

**ANIMAL IMPOUNDMENT AND OTHER SERVICES AGREEMENT BETWEEN  
THE VILLAGE OF OAK PARK AND THE ANIMAL CARE LEAGUE**

**THIS ANIMAL IMPOUNDMENT AND OTHER SERVICES AGREEMENT** (hereinafter referred to as “Agreement”) is entered into this 1<sup>ST</sup> day of July, 2017, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and the Animal Care League, an Illinois not-for-profit corporation (hereinafter referred to as the “ACL”).

**RECITALS**

**WHEREAS**, the Village of Oak Park operates an animal control division which serves to protect animals from neglect and abuse, protect residents from annoyance and injury by animals, assist in providing housing for animals in the custody of the Village, care for animals and establish a program to discourage the excessive multiplication of animals; and

**WHEREAS**, the Animal Care League (ACL) is a not for profit corporation which is a limited admission shelter located in Oak Park. ACL provides animal impoundment services including food, shelter, medical attention and adoption services; and

**WHEREAS**, in furtherance of the Village’s animal control program, the Village is interested in contracting with ACL for impoundment and other animal shelter services.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, the Village and the ACL agree as follows:

**I. RECITALS INCORPORATED**

The above recitals are incorporated herein as though fully set forth.

## **II. SCOPE OF SERVICES**

### **A. IMPOUNDMENT SERVICES**

#### **1. Care of Impounded Animals**

ACL shall receive and provide routine care for all animals impounded at the direction of authorized Village personnel and shall have a sufficient number of cages and facilities available at all times to accommodate all impounded animals. ACL shall provide the Impound Services according to the Standard Impound Practices set forth in Exhibit A.

#### **2. Notice of Impoundment to Owner**

Within one (1) business day of impoundment, ACL shall scan any impounded animal for the presence of a microchip and survey the animal for any other forms of owner identification such as license tags, rabies tags, address tags or tattoos. If an owner is identified, ACL shall contact the owner via telephone within one business day of impoundment. ACL shall document attempts to contact the owner and store a record of this in the animal's case file. If ACL is unable to contact the owner within one business day via telephone, ACL shall contact the owner in writing via mail or email. ACL and the Village will share any owner contact information either identifies.

#### **3. Business Hours**

Whenever possible, the Village will deliver animals to ACL for impoundment during regular ACL business hours. However, ACL agrees that the Village will have 24 hour access, 7 days a week to drop off animal(s) in their custody at ACL in accordance with After Hours Impound procedures set forth in Section II below.

4. Owner's Redemption Period

ACL shall keep any impounded animal for a minimum period of five (5) days for animals not wearing a current license tag and seven (7) days for animals wearing a current license tag as required by Section 5-3-4 of the Oak Park Village Code.

5. Ownership of Impounded Animals

Animals impounded by the Village will be housed at ACL, but will remain the property of the Owner until expiration of the Owner's Redemption Period. The redemption period will terminate on the sixth day for animals with unknown ownership, or the eighth day for animals with an owner that is known to the Village, after impoundment as provided in Section 5-3-4 of the Village Code. After the expiration of the Redemption Period, the impounded animal will become the property of ACL.

6. Additional Impound Fee

If by court order or other legal requirement, such as a mandatory rabies hold, an animal is required to be impounded at ACL for longer than the Owner's Redemption Period noted above, ACL may charge the Village an additional \$10 per day boarding fee for each day in excess of the Owner's Redemption Period.

**B. SHELTER, ADOPTION AND EUTHANASIA SERVICES**

The Animal Care League is a not-for profit 501(c)(3) corporation which has been boarding and adopting out cats and dogs since 1973. The ACL's mission is to shelter lost, abandoned and unwanted animals until they are adopted. There is no time limit on an animal's stay at the ACL and animals are not euthanized due to time and/or space.

When the Public Health Director or his/her designee is not on duty, an ACL Veterinarian or Technician certified in euthanasia is authorized to euthanize and dispose of unidentified impounded animals under the ownership of the Village which are sick or injured severely enough to warrant immediate euthanasia. Carcasses of animals for which the Village has not had an opportunity to prepare a report shall not be disposed of until the Oak Park Animal Control division is notified and provides approval for disposal.

When, in the judgment of the ACL, an unidentified impounded animal is so severely sick or injured that it should be euthanized in advance of completion of the prescribed impoundment period, ACL will have a licensed veterinarian officially confirm that the condition of the animal warrants this action.

**C. MEDICAL TREATMENT SERVICES**

**1. Veterinarian Services**

Impounded animals which are in need of immediate medical attention must receive immediate treatment by an ACL veterinarian. If no veterinarian is on duty, ACL must take the animal to a veterinarian's office. ACL shall use its best efforts to ensure that veterinarian(s) are available and responsive to the needs of Animal Control or Police Department personnel as emergency situations do frequently arise without any advance notice. ACL shall also use its best efforts to have veterinarian(s) available within a reasonable distance from Oak Park so that a responding veterinarian can respond to all emergencies in a timely manner.

2. Non-Emergency Medical Treatment

The ACL facility staff shall provide animals with all necessary medical treatment in the discretion of the ACL Veterinarian. ACL staff will contact the Village to pre-authorize any extraordinary medical care as provided below.

3. Cost for Veterinarian Care

During the Redemption Period, ACL will be responsible for all veterinary bills for animals impounded by the Village up to \$100 per animal. The Village will be responsible for any amount of necessary veterinary bills in excess of \$100, provided, however, that when it appears that veterinary services likely to exceed \$100 are necessary, ACL will make reasonable efforts to obtain prior authorization from the Village before authorizing any veterinary work. The Village is authorized to seek reimbursement of veterinary costs from any redeeming animal owner.

**D. RABIES OBSERVATION SERVICES**

1. Rabies Procedures

Any animal brought to the ACL by the Village as a Rabies Observation shall be confined under daily observation of a licensed veterinarian and checked daily by ACL staff for a period of ten (10) days. Under these circumstances, non-routine veterinarian costs will be charged to the Village and/or pet owners if applicable. When an animal confined for biting shows signs of rabies or acts in a manner which would lead a person to believe that an animal may have rabies, ACL shall notify the Village immediately by telephone or in person of these signs and shall securely confine and isolate the animal.

ACL will obtain the Village's written authorization prior to any humane euthanization of an animal under rabies observation. In addition, a licensed veterinarian shall sign and date all case cards of those animals on the date of euthanasia.

2. Notification

ACL staff or authorized Village personnel shall, in compliance with regulations of the Cook County Department of Animal Control, fill out and mail to the Cook County Department of Animal Control, 10220 S. 76<sup>th</sup> Avenue, Bridgeview, Illinois 60455, Animal Bite Record forms on all Oak Park rabies observations and any other documents and materials required by law.

3. Records

ACL shall provide the Village with the results of any tests conducted by Cook County Animal Control or any other information provided by Cook County Animal Control regarding any Oak Park animal impounded for rabies observations.

**III. AFTER-HOURS IMPOUNDMENT PROCEDURES**

A. Impoundment Area

ACL will maintain a designated area for the impoundment of animals during hours when ACL staff are not present caring for other animals. ACL will maintain the area in a wholesome condition for the housing of animals, and provide sufficient cages for impoundment.

B. Secure Entry

ACL will designate a means of entry and provide the Village with an Animal Control Department key code and a Police Department key code as a secure means to enter the property.

C. Responsibility for Animals

Village staff delivering an animal for impoundment to ACL will take the responsibility for securing the animal in the cage provided, make sure the animal has access to water and, upon departure, will make certain that the area exit is securely locked. Upon drop-off at the ACL facilities, Village staff will complete the required paperwork identifying the animal and relevant animal behavior observations.

The care of animals and cages will be the responsibility of the ACL staff during times when ACL staff is present caring for other animals. When an ACL staff person transfers an animal from an after-hours cage, he/she will provide a means to identify the specific after-hours cage from which the animal was taken in order to facilitate the Animal Control reporting procedure. The Village will assume full responsibility for the animals impounded in the after-hours area.

D. Costs

The after-hours pound facility will be provided at no additional cost beyond those costs set forth in this Agreement.

**IV. REDEMPTION PROCEDURES**

A. Hours for Animal Redemption

An ACL employee will be available to release an animal to its owner between the hours of 10:00 am and 6:00 pm Monday through Friday, excluding nationally recognized holidays. ACL will not have an employee available to release an animal on the following holidays: New Year's Day, observance of Memorial Day, July 4<sup>th</sup>, observance of Labor Day, Thanksgiving Day and Christmas Day.

B. Redemption Procedures

Owners wishing to redeem an impounded animal shall be required to present the required paperwork showing ownership of the animal and pay all applicable fees, fines, impound charges and veterinary bills. Prior to releasing an animal to its owner, ACL will require the owner to complete and submit an Animal Redemption form. ACL staff shall complete the section of the Animal Redemption Form titled "Redemption Fees." ACL shall collect all amounts due and provide the Owner with a receipt. On the first day of each month, ACL will compute the redemption fees received during the previous month and remit payment to the Village. ACL will remit payment of the fees to the Village by the end of each month for redemption fees collected in the previous month.

V. FINAL DISPOSITION REPORTING

ACL maintains final disposition records for all animals impounded including animals impounded by the Village. ACL shall submit a monthly "Final Disposition" report to the Village that provides information on the final disposition of all Village impounded animals. ACL shall remit the Final Disposition report to the Village by the end of each month, with final disposition records updated through the end of the previous month.

VI. STAFFING LEVELS

ACL shall maintain staffing levels sufficient to provide the services set forth herein. Staff shall be capable of exercising good judgment in the care of all animals, be able to show animals for the purpose of claiming or adoption, to release all claimed animals during the impoundment period, and be responsive to Village requests whenever improvement is deemed necessary.



ACL staff is not responsible for the duties and responsibilities of the Village, including but not limited to, collecting stray animals, notifying Oak Park residents of license renewal dates, issuing citations and/or issuing notices. Oak Park Animal Control Officers remain as staff members of the Village and are not employed by the ACL.

## **VII. TERMINATION**

### **A. Cooperation**

Both parties recognize the mutually beneficial nature of this Agreement and agree to work cooperatively to cure any performance deficiencies and resolve any issues prior to initiating the termination of this Agreement.

### **B. ACL's Right to Terminate for Cause**

ACL shall not terminate this Agreement except for cause. Cause shall be the Village's non-payment of the annual fee. ACL will provide the Village with notice of its intention to terminate the agreement for cause and allow the Village 60 days to cure any default.

### **C. Village's Right to Terminate for Cause**

The Village shall not terminate this Agreement except for cause. Cause includes the failure of ACL to perform the services in a humane and professional manner, or ACL's dissolution, insolvency or bankruptcy. The Village will provide ACL with 60 days prior notice of the existence of any performance deficiencies, and allow ACL the opportunity to cure any such failures, provided however, that the Village has the right to terminate the agreement immediately in the highly unlikely event that it discovers any egregious violations of the humane care and treatment of animals.

In the event ACL voluntarily chooses to cease operating, or decides not to renew this Agreement at the conclusion of the term, it shall provide the Village with a minimum of 90 days prior notice to allow the Village to secure other impound services.

**VIII. VILLAGE'S RIGHT OF FIRST REFUSAL OF ACL PROPERTY**

The Village shall have a right of first refusal with regard to the purchase of the ACL Property located at 1011 and 1013 West Garfield (hereinafter "the Property"). In the event that ACL receives a bona fide offer to purchase the Property at any time during the term of this Agreement, ACL shall provide the Village with adequate documentation to verify that offer, and to notify the Village of its intention to accept such offer in the event the Village fails to exercise its right of first refusal. The Village shall have thirty (30) days from the receipt of the above-referenced notice and supporting documentation from ACL to provide notice to ACL that the Village will purchase the Property for the price set forth in the bona fide offer.

**IX. JOINT OPERATION OF ANIMAL SHELTERING FACILITIES**

In recognition of the Village's investment in the construction of the expanded ACL facilities, ACL agrees to periodically discuss with the Village the manner in which animal welfare needs will be met in the long term, including necessary facilities, capital and operational financing arrangements for effective service delivery. If the result of those discussion are a recommendation that the Village and ACL jointly decide to pursue the creation of a new animal shelter facility to service the Village by replacing the facility at 1011 and 1013 West Garfield Street, and the parties agree to pursue this direction, all of the proceeds from the sale of the current facility will be used for the acquisition of such long-term ACL/Village animal sheltering facility needs.

**X. PAYMENT**

The Village agrees to pay ACL an annual fee according to the Payment Schedule below in equal monthly installments for the services provided under this Agreement. If this Agreement is terminated before the completion of any contract month, ACL shall refund to Village a pro rata share of the monthly payment based upon the number of days remaining in the contract month.

The following payment schedule shall be applicable to this Agreement:

<b>YEAR 1</b>	<b>Date Due</b>	<b>Payment</b>	<b>Balance</b>
<b>START/TOTAL</b>			\$110,000.00
Payment 1	7/1/2017	\$8,583.33	\$101,416.67
Payment 2	8/1/2017	\$8,583.33	\$92,833.34
Payment 3	9/1/2017	\$8,583.33	\$84,250.01
Payment 4	10/1/2017	\$8,583.33	\$75,666.68
Payment 5	11/1/2017	\$8,583.33	\$67,083.35
Payment 6	12/1/2017	\$8,583.33	\$58,500.02
Payment 7	1/1/2018	\$9,750.00	\$48,750.02
Payment 8	2/1/2018	\$9,750.00	\$39,000.02
Payment 9	3/1/2018	\$9,750.00	\$29,250.02
Payment 10	4/1/2018	\$9,750.00	\$19,500.02
Payment 11	5/1/2018	\$9,750.00	\$9,750.02
Payment 12	6/1/2018	\$9,750.02	\$0.00

<b>YEAR 2</b>	<b>Date Due</b>	<b>Payment</b>	<b>Balance</b>
<b>START/TOTAL</b>			\$113,300.00
Payment 1	7/1/2018	\$9,441.66	\$103,858.34
Payment 2	8/1/2018	\$9,441.66	\$94,416.68
Payment 3	9/1/2018	\$9,441.66	\$84,975.02
Payment 4	10/1/2018	\$9,441.66	\$75,533.36
Payment 5	11/1/2018	\$9,441.66	\$66,091.70
Payment 6	12/1/2018	\$9,441.66	\$56,650.04
Payment 7	1/1/2019	\$9,441.66	\$47,208.38
Payment 8	2/1/2019	\$9,441.66	\$37,766.72
Payment 9	3/1/2019	\$9,441.66	\$28,325.06
Payment 10	4/1/2019	\$9,441.66	\$18,883.40

Payment 11	5/1/2019	\$9,441.66	\$9,441.74
Payment 12	6/1/2019	\$9,441.74	\$0.00

<b>YEAR 3</b>	<b>Date Due</b>	<b>Payment</b>	<b>Balance</b>
<b>START/TOTAL</b>			\$116,699.00
Payment 1	7/1/2019	\$9,724.92	\$106,974.08
Payment 2	8/1/2019	\$9,724.92	\$97,249.16
Payment 3	9/1/2019	\$9,724.92	\$87,524.24
Payment 4	10/1/2019	\$9,724.92	\$77,799.32
Payment 5	11/1/2019	\$9,724.92	\$68,074.40
Payment 6	12/1/2019	\$9,724.92	\$58,349.48
Payment 7	1/1/2020	\$9,724.92	\$48,624.56
Payment 8	2/1/2020	\$9,724.92	\$38,899.64
Payment 9	3/1/2020	\$9,724.92	\$29,174.72
Payment 10	4/1/2020	\$9,724.92	\$19,449.80
Payment 11	5/1/2020	\$9,724.92	\$9,724.88
Payment 12	6/1/2020	\$9,724.88	\$0.00

<b>YEAR 4</b>	<b>Date Due</b>	<b>Payment</b>	<b>Balance</b>
<b>START/TOTAL</b>			\$119,032.98
Payment 1	7/1/2020	\$9,919.42	\$109,113.56
Payment 2	8/1/2020	\$9,919.42	\$99,194.14
Payment 3	9/1/2020	\$9,919.42	\$89,274.72
Payment 4	10/1/2020	\$9,919.42	\$79,355.30
Payment 5	11/1/2020	\$9,919.42	\$69,435.88
Payment 6	12/1/2020	\$9,919.42	\$59,516.46
Payment 7	1/1/2021	\$9,919.42	\$49,597.04
Payment 8	2/1/2021	\$9,919.42	\$39,677.62
Payment 9	3/1/2021	\$9,919.42	\$29,758.20
Payment 10	4/1/2021	\$9,919.42	\$19,838.78
Payment 11	5/1/2021	\$9,919.42	\$9,919.36
Payment 12	6/1/2021	\$9,919.36	\$0.00

<b>YEAR 5</b>	<b>Date Due</b>	<b>Payment</b>	<b>Balance</b>
<b>START/TOTAL</b>			\$121,413.64
Payment 1	7/1/2021	\$10,117.80	\$111,295.84
Payment 2	8/1/2021	\$10,117.80	\$101,178.04
Payment 3	9/1/2021	\$10,117.80	\$91,060.24
Payment 4	10/1/2021	\$10,117.80	\$80,942.44

Payment 5	11/1/2021	\$10,117.80	\$70,824.64
Payment 6	12/1/2021	\$10,117.80	\$60,706.84
Payment 7	1/1/2022	\$10,117.80	\$50,589.04
Payment 8	2/1/2022	\$10,117.80	\$40,471.24
Payment 9	3/1/2022	\$10,117.80	\$30,353.44
Payment 10	4/1/2022	\$10,117.80	\$20,235.64
Payment 11	5/1/2022	\$10,117.80	\$10,117.84
Payment 12	6/1/2022	\$10,117.84	\$0.00

**XI. TERM OF THE AGREEMENT**

This agreement will for a period of five (5) years. If the Agreement is terminated at any time during a contract month by either party, ACL shall refund to Village a pro rata share of the prepaid monthly payment based upon the number of days remaining in the month.

**XII. LIABILITY, INDEMNIFICATION AND INSURANCE**

Each party shall be responsible for the negligence and/or willful misconduct of its own officers, employees and agents, and each party shall indemnify and hold harmless the other party for the negligence or willful misconduct of its own officers, employees and agents. The ACL shall name the Village as an additional insured on its current comprehensive general liability insurance policy as of the effective date of this Agreement and shall maintain such policy naming the Village as an additional insured throughout the term of this Agreement. The ACL shall provide a certificate of insurance naming the Village as an additional insured upon the Village's request during the term of this Agreement in a form acceptable to the Village Attorney.

**XIII. EFFECTIVE DATE**

This Agreement shall be in full force and effect on and after July 1, 2017.

#### **XIV. MISCELLANEOUS.**

##### **A. Entire Agreement**

This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

##### **B. Governing Law and Venue**

This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

##### **C. Notice**

Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager  
Village of Oak Park  
123 Madison Street  
Oak Park, Illinois 60302  
Email: [villagemanager@oak-park.us](mailto:villagemanager@oak-park.us)

If to the ACL:

Executive Director  
Animal Care League  
1013 Garfield Street  
Oak Park, Illinois 60304  
Email: [executivedirector@animalcareleague.org](mailto:executivedirector@animalcareleague.org)

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing. Notice by electronic transmission shall be effective as of date and time of electronic transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event facsimile or electronic notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

D. Binding Authority

The individuals executing this Agreement on behalf of the Village and the ACL represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

E. Headings and Titles

The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

F. Counterparts; Facsimile or PDF Signatures

This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -  
SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

**VILLAGE OF OAK PARK**

\_\_\_\_\_  
By: Cara Pavlicek  
Its: Village Manager

Date: \_\_\_\_\_, 2017

**ATTEST**

\_\_\_\_\_  
By: Vicki Scaman  
Its: Village Clerk

Date: \_\_\_\_\_, 2017

**ANIMAL CARE LEAGUE**

\_\_\_\_\_  
By: Kira Robson  
Its: Executive Director

Date: \_\_\_\_\_, 2017

**ATTEST**

\_\_\_\_\_  
By:  
Its:

Date: \_\_\_\_\_, 2017



## **EXHIBIT A**

### **STANDARD IMPOUNDMENT PERIOD SERVICES**

During the “impoundment period” ACL will provide care, maintenance, feeding, boarding, necessary medical care and associated recordkeeping for animals impounded by the Village, at the following minimum levels of care.

- Fresh, clean, potable water at all times.
- Daily cleaning of walls, floors, ceilings, cages and all other equipment at the facility.
- A daily walk through (at the beginning of each day) noting any unusual animal behavior, unusual water/food intake and/or any unusual elimination patterns.
- Periodic (at least once every hour) inspections of animal impoundment areas, noting unusual animal behavior, unusual water/food intake and/or any unusual elimination patterns. Additionally, perform clean up duties as needed.
- Incoming animals from the Village will be housed in an isolation area until said animal can be examined and vaccinated, if necessary.
- All animals brought to the ACL by the Village will be examined by a trained Animal Care Technician within 24 hours of admission. When a veterinary examination is required, one will be provided by a licensed veterinarian within 72 hours of admission. Unusual examination results and veterinary examinations will be documented.
- Examination findings, diagnosis, observations or treatments will be documented, including the date, time and notes surrounding the exam. Unusual appetite and stools will also be documented by the ACL.
- De-worming and vaccinations unless contradicted by an examination. Dogs will receive bordetella and DHLPP and Cats will receive FVRCP. Rabies vaccinations as required by Cook County ordinances will also be given.
- Maintain written records on forms provided by the Village of each impounded animal including description, breed, size, condition of animal, time and date of impoundment, time and date of release, name of person bringing the animal in and the name of the person to whom the release is made and by whom.

- Place an identification band, including an impound number, on each animal impounded by the Village.
- Animals will only be released to their owners upon proof of ownership and payment of all fees, fines, payments, etc. No impounded animal will be adopted, transferred or euthanized during the required impoundment period (Chapter 5, article 3 of the Village Animal Care Ordinance) unless authorized in writing by the Village.
- Note any observed physical and/or behavioral problems or idiosyncrasies of impounded animals during the impoundment period (defined by (Chapter 5, article 3 of the Village Animal Care Ordinance) and communicate those observations to the Village within 24 hours. Documentation will be made available to Village.
- Treat all minor medical conditions such as internal parasites, skin conditions, ear infections, conjunctivitis, upper respiratory infections, arthritis, etc. unless otherwise instructed by a licensed veterinarian.
- Use sedation and analgesia when indicated for animal comfort to facilitate restraint or treatments, including but not limited to, flushing wounds, applying bandages, taking x-rays, etc.
- Keep animals with suspected contagious conditions isolated from other animals.
- Immediately inform the Village if any staff member, visitor or volunteer is bitten by a Village impounded animal.
- If an animal is observed to be aggressive, identify this animal as aggressive and immediately communicate this to all staff and volunteers.
- Provide for the proper socialization of all animals, based on their species and area of confinement. Dogs and caged cats will be socialized at a minimum of once in the morning and once in the afternoon. Socialization for dogs is defined as a minimum of 5 minutes out of their kennels on a walk or play session in a socialization room. Socialization of cages cats is defined as being handled in their cages or a private room for a minimum of 5 minutes. Animals who are too aggressive to handle safely are not subjected to this requirement.
- Board one dog or cat per cage unless the animals are litter mates, from the same household or it is deemed appropriate by a certified animal behavior consultant/behaviorist.
- Provide adequate staff to feed animals daily and maintain a clean environment.

- Make necessary provisions for adequate oversight of animal medical conditions by a licensed veterinarian.
- Assist owners and potential adopters in identifying and viewing animals at its facility. Furthermore, the ACL will cooperate with the Village in the completion of forms required to release an animal to its owner.
- Maintain adequate records of exam, treatment, conditions and behavioral observations.
- Adhere to all relevant provisions of the Code of the Village of Oak Park, Illinois, Chapter 5 Animals.