

## **Administrative Services Kendall County, Illinois**

**Scott Koeppel  
County Administrator**

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

**Main: (630) 553-4171  
Fax: (630) 553-4214  
Website: [www.co.kendall.il.us](http://www.co.kendall.il.us)**

### **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 completed Public Records Request form (Exhibit 2) or a written request. 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

**By E-mail:** [foiakcadmin@co.kendall.il.us](mailto:foiakcadmin@co.kendall.il.us)

**By Fax:** (630) 553-4214

**By Mail:** Administrative Services for Kendall County, Illinois  
111 W. Fox Street, Suite 316  
Yorkville, Illinois 60560

**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:

| <b>TYPE OF DOCUMENT</b>                       | <b>FEE</b>   |
|---|--|
| 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:

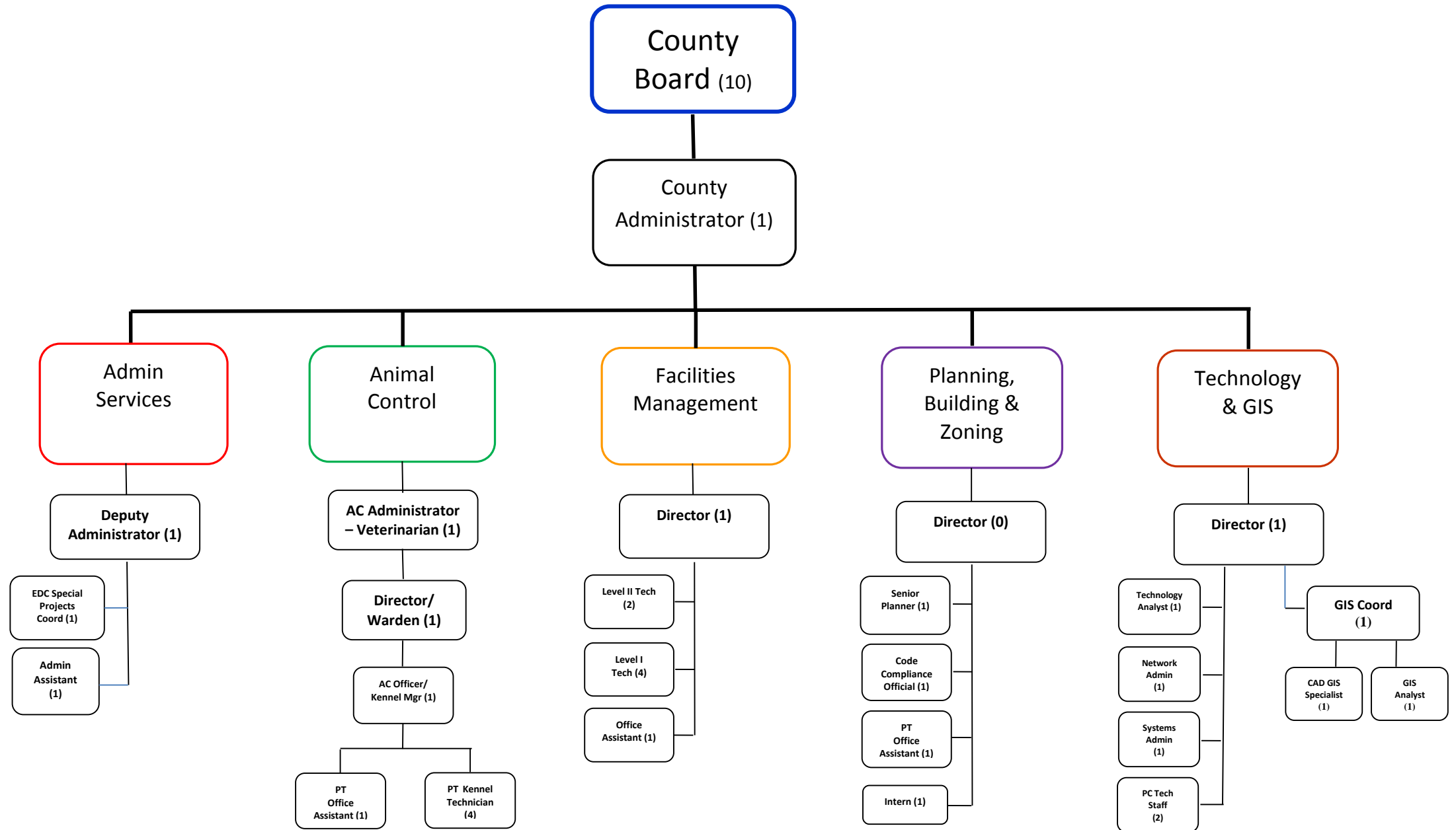
*Commercial Requests:*

- \$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.

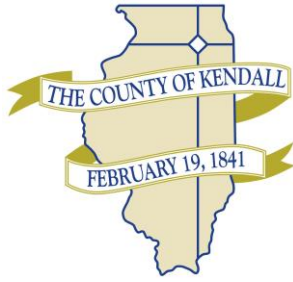
*Voluminous Requests:* The follow fees will apply to responses to voluminous requests provide in electronic format.

| <b>NON-PDF FILES</b> | <b>FEE</b>  |
|----------------------|-------------|
| Less than 2 MB       | Up to \$20  |
| Between 2 & 4 MB     | Up to \$40  |
| More than 4 MB       | Up to \$100 |
|                      |             |
| <b>PDF FILES</b>     | <b>FEE</b>  |
| 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 | <b>TOTAL:</b>  | <b>32</b> |



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**REQUEST FOR PUBLIC RECORDS**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

In the space below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible.

Do you wish to inspect or receive a copy of the requested records?

Inspect \_\_\_\_\_ Copy \_\_\_\_\_ Both \_\_\_\_\_

Do you wish to receive the requested records in hard copy or electronic form, if available?

Hard Copy \_\_\_\_\_ Electronic Form, if available \_\_\_\_\_

Is your request made for a commercial purpose as defined by the Freedom of Information Act (i.e., do you intend to sell the requested records or use the records in advertisement)?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

**FOR OFFICE USE ONLY**

Date and Time of Receipt \_\_\_\_\_

How Request Was Sent \_\_\_\_\_

FOIA Officer's Initials \_\_\_\_\_

Date \_\_\_\_\_

Date and Time of Response \_\_\_\_\_

Staff Time to Compile Information \_\_\_\_\_