

Green Garden Township Assessor's January and February 2023 Report
For review at the March 13, 2023 Township meeting
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Assessor, Green Garden Township

January-February – Assessor statistics and year-end figures:

EXEMPTION CHANGES:

- **Senior Exemptions (over 65) households have slightly** yet steadily **increased** each year since 2019.
- Households qualifying for a **Senior Freeze** (income based) have also **increased each year**.
- **Disabled Veteran households** have also steadily **increased** each year since 2019.
- **Disabled Person households** have also **increased** each year.

Summary: **Using the last 4 years of Green Garden Township statistics**, there is a **pattern of growth for residents who may have financial needs, a disability or senior citizens** is steadily growing each year.

PARCEL PROPERTY CLASS CHANGES:

- Based on a total number of parcels, 2317 in 2022; **Green Garden Township has seen a slow yet steady decrease each year** in:
 - **Farmland** (no buildings)
 - **Vacant residential land**
 - YET a steady **increase in residential homes**

SALES

- **Sales between 2019 through end of 2021** (2022 sales data is not yet complete)
 - There were **334 sales with a value of \$281 million in Green Garden Township**.

January-February tasks and accomplishments

- **Besides many individual parcels and commercial properties, there are 6 subdivisions so far currently reviewed for equity during the Quad:**
 - Five Oaks
 - Canterbury Lakes
 - Charlevoix
 - Castle Gate
 - Waterford
 - Erinwood
- **Met with the Financial Director from Peotone 207U** to review current and upcoming township assessments, goals and challenges.
- Processed many **Senior Citizen Exemptions and Senior Freeze exemptions**
- Have **added a large backlog of new construction** values now that the 2023 level is open
- **Updated Laredo software** for Sales data
- Worked with Assessor's private and township **attorneys** regarding detailed information on how other townships **manage IT practices**.

- Provided **newsletter content** in January for Assessor's office and **custom mailing list for newsletter** to Clerk Kraft.
- **Met with** Supervisor **Murday**, & Trustee **Wagner** and township bookkeeper in **January** to review Assessor office **FY 22/23 reconciliation and procedures for new accounting policies**.
- Worked with **Will County Land Use** to **correct login for portal so temporary building permits** can be viewed and building plans can be obtained in 2023.
- Worked with **Village of Frankfort building dept to obtain correct reports** for temporary building permits.
- Attended **Will County Assessors Association meetings and education** in both January & February.
- Attended **WCAA – Assessor special education classes**
- Spent **5 hours on IT office issues** – all resolved.
- Worked with **contracted staff along with Cirone staff to perfect CAD new construction drawings**.

Future Considerations

- Fannie Mae has changed their requirements for home appraisal.
 - Instead of requesting an extensive on-site appraisal completed by an IL licensed appraiser, they may request what they now call a desktop appraisal.
 - Instead of using a licensed appraiser, they can hire non-professionals who will use contrast information (or any sourced information) available to determine the home value.
 - While the desktop appraisal is supposed to provide Fannie Mae time and savings, it may place more burden on the potential homeowners by taking on more risk and may affect results in future appeals.

Assessment Education and General Information - Tips

Tax Cycles

The Illinois Real Estate Property Tax System follows a repeating tax cycle. This tax cycle is a set of processes or phases.

January to June is the township assessor's phase. New property is documented and put on the assessment roll. Reassessment due to the Sales Ratio Study and for maintaining equity is completed.

July and August is the Supervisor of Assessment's (S/A) phase. The supervisor of assessments reviews the township assessor's work mainly that reassessment of existing property meets amount indicated by the DOR's Sale Ratio Study. If it does not, a township multiplier is applied at the county level against all properties in the township to meet this number. Assessors can still submit assessment revisions for new construction or factual errors only during this period. The S/A sends out reassessment notices and publishes assessments in paper.

September to December is the Board of Review (BOR) phase. Property owners have thirty days from the date the assessments are published in the paper to file an Assessment Appeal with the Board of Review. The Board of Review documents the appeals, notifies the assessor and schedules hearing dates for appeals. The BOR typically mails the appeal decisions in January of the following year. assessor reviews assessment appeals and prepares evidence on behalf of the township for the hearing.

November to December is the Taxing Body's Levy phase. Each taxing body must submit their tax levy in the month of December to the County Clerk's Office. The Levy is a taxing body's budget minus other income sources or the amount of money to be raised from the property tax.

January to May of the next calendar year, the County Clerk's Office calculates the Tax Rates for each Tax Code in all townships.

May of the next calendar year, the County Treasurer mails out tax bills due in two installments. The first half is typically due June 1, and the second is due September 1 of the next tax year.

Sometime during the next calendar year, usually between September and December, the Illinois Property Tax Appeal Board conducts its hearings for appeals for the previous assessment year. If a decision is in favor of the property owner, a tax refund will be mailed by the County Treasurer.

For a more detailed explanation, please visit the Will County Supervisor of Assessments website.

Assessor Office statistics for both January & February, 2023

- Entered / Updated new Sales data records– 2
- Entered / Updated Exemption data records - 9
- Entered / Updated Frankfort building permits – 5
- Entered / Updated Will County building permits – 14
- Entered / Updated Road Permits – 0
- Entered / Updated Property Records - 5
- Entered / Updated Comparable reports - 25
- Inquiries (customers, appraisers, misc.) - 43
- Soft or Pre-BOR appeals in process – 5
- SOA transmissions – 15
- SOA tasks / adjustments – 27
- 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.