



Office of Administrative Services Kendall County, Illinois

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

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 OFFICE OF ADMINISTRATIVE SERVICES

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

OFFICE: The contact information for the Kendall County Office of Administrative Service is listed above. The Office currently employs approximately 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 employee health, accident, dental and life insurance programs
- Administration of County’s public liability, workers compensation and property insurance
- Coordination of building construction projects
- Coordination of the liquor license application process
- Mailroom functions for County office building

- Coordination selection of various vendors and professional service providers
- Coordination of collective bargaining contracts and issues
- Media and intergovernmental relations
- Administer County's Economic Development Revolving Loan Fund programs

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

BUDGET: The total amount of the Kendall County Office of Administrative Services operating budget for this fiscal year is \$480,709.

BOARDS: The Office of Administrative Services provides staff support to the following County Board committee meetings: Animal Control, Committee of the Whole, Finance; Administration (includes Human Resources, Revenue, GIS/Technology); Economic Development; Judicial/Legislative; Health & Environment, Public Safety and Labor & Grievance.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM
THE KENDALL COUNTY OFFICE OF 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 the Kendall County's Office of Administrative Services should be submitted to one of the following FOIA Officers:

Andrez Beltran Latreese Caldwell Valarie McClain

By E-mail: foiakadmin@co.kendall.il.us

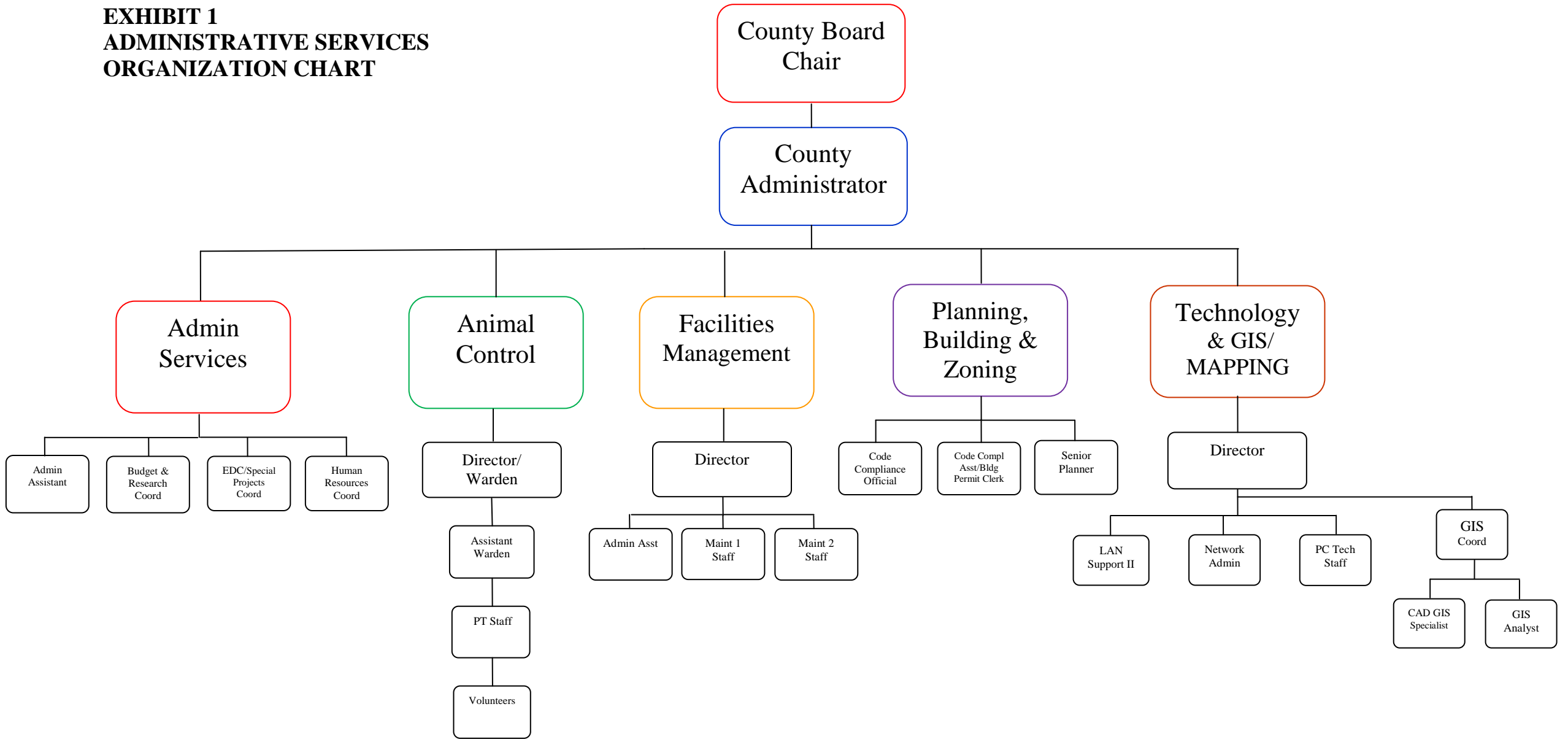
By Fax: (630) 553-4214

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

**EXHIBIT 1
ADMINISTRATIVE SERVICES
ORGANIZATION CHART**





Office of
Administrative Services
Kendall County, Illinois

Jeff Wilkins
County Administrator

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 _____

EXHIBIT 2