

CHIEF COUNTY ASSESSMENT OFFICE – JO DAVIESS COUNTY
330 N. BENCH STREET, SUITE 105
GALENA, IL 61036
PHONE: (815) 777-1016 FAX: (815) 777-9422
EMAIL: countyassessor@jodaviess.org

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 (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND INFORMATION

PURPOSE: The Jo Daviess County Assessment Office is responsible for maintaining records of real property ownership for use in determining taxation. The Chief County Assessment Office has three major functions as set by statute. One is to supervise the township assessors in making uniform assessments to taxable real estate, serve as Clerk of the County Board of Review when it is in session and to serve as Chairperson of the Farmland Assessment Review Committee.

The Chief County Assessment Officer has been given definite responsibilities of coordinating the assessor’s activities:

- Hold annual county meeting with township assessors for the purpose of instruction and guidance
- Issue rules and procedures agreed upon by the Board of Review
- Assist in the assessment of properties that present special problems
- Prepare and maintain up to date record cards as a basis for standard appraisal methods
- Review, approve or change assessments made by township assessors
- Equalize assessments by township
- Publish and mail notices of assessment changes
- Apply preferential assessments and homestead exemptions as mandated by statute
- Prepare abstract report to submit to Department of Revenue

EMPLOYEES: The Jo Daviess County Assessment Office employs four full-time and two part-time employees.

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BUDGET: The total operating budget for the Jo Daviess County Assessment Office for the Fiscal Year 2016 is \$315,547.

BOARDS: The Jo Daviess County Assessment Office reports to the County Administrator, the Jo Daviess County Board and the Jo Daviess County Finance, Tax and Budget Committee. A listing of committees and committee members is attached as Exhibit 2.

The Board of Review consists of three members appointed by the County Board. In order to qualify for the appointment each member must pass an examination given by the State of Illinois. Two members must be from the political party receiving the second highest vote for County Office.

The duties of the Board of Review include:

- Adopting and publishing rules and procedures
- Reviewing and hearing all complaints on real property assessments
- Adding omitted property
- Review and make recommendations to Department of Revenue on applications for property tax exemptions
- Equalize assessments by township with the County
- Approve or deny Senior Citizens Homestead Freeze, Disabled Persons and Disabled Veterans exemptions

Farmland Assessment Committee

PROCEDURE FOR REQUESTING RECORDS

FOIA REQUESTS: Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

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FOIA OFFICERS: All FOIA requests to the Jo Daviess County Assessment Office should be given to one of the following FOIA Officers:

Donna M. Berlage, Chief County Assessment Officer
Laura Edmonds, Chief Deputy
330 N. Bench Street
Galena, IL 61036
Telephone: (815) 777-1016
Facsimile: (815) 777-9422
E-Mail: countyassessor@jodaviess.org

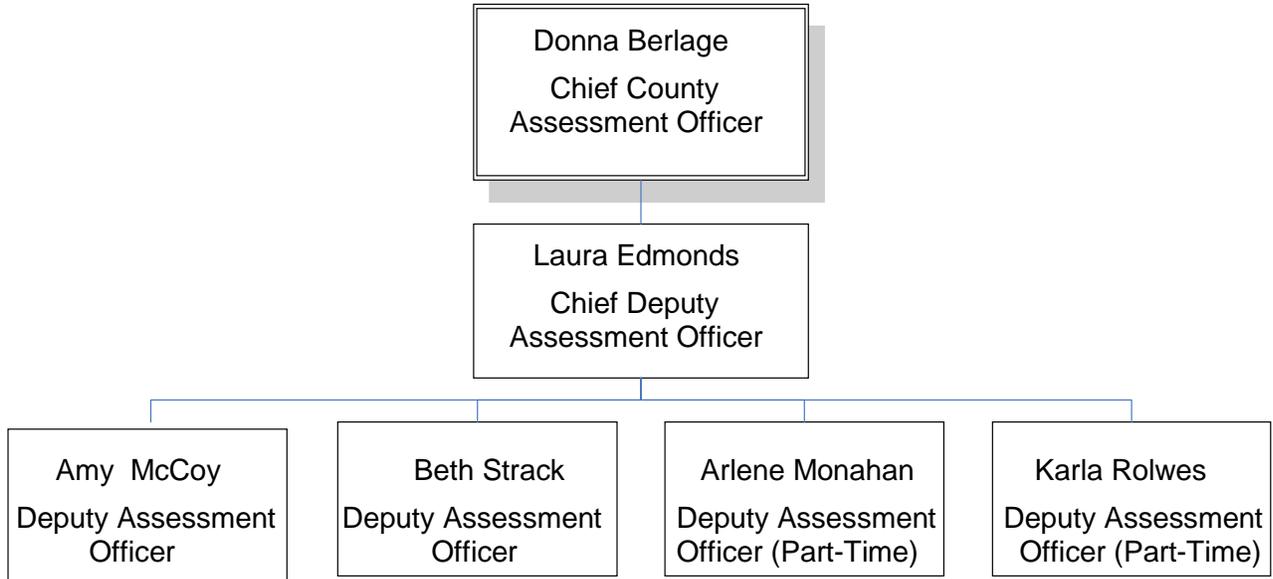
COPY COSTS: Except when a fee is otherwise fixed by statute, the Jo Daviess County Assessment Office will charge the following rates for copies of requested records:

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")	Cost to reproduce and certify
Black and White 24" x 36"	The actual cost charged to the County by area printers
Color 24" x 36" and other oversized copies	The actual cost charged to the 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

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EXHIBIT 1

**Jo Daviess County Assessment Office
Organizational Chart**



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EXHIBIT 2

Jo Daviess County Assessment Office Boards & Committees

COUNTY BOARD FINANCE, TAX & BUDGET COMMITTEE

- Steve Rutz, Chairperson
- R.J. Winkelhake, Vice-chair
- Merri Berlage
- Randy Jobgen
- John O'Boyle
- Rick Dittmar
- Ron Smith, County Board Chair

BOARD OF REVIEW

- Larry Wiedenheft, Chairperson
- Edna Penticoff
- Jim Crossley

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**CATEGORIES OF RECORDS MAINTAINED BY
THE JO DAVIESS COUNTY ASSESSMENT OFFICE
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Jo Daviess County Assessment Office may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- organizational chart for the Assessment Office
- property record cards
- FOIA requests/responses
- Board of Review complaints and decisions
- Property Tax Appeal Board (PTAB) complaints and decisions
- Board of Review minutes