

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 Treasurer is elected by the voters of Jo Daviess County for a term of four years. Some of the statutory duties of the Treasurer are:

- Printing and sending out the tax bills; processing the tax payments and then the distribution of the monies that were collected to the taxing districts in the county.
- Working with delinquent taxes, sending certified letters and publishing the names and tax numbers in a local paper. A tax sale is conducted if the taxes are not paid for the previous year.
- Treasurer has the authority and the obligation to invest the monies in their custody with the guidelines and restrictions set forth in the statutes.
- Treasurer's office collects and deposits all the money for all departments of the county. Receipts from deposits are loaded on to the computer and reports are generated and disbursed.
- In Jo Daviess County the Treasurer's Office collects all the grant information and does a CEFA report for the auditors.

EMPLOYEES: The Jo Daviess County Treasurer's Office employs four full-time employees and seasonal part-time employees.

BUDGET: The total operating budget for the Jo Daviess County Treasurer's Office for the Fiscal Year 2016 is \$263,906.

BOARDS: The Treasurer's Office works with the Jo Daviess County Board and the Finance Committee with the budget items and the financial reports and its policies or procedures of operations.

JO DAVIESS COUNTY TREASURER'S OFFICE
330 N BENCH ST SUITE 120
GALENA, IL 61036
PHONE: (815) 777-0355 FAX: (815) 777-2285
EMAIL: countytreasurer@jodaviess.org

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.

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

Melisa Hammer, County Treasurer
Dena Brown, Chief Deputy Treasurer
Tracy Phillips, Deputy Treasurer
Tammy Cahill, Deputy Treasurer

330 N BENCH STREET, GALENA, IL 61036
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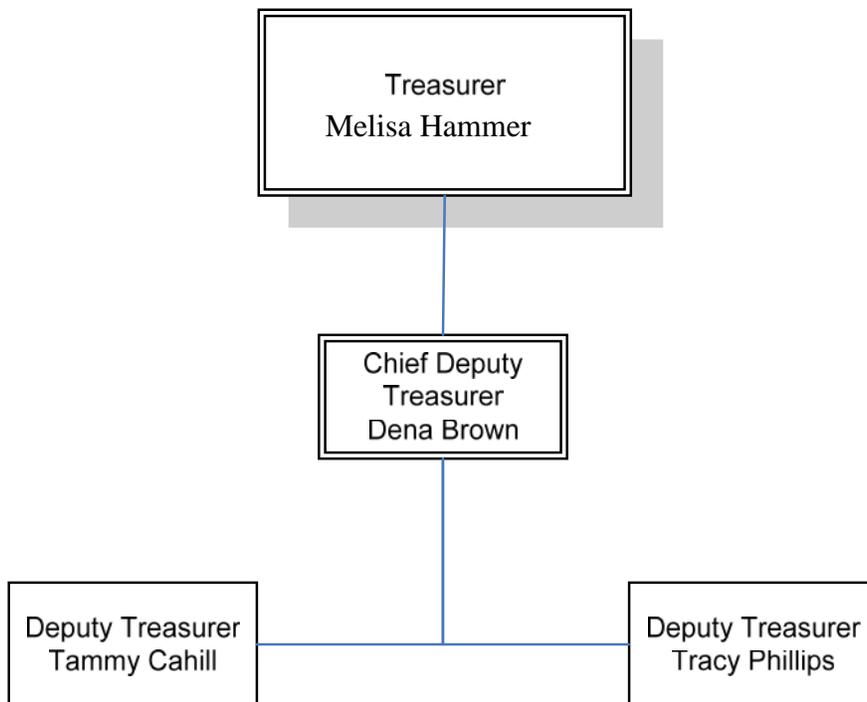
COPY COSTS: Except when a fee is otherwise fixed by statute, the Jo Daviess County Treasurer's Office will charge the following rates for copies of requested records:

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 TREASURER'S OFFICE
ORGANIZATIONAL CHART



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Jo Daviess County Treasurer's Office
Boards & Committees

COUNTY BOARD FINANCE COMMITTEE

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

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**CATEGORIES OF RECORDS MAINTAINED BY
THE JO DAVIESS COUNTY TREASURER 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 Treasurer may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- Property Tax Payment Records
- Property Tax Distribution Records
- FOIA requests/responses
- Tax Sale Records
- Financial Records