 | | WORKERS COMPENSATION INSURANCE | \$ 20,000.00 | 2,000.00 | 22,000.00 | 4/8/25 |
| 1300 | 53075 | | PET POPULATION PROGRAM SERVICE | \$ 15,000.00 | 4,350.00 | 19,350.00 | 4/8/25 |
| 1300 | 54010 | | BUILDING IMPROVEMENTS | \$ 255,457.00 | 5,104,376.79 | 5,359,833.79 | 4/8/25 |
| Total | | | | \$ 325,457.00 | | | |

Reason for Request:

To fund the payment of final RWE Design invoices for Animal Services renovation project, and to fund the purchase of expenses related to renovation project that do not qualify as capital expenses. Also to fund the cost of Pet Population Program services for qualified residents and anticipated worker's comp claims.

Department Head

CWM

4/7/2025
Date
4/9/25

Activity

(optional)

Chief Financial Officer

Date

****Please sign in blue ink on the original form****

| | | | |
|-----------------------------|---------------------------------|--------------------|--|
| Finance Department Use Only | | | |
| Fiscal Year <u>25</u> | Budget Journal # _____ | Acctg Period _____ | |
| Entered By/Date _____ | Released & Posted By/Date _____ | | |

AS - 4/15/25
FIN/CB - 4/22/25



Budget Transfer

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

File #: 25-1022

Agenda Date: 4/15/2025

Agenda #: 7.B.

DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 1, 2025

From: 5000
Company #

DUPAGE ANIMAL FRIENDS GRANTS
From: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|-------------------------|---------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 1310 | 54090 | | FURNITURE & FURNISHINGS | \$ 45,000.00 | 45,000.00 | Ø | 4/8/25 |
| 1310 | 54100 | | IT EQUIPMENT | \$ 15,000.00 | 15,000.00 | Ø | 4/8/25 |
| 1310 | 54110 | | EQUIPMENT AND MACHINERY | \$ 166,080.00 | 200,000.00 | 33,920.00 | 4/8/25 |
| | | | | | | | |
| | | | | | | | |
| Total | | | | \$ 226,080.00 | | | |

To: 5000
Company #

DUPAGE ANIMAL FRIENDS GRANTS
To: Company/Accounting Unit Name

| Accounting Unit | Account | Sub-Account | Title | Amount | Finance Dept Use Only Available Balance | | Date of Balance |
|-----------------|---------|-------------|-----------------------|---------------|---|----------------|-----------------|
| | | | | | Prior to Transfer | After Transfer | |
| 1310 | 54010 | | BUILDING IMPROVEMENTS | \$ 226,080.00 | Ø | 226,080.00 | 4/8/25 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | \$ 226,080.00 | | | |

Reason for Request:

FY25: Move funds to 54010 Building Improvements to pay final RWE Design invoices for Animal Services renovation project.

Department Head

Chief Financial Officer

Activity

DAFCAP2
(optional)

****Please sign in blue ink on the original form****

| | |
|-----------------------------|---|
| Finance Department Use Only | |
| Fiscal Year <u>25</u> | Budget Journal # _____ Acctg Period _____ |
| Entered By/Date _____ | Released & Posted By/Date _____ |

4/7/2025
Date
4/9/25
Date

8

AS - 4/15/25
FIN/CB - 4/22/25



Discussion

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

File #: 25-1051

Agenda Date: 4/15/2025

Agenda #: 8.A.

Chapter 2 – Administration

ARTICLE IX – USE OF COUNTY FACILITIES BY THE GENERAL PUBLIC

Sec 2-600 – DEFINITIONS:

“County Facilities” are defined as: the Animal Services Facility, the 421 Building Auditorium, and the “Courtyard” of the County Campus.

“Courtyard” is defined as the open area of space bordered by the 421 N. County Farm Road, 501 N. County Farm Road, 503 N. County Farm Road, and 505 N. County Farm Road buildings.

Sec 2-601 – PERMIT REQUIRED

County facilities are primarily for the use of the County, its officers, and employees. In some circumstances, the County is able to accommodate members of the public by permitting the use of its facilities listed in this ordinance. These facilities, while from time to time available to the general public, shall retain their character as private spaces which are not open to the public during such times as the spaces are not rented to a member of the public. County departments, agencies, and representatives of other units of local and state government shall not be required to pay any fee to use spaces governed by this chapter and shall have priority over members of the public for use of County facilities.

For facilities other than the Animal Services Event Room and the Auditorium of the 421 N. County Farm Road, these facilities are not available for rent to the general public. The 421 Auditorium may only be rented or utilized by County Departments (including County-Wide Elected Officials) or for events sponsored or supported by County Departments which provide benefits or need for the residents of DuPage County. For outdoor areas on the County Campus other than the Courtyard, no permits are required for use by the general public, provided that such use is transitory and does not substantially interfere with the ability of other members of the general public to access county services, county buildings, or utilize the outdoor space of the County Campus. Nothing within this Ordinance shall be construed as limiting in any way an individual’s rights under the First Amendment.

Sec 2-602- FEE SCHEDULE.

The DuPage County Board adopts the following fee schedule for use of the Animal Services Facility, the 421 Building Auditorium, and outdoor events on the County Campus located at the intersection of County Farm Road and Manchester Road in Wheaton, Illinois.

Animal Services:

| | | |
|--------------------------|---------------|--|
| Birthday Parties | | |
| Party Package | \$250 | Room for 90 min with Education staff member, up to 35 guests, Table Coverings, Game, Craft, Animal Interaction, Birthday Child gets to name a shelter pet. Includes 30 minutes before and after for set-up and cleaning. |
| Décor Package | \$100 | Cutlery, decorations, set-up and clean-up |
| Goodie Bags | \$5 each | |
| Reservation Deposit | \$50 | Due at time of reservation, applied to total |
| Additional time | \$50 | Per half hour |
| Clean-Up Fee | \$200 | |
| Additional Room Capacity | \$100 | Up to 80 People Total |
| Campus Security | \$Market Rate | If Campus Security is needed the market cost for these services at a minimum of 4 hours is necessary. |

| | | | |
|---|----------------|------------------|--|
| Event Rentals | | | |
| Room Rental (Side A or Patio) | \$100 per hour | Up to 35 people | Includes room with: AV, Furniture set-up, Includes 30 minutes before and after for set-up and cleaning |
| Room Rental (Side A & Side B or Side B & Patio) | \$150 per hour | Up to 80 people | |
| Room Rental (Side A, Side B, and Patio) | \$200 per hour | Up to 110 people | |
| After – Hours Rental | \$50 per hour | | |

| | | | |
|---------------------------|---------------|--|---|
| DCAS-Led Program (30 min) | \$50 | | DCAS Education staff led team-building activities. |
| Animal Interaction | \$50 | | |
| Reservation Deposit | \$50 | | Due at time of reservation, applied to total |
| Additional time | \$50 | | Per half hour |
| Clean-Up Fee | \$200 | | |
| Campus Security | \$Market Rate | | If Campus Security is needed the market cost for these services at a minimum of 4 hours is necessary. |

Side A Capacity: 35 people

Side B Capacity: 40 people

Patio Capacity: 60 people

Side A and B Capacity: 75 people

Side B and Patio Capacity: 80 people

Side A, B, and Patio Capacity: 110 people

Auditorium: \$200.00

Courtyard: \$200.00

Sec. 2-603 – ALCOHOLIC LIQUORS/INTOXICATION

Alcoholic beverages shall not be served or consumed at any County facility without prior written approval from the County Facilities Department. Alcohol consumption shall be restricted to the Animal Services Facility in their event space with a signed agreement of the event holder.

Sec.2-604 - PERMIT PROCESS

2-604.1 : Exercise of First Amendment rights

For purposes of this section, the term “exercise of First Amendment rights” shall include, without limitation, parades, marches, demonstrations, rallies, religious services, speeches, solicitation of votes, petition signatures or contributions, picketing and leafleting.

2-604.2: Permit, Terms, Application

Permits may be granted upon proper application and approval where the applicable section of these Ordinances or any other County ordinance, policy, rule, or regulation requires a Permit in order to engage in a particular use or activity.

b) Every person requesting a Permit shall complete and file a written application with the Director of Facilities or his or her designee on forms provided by the County and pay applicable application fees at the County's administrative offices located at 421 N. County Farm Road, Wheaton, IL 60187. The application shall be dated and stamped when received and a receipt shall be issued to the applicant.

c) Unless otherwise provided in another section of these Ordinances or County ordinance, rule, or regulation, all applications for Permits not involving the exercise of First Amendment rights must be received by the County at least thirty-one (31) calendar days prior to the use for which a Permit is sought. Applications for Permits involving the exercise of First Amendment rights must be received by the County at least three working days prior to the event requested.

D) Except for applications for Permits Involving a commercial activity or for the sale or delivery of alcoholic beverages, the County shall issue the requested Permit without unreasonable delay unless:

1) The proposed activity violates any federal, state, local, or County law, rule, or regulation;

2) A prior application for a Permit for the same date, time, and location has been or will be granted and the use authorized by that Permit does not reasonably allow multiple occupancy of that particular location by more than one permittee;

3) The proposed use is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to County resources or facilities, unreasonable interference with County functions, buildings, facilities, operations, programs or activities, or unreasonable interference with the use or purpose of the County property applied for;

4) The proposed use would substantially impair the operation or use of facilities or services of County employees or contractors; or

5) The proposed use would so dominate the use of County property as to preclude other persons from using and enjoying them.

e) If the application is approved, the County shall issue a written Permit to the applicant. If the application is denied, the County shall issue the applicant written reasons for denying the application.

f) If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the County will make a reasonable effort to arrange an alternative location, duration, or time that is acceptable to the applicant. If the County denies an application pursuant to section (specific sections), or the applicant is dissatisfied with such Permit as issued, he may appeal the decision to the County Administrator or at their discretion the Public Works Committee. All other decisions on the issuance of Permits by the Facilities Department are final.

g) Any Permit granted by the County shall contain lawful prerequisites to the issuing of the Permit and restrictions on the conduct of the permitted use including without limitation: payment of a reasonable fee; general liability insurance coverage; an agreement to fully indemnify and hold the County harmless from any liability or costs resulting from the use; a requirement that the persons involved in the use observe all federal, state, local, and County laws, ordinances, rules, and regulations; time, duration, and location restrictions; restoration deposit; a written agreement by the applicant to fully restore any County property soiled or damaged by the use; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the use, other activities with a Permit and regular County uses, functions, programs, and activities.

h) Any person holding a valid Permit issued by the County for use of County property may use that County property to the exclusion of any other person except the County and its employees and authorized agents, or where the permit is for the Courtyard area, members of the public seeking to access the buildings bordering the Courtyard.

j) Subject to the terms of subsection (g) above, the County may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.

k) Violation of the terms, restrictions and conditions contained in the Permit may result in the suspension or revocation of the Permit.

l) Unless as specifically provided elsewhere in the Ordinances, no Permit shall be issued for a period in excess of twenty-four consecutive hours (one day). A Permit may be extended for like periods of time pursuant to a new application, unless another person has requested use of the same location and use of that location by more than one permittee is not reasonably possible.