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 THE
KENDALL COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES

PURPOSE: The Department of Administration is led by the County Administrator, who also oversees the activities and personnel for the departments of Animal Control, Facilities Management, Geographical Information Systems (GIS), Planning, Building & Zoning (PBZ) and Technology Services.

DEPARTMENT: The contact information for the Kendall County Department of Administration is:

111 W. Fox Street, Suite 316, Yorkville IL 60560
Telephone: (630) 553-4171    Fax: (630)553-4214

The Department currently employs 4 full-time employees. The department provides a number of services for the County Board, County departments and County employees. These services include the following:

- 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 specific departments
- Administration of the County’s public liability, workers compensation and property insurance
• Risk Management and Compliance
• Coordination of building construction projects
• Mailroom functions for County Office Building
• Coordination selection of various vendors and professional service providers
• Media and intergovernmental relations
• Administer County’s Economic Development Revolving Loan Fund programs

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

**BUDGET:**
The total amount of the Kendall County Department of Administrative Services operating budget for this fiscal year is $339,612.

**BOARDS:**
The Department of Administrative Services provides staff support to the following County Board committee meetings: Committee of the Whole; Finance; Administration (includes Human Resources, Revenue, GIS/Technology); Economic Development; Law, Justice and Legislation; Health and Environment, and Labor and Grievance.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM THE KENDALL COUNTY DEPARTMENT OF ADMINISTRATION**

**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 Administration Department. 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 the Kendall County Department of Administration should be submitted to one of the following FOIA Officers:

- Latreese Caldwell, Deputy County Administrator
- Mera Johnson, Risk and Compliance Coordinator
- Valarie McClain, Administrative Assistant
- Department of Administration for Kendall County, IL
- 111 W. Fox Street, Suite 316
- Yorkville, Illinois 60560
- Telephone: (630) 553-4171
- Facsimile: (630) 553-4214
- E-mail: foiakcadmin@co.kendall.il.us
**COPY COSTS:** Except when a fee is otherwise fixed by statute, the Kendall County Department of Administrative Services will charge the following rates for copies of requested records:

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Black and white, letter or legal sized copies</td>
<td>No charge for the first 50 pages and 15 cents per page thereafter</td>
</tr>
<tr>
<td>Color copies and odd-sized copies (letter up to 11” x 17”)</td>
<td>50 cents per page for the first 50 pages and 45 cents per page thereafter</td>
</tr>
<tr>
<td>Black and White 24” x 36”</td>
<td>$1.00 a page</td>
</tr>
<tr>
<td>Color 24” x 36” and other oversized copies</td>
<td>The actual cost charged to County by area printers</td>
</tr>
<tr>
<td>Computer disc, tape-cassette, compact disc, and/or any other recording medium</td>
<td>The actual cost for the computer disc, tape-cassette, compact disc, and/or any other recording medium</td>
</tr>
</tbody>
</table>

**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 facilities.

*Voluminous Requests:* The following fees will apply to responses to voluminous requests provided in electronic format:

<table>
<thead>
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<th>Non-PDF Files</th>
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<td>Less than 2MB</td>
<td>Up to $20</td>
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<tr>
<td>Between 2 &amp; $ MB</td>
<td>Up to $40</td>
</tr>
<tr>
<td>More than 4 MB</td>
<td>Up to $100</td>
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</tbody>
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<table>
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<th>PDF Files</th>
<th>Fee</th>
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<tbody>
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<td>Less than 80 MB</td>
<td>Up to $20</td>
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<tr>
<td>Between 80 &amp; 160 MB</td>
<td>Up to $40</td>
</tr>
<tr>
<td>More than 160 MB</td>
<td>Up to $100</td>
</tr>
</tbody>
</table>
KENDALL COUNTY, ILLINOIS ADMINISTRATIVE SERVICES DEPARTMENT ORGANIZATION CHART

County Board (10)

County Administrator (1)

Admin Services

Deputy Administrator (1)

Risk Mgt and Compliance Coord (1)

Admin Assistant (1)

Animal Control

AC Administrator – Veterinarian (1)

Director/Warden (1)

AC Officer/Kennel Mgr (1)

PT Office Assistant (1)

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

Facilities Management

Director (1)

Level II Tech (2)

Level I Tech (4)

Office Assistant (1)

Facilities Mgmt 8 TOTAL 32

Planning, Building & Zoning

Director (0)

Senior Planner (3)

Code Compliance Official (1)

PT Office Assistant (2)

Technology & GIS

Director (1)

Technology Analyst (1)

Network Admin (1)

System Admin (1)

PC Tech Staff (1)

GIS Coord (1)

CAD GIS Specialist (1)

GIS Analyst (1)

Updated: November 7, 2018