



KENDALL COUNTY ANIMAL CONTROL

County Office Building
County Board Rooms 209-210
111 W. Fox Street; Yorkville IL
Wednesday, July 27, 2016 – 4:30p.m.
A G E N D A

1. **Call to Order**
2. **Roll Call:** Jeff Wehrli (Chair), Matthew Prochaska (Vice Chair), Lynn Cullick, Elizabeth Flowers, John Purcell
3. **Approval of Agenda**
4. **Approval of Minutes from June 22, 2016**
5. **Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
6. **New Business**
 - *Authorize Application for Trailer Permit*
 - *Recommend Board Approval of Trailer Lease*
 - *Review SOP regarding Medical Care Fund*
 - *Review Job Descriptions*
7. **Other Business**
8. **Public Comment**
9. **Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2 (1)**
10. **Action Items for County Board**
11. **Adjournment**



**KENDALL COUNTY
ANIMAL CONTROL**

Wednesday, June 22, 2016 at 4:00PM

MEETING MINUTES

Call to Order – The meeting was called to order by Committee Chair Jeff Wehrli at 4:16p.m.

Roll Call

Committee Members Present: John Purcell - here, Elizabeth Flowers – present, Jeff Wehrli – here. **With three members present, a quorum was established to conduct committee business.**

Committee Members Absent: Matthew Prochaska (excused)

Lynn Cullick arrived at 4:25p.m.

Others present: Laura Pawson, Jeff Wilkins

Approval of Agenda – Motion made by Member Flowers to approve the agenda, second by Member Purcell. **With all in agreement, the motion carried.**

Approval of May 18, 2016 Meeting Minutes – Member Purcell made a motion to approve the minutes from May 18, 2016, second by Member Flowers. **With all present in agreement, the motion carried.**

New Business – None

Old Business – Member Wehrli updated the committee on the pending purchase or lease of a trailer that will serve as the offices and sit next to the current facility. Mr. Wehrli, Ms. Pawson, Mr. Wilkins and Mr. Smiley will visit the vendor next week to check on the measurements, door placement, appropriate size for Animal Control needs, etc. There was consensus by the committee to lease the trailer for the first year, and then consider purchasing it later. They will bring the lease to the committee at the July meeting, before taking to the County board for final approval.

Census Report – Ms. Pawson reviewed the May census and bite/euthanasia reports with the committee.

<u>DOGS</u>	<u>MAY</u>	<u>JUNE (to-date)</u>
Intakes	36	11
Adopted	4	6
Reclaimed	22	9
Transferred	1	1
Euthanized	1	1

Total Dogs Available for Adoption: 8

Total Unavailable Dogs: 6 (2 in heat)

<u>CATS</u>	<u>MAY</u>	<u>JUNE (to-date)</u>
Intakes	10	1
Adopted	1	0
Reclaimed	0	0
Transferred	1	1
Euthanized	4	1

Total Cats Available for Adoption: 3 cats, 3 kittens Total Unavailable Cats: 1 cat, 1 kitten

Bite Report May Total: 16 Dogs 3 Cats

Visitors May - 77

Upcoming Events/News

- Thursday, June 9 – Volunteer Orientation (2 attendees)
- Saturday, June 11 – Pet Supplies Plus Adoption Event, Yorkville
- Saturday, June 18 – Prairie Fest Adoption Event
- Friday, June 24 – WSPY Channel 30 Appearance featuring adoptable pet
- Saturday, July 9 – Pet Supplies Plus Adoption Event, Yorkville
- Tuesday, July 12 – Volunteer Orientation

Continue running weekly Ad for adoptable pets in Record Newspapers
Possible return to WSPY in June

Operations Report

- *Job Posting for Kennel Manager/Animal Control Officer* – Ms. Pawson reported that the job ad will be posted on the County website today. Glenn Campos to post the want ad on other no cost websites.
- *Update on Chihuahua Kady* – Ms. Pawson reported that Kady’s eye removal surgery was successful. She continues healing, and is currently in heat, but will be ready for adoption in a few weeks.
- *Update on one-day July Special Event and 50/50 Sponsorship* – Ms. Pawson stated that she is planning a “Clear the Shelter” special event on July 23, 2016, and said the shelter will have extended hours until 5:00p.m.on that one Saturday, and they will offer no adoption fee for that day.

Accounting Report – Jeff Wilkins reviewed the monthly financial report with the committee, and said it was another good month although revenues are down slightly from last year. Rabies tags have increased, and donations are down from last year. Member Purcell asked that the Medical Fund numbers be added to the monthly Financial report.

Public Comment – None

Executive Session – None needed

Action Items for the County Board - None

Adjournment – Member Flowers made a motion to adjourn the meeting, second to the motion by Member Cullick. **With all in agreement, the meeting was adjourned at 5:03p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Clerk



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY16
June 2016

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
6/30/2016

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY16 Budget	June Actual	YTD Actual	YTD Percent of Budget	6/30/15 YTD	FY16 YTD v. FY15 YTD
Animal Control Fund #350						
Revenues						
Rabies Tags Sold	\$ 170,790	\$ 15,796	\$ 115,975	67.9%	\$ 110,999	4,976
Fines & Fees (Total)	39,500	2,691	14,751	37.3%	18,560	(3,809)
Donations	5,500	25	2,143	39.0%	16,659	(14,516)
Intact Registration Fee	9,500	1,570	8,789	92.5%	7,794	995
Miscellaneous	200	(1)	165		25	140
Total Revenues	\$ 225,490	\$ 20,081	\$ 141,822	62.9%	\$ 154,037	(12,215)
Expenditures						
Salary - Animal Control Warden	\$ 43,500	\$ 3,308	\$ 19,646	45.6%	\$ 25,524	(5,678)
Salary - Assistant Warden	36,000		4,454	11.7%	21,477	(17,023)
Salary - Other	58,000	5,128	33,950	58.5%	31,097	2,853
Salary - Administrator	6,300	485	3,623	57.5%	3,462	161
Supplies	1,900	7	602	31.7%	322	280
Postage	1,100	114	560	50.9%	615	(55)
Training	1,500	143	393	26.2%	75	318
Telephone & Pager	250	32	87	34.8%	48	39
Equipment	4,000	539	1,527	38.2%	818	709
Vehicle Expense & Gasoline	2,400	303	688	28.7%	471	217
Uniforms	500				172	(172)
Volunteers/Public Relations	1,000		599	59.9%	338	261
Neuter/Spay Fees			106			106
Rabies Tags	2,600		1,701	60.7%	2,462	(761)
Transportation, Board & Care	15,000	1,137	4,290	28.6%	4,609	(319)
Kennel Improvements		333	333			333
Observation/Disposal	500		150	30.0%	300	(150)
Microchips	2,000		1,738	86.9%		1,738
Capital Expenditures	3,000					
Total Operating Expenditures	\$ 181,750	\$ 11,527	\$ 74,646	41.1%	\$ 91,790	(17,144)
Transfer to General Fund for Health Ins.	\$ 16,740	\$ 731	\$ 5,011	29.9%	\$ 4,349	662
Transfer to IMRF & SS Fund	27,000	1,417	9,885	36.6%	13,984	(4,099)
Transfer to Building Fund						
Total Transfers Out	\$ 43,740	2,148	\$ 14,896	34.1%	18,333	(3,437)
Total Expenditures & Transfers Out	\$ 225,490	\$ 13,675	\$ 89,541	39.7%	\$ 110,123	(20,582)
Total Revenues Over/(Under) Expenditures	\$ -	\$ 6,406	\$ 52,281		\$ 43,914	8,367

**KENDALL COUNTY ANIMAL CONTROL
FUND (CASH) BALANCE
FY 2016**

MONTH	FY16 Monthly REVENUE OVER/(UNDER) EXPENSES	FY16 FUND (CASH) BALANCE	FY15 Monthly REVENUE OVER/(UNDER) EXPENSES	FY15 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 112,935		\$ 60,179
December-15	\$ (2,409)	110,526	\$ 10,828	71,007
January-16	25,397	135,923	17,482	88,489
February-16	4,876	140,799	2,576	91,065
March-16	2,813	143,611	(671)	90,394
April-16	9,724	153,335	9,985	100,379
May-16	5,475	158,810	3,191	103,570
June-16	6,406	165,216	524	104,094
July-16			(2,638)	101,456
August-16			(11,279)	90,176
September-16			27,336	117,512
October-16			2,301	119,813
November-16			(6,878)	112,935
Fund (Cash)	\$ 52,281		\$ 52,756	
YTD Fund Balance		\$ 165,216		\$ 112,935

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
6/30/2016

Animal Control Capital Fund #340

	FY16 Budget	June Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	69,276		69,276		FY10 \$70,000 FY11 87,769 FY12 41,062 FY13 46,762 FY14 51,661 FY15 69,276 FY16 69,276
Revenue					
Other Revenue	-		-		
Total Revenue	-		-		
Expenditure					
Expense - Building Improvements	10,000		-		
Total Expenditure	10,000		-	0.0%	
Transfers In - from Animal Control Fund					
Total Transfers In	-		-		
Ending Balance	\$ 59,276	\$ -	\$ 69,276		

Animal Medical Care Fund #341

	FY16 Budget	June Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	33,497		33,497		FY13 \$250 FY14 21,935 FY15 33,497 FY16 33,497
Revenue					
Donations & Receipts	1,000		-		
Total Revenue	1,000		-	0.0%	
Expenditure					
Animal Medical Care Expenses	2,500		-		
Heartworm Testing	1,500		-		
FelLuk/FIV Testing	3,750		-		
Total Expenditure	7,750		-	0.0%	
Ending Balance	\$ 26,747	\$ -	\$ 33,497		

**KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
6/30/2016**

State Pet Population Fund #860

	FY16 Budget	June Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	7,950		7,990		FY10 \$4,750 FY11 850 FY12 280 FY13 4,020 FY14 5,865 FY15 7,990 FY16 8,910
Revenue					
Fees: Dogs Running at Large	1,500	260	920		
Total Revenue	1,500		920	61.3%	
Expenditure					
Remittance to State of IL	1,500		-		
Total Expenditure	1,500		-		
Ending Balance	\$ 7,950	\$ -	\$ 8,910		

Animal Population Control Fund #870

	FY16 Budget	June Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	82,149		83,094		FY10 \$29,314 FY11 46,248 FY12 60,939 FY13 64,358 FY14 71,549 FY15 83,094 FY16 93,399
Revenue					
Fees	12,000	2,010	11,664		
Total Revenue	12,000		11,664	97.2%	
Expenditure					
Spay/Neuter Adopted Dogs/Cats	6,000	150	570		
Spay/Neuter Targeted Dogs/Cats	4,000	195	789		
Total Expenditure	10,000		1,359	13.6%	
Ending Balance	\$ 84,149	\$ -	\$ 93,399		

**KENDALL COUNTY ANIMAL CONTROL
VOUCHERS PAID
June-2016**

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT
3502-000-6200	SUPPLIES		
	First National Bank of Omaha	Flash Drive	\$ 6.51
			\$ 6.51
3502-000-6201	POSTAGE		
	Postage	May - June Postage	113.72
			113.72
3502-000-6206	TRAINING		
	IL Dept. of Agriculture	License Renewal	25.00
	First National Bank of Omaha	Prairie State Conference	117.60
			142.60
3502-000-6207	TELEPHONE & PAGER		
	Sprint	Cellular Telephone Expense	9.34
	Sprint	Cellular Telephone Expense	23.06
			32.40
3502-000-6216	EQUIPMENT		
	1st AYD Corporation	Disinfectant	539.23
			539.23
3502-000-6217	VEHICLE EXPENSE & GASOLINE		
	Merlin	2007 Dodge Repairs	303.23
			303.23
3502-000-6897	TRANSPORTATION, BOARD & CARE		
	Countryside Veterinary Clinic	Board & Care	1,132.16
	Shaw Media	Adoption - Pork Chop	5.00
			1,137.16
3502-000-6898	KENNEL IMPROVEMENTS		
	O'Malley Welding & Fabricating	Repair Door	332.50
			332.50
TOTAL			\$ 2,607.35



**KENDALL COUNTY
ANIMAL CONTROL**

**July 27, 2016
Kendall County Animal Control**

June Visitors AM: 31
June Visitors PM: 83

Total: 115

June 2016 Dog

Dog Intakes: 20
Dogs Adopted: 7
Reclaimed: 11
Transferred: 2
Euthanized: 1 (6/2/16 "Anakin" Pit Bull mix, Reason: Behavior/Aggression)

June 2016 Cat

Cat Intakes: 8
Cats adopted: 1
Cats Reclaimed: 0
Transferred: 0
Euthanized: 0

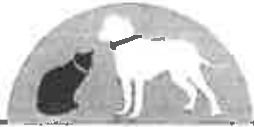
July 2016- Month to Date/Year to Date/2015 Comparison YTD

Dog Intakes to Date: 19/158/176
Dogs Adopted: 7/39/37
Reclaimed: 9/102/106
Transferred to Rescue: 5/16/12
Euthanized: 0/4/6
Total Available Dogs for Adoption: 6/N/A
Total Unavailable Dogs: 3/N/A (1 scheduled for spay 7/28)

Cat Intakes to date: 18/50/34
Cats Adopted: 5/17/16
Cats Reclaimed: 1/2/3
Transferred to Rescue: 8/12/9
Euthanized: 1/10/7
Total Adoptable Cats: 2 (2 cats) / N/A
Total Unavailable Cats: 14 (5 cats, 9 kittens-4 are nursing) / N/A

EVENTS AND MEDIA:

Saturday, July 9th Pet Supplies Plus Yorkville Adoption Event
Tuesday July 12th Volunteer Orientation (2 people attended)
Saturday July 23rd "Clear the Shelters Event" 4 dogs, 1 cat Adopted w/ fee waived. 2 Kittens w/adoption fee.
Upcoming: August 13th Pet Supplies Plus Yorkville Adoption Event
Upcoming: Thursday, August 25th Volunteer Orientation
Upcoming: Friday, August 26th WSPY Channel 30 featuring adoptable pet



KENDALL COUNTY
ANIMAL CONTROL

JUNE 2016

ANIMAL BITES TO HUMAN REPORTED TO KCAC FOR THE MONTH OF JUNE

DATE	OWNER	BITING ANIMAL	PERSON BITTEN
6/2/16	OWNER	"DANNY" ROTTWEILER (UTD/ALTERED)	OTHER
6/4/16	OWNER	"SOLO" PIT BULL (ALTERED/UTD)	OTHER
6/5/16	OWNER	"SKYLAR" BORDER COLLIE (ALTERED/NOT UTD)	OTHER
6/5/16	OWNER	"COBY" HUSKY (NOT UTD/ALTERED)	OTHER
6/7/16	OWNER	"BO" BOXER MIX (ALTERED/UTD)	OTHER
6/8/16	OWNER	"SKITTLES" GREAT PYRENESE (UTD/ALTERED)	OTHER
6/11/16	OWNER	"MACK" ENGLISH BULLDOG (ALTERED/UTD)	OTHER
6/12/16	OWNER	"MISO" GREYHOUND MIX	OTHER
6/12/16	OWNER	"HADES" GREAT DANE (NOT UTD/ALTERED)	OTHER
6/13/16	OWNER	"ROCCO" SHEPHERD/ROTTWEILER MIX (UTD/ALTERED)	OTHER
6/16/16	OWNER	"MAXI" BOXER (UTD/ALTERED)	OTHER
6/16/16	OWNER	"LIZA" GREAT DANE (NOT UTD/INTACT)	OWNER
6/18/16	OWNER	"CLANCY" CAT (NOT UTD/ALTERED)	OWNER
6/21/16	OWNER	"SHILOH" BEAGLE (UTD/ALTERED)	OTHER
6/21/16	OWNER	"BRUNO" ST. BERNARD (NOT UTD/INTACT)	OWNER
6/22/16	OWNER	"ARMANI" PIT BULL MIX (ALTERED/UTD)	OWNER
6/23/16	OWNER	"BUTKUS" AUSTRALIAN SHEPHERD (UTD/ALTERED)	OWNER
6/24/16	OWNER	"MOLLY" HOUND (ALTERED/UTD)	OWNER
6/25/16	UNKNOWN	UNKNOWN STRAY CAT	OTHER
6/25/16	OWNER	PARROT	OWNER
6/30/16	OWNER	"LAMBEAU" PIT BULL (UTD/ALTERED)	OTHER

6/23/16	OWNER	"CJ" GOLDEN RET. MIX (UTD/INTACT)	OTHER
6/25/16	OWNER	"MILO" BEAGLE/COONHOUND (UTD/ALTERED)	OTHER

DOGS WITH MULTIPLE BITES: 1 ("Miso" 9/19/14- bit owner , 6/12/16 -bit sister when hugged the dog)

ROTTWEILER	1
PIT BULL	2
BORDER COLLIE	1
HUSKY	1
BOXER MIX	1
GREAT PYRENESE	1
ENGLISH BULLDOG	1
GREYHOUND MIX	1
GREAT DANE	1
SHEPHERD	1
BOXER	1
BEAGLE	1
GREAT DANE	1
ST. BERNARD	1
PIT BULL MIX	1
AUSTRALIAN SHEPHERD	1
HOUND	1
GOLDEN RETRIEVE MIX	1
BEAGLE/COONHOUND MIX	1
CATS	2
PARROT	1
<hr/>	
TOTAL:	23

3/25/16

Kady - Chihuahua

Didn't go up for adoption until June 1st.

Did you recently adopt a pet from a Petfinder shelter? Get started with an exclusive reward kit from Purina and PetSmart



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petfinder. Home of 294,319 adoptable pets from 12,826 adoption groups.

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Search filters: Location (60560), Type (Any), Breed (See All), Age (Any Age), Gender (Any), Find Pets button

1,814 ADOPTABLE PETS WITHIN 25 MILES OF 60560

Return to search results

Previous

12 of 1,814



Next

Kady

Print

Dog • Chihuahua Mix • Adult • Female • Small
Kendall County Animal Control Yorkville, IL



RENTING IS MAYHEM. Add Renters to an Allstate Auto Policy for AS LOW AS \$14 A MONTH. Allstate RENTERS. LEARN MORE

OTHER PETS AT THIS ORGANIZATION

1 of 2



Sparrow



Koba



Naia Rose



BrNile Bee



HelMet



Farley

See all Available Pets >

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Ask About Kady

ABOUT KADY

It's not often that we have a dog that everyone falls head over heels in love with. Kady is that dog and for good reason. Kady was neglected in her previous home and because of that she had to have both of her eyes removed. Kady was suffering for a very long time and was essentially blind. She suffered from dry eye and it was left untreated so her eyes were rotting away. We fought hard for this little dog and chose to do whatever it would take medically to make her happy, and healthy. She underwent surgery and seemed relieved to be out of pain. Because her vision was so limited for years she gets around rather well. She is so happy, sweet and kind you can't help but fall for this tiny gentle spirit. She is just so adorable and her story just tugs at your heart. We are all rooting for this little angel and hope that some special person comes along and decides to adopt her and she can live the life she so richly deserves. We would love to know she will be pampered for the rest of her life. She likes little dogs and has made a little doggie friend at animal control. When Kady is with her she grooms her and seems to be extra happy. However we think Kady would do well in any loving caring home with or without a little doggie pal. Kady is estimated at 7 years of age and she still has a lot of life left in her and a ton of love to give. She loves to cuddle, be carried around or just be near people. She does not like being in the kennel with all the large dogs barking and would love to be in a home. All of the

KENDALL COUNTY ANIMAL CONTROL
(630) 563-9256
802 W John Street
Yorkville, IL 60560
animalcontrol@co.kendall.il.us

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The Pawpurrazzi



Kendall County
Animal Control Newsletter

Volume 4, Issue 7

Finding Forever Homes on July 23, 2016

Kendall County Animal Control is proud to be participating in the NBC 5 and Telemundo Chicago's Clear the Shelters event!

About Clear the Shelters

This year's nationwide Clear the Shelters adoption event will be held July 23. Nearly 20,000 pets found their forever homes in 2015, when some 400 animal shelters across the country partnered with NBC Owned Television Stations and the Telemundo Station Group.

On Saturday, July 23rd from 11am until 4pm, Kendall County Animal Control staff and volunteers will be working very hard to find the perfect match and placing adoptable pets with loving, safe and permanent homes. In addition to extended hours, the adoption fee shall be waived for those who apply for adoption in person that day from 11am to 4pm for adult animals six months or older (all regular adoption policies and restrictions apply and adoptions may be refused at the discretion of the Animal Control staff).

For more information about this nationwide event please visit: <http://www.cleartheshelters.com/>



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Upcoming Volunteer Orientations

- Tuesday, July 12, 2016 6:30-8:00pm
- Thursday August 25, 2016 6:30-8:00pm

Please visit our website, www.co.kendall.il.us, or call, 630-553-9256, for more information!

July Adoptable-Nala Rose!

Nala Rose is an extra large gal, but that's ok it just means there is more of her to love. Nala is about 5 years of age but acts spunky at times. She is not fond of female dogs but likes male dogs and loves smaller males. She had a best friend at animal control named Gizmo who was adopted. Nala is pretty easy going and would make a wonderful companion . She is smart, happy and pretty cute too. We would love to see her get a home with a family that is committed to helping her shed a few pounds. If your looking for a diet / exercise buddy, you could be the perfect match for Nala. She has soulful eyes and a georgous yellow coat. She looks mostly lab but she has a curl in her tail. Nala is fully vetted and available for adoption at Kendall County Animal Control. Her adoption fee is only \$120.00



Upcoming Events

Kendall County Animal Control is a big part of the community! Please check out our exciting upcoming events:

Come show us your skills! Kendall County Animal Control is always looking for some great additions to our team of passionate volunteers. You can learn more about orientation and general volunteer information here:

<http://www.co.kendall.il.us/animal-control/volunteer/>



Volunteer orientations are held in the East Wing Conference Room (EWCR) of the Historic Courthouse located at 110 W. Madison St. in Yorkville. Dates for upcoming orientations are:

- Tuesday, July 12, 2016 from 6:30-8:00pm
- Thursday, August 25, 2016 from 6:30pm-8:00pm
(Please email R.S.V.P to: Lpawson@co.kendall.il.us or call 630-553-9256)

Adoption Events:

- Saturday, July 23, 2016– “Clear the Shelters Event” from 11am-4pm at Kendall County Animal Control, 802 W. John Street Yorkville, IL
- Saturday, July 9, 2016– 11am-2pm at Pet Supplies Plus 1755 Marketview Dr. Yorkville, IL

Special Events:

- Friday, August 26, 2016 - WSPY TV Channel 30 from 8:30am-9am featuring Kendall County Animal Control and an adoptable pet.

Donations Needed!

Animal Control is currently in need of the following:

- Dry Cat/Kitten Food
- Pate Canned Cat Food
- Canned Pumpkin
- Large Dog Weight Scale
- Laundry Detergent, Dish Detergent, Bleach
- Clumping Cat Litter
- High Grade Dry Dog Food
- High Grade Grain Free Dry Dog Food

Adoptable Cat-!

Sheeva was named after a female video game character who has a Mohawk. We named her that because she has a long strip of hair that runs down the middle of her back. Sheeva is a large girl and that just means more to love! She is on special weight management food because it is more healthy for her to lose a few pounds. Sheeva is a sweet girl who loves people and would love to be someone's couch buddy. She is one cool cat and she just needs that special owner to get her looking fit. She is fully vetted and she is adoptable at Kendall County Animal Control. Adoption fee \$70.00.



Shout Outs and Thank You's!

We're thankful for all the wonderful people that come in on a regular basis with donations of food, toys, recyclable cans, and other items on our wish list. This month, we have a special shout outs for folks that went above and beyond.



Big thanks to Joshua Schneider of Plano! He collected \$55 plus donations including a new pooper scooper, toys, treats and bowls for the shelter in lieu of gifts for his birthday.



Big shout out to the good people at River Heights Veterinary Clinic in Oswego for collecting so many needed items during a donation drive they held for the shelter. We can't thank you enough for your continued support!

A thank you goes out to Abbey & Thomas Menter who came in with their Mom Becky and donated towels, blankets and hotdogs to the shelter!



We would like to thank all those who anonymously donate cans to be recycled, cash donations, and items on our wish list!

Rescue Tails

On May 16th, Montgomery Police Department picked up a young female Stafford Terrier who was running loose and brought her to the shelter. She was a gorgeous blue color with soft sweet eyes. Unfortunately she wasn't wearing any identification and she did not have a micro-chip. We named her "Tessa", a soft name for a soft hearted girl. We held her at the shelter for 7 days waiting for an owner to come for her, but sadly no one came. Shortly after her hold was over, we performed a behavior assessment and it confirmed what we already suspected, she had an amazing temperament! We brought her to out vet to be spay and were excited to try to get her placed with a loving and forever home. Soon after we dropped her off at the vet, we received a phone call with some heartbreaking news. The vet discovered that Tessa had a severe heart murmur and an enlarged heart. We were very concerned about Tessa because the shelter was not a safe place for a dog with her condition. Tessa would not only need a quiet environment, but she would also have to be seen by a specialist to determine if her condition could be treated or managed. We reached out to some home based rescues and were very fortunate when "It's a Pittie Rescue" responded quickly and agreed to take her and provide further treatment. Tessa is now in a foster home while under veterinarian care. Due to her condition, her play time has to be limited, but her foster parent reports that she loves to play in sprinklers!



Tessa at her foster home. Her foster dad says "she has two foster doggy brothers, a kitty & a bunny she is in love with."

For information about how to adopt or become a foster with It's a Pittie Rescue, please visit: <http://rescueapittie.org/>

Kendall County Animal Control Newsletter

802 W. John St
Yorkville, IL 60586

Phone: 630-553-9256

Fax: 630-553-1615

E-mail: animals@co.kendall.il.us

Check out our website!

www.co.kendall.il.us

Kendall County Animal Control is the County agency responsible for the enforcement of the state statutes governing rabies control in domestic companion animals. The State of Illinois requires that all dogs be vaccinated against rabies by a licensed veterinarian. Compliance with this law is monitored through the issuance of rabies tags for all dogs residing in the County. All dogs are required to wear their rabies tags when off of the owner's property. If a pet is lost, rabies tags also provide an excellent means of identifying your pet.

Kendall County Animal Control enforces the County's ordinance that prohibits dogs from running at large in unincorporated, residential areas. Animal Control also reports animal bites as well as pick up stray dogs that are in a contained area. Stray dogs may also be brought to the facility during business hours. Dogs and cats are available for adoption at our facility.



June Summary

There were many memorable moments in June. Among our favorites were "Dixie" and "Hudson". Dixie, a Whippet mix who was very neglected prior to being surrendered to Animal Control, is now in a loving & caring home with her new sister. Sweet and affectionate Hudson went to his forever home on 6/30/16. Here is a quick breakdown of Kendall County Animal Control's numbers for the month of June:

- Dogs reunited with their owners: 11
- Dogs adopted: 7
- Dogs placed with rescue groups: 2
- Cats reunited with their owners: 1
- Cats adopted: 1
- Cats placed with rescue groups: 0



Dixie going to her forever home with her Mom

Hudson is thrilled to be going to a home where he will get lots of love!



On June 20th "Leo", a 5 month old Rottweiler, was adopted by the Director, Laura Pawson.

Leo likes to visit his Mom at Animal Control.



800-251-1600

Rings to the Branch Nearest You
www.actonmobile.com

Branch Address:
Acton Mobile Industries
44W300 IL Rt 64
Maple Park, IL 60151
Phone: d: 630-691-7232 | o: 800-251-1600 f: 630-691-7232 | ext: 708
Fax:

ALABAMA - ARIZONA - CALIFORNIA - COLORADO - FLORIDA
GEORGIA - ILLINOIS - KENTUCKY - LOUISIANA - MARYLAND
MINNESOTA - MISSOURI - NORTH CAROLINA - OKLAHOMA
OHIO - PENNSYLVANIA - SOUTH CAROLINA - TENNESSEE
TEXAS - UTAH - VIRGINIA - WASHINGTON

Lease Quote and Agreement

Tuesday, July 26, 2016

Billing Address:
Kendall County Animal Control
802 John Street
Yorkville, IL 60560
Phone: (630) 553 9256 / Fax: - -
Cell: - -

Shipping Address:
JEFF WEHRLI
Kendall County Animal Control
Kendall County Animal Control
802 John Street
Yorkville, IL 60560
Phone: (630) 742 8363 / Fax: - -
Cell: - -

Quote # QUO-225340-Y9L0N1

Rev	Quote Type	Model	Bldg Size	Lease Term	Mo. Rate*	Sale Price	Serial #
0	USEDLEASE	MO10x40	10x36	12 Mo.	\$215.00		

Initial/One-Time Charges

Description	Qty	Sale Price	Total
Remove Tires/Axles EA	2	\$100.00	\$200.00
Translift Rental Swing Trailer	1	\$250.00	\$250.00
Roll Unit Into Position	5	\$94.00	\$470.00
Delivery Freight	1	\$325.00	\$325.00
Set-up	1	\$144.00	\$144.00
Tie Down	4	\$60.00	\$240.00
Estimated Fuel Delivery			\$5.85
Total Initial / One-Time			\$1,634.85

Recurring Charges

Description	Qty	Sale Price	Total
10x40 Mobile Office Trailer	1	\$215.00	\$215.00
Monthly Personal Prop / Fee			\$6.45
Total Recurring			\$221.45

Estimated Final Charges

Description	Qty	Sale Price	Total
Install Tires/Axles EA	1	\$100.00	\$100.00
Promo0716	1	\$0.00	\$0.00
Tie Down Removal	4	\$20.00	\$80.00
Knockdown	1	\$108.00	\$108.00
Return Freight	1	\$325.00	\$325.00
Fuel Return			TBD
Total Estimated Final			\$613.00

First Invoice Amount	\$1,856.30
Equipment Replacement Value for Insurance	\$25,000.00
Total Amount for Purchase Order	\$4,905.25
Plus Applicable Sales & Use Tax & Fees	

Final charges will be billed to customer at the current rate in effect at the time equipment is returned to Acton.

Acton recommends the Physical Damage Waiver so you are protected from loss & damage.

Notes: ** PURCHASE PRICE ** AS IS, unless specified-- \$10,500.00
Quote is for the rental of a 10x40 mobile office trailer with a standard floor plan unless otherwise specified.
After the 12 month contract, customer can continue to rent trailer month to month at same rental rate.
Delivery and set pricing is contingent upon normal site conditions.
Bathroom included in standard model. Option to remove.
Electrical Requirements: 240 volts, 125 amps, single phase connection.

Optional Items not Included In Quote

Initials	Description	Term	Qty	Sale Price	Total
_____	Skirting	Initial	1	\$1,026.00	\$1,026.00
_____	Epoxy Floor BEIGE/Neutral	Initial	1	\$500.00	\$500.00
Initial next to desired items					\$1,526.00

Monthly Rate is subject to increase on each anniversary of the Equipment's Delivery Date. The Serial Number noted on this page may be changed at any time and is used for internal purposes, subject to availability of Equipment.

Prices are effective for thirty 30 days from the date at the top of this page and are subject to availability of Equipment. Prices exclude taxes, licenses, permit fees, utility connection charges and site preparation, which is the sole responsibility of Customer. All Customers and leases of Equipment are subject to credit review.

No, representations and warranties regarding (I) the Equipment or otherwise, or (II) compliance with any federal, state or local codes or zoning ordinances (Codes and Ordinances) are made or may be implied hereby unless expressly stated on this page or in the Terms & Conditions. Compliance with all Codes and Ordinances shall be the sole responsibility of Customer. EQUIPMENT IS PROVIDED AS IS.

Customer must notify ACTON prior to delivery of any Equipment of potentially hazardous site conditions or conditions that may otherwise affect delivery, installation, tie down, maintenance, dismantling or return of any Equipment. Failure to notify ACTON of such conditions will result in additional Initial / One-Time Charges or Final Charges, as applicable, and delays.

Terms of Lease

Customer agrees to lease the Equipment from Acton, and Acton hereby agrees to lease the Equipment to Customer, on the terms set forth in this Lease Order and Agreement and in the Terms & Conditions of Equipment Lease located at <http://www.actonmobile.com/> (Terms & Conditions), which are incorporated herein by reference. ACTON will provide Customer with a copy of the Terms & Conditions upon request. (This Lease Order and Agreement together with the Terms & Conditions are referred to herein as the Lease).

The Lease Term set forth on the first page of this Lease Order and Agreement shall commence upon Acton's delivery of the Equipment to Customer. Customer will have forty-eight (48) hours from time of delivery of Equipment (Delivery Date) to notify ACTON in writing of any Equipment defects or deficiencies. If Acton does not receive a timely written notice from Customer, then Customer shall be deemed to have accepted such Equipment on the terms and conditions set forth in this Lease Order and Agreement and the Terms & Conditions. No alterations, additions, exceptions, or changes to the Lease made by Customer shall be effective against ACTON, whether made hereon, contained in any printed form of Customer or elsewhere, unless accepted in writing by ACTON.

The Lease of the Equipment and any optional services will automatically continue on a month-to-month basis from and after the expiration of the Lease Term until all Equipment is returned to ACTON's property. PLEASE CALL ACTON TO GIVE NOTICE OF ANY EQUIPMENT THAT WILL BE RETURNED. Failure to give notice may result in additional charges.

Customer will be responsible for all repairs and maintenance to Equipment during the Lease in excess of normal wear and tear. ACTON assumes no liability for non-coded setups.

Customer must provide general liability insurance during the lease in accordance with the Terms and Conditions. Unless the Customer purchases ACTON's Physical Damage Waiver, All-Risk Physical Loss or Damage Property Insurance coverage for the full Equipment Replacement Value naming NEW ACTON MOBILE INDUSTRIES LLC as 'Additional Insured and Loss Payee' must also be provided in accordance with the Terms and Conditions. If Customer does not provide this insurance coverage within ten (10) days of delivery of Equipment, Customer accepts ACTON's Physical Damage Waiver (PDW) and shall pay its charge. PDW terms are published on www.actonmobile.com/support/document-library/documents/PDW and hereby incorporated by reference. Customer acknowledges receipt of such terms and that they are part of each Agreement. Customer's payment of the PDW waives Customer's liability for Equipment (not contents) up to the full Equipment Replacement Value (subject to the deductible per occurrence) for certain limited types of loss. Please send any documents to Customer-COI@actonmobile.com.

Customer is solely responsible for locating and adequately marking the location of any underground structures and/or utility services (gas, water, phone, sewer, etc.) prior to the unit delivery. Acton is not responsible for any damage caused to unmarked underground services.

Current month fuel surcharge; The rate may adjust on the first of the month that the transportation services are performed. To view the Policy & Rate Table, go to www.actonmobile.com.

The terms and conditions of this Lease shall apply and be incorporated into all Lease Quotes/Orders and Agreements, Proposals, Sale Agreements, Purchase Orders, Service Agreements, and the like, whether executed prior to or subsequent to this Agreement, whenever ACTON, its subcontractors, agents, or any of their respective employees are on a site owned or controlled by Customer to perform Services or add Services or Equipment for Customer. The terms and conditions of this Agreement shall apply to all Services performed to the extent that the terms and conditions are applicable to the Service provided by ACTON, ACTON's subcontractors and ACTON's Vendors.

The terms and conditions of this Agreement reflects the entire Agreement between the parties with respect to its subject matter. It is expressly understood and agreed that the Customer and ACTON may have entered or may enter into other contracts, lease agreements, purchase orders, service agreements, or understandings with each other (Other Contracts). All Other Contracts, other oral or written agreements, understandings, conditions, warranties, or representations with respect to the subject matter of this Agreement are superseded hereby, whether executed prior to or subsequent to execution of this Agreement. No subsequent alteration, amendment, modification, or addition to this Agreement shall be binding upon the parties unless reduced in writing and signed by an authorized representative of both ACTON and Customer. Any invoice, acknowledgement, purchase order or other communication issued by ACTON or Customer in connection with this Agreement shall be construed for record and accounting purposes only. Any terms and conditions stated in such communication shall NOT BE APPLICABLE to this Agreement and shall not be considered to be a provision or term of this Agreement. Trade language, custom, and/or usage are superseded by this Agreement and shall not be applicable in the interpretation of this Agreement. Should any requirement or provision of this Agreement conflict with any other requirement or provision, it is the Customer's responsibility to give ACTON prompt written notice of such conflict for resolution, otherwise, this Agreement shall continue to supersede.

BY SIGNING THIS LEASE ORDER AND AGREEMENT (LEASE) CUSTOMER (I) AGREES THAT CUSTOMER SHALL BE BOUND BY THIS LEASE AND THE TERMS & CONDITIONS OF EQUIPMENT LEASE (revised July 27, 2015) LOCATED AT <http://www.actonmobile.com/support/document-library/documents/actonmobile-terms-and-conditions-of-equipment-lease> ON THE DATE CUSTOMER SIGNS THIS LEASE, WHICH ARE INCORPORATED HEREIN BY REFERENCE AND CONTAIN, AMONG OTHER THINGS, ARBITRATION AND WAIVER OF JURY TRIAL PROVISIONS; AND (II) ACKNOWLEDGES THAT IT HAS READ THE TERMS & CONDITIONS.

Signature: _____
Print Name: _____
Title: _____
PO #: _____
(If Required) _____

Quote #: QUO-225340-Y9L0N1
Kendall County Animal Control
Date: _____

New Acton Mobile Industries LLC (ACTON)

Lease Quote and Agreement Prepared by:

By: 
Rodney Shrader
Chief Operating Officer

Kila Harwick
Kila.Harwick@actonmobile.com
Acton

Major Credit Cards Accepted:



The Lease and all rights of ACTON under the Lease are subject to the security interest of Wells Fargo, National Association, as Agent, and any sale, transfer, assignment or encumbrance of the Lease violates the rights of such secured party.

Property Damage Waiver



Stuff Happens! Enjoy peace of mind knowing you are shielded from major expenses if a leased unit is unexpectedly damaged. Acton Mobile's Property Damage Waiver is a convenient method to budget costs, limit financial exposure and simplify insurance requirements.



Protection

Property Damage Waiver applies to a wide range of incidents* that could result in a major repair or total loss.

- Flood
- Windstorm
- Fire and resulting smoke damage
- Collision with a vehicle
- Theft (including attachments leased from Acton Mobile)
- Lightning
- Hail
- Vandalism
- Explosion (externally caused)



Features

- **Easy Enrollment.** Property Damage Waiver can be added to a new lease, prior to delivery.
- **Fixed Fees.** Fees are fixed for full lease duration.
- **Low Deductibles.** \$1,000 per occurrence per mobile or modular building.
- **Pay for Usage Only.** Coverage starts and stops with your lease agreement.
- **One Payment.** Whether you're paying by check or credit card, make only one monthly payment.
- **Hassle-free.** Call your local branch to report a claim. Avoid insurance rate increases or large out-of-pocket expenses.



THIS IS NOT INSURANCE. THE PROPERTY DAMAGE WAIVER PROGRAM IS A WAIVER OF CERTAIN PHYSICAL DAMAGE INSURANCE REQUIREMENTS OF THE STANDARD LEASE AGREEMENT. THIS IS NOT A REPLACEMENT FOR COMMERCIAL PROPERTY & CASUALTY INSURANCE, AND DOES NOT RELATE TO LIABILITY INSURANCE IN ANY WAY. SEE TERMS AND CONDITIONS AT ACTONMOBILE.COM.

*Restrictions apply. Contact your local Acton Mobile sales representative for details.

only after remaining in Animal Control's care for at least a period of time established by County ordinance, unless the cat has been owner-surrendered. An owner-surrendered cat may be euthanized after 24 hours.

All animals that pass the behavior assessment will be examined by a licensed veterinarian. If the veterinarian determines the animal has a medical issue that can be treated within Animal Control's \$150 budget, the animal will be treated. If it is over the \$150 budget, the animal may be selected for rescue or humanely euthanized. Also at the discretion of the Director, funds may be used from the Animal Medical Care Fund to provide care for animals over \$150. In determining whether to exceed the \$150 limit, the Director will consider the following: (1) the cost of treatment, (2) the likely prognosis and quality of life of the animal after treatment, (3) the availability of outside funds to pay for the treatment, (4) and any other factors unique to the circumstances. If the veterinarian determines the animal is failing and is untreatable, the animal will be humanely euthanized. Animal Control will not prolong the pain and suffering of an animal.

A veterinarian must spay/neuter, vaccinate for rabies, and examine all animals that have been selected for adoption. Only animals determined to be healthy by the veterinarian, and microchipped by Animal Control will be put up for adoption at Animal Control. Any additional medical care provided must be approved by the Director.

All animals that have been selected for rescue will be spay/neutered, when timing and resources allow. (VCA Aurora spay/neuters Kendall County Animal Control animals at no cost.) All animals will be microchipped. Any additional medical care provided must be approved by the Director. An intact animal will be released to a rescue only upon written assurance that the rescue will spay/neuter the animal within 30 days. 510 ILCS 5/11 (West 2014).

All animals that have been selected for euthanasia will be humanely euthanized by a licensed veterinarian, in compliance with the Humane Euthanasia in Animal Shelters Act. 510 ILCS 72/1 *et seq.* (West 2014), with at least 1 Animal Control staff member present to provide comfort to the animal, unless the animal poses a safety risk or is feral. All animals will be scanned for a microchip a second time to verify no identification was missed prior to euthanasia.

If any behavioral changes are observed by a trained staff member, an animal may be re-evaluated to determine placement. The same procedure will be followed as with the original evaluation.

Placement of an animal may also be redefined based on the space available at the facility. Animal Control must maintain kennel and cage space to be able to intake stray animals. Based on the space available, an animal originally determined to be adoptable may be sent to a licensed rescue group or humane society or humanely euthanized and an animal originally selected for

Kendall County Job Description

TITLE: Kennel Technician
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary and Primary Purpose:

Under the supervision of the Director, maintains the cleanliness and security of the Animal Control facility and assists as necessary with shelter custodial and adoption procedures.

II. Essential Duties and Responsibilities:

- A. Cleans and maintains animal shelter.
- B. Performs routine maintenance of animals such as cleaning, feeding and watering.
- C. Administers vaccines, medications, and microchips.
- D. Assists with intake, adoptions and reclaiming of animals.
- E. Answers telephones and performs other customer service related activities.
- F. Does behavioral assessments including temperament testing of animals.
- G. Data entry.
- H. Assists with other duties and responsibilities as assigned by Supervisor.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- Possess good verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to follow instructions and meet deadlines.
- The ability to work independently as well as a team.

B. Work Standards and Best Practice Guidelines:

- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must be a team player committed to working in a quality environment.
- Can work well under pressure and in stressful situations.

C. Education and Experience:

- High school graduate or equivalent.
- General computer knowledge.
- Minimum 1 year animal sheltering experience.
- Minimum 1 year animal medical experience.

D. Physical Demands:

- Reach with hands and arms;

Kendall County Job Description

- Stoop, kneel, crouch, and/or crawl;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception;
- Occasionally lift and/or move up to 50 pounds.

VII. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Kennel Manager and Animal Control Officer
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
APPROVED: 06/07/2016

I. Position Summary:

Enforce the Illinois Humane Care for Animals Act and Animal Control Act and rabies control for Kendall County. Manage the day-to-day operations of the Animal Control Kennel.

II. Essential Duties and Responsibilities:

A. Kennel Manager:

1. Track intake of animals that arrive at the Shelter and their eventual disposition.
2. Assist the public in adopting or reclaiming lost animals.
3. Answer telephones and performs other customer service related activities.
4. Assist with instruction to and supervision of shelter volunteers.
5. Assist with efforts to place animals with rescue groups.
6. Responsible for keeping kennel cages and runs clean, monitoring and stocking kennel food supply, and maintaining vaccine stock.
7. Monitor the behavior of kennel animals, vaccinate dogs and cats as required and assist with rescue placement.
8. Assists with other duties and responsibilities as assigned by Supervisor.

B. Animal Control Officer:

1. Investigate animal welfare complaints in unincorporated Kendall County. Interview witnesses, collect evidence, and write reports.
2. Issue warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
3. Assist police departments and other law enforcement agencies as needed.
4. Track and investigate all reported animal bites in Kendall County.
5. Seize, impound, and transport animals.
6. Assist in activities that enhance the health and well-being of the animals at the shelter with the primary goal of placing animals with appropriate owners.
7. Be on-call overnight and on weekends for emergencies.
8. Fulfill duties of Animal Control Warden as 510 ILCS5 / Animal Control Act.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- Must possess strong verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to listen, understand information and ideas.
- Excellent people skills and detailed orientated.
- Can work well under pressure and in stressful situations.

Kendall County Job Description

B. Work Standards and Best Practice Guidelines:

- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must be a team player committed to working in a quality environment.
- Must possess excellent prioritization skills and the ability to meet deadlines.

C. Education and Experience:

- High School diploma or equivalent.
- Valid Illinois Driver's License. .
- Minimum 1 year animal handling experience.
- Minimum 1 year animal control or law enforcement experience.

IV. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Reach with hands and arms;
- Stoop, kneel, crouch, crawl, walk, run;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception;
- Ability to lift and/or move up to 50 pounds.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to following working conditions:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Animal Control Director
DEPARTMENT: Animal Control
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: 05/06/2014

I. Position Summary:

Manages the Animal Control department and oversees County Animal Control and Illinois Animal Welfare Act related to the adoption and/or shelter of strayed or lost animals, and enforces quarantining, treatment or disposition, rabies and/or related diseases.

II. Essential Duties and Responsibilities:

- A. Supervise and manage Animal Control staff.
- B. Provide orientation for and manage shelter volunteers.
- C. Perform public relations and oversee attendance of community and adoption events.
- D. Create and maintain budget for Animal Control.
- E. Write press releases and newsletter.
- F. Oversee the website to insure information is current.
- G. Responsible for apprehending and impounding stray or lost animals.
- H. Assist the public in adopting or reclaiming lost animals.
- I. Coordinate staff efforts to place animals with rescue groups.
- J. Collect appropriate fees as directed by the County Board.
- K. Issue work orders for necessary routing maintenance.
- L. Provide on-site follow up investigation of situations involving animal bites.
- M. Administration and enforcement of the rabies vaccination program.
- N. Issue warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
- O. Investigate reports of animal attacks or animal cruelty, interview witnesses, collect evidence, and write reports.
- P. Write reports of activities, and maintain files of impoundments and dispositions of animals.
- Q. Advise law enforcement and other government officials on animal-related topics and issues.
- R. Provide education to schools, community groups, and the general public.
- S. Be on-call overnight and on weekends for emergencies.
- T. Fulfill duties of Animal Control Warden as 510 ILCS5 / Animal Control Act.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- Must possess strong verbal, written, and telephone skills and the ability to communicate effectively and interact with all levels of customers, employees, and volunteers.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel.
- Must be able to excel under pressure and in stressful situations.

B. Work Standards and Best Practice Guidelines:

Kendall County Job Description

- Must be a strong leader who can lead by example and committed to working in a quality environment.
- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must possess excellent prioritization skills and the ability to meet deadlines.

C. Education and Experience:

- Bachelor's Degree. Master's degree preferred.
- Valid Illinois Driver's License.
- Three years experience in animal control operations.
- Three years management experience.

D. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Frequently sit for hours;
- Reach with hands and arms;
- Stoop, kneel, crouch, and/or crawl;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Occasionally lift and/or move up to 50 pounds.

E. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to following working conditions:

- Inside and outside environmental conditions;
- Exposed to potentially volatile situations which can present risk of violence or injury;
- The noise level in the work environment varies from moderate to noisy inside.

OTHER POSITION INFORMATION:

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Part-time Office Assistant
DEPARTMENT: Animal Control
SUPERVISED BY: Animal Control Director
FLSA STATUS: Non-Exempt
APPROVED: December 1, 2015

I. Position Summary and Primary Purpose:

Under the direct supervision of the Animal Control Director, or designee assigned by the Director, this position provides administrative and accounts receivable support in the areas of financial record keeping, data entry, answering phones, greeting customers, and office procedures.

II. Essential Duties and Responsibilities:

- A. Serve as direct contact for and liaison between the Animal Control Department and the public, other agencies, and government offices or departments, with tasks including greeting customers and answering phone calls.
- B. Assist in maintaining files containing confidential financial and/or personnel records.
- C. Reply to inquiries and questions concerning animal control adoptions, rabies tag orders, fees, and lost animals/pets.
- D. Complete daily deposits and documentation for deposits and deliver deposit documentation including cash and checks to the Treasurer's Office by driving personal vehicle or County owned vehicle.
- E. Handle and appropriately use petty cash, and maintain adequate records of its use by all Animal Control Department employees.
- F. Record and deposit fees and donations; track receipts to appropriate account numbers; balance accounts, and, maintain spreadsheets for financial transactions.
- G. Create and maintain accounting records using QuickBooks.
- H. Order and manage office supplies; process accounts payable vouchers; and track inventory.
- I. Maintain and update various Animal Control informational lists for public and organizational distribution.
- J. Draft routine correspondence and other Animal Control documents.
- K. Ensure employee timesheets are accurately completed and timely submitted to the payroll department, in the Treasurer's Office.
- L. Receive, send, distribute, and process all inter-office and outgoing mail.
- M. Assists Animal Control Department staff and department with other office support duties as needed or assigned by supervisor.
- N. Perform additional duties as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

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A. Language Skills:

- Ability to research, read, and interpret documents, plans, statutes, regulations, and ordinances.
- Ability to prepare documents, presentations, reports, and correspondence.
- Ability to communicate effectively both orally and in writing with the public, employees, elected officials, and representatives of other offices, departments, or agencies.
- Ability to demonstrate a strong knowledge of the English language, spelling, and grammar.

B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to count money and make correct change.

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, Registrations:

- Must have and maintain a valid driver's license.
- Any and all certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

- Strong organization skills.
- Ability to independently work to project completion and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, and QuickBooks.
- Ability to multi-task and simultaneously manage several projects.
- Display a positive, cooperative, and team-oriented attitude.
- Comply with all State and County policies and standard operation procedures.
- Demonstrate excellent prioritization skills and the ability to stay focused.

F. Education and Experience:

- High school diploma or GED equivalent.
- At least two years of general office experience, including accounts receivables responsibilities.

Kendall County Job Description

VI. Physical Demands:

While performing the duties of this job, the employee must be able to do the following:

- Frequently sit for more than two hours;
- Occasionally lift and/or move more than 15 pounds;
- Frequently lift and/or move up to 5 pounds;
- Stoop, kneel, or crouch;
- Travel independently to other County office locations.

VII. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following work conditions:

- Inside environmental conditions;
- Exposure to high-energy, anxious, or unfamiliar pets and animals, and all related hazards.
- The noise level in the work environment is noisy to moderately noisy.
- The employee will be continuously exposed to animal noises, hair/dander, and smells.
- The Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with other employees, elected officials, and the general public.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date