

Green Garden Township Assessor's June 2023 Report
For review at the July 10, 2023 Township meeting
Jane Bushong, Certified Illinois Assessment Officer
Assessor, Green Garden Township

2023 Oath Book Signed

In June, the Township Assessment level was closed and the Green Garden Township Assessor signed the Will County SOA Oath Book turning the assessment book back to the county.

New Construction

Field and office related work has begun in measuring new construction throughout the township. This includes Training and preparation for all aspects of getting new construction added to the tax role

Continuing required education and Association membership education

Successfully attended a 3 day Board of Review class in Springfield in mid June. Attended the monthly Will County Assessor's Association meeting and educational forum.

Home Market Update

Most home sales are once again getting more than their asking prices. This is mainly due to the low inventory of homes. The inventory of homes is remaining low due to higher interest rates.

June tasks and accomplishments

Assessor Office statistics in June, 2023

- Entered / Updated new Sales data records--6
- Entered / Updated Exemption data records -- 8
- Entered / Updated Frankfort building permits – 5
- Entered / Updated Will County building permits – 22
- Entered / Updated Road Permits – 0 (none provided)
- Entered / Updated Property Records - 11
- Entered / Updated Comparable reports - 1
- Inquiries (customers, appraisers, misc.) -26
- Soft or Pre-BOR appeals in process –2
- SOA transmissions – 7
- SOA tasks / adjustments – 4
- Number of field staff worked on a contracted, temporary basis – 1
- Township accounting functions – 4
- Attended Will County Assessors Association meetings –1
- Hours spent on IT tasks – 5

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.
- Map changes reviewed and entered
- IT tasks – backups, troubleshoot PC's, printers, networking, firewall, etc.