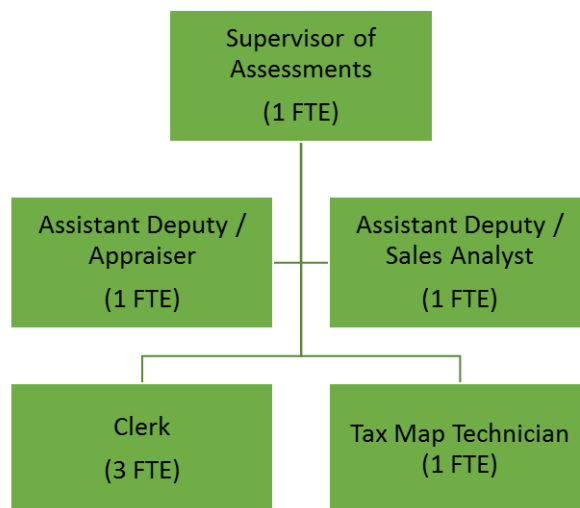


# SUPERVISOR OF ASSESSMENTS

## Fund 080-025



Supervisor of Assessments positions: 7 FTE

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. The 2021 Quadrennial schedule requires publication of 17,762 parcels along with other changes by the township assessors. The estimated number of publications is 33,000 based on the actual changes submitted to our office for 2020.

### FINANCIAL

Fund 080		Dept 025	2019 Actual	2020 Original	2020 Projected	2021 Budget
335	70	STATE SALARY REIMBURSEMENT	\$37,911	\$40,473	\$40,473	\$41,430
335	71	STATE REV-SALARY STIPENDS	\$0	\$3,000	\$0	\$3,000
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$37,911	\$43,473	\$40,473	\$44,430
369	90	OTHER MISC. REVENUE	\$0	\$0	\$300	\$400
		MISCELLANEOUS	\$0	\$0	\$300	\$400
<b>REVENUE TOTALS</b>			<b>\$37,911</b>	<b>\$43,473</b>	<b>\$40,773</b>	<b>\$44,830</b>

511	2	APPOINTED OFFICIAL SALARY	\$78,399	\$81,135	\$81,135	\$82,861
511	3	REG. FULL-TIME EMPLOYEES	\$237,185	\$261,228	\$261,228	\$243,592
511	40	STATE-PAID SALARY STIPEND PERSONNEL	\$0	\$3,000	\$0	\$3,000
			\$315,584	\$345,363	\$342,363	\$329,453
522	1	STATIONERY & PRINTING	\$7,696	\$7,600	\$7,600	\$2,000
522	2	OFFICE SUPPLIES	\$2,192	\$2,500	\$2,500	\$2,500
522	3	BOOKS,PERIODICALS & MAN.	\$96	\$400	\$400	\$400
522	6	POSTAGE, UPS, FED EXPRESS	\$8	\$180	\$180	\$180
522	15	GASOLINE & OIL	\$0	\$500	\$500	\$500
522	44	EQUIPMENT LESS THAN \$5000 COMMODITIES	\$3,040	\$200	\$200	\$200
			\$13,032	\$11,380	\$11,380	\$5,780
533	7	PROFESSIONAL SERVICES	\$4,527	\$5,000	\$5,000	\$0
533	12	JOB-REQUIRED TRAVEL EXP	\$133	\$500	\$500	\$500
533	33	TELEPHONE SERVICE	\$0	\$250	\$250	\$250
533	36	WASTE DISPOSAL & RECYCLNG	\$0	\$50	\$50	\$50
533	40	AUTOMOBILE MAINTENANCE	\$274	\$140	\$140	\$140
533	42	EQUIPMENT MAINTENANCE	\$20	\$1,150	\$1,150	\$1,150
533	70	LEGAL NOTICES,ADVERTISING	\$24,313	\$32,000	\$32,000	\$32,000
533	84	BUSINESS MEALS/EXPENSES	\$39	\$60	\$60	\$60
533	85	PHOTOCOPY SERVICES	\$230	\$0	\$0	\$0
533	93	DUES AND LICENSES	\$595	\$620	\$620	\$620
533	95	CONFERENCES & TRAINING SERVICES	\$6,335	\$3,500	\$3,500	\$3,500
			\$36,466	\$43,270	\$43,270	\$38,270
		<b>EXPENDITURE TOTALS</b>	<b>\$365,082</b>	<b>\$400,013</b>	<b>\$397,013</b>	<b>\$373,503</b>

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

*County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization. County Board Goal 5 – Champaign County maintains safe and accurate records for county residents and performs administrative, governance, election and taxing functions.*

The following are departmental goals developed to enhance services and comply with County Board Goal #1 and #5 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
- Begin the process of digitizing property record cards in the CAMA system.
- 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>FY2019 Actual</b>	<b>FY2020 Projected</b>	<b>FY2021 Budgeted</b>
Number of parcels	77,452	77,700	78,000
Total number of assessor notices	6,081	6,520	15,250
New construction	\$97,532,150	96,592,280	97,000,000
Complaints	2,052	2,000	2,000
Quadrennial & Assessor change publications	30,011	21,240	33,000
Illinois Department of Revenue transfers	3,840	4,000	4,000