



## MEMO

TO: Board of Commissioners

FROM: Sue Bostwick

DATE: March 22, 2023

Commissioners,

I am requesting a reorganization of the Equalization Department. This department has streamlined the procedures since the downturn and eliminated positions. Everything we do is based on parcel number count within a county. Similar size counties throughout the state that do not have assessing responsibilities currently have 7.5 to 8 people employed. Before the downturn our department had 7.5 FTE, currently we have 4 FTE. However currently we are working past our capacity, with the new reporting to the state. While our workload technically has not increased (we have had only one new report since 2013), a new reporting program from the State Tax Commission has increased the workload. To implement the changes, we must use our appraisal package (B S & A) to its full capacity. This requires us to do things through the appraisal software, making sure that the figures are in the system to run the reports, running the reports and verifying the accuracy of each report, uploading into the state system and quantifying the outcome of each report. What used to take about five hours to bring a local township in, after Board of Review, now requires eight to ten hours each. While reporting in this capacity will eventually be less work currently it has added to the workload and duplicating the reporting. Second, I need to think of a secession planning. I plan to retire May 1, 2025. By doing this now, it will enable someone to learn the general functions and the requirements of the department and make for an easy transition for the future of the county. Should you have any questions please contact me.