



Administrative Services Kendall County, Illinois

Scott Koeppel
County Administrator

Kendall County Office Building
111 W. Fox Street, Suite 316
Yorkville, IL 60560

Main: (630) 553-4171
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FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act (“FOIA”) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5 ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND ABOUT **KENDALL COUNTY ADMINISTRATIVE SERVICES**

PURPOSE: Administrative Services is headed by the County Administrator, who oversees the activities and staff for the departments of Administrative Services, Animal Control, Facilities Management, GIS, Planning, Building & Zoning, and Technology.

OFFICE: The contact information for Kendall County Administrative Services is listed above. The Department currently employs 4 full-time employees. The department provides a number of services for the County Board, County departments, County employees and County residents. These services include:

- Administrative, secretarial and research assistance to the County Board and committees
- Coordination of the County’s annual Budget preparation
- Monitoring of various department budgets and program expenditures

- Personnel recruitment and job postings for Admin departments
- Administration of County’s public liability, workers' compensation and property insurance
- Coordination of building construction projects
- Mailroom functions for the County Office Building
- Coordination selection of various vendors and professional service providers
- Media and intergovernmental relations

- Administering the County’s Economic Development Revolving Loan Fund program

An Organizational Chart of Kendall County Administration Services functional subdivisions is attached as Exhibit 1.

BUDGET: The total amount of Kendall County Administrative Services operating budget for this fiscal year is \$343,200.

BOARDS: Administrative Services provides staff support to the following County Board committee meetings: Administration and Human Resources, Animal Control, Committee of the Whole, Economic Development; Finance, Health & Environment, Labor & Grievance, and Law, Justice & Legislation.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM
KENDALL COUNTY ADMINISTRATIVE SERVICES**

FOIA REQUESTS: Any person may obtain public records for inspection or copying by submitting a written request to any of the below designated FOIA Officers for the Kendall County Administrative Services. An electronic records request can be submitted through the Kendall County Public Records Portal, [here](#). The Office will respond to all FOIA requests in accordance with the procedures set forth in FOIA and all other applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to Kendall County Administrative Services should be submitted to one of the following FOIA Officers:

Andrez Beltran, Economic Development and Special Project Coordinator
Valarie McClain, Administrative Assistant

Administrative Services for Kendall County, Illinois
111 W. Fox Street, Suite 316
Yorkville, Illinois 60560
Phone: (630) 553-4171

COPY COSTS: Except when a fee is otherwise fixed by statute, the Kendall County Office of Administrative Services will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and .15 cents per page thereafter

Color copies and odd-sized copies (letter up to 11" x 17")	.50 cents per page for the first 50 pages and .45 cents per page thereafter
Black and White 24" x 36"	\$1.00 a page
Color 24" x 36" and other oversized copies	The actual cost charged to County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

ADDITIONAL COSTS: The Freedom of Information Act permits a public body to recover the following additional costs:

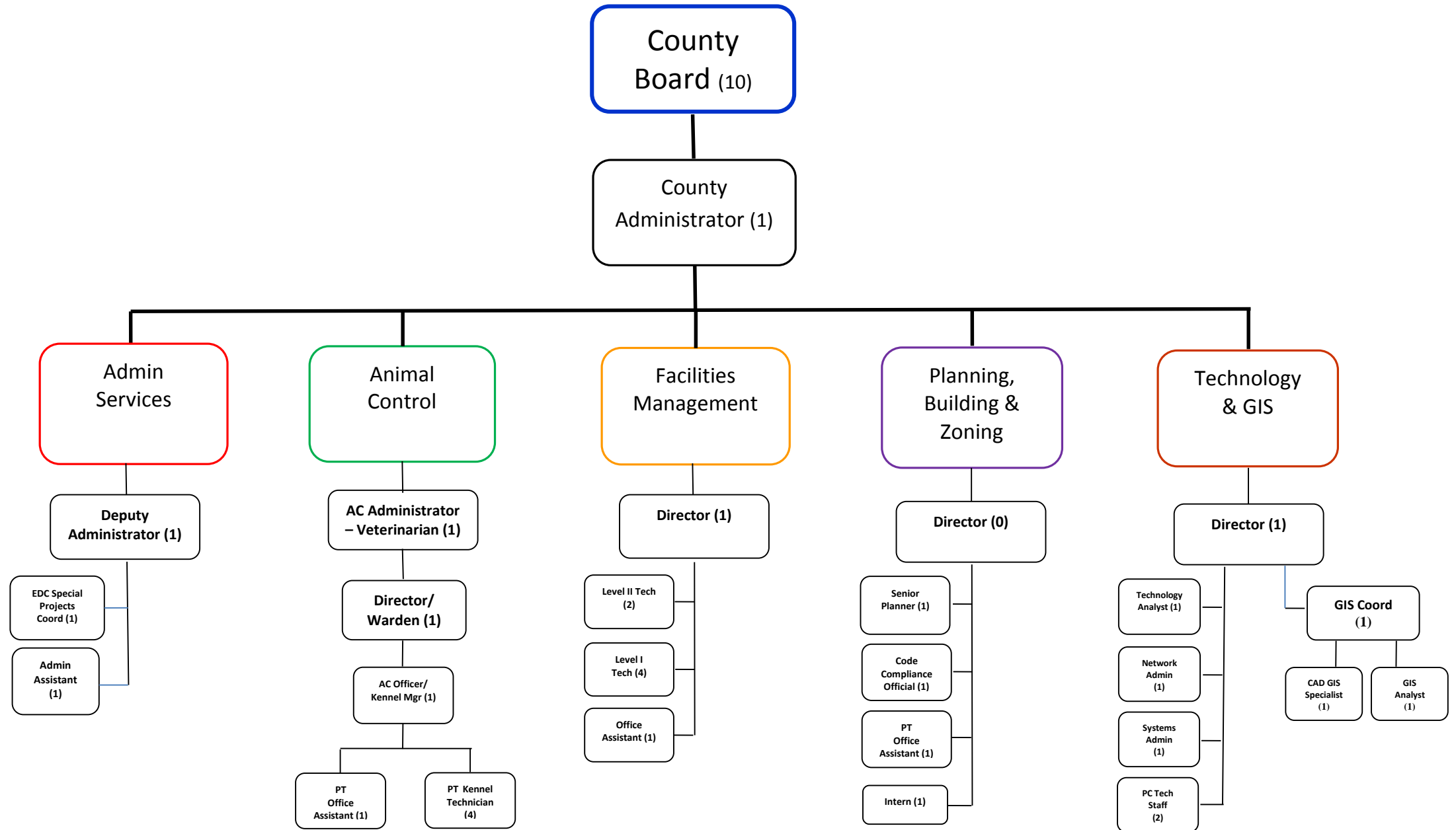
Commercial Requests:

- \$10/hour for searching, retrieving, and examining for redactions, excluding the first 8 hours spent searching or retrieving.
- Actual costs of retrieving records from 3rd party-owned, off-site storage facility.

Voluminous Requests: The follow fees will apply to responses to voluminous requests provide in electronic format.

NON-PDF FILES	FEE
Less than 2 MB	Up to \$20
Between 2 & 4 MB	Up to \$40
More than 4 MB	Up to \$100
PDF FILES	FEE
Less than 80 MB	Up to \$20
Between 80 & 160 MB	Up to \$40
More than 160 MB	Up to \$100

KENDALL COUNTY, ILLINOIS ADMINISTRATIVE SERVICES DEPARTMENT ORGANIZATION CHART



Admin Services	4	PBZ	4
Animal Control	8	Technology/GIS	9
Facilities Mgmt	8	TOTAL:	32