REPORT TO THE
BOARD OF THE TOWN TRUSTEES OF THE TOWN OF THE CITY OF CHAMPAIGN

FROM: **Paul N. Faraci, City of Champaign Township Assessor**

DATE: **June 5, 2018**

SUBJECT: **EXPLANATION OF TOWNSHIP RESOLUTION NO. 18-0603**

A. Introduction: The purpose of this Township Resolution is to approve an agreement with North Division Consulting for Township Assessor Consulting Services at the rate of $55.00 per hour, with a not-to-exceed amount of $5,000.00 per month, for the period of June 1, 2018, to May 31, 2019. North Division Consulting will assist the Township Assessor's office in its statutory duties, including development of assessments for residential and commercial properties within the City of Champaign Township utilizing complex property techniques and statistical analysis.

B. Action Requested: The Administration recommends approval of Resolution 18-0603.

C. Prior Council Action:

- There has been no prior Township Board action relative to this item.

D. Background:

1. **Township Assessor's Office Staffing Transition.** The Township Assessor's office consists of the Township Assessor and two Deputy Township Assessors. On December 31, 2017, LaDonna Kaiser, the Deputy Township Assessor for the City of Champaign Township, retired from the Township Assessor's office after 26 years of service. On January 2, 2018, the newly elected Township Assessor, Paul N. Faraci, contracted with LaDonna Kaiser as an independent contractor on a part time, month-to-month basis, through her company known as North Division Consulting, to provide qualified and experienced institutional knowledge to the Assessor's Office during the period of transition in personnel and the onboarding of the newly elected Assessor. Ms. Kaiser was chosen specifically due to her extensive knowledge of and familiarity with the Township Assessor's office. The duties provided by North Division Consulting include assisting with development of assessments for residential and commercial properties within the City of Champaign Township using complex property techniques and statistical analysis. Since Ms. Kaiser's retirement, she has provided consulting services for numerous other township assessors' offices.

2. **Request for Proposals Process.** In February 2018, the Township Assessor began the search process of hiring a full time Deputy Township Assessor to replace the former Deputy Township Assessor. As of May 22, 2018, the City of Champaign Township office had not received a single application that met the required qualifications for that position. None of the applicants had a Certified Illinois Assessing Officer (CIAO) designation. As a result, the Township Assessor has renewed the month-to-month contract with North Division Consulting every month since January 2018. This has allowed the office to maintain the staffing levels necessary to continue to perform the duties of the office in a timely fashion as required to meet the expectations as prescribed by the Illinois Department of Revenue and the Champaign County Supervisor of Assessment offices.

   As a result of the continuing need for assistance, and in the interest of facilitating public competition for this contract, on May 7, 2018, the City of Champaign Township Assessor's office issued a Request for Proposals (RFP) in search of Assessor consulting services. By the close of the RFP at noon on May 18, 2018, the Assessor's office had received one response, from LaDonna Kaiser of North Division Consulting.

3. **Selection of Vendor.** The proposal received from North Division Consulting would provide for consulting services as needed at a rate of $55.00 per hour, with a not-to-exceed amount of $5,000.00 per month, for the period of June 1, 2018, to May 31, 2019. Based on the industry standard for a Chief Deputy Assessor the average hourly salary for a contracted employee is calculated by dividing the employment salary by 1,000, to determine the hourly rate. The Chief Deputy Assessor was being paid over $58,000 per year, therefore our figure of $55 an hour was consistent with industry standards. Staff is confident that North Division Consulting will continue to provide quality consulting services based on Ms. Kaiser's qualifications, experience, and past work history. The Assessor's Office will continue to search for a full-time Deputy Assessor in the meantime.

E. Alternatives:

1. Approve the Resolution, authorizing the Township Supervisor to enter into an agreement with North Division Consulting at the rate of $55.00 per hour, with a not-to-exceed amount of $5,000.00 per month, for the period of June 1, 2018, to May 31, 2019.

2. Do not approve the Resolution and provide additional direction to staff.

F. Discussion of Alternatives:

Alternative 1: Approve the Resolution, authorizing the Township Supervisor to enter into an agreement with North Division Consulting at the rate of $55.00 per hour, with a not-to-exceed amount of $5,000.00 per month, for the period of June 1, 2018, to May 31, 2019.

a. Advantages

- The advantage is that the Township Assessor's office would continue to have assistance in providing legally required services to the community without a gap in service.

b. Disadvantages

- The Township Assessor's office would be contracting rather than hiring a full time employee.

Alternative 2: Do not approve the Resolution as submitted and provide further direction to staff.

a. Advantages

- None

b. Disadvantages

- The Township Assessor's office will struggle to provide legally required services to the community.

G. Community Input: Community input will be accepted during the public comment section of the June 5, 2018 Township meeting.

H. Budget Impact and Staffing Impact: The tentative Fiscal Year 2018/2019 budget includes funds for a Deputy Assessor or a contracted employee not to exceed $60,000.00 annually. Contracting with an independent contractor would provide for a modest overall cost savings in that the Township would not be required to provide benefits.

Prepared by:
Paul N. Faraci
City of Champaign Township Assessor

Reviewed by:
Andrew J. Quarnstrom
Township Supervisor

CONTRACT FOR PROFESSIONAL OR CONSULTING SERVICES

Services Requested: **Township Assessor Consulting Services**	
Date of Contract: May 17, 2018	
TOWNSHIP: BY: _____ Township Supervisor Andy Quarnstrom ATTEST: _____ Township Clerk DATE APPROVED BY TOWNSHIP BOARD:_____	SERVICE PROVIDER: North Division Consulting 207 N. Division Mahomet, IL 61853 BY: _____ Printed Name: LaDonna Kaiser Print Title: ATTEST: _____ Title:
Township Contact: **Paul Faraci**	
APPROVED AS TO FORM:	CITY OF MAY 17 2018 CHAMPAIGN TOWNSHIP

CONDITIONS

1. Scope of Services. The Service Provider shall perform the work described in Exhibit "A", attached hereto and incorporated herein, which is a proposal dated **05/17/2018.**

2. Payment. The Service Provider shall be compensated at the rate of **$55.00 per hour** with a total not-to-exceed amount of $ 5,000.00 with Payment shall be due in the manner checked below:

N/A A. Single Payment. Payment for services rendered shall be due to the Service Provider only after receipt by the Township of an itemized statement at the end of performance by the Service Provider. Such statement shall describe the services rendered and shall reference the date of such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The amount of such statement shall not exceed the not-to-exceed amount set forth above. The Township shall render payment within **14** days following receipt of a statement of itemization of the services actually, timely and satisfactorily performed. The Service

Provider waives to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

[X] B. Periodic Payments. Payment for the portion of services rendered shall be due to the Service Provider as described in Exhibit "A" upon tender of an itemized statement by the Service Provider to the Township. The Township shall render payment within 30 days following receipt and approval of the itemized statement for services actually, timely and satisfactorily performed. Such statement shall describe the services rendered and shall reference the date of such services, person performing the service and fee for each time service is rendered and each type of service rendered under this Agreement. The total amount charged shall not exceed the not-to-exceed amount set forth above. The Service Provider waives to the extent allowed by law, the provisions of the Local Government Prompt Payment Act.

3. Personal Services. The parties, as the basis of this Agreement, agree that **LaDonna Kaiser,** as representative of the Service Provider, shall personally perform or directly supervise the Service Provider's performance hereunder.

4. Time of Performance. The Service Provider shall devote such time, personnel and resources to the completion of the services provided for herein so as to complete the work **as described in Exhibit A.** Time is of the essence of this Agreement.

5. Indemnity/Hold Harmless. To the fullest extent allowed by law, Service Provider shall indemnify and save harmless the Township against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the Township, and shall defend, indemnify and save harmless the Township from any and all claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, and including the cost of defending same including costs and attorneys fees, of or by anyone whomsoever, in any way resulting from or arising out of the operations of the Service Provider or the Service Provider's employees or subcontractors and acts or omissions of employees or agents of Service Provider or subcontractors, unless caused solely by the Township, its officers or employees. The Township shall have the right to estimate the amount of such claims, demands, suits, actions or proceedings for damage or injuries and pay the same, and any amounts so paid shall be deducted from the money due the Service Provider under this Agreement, and

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the whole or so much of the money due or to become due the Service Provider under this Agreement, as may be considered necessary by the Township, shall be retained by the Township until such claims, demands, suits, actions, or proceedings shall have been settled or otherwise disposed of, and satisfactory evidence to that effect furnished to the Township.

Service Provider shall procure and maintain at the Service Provider's own cost and expense, any kinds and amounts of insurance that, in the Service Provider's own judgment, may be necessary for the Service Provider's protection in the prosecution of the work.

6. Termination and Suspension.

(a) This Agreement shall continue in full force and effect until completion of the Project unless it is terminated at an earlier date by either party, as outlined below.

(b) The Township may terminate this Agreement with or without cause by giving no less than fourteen (14) days' written notice of the intent to terminate this Agreement. Notice shall be considered given when deposited in the United States Mail, postage prepaid, and addressed to Service Provider. The Contract shall cease and terminate on the 15th day after the date of Notice.

(c) In the event that any of the provisions of this Agreement are violated by the Service Provider or the Township, the aggrieved party may serve written notice upon the other of the intention to terminate this Agreement, such notice to contain the reasons for such intention. Unless within five (5) calendar days after the serving of such notice upon such party, the violations shall cease and satisfactory arrangements for correction be made, the Contract shall upon expiration of said five (5) calendar days cease and terminate.

(d) In the event of termination, the Service Provider shall be paid by the Township for all services performed to the satisfaction of the Township which were actually, timely and faithfully rendered up to the receipt of the notice of termination, and thereafter, upon the express written direction of the Township, until the date of termination. The Service Provider will provide all work documents developed up to the date of termination prior to the Township rendering final payment for service, which documents become the property of the Township.

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(e) The Service Provider shall be responsible for all costs incurred by the Township to enforce any provision of this Contract and/or to remedy any Vendor default or breach of this Agreement, including all court costs and reasonable attorneys' fees.

7. Documents. All documents generated by the Service Provider as the result of this Project, whether produced on paper or electronically and whether stored in paper form, electronically or by any other method, shall become the property of the Township upon completion or termination of the Project. The Service Provider shall be liable to the Township for the cost of replacement for loss or damage of any documents belonging to the Township while in the possession or control of the Service Provider.

8. Confidentiality. The Service Provider shall hold confidential the business and technical information obtained or generated in performance of services under this Agreement, and as identified in writing by the Township as confidential.

9. Nature of Service Provider's Relationship with Township; Attorneys Fees. The Service Provider will be acting as an independent contractor and not as an employee of the Township. This is a personal service contract and the work shall be performed to the satisfaction of the Township, as it shall in its sole discretion determine. The Service Provider shall be responsible for all costs incurred by the Township to enforce the provisions of this Agreement, including court costs and reasonable attorneys fees.

10. Copyright. The Service Provider assigns to the Township any and all of Service Provider's rights under copyright laws for work prepared by the Service Provider, its employees, subcontractors or agents in connection with this Agreement, including any and all rights to register said copyright, renewal rights, determination rights and import rights. The Service Provider agrees to execute any additional documents the Township may request to effectuate the assignment of said copyright.

11. Successors and Assigns. The Township and Service Provider each bind the other and their respective successors and assigns, in all respects, to all of the terms, conditions, covenants and provisions of this Agreement, and any assignment or transfer by the Service Provider of its interest in this Agreement without the written consent of the Township shall be void.

12. Equal Opportunity in Purchasing. RESERVED.

13. Compliance with Law. The Service Provider shall comply with any and all applicable Federal, State and local laws as the same exist and may be amended from time to time. This Agreement shall be

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governed by the laws of the State of Illinois. In compliance, in part with this requirement, Service Provider agrees to complete and maintain on file with the Township a current Disclosure Affidavit, attached to this Contract.

14. Dual Representation Affidavit. The Service Provider agrees to fill out the Dual Representation Affidavit attached to this Agreement.

15. Judicial Order to Terminate. Should any court of competent jurisdiction find that this Contract is invalid, this agreement shall terminate and the Service Provider shall seek no damages from the Township for the same.

16. Use of Township's Name. The Service Provider may, after the completion of the Agreement, publish the fact and nature of this engagement without further permission of the Township. The Service Provider may not use the Township's name in any advertisements without prior written Township permission.

7. Notices. Notice given hereunder shall be given to:

The Township at:
Champaign Township
Township Supervisor
51 E. Logan Street
Champaign, Illinois 61820

Service Provider
LaDonna Kaiser
North Division Consulting
207 N. Division
Mahomet, IL 61853

and

Jennifer Bannon
Township Attorney
City of Champaign Legal Department
102 N. Neil St.
Champaign, IL 61820

18. Amendements. This Agreement may be amended only by written agreement signed by both the Service Provider and the Township.

19. Survival of Provisions. Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.

20. Additional Contract Documents. The following documents shall be incorporated by reference as a part of this Contract:

- [x] Exhibit A (Vendor's Proposal, Quote, Scope of Work, Statement of Work, etc.)
- [x] Disclosure Affidavit
- [x] Dual Representation Affidavit

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EXHIBIT A:
SCOPE OF WORK

Consulting Service Agreement
(Proposal)

Between:

City of Champaign Township Assessor's Office, 51 E Logan St. Champaign, Illinois 61820 (Client)

And

North Division Consulting Services, 207 N. Division St. Mahomet, Illinois 61853 (Contractor)

Terms of Agreement: Beginning June 1, 2018 – May 31, 2019.

Hours of services: Up to 3 days per week, 3-6 hours per day.

Compensation: $55.00 per hour payable monthly

Capacity/independent Contractor: In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state, or federal tax, unemployment compensation, workers' compensation, insurance premiums, profit-sharing, pension or and other employ benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state, and federal taxes related to payments made to the Contractor under this Agreement.

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DISCLOSURE AFFIDAVIT

(Fill in state and county in which affidavit is being signed)

STATE OF Illinois)
) ss.
COUNTY OF Champaign)

I, the undersigned, being duly sworn, do state as follows:

SECTION 1. BUSINESS STATUS STATEMENT

A. North Division Consulting, LaDonna Kaiser, (insert complete legal company name), (hereafter "Contractor" or "Vendor") is a Individual Proprietorship:

Contractor's Federal Tax Identification Number, or in the case of an individual or sole proprietorship, Social Security Number: [redacted]

(If a Corporation, complete B; If a Partnership or LLC, complete C; If an Individual, complete D)

B. CORPORATION

The State of Incorporation is **N/A.**

Registered Agent of Corporation in Illinois:	Business Information (If Different from Registered Agent):
_____ Name Address _____ City, State, Zip _____ Telephone	_____ Company Address, Principal Office _____ City, State, Zip _____ _____ Telephone Facsimile _____ Website

The corporate officers are as follows (list and identify all corporate officers - attach additional sheets if necessary):

President: _____

Vice President: _____

Secretary: _____

Attach a List of all shareholders owning five percent (5%) or more of the stock in the corporation.

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C. PARTNERSHIP OR L.L.C.

The business address is: _____

Telephone: Fax:_____

Website or Email Address: _____

The partners or members are as follows: (Attach additional sheets if necessary)

(Name, Home Address and Telephone) ?
(Name, Home Address and Telephone)
(Name, Home Address and Telephone)

Manager of LLC (attach additional sheets as needed):

Name:
Address:
Telephone:

D. INDIVIDUAL PROPRIETORSHIP

The business address is 207 N. Division, Mahomet, IL 61853,

Telephone:217-493-2509 Fax:_____

My home address is 207 N. Division, Mahomet, IL 61853

Telephone:217-493-2509 Fax: _____

Email or website: ldkaiser@mchsi.com

SECTION 2. NON-COLLUSION STATEMENT

A. This proposal, bid or contract is made without any connection or common interest in the profits with any other person other than the Vendor except as listed on a

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DUAL REPRESENTATION AFFIDAVIT

(Note: Every professional must completely fill out and sign this affidavit or must receive a determination that the affidavit is not required in connection with this contract.

STATE OF IL)

) SS.

COUNTY OF Champaign
[Fill in State and County in which affidavit is being signed.]

The undersigned professional, being duly sworn, states and certifies as follows:

I. DISCLOSURE

Where dual representation exists or is proposed, the professional shall provide full information in writing to the Township and the other party with respect to the representation of the other party at the earliest possible time that the issue is known to the professional. Detailed disclosure of the nature and extent of the services to be rendered and areas where services overlap with that of the Township should be provided by written correspondence by the professional.

II. CONSENT

Where dual representation exists or is proposed, the professional hereby agrees that the Township shall have the option of 1) providing consent in writing; or 2) withdrawing from any contractual commitment with the professional; or 3) requesting the professional to not provide the services to the other party.

PROFESSIONAL

Signature LaDonna Kaiser

Printed Name: LaDonna Kaiser

Title: owner

Subscribed and sworn to before me this 17 day of May, 2018.

Brittni Wain.
Notary Public

My Commission Expires: 3/14/2021

OFFICIAL SEAL
BRITTNI WAIN
Notary Public, State of Illinois
My Commission Expires 03-14-2021

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Form D-9 12/18/17 Revised for Township

separate attached sheet to this affidavit.

Check One:

_____ Others Interested in Contract ✓ None

B. No department director or any employee or any officer of the Township has any financial interest, directly or indirectly, in the award of this contract except as listed on a separate attached sheet to this affidavit.

C. That the Contractor/Vendor is not barred from bidding on any contract, if bidding process was used) as a result of violation of 720 ILCS 5/33E-3 and 5/33E-4 (Bid Rigging or Bid Rotating).

SECTION 3. DRUG FREE WORKPLACE AND DELINQUENT ILLINOIS TAXES STATEMENT

The undersigned states under oath that the Contractor/Vendor is in full compliance with the Illinois Drug Free Workplace Act, 30 ILCS 580/1. The undersigned also states under oath and certifies that Contractor/Vendor is not delinquent in payment of any tax administered by the Illinois Department of Revenue except that the taxes for which liability for the taxes or the amount of the taxes are being contested, in accordance with the procedures established by the appropriate Revenue Act; or that the Vendor has entered into an agreement(s) with the Illinois Department of Revenue for the payment of all taxes due and is in compliance with the agreement.

SECTION 4. FAMILIARITY WITH LAWS STATEMENT

The undersigned, being duly sworn, hereby states that the Contractor/Vendor and its employees are familiar with and will comply with all Federal, State and local laws applicable to the project, which may include, but is not limited to, the Prevailing Wage Act and the Davis-Bacon Act.

CONTRACTOR/VENDOR

LaDonna Kaiser
Signature

Printed Name: LaDonna Kaiser
Title: Owner

SUBSCRIBED and SWORN to before me this 17 day of May, 2018.

Brittni Wain.
Notary Public

My Commission Expires: 3/14/2021

OFFICIAL SEAL
BRITTNI WAIN
Notary Public, State of Illinois
My Commission Expires 03-14-2021

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North Division Consulting Services

Response to 2.2–2.4 of May 7, 2018 Township Assessor Consulting Services RFP

2.2 Scope of Work: *Services to be provided include; develop assessments for residential and commercial properties utilizing complex property techniques and statistical analysis.*

Response to **2.2 Scope of Work:**
Will assist townships and township assessment officials in developing assessments of residential and commercial properties utilizing complex property techniques and statistical analysis based on my several years of experience at the City of Champaign Township Assessors office.

All proposals must provide certification documents for number 1 and a detailed explanation to numbers 2, 3 and 4 below –

1. A current and valid advanced Certified Illinois Assessing Officer (CIAO) designation (Specialist or Masters Designation is required) or a designation from the International Association of Assessing Officers (IAAO) [Residential Evaluation Specialist (RES) or Certified Assessment Evaluator (CAE)]. **See attachments**
2. Knowledge of the real-estate market in the Town of the City of Champaign Township – **Provided chief deputy assessor services to the City of Champaign Township for over 21 years.**
3. A minimum of 12 years' experience as a township chief deputy assessor - **Provided chief deputy assessor services to the City of Champaign Township for over 21 years.**
4. Working knowledge of the following computer software systems –
    a. AS400–**21 years of experience** (please find additional response in question #9)
    b. ICAAS–**21 years of experience** (please find additional response in question #9)
    c. Laredo – Laredo was not made available for our use until mid-2017 and I have been proficient with this program since that time. (please find additional response in question #9)

Response to 2.3 Criteria for denial of service: The selected vendor will be an Independent Contractor Relationship and not an employee of the Township. **I am an Independent Contractor.**

Response to 2.4 Township Assessor Consulting Services Details:

1. 21 years of proven experience accurately utilizing complex property appraisal techniques and utilizes statistical analysis to promote uniformity of assessments throughout the assessment district.

2. 21 years of proven experience in successful processing computer assisted mass appraisal (CAMA) projects.

3. 21 years of proven experience in accurately preparing complex individual and mass appraisals to determine estimates of fair market property values.

4. 21 years of proven experience in using and analyzing specific data such as incorporating cost, market and income approaches to property valuation.

5. 21 years of proven experience accurately determining uniformity of assessments by using the generation and integration of statistical studies.

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6. 21 years of proven experience accurately developing cost and remaining economic life (REL) tables from mass appraisals and statistical studies in the process of updating values in real property appraisal manuals.

7. 21 years of proven experience accurately reviewing and developing appraisals using a variety of statistical data including economic life tables as a supplement to the Illinois Department of Revenue's Property Appraisal Manual.

8. 21 years of proven experience accurately utilizing Marshall and Swift in assessing complex commercial properties.

9. Years of proven experience utilizing various residential assessment systems. Command the ability to navigate and extrapolate all necessary information from –
    a. **AS400** – over 21 years of proven experience utilizing AS400 on a daily basis, in addition, I possess the proven ability to effectively communicate with the host (Champaign County) in the event of concerns or questions that may arise while interfacing with this system.
    b. **ICAAS** – over 21 years of proven experience utilizing ICAAS on an a very regular y basis in addition, over the years, I have established a strong working relationship with the people at IDOR, the host of ICAAS, in the event of concerns or questions that may arise while using their prescribed system.
    c. **Laredo** - I possess the proven ability to effectively communicate with the host (Champaign County) in the event of concerns or questions that may arise while interfacing with this system.

10. 21 years of proven experience accurately viewing and data collection of all township properties for initial values and implementation of major reassessment projects. This includes field work, planning, coordinating and providing technical assistance to the assessment jurisdiction.

11. 21 years of proven experience accomplishing highly accurate and uniform assessments.

12. 21 years of proven experience accurately preparing analyses of the market validity of assessment appeals filed with the County Board of Review.

13. 21 years of proven experience accurately working with a variety of software programs, creating and generating statistical reports and studies to gather and analyze data provided by the County for the purpose of establishing a tentative and ultimately a final abstract used as documentation for the equalization process.

14. 21 years of proven experience accurately analyzing and preparing sales ratio analysis for neighborhood assessment projects; as well as reviewing the County's calculation of three-year median level of assessments by property class and the township's equalization factor.

15. 21 years of proven experience accurately answering office correspondence and fielding phone calls, correcting assessments, and providing information and guidance to county official's concerning assessment district issues.

16. 21 years of proven experience accurately assisting property owners to resolve complaints and answers questions regarding taxes and appraisal values.

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17. 21 years of proven experience accurately editing and researches statistical studies involving all township Real Estate Transfer Declarations.

18. 21 years of proven experience accurately assigning and reviewing the work of office staff responsible for maintaining property record cards, and exemptions.

19. 21 years of proven experience accurately entering into as well as preparing that data for entry into the County computer tax system.

20. 21 years of proven experience accurately the responsibility for care and keeping of all records based on Illinois statute.

***Will reasonably attempt to provide all other assessment assistance not previously mentioned, whenever possible.**

Response to 2.5 – willing to meet service start date of June 1, 2018.
Response to 2.6 – willing to meet length of service of 12 months
Response to 2.7 – willing to provide service of up to 6 hours per day, not to exceed 18 hours per week.
Response to 2.8 – request compensation of $55.00 per hour payable monthly
Response to 2.9 – will provide a full accounting, monthly, of any and all potential costs to the City of Champaign Township.

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LADONNA KAISER
207 N. DIVISION
MAHOMET, IL 61853

OBJECTIVE

To have a positive and productive impact on the township and township assessment officials in developing assessments of residential and commercial properties utilizing complex property techniques and statistical analysis.

SKILLS & ABILITIES

Provide training and assistance to townships in developing assessments utilizing complex property appraisal techniques and utilizes statistical analysis to promote uniformity of assessments throughout an assessment district. Proficient in; processing computer assisted mass appraisal projects, preparing complex individual and mass appraisals to determine estimates of fair market property values, in using data such as incorporating cost, market and income approaches to property valuation.

EXPERIENCE

CHIEF DEPUTY ASSESSOR, CITY OF CHAMPAIGN TOWNSHIP

1996 - 2017

Assess property in the City of Champaign Township as a uniform percentage of market value. Recorded, maintained and updated a physical description (or inventory) and value estimate of every parcel, in order to maintain a uniform roll.

Where assessments need to be changed, I would recommend an increase or decrease to the assessments of a neighborhood or group of properties by applying real estate market trends to those properties. This was done only when the assessments to be changed are at a uniform level other than the municipality's stated level of assessment. My goal was to keep all assessments at a fair and uniform level every year.

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DEPUTY ASSESSOR, CITY OF CHAMPAIGN TOWNSHIP

1991 - 1996

Assisted the Assessor in maintaining legally required status of all township properties as described above.

ASSESSOR, MAHOMET TOWNSHIP

1987 - 1991

Assess property in the City of Champaign Township as a uniform percentage of market value. Recorded, maintained and updated a physical description (or inventory) and value estimate of every parcel, in order to maintain a uniform roll.

Where assessments need to be changed I would recommend an increase or decrease to the assessments of a neighborhood or group of properties by applying real estate market trends to those properties. This was done only when the assessments to be changed are at a uniform level other than the municipality's stated level of assessment. My goal was to keep all assessments at a fair and uniform level every year.

EDUCATION

EASTERN ILLINOIS UNIVERSITY, BOARD OF GOVERNORS BACHELORS OF ARTS DEGREE, 1994.

IPAI – 1987 – 2018

- CIAO, Intermediate
- CIAO, Specialist
- CIAO, Master

IAAO – 1992 – 2018

- Residential Evaluation Specialist
- Certified Assessment Evaluator

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INTERNATIONAL ASSOCIATION *of* **ASSESSING OFFICERS**

314 W 10th Street Kansas City, MO 64105-1616 • USA
P: 816-701-8100 • P: 800-616-4226 • F: 816-701-8149 • ***www.iaao.org***

CAE • AAS • CMS • RES • PPS *Professional Designations*

IAAO
Valuing the World

19 December 2017

To Whom It May Concern:

LaDonna Kaiser, CAE has been a member in good standing of IAAO since April 1988 and holds the professional designation of Certified Evaluation Specialist (CAE) as awarded by our association, recertified through 31 December 2021.

Please let me know if I can be of further assistance.

Kind Regards,

Jarron M. Paronto,
Designation Program Manager

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International Association of Assessing Officers

Certificate of Anniversary

The International Association of Assessing Officers
does hereby express its appreciation to

LaDonna Kaiser, CAE

for

25 Years

of continuous membership in IAAO.

This outstanding record of loyalty to the Association signifies a high degree of support for professionalism in the field of property tax assessment and administration.

IAAO Executive Director

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ILLINOIS PROPERTY ASSESSMENT INSTITUTE
EVALUATION EQUALIZATION STANDARDIZATION

Illinois Property Assessment Institute

This certifies that all qualifications have been met, and
therefore the Executive Board of the Illinois Property Assessment Institute
is pleased to confer the designation of

CERTIFIED ILLINOIS ASSESSING OFFICER
SPECIALIST

upon

LaDonna Auser

#9
Designation Number

Chairman

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ILLINOIS PROPERTY ASSESSMENT INSTITUTE
CORPORATE SEAL
BLOOMINGTON, IL

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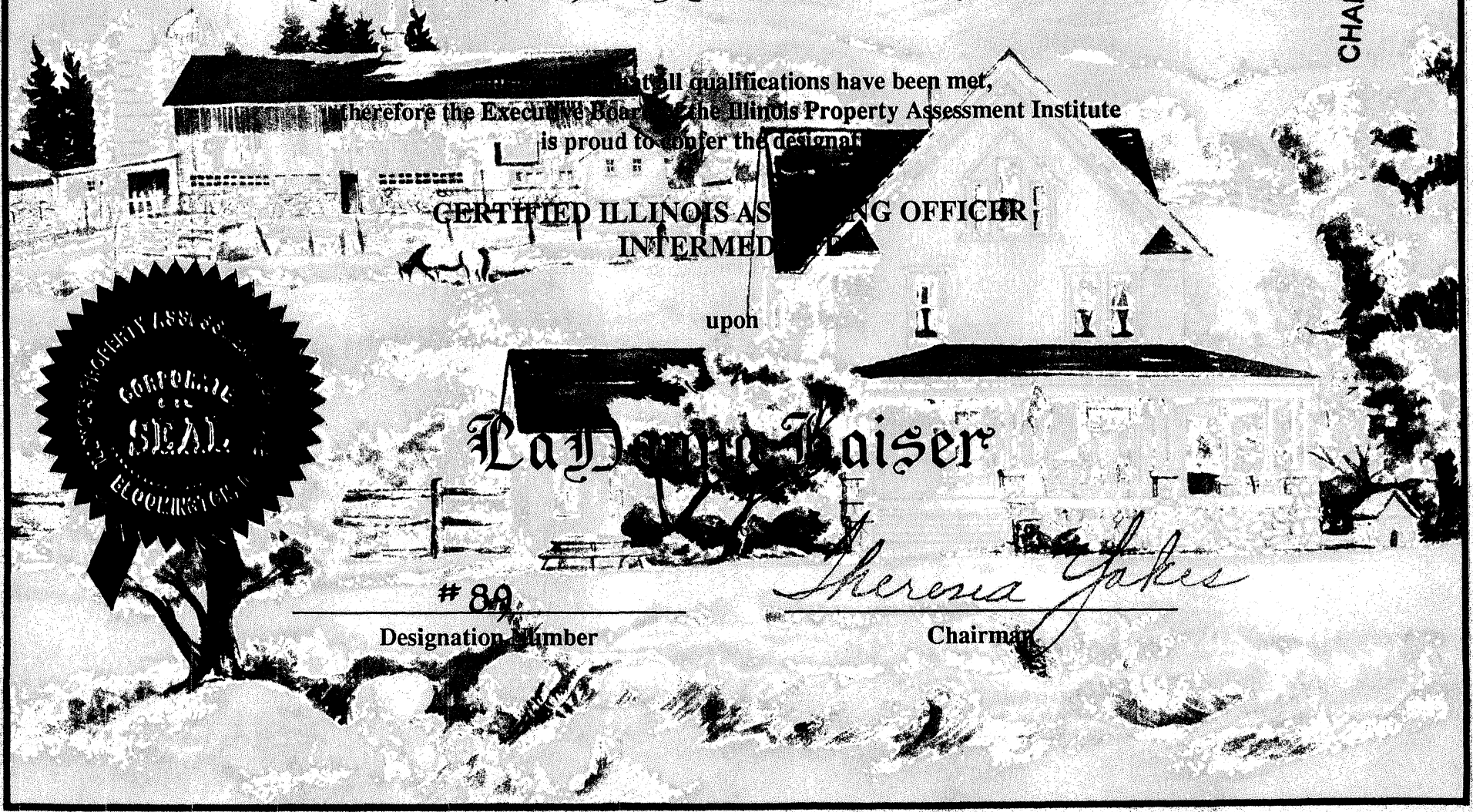
CHAMPAIGN TOWNSHIP

Illinois Property Assessment Institute



...t all qualifications have been met,
Therefore the Executive Boar... the Illinois Property Assessment Institute
is proud to confer the designat...

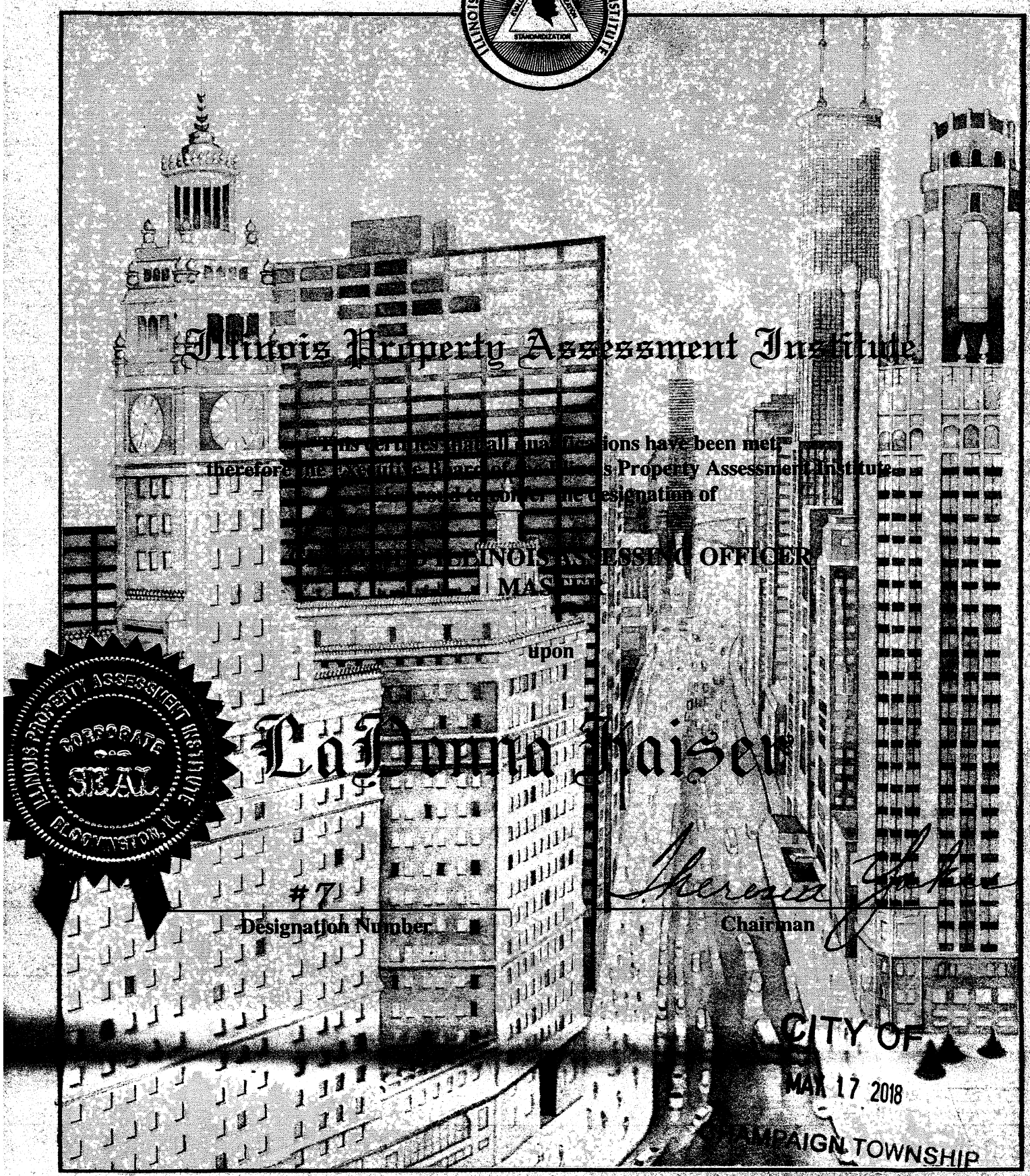
CERTIFIED ILLINOIS AS... ...NG OFFICER
INTERMED... ...E

upon

LaDonna Kaiser

#89
Designation Number

Theresa Jokes
Chairman



Illinois Property Assessment Institute

This certifies that all requirements have been met;
therefore, the Executive Board of the Illinois Property Assessment Institute
is pleased to confer the designation of

ILLINOIS ASSESSING OFFICER
MASTER

upon

LaDonna Maiser

#7
Designation Number

Chairman

CITY OF
MAR 17 2018
CHAMPAIGN TOWNSHIP