



**CHIEF COUNTY ASSESSING OFFICIAL
KENDALL COUNTY
ANDREW P. NICOLETTI**

807 W John Stree
Yorkville, Illinois 60560-1498
630-553-4146

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 ASSESSMENT OFFICE

PURPOSE:

The Kendall County Assessment Office is responsible for maintaining records of real and personal property ownership for use in determining taxation. The Supervisor of Assessments 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 Supervisor of Assessments has been given definite responsibilities of coordinating the assessor's activities:

- Hold annual county meetings with assessors for the purpose of consultation and instruction that shall tend to uniform action of deputy assessors in this County.
- Issue printed instructions, rules and procedures agreed upon at the annual meetings, to be used by assessors and taxpayers alike.
- Assist in the assessment of properties that present special problems.
- Review and revise the assessment and to make corrections as shall appear to be just between districts, properties, and persons.
- Equalize assessments by township.
- Publish the assessment roll for each township.
- Apply preferential assessments and homestead exemptions as mandated by statute.
- Report statistical data and abstracts to the Illinois Department of Revenue.

OFFICE:

The contact information for the Kendall County Assessment Office is listed above. The Kendall County Assessment Office currently employs 5 full-time employees. A block diagram of the Kendall County Assessment Office's functional subdivisions is attached as Exhibit 1.

BUDGET:

The total amount of the Kendall County Assessment operating budget for this fiscal year is \$387,969.

BOARDS:

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 the publishing Rules of Government.
- Reviewing all assessments made by the Township Assessor.
- Adding omitted property and hearing all complaints on real property.

All complaints of error in assessments must be made in writing to the Board of Review within 30 days after publication of assessments. The Board also must review and determine eligibility for Petitions for Tax Exemption. The Clerk of Board of Review then makes appropriate recommendation to the Illinois Department of Revenue. The Board has the duty of equalizing assessments by township within the County. The Board on its own motion may increase or reduce any assessment as it determines is just. All certificates of error presented by the Assessor or Supervisor of Assessments must be signed by at least 2 members of the Board of Review and the Supervisor of Assessments.

Upon completion of its work, the Board's list of assessed valuations is certified to the County Clerk to compute tax rates.

**PROCEDURE FOR REQUESTING INFORMATION AND PUBLIC RECORDS FROM
THE KENDALL COUNTY ASSESSMENT OFFICE**

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 to any of the below designated FOIA Officers for the Kendall County Assessment Office. The Kendall County Assessment 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 Assessment Office should be given to one of the following FOIA Officers:

Andy Nicoletti, Chief County Assessing Official
Lori Staie, Board of Review Secretary
The Kendall County, Illinois Assessment Office
807 W John St.
Yorkville, Illinois 60560
Telephone: (630) 553-4146
Facsimile: (630) 553-4151
E-mail: foiaassessor@co.kendall.il.us

COPY COSTS:

Except when a fee is otherwise fixed by statute, the Kendall 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	.35 cents per page **
Any other size	1.00 per page **
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

**These fees are per Illinois Statute 35ILCS 200/14-30



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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 and Time of Response _____

Date _____

