



FREEDOM OF INFORMATION ACT

Stephenson County Administrator

This facility:

Stephenson County Administrative Offices (Stewart Centre – 10th Floor)
Stephenson County Administrator
50 W. Douglas Street, Suite 1002
Freeport, IL 61032
(815) 235-8289

- This facility is part of the County of Stephenson and houses the Stephenson County Administrative Offices, namely the Offices of the Chairman of the County Board and the County Administrator.
- The Stephenson County Administrator's Office has an annual budget of \$245,740.00.
- The Stephenson County Administrator's Office employs 2 full-time employees.
- The functions of this office include, but are not limited to: create and maintain minutes for the Administration, Court Services, Finance, Planning & Development and Public Property Committees of the County Board, maintain the County's General Ledger, compile, maintain and monitor the County Budget, reconcile the Accounts Payable and Payroll Clearing Accounts and Trial Balance, interface with external auditors in the development of the Annual Financial Reports, interface with insurance carriers providing general liability, property and casualty and workers compensation coverage and the employee benefit program, including health insurance and retirement.
- All records regarding this office may be obtained by contacting the Stephenson County Administrator's Office, 50 W. Douglas Street, Suite 1002, Freeport, Illinois 61032. This Office operates Monday through Friday, 8:30 a.m. to 4:30 p.m. CST, with the exception of Legal or Court holidays.

Freedom of Information requests must be made in writing. Requests may be made via mail, special courier, email, or other means as long as it is in writing. Requests should be as detailed as possible to assist in finding the requested information in a timely fashion.

The designated Freedom of Information officers for the Stephenson County Administrator's Office are:

R. Mulnix – County Administrator - email: rmulnix@co.stephenson.il.us

M. Bicksler – Administrative Assistant – email: mbicksler@co.stephenson.il.us