

Green Garden Township Assessor's April 2023 Report
For review at the May 8, 2023 Township meeting
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Assessor, Green Garden Township

Quad Assessment Cycle

There is roughly a month left in the quad assessment cycle.

Although a lot of time has been spent determining equalization of neighborhoods, there is a great deal more to do. Yet due to the demands of tax bill inquiries, I am uncertain how much more quad equalization will be completed.

Field work

Field work hiring will begin once a budget is approved.

The goal is for field work to begin by mid-July.

Tax bill inquiries

Just like most other Assessor's offices, the Green Garden Township Assessor's office inquiries have extensively increased over the last couple of weeks since tax bills have been received.

Property values are way up! Three year sales averages are over 9%. As I mentioned several times, this results in increased assessment values.

So far, the home sales values are holding yet even if the values do not continue to remain this high, because we use a three year average, the market values will take some time to go down.

We have also had a huge request over the months, for Soft Appeal requests.

Although the original deadline was set for May 22nd, I may have to remove the Soft Appeal form from the Green Garden Township website. At this point, I do not have the time and resources to complete the Soft Appeals already filed before our equalization deadline.

Residents can then file a county appeal through the Board of review later this year.

Two new programs available in Will County which residents should be aware of:

- Veterans – merchant discount program & the Property Fraud Alert

- **Property Fraud Alert Program-**

A free service to property owners in Will County that will send a notification to you whenever a document is recorded in your name. Subscribe free of charge at www.propertyfraudalert.com or call the Property Fraud Alert Hotline at 1-800-728-3858.

Residents can also visit the Will County Recorder's website at www.willcountyrecorder.com, click on programs, click on Property Fraud Alert.

Any questions, contact Will County Recorder's Office at 815-740-4637.

- **Veteran's Honor Rewards Program-**

This is a program for Veteran's that provides discounts at local participating businesses. The Veteran can go to www.willcountyrecorder.com, click on programs, click on **Honor Program** to register. There is also a list of the participating business, roughly 240, on the website.

April tasks and accomplishments

- Besides many individual parcels and commercial properties, there are 6 subdivisions so far currently reviewed for equity during the Quad. These will continue to stay on **the Quad equalization task list** until complete.
 - Five Oaks
 - Canterbury Lakes
 - Charlevoix
 - Castle Gate
 - Waterford
 - Erinwood
- Attended **Will County Assessors Association meetings and education** in April.
- Spent **3 hours on IT office issues** – issues still pending (waiting for Assessor to have more time to work on these IT issues).

Assessor Office statistics in April, 2023

- Entered / Updated new Sales data records– 5
- Entered / Updated Exemption data records - 4
- Entered / Updated Frankfort building permits – 2
- Entered / Updated Will County building permits – 4
- Entered / Updated Road Permits – 0
- Entered / Updated Property Records - 8
- Entered / Updated Comparable reports - 1
- Inquiries (customers, appraisers, misc.) -17
- Soft or Pre-BOR appeals in process –4
- SOA transmissions – 8
- SOA tasks / adjustments – 7
- Number of field staff worked on a contracted, temporary basis - 1

On-going, standard Assessor tasks/projects

- Appraiser, Real Estate, attorney, county and resident requests
- Visit new construction sites to apply assessed values as soon as occupancy is complete.
- Data entry into Assessor software system: property record card information, Sales, Permits, Appeals, photos, exemption paperwork, correspondence, new construction drawings and inquiries entered and updated.
- Appeal work: soft appeals in the spring and BOR (Board of Review) appeals late summer-fall.
- Commercial / Industrial property assessment work and comparables
- Subdivision and rural comparable reports created & maintained
- Land AV comparable reports created & maintained
- Commercial / Industrial comparable reports created & maintained
- General office and personnel management
- Site visits as needed to determine new construction, farm qualifications, verification of PRC's, updates to field check & new construction lists.
- Management tasks: Assessor office expenses and reconciliation, monthly reports, budget reviews, expense reconciliation, staff payroll and training, IT issues, office supply/inventory management, data backups and processing.
- Equalizing neighborhoods – continuing work on compiling data, sales, updates, etc. to review and identify inequities and adjust assessments if justified and timely.
- Assessment education classes as required / needed
- Other tasks as requested by Township Supervisor
- Separate monthly meeting with Township Supervisor if requested.
- Monthly Assessor and County Assessment meetings as required / needed.
- Assignments (pickup and completion) as directed by W.C. SOA office – mapping changes, etc.
- Worked with Cirone Computing regarding enhancements or challenges in the VPams product line.