

PUBLIC SAFETY COMMITTEE MINUTES

DATE OF MEETING: November 9, 2017 at 7:00 a.m. County Building

MEMBERS PRESENT: Cris Rogers – Chair, Christy Pruser, David Newberg, Sue Whitted, and Lance Reece. Also present Dee Rentmeister, County Administrator. Pruser left at 7:35 a.m.

MEMBERS ABSENT: Reece

SUMMARY OF DISCUSSION:

- Motion by Rogers, 2nd by Newberg to approve last months' minutes. Voice vote, motion carried.
- Motion by Rogers, 2nd by Pruser to approve the claims. Voice vote, motion carried.
- Teresa Barnett, EMA Coordinator, was present to inform the committee that the county did very well during the power plant exercise. Fourteen criteria were evaluated and all fourteen were met. Newberg and Rogers thanked Teresa and Lana for their knowledge and leadership during these drills/exercises. Teresa stated that it's a team effort.
- Received the cost study for animal control. The operating gap is now 49.6% compared to 55.6% in 2015. Committee to review the cost study and discuss/act next month. Will begin discussions with Farmer City to come up with a solution for holding animals until the animal control officer can get to Farmer City for pick up. Will also begin working on an intergovernmental agreement with Piatt County to house dogs beginning the first of the year.
- Pruser left at 7:35 a.m.
- Discussion on turning the upkeep/maintenance of the animal shelter over to the property committee – possibly the first of the year. Building could be turned over now that the air and heat issue has been resolved.
- Received the annual plan from the Probation department for fiscal year 2018.
- Motion by Rogers, 2nd by Whitted to recommend to the county board chair to appoint Melanie Kinney as Animal Control Administrator/Officer. Voice vote, motion carried.
- Discussion on purchasing the animal control officer some type of reflective outerwear. Will get prices on jackets and vests and bring back to the committee.
- Rogers informed the committee that the heat and air issue at the shelter has been resolved. Both original air conditioning and furnace units were left. Could put in an insulated wall in the backroom area and utilize this as a room for feral cats. Rogers also talked about the possibility of concreting the remaining parking lot areas.
- General discussion on recognizing the animal shelter volunteers.
- Motion by Whitted, 2nd by Newberg to adjourn at 8:07 a.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last months' minutes.

Approve all claims.

Recommend to the county board chair to appoint Melanie Kinney as Animal Control Administrator/Officer.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the county board chair to appoint Melanie Kinney as Animal Control Administrator/Officer.

DATE OF NEXT MEETING: December 13, 2017 at 7:00 a.m.

**AGENDA FOR THE
PUBLIC SAFETY COMMITTEE**

Date and Time of Meeting: November 9, 2017 at 7:00 a.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three)
 - a.
3. Items for Discussion and Possible Action
 - a. Approve last month's minutes
 - b. Approve claims
 - c. Cost study for animal control – fees
 - d. Annual probation plan
 - e. Appointment of Animal Control Administrator/Officer
 - f. Purchase reflective jacket for animal control
4. Items for Discussion Only (No Action Requested)
 - a.
 - b.
5. Closed Session
 - a.
6. Motion to adjourn

Posted: November 6, 2017 at 2:30 p.m.

By: Dee Rentmeister

DEWITT COUNTY ANIMAL CONTROL

ANIMAL SHELTER REPORT

Month: October Year: 2017

ENDING MILEAGE: _____ BEGINNING MILEAGE: _____ MILES TRAVELED: _____

FUEL USED: _____ MILES PER GALLON: _____

ANIMAL IMPOUNDS

| LOCATION: | DOGS: | PUPS: | CATS: | KITTENS: | OTHER: |
|---------------|-------|-------|-------|----------|--------|
| CLINTON: | 5 | 1 | 8 | 8 | |
| RURAL: | | | | | |
| WAPPELLA: | | | | | |
| RURAL: | | | | | |
| WAYNESVILLE: | | | | | |
| RURAL: | | | | | |
| HALLSVILLE: | | | | | |
| MIDLAND CITY: | | | | | |
| KENNEY: | | | 2 | | |
| RURAL: | | | | | |
| LANE: | | | | | |
| WELDON: | | | | | |
| DEWITT: | | | | | |
| RURAL: | | | | | |
| FARMER CITY: | | | | | |
| RURAL: | | | | | |
| SUBTOTAL: | | | | | |

TOTAL ANIMALS: _____

ANIMALS RECLAIMED/ADOPTED/EUTHANIZED/ TRANSFERRED TO OTHER AGENCIES

| | DOGS: | PUPS: | CATS: | KITTENS: | OTHER: |
|---|----------|----------|----------|----------|--------|
| Reclaimed: | <u>2</u> | _____ | _____ | _____ | _____ |
| Adopted: | _____ | _____ | _____ | _____ | _____ |
| Euthanized/ Died/Killed: | <u>1</u> | _____ | _____ | _____ | _____ |
| Transferred to Second Chance: | _____ | <u>1</u> | _____ | _____ | _____ |
| Transferred to other Licensed Facilities: | _____ | _____ | <u>5</u> | <u>4</u> | _____ |
| Held From Last Month: | _____ | _____ | _____ | _____ | _____ |
| Held To Next Month: | _____ | _____ | _____ | _____ | _____ |

ANIMAL RECLAIMED BY OWNERS

- Gina Ruyle \$40.00
- Shirley Short \$40.00
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

TOTAL: \$ _____

ANIMALS ADOPTED/ADOPTERS

| | ANIMAL: | ADOPTER: | CITY: | FEES PAID: |
|-----|---------|----------|-------|-----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| | | | | TOTAL: \$ _____ |

GIVE UP ANIMAL/ FOR ADOPTION

| | ANIMAL: | ADOPTER: | CITY: | FEES PAID: |
|-----|---------|--------------|--------|-----------------|
| 1. | cat | Tina Lathers | Kenney | \$35.00 |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| | | | | TOTAL: \$ _____ |

ANIMAL BITES

DOG: 2 CAT: 1 OTHER: _____

NUMBER OF DOGS VACCINATED AGAINST RABIES: _____

NUMBER OF DOGS NOT VACCINATED AGAINST RABIES: 1

NUMBER OF CATS VACCINATED AGAINST RABIES: 8

NUMBER OF CATS NOT VACCINATED AGAINST RABIES: _____

NUMBER OF DOGS CONFINED BY

OWNER: 1 VETERINARIAN: _____ ANIMAL SHELTER: 1

NUMBER OF DOG RABIES SUSPECTS SENT TO LAB: _____

NUMBER OF CATS CONFINED BY

OWNER: _____ VETERINARIAN: _____ AT ANIMAL SHELTER: 1

NUMBER OF CAT RABIES SUSPECTS SENT TO LAB: _____

NUMBER OF OTHER RABIES SUSPECTS SENT TO LAB: _____

NUMBER OF POSITIVE DOG RABIES: _____ NUMBER OF NEGATIVE DOG RABIES: _____

NUMBER OF POSITIVE CAT RABIES: _____ NUMBER OF NEGATIVE CAT RABIES: _____

NUMBER OF OTHER POSITIVE RABIES: _____ NUMBER OF OTHER NEGATIVE RABIES: _____

DEWITT COUNTY VEHICLE
USAGE LOG

| Date | Start Mileage | Animal Control | Year, Make/Model: 2017 Ford Trans Van | Destination; Purpose | End Mileage | Initials |
|----------|---------------|----------------|---------------------------------------|---|-------------|----------|
| 10-17-17 | 3636 | * | | | 3836 | MK |
| 10-17-17 | 3836 | | | Courthouse, Betty Burtons Alkatered Trapping Cats CO. PUMPS | 3847 | MK |
| 10-17-17 | 3847 | | | Animal Transport (chump) | 3931 | MK |
| 10-17-17 | 3931 | * | | | 3931 | MK |
| 10-17-17 | 3931 | * | | | 3937 | MK |
| 10-17-17 | 3937 | * | | Courthouse SPD | 3937 | MK |
| 10-17-17 | 3937 | * | | | 3937 | MK |
| 10-17-17 | 3937 | * | | | 3937 | MK |
| 10-17-17 | 3937 | * | | | 3948 | MK |
| 10-17-17 | 3937 | * | | 714 of Jackson Dog @ Large 2 Johnson Dog @ Large | 3975 | MK |
| 10-17-17 | 3975 | * | | Walmart Dog Bike 518 Johnson Dog @ Large Walmart Doghouse | 3975 | MK |
| 10-17-17 | 3975 | * | | | 3975 | MK |
| 10-17-17 | 3975 | * | | | 3975 | MK |
| 10-17-17 | 3975 | * | | | 3975 | MK |
| 10-17-17 | 3975 | * | | | 3975 | MK |
| 10-17-17 | 3975 | * | | | 3975 | MK |
| 10-17-17 | 3975 | * | | Chump Animal transport CO. pumps Courthouse | 4068 | MK |
| 10-17-17 | 4068 | * | | | 4068 | MK |
| 10-17-17 | 4068 | * | | Walcenter 2 Dogs | 4098 | MK |
| 10-17-17 | 4098 | * | | 1098 Trust Wapella Dog @ Large Courthouse | 4143 | MK |
| 10-17-17 | 4167 | * | | | 4167 | MK |
| 10-17-17 | 4167 | * | | | 4167 | MK |
| 10-17-17 | 4167 | * | | | 4167 | MK |
| 10-17-17 | 4167 | * | | | 4201 | MK |
| 10-17-17 | 4201 | * | | 2X Mousulas 4 C. D. Spay - 218 Estilla Dog Backing - Walmart Portion. | 4209 | MK |
| 10-17-17 | 4209 | * | | 500 W Abams - Hand cat Courthouse | 4216 | MK |
| 10-17-17 | 4216 | * | | Old Shelter APC Pick up | 4219 | MK |
| 10-17-17 | 4219 | * | | Walmart CO. pumps 519 muberry Dog Large | 4219 | MK |
| 10-17-17 | 4219 | * | | | 4229 | MK |
| 10-17-17 | 4219 | * | | Wapella Animal House BOX Kites Courthouse. Cpl. Dispatch | 4229 | MK |
| 10-17-17 | 4229 | * | | ARBEAR AOTS - Cat trap - Courthouse | 4236 | MK |



Government Performance Services

Cost of Services

DeWitt County, Illinois

Animal Control Update

October 2017

Request and Authority

DeWitt County Clerk/Recorder engaged Bellwether, LLC. (Bellwether) to provide an update review of the actual cost of providing permitted fee services within the Animal Control Department which currently charges fees to residents and non-residents of DeWitt County as services are requested.

Fee prices are defined by state laws and county ordinances. County governments may charter cost studies to review the appropriateness of these fees and make adjustments to meet actual expenses. The process and authority to adjust these fees are addressed in laws of the State. The follow exerts demonstrate the counties authorities. (Not intended to be a comprehensive list of Animal Control related statutes)

(510 IICS 5/3) (from Ch. 8, par. 353)

"Sec. 3. The County Board Chairman with the consent of the County Board shall appoint an Administrator. Appointments shall be made as necessary to keep this position filled at all times. The Administrator may appoint as many Deputy Administrators and Animal Control Wardens to aid him or her as authorized by the Board."

"The Board is authorized by ordinance to require the registration and may require micro-chipping of dogs and cats. The Board shall impose an individual dog or cat registration fee with a minimum differential of \$10 for intact dogs or cats. Ten dollars of the differential shall be placed either in a county animal population control fund or in the State's Pet Population Control Fund".

"All persons selling dogs or cats or keeping registries of dogs or cats shall cooperate and provide information to the Administrator as required by Board ordinance, including sales, number of litters, and ownership of dogs and cats."

"Sec. 5. Duties and powers.

(a) It shall be the duty of the Administrator or the Deputy Administrator, through sterilization, humane education, rabies inoculation, stray control, impoundment, quarantine, and any other means deemed necessary, to control and prevent the spread of rabies and to exercise dog and cat overpopulation control."

"(c) The sheriff and all sheriff's deputies and municipal police officers shall cooperate with the Administrator and his or her representatives in carrying out the provisions of this Act.

(d) The Administrator and animal control wardens shall aid in the enforcement of the Humane Care for Animals Act and have the ability to impound animals and apply for security posting for violation of that Act.

(Source: P.A. 93-548, eff. 8-19-03; 94-639, eff. 8-22-05."

"(510 ILCS 5/7) (from Ch. 8, par. 357)

Sec. 7. All registration fees collected shall be remitted to the County Treasurer, who shall place the monies in an Animal Control Fund. This fund shall be set up by him for the purpose of paying costs of the Animal Control Program.

In any county with a population under 3,000,000, all fees collected shall be used for the purpose of paying claims for loss of livestock or poultry as set forth in Section 19 of this Act and for the following purposes as established by ordinance of the County Board: funds may be utilized by local health departments or county nurse's offices for the purchase of human rabies anti-

serum, human vaccine, the cost for administration of serum or vaccine, minor medical care, and for paying the cost of stray dog control, impoundment,

education on animal control and rabies, and other costs incurred in carrying out the provisions of this Act or any county or municipal ordinance concurred in by the Department relating to animal control, except as set forth in Section 19."

"(510 ILCS 5/7.1) (from Ch. 8, par. 357.1)

Sec. 7.1. In addition to any other fees provided for under this Act, any county may charge a reasonable fee for the pickup and disposal of dead animals from private for-profit animal hospitals. This fee shall be sufficient to cover the costs of pickup and delivery and shall be deposited in the county's animal control fund.
(Source: P.A. 93-548, eff. 8-19-03.)"

"(510 ILCS 5/8) (from Ch. 8, par. 358)

Sec. 8. Every owner of a dog 4 months or more of age shall have each dog inoculated against rabies by a licensed veterinarian. The Board shall cause a rabies inoculation tag to be issued, at a fee established by the Board for each dog inoculated against rabies."

(510 ILCS 5/9) (from Ch. 8, par. 359)

Sec. 9. Any dog found running at large contrary to provisions of this Act may be apprehended and impounded. For this purpose, the Administrator shall utilize any existing or available animal control facility or licensed animal shelter. The dog's owner shall pay a \$25 public safety fine, \$20 of which shall be deposited into the Pet Population Control Fund and \$5 of which shall be retained by the county or municipality.

(510 ILCS 5/10) (from Ch. 8, par. 360) Sec. 10.

In case the owner, agent, or caretaker of any impounded dog or cat desires to make redemption thereof, he or she may do so by doing the following:

- a. Presenting proof of current rabies inoculation and registration, if applicable.
- b. Paying for the rabies inoculation of the dog or cat and registration, if applicable.
- c. Paying the pound for the board of the dog or cat for the period it was impounded.
- d. Paying into the Animal Control Fund an additional impoundment fee as prescribed by the Board as a penalty for the first offense and for each subsequent offense.
- e. Paying a \$25 public safety fine to be deposited into the Pet Population Control Fund; the fine shall be waived if it is the dog's or cat's first impoundment and the owner, agent, or caretaker has the animal spayed or neutered within 14 days.
- f. Paying for micro-chipping and registration if not already done.

The payments required for redemption under this Section shall be in addition to any other penalties invoked under this Act and the Illinois Public Health and Safety Animal Population Control Act. An animal control agency shall assist and share information with the Director of Public Health in the collection of public safety fines.

(Source: P.A. 97-240, eff. 1-1-12.)

(510 ILCS 5/16.5)

Sec. 16.5. Expenses of micro-chipping. A clinic for micro-chipping companion animals of county residents should be conducted at least once a year under the direction of the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator at the animal control facility, animal shelter, or other central location within the county. The maximum amount that can be charged for micro-chipping an animal at this clinic shall be \$15. Funds generated from this clinic shall be deposited in the county's animal control fund.

(Source: P.A. 93-548, eff. 8-19-03.)

Methods

The Cost of Services Study or Fee Review is a detailed analysis of the data related to the operations and expenses of the department. Central to the analysis is:

- Annual budgeted expenses
- Actual expenses
- Inclusion (or exclusion) of expense categories or lines within the department budget(s)
- Actual staff related expenses
- Current revenues derived from fees
- Current revenues derived from other sources
- Service requests - Volumes and trends
- Changes in State Law or Regulations
- Onsite observation of core processes related to each service
- Appropriate exclusions of data (related to services that are non-eligible for fees)

Bellwether engaged County staff only to the extent necessary to collect and clarify the data. All departments should be recognized for the thorough nature of their record keeping, willingness to participate in the review process. These reviews would not be possible without the added effort from all staff involved.

- The provided data was assessed for reasonableness and completeness. The Bellwether analysis produced a detailed description of each service under review and detailed direct and indirect costs that can be attributed to each.
- Both direct and indirect expenses may be included for the purpose of establishing the cost of services under Illinois law. Direct expenses are expenses, including labor, that are directly incurred for the purpose of delivering a particular service. These expenses include pre-printed forms, dedicated equipment or software, or dedicated office facilities. Indirect expenses are expenses that include shared management services or administrative costs, portions of shared facility costs and equipment.
- While it is not possible to attribute every moment of every transaction to an individual, it is possible to understand the flow of the work and develop a weighted value of labor.
- Several processes have direct materials, equipment and other relatable costs. To the extent possible these costs are determined on a "per transaction" basis.

Indirect costs were allocated to specific activities within the office when possible; when not possible the costs were allocated to general administration. According to federal rules (US Office of Management & Budget Circular A-87), indirect expenses associated with central services provided to sub-units of local governments would be documented in a Central Services Cost Allocation Plan to ensure the consistent treatment of these expenses.

Table 2: Examples of Allocations

| Expense Item | Allocation Process |
|---|---|
| General Management & Administrative Time | The cost of management time, training time, and other administrative time was allocated to the services under review based on the amount of time employees spend providing the services under review. Not all management and administrative time was allocated to the services under review as other work is conducted within the offices that are not subject to service fees. |
| General Equipment, Telephone and Supplies | The cost of equipment and supplies that are used to provide multiple services within an office were allocated based on the volume of transactions in the office, and the estimated consumption of the resource per transaction. |

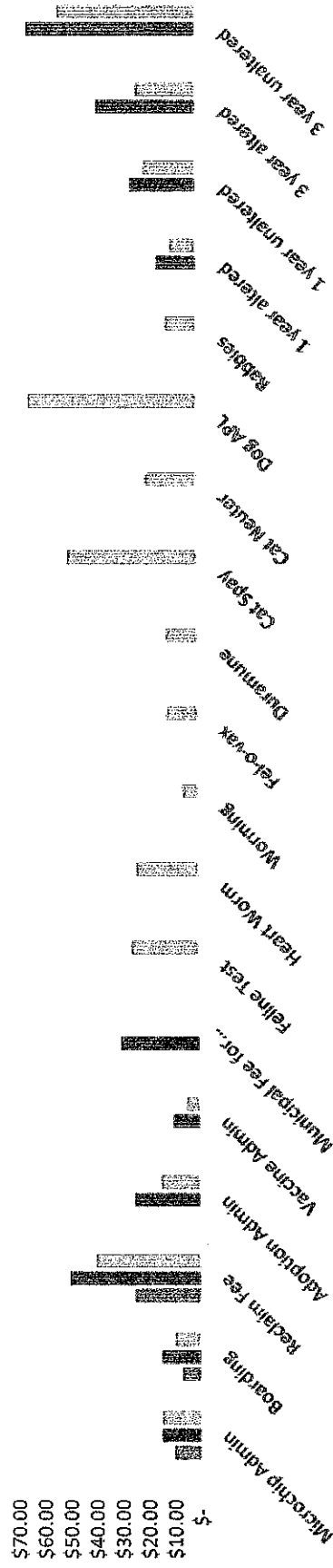
Observations

The DeWitt County Animal Control has accomplished remarkable operating improvements since 2015. Since our last review there has been marked improvement in staff professionalism, facilities cleanliness and leveraging of community and private sector donations and services.

Our general observations are as follows:

1. Revenue is up 25%.
2. Budget reported expenses are up 15% the majority of which is labor and facilities/utilities.
 - a. This increase includes a generic fund for maintenance. It's unclear if this fund is utilized.
 - b. Utilities have increase 8.3% with the largest increase being in telephone and disposal services. (Note that phone service costs are up across the state and are becoming a growing concern for county budgets)
 - c. While the budget reports \$4,500 in canine supplies, the current director reports significant savings through donations from the private sector. It is unclear if these savings (primarily in canine supplies) are reflected in the current claims.
3. There is 49.6% operating gap (expense – revenue) of \$43,719. This is improved from the prior study gap 55.6%. This observation is based on budget information and may vary based on actual claims. We recommend a review of actual claims in the budget process.
4. Several fees were established below the 2014 defined cost. This is common in Animal Control were abandonment is a concern.

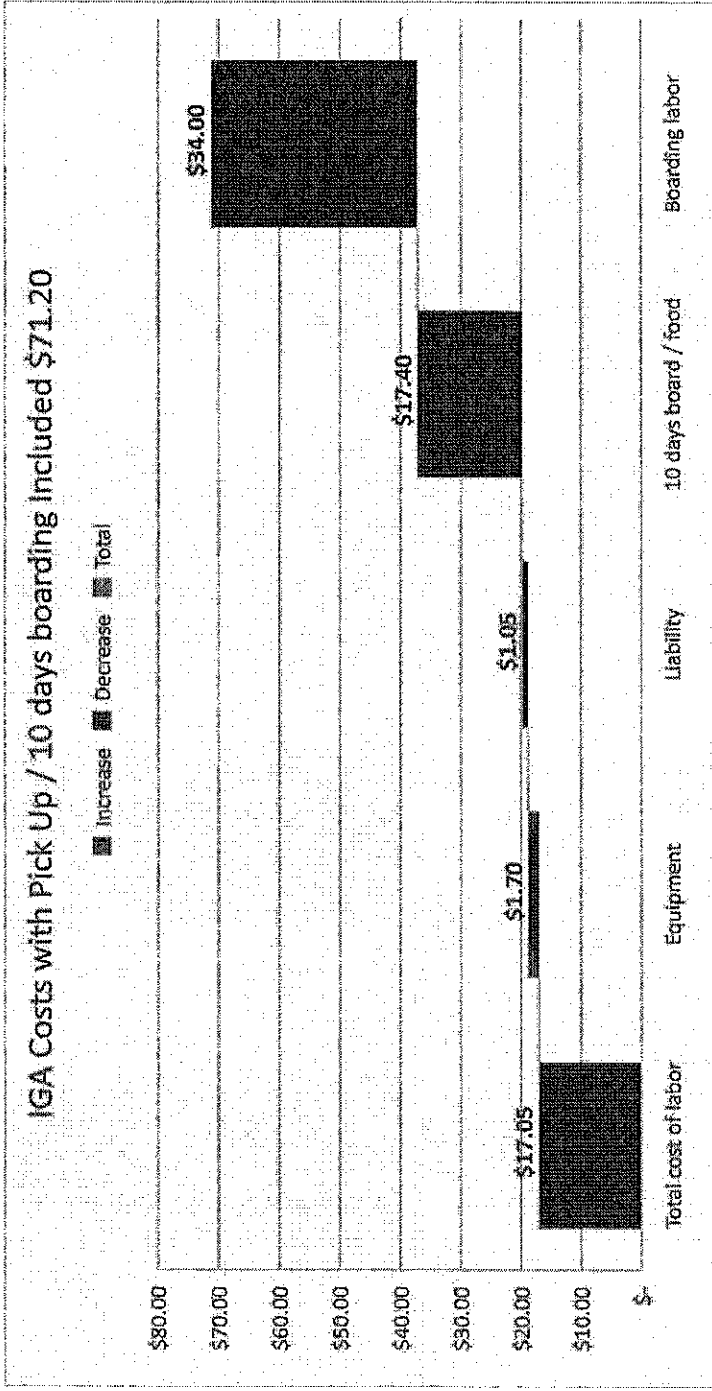
Animal Control Fees



■ 2015 ■ Proposed ■ 2017

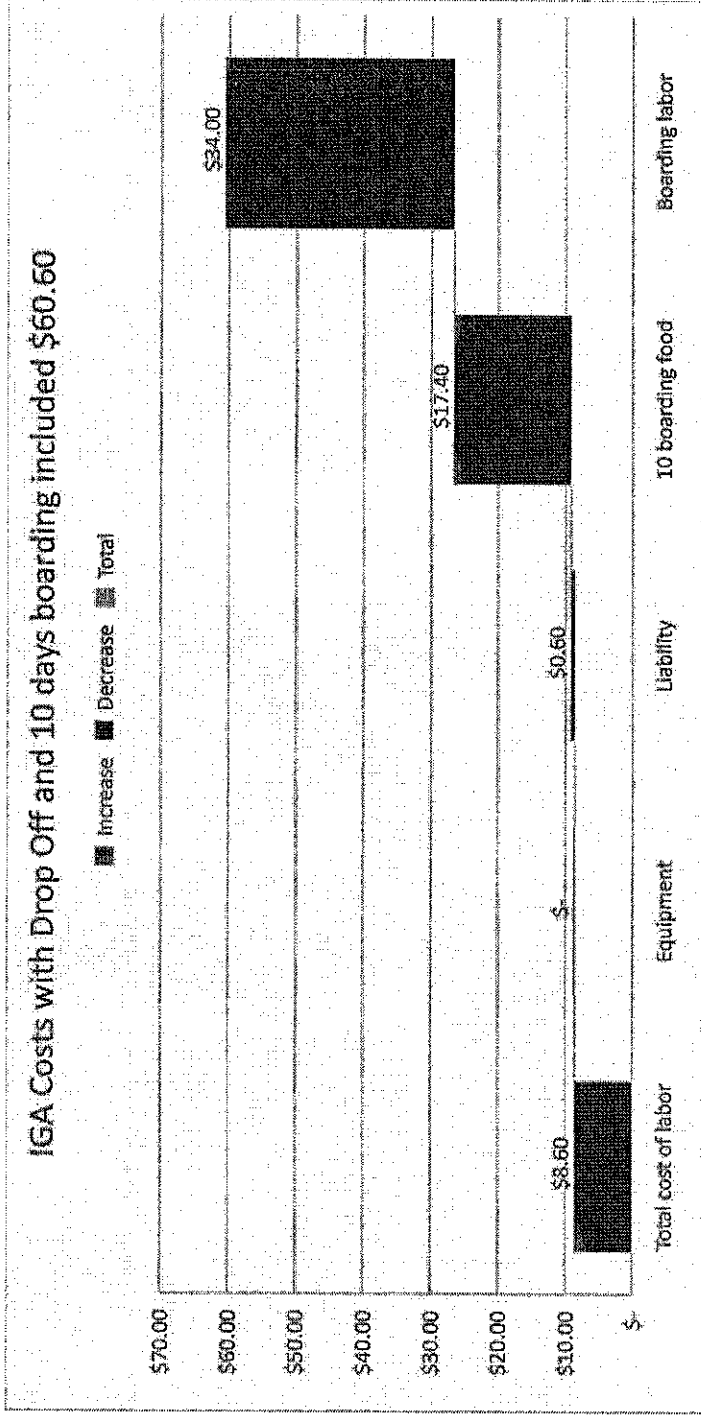
DeWitt County could establish fees at the prior recommended costs to recover more revenue.

5. **The Municipal Fee for Pick Up.** The 2014 study recommended establishing an IGA for charges between local government for Animal Control Responses within the incorporated municipality. This fee is typically replaced by a negotiated value between local governments.



These costs are collected only if the owner does not claim the animal. Owner pick up with 10 days boarding would be charged the full \$140.00. Distribution of Ordinance fines/penalties are negotiated.

6. **Other Agency Drop Off.** In some instances the animal is picked up by another agency and placed into holding pens at the Animal Control facility. This model saves on county overtime and has a lower overall expense to the agency.



These costs are collected only if the owner does not claim the animal. Owner pick up with 10 days boarding would be charged the full \$140.00. Distribution of Ordinance fines/penalties are negotiated.

These summary findings reflect conservative calculations of the labor, equipment, consumables, facilities and other department allocated costs of providing the services reviewed within this study and under the control of the DeWitt County Board. The potential to capture this new revenue depends on a constant volume of transactions and establishing fees at the cost threshold.

DeeDee Rentmeister

From: Bruce DeLashmit <bruce@bellwetheradvantage.com>
Sent: Monday, October 16, 2017 11:14 AM
To: DeeDee Rentmeister
Subject: Animal Control Report
Attachments: DeWitt County Animal Control update 10162017.pdf

Dee Dee,

Here is the completed Animal Control Report. There actually were expenses that shifted somewhat but the recommended fees from the last review remain valid. I noted that the county did not take the full amount last time.

You really have something to be proud of there. It was a pleasure to visit the center. The last time I was personally concerned about my own health being in the old building.

We used budget numbers for expense base, however the director spoke of near zero expense in canine consumables. I wonder how that impacted your budget, but it was better to use the budget numbers provided for the Inter-governmental agreements.

In both cases (pick up and drop off) DeWitt County recovers all its direct costs and a portion of the indirect. So – even if you negotiate down a bit, you'll still realize positive revenue.

I think what the other counties / cities will appreciate is the possibility that if the owner picks up the animal there is no cost to them. (And the owner pays the full amount so the realized revenue is actually higher) You may want to address how residents in Platt County have the right number to call for reclaim.

We are still working on Court Security so we'll have that out later this week.

Bruce DeLashmit

Cell: 309-310-3178

Fax: 309-244-4038

