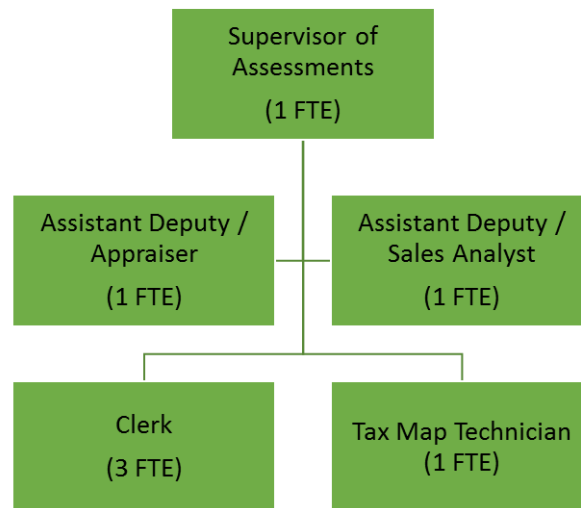


# SUPERVISOR OF ASSESSMENTS

## Fund 080-025



The duties of the County Assessment Office are statutorily defined in the Property Tax Code (35 ILCS 200/).

### MISSION STATEMENT

*The mission of the Supervisor of Assessments is to properly oversee the accuracy and timeliness of real estate assessments in Champaign County.*

### BUDGET HIGHLIGHTS

The only revenue for the Supervisor of Assessments is salary reimbursement from the State, which increases based on salary increases for the Supervisor of Assessments. Office reorganization eliminated the Chief Deputy position and assigned those duties to the Assistant Deputy/Appraiser and the Assistant Deputy/Sales Analyst positions creating savings in salary. Increases to Professional Services for Apex Sketch to assist in digitizing/sketching property records cards and compare to the most recent GIS flight for inaccuracies. Increases were also added to Legal Notices to publish the changes in assessments from the Apex project as needed.

### FINANCIAL

Fund 080 Dept 025			2016 Actual	2017 Original	2017 Projected	2018 Budget
335	70	STATE SALARY REIMBURSEMENT	\$31,584	\$36,621	\$36,621	\$38,240
335	71	STATE REV-SALARY STIPENDS	\$0	\$0	\$3,000	\$3,000
337	20	TOWNSHIP REIMBURSEMENT	\$19	\$0	\$0	\$0
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$31,603	\$36,621	\$39,621	\$41,240
369	90	OTHER MISC. REVENUE	\$114	\$0	\$0	\$0
		MISCELLANEOUS	\$114	\$0	\$0	\$0
<b>REVENUE TOTALS</b>			<b>\$31,717</b>	<b>\$36,621</b>	<b>\$39,621</b>	<b>\$41,240</b>

511	2	APPOINTED OFFICIAL SALARY	\$81,186	\$74,705	\$74,705	\$76,480
511	3	REG. FULL-TIME EMPLOYEES	\$222,152	\$277,173	\$239,639	\$242,965
511	40	STATE-PAID SALARY STIPEND PERSONNEL	\$0	\$0	\$3,000	\$3,000
			\$303,338	\$351,878	\$317,344	\$322,445
522	1	STATIONERY & PRINTING	\$2,560	\$3,000	\$3,000	\$7,500
522	2	OFFICE SUPPLIES	\$2,844	\$2,500	\$2,500	\$2,500
522	3	BOOKS,PERIODICALS & MAN.	\$96	\$400	\$400	\$400
522	6	POSTAGE, UPS, FED EXPRESS	\$165	\$180	\$180	\$180
522	15	GASOLINE & OIL	\$134	\$500	\$500	\$500
522	44	EQUIPMENT LESS THAN \$5000	\$1,018	\$200	\$200	\$200
		COMMODITIES	\$6,817	\$6,780	\$6,780	\$11,280
533	7	PROFESSIONAL SERVICES	\$14	\$100	\$100	\$5,000
533	12	JOB-REQUIRED TRAVEL EXP	\$0	\$500	\$500	\$500
533	33	TELEPHONE SERVICE	\$106	\$250	\$250	\$250
533	36	WASTE DISPOSAL & RECYCLNG	\$0	\$50	\$50	\$50
533	40	AUTOMOBILE MAINTENANCE	\$124	\$40	\$40	\$40
533	42	EQUIPMENT MAINTENANCE	\$765	\$1,150	\$1,150	\$1,150
533	70	LEGAL NOTICES,ADVERTISING	\$17,296	\$22,900	\$22,900	\$24,000
533	84	BUSINESS MEALS/EXPENSES	\$20	\$60	\$80	\$60
533	93	DUES AND LICENSES	\$351	\$400	\$500	\$500
533	95	CONFERENCES & TRAINING SERVICES	\$2,397	\$2,540	\$4,040	\$3,500
			\$21,073	\$27,990	\$29,610	\$35,050
		<b>EXPENDITURE TOTALS</b>	<b>\$331,228</b>	<b>\$386,648</b>	<b>\$353,734</b>	<b>\$368,775</b>

***EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY*** information is included in the General Corporate Fund Budget Summary.

#### ***ALIGNMENT to STRATEGIC PLAN***

*County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization*

The following are departmental goals developed to enhance services and comply with County Board Goal #1 of its Strategic Plan:

- Expand access, availability, and transparency of information through continuing enhancement of the Supervisor of Assessments website and online services
- Continue to expand the library of scanned documents and enhance the turn-around time in making those documents available to the public
- Expand the use of email in the exchange and transfer of documents with taxpayers and other interested parties

- To operate within budget and identify enhancements to operations, especially when those enhancements can reduce costs

## ***DESCRIPTION***

The County Assessment Office assists and supports the nineteen Township Assessors of the County. Onsite field support is provided by the Assistant Deputy/Appraiser; internal office support is provided by the Assistant Deputy/Sales Analyst and Tax Map Technician positions; and processing of parcel ownership changes, exemption applications, and related clerical functions is provided by the three full-time Clerk positions.

The Office staff reviews property transfer information such as deeds, surveys, plats, last wills, and trust documents so that changes to the tax roll and tax map are as accurate as possible. This work is done in cooperation with other county offices, including: County Clerk, GIS, IT, Recorder of Deeds, and the Treasurer. The Illinois Department of Revenue also works closely with this Office in providing periodic instructions and guidelines, and in verifying county and township assessment accuracy.

## ***OBJECTIVES***

1. Hold an annual instructional meeting for assessors no later than December 31<sup>st</sup>
2. Maintain and enter all homestead exemptions and distribute information to senior citizens and disabled persons by February 1<sup>st</sup>
3. Correct exemptions via certificates of error
4. Review the status of non-homestead exempt parcels each year
5. Review and sign new applications after the Board of Review make their recommendation
6. Review and enter the work of the nineteen township assessors
7. Hold a formal hearing of the Farmland Assessment Review Committee in June
8. Review the assessments to determine if any additions or corrections need to be made
9. Publish and mail any assessment change notices
10. Assist the three part-time members of the Board of Review throughout the year
11. Submit monthly sales information to the state in a digital format
12. Bi-annually submit to the state an abstract of assessed values for the County
13. Working closely with the various taxing bodies in providing them with updated Equalized Assessed Values for determining upcoming levies

## ***PERFORMANCE INDICATORS***

<b>Indicator</b>	<b>FY2016 Actual</b>	<b>FY2017 Projected</b>	<b>FY2018 Budgeted</b>
Number of parcels	76,267	77,100	79,500
Total number of assessor changes	18,501	21,000	21,000
New construction	\$82,083,220	\$79,783,690	\$81,000,000
Complaints	1,252	1,500	1,500
Multiplier/Assessor notices	67,164	47,200	50,000
Illinois Department of Revenue transfers	4,257	5,000	5,000