



**MONTHLY ASSESSMENT OFFICE REPORT**  
**December 10, 2024 – County Services Committee**

- Publication of the 2024 general reassessment townships and any properties with changes in their 2024 assessments was published on Wednesday December 4, 2024. Change of Assessment Notices were also mailed out that day to those parcels. The deadline to file a Board of Review Appeal is January 3<sup>rd</sup>, 2024. If anyone has any questions about their assessment or the appeal process, please refer them to our office.
- Congratulations to Mary Ackerson in our office who completed her Certified Illinois Assessment Officer training in the fall and has received her certification. In 2023 only one other employee besides myself had the certification. In 2024 it was our goal for two more employees to receive certification, which we accomplished. This certification gives our employees education and tools to perform their duties more accurately, efficiently and confidently.
- After FOIA discussion at our last department head meeting and receiving the reminder from Co Admin Jeremy Englund that updated FOIA notices are due by January 1, 2025, I decided to delegate the FOIA Officer designation to Carmella Zigler in our office. Carmella has completed the FOIA and OMA training and our notice has been updated.
- Our office has also been filling in the gap for field inspections as our primary field inspector has moved into more of a zoning inspections role. Office staff have been out in the field taking photos in Palmyra Township for the 2025 general reassessment year. Our GIS Department has been working with them on a new QuickCapture app to be used with a tablet that will enhance accuracy of photo placement and save time identifying/labeling pictures for upload back at the office. While our office has been able to do some of the fieldwork, we will not be able to carry the entire load. I am looking at some options for a contractual field person for the spring.
- Our GIS Department is always researching new and existing technologies to increase efficiency and accuracy in our workflows in the most cost-effective ways. In addition to QuickCapture that we have recently implemented, we are currently exploring options for replacing our FARMS and Parcel Administrator tools with applications that have more advanced capabilities and could also save on annual maintenance fees going forward.

Respectfully submitted,

Jennifer Boyd, CIAO  
Chief County Assessment Officer/GIS Supervisor