



# DU PAGE COUNTY

## Animal Services Committee

### Final Summary

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

---

**Tuesday, November 21, 2023**

**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.

<b>RESULT:</b>	APPROVED
----------------	----------

**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**

No remarks were offered.

**5. MINUTES APPROVAL**

5.A. [23-3733](#)

Animal Services Committee - Regular Meeting - Tuesday, October 17, 2023

**Attachments:** [Summary Minutes Oct-2023](#)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Sheila Rutledge

**6. PROCUREMENT REQUISITIONS**

6.A. [23-3746](#)

Recommendation for the approval of a contract to Zoetis US LLC, to provide veterinary pharmaceuticals and medical supplies, for DuPage County Animal Services, for the period December 15, 2023 through December 14, 2024, for a total contract amount not to exceed \$25,000; third and final of three (3) available options to renew.

**Attachments:**     [Zoetis - Procurement Review Comprehensive Checklist \(PRCC\)](#)  
[Zoetis - Contract Initial Term Package](#)  
[Vendor Ethics Placeholder](#)

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

6.B. [23-3529](#)

Recommendation for the approval of a purchase order to Pet Population Fund program partner, Spay Illinois Pet Well Clinics, to provide no-cost spay/neuter for eligible DuPage County residents, for the period December 1, 2023 through November 30, 2024, for a contract total not to exceed \$23,000; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines the veterinarian used. Total contract amount is established from FY2023 expenses and will vary based on FY2024 program utilization by DuPage County citizens.

**Attachments:**     [SPAY IL - Procurement Review Comprehensive Checklist \(PRCC\)](#)  
[PPF Program Overview](#)  
[SPAY IL - Vendor Ethics Disclosure](#)

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

6.C. [AS-CO-0002-23](#)

First Amendment to Resolution AS-P-0165-22, issued to RWE Design Build, to provide Professional Construction Manager Services on an At-Risk basis for the Animal Services Facility Addition to add the following Scope of Work, including additional low voltage, access control, security, surveillance cameras, infrastructure for future solar panels and future electric vehicle charging stations for public and municipal use, switchgear and infrastructure for a new transformer and electrical services and replace the existing roof with a standing seam roof, as further identified in Exhibits 1 & 2 of the revised project budget, and to increase the contract in the amount of \$2,488,898, taking the original contract amount of \$10,967,013 and resulting in a new amended contract total amount not to exceed \$13,455,911, an increase of 22.69%.

Laura provided the following overview of the amendment to Resolution AS-P-0165-22, to increase the contract issued to RWE Design Build for the Animal Services renovation project....

Project scope was increased in part to adding priority items that were not included in the original bid and because of changes made by the elimination of site coordination with the

140 DOT Building project. The team worked with RWE Design Build to value engineer options and bid out packages a second time.

During subsequent design and consideration, a number of priority items were added:

- Future solar panels and EV charging capabilities
- Requires replacement of existing roof [25 years old]
- Additional scope added to building and site electrical work
- Building electrical systems and backups were further evaluated for redundancy
  - Increased switchgear capabilities to allow for additional backup feeder
  - Added standalone building generator that can support entire building
- Upgrading building systems to allow remote monitoring
- Building Automation System [BAS] allows FM staff to monitor and control HVAC
- Adding cameras and access control that tie into existing campus security system
- Addition of the space designated as a “Real-Life Room” - the one request made of the \$4.5 million anonymous donor

- Attachments:**     [RWE Design Build - Change Order](#)  
                                  [RWE Design Build - Decision Memo.pdf](#)  
                                  [RWE Design Build - Vendor Ethics](#)  
                                  [RWE Design Build - AIA](#)

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

**7. GRANTS**

7.A. [FI-R-0273-23](#)

Acceptance of an extension of the DuPage Animal Friends Foundation Coordinator FY22 Grant, Company 5000 - Accounting Unit 1310. (DuPage Animal Services)

- Attachments:**     [DAFFC22 Grant Continuation Letter](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Sheila Rutledge

7.B. [FI-R-0274-23](#)

Acceptance of an extension of the DuPage Animal Friends Unrestricted FY23 Grant, Company 5000, Accounting Unit 1310. (DuPage Animal Services)

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

**8. BUDGET TRANSFERS**

8.A. [23-3739](#)

Transfer of funds from account nos. 1100-1300-50010 (Overtime), 1100-1300-53070 (Medical Services), 1100-1300-54120 (Automotive Equipment), 1100-1300-53090 (Other Professional Services), 1100-1300-53807 (Software Maint Agreements), and 1100-1300-53600 (Dues & Memberships), to account nos. 1100-1300-50000 (Regular Salaries), 1100-1300-51000 (Benefit Payments), 1100-1300-51040 (Employee Med & Hosp Insurance), 1100-1300-52210 (Food & Beverages), 1100-1300-53075 (Pet Population Program Services), and 1100-1300-52200 (Operating Supplies & Materials), for a total budget transfer amount of \$44,200.00, needed to cover the cost of employee medical/hospitalization insurance, payroll, operations, and services costs. (Animal Services)

**Attachments:** [BT - AS - 11.21.23 Personnel](#)

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

**9. ADMINISTRATIVE UPDATE**

Construction is underway and moving quickly. Staff holds weekly construction meetings with RWE and communication regarding the project has been good so far. Laura commended the Facilities Management team for a great job ushering she and Dr. Hanek through the entire process. Chair Krajewski asked to be keep apprised of any charges charged by ComEd to complete the additional electrical installation included in the revised scope of work. The current animal population has finally fallen below 200 total animals. The shelter celebrated a very successful cat and kitten adoption event this past weekend which resulted in many adoptions. While animals still remain in the foster pipeline, staff hope to have remaining foster animals adopted before the holidays while remaining diligent about closely managing intake during shelter construction and while several key staff members are out on leave.

**10. OLD BUSINESS**

10.A. [FI-R-0271-23](#)

Recommendation for an Interfund loan from the General Fund to the Animal Services Fund, Company 1100, Accounting Unit 1300, \$4,500,000. (Animal Services)

Laura shared that staff is working with DuPage Animal Friends to aggressively fundraise for the capital campaign. Staff’s goal is to avoid the need for an interfund loan. DAF has hired a fundraising professional who will lead capital campaign fundraising efforts and create pathways for DAF and County board members and staff to secure donations. The consultant will also be taking on large chunks of organizing the fundraising gala planned for April 12, 2024. The DAF board has set a large goal of 600 gala attendees. Laura added that since Animal Services is such an important part of the services the County offers to its community members, that it is her hope to have the participation of every county board member in support of DAF for this important project.

DAF’s fundraising consultant is also charged with not only raising funds for construction, but also for capacity-building, so that once the new shelter is completed, funds will exist to support the increased cost and resources needed to operate in a space more than double the size of the current shelter.

10.B. [23-3747](#)

DuPage County Animal Services Donor Recognition and Memorial Policy

**Attachments:** [ADM-14-01 Donor Recognition and Memorial Policy](#)

<b>RESULT:</b> DEFERRED
-------------------------

**11. NEW BUSINESS**

Member Rutledge inquired about what can be done about all of the stray animals arriving at Animal Services from West Chicago. Laura shared that Animal Services is already increased outreach in the area including participating in local events, offering educational programming at local schools and park districts, free microchip clinics, etc. Additional training and resources, including microchip scanners, have also been shared with the West Chicago P.D. in an effort to assist them in identifying owners and returning strays in the field.

**12. ADJOURNMENT**

With no further business, the meeting was adjourned.