



KENDALL COUNTY ANIMAL CONTROL

Kendall County Office Building
111 W. Fox Street; Room 210; Yorkville IL
Wednesday, April 14, 2021 – 8:30a.m.
SPECIAL MEETING 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 February 24, 2021**
5. **Monthly Reports**
 - Census Log
 - Bite Report
 - Operations Report
 - Accounting Report
6. **Committee Business**
 - *Discussion of an Ordinance Setting Animal Control Fees*
 - *Discussion of Animal Control Director Job Description*
7. **Public Comment**
8. **Executive Session**
9. **Action Items for County Board**
10. **Adjournment**

Microsoft Teams Meeting
[Click here to join the meeting](#)

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Phone Conference ID: 825 310 036#

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**COUNTY OF KENDALL, ILLINOIS
ANIMAL CONTROL COMMITTEE
MEETING MINUTES
Wednesday, February 24, 2021**

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:32a.m.

Roll Call

Committee Member	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Present		9:28a.m.
Scott Gengler	Here		
Brian DeBolt	Here		
Ruben Rodriguez	Here		

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

Others present: Matt Kinsey, Scott Koeppel, Laura Pawson

Approval of Agenda – Motion made by Member DeBolt, second by Member Gengler to approve the agenda.

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Brian DeBolt	Yes
Ruben Rodriguez	Yes
Amy Cesich	Yes

With five members voting aye, the motion carried by a vote of 5-0.

Approval of Minutes – Motion made by Member Rodriguez to approve the minutes from January 27, 2021 second by Member Gengler.

Committee Member	Vote
Ruben Rodriguez	Aye
Elizabeth Flowers	Aye
Scott Gengler	Yes
Brian DeBolt	Yes
Amy Cesich	Yes

With five committee members in agreement, the minutes were approved by a 5-0 vote.

Monthly Reports

- **Census Log** – Written Report provided
- **Bite Report** – Written Report provided
- **Operations Report** – Written Report provided
- **Accounting Report** – Written Report provided

Old Business – None

New Business

- ❖ *Discussion of Animal Control Staffing Plan* – Ms. Pawson reviewed the current workload and employee statistics with the committee, emphasizing the need for approval of promoting a current part-time employee to a full-time Kennel Technician/Animal Control Officer Level 1, to assist with rabies tag data entry, coverage for absences and emergency on call during regular hours and after hours.
- ❖ *Discussion of Cat and Dog Tags and Rabies Tag Pricing* – Ms. Pawson reviewed the current and proposed pricing of rabies tags. Member Cesich stated that increasing the fees a minimal amount would assist in covering the mandatory minimum wage requirement of \$15.00 by 2025, and increasing one part-time employee to full-time Assistant Deputy/Animal Control Officer level 1.
- ❖ *Discussion of Animal Control Month by Month Animal Population for 2020* – **Data in the packet**
- ❖ *Approval of Low Income Rabies Vaccination Program* – Ms. Pawson explained the current low income cat and dog spay/neuter program for County residents to the committee, and said it has been in place since 2014. Ms. Pawson reviewed the qualifications which included proof of Link card, or Social Security Disability letter, to receive a voucher for services at a local participating veterinarian office. There are three participating veterinarian’s in the program.

Ms. Pawson reported that the State’s Attorney’s Office saw no problem with adding the vaccination program to the low income voucher program at the Animal Control facility. The citizen takes the voucher to a participating veterinarian office, and then the veterinarian office sends the voucher to the Animal Control facility for reimbursement of services provided.

Motion made by Member Flowers second by Member Rodriguez to forward the item to the County Board for discussion and approval.

Committee Member	Vote
Ruben Rodriguez	Aye
Brian DeBolt	Yes
Amy Cesich	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes

With five members present voting aye, the motion carried by a vote of 5-0.

Executive Session – Not needed

Action Items for the County Board – *Approval of Low Income Rabies Vaccination Program*

Action Items for the Committee of the Whole – None

Questions from the Media – None

Public Comment – None

Adjournment – Member Rodriguez made a motion to adjourn the meeting, second by Member DeBolt.

Committee Member	Vote
Ruben Rodriguez	Yes
Brian DeBolt	Yes
Scott Gengler	Yes
Amy Cesich	Yes

With four members present in agreement, the meeting was adjourned at 9:47a.m.

Respectfully Submitted,
Valarie McClain, Administrative Assistant & Recording Clerk



Kennel Comparisons Statistics

"Intake Comparisons"	1/1/20 to 4/9/20	1/1/21 to 4/9/21		
Dogs				
Strays	34	31	↓	8.8 %
Owner Surrenders	12	5	↓	58.3 %
Legal	1	1	↑	- %
Total Dogs Received:	47	37	↓	21.3 %
Cats				
Strays	5	9	↑	80.0 %
Total Cats Received:	5	9	↑	80.0 %
Total Intakes:	52	46	↓	11.5 %

"Outcome Comparisons"	1/1/20 to 4/9/20	1/1/21 to 4/9/21		
Dogs				
Adoption	13	4	↓	69.2 %
Euthanasia	3	0	↓	100.0 %
Return to Owner	18	25	↑	38.9 %
Transfer to Rescue	14	2	↓	85.7 %
Total Dogs Dispositioned:	48	31	↓	35.4 %
Cats				
Adoption	5	3	↓	40.0 %
Euthanasia	0	1	↑	100.0 %
Return to Owner	1	2	↑	100.0 %
Transfer to Rescue	3	2	↓	33.3 %
Total Cats Dispositioned:	9	8	↓	11.1 %
Total Outcomes:	57	39	↓	31.6 %

Animals in the Shelter on 4/9/2021	CAT	DOG	Total
	3	8	11

Kennel Comparisons Statistics

"Intake Comparisons"

4/1/20 to 4/9/20

4/1/21 to 4/9/21

Dogs		
Strays	4	1
Legal	1	0
Total Dogs Received:	5	1
Cats		
Strays	1	0
Total Cats Received:	1	0
Total Intakes:	6	1

"Outcome Comparisons"

4/1/20 to 4/9/20

4/1/21 to 4/9/21

Dogs		
Adoption	0	1
Return to Owner	1	2
Transfer to Rescue	3	0
Total Dogs Dispositioned:	4	3
Cats		
Adoption	0	1
Total Cats Dispositioned:	0	1
Total Outcomes:	4	4

Animals In the Shelter on 4/9/2021

	CAT	DOG	Total
	3	8	11



Kennel Comparisons Statistics

"Intake Comparisons"

	3/1/20 to 3/31/20	3/1/21 to 3/31/21		
Dogs				
Strays	14	15	↑	7.1 %
Owner Surrenders	2	2	↑	- %
Legal	0	1	↑	100.0 %
Total Dogs Received:	16	18	↑	12.5 %
Cats				
Strays	1	6	↑	500.0 %
Total Cats Received:	1	6	↑	500.0 %
Total Intakes:	17	24	↑	41.2 %

"Outcome Comparisons"

	3/1/20 to 3/31/20	3/1/21 to 3/31/21		
Dogs				
Adoption	1	0	↓	100.0 %
Euthanasia	2	0	↓	100.0 %
Return to Owner	9	14	↑	55.6 %
Transfer to Rescue	6	0	↓	100.0 %
Total Dogs Dispositioned:	18	14	↓	22.2 %
Cats				
Return to Owner	1	1	↓	- %
Transfer to Rescue	2	1	↓	50.0 %
Total Cats Dispositioned:	3	2	↓	33.3 %
Total Outcomes:	21	16	↓	23.8 %

Animals In the Shelter on 4/9/2021

	CAT	DOG	Total
	3	8	11

Kennel Comparisons Statistics

"Intake Comparisons"

2/1/20 to 2/29/20

2/1/21 to 2/28/21

Dogs				
Strays	9	5	↓	44.4 %
Owner Surrenders	6	1	↓	83.3 %
Total Dogs Received:	15	6	↓	60.0 %
Cats				
Strays	3	2	↓	33.3 %
Total Cats Received:	3	2	↓	33.3 %
Total Intakes:	18	8	↓	55.6 %

"Outcome Comparisons"

2/1/20 to 2/29/20

2/1/21 to 2/28/21

Dogs				
Adoption	6	3	↓	50.0 %
Return to Owner	4	1	↓	75.0 %
Transfer to Rescue	2	2	↓	- %
Total Dogs Dispositioned:	12	6	↓	50.0 %
Cats				
Adoption	2	0	↓	100.0 %
Euthanasia	0	1	↑	100.0 %
Return to Owner	0	1	↑	100.0 %
Total Cats Dispositioned:	2	2	↓	0.0 %
Total Outcomes:	14	8	↓	42.9 %

Animals in the Shelter on 4/9/2021

	CAT	DOG	Total
	3	8	11

Kendall County Animal Control
 802 John Street
 Yorkville IL 60560



Bites between 2/1/2021 and 2/28/2021

<u>biterdate</u>	<u>petname</u>	<u>breed</u>	<u>vaccination</u>	<u>sex</u>		<u>Multiple Bites</u>
02/03/2021	LOKI	AUST SHEPHERD / MIX	UTD	ALTERED	OWNER	NO
02/06/2021	FIONA	LABRADOR RETR / MIX	UTD	ALTERED	VICTIM	NO
02/07/2021	SASHA	SHIH TZU	NOT UTD	UNALTERED	OWNER	NO
02/07/2021	BUBBA	AUST CATTLE DOG	UTD	ALTERED	OWNER	NO
02/15/2021	LUCY	AUST SHEPHERD / MIX	UTD	ALTERED	VICTIM	NO
02/16/2021	OSO	GERM SHEPHERD	UTD	ALTERED	VICTIM	NO
02/18/2021	KOBY	AUST CATTLE DOG	UTD	ALTERED	VICTIM	NO
02/19/2021	SARA ROSE	DOMESTIC MH	NOT UTD	ALTERED	VICTIM	NO
02/22/2021	DANDIE	PAPILLON	UTD	ALTERED	VICTIM	NO
02/24/2021	FRED	LABRADOR RETR / MIX	UTD	ALTERED	VICTIM	NO
02/24/2021	BABY GIRL	PIT BULL	NOT UTD	UNALTERED	VICTIM	NO
02/24/2021	SOPHIE	ALASKAN HUSKY	NOT UTD	ALTERED	VICTIM	NO
02/27/2021	KOBE	CHIHUAHUA SH / POODLE MIN	NOT UTD	ALTERED	VICTIM	NO

Breed		Total
CAT	DOMESTIC MH	1
	Total	1
DOG	ALASKAN HUSKY	1
	AUST CATTLE DOG	2
	AUST SHEPHERD / MIX	2
	CHIHUAHUA SH / POODLE MIN	1
	GERM SHEPHERD	1
	LABRADOR RETR / MIX	2
	PAPILLON	1
	PIT BULL	1
	SHIH TZU	1
Total	12	
Total		13

Kendall County Animal Control
 802 John Street
 Yorkville IL 60560



Bites between 3/1/2021 and 3/31/2021

<u>bitedate</u>	<u>petname</u>	<u>breed</u>	<u>vaccination</u>	<u>sex</u>		<u>Multiple Bites</u>
03/01/2021	NED	AMER BULLDOG	UTD	ALTERED	OWNER	NO
03/02/2021	JOEY	CHIHUAHUA SH	UTD	ALTERED	OWNER	NO
03/03/2021	BANDIT	DOMESTIC SH	NOT UTD	ALTERED	VICTIM	NO
03/10/2021	GROVER	LABRADOR RETR	UTD	ALTERED	VICTIM	YES
03/13/2021	WHOPPERS	AUST SHEPHERD / MIX	NOT UTD	ALTERED	VICTIM	NO
03/17/2021	LOLA	BOXER	UTD	ALTERED	OWNER	NO
03/18/2021	STELLA	DOMESTIC MH	NOT UTD	UNALTERED	OWNER	NO
03/22/2021	BOOMER	PIT BULL / LABRADOR RETR	NOT UTD	UNALTERED	VICTIM	NO
03/28/2021	PENNY	LABRADOR RETR	UTD	ALTERED	VICTIM	NO
03/29/2021	WILLOW	ALASKAN HUSKY	UTD	UNALTERED	VICTIM	NO

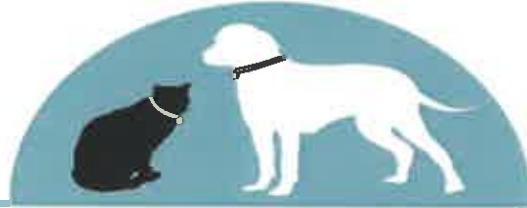
Breed		Total
CAT	DOMESTIC MH	1
	DOMESTIC SH	1
	Total	2
DOG	ALASKAN HUSKY	1
	AMER BULLDOG	1
	AUST SHEPHERD / MIX	1
	BOXER	1
	CHIHUAHUA SH	1
	LABRADOR RETR	2
	PIT BULL / LABRADOR RETR	1
Total	8	
Total		10

2020 County Rabies Tags fees County Comparision						
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	1 Year Altered		3 Year Altered		1 Year Unaltered	
	Cat	Dog	Cat	Dog	Cat	Dog
Grundy	N/A	15	N/A	25	N/A	45
Dupage	15	15	40	40	40	40
Kane	10	10	25	25	25	25
Dekalb	20	20	40	40	52	52
Will	10	10	25	25	30	30
Lasalle	10	10	30	30	20	20
Kendall	10	10	25	25	25	25

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3 Year Unaltered		
Cat	Dog	
N/A	60	Grundy doesn't sell cat tags and registers at no cost
90	90	Senior Discount \$5 off altered/ Puppies under 6 months \$15
62.5	62.5	Senior Discount has to be spayed/neutered 1yr\$1 3yr. \$15
104	104	
60	60	
60	60	Senior Discount has to be spayed/neutered 1yr.\$5 3yr\$15
60	60	



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY21
March 2021

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
3/31/2021

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY21 Budget	February Actual	FY21 YTD	YTD Percent of Budget	FY20 YTD	FY21 YTD v. FY20 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 1,823	\$ 13,318	66.6%	\$ 6,686	\$ 6,632
Miscellaneous	300	4	4	1.3%	-	4
Donations	5,000		380	7.6%	1,400	(1,020)
Rabies Tags Sold	262,500	15,876	96,282	36.7%	67,250	29,032
Intact Registration Fee	10,000	840	4,110	41.1%	4,790	(680)
Transfer In from State Pet Fund						
Total Revenue	\$ 297,800	\$ 18,543	\$ 114,094	38.3%	\$ 80,126	\$ 33,968
EXPENDITURE						
Salary - Other	\$ 80,808	\$ 5,235	\$ 21,215	26.3%	\$ 31,952	\$ (10,737)
Salary - Administrator	6,500	500	2,000	30.8%	2,000	-
Salary - Animal Control Warden	51,223	2,759	14,582	28.5%	15,745	(1,163)
Salary - Assistant Warden	36,969	2,011	10,522	28.5%		10,522
Overtime	1,500		-			
Office Supplies	1,500	406	892	59.4%	119	773
Postage	1,400		436	31.1%	338	98
Training	2,000	744	794	39.7%	55	739
Telephone & Pager	300		7	2.2%	8	(1)
Equipment	3,000		96	3.2%		96
Vehicle Maintenance	1,600	59	59	3.7%	396	(337)
Gasoline/Fuel/Oil	600	32	118	19.7%	179	(61)
Uniforms	750		180	24.0%	144	36
Observation/Disposal	500		-		150	(150)
Microchips	1,800		-			-
Volunteers/Public Relations	1,000		830	83.1%	455	375
Neuter/Spay Fees			-		799	(799)
Rabies Tags	2,500		2,281	90.5%		2,281
Transportation, Board & Care	12,000	208	795	6.6%	1,695	(900)
Kennel Improvements			-		554	(554)
Capital Expenditures	1,200		-			-
Total Operating Expenditure	\$ 207,150	\$ 11,955	\$ 54,787	26.5%	\$ 54,589	198
TRANSFERS OUT						
Transfer to General Fund	\$ 54,232	\$ 1,349	\$ 6,910	12.7%	\$ 5,253	\$ 1,657
Transfer to IMRF Fund	16,000	1,171	4,461	27.9%	4,125	336
Transfer to SS Fund	13,000	1,039	3,932	30.2%	3,821	111
Transfer to Building Fund	35,050		-			
Total Transfers Out	\$ 118,282	\$ 3,558	\$ 15,302	12.9%	\$ 13,199	\$ 2,103
Total Expenditure & Transfers Out	\$ 325,432	\$ 15,513	\$ 70,089	21.5%	\$ 67,788	\$ 2,301
Total Revenue Over/(Under) Expenditure	\$ (27,632)	\$ 3,030	\$ 44,005	-159.3%	\$ 12,338	\$ 31,667

**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		\$ 138,754		\$ 213,970
December-20	\$ 11,646	150,400	\$ (186)	213,784
January-21	6,310	156,710	19,256	233,040
February-21	23,019	179,729	(7,222)	225,818
March-21	3,030	182,759	491	226,309
April-21		182,759	(8,928)	217,381
May-21		182,759	(11,558)	205,823
June-21		182,759	21,516	227,339
July-21		182,759	14,327	241,666
August-21		182,759	14,984	256,650
September-21		182,759	16,135	272,786
October-21		182,759	8,334	281,120
November-21		182,759	(142,366)	138,754
Fund (Cash)	\$ 44,005		\$ (75,216)	
YTD Fund Balance		\$ 182,759		\$ 138,754

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
3/31/2021

Animal Medical Care Fund #1302

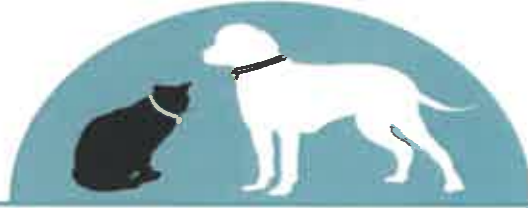
	FY21 Budget	February Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 18,939		\$ 18,939		FY13 \$250 FY14 21,935 FY15 33,497 FY16 32,810 FY17 32,325 FY18 28,165 FY19 20,132 FY20 18,939 FY21 18,917
Revenue					
Donations & Receipts	10			0.0%	
Total Revenue	10	-	-	0.0%	
Expenditure					
Animal Medical Care Expenses	3,000			0.0%	
Heartworm Testing	500			0.0%	
Feluk/FIV Testing	750		22	2.9%	
Total Expenditure	4,250	-	22	0.5%	
Ending Balance	\$ 14,699	\$ -	\$ 18,917		

County Animal Population Control Fund #1309

	FY21 Budget	February 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 83,094 FY16 97,935 FY17 106,508 FY18 108,859 FY19 117,265 FY20 115,665 FY21 111,472
Revenue					
Fees	12,000	890	890	7.4%	
Total Revenue	12,000	890	890	7.4%	
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	5,000	2,307	3,935	78.7%	
Spay/Neuter Fees - Adopted Dogs/Cats	5,000	132	1,147	22.9%	
Total Expenditure	10,000	2,439	5,083	50.8%	
Ending Balance	\$ 117,665	\$ (1,549)	\$ 111,472		

Animal Control Capital Fund #1400

	FY21 Budget	February 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 (3,260)
Expenditure					
Expense - Building Improvements	10,000				
Capital Expenditure	2,500	5,760	6,812	272.5%	
Total Expenditure	12,500	5,760	6,812	54.5%	
Transfers In					
Transfers In - from Animal Control Fund	35,050				
Total Transfers In	35,050	-	-		
Ending Balance	\$ 26,101	\$ (5,760)	\$ (3,260)		



KENDALL COUNTY
ANIMAL CONTROL

Financial Statements FY21
February 2021

KENDALL COUNTY ANIMAL CONTROL FUND #1301
Statement of Revenues And Expenditures
2/28/2021

	CURRENT YEAR				PRIOR YEAR	VARIANCE
	FY21 Budget	February Actual	FY21 YTD	YTD Percent of Budget	FY20 YTD	FY21 YTD v. FY20 YTD
REVENUE						
Fines & Fees	\$ 20,000	\$ 4,035	\$ 11,495	57.5%	\$ 5,332	\$ 6,163
Miscellaneous	300		-		-	-
Donations	5,000	115	380	7.6%	1,350	(970)
Rabies Tags Sold	262,500	35,725	80,406	30.6%	52,005	28,401
Intact Registration Fee	10,000	805	3,270	32.7%	3,225	45
Transfer In from State Pet Fund						
Total Revenue	\$ 297,800	\$ 40,680	\$ 95,551	32.1%	\$ 61,912	\$ 33,639
EXPENDITURE						
Salary - Other	\$ 80,808	\$ 6,287	\$ 15,980	19.8%	\$ 23,515	\$ (7,535)
Salary - Administrator	6,500	500	1,500	23.1%	1,500	-
Salary - Animal Control Warden	51,223	3,941	11,823	23.1%	11,804	19
Salary - Assistant Warden	36,969	2,844	8,510	23.0%		8,510
Overtime	1,500		-			
Office Supplies	1,500	229	485	32.4%	95	390
Postage	1,400	160	436	31.1%	282	154
Training	2,000	50	50	2.5%		50
Telephone & Pager	300	7	7	2.2%	8	(1)
Equipment	3,000		96	3.2%		96
Vehicle Maintenance	1,600		-		28	(28)
Gasoline/Fuel/Oil	600	35	86	14.3%	135	(49)
Uniforms	750		180	24.0%	144	36
Observation/Disposal	500		-		150	(150)
Microchips	1,800		-			-
Volunteers/Public Relations	1,000	(9)	830	83.1%	455	375
Neuter/Spay Fees			-			-
Rabies Tags	2,500	-	2,281	90.5%		2,281
Transportation, Board & Care	12,000	60	588	4.9%	1,695	(1,107)
Kennel Improvements			-		554	(554)
Capital Expenditures	1,200	-	-			-
Total Operating Expenditure	\$ 207,150	\$ 14,104	\$ 42,832	20.7%	\$ 40,365	2,467
TRANSFERS OUT						
Transfer to General Fund	\$ 54,232	\$ 1,349	\$ 5,561	10.3%	\$ 3,889	\$ 1,672
Transfer to IMRF Fund	16,000	1,170	3,290	20.6%	2,974	316
Transfer to SS Fund	13,000	1,038	2,893	22.3%	2,836	57
Transfer to Building Fund	35,050		-			
Total Transfers Out	\$ 118,282	\$ 3,557	\$ 11,744	9.9%	\$ 9,699	\$ 2,045
Total Expenditure & Transfers Out	\$ 325,432	\$ 17,661	\$ 54,576	16.8%	\$ 50,064	\$ 4,512
Total Revenue Over/(Under) Expenditure	\$ (27,632)	\$ 23,019	\$ 40,975	-148.3%	\$ 11,848	\$ 29,127

**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		\$ 138,754		\$ 213,970
December-20	\$ 11,646	150,400	\$ (186)	213,784
January-21	6,310	156,710	19,256	233,040
February-21	23,019	179,729	(7,222)	225,818
March-21		179,729	491	226,309
April-21		179,729	(8,928)	217,381
May-21		179,729	(11,558)	205,823
June-21		179,729	21,516	227,339
July-21		179,729	14,327	241,666
August-21		179,729	14,984	256,650
September-21		179,729	16,135	272,786
October-21		179,729	8,334	281,120
November-21		179,729	(142,366)	138,754
Fund (Cash)	\$ 40,975		\$ (75,216)	
YTD Fund Balance		\$ 179,729		\$ 138,754

KENDALL COUNTY ANIMAL CONTROL
Statement of Revenues And Expenditures
2/28/2021

Animal Medical Care Fund #1302

	FY21 Budget	February Actual	YTD Actual	YTD Percent of Budget	Fund Balance
Beginning Balance	\$ 18,939		\$ 18,939		FY13 \$250 FY14 21,935 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%	
FelLuk/FIV Testing	750		22	2.9%	
Total Expenditure	4,250	-	22	0.5%	
Ending Balance	\$ 14,699	\$ -	\$ 18,917		

County Animal Population Control Fund #1309

	FY21 Budget	February 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 83,094 FY16 97,935 FY17 108,508 FY18 108,859 FY19 117,265 FY20 115,665 FY21 113,021
Revenue					
Fees	12,000			0.0%	
Total Revenue	12,000	-	-	0.0%	
Expenditure					
Spay/Neuter Fees - Targeted Dogs/Cats	5,000	475	1,628	32.6%	
Spay/Neuter Fees - Adopted Dogs/Cats	5,000	206	1,016	20.3%	
Total Expenditure	10,000	681	2,644	26.4%	
Ending Balance	\$ 117,665	\$ (681)	\$ 113,021		

Animal Control Capital Fund #1400

	FY21 Budget	February 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 89,276 FY16 125,571 FY17 134,712 FY18 142,293 FY19 113,563 FY20 3,551 FY21 2,500
Expenditure					
Expense - Building Improvements	10,000				
Capital Expenditure	2,500	755	1,052	42.1%	
Total Expenditure	12,500	755	1,052	8.4%	
Transfers In					
Transfers In - from Animal Control Fund	35,050				
Total Transfers In	35,050	-	-		
Ending Balance	\$ 26,101	\$ (755)	\$ 2,500		

County of Kendall, Illinois
ORDINANCE # 2021-_____

KENDALL COUNTY ANIMAL CONTROL FEES ORDINANCE

WHEREAS Kendall County has the authority to regulate animals and the possession thereof within the County limits. 510 ILCS 5/24, and

WHEREAS in 2019 the General Assembly amended 510 ILCS 5/8 to include, "A veterinarian who inoculates a cat that is a companion animal shall issue an inoculation certificate to the owner which shall comply with any registration requirements adopted by the county under Section 3 of this Act. The owner shall pay any fee imposed by the county under Section 3 of this Act."; and

WHEREAS that authority includes the ability to establish fees to support the requirements established by the County and the services provided by the County. *See* 55 ILCS 5/5-1005; 510 ILCS 5/7; 510 ILCS 5/8; 510 ILCS 5/10; and

NOW, THEREFORE, BE IT ORDAINED by the County Board of the County of Kendall, State of Illinois that hereafter the following animal control fees are established in Kendall County and shall be collected by the Kendall County Animal Control Department. These fees will then be remitted to the Kendall County Treasurer in accordance with section 7 of the Illinois Animal Control Act (510 ILCS 5/7), unless required otherwise by applicable state statute or regulation.

Section 1: Rabies Tags. The following fees shall be imposed on all individuals obtaining rabies vaccination tags for dogs and cats that are companion animals from the Kendall County Animal Control Department:

Rabies Tags Fee for 2021:

- a. One-year tags: \$10 for an altered animal, and \$25 for an intact animal;
- b. Three-year tags: \$25 for an altered animal, and \$60 for an intact animal; and,
- c. Replacement tags: \$5 for a replacement tag, with proof of vaccination.

Rabies Tags Fee for 2022 and future years:

- d. One-year tags: \$12 for an altered dog or cat, and \$37 for an intact dog or cat;
- e. Three-year tags: \$30 for an altered dog or cat, and \$65 for an intact dog or cat; and,
- f. Replacement tags: \$5 for a replacement tag, with proof of vaccination.

Section 2: Relinquishment Fees. The following fees shall be imposed on all individuals seeking to relinquish ownership of a dog to the Kendall County Animal Control Department:

- a. \$50 for a dog older than four months;
- b. \$25 for a puppy, four months or younger;
- c. \$50 for a nursing mother with puppies; and,
- d. \$25 for the first puppy in a litter of puppies, four months or younger, and \$5 for each additional puppy in the litter.

Section 3: Reclaiming Fees. The following fees shall be imposed on all individuals seeking to reclaim an animal, owned by them, but taken into the custody of Kendall County Animal Control Department, for whatever reason:

- a. *Impoundment fees:* \$45 for a first offense, \$95 for a second offense, and \$125 for each subsequent offense;
- b. *Public Safety Fee:* \$25 fee or the amount required pursuant to Section 8 of the Illinois Animal Control Act (510 ILCS 5/10), whichever is greater. This fee, however, shall be waived for a first offense, but only if (i) the animal has been altered or (ii) the animal is altered within fourteen (14) calendar days after being reclaimed and the owner submits proof thereof to the Kendall County Animal Control Department within a timely manner;
- c. *Boarding fees:* \$12 per day for each calendar day the animal is boarded by the Kendall County Animal Control Department or an authorized agent of Kendall County. A boarding fee will not be charged for the day the animal arrived at Kendall County Animal Control Department (if the animal arrived during the Department's regular business hours), or the following day (if the animal arrived after regular business hours);
- d. *Rabies Vaccination Refundable Deposit:* If an individual seeking to reclaim a dog does not present documentation to verify the dog is current with its rabies vaccination, the individual shall submit a rabies vaccination deposit before the dog may be reclaimed from the Kendall County Animal Control Department. The rabies vaccination deposit may only be refunded if proof of rabies vaccination is received by the Kendall County Animal Control Department within five (5) business days after the dog is reclaimed. The rabies vaccination deposit amount shall be \$40 for a first offense and \$80 for each subsequent offense;

- e. **Spay/Neuter Refundable Deposit:** If an intact animal is impounded by the Kendall County Animal Control Department more than once, the individual seeking to reclaim that animal must submit a \$40 spay/neuter deposit each time the intact animal is impounded after the first offense. No intact, impounded animal shall be released by the Kendall County Animal Control Department prior to receipt of the spay/neuter deposit. The spay/neuter deposit may only be refunded if proof that the animal has been altered is received by the Kendall County Animal Control Department within thirty (30) calendar days after the animal was reclaimed.

No animal will be released to the owner until all fees set forth in Section 3 have been paid in full.

Section 4: Adoption Fees. The following fees shall be imposed on all individuals who adopt an animal from Kendall County Animal Control Department:

Animal	Animal Age	Days Available for Adoption at KC Animal Control	Adoption Fee
Puppies	6 months or less	ANY	\$ 135.00
Dogs	more than 6 months	0-59	\$ 120.00
Dogs	more than 6 months	60-89	\$ 60.00
Dogs	more than 6 months	90+	Waive Fee
Kittens	3 months or less	ANY	\$ 95.00
Cats	more than 3 months	0-59	\$ 70.00
Cats	more than 3 months	60-89	\$ 35.00
Cats	more than 3 months	90+	Waive Fee

No adopted animal shall be released by the Kendall County Animal Control Department until the adoption fees are paid in full.

Section 5: Superseding Prior Ordinances. Upon its effective date, this Ordinance replaces and supersedes all previous ordinances which establish fees for the specific circumstances identified above.

Section 6: Effective Date. This Ordinance and the regulations contained therein shall be in full force and effect on and after the date signed below.

ADOPTED and APPROVED this DATE.

Approved:

Attest:

Scott R. Gryder
Kendall County Board Chairman

Debbie Gillette
Kendall County Clerk

DRAFT

Kendall County Job Description

TITLE: Animal Control Director
DEPARTMENT: Animal Control
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In process

I. Position Summary:

This position, under the direction of the County Administrator, manages and oversees Kendall County's Animal Control program in accordance with the Illinois Animal Control Act related to the adoption and/or shelter of strayed or lost animals, and enforces quarantining, treatment or disposition, rabies and/or related diseases. This individual manages a group of employees engaged in the enforcement of State and County laws, advises and consults with other County and State officials and concerned citizens with regard to animal and disease control, and must maintain effective working relationships with public and local officials as related to the operation of the Animal Control Department.

II. Essential Duties and Responsibilities:

A. Primary duty is to supervise and manage Animal Control staff by organizing, scheduling, planning and distributing work to maximize the efficiency and effectiveness of the employees, supplies, equipment and facilities used by the program.

A. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the County's Animal Control Department. Customarily and regularly performs management duties in the Animal Control Department including, but not limited to, the following:

- Interviewing, selecting and training Animal Control Department employees;
- Setting and adjusting employees' hours of work;
- Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
- Maintaining production and operations records for use in supervision and control of the Animal Control Department;
- Conducting performance evaluations of Animal Control Department employees;
- Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
- Handling employee complaints and grievances;
- Disciplining employees;
- Apportioning the work among employees assigned to Animal Control; and
- Providing for the safety and security of the employees and County property.

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; manage expenditures throughout fiscal year.

E. Monitor animal welfare issues and ensure compliance with all applicable laws and regulations; State and Federal law; network with other local animal shelters, animal welfare and rescue groups establishing coalitions.

F. Write press releases and newsletter.

Kendall County Job Description

- G. Oversee the website and social media to insure information is current.
- H. Oversee and administer the use of the Animal Control Software system.
- I. Responsible for apprehending and impounding stray or lost animals.
- J. Assist the public in adopting or reclaiming lost animals.
- K. Coordinate staff efforts to place animals with rescue groups.
- L. Collect appropriate fees as directed by the County Board.
- M. Administration and enforcement of the rabies vaccination program.
- N. Investigate reports of animal attacks or animal cruelty, interview witnesses, collect evidence, write reports, and issue warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
- O. Maintain accurate files of impoundments and dispositions of animals.
- P. Ensure accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
- Q. Advise and assist law enforcement and other government officials on animal-related topics and issues.
- R. Provide animal welfare education to schools, community groups, and the general public
- S. Be on-call overnight and on weekends for emergencies.
- T. Enforce duties of Animal Control Warden as 510 ILCS5 / Animal Control Act.
- U. Perform other duties relating to Kendall County's Animal Control Department as assigned by the County Administrator.

III. Supervisory Responsibilities:

This position oversees the Animal Control Staff.

IV. 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. Language Skills:

- Bilingual ability preferred
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- Requires proficiency in 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

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.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to evaluate situations and draw conclusions.

Kendall County Job Description

- Ability to apply reasoning skills quickly, and under emergency circumstances.

D. Knowledge, Skills and Abilities:

- 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.
- Strong organizational skills and attention to detail.
- Working knowledge of Federal, State and County Animal legislation.
- Experience in animal investigations and safe animal handling.

E. Education and Experience:

- Bachelor's Degree in Animal Science or related field, or commensurate experience. Master's degree preferred.
- Valid Illinois Driver's License.
- Three years' experience in animal control operations.
- Three years' management experience.
- Experience with Chameleon Software Products preferred.

V. Physical Demands:

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

- Frequently sit for hours;
- Occasionally lift and/or move up to 50 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, and depth perception; and
- Travel independently to various sites, public hearings, meeting, and other locations both within and outside Kendall County, Illinois.

VI. 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 sometimes in extreme weather.
- May be exposed to potentially volatile situations which can present risk of injury;
- May be exposed to blood borne pathogens or other infections or contagious diseases.
- This position 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 elected officials, law enforcement, veterinary professionals, the general public, and animals/wildlife;
- The noise level in the work environment varies from moderate to noisy;

Kendall County Job Description

- Employees may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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: 10/07/2013

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
cc: personnel file, employee

Date