



**Department of Administration  
Kendall County, Illinois**

**Christina Burns  
County Administrator**

**Latreesa Caldwell  
Deputy County Administrator**

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**Kendall County Administration**  
807 W John Street  
Yorkville, IL 60560  
Email: [KCAdmin@kendallcountyil.gov](mailto:KCAdmin@kendallcountyil.gov)  
Website: [www.kendallcountyil.gov](http://www.kendallcountyil.gov)

**Main: (630) 553-4171  
Fax: (630) 553-4214**

## **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 ADMINISTRATION**

**PURPOSE:**

The Department of Administration is led by the County Administrator, who also oversees the activities and personnel for the departments of Animal Control, Emergency Management Agency (EMA), Facilities Management, Information and Communication Technology, and Planning, Building & Zoning (PBZ) and Human Resources.

**DEPARTMENT:**

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

807 W John Street,  
Yorkville IL 60560  
Telephone: (630) 553-4171  
Fax: (630) 553-4214  
Email: [KCAdmin@kendallcountyil.gov](mailto:KCAdmin@kendallcountyil.gov)

The Department currently employs 6 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, clerical 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

- 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
- Administration of County's Economic Development Revolving Loan Fund programs
- Economic Development

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 Administration operating budget for this fiscal year is \$737,559.

**BOARDS:** The Department of Administration provides staff support to the following County Board committee meetings: Committee of the Whole; Finance & Budget; Economic Development & Administration; Facilities & Technology; Human Resources & Insurance; and Planning Building & Zoning.

### **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 which is located at [kendallcountyil.gov](http://kendallcountyil.gov) under the "FOIA" tab. An electronic records request can also be submitted through the Kendall County Public Records Portal, [here](#). The Department 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  
Nancy Villa, Executive Administrative Assistant  
Sally Seeger, PT Administrative Assistant  
Department of Administration for Kendall County, IL  
807 West John Street  
Yorkville, Illinois 60560  
Telephone: (630) 553-4171  
Facsimile: (630) 553-4214  
E-mail: [foiakcadmin@kendallcountyil.gov](mailto:foiakcadmin@kendallcountyil.gov)

**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:

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 3<sup>rd</sup> party-owned, off-site storage facilities.

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

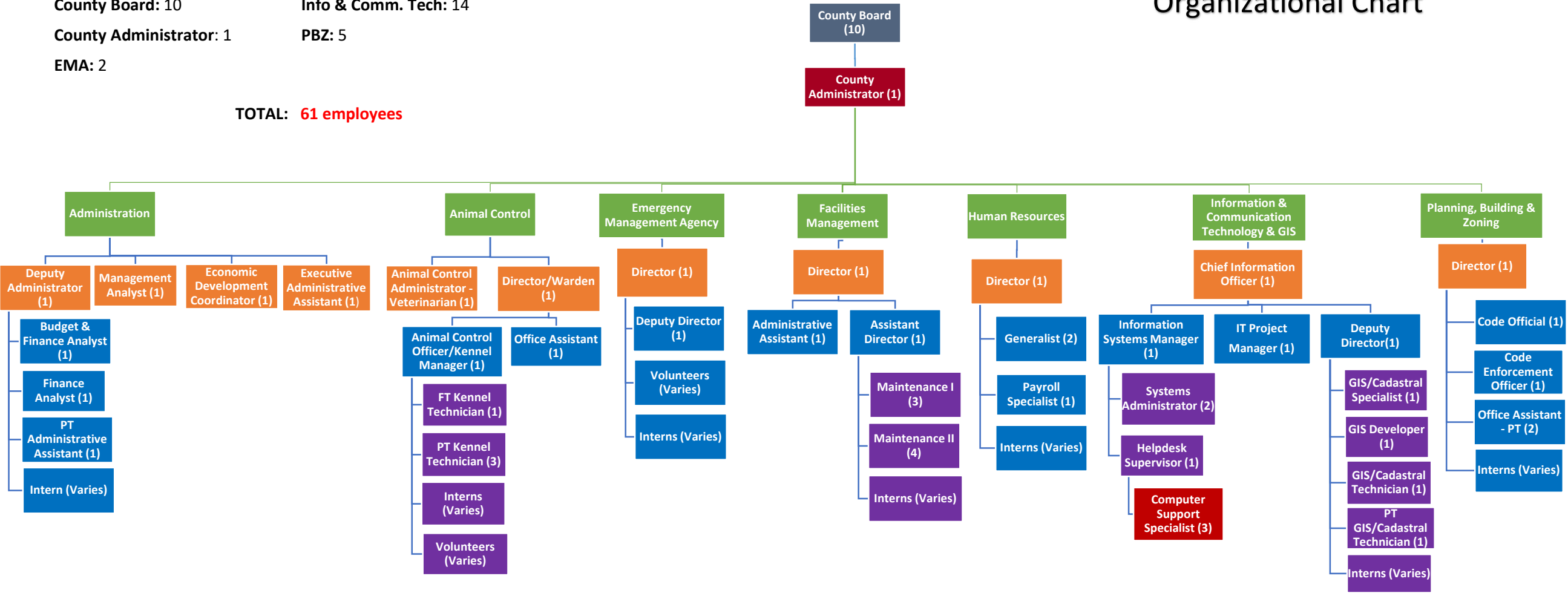
NON-PDF FILES	FEE
Less than 2MB	Up to \$20
Between 2 & 4 MB	Up to \$40
More than 4 MB	Up to \$100
PDF FILES	FEE
Less than 80 MB	Up to \$20
Between 80 & 160 MB	Up to \$40
More than 160 MB	Up to \$100

APPROVED HEADCOUNT

Administration: 7  
Animal Control: 8  
County Board: 10  
County Administrator: 1  
EMA: 2  
Facilities: 10  
Human Resources: 4  
Info & Comm. Tech: 14  
PBZ: 5

TOTAL: 61 employees

Kendall County, Illinois  
Organizational Chart



All positions listed are full-time unless otherwise noted above.