



# DU PAGE COUNTY

## Animal Services Committee

### Final Summary

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

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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.