



REPORT TO TOWN BOARD

FROM: Thomas Yu, Township Attorney

DATE: March 3, 2023

SUBJECT: Contract for Township Assessor Services, Resolution No. 2023-0301

A. Introduction: This Resolution would approve a contract for Assessor services with Katherine Moore for the term of March 7, 2023, to December 31, 2025, in order to fill the vacancy caused by the resignation of the current Assessor.

B. Recommended Action: Staff recommends approval of this Resolution.

C. Background: On January 11, 2023, Township Assessor Paul Faraci was sworn in as Illinois State Senator for the 52nd District of Illinois. Assessor Faraci was selected to replace the late Senator Scott Bennett for the remainder of Bennett’s two-year term. The offices of Assessor and State Senator are not incompatible; i.e., an individual is not prohibited from holding these offices simultaneously.

Faraci was elected Township Assessor in the 2021 election; his term began January 1, 2022 and will expire on December 31, 2025. Faraci has continued to perform his duties as Township Assessor until a successor could be selected. He has submitted his resignation letter to the Township Clerk, which will be effective once formally accepted by the Township Board at its March 7, 2023 Regular Meeting.

C. State Statute: Illinois law (35 ILCS 200/2-60) provides for two options to fill a vacancy in the office of Township Assessor. One option is for the Board to appoint a qualified Assessor (as defined in 35 ILCS 200/2-45) to complete the remaining term. The appointed individual must be of the same political party as the incumbent, must be a legally registered voter in the Township, and must have been a resident of City of Champaign Township (co-terminus with the City of Champaign) for at least one year prior to the date of swearing in.

A second option is for the Township to contract with a qualified Assessor for the remainder of the term, at a cost no greater than the maximum salary previously authorized for the Township Assessor by ordinance.

Regardless of whether a replacement Assessor is appointed or selected to contract with the Township, the new Assessor must possess at least one of the following qualifications:

1. A currently active Certified Illinois Assessing Officer designation from the Illinois Property Assessment Institute;
2. A currently active AAS, CAE, or MAS designation from the International Association of Assessing Officers;
3. A currently active MAI, SREA, SRPA, SRA, or RM designation from the Appraisal Institute; or
4. A currently active professional designation by another appraisal or assessing association approved by the Department of Revenue.

A person is not eligible to be appointed or selected to contract as the new Assessor unless a copy of their qualifications from the Department of Revenue is filed with the Town Clerk. 35 ILCS 200/45.

In addition, a person is not eligible to hold office if they have been convicted of any “infamous crime, bribery, perjury, or other felony” at the time of taking the oath of office. 60 ILCS 1/55-6.

D. Solicitation of Letters of Interest: The Township posted a notice on its website describing the vacancy and required qualifications and soliciting applications from qualified individuals interested in the Township Assessor position. Submissions were due to the Town Clerk by 5pm on February 21, 2023.

Applicants were required to provide a cover letter, proof of meeting the above professional qualifications (including a certification from the Department of Revenue), and a resume. Applicants interested in appointment, as opposed to a contract, were required to provide the same documentation, as well as proof of party affiliation, proof of residence, and voter registration status. Interested candidates were asked to state in their submission whether they were interested in appointment or a contract to provide Assessor services.

Two applications were received, both from individuals interested in contracting to provide Assessor services for the Township. A committee of staff members reviewed the submitted applications and interviewed both candidates in order to evaluate their qualifications and make a recommendation to the Town Board.

E. Recommendation:

Both candidates met the minimum statutory requirements to contract with the Township for Assessor services. Following a thorough review, staff recommends entering into an Agreement with Katherine Moore to provide such services from the date the current Assessor’s resignation is effective until the conclusion of the current term of office (March 7, 2023 to December 31, 2025).

Moore has over a decade of assessing experience. She spent six years as Deputy Assessor for the Cunningham Township Assessor’s Office, followed by three years as Chief Deputy Assessor for Ford County, Illinois. Since 2021, she has served as Deputy Assessor for the City of Champaign Township. She has maintained a Certified Illinois Assessing Officer designation from the Illinois Property Assessment Institute since 2012. A copy of her Certification of Educational Qualification, issued by the State of Illinois Department of Revenue, is on file with the Town Clerk. Moore is interested in providing contract services for the full remainder of the term of Township Assessor.

D. Alternatives:

1. Approve an agreement with Katherine Moore to provide Assessor services for the term of March 7, 2023, to December 31, 2025, in order to fill the vacancy caused by the resignation of the current Assessor.
2. Do not approve the agreement and provide alternative direction to staff.

E. Discussion of Alternatives:

Alternative 1. Approve an agreement with Moore to provide Assessor services for the term of March 7, 2023, to December 31, 2025, to fill the vacancy caused by the resignation of the current Assessor.

a. Advantages

- Allows the Township Assessor’s Office to continue to provide efficient and high-quality service to residents of the Township without interruption.
- Approves an agreement for Assessor services with a highly qualified candidate.

b. Disadvantages

- None.

Alternative 2. Do not approve the agreement and provide alternative direction to staff.

a. Advantages

- The Township Board could solicit additional letters of interest in order to appoint or contract with another candidate; however, it is unlikely that candidates would apply who did not already submit letters of interest.

b. Disadvantages

- A vacancy would continue to exist in the office of Assessor, and assessment services would become significantly delayed.

F. Community Input: The public will have the opportunity to provide input regarding this Agreement at the March 7, 2023 Board meeting.

G. Budget Impact: The process of filling the vacancy resulting from Assessor Faraci’s resignation took approximately 30 hours of staff time, including the Legal, Finance, and Human Resources Departments and the Township Supervisor’s Office. The contracted Assessor’s costs will be transferred from those costs previously budgeted to compensate the Assessor as determined by statute. Additional employee costs may be necessary to help support the operations of the Assessor’s office once the contract transition takes place; those costs will be absorbed in the Assessor’s current budget as well as the FY 23/24 budget.

H. Staffing Impact: If this Agreement is approved by the Board, Moore will resign from her current position as Deputy Township Assessor for the City of Champaign Township, with the option to return to her position at the conclusion of the contract if she chooses. In the interim, the Township will explore options to employ or contract with a temporary employee to provide Deputy Assessor services as necessitated by Moore’s resignation.

Prepared by:

Jennifer Gover Bannon
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