



DU PAGE COUNTY

Animal Services Committee

Final Regular Meeting Agenda

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

Tuesday, February 20, 2024

7:30 AM

Room 3500A

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI
5. MINUTES APPROVAL
 - 5.A. [24-0714](#)
Animal Services Committee - Regular Meeting - Tuesday, January 16, 2024
6. GRANTS
 - 6.A. [FI-R-0038-24](#)
Acceptance of the DuPage Animal Friends FY24 Unrestricted Grant, Company 5000 - Accounting Unit 1310, \$50,000. (Animal Services)
 - 6.B. [FI-R-0039-24](#)
Acceptance and Appropriation of Interest Earned on Investment for the DuPage Animal Friends DAFUNR23 Unrestricted FY23 Grant, Company 5000 - Accounting Unit 1310, \$1,200. (Animal Services)
7. ADMINISTRATIVE UPDATE
8. OLD BUSINESS
9. NEW BUSINESS
10. ADJOURNMENT



Minutes

421 N. COUNTY FARM
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File #: 24-0714

Agenda Date: 2/20/2024

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, January 16, 2024

7:30 AM

Room 3500A

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PUBLIC COMMENT

Max Lecaros, DuPage Animal Friends Board President, shared details about the DAF fundraising gala “Raise the Woof” on April 12, 2024 at Abbington Banquets. The event goal is to sell 600 tickets and raise \$450,000 for the shelter capital campaign. The night will feature a dinner, open bar, silent auction, live auction, dueling pianos, and other activities. Sponsorships are available and tables and tickets are currently available for purchase. More information can be found at www.dafgala.org

Member Krajewski would like to see each county board member purchase a table at the gala. Laura is open to meeting with each county board member and/or potential donor to discuss ways in which they can support the gala and capital campaign fundraising goals.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chairman Krajewski informed the committee that an amendment will be made to the FY2024 Animal Services budget to allow for the addition of a new headcount. The additional staff member will make it possible for Laura to delegate more administrative duties so that she has the bandwidth available to assist the DAF board and fundraising committee as they work toward their aggressive capital campaign goals. FY2023 Animal Services revenue exceeded budget expectations and the same is expected for FY2024.

Laura added that the change order for the increase to the RWE Design contract for the shelter renovation approved at the November meeting will also be included in the upcoming FY2024 budget amendment.

5. MINUTES APPROVAL

5.A. [24-0319](#)

Animal Services Committee - Regular Meeting - Tuesday, November 21, 2023

Attachments: [Summary Minutes Nov-2023](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

6. BUDGET TRANSFERS

6.A. [24-0320](#)

Transfer of funds from account nos. 1100-1300-53200 (Natural Gas), 1100-1300-53300 (Repair & Mtce Facilities), 1100-1300-53807 (Software Maint Agreements), 1100-1300-53806 (Software Licenses), 1100-1300-53810 (Custodial Services), and 1100-1300-52210 (Food & Beverages), to account nos. 1100-1300-50040 (Part Time Help), 1100-1300-51000 (Benefit Payments), and 1100-1300-51040 (Employee Med & Hosp Insurance), for a total budget transfer amount of \$20,015.00, needed to cover the cost of employee salaries, medical/hospitalization insurance, and benefits costs for FY23. (Animal Services)

Attachments: [BT - AS - 12.11.23 Personnel](#)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

7. INFORMATIONAL

7.A. [24-0356](#)

Informational - Pursuant to FI-O-0056-22 and DT-R-0306C-22, one (1) vehicle replacement purchase order for FY24 for Animal Services has been issued to Willowbrook Ford, Inc., for a total amount of \$58,971.26. (Animal Services)

Attachments: [PRCC AC 1-Transit Van - INFORMATIONAL ONLY_Redacted.pdf](#)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

8. ADMINISTRATIVE UPDATE

Construction is underway and moving quickly. Two structures are now up: the Real Life Room and the vet vehicle garage. Metal roofing is also being installed.

Year-end Statistics: 2022 saw an 89% year end Live Release Rate. Even after such a challenging year, Animal Services closed 2023 with a record high 92% Live Release Rate. To be considered a no-kill shelter, a 90% Live Release Rate is the benchmark. Laura pointed out that while it is our goal to re-home as many animals as possible, our goal is to always make public safety a priority while also taking into consideration each animal as an individual.

12% of cats and 57% of dogs were successfully returned to their owners in 2023. We are hopeful that microchip clinics and efforts to train and arm municipal partners with microchip scanners have made a positive impact.

The shelter went into 2023 with a starting population of 127 animals. 2,155 animals were taken in during the year. Ending shelter population was 66 animals. The shelter is still maintaining a low shelter population due to disruptions caused by construction. Conversation continued regarding efforts to divert intakes into area shelters and rescues, as well as creative ways to utilize space in the existing shelter until construction is completed.

A Senior Account Clerk has been hired to, among other tasks, work directly with veterinary partners to complete unused 2023 tag return and resolve open accounts receivable balances. An Administrative Specialist posting will be up soon to replace the position recently vacated.

Laura told a story of a recent capital campaign donor who adopted from several area shelters, but did not have an interaction with Animal Services in the past ten years. This donor has witnessed DCAS's efforts to do our best to support the community and its animals. With so many worthy organizations, their family felt it was important to support our open admission efforts to provide a safe place to land for animals of all species, under all circumstances. We are heartened by this donor's generous support and the support of all who see our efforts to serve the people and the animals in our community.

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-0038-24

Agenda Date: 2/20/2024

Agenda #: 6.A.

ACCEPTANCE AND APPROPRIATION OF THE
DUPAGE ANIMAL FRIENDS UNRESTRICTED GRANT PY24
COMPANY 5000 - ACCOUNTING UNIT 1310
\$50,000
(Under the administrative direction of Animal Services)

WHEREAS, the County of DuPage has been notified by DuPage Animal Friends that grant funds in the amount of \$50,000 (FIFTY THOUSAND AND NO/100 DOLLARS) are available to be used for the unrestricted program needs of DuPage County Animal Services; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into an agreement with DuPage Animal Friends, a copy of which is attached to and incorporated as a part of this resolution by reference (ATTACHMENT II); and

WHEREAS, the term of the grant award is from December 1, 2023 through November 30, 2024; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant award does not add any additional subsidy from the County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said funds 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 agreement between the County of DuPage and DuPage Animal Friends 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 \$50,000 (FIFTY THOUSAND AND NO/100 DOLLARS) be made to establish the DuPage Animal Friends Unrestricted Grant PY24, Company 5000 - Accounting Unit 1310, for the period of December 1, 2023 to November 30, 2024; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Administrator of DuPage County Animal Services is approved as the County's Authorized Representative; 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 27th day of February 2024, 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 UNRESTRICTED GRANT PY24
COMPANY 5000 – ACCOUNTING UNIT 1310
\$50,000

REVENUE

46009-0000 - Private Grants \$ 50,000

TOTAL ANTICIPATED REVENUE \$ 50,000

EXPENDITURES

COMMODITIES

52200-0000 - Operating Supplies & Materials \$ 2,000

52320-0000 - Medical/Dental/Lab Supplies 2,000

TOTAL COMMODITIES \$ 4,000

CONTRACTUAL

53070-0000 - Medical Services \$ 35,000

53090-0000 - Other Professional Services 10,000

53510-0000 - Travel Expense 500

53610-0000 - Instruction & Schooling 500

TOTAL CONTRACTUAL \$ 46,000

TOTAL ADDITIONAL APPROPRIATION \$ 50,000



DuPage Animal Friends

Helping All Pets Have A Home

January 29, 2024

DuPage County Animal Services
Attn: Laura Flamion
120 N County Farm Road
Wheaton, IL 60187

RE: Unrestricted Grant for \$50,000

Dear Laura:

Program Grant. DuPage Animal Friends (DAF), formally known as Friends of DuPage County Animal Care and Control Foundation, has approved a one-time unrestricted grant to DuPage County Animal Services (DCAS) of \$50,000 for the fiscal year beginning 12/1/2023-11/30/2024.

Grant Purpose and Expenditure of Funds. These funds are unrestricted but should be used solely for the purposes of supporting the mission of DuPage Animal Friends. DCAS is responsible for the active prioritization and management of granted funds.

DCAS agrees to not use any of the grant, or the interest or income thereon, to conduct tests for public safety, to influence any legislation or the outcome of any election, to conduct a voter registration drive, to satisfy a charitable pledge or obligation of any person or organization, or to provide any tangible economic benefit to any substantial contributor, or their respective family members.

Unused Funds Grant Within the Fiscal Year. Any unused funds should be carried by DCAS into the next fiscal year beginning 12/1/2024 and reported to DAF prior to proceeding with the finalization of the next fiscal year grant beginning 12/1/2024.

Grant Payment. DAF will promptly send the grant funds upon receipt by DAF (addressed to the person signing this letter on behalf of the DAF) of a countersigned copy of this letter.

Reporting. Refer to DAF Grant Funding Methodology dated August 20, 2018 for reporting requirements.

DAF's Public Reports. DAF may include information on this grant in its periodic public reports.

Recognition. If you publicize this grant, please list it as a donation from "the donors of DuPage Animal Friends" or "DuPage Animal Friends."

Other Terms. This grant is subject to these Terms and Conditions and by countersigning this letter and/or by cashing the grant check, you are indicating that you agree to its terms. Nothing contained in this grant letter shall be deemed to create a joint venture, partnership relationship, or employer/employee relationship between DAF and DCAS.

Counter Signatures. This instrument may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Sincerely,



Max Lecaros
President, DuPage Animal Friends
On Behalf of the DuPage Animal Friends Board of Directors

ACCEPTED

DuPage County Animal Services

By:  _____
Laura Flamion, Operations Manager

Date: 2-2-2024

Ref: Grant Funding Methodology dated August 20, 2018



Finance Resolution

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

File #: FI-R-0039-24

Agenda Date: 2/20/2024

Agenda #: 6.B.

ACCEPTANCE AND APPROPRIATION OF INTEREST EARNED ON INVESTMENT
FOR THE DUPAGE ANIMAL FRIENDS UNRESTRICTED FY23 GRANT
COMPANY 5000 - ACCOUNTING UNIT 1310
\$1,200
(Under the administrative direction of Animal Services)

WHEREAS, the County of DuPage heretofore accepted and appropriated the DuPage Animal Friends Unrestricted FY23 Grant, pursuant to Resolution FI-R-0017-23 for the period December 1, 2022 through November 30, 2023, and extended to November 30, 2024; 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 \$1,200 (ONE THOUSAND TWO HUNDRED AND NO/100 DOLLARS) during the term of the award, to be used for the support of the DuPage County Animal Friends Unrestricted FY23 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 \$1,200 (ONE THOUSAND TWO HUNDRED 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) in the amount of \$1,200 (ONE THOUSAND TWO HUNDRED AND NO/100 DOLLARS) be made and added to the DuPage Animal Friends Unrestricted FY23 Grant, Company 5000 - Accounting Unit 1310, for the period of December 1, 2022 through November 20, 2024; 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 27th day of February, 2024 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 UNRESTRICTED GRANT FY23
COMPANY 5000 – ACCOUNTING UNIT 1310
\$1,200

REVENUE

45000-0000 - Investment Income \$ 1,200

TOTAL ANTICIPATED REVENUE \$ 1,200

EXPENDITURES

CONTRACTUAL

53070-0000 - Medical Services \$ 1,200

TOTAL CONTRACTUAL \$ 1,200

TOTAL ADDITIONAL APPROPRIATION \$ 1,200