



KENDALL COUNTY ANIMAL CONTROL

**Kendall County Historic Courthouse
3rd Floor Courtroom; Yorkville IL
Wednesday, January 27, 2021 – 8:30a.m.
A G E N D A**

1. **Call to Order**
2. **Roll Call:** Amy Cesich (Chair), Brian DeBolt, Elizabeth Flowers, Scott Gengler, Ruben Rodriguez
3. **Approval of Agenda**
4. **Approval of Minutes from November 30, 2021**
5. **Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
6. **Old Business**
7. **New Business**
 - ❖ *Discussion of Animal Control Staffing Plan*
 - ❖ *Discussion of Cat and Dog Tags and Rabies Tag Pricing*
 - ❖ *Discussion of Animal Control Month by Month Animal Population for 2020*
 - ❖ *Discussion of Volunteer Program*
 - ❖ *Discussion of Low Income Rabies Vaccination Program*
8. **Public Comment**
9. **Executive Session**
10. **Action Items for County Board**
11. **Adjournment**

Microsoft Teams Meeting

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Conference ID#: 590 722 928#

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Department at 630-553-4171, a minimum of 24-hours prior to the meeting time

**COUNTY OF KENDALL, ILLINOIS
ANIMAL CONTROL COMMITTEE
SPECIAL MEETING MINUTES
Monday, November 30, 2020**

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 5:00p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers		5:27p.m.	
Scott Gengler	Here		
Matthew Prochaska	Here		
Robyn Vickers	Present		

With four members present, a quorum was established to conduct committee business.

Others present: Scott Koeppel, Laura Pawson (arrived at 5:29p.m.)

Approval of Agenda – Motion made by Member Prochaska, second by Member Vickers to approve the agenda.

Attendee	Vote
Amy Cesich	Yes
Scott Gengler	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes

With four members voting aye, the motion carried by a vote of 4-0.

Executive Session – Member Prochaska made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (5ILCS 120/2 (c) 1), second by Member Vickers.

Attendee	Vote
Scott Gengler	Yes
Matthew Prochaska	Yes
Amy Cesich	Yes
Robyn Vickers	Yes

With four members present voting aye, the committee entered into Executive Session at 5:03 p.m.

The Committee reconvened in Open Session at 5:14p.m.

Ms. Pawson entered the meeting and stated that she wasn't aware of the meeting taking place today. Mr. Koeppel stated that he emailed and texted her this afternoon with the meeting information.

Mr. Koeppel stated that he was wrong about the reason for his not giving a Performance Review to Ms. Pawson in 2019, that she was not absent or on leave, and that he would correct her Performance Evaluation to reflect this change.

Member Cesich asked if Ms. Pawson had any additional comments, and if she would like to make those comments in Open Session or in Executive Session. Ms. Pawson stated that she would prefer to make her comments in closed Executive Session.

Executive Session – Member Prochaska made a motion to re-enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (5ILCS 120/2 (c) 1), second by Member Gengler.

Attendee	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Matthew Prochaska	Yes
Amy Cesich	Yes
Robyn Vickers	Yes

With five members present voting aye, the committee entered into Executive Session at 5:28 p.m.

The Committee reconvened in Open Session at 5:54p.m.

New Business

- *Issue Decision Regarding L. Pawson's Appeal of Her Performance Evaluation* – Member Cesich made a motion to deny in its entirety, Laura Pawson's appeal of her performance evaluation given by County Administrator Scott Koeppel, second by Member Prochaska.

Attendee	Vote
Robyn Vickers	Yes
Scott Gengler	Yes
Matthew Prochaska	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye

With five members in agreement, the motion passed by a vote of 5-0.

Action Items for the County Board – None

Public Comment – Jim Wyman, WSPY asked for a copy of the Performance Review for Laura Pawson.

Mr. Koeppel informed Mr. Wyman that he should submit a FOIA request to the Administrative Services Department and Administrative Services would answer it appropriately in the allotted time.

Ms. Pawson stated that she thought performance reviews were private. Member Cesich stated that performance reviews were confidential, but once Ms. Pawson brought her appeal to the Committee, Ms. Cesich thought the Appeal would be public. She assured Ms. Pawson that the Committee would take every measure allowed to protect the privacy of Ms. Pawson’s review, and would consult with the State’s Attorney’s Office on the proper protocol in responding to any Freedom of Information Act (FOIA) requests that might be received on this issue.

Adjournment – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler.

Attendee	Vote
Amy Cesich	Yes
Scott Gengler	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Aye

With five members present voting aye, the meeting was adjourned at 5:58p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk

Kendall County Animal Control
 802 John Street
 Yorkville IL 60560



Bites between 11/1/2020 and 11/30/2020

<u>biterdate</u>	<u>owner</u>	<u>petname</u>	<u>breed</u>	<u>vaccination</u>	<u>sex</u>	
11/22/2020	OWNER	DIESEL	LABRADOR RETR	UTD	ALTERED	VICTIM
11/21/2020	OWNER	DEAN	NEWFOUNDLAND	UTD	UNALTERED	VICTIM
11/06/2020	OWNER	JAZZY	PIT BULL / MIX	UTD	ALTERED	VICTIM
11/02/2020	OWNER	THUMBER	AMER BULLDOG	NOT UTD	UNALTERED	VICTIM
11/04/2020	OWNER	KANE	ROTTWEILER	UTD	ALTERED	VICTIM
11/02/2020	OWNER	CONNER	ROTTWEILER	UTD	ALTERED	VICTIM
11/02/2020	OWNER	MICKEY	PIT BULL / MIX	UTD	ALTERED	OWNER
11/13/2020	OWNER	MERLIN	POODLE STND / MIX	NOT UTD	UNALTERED	VICTIM
11/22/2020	OWNER	BEAR	PIT BULL / MIX	UTD	ALTERED	VICTIM
11/24/2020	OWNER	BRINLEE	ROTTWEILER	UTD	UNALTERED	VICTIM
11/24/2020	OWNER	GERTRUDE	DACHSHUND	UTD	ALTERED	VICTIM
11/28/2020	OWNER	RUSSELL	CHIHUAHUA SH	UTD	ALTERED	VICTIM
11/30/2020	OWNER	MAX	CHESA BAY RETR	UTD	ALTERED	OWNER

Breed	Total
DOG	
AMER BULLDOG	1
CHESA BAY RETR	1
CHIHUAHUA SH	1
DACHSHUND	1
LABRADOR RETR	1
NEWFOUNDLAND	1
PIT BULL / MIX	3
POODLE STND / MIX	1
ROTTWEILER	3
Total	13
Total	13

Kendall County Animal Control
 802 John Street
 Yorkville IL 60560



Bites between 12/1/2020 and 12/31/2020

<u>biterdate</u>	<u>petname</u>	<u>breed</u>	<u>vaccination</u>	<u>sex</u>	
12/28/2020	OWNER BUDDY	GREAT PYRENEES	UTD	ALTERED	VICTIM
12/01/2020	OWNER LAKA	PIT BULL	UTD	ALTERED	VICTIM
12/04/2020	OWNER BUSTER	PLOTT HOUND / MIX	UTD	ALTERED	VICTIM
12/14/2020	OWNER MILLIE	GERM SHEPHERD / BOXER	UTD	ALTERED	VICTIM
12/03/2020	OWNER CHEWY	YORKSHIRE TERR	UTD	ALTERED	VICTIM
12/21/2020	OWNER ROCCO	WELSH TERRIER	UTD	ALTERED	VICTIM
12/22/2020	OWNER GABBY	DOMESTIC SH	UTD	ALTERED	VICTIM
12/24/2020	OWNER UNKNOWN	DOMESTIC SH	NOT UTD	UNALTERED	VICTIM
12/25/2020	OWNER UNKNOWN	GERM SHEPHERD	NOT UTD	UNALTERED	VICTIM
12/24/2020	OWNER MOCHA	CHIHUAHUA SH	NOT UTD	UNALTERED	VICTIM
12/25/2020	OWNER RILEY	AUST SHEPHERD	UTD	ALTERED	VICTIM
12/26/2020	OWNER BELLA	LABRADOR RETR / MIX	UTD	ALTERED	VICTIM
12/26/2020	OWNER PRINCESS	PIT BULL	NOT UTD	ALTERED	VICTIM
12/28/2020	OWNER STAY	DOMESTIC SH	NOT UTD	UNALTERED	VICTIM
12/31/2020	OWNER SOPHIE	VIZSLA	UTD	ALTERED	VICTIM
12/31/2020	OWNER DINKY	MIN PINSCHER	UTD	ALTERED	VICTIM

Breed	Total
CAT	
DOMESTIC SH	3
Total	3
DOG	
AUST SHEPHERD	1
CHIHUAHUA SH	1
GERM SHEPHERD	1
GERM SHEPHERD / BOXER	1
GREAT PYRENEES	1
LABRADOR RETR / MIX	1
MIN PINSCHER	1
PIT BULL	2
PLOTT HOUND / MIX	1
VIZSLA	1

birthdate

petname

breed

vaccination

sex

		Total
DOG	WELSH TERRIER	1
	YORKSHIRE TERR	1
	Total	13
Total		16



Kennel Comparisons Statistics

"Intake Comparisons"

	12/1/20 to 12/31/20	1/1/21 to 1/21/21		
Dogs				
Strays	11	7	↓	36.4 %
Owner Surrenders	1	2	↑	100.0 %
Legal	1	0	↓	100.0 %
Total Dogs Received:	13	9	↓	30.8 %
Cats				
Strays	3	0	↓	100.0 %
Total Cats Received:	3	0	↓	100.0 %
Total Intakes:	16	9	↓	43.8 %

"Outcome Comparisons"

	12/1/20 to 12/31/20	1/1/21 to 1/21/21		
Dogs				
Adoption	3	0	↓	100.0 %
Euthanasia	1	0	↓	100.0 %
Return to Owner	9	6	↓	33.3 %
Transfer to Rescue	5	0	↓	100.0 %
Total Dogs Dispositioned:	18	6	↓	66.7 %
Cats				
Adoption	6	0	↓	100.0 %
Total Cats Dispositioned:	6	0	↓	100.0 %
Total Outcomes:	24	6	↓	75.0 %

Animals In the Shelter on 1/21/2021

	CAT	DOG	Total
	2	5	7



Kennel Comparisons Statistics

"Intake Comparisons"

1/1/20 to 12/31/20

1/1/19 to 12/31/19

Dogs				
Strays	147	196	↑	33.3 %
Owner Surrenders	24	27	↑	12.5 %
Legal	3	1	↓	66.7 %
Total Dogs Received:	174	224	↑	28.7 %
Cats				
Strays	42	56	↑	33.3 %
Owner Surrenders	1	1	↑	- %
Total Cats Received:	43	57	↑	32.6 %
Total Intakes:	217	281	↑	29.5 %

"Outcome Comparisons"

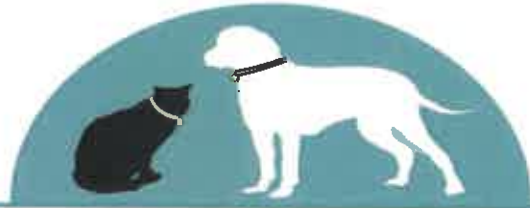
1/1/20 to 12/31/20

1/1/19 to 12/31/19

Dogs				
Adoption	40	49	↑	22.5 %
Euthanasia	5	10	↑	100.0 %
Return to Owner	103	144	↑	39.8 %
Transfer to Rescue	35	16	↓	54.3 %
Total Dogs Dispositioned:	183	219	↑	19.7 %
Cats				
Adoption	29	31	↑	6.9 %
Euthanasia	1	5	↑	400.0 %
Return to Owner	7	8	↑	14.3 %
Transfer to Rescue	10	8	↓	20.0 %
Total Cats Dispositioned:	47	52	↑	10.6 %
Total Outcomes:	230	271	↑	17.8 %

Animals in the Shelter on 1/21/2021

	CAT	DOG	Total
	2	5	7



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY20
November 2020

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
11/30/2020

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY20 Budget	November Actual	FY20 YTD	YTD Percent of Budget	FY19 YTD	FY20 YTD v. FY19 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 3,388	\$ 34,239	171.2%	\$ 18,951	\$ 15,287
Miscellaneous	300		(147)	-49.0%	50	(197)
Donations	5,000	30	4,501	90.0%	6,709	(2,208)
Rabies Tags Sold	262,500	14,804	220,690	84.1%	210,155	10,535
Intact Registration Fee	10,000	1,135	13,640	136.4%	12,975	665
Transfer in from State Pet Fund					12,375	
Total Revenue	\$ 297,800	\$ 19,357	\$ 272,923	91.7%	\$ 261,215	\$ 24,082
EXPENDITURE						
Salary - Other	\$ 78,884	4,901	\$ 64,774	82.1%	\$ 63,147	\$ 1,627
Salary - Administrator	6,500	500	6,500	100.0%	6,500	-
Salary - Animal Control Warden	51,223	2,956	38,405	75.0%	50,200	(11,795)
Salary - Assistant Warden	36,067	2,774	36,053	100.0%	280	35,794
Overtime	1,500	-	104	6.9%		
Office Supplies	1,500	96	1,574	104.9%	1,188	376
Postage	1,400	250	1,016	72.5%	1,188	(172)
Training	2,000		55	2.8%	5,877	(5,822)
Telephone & Pager	250	7	46	18.3%	122	(76)
Equipment	3,500		233	6.7%	1,573	(1,339)
Vehicle Maintenance	2,200		771	35.1%	1,934	(1,163)
Gasoline/Fuel/Oil		34	346			346
Uniforms	750		592	78.9%	501	91
Observation/Disposal	500		150	30.0%	175	(25)
Microchips	1,800		814	45.2%	928	(114)
Volunteers/Public Relations	1,000		455	45.6%	123	332
Neuter/Spay Fees		491	581			581
Rabies Tags	2,500		-		2,275	(2,275)
Transportation, Board & Care	12,000	(504)	6,982	58.2%	16,208	(9,225)
Kennel Improvements			1,001		1,056	(55)
Capital Expenditures	2,000		-		1,000	(1,000)
Total Operating Expenditure	\$ 205,574	\$ 11,504	\$ 160,453	78.1%	\$ 154,283	6,189
TRANSFERS OUT						
Transfer to General Fund	\$ 53,280	41,363	\$ 56,159	105.4%	\$ 51,257	\$ 4,902
Transfer to IMRF Fund	15,000	989	13,047	87.0%	8,718	4,329
Transfer to SS Fund	12,000	852	11,466	95.6%	8,800	2,666
Transfer to Building Fund (*BA)	118,600	118,600	118,800		10,000	
Total Transfers Out	\$ 198,880	\$ 161,804	\$ 199,272	100.2%	\$ 78,775	\$ 11,897
Total Expenditure & Transfers Out	\$ 404,454	\$ 173,308	\$ 359,725	88.9%	\$ 233,038	\$ 18,086
Total Revenue Over/(Under) Expenditure	\$ (106,654)	\$ (153,951)	\$ (86,802)	81.4%	\$ 28,177	\$ (114,979)

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2020**

MONTH	FY20 Monthly REVENUE OVER/(UNDER) EXPENSES	FY20 FUND (CASH) BALANCE	FY19 Monthly REVENUE OVER/(UNDER) EXPENSES	FY19 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 213,970		\$ 185,793
December-19	\$ (186)	213,784	\$ (2,924)	182,869
January-20	19,256	233,040	4,778	187,647
February-20	(7,222)	225,818	19,759	207,406
March-20	491	226,309	12,025	219,431
April-20	(8,928)	217,381	12,388	231,819
May-20	(11,558)	205,823	(1,311)	230,508
June-20	21,516	227,339	11,082	241,590
July-20	14,327	241,666	6,655	248,245
August-20	14,984	256,650	9,781	258,026
September-20	16,135	272,786	21,732	279,758
October-20	8,334	281,120	3,106	282,864
November-20	(153,951)	127,168	(68,894)	213,970
Fund (Cash)	\$ (86,802)		\$ 28,177	
YTD Fund Balance		\$ 127,168		\$ 213,970

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
VOUCHERS PAID
November-2020**

LINE ITEM	VENDOR	DESCRIPTION	AMOUNT
1301-01-62000	SUPPLIES		
	Runco Office Supplies	Office Supplies	\$ 96.02
			\$ 96.02
1301-01-62010	POSTAGE		
	Postage	2020 Postage - Oct	70.15
	Postage	2020 Postage - Nov	179.70
			249.85
3502-000-6207	TELEPHONE & PAGER		
	Sprint	Telephone & Pager	6.74
			6.74
1301-01-62400	UNIFORMS		
	Steve's Silk Screening	Uniforms	-
1301-01-68900	OBSERVATION/DISPOSAL		
	All Paws Pet Cremation	Pet Cremation Pickup	-
1301-01-68940	VOLUNTEERS/PUBLIC RELATIONS		
	First National Bank of Omaha	Kennel Supplies	-
	First National Bank of Omaha	Kennel Supplies	-
	First National Bank of Omaha	Kennel Supplies	-
1301-01-68950	Gasoline/Fuel/Oil		
	Kendall County Highway	Gasoline Expense	33.97
			33.97
TOTAL			\$ 386.58

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
11/30/2020

Animal Medical Care Fund #1302

	FY20 Budget	November Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 20,132		\$ 20,132		FY13 \$250 FY14 21,936 FY15 33,497 FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132 FY20 18,939
Revenue					
Donations & Receipts	10			0.0%	
Total Revenue	10			0.0%	
Expenditure					
Animal Medical Care Expenses	3,000		570	19.0%	
Heartworm Testing	500	148	479	95.9%	
FelLuk/FIV Testing	750	8	144	19.2%	
Total Expenditure	4,250	154	1,193	28.1%	
Ending Balance	\$ 15,892	\$ (154)	\$ 18,939		

County Animal Population Control Fund #1309

	FY20 Budget	November Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 117,266		\$ 117,266		FY10 \$29,314 FY11 46,246 FY12 60,939 FY13 64,368 FY14 71,549 FY15 83,094 FY16 97,935 FY17 106,508 FY18 108,859 FY19 117,265 FY20 115,877
Revenue					
Fees	12,000		8,289	69.1%	
Total Revenue	12,000		8,289	69.1%	
Expenditure					
Spay/Neuter Adopted Dogs/Cats	5,000	874	3,133	62.7%	
Spay/Neuter Targeted Dogs/Cats	5,000	472	6,545	130.9%	
Total Expenditure	10,000	1,346	9,678	96.8%	
Ending Balance	\$ 119,266	\$ (1,346)	\$ 115,877		

Animal Control Capital Fund #1400

	FY20 Budget	November Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 113,553		\$ 113,553		FY10 \$70,000 FY11 87,769 FY12 41,062 FY13 46,762 FY14 51,661 FY15 69,276 FY16 125,671 FY17 134,712 FY18 142,293 FY19 113,553 FY20 3,551
Expenditure					
Expense - Building Improvements			219,212		
Capital Expenditure	190,000		9,389	4.9%	
Total Expenditure	190,000		228,601	120.3%	
Transfers In					
Transfers In - from Animal Control Fund	118,600	118,600	118,600		
Total Transfers In	118,600	118,600	118,600		
Ending Balance	\$ 42,153	\$ 118,600	\$ 3,551		



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY21
December 2020

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
12/31/2020

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY21 Budget	December Actual	FY21 YTD	YTD Percent of Budget	FY20 YTD	FY21 YTD v. FY20 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 4,249	\$ 4,249	21.3%	\$ 2,693	\$ 1,556
Miscellaneous	300		-		-	-
Donations	5,000	215	215	4.3%	600	(385)
Rabies Tags Sold	262,500	23,085	23,085	8.8%	11,715	11,370
Intact Registration Fee	10,000	2,270	2,270	22.7%	1,375	895
Transfer In from State Pet Fund						
Total Revenue	\$ 297,800	\$ 29,819	\$ 29,819	10.0%	\$ 16,383	\$ 13,436
EXPENDITURE						
Salary - Other	\$ 80,808	\$ 4,781	\$ 4,781	5.9%	\$ 7,715	\$ (2,934)
Salary - Administrator	6,500	500	500	7.7%	500	-
Salary - Animal Control Warden	51,223	3,941	3,941	7.7%	3,922	20
Salary - Assistant Warden	36,969	2,823	2,823	7.6%		2,823
Overtime	1,500		-			
Office Supplies	1,500	160	160	10.7%	10	150
Postage	1,400		-		161	(161)
Training	2,000		-		-	-
Telephone & Pager	300		-		-	-
Equipment	3,000		-		-	-
Vehicle Maintenance	1,600		-		-	-
Gasoline/Fuel/Oil	600	51	51	8.4%	92	(42)
Uniforms	750		-			-
Observation/Disposal	500		-			-
Microchips	1,800		-			-
Volunteers/Public Relations	1,000		-		-	-
Neuter/Spay Fees						-
Rabies Tags	2,500	2,261	2,261	90.5%		2,261
Transportation, Board & Care	12,000	299	299	2.5%	954	(655)
Kennel Improvements			-		-	-
Capital Expenditures	1,200		-			-
Total Operating Expenditure	\$ 207,150	\$ 14,815	\$ 14,815	7.2%	\$ 13,353	1,461
TRANSFERS OUT						
Transfer to General Fund	\$ 54,232	\$ 1,363	\$ 1,363	2.5%	\$ 1,163	\$ 201
Transfer to IMRF Fund	16,000	1,074	1,074	6.7%	1,105	(32)
Transfer to SS Fund	13,000	921	921	7.1%	947	(26)
Transfer to Building Fund	35,050		-			
Total Transfers Out	\$ 118,282	\$ 3,358	\$ 3,358	2.8%	\$ 3,215	\$ 143
Total Expenditure & Transfers Out	\$ 325,432	\$ 18,173	\$ 18,173	5.6%	\$ 16,568	\$ 1,604
Total Revenue Over/(Under) Expenditure	\$ (27,632)	\$ 11,646	\$ 11,646	-42.2%	\$ (186)	\$ 11,832

**KENDALL COUNTY ANIMAL CONTROL FUND #1301
FUND (CASH) BALANCE
FY 2021**

MONTH	FY21 Monthly REVENUE OVER/(UNDER) EXPENSES	FY21 FUND (CASH) BALANCE	FY20 Monthly REVENUE OVER/(UNDER) EXPENSES	FY20 FUND (CASH) BALANCE
Beginning Fund (Cash) Balance		\$ 127,169		\$ 213,970
December-20	\$ 11,646	138,815	\$ (186)	213,784
January-21		138,815	19,256	233,040
February-21		138,815	(7,222)	225,818
March-21		138,815	491	226,309
April-21		138,815	(8,928)	217,381
May-21		138,815	(11,558)	205,823
June-21		138,815	21,516	227,339
July-21		138,815	14,327	241,666
August-21		138,815	14,984	256,650
September-21		138,815	16,135	272,786
October-21		138,815	8,334	281,120
November-21		138,815	(153,951)	127,169
Fund (Cash)	\$ 11,646		\$ (86,802)	
YTD Fund Balance		\$ 138,815		\$ 127,169

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
12/31/2020

Animal Medical Care Fund #1302

	FY21 Budget	December Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 18,939		\$ 18,939		FY13 \$250 FY14 21,936 FY15 33,497 FY16 32,810 FY17 32,325 FY18 26,165 FY19 20,132 FY20 18,939 FY21 18,917
Revenue					
Donations & Receipts	10			0.0%	
Total Revenue	10	-	-	0.0%	
Expenditure					
Animal Medical Care Expenses	3,000			0.0%	
Heartworm Testing	500			0.0%	
FeLuk/FIV Testing	750	22	22	2.9%	
Total Expenditure	4,250	22	22	0.5%	
Ending Balance	\$ 14,699	\$ (22)	\$ 18,917		

County Animal Population Control Fund #1309

	FY21 Budget	December Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 115,665		\$ 115,665		FY11 46,246 FY12 60,939 FY13 64,358 FY14 71,549 FY15 83,084 FY16 97,935 FY17 108,508 FY18 108,859 FY19 117,265 FY20 115,665 FY21 114,167
Revenue					
Fees	12,000			0.0%	
Total Revenue	12,000	-	-	0.0%	
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	5,000	1,014	1,014	20.3%	
Spay/Neuter Fees - Adopted Dogs/Cats	5,000	484	484	9.7%	
Total Expenditure	10,000	1,498	1,498	15.0%	
Ending Balance	\$ 117,665	\$ (1,498)	\$ 114,167		

Animal Control Capital Fund #1400

	FY21 Budget	December Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 3,551		\$ 3,551		FY11 87,769 FY13 46,762 FY14 51,661 FY15 69,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 113,553 FY20 3,551 FY21 3,551
Expenditure					
Expense - Building Improvements	10,000				
Capital Expenditure	2,500			0.0%	
Total Expenditure	12,500	-	-	0.0%	
Transfers In					
Transfers In - from Animal Control Fund	35,050				
Total Transfers In	35,050	-	-		
Ending Balance	\$ 26,101	\$ -	\$ 3,551		

I. STAFF

Policy

Kendall County Animal Control will provide onsite, hands-on training to its employees and volunteers. Staff and volunteers will not be allowed to complete a task without previously receiving the appropriate training.

Kendall County Animal Control staff will annually attend classes, seminars, and conferences that are related to their duties. Staff will also attend any training required by the State of Illinois or Kendall County.

Procedure

Staff will receive training appropriate to their assigned duties from the Director and from others as assigned by the Director. Training includes but is not limited to safe animal handling, animal behavior, temperament testing, vaccinating and microchipping animals, data entry, and customer service. Staff will be supervised until they have been proven to be able to perform the task properly.

Volunteers must go through an orientation class and receive a shelter tour and onsite training prior to them volunteering. *See* Section XIV Volunteer Program.

Animal Control will maintain at least one Animal Control Officer approved by the County, on staff at all times. The Officer will be responsible for conducting investigations described in section III, in addition to assisting with other staff responsibilities.

Record Maintenance

All records produced, received, or maintained by Animal Control will be preserved and maintained in accordance with the Illinois Local Records Act. 50 ILCS 205/1 *et seq.* Pursuant to the Illinois Local Records Act, no public records may be destroyed without the prior approval of the Local Records Commission.



**KENDALL COUNTY
ANIMAL CONTROL**

Kendall County Operating Hours:

M-F 8:30AM-12:30PM-1:30-5:30

Sat. 8AM-2:30P

Sunday 9am-Noon - Vary

24 hour on call for emergencies (Director and/or Animal Control Officer). Currently Director and Animal Control Officer rotate every other day.

Job Title: Kennel Technician/Animal Control Officer Level I

Weekly Schedule/Hours

Full Time 40 hours weekly. Monday – Friday, alternating Saturday, assist and back-up (floater) coverage for absences and emergency on call during regular business hours and after hours.

Position Summary and Primary Purpose

Maintains the cleanliness and security of the Animal Control facility and assists as necessary with shelter custodial and adoption procedures. Enforces the Illinois Humane Care for Animals Act, Animal Control Act and rabies control for Kendall County.

Essential Duty Summary

Kennel Technician/Animal Control Officer Level I essential duties would include: Cleaning, animal care, handling, capture and restraint, animal transport, behavioral assessments, animal placement, investigations, customer service, assisting at events, data entry, enforcing the Animal Control Act and Illinois Humane Care for Animals Act and rabies control for Kendall County.

Basic Qualification Summary

High School diploma or equivalent, valid driver’s license, minimum 1 year animal shelter, animal medical, animal handling and animal control or law enforcement experience. Has received current and up to date training for, but not limited to: customer service, safe animal handling, animal behavior, animal medical, bite and animal welfare investigations and rabies control. Will meet the physical demands listed in job description including but not limited to, the ability to lift and/or move over 50lbs. Will be able to work well under pressure in stressful situations as well as work independently with little to no supervision.

LISTED BELOW ARE THE BENEFITS OF ADDING A SECOND TRAINED AND APPROVED ANIMAL CONTROL OFFICER

***Per the Standard Operating Procedures: Animal Control will maintain at least one Animal Control Officer approved by the County on staff at all times. Per Response Policies and Procedures: The Director and/or Animal Control Officer will be available 24 hours a day to answer emergency calls.**

Coverage

Provides coverage to ensure that a trained and approved Animal Control Officer is available at all times at the Animal Control facility, and for emergencies during and outside of operation hours. Provides coverage for the Director and/or Animal Control Officer Level II during absences, vacations and/or when unavailable. Provides assistance to Director and/or the Animal Control Officer Level II for high risk or other situations involving animals and/or people that require assistance. Helps provide coverage for Kennel Technicians for absences, vacations and/or when unavailable. Frees up time for the Director to work on other projects such as new public outreach programs, public events, grant applications, attending training, etc.

Safety for staff, public and animals

Provides assistance to the Director and/or Animal Control Officer II in the field for high risk or other situations needing assistance when responding to calls involving animals and/or people (i.e. dangerous/vicious animal(s), seizure of multiple animals on a warrant or crime scene, when safety is a concern for any reason). Provides assistance to the Director and/or Animal Control Officer II to help with the safe and effective capture, transport and/or restraint of dangerous/vicious animals at the shelter during and outside of business hours as well as after-hours emergency field calls. After hours emergencies include emergency calls in unincorporated Kendall County as well as assistance requested by city police departments for situations that are above and beyond basic knowledge and standard equipment. Provides assistance when requested by the Kendall County Coroner's Office as well as other county and state departments in need of assistance for emergencies. Emergencies are defined in the Kendall County Animal Control Response Policies and Procedures. The experience and training level of an added Animal Control Officer would also benefit the Kennel Technician staff and increase their safety as it relates to issues such as handling, vaccinating and microchipping more challenging and/or aggressive animals, especially on Saturdays. This would in turn increase customer service level, especially for reclaims and owner surrendered dogs.

Compliance

Assists with rabies vaccination and rabies tag compliance. Increase in compliance would help ensure a higher level of safety of Kendall County Residents and an increase in tag sales would boost revenue.

Data Entry

Provides added data entry hours for rabies certificates.



Sold Rabies Tag/Rabies Certificate Data Entry

Kennel Staff used a stop watch to time a single rabies tag entry. Time to enter is an average 3 minutes per certificate. I would say it takes about a minute less if the resident's name and address is already entered in Chameleon, or if it is a tag renewal. I calculated with an average of 2.5 minutes per rabies certificate uninterrupted.

Ordered for 2021:

14,000 1 year tags (rabies certificates) = \$140,000

7000 3 year tags (rabies certificates) = \$175,000

21,000

• See Color Coded Chart

Chameleon Rabies Certificate Entry Service Pricing

The process is for our office to scan rabies certificates by the bulk and send them to Chameleon for manual human entry. Chameleon provides a scanner. Some vet's offices can also send data directly, but it is not in the form of a rabies certificate (legal signed document). It is just data.

Set Up Fee is \$10,000

Annual Fee is \$3840

Price PER Certificate: \$.79

21,000 certificates x .79 a piece (based on number of tags ordered for 2021) = \$16,590

\$16,590 Annual (.79 per certificate)

\$3840 Regular Annual Fee

\$20,430 after the initial set up fee of \$10,000

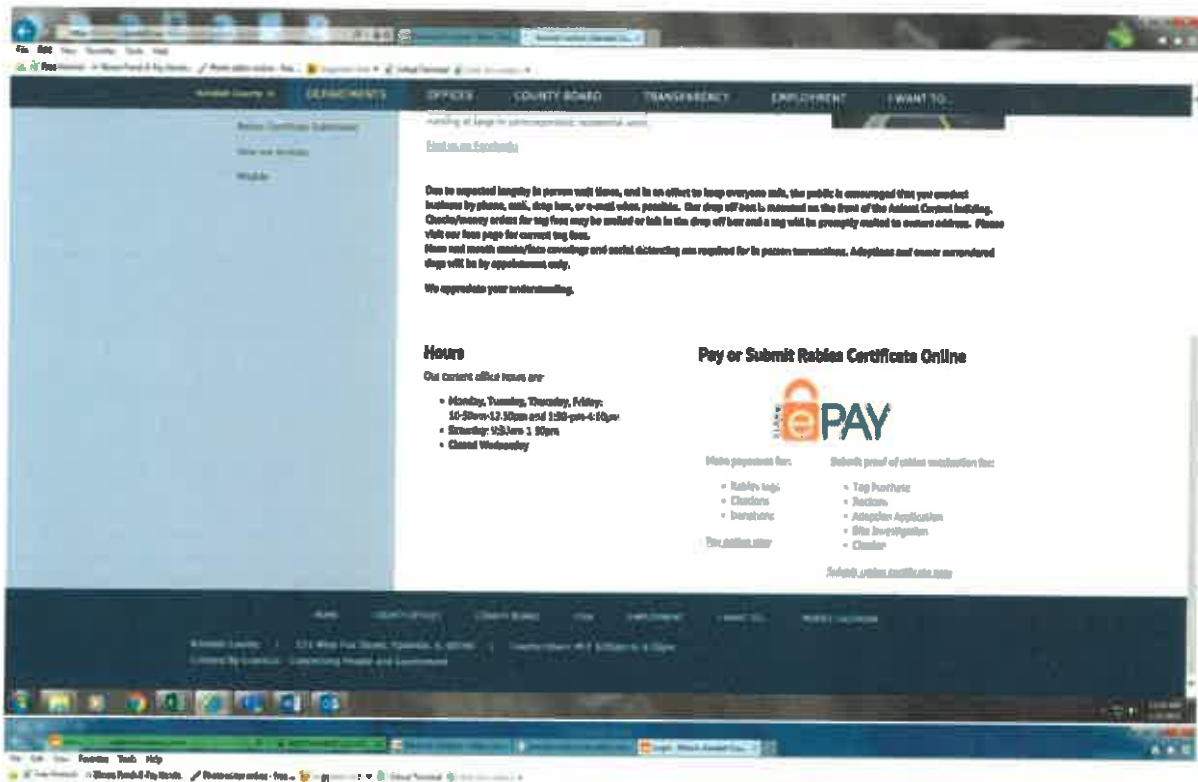
Cost for Chameleon's Certificate Data Entry Service First Year: \$30,430

* The bonus about Chameleon's service is that it saves a copy of the rabies certificate in Chameleon which would prevent our office from having to rescan and save. It uploads directly to the software for viewing and printing capability.

Chameleon Data Entry Service: \$20,430 Annually

Hiring Data Entry Person Within: \$11,440 Annually

Difference: \$8990



Welcome to the Kendall County Animal Control's Online Payment Portal. Please select what type of item you are paying for from the Payment Category field and follow the directions. You may need to provide our office with additional documentation before proceeding. If you have any questions, please call 630-553-9256

Illinois: Kendall County Animal Control



Make Your Payment

Make a one-time payment without creating an account. Click the button below and you will be redirected to the page where you can make a payment.

[Make a one-time payment](#)

Login

Username:

Password:

[Login](#)

[Forgot My Username](#)


[Forgot My Password](#)

Kendall County, IL | DEPARTMENTS | OFFICES | COUNTY BOARD | TRANSPARENCY | EMPLOYMENT | I WANT TO

Animal Control

- Adopt/Transfer
- Animal Welfare Programs
- Animal Shelter Registration
- Services
- Spay/Neuter
- Fee
- Private Customers
- Out of State Shipping
- How to Adopt
- Adopt

Rabies Certificate Submission



KENDALL COUNTY ANIMAL CONTROL

A rabies vaccination and rabies tag is required per Illinois state law for cats and dogs 4 months of age or older. For rabies tag purchases, visit a signed rabies certificate and payment is required, rabies tags will be mailed to the address on file and please allow for mailing time.

*** Pet Owner Name**

First Name:

Last Name:

*** Pet Owner Address**

Address:

City:

State:

Zip:

*** Phone**

Phone:

Kendall County, IL | DEPARTMENTS | OFFICES | COUNTY BOARD | TRANSPARENCY | EMPLOYMENT | I WANT TO

Animal Control

Rabies Certificate Submission

*** Pet Microchip Number**

Microchip:

*** Veterinarian Office/ Clinic Name**

Veterinarian:

*** Why Are You Submitting Your Pet's Rabies Certificate?**

- I want to purchase a rabies tag
- I want to purchase proof of registration when there is a transfer
- I want to purchase proof of registration when there is a new owner (dog or other animal)
- I want to purchase proof of registration due to receiving a dog or other pet
- I want to purchase proof of registration as part of my adoption application

*** Upload A Copy Of Your Pet's Rabies Certificate**

Upload your rabies certificate (PDF or JPEG)

Maximum file size: 10MB

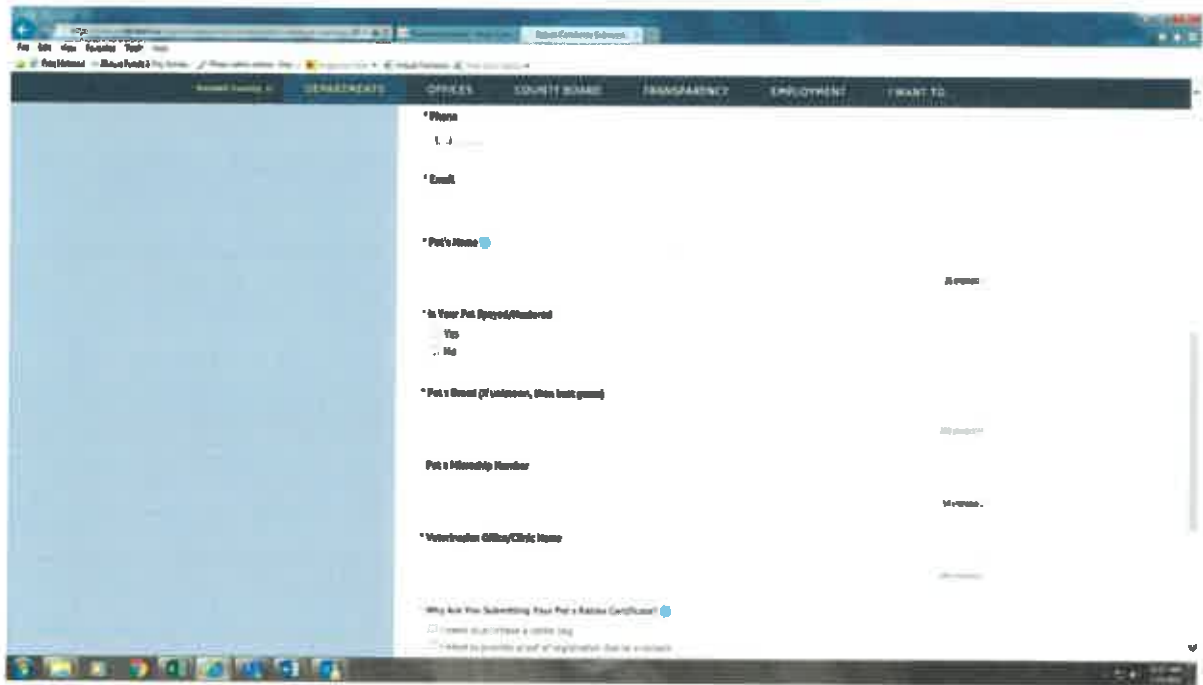
Accepted file types: pdf, jpeg, jpg

Accepted file sizes: up to 10 MB

If you have any questions with regard to our rabies certificate program, we cannot avoid having questions to health department. If you have questions, please contact our office at 618-251-1376.

Kendall County | 111 West Erie Street, Moline, IL 61704 | County Board | 114 William St. Moline

Created By: Kendall County | Building People and Community





**KENDALL COUNTY
ANIMAL CONTROL**

Response Policies and Procedures—For Internal Use Only

Kendall County Animal control is currently open to the public 28 hours per week, Monday through Saturday. While open, the public may view and adopt animals, owner surrender dogs, purchase registration tags, and other Animal Control related business.

Animal Control hours for the public are:

Monday – Tuesday, Thursday - Friday	10:30 a.m. to 12:30 p.m. 1:30 p.m. to 4:30 p.m.
Saturday	9:30a.m. to 1:30 p.m.

Animal Control operating hours are:

Monday – Friday	8:30 a.m. to 12:30 p.m.; 1:30 p.m. to 5:30 p.m.
Saturday	8:00 a.m. to 2:30 p.m.
Sunday	9:00 a.m. to 12:00 p.m.; Vary

While staff and volunteers provide care on Wednesday and Sunday, there are no regularly scheduled hours for the public on Wednesdays or Sundays. The phones at Animal Control are answered on Wednesdays but not on Sundays.

The Animal Control Director will make certain that staff is in no later than 8:30 a.m. each morning to attend to the animals.

At any given time, Animal Control has limited staff that is available to go out and collect animals. Therefore, it is the policy of the Kendall County Animal Control:

- To respond to calls pertaining to animals in unincorporated Kendall County. Animal Control will respond to calls in town upon the police department’s request for assistance.
- To pick up animals from police holding facilities within 24 hours of notification.
- To pick up confined dogs in unincorporated Kendall County. For the purpose of this policy, “confined” shall mean held in a reasonably small area, such as a garage, barn or fenced in yard, or held with a rope or leash. Animal Control does not pick up cats.
- To respond to dogs running at large in unincorporated Kendall County in emergency situations. Emergency calls for assistance are defined on page 3.
- To not pick up animals from surrendering owners.

The Animal Control Director and/or the Animal Control Officer will be available 24 hours a day to answer emergency calls.

For distribution to police departments, KENCOM, and other law enforcement agencies only

Within City Limits:

Police departments are responsible for complaints within city limits as Animal Control currently does not have enforcement powers and thus cannot issue citations as needed. In addition Animal Control has limited staff and cannot patrol 24 hours a day.

If a resident has found a dog within city limits, the police may transport the dog to Animal Control or to their police holding facility. The resident may also bring the animal to Animal Control during our public hours. Animal Control will pick up animals from police holding facilities within 24 hours of notification. If the animal is injured during Animal Control's operating hours, please inform KenCom so they can contact Animal Control immediately. If the injury is life threatening, transport the animal to Countryside Vet Clinic, 601 Center Parkway in Yorkville, and Animal Control will meet you there. If the injury is not life threatening (i.e. dog is limping), transport the animal to Animal Control and make note of the injury on the paperwork. (For after hours procedures, please see page 3.)

Animal Control will offer guidance over the phone as needed and will assist police departments upon request. Police departments should only request an assist for calls that cannot be handled by standard equipment or basic knowledge. Emergency calls for assistance are defined on page 3.

Unincorporated Kendall County:

When possible, the collection of a confined animal shall take place as soon as the staff becomes aware of the animal. However, because Animal Control operates with a very small staff which is supplemented by volunteers, it is not always possible to immediately collect an animal. If the animal is not hostile and if it is confined, then it is reasonable to request that the animal be brought to Animal Control or that the animal be held for a period of time, until the Animal Control staff is free to collect the animal. This period of time should not exceed two hours, if the call comes during Animal Control's operating hours. If the call comes in after hours, pick up will be approximately 9:00 a.m. the next morning.

The exception to the rule on confinement shall come in the case of an injured dog or dangerous animal. For the purpose of this policy, "dangerous animal" shall mean an animal that poses an immediate threat to the public. When alerted to the location of a dog that has a life threatening injury or a dangerous animal, the Animal Control staff will make every effort to assist in containing the animal as well as identifying and notifying the owner of that animal. If the injured animal is a stray, then the Animal Control Director shall make an immediate decision as to the animal's course of treatment. This decision will be made with the assistance of a veterinarian when possible. There will be no expenditure on medical assistance to an injured stray in the excess of \$150.00 without prior approval from the Animal Control Director and the injured stray animal may be immediately euthanized to relieve its suffering at the advice of a veterinarian.

Pickups (DOGS ONLY) will be between 9:00a.m. and 5:00 p.m. Monday—Friday

- Animal Control is unable to pick up animals if the resident calls at 4:45 pm or later as the staff is providing evening feeding and care to the animals at the shelter at that time.
- Residents may bring stray animals found in Kendall County to Animal Control during our public hours. No citizen is permitted to drop off animals at our facility when staff is not present.

For distribution to police departments, KENCOM, and other law enforcement agencies only

After hours:

Please remember that Animal Control staff is on call for emergencies only.

If a resident has found a dog after hours within city limits, police may transport the dog to the kennels in Animal Control's garage. KenCom will dispatch the garage code to the responding officer. The officer may then pull their vehicle into the garage, unload the dog, and fill out some brief paperwork before leaving. Insure there is only one dog per kennel with the exception that a litter of puppies (with or without the nursing mother). No animal may be left in the outdoor kennels.

If a resident has found a dog after hours in unincorporated Kendall County, please request that they keep the animal contained at their residence until the following morning. At that time the dog may be picked up by Animal Control or the resident may bring it to our facility if staff is present.

If the animal is injured, please inform KenCom so they can contact Animal Control immediately. If the injury is life threatening, transport the animal to VCA Aurora, 2600 W. Galena Blvd in Aurora, and Animal Control will meet you there. If the injury is not life threatening (i.e. dog is limping), transport the animal the kennels in Animal Control's garage and make note of the injury on the paperwork.

Do not tell people to turn the animal loose as it can become a safety hazard for the public.

Emergency Calls for Assistance are defined as:

- **Hit By Car (not deceased!) or other serious injury**
- **Animal involved in an arrest or crime scene**
- **Animals in Eviction**
- **Dog Bite needing assistance (Only if owner is not known)**
- **Dangerous animal that poses an immediate threat to the public**

Non-Emergency Calls receive prompt but not immediate service

We do understand that each call is a priority; however the public needs to be aware that we do not have enough staff to patrol 24 hours a day.

After hours emergency phone numbers (not to be given out to the public):

(630) 816-9144 Cell and (630) 816-0218 Cell

If calls go unanswered, please leave a detailed voicemail message. After calling both numbers and waiting a minimum of 15 minutes with no response, you may contact the Director on personal cell phone: **815-793-8608** (for Kencom only).

(510 ILCS 5/3.5)

Sec. 3.5. County animal population fund use limitation. Funds placed in the county animal population control fund may only be used to (1) spay, neuter, vaccinate, or sterilize adopted dogs or cats; (2) spay, neuter, or vaccinate dogs or cats owned by low income county residents who are eligible for the Food Stamp Program or Social Security Disability Benefits Program; or (3) spay, neuter, and vaccinate feral cats in programs recognized by the county or a municipality. This Section does not apply to a county with 3,000,000 or more inhabitants.

(Source: P.A. 100-405, eff. 1-1-18; 100-870, eff. 1-1-19.)