

GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION



February 21, 2019

Councilmember Jack Evans
Chair, Committee on Finance and Revenue
1350 Pennsylvania Avenue, NW
Washington, DC 20001

Dear Councilmember Evans:

I am writing to provide responses to the Real Property Tax Appeals Commission (RPTAC) FY 2018/2019 Oversight Questions.

1. Please provide the Committee with an updated list of current Commission members and their terms. How many vacancies are there currently? How many current members are attorneys? For each member, please provide the following:

- **The member's name;**
- **Indicate chairperson, vice-chairperson, full time, or part time;**
- **When the member's term expires;**
- **The member's attendance record if serving in a part-time capacity; and**
- **Other designations (certifications, attorney, etc.).**

RPTAC RESPONSE #1

- All Commissioners are Mayoral appointees. The Commission has one vacancy for a Part-Time Commissioner.

MEMBERS	ROLE	CONFIRMATION DATE	TERM ENDING	HOURS WORKED
Gregory Syphax - Certified General Appraiser with 38 years of full time experience in commercial and residential appraising in the District of Columbia and surrounding areas.	Chairperson	July 13, 2012 Reconfirmed March 6, 2018	April 30, 2022	Full Time
Richard Amato, Esq. - formerly with OAG, 40+ years as a Litigator, handled many of the tax cases that significantly impacted the assessment process in DC	Vice Chairperson	July 13, 2012; reconfirmed July 14, 2015	April 30, 2019	Full Time

May S. Chan, MBA – served for the past 10 years as a Board Member/ Commissioner; experience in RE Development in Boston, MA. Licensed RE Agent in DC and has an Appraiser trainee’s license.	Full Time	July 13, 2012; reconfirmed April 17, 2014 reconfirmed March 6, 2018	April 30, 2022	Full Time
Cliftine Jones - Cliftine Jones, RE Broker for 37+ years in DC; served 20 years as a Board Member/ Commissioner and is the longest serving member of the Board/Commission; experience includes 20+ years as a mortgage broker and loan officer at Independence Federal Savings Bank.	Full Time	July 13, 2012 Reconfirmed March 6, 2018	April 30, 2022	Full Time
Frank Sanders - Certified Residential Appraiser with over 35+ years of appraisal experience in the DC area. Also has a DC Broker’s License. Previously served as Vice President for Independence Federal Service Corp.	Full Time	July 13, 2012; reconfirmed December 4, 2012; May 2, 2017	April 30, 2021	Full Time
Stacie Scott Turner - Licensed real estate salesperson, former Commissioner to the National Capital Planning Commission; former Vice president of Community Impact and Investments for the United Way of the National Capital Area	Full Time	July 14, 2015	April 30, 2019	Full Time
Rod Davis - Real Estate Broker and Sales Manager. Has over 20 years of experience in real estate sales and management. Experience includes working as a Project Manager for multi-family investments and conversions.	Part-Time	July 10, 2018	April 30, 2022	34 Confirmed 7/10/18
Edwin H. Dugas - GRI, CBR – Licensed real estate broker; former member of the Board of Equalization and Review (1989-1991)	Part-Time	November 2, 2016	April 30, 2020	308.5
Wendy Gadson - B.A. degree from University of Maryland. Real Estate Agent, Long & Foster Realty Company. Has over 20 years of residential sales experience in the D.C. Metropolitan area.	Part-Time	May 2, 2017	April 30, 2021	192.5
Donald Isaac, Jr. - Master Degree in Real Estate. Experience includes work as a Financial and Development Analyst over the past 7 years.	Part-Time	July 13, 2012; reconfirmed September 24, 2014 reconfirmed March 6, 2018	April 30, 2022	308.5

Alvin Jackson - Residential Appraiser Trainee, License in DC & MD; experience includes working for number of Certified Appraisers and appraisal companies for the past 10 years in performing physical property inspections, gathering and analyzing sales data, and writing residential appraisal reports.	Part-Time	May 7, 2013; reconfirmed May 2, 2017	April 30, 2021	1363.5
John Neil Ollivierra - Certified Residential Appraiser License with over 25 years of appraisal experience in the DC area. Also has Home Inspector's License and has conducted construction and environmental inspections.	Part-Time	March 24, 2014 Reconfirmed March 6, 2018	April 30, 2022	693.25
Trent Williams, JD/MBA - Financial Analyst and Advisor who has worked with corporations, non-profit companies, individuals in various areas that include real estate investment ventures and development. He has served as a Board Member/ Commissioner for the past 6 years.	Part-Time	July 13, 2012 reconfirmed July 14, 2015	April 30, 2019	1467.5

2. Please provide the Committee with an updated organizational chart and Schedule A.

RTAC RESPONSE #2

Please see the attached **Exhibit 1** for the organizational chart and Schedule A.

3. Please describe the Commission's outreach efforts to the public (excluding public meetings held)? Last year you discussed the creation of two Public Service Announcements (PSAs) Public Workshops, the creation of new brochures/handouts and attendance at the DMPED "open house" held in January of 2018 and also in 2019. Please discuss the results of those efforts, what plans you have for this coming year, and how we may be helpful.

The Commission's outreach efforts this year are basically the same as last year. The Commission is currently running two Public Service Announcements (PSAs) on DC Cable TV, and we have two RPTAC Public Workshops scheduled on the 7th and the 21st of March, from 5:30 pm to 7:00 pm – before the April 1st filing deadline for appeals. RPTAC flyers "How To File An Assessment Appeal Petition With The Real Property Tax Appeals Commission" and "How To Appeal Your Real Property Tax Assessment," are being sent out to all ANC offices and councilmembers. Unfortunately, this year, the Commission was unable to attend Deputy Mayor Brian Kenner's (DMPED) annual open-house event "Econ Unplugged," where the Commission has participated

over the past two years, in meeting, greeting, and educating the public of RPTAC’s mission because the event was held at the Ronald Reagan Building on January 31, 2018 – one day before our February 1st deadline, which is a critical period for finalizing and uploading our decisions into the FoxPro system.

4. Please describe and provide a status of any new initiatives for FY 2019.

RPTAC RESPONSE #4

The Commission has no new initiatives for FY 2019.

5. Please provide a list of the Commission’s public meeting dates, times, and locations for FY 2018 and FY 2019, to date (or scheduled), as well as a copy of agendas and minutes for each meeting held.

RPTAC RESPONSE #5

We met our statutory requirement to have four Public Administrative meetings per calendar year. Please see attachment (**Exhibit 2**) for agendas and minutes taken for each meeting and are also available on the Commission’s website in the “About RPTAC” section.

Public Administrative Meetings	Date	Time	Location
#1	August 30, 2018	1:00 p.m.	441 4 th St NW # 360N
#2	September 25, 2018	4:00 p.m.	Same
#3	November 6, 2018	4:00 p.m.	Same
#4	December 18, 2018	4:00 p.m.	Same

For FY 2019 we tentatively plan to meet in the following months:

Public Administrative Meetings	Date	Time	Location
#1	March 7, 2019	5:30 p.m.	441 4 th St NW # 360N
#2	March 21, 2019	5:30 p.m.	Same
#3	September 24, 2019	4:00 p.m.	Same
#4	December 17, 2019	4:00 p.m.	Same

6. How many appeals did the Commission accept electronically in Tax Year (TY) 2018 and TY 2019? You previously mentioned electronically filing has been embraced by some filers – such as major law firms and tax representative, but individual filers have been slow to use this option. Has that changed for TY 2019? Is there anything we can do to help?

RPTAC RESPONSE #6

We have seen a steady increase in the number of electronic filings in File and ServExpress over the years. In TY 2015 only 887 cases were filed electronically; in TY 2016 there were 2,342 cases filed electronically; and, in TY 2017 there were 1,948 cases filed electronically. In TY 2018 there was a record 4,065 cases filed electronically. TY 2019 saw this trend in the increase number of cases with over 92% percent of all cases filed electronically. There were 4,210 cases filed electronically in TY 19. More individual filers have embraced the system. Out of the 520 cases filed by individual property owners, 365 were filed electronically.

7. Please discuss your caseload, providing information broken down by the number of class 1 residential cases, the number of class 2 commercial cases, the number of class 3 classification cases, and the number of homestead exemption cases. How many case decisions are outstanding? How does this compare with the caseload for the previous year?

RPTAC RESPONSE #7

For Tax Year 2019 (season ended February 1, 2019), the Commission processed a total of 4,577 cases (4,552 valuation appeals) – 3,490 Class 1 Residential valuation cases, 1056 Class 2 Commercial valuation cases and, 3 Class 3 Vacant classification valuation cases; 3 Class 4 Blight Classification cases; 21 Classification cases and 4 Homestead cases. This caseload was lighter than Tax Year 2018 by 526 cases.

For Tax Year 2018 (season ended February 1, 2018), the Commission received a total of 5,103 cases (5,073 valuation appeals) – 4,195 Class 1 Residential valuation cases, 877 Class 2 Commercial valuation cases and, 1 Class 3 C Vacant classification valuation case; 21 Classification cases and 9 Homestead cases.

There are no outstanding decisions.

8. Please provide a breakdown of cases heard by commissioner, whether commercial or residential, total cases including multi-lots, total cases with multi-lots counted as one lot, number of decisions authored, and for part-time commissioners' hours logged (to include training and casework, etc.)

RPTAC RESPONSE #8

MEMBERS	Total Authored TY 2019	Residential Cases Heard TY 2019	Commercial Cases Heard TY 2019	Total Cases Including Multi-Lots TY 2019	Total Cases with Multi-Lots Counted as One Lot	HOURS WORKED FY 2018
Gregory Syphax.	827	1440	215 1 – Class 3 case	1683	269	Full Time
Richard Amato, Esq.	64	560	145	705	227	Full Time
May S. Chan	209	1392	153	1545	208	Full Time
Cliftine Jones	81	1228	118	1346	156	Full Time
Frank Sanders	348	818	206	1025	241	Full Time
Stacie Scott Turner	613	1503	114	1617	178	Full Time
Roderick Davis	0	195	111	306	78	34 Confirmed 7/10/18
Edwin H. Dugas	10	335	66	401	71	308.5
Wendy Gadson	77	559	57	616	51	192.5
Donald Isaac, Jr.	50	77	46	123	102	308.5
Alvin Jackson	880	1380	181 1 – Class 3 case	1561	432	1363.5
John Neil Ollivierra	87	183	104	287	228	693.25
Trent Williams	497	1093	264 1 – Class 3 case	1358	396	1467.5

9. Please provide a list of all training and continuing education classes attended by Commissioners, during FY 2018 and FY 2019, to date and dates attended (or scheduled).

Our training consists of in-house training and classes that are taken on line. Although we have been running a bit behind from our usual pace for training, many of us are presently taking continuing education classes in real property valuation and brokerage, and I am currently in the process of scheduling in-house training. I am putting together a training class with a representative from the GSA Commercial Leasing Department, and Rich Amato and I will also be conducting classes, as we normally do, in the coming weeks. Our policy is that all Commissioners must have, at a minimum, 12 hours of training in real property valuation, or in a related field that elevates our knowledge and skills to perform the duties of our job as Commissioners.

10. Please summarize the main issues that are brought before the Commission where residential and commercial petitioners asked for consideration. Please also comment if any previous main issues mentioned (in last year's responses, for example) have changed for better or worse, more or less frequent.

The arguments made by the residential Petitioners are usually the same every year and usually involve the following arguments:

- Homeowners do not understand why OTR raised the assessment when the condition of their property has not changed since last year (no renovations have been made and no additions to their property have been built).
- Homeowners' claim that the assessment is overvalued based on the issue of *Equalization*. Homeowners believe that their assessment should reflect a value that is equal, or similar to, neighboring properties. However, the typical homeowner often lacks the evidence needed to show that the neighboring properties are actually comparable and deserving of the value/assessment they proffer.
- A homeowner who recently purchased their property on the open market, in an "arms-length" transaction, will typically come before the Commission with the argument that claims that the assessment should be no higher than the sale price. The Commission usually finds this argument compelling and will typically grant the Petitioner's request.
- Homeowners come before the Commission without an argument on valuation, but simply seek relief due to their inability to afford paying the real estate tax.

The three main arguments made by commercial Petitioners this year, usually involve the following arguments:

- This year OTR made a change in their Income Approach methodology by using *Net Effective Rent* (NER), instead of *Face* rent in their analysis. Since there is more than one method of calculating NER, the commercial Petitioners seized on the opportunity to make it an issue of debate, suggesting that OTR's methodology is inappropriate.

- Commercial Petitioners pushed hard on arguing that OTR fails to consider *rent concessions* and *lease-up costs* in their income analysis for substantially vacant properties.

Commercial Petitioners argued that OTR failed to use the appropriate capitalization (cap) rate for the various classes of office buildings in their income analyses. Cap rate arguments are *always* a topic for debate.

11. *Please provide a copy of any updates or modifications to RPTAC rules and regulations.*

RPTAC RESPONSE #11

The Commission has not made any updates or modifications to its rules and regulations over the past year.

12. *Please provide the website address for a copy of RPTAC Annual Report for FY 2018.*

RPTAC RESPONSE #12

The Annual Report for Fiscal Year 2018 may be found on our website <https://rptac.dc.gov> . It will be located in the “About RPTAC” section.

13. *Did you meet all statutory deadline requirements for residential and commercial properties this past appeal season? Is anything needed to assist in the preparation for the upcoming season?*

RPTAC RESPONSE #13

The Commission did fairly well this season in terms of meeting its statutory deadlines. Preliminary review of the data indicates that overall the Commission reached the 30-day deadline in 91% of its cases and the 80-day deadline in 96% of its cases. All cases were decided by the February 1st deadline.

14. *Please provide an update on commissioners performing market research and data gathering as mentioned in your Agency Performance Plan activities in the FY 2019 budget (Objective 2, page B-109).*

RPTAC RESPONSE #14

Every year the Commission researches market data for all residential assessment neighborhoods and commercial market areas. The research includes sales of apartment buildings of five or more units, investment condominiums, office buildings, and tracks the assessments and sales of all hotels.

15. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY18 or FY19, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc).

RPTAC RESPONSE #15

Not Applicable.

16. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY18 and FY19, to date, whether or not those allegations were resolved.

RPTAC RESPONSE #16

All employees have participated in the mandatory Department of Human Resources sexual harassment training. To date RPTAC has not received any allegations of sexual harassment or misconduct committed by or against its employees.

17. Please list the administrative complaints or grievances that the agency received in FY18 and FY19, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY18 or FY19, to date, describe the resolution.

RPTAC RESPONSE #17

Not applicable.

Thank you for the opportunity to respond to questions pertaining to the oversight of the FY 2018/2019 budget. Please feel free to contact me if you should have any additional questions.

Sincerely,

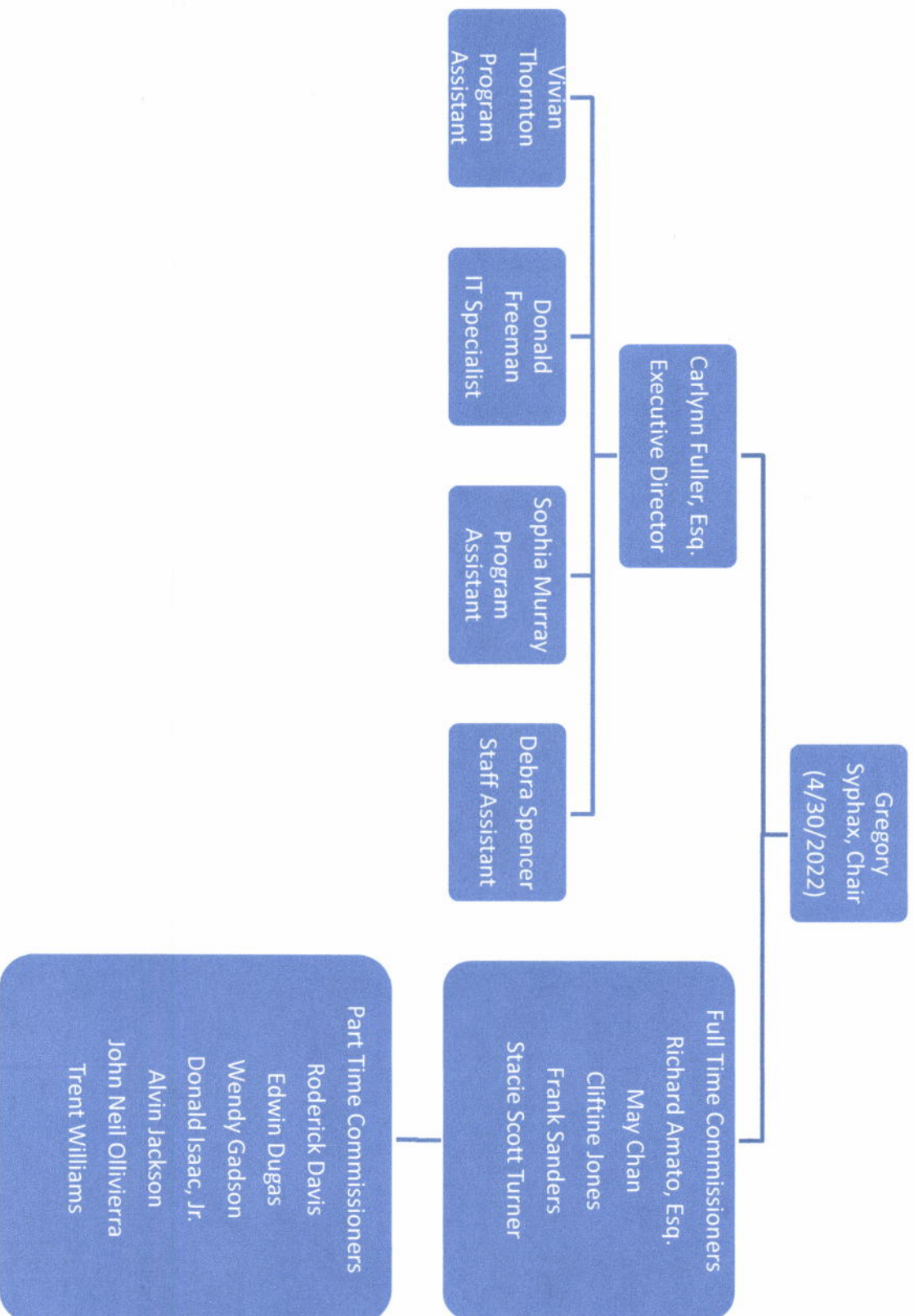


Gregory Syphax,
Chairperson

Attachments

Exhibit 1

TY 2019 REAL PROPERTY TAX APPEALS COMMISSION ORGANIZATIONAL CHART



**REAL PROPERTY TAX APPEALS COMMISSION (DA0)
FY2018 SCHEDULE A**

Position No	Position Title	Grade	Step	Regular/ Temp	Program Code	Program Code Title	Salary	Fringe Benefits	FTE Distribution	Salary + Fringe Total	Head Count	Salary
AGENCY MANAGEMENT												
00017063	Executive Director	14	0	Regular	1010	PERSONNEL	6,567.29	1,052.04	0.05	7,619.33	1	131,346
1010 PERSONNEL Total							6,567.29	1,052.04	0.05	7,619.33	1	131,346
00003633	CLERICAL ASSISTANT	06	10	Regular	1015	TRAINING AND EMPLOYEE DEVELOPMENT	2,385.35	371.97	0.05	2,757.32	1	47,707
00017063	Executive Director	14	0	Regular	1015	TRAINING AND EMPLOYEE DEVELOPMENT	6,567.29	1,052.04	0.05	7,619.33	1	131,346
00025588	STAFF ASSISTANT	09	10	Regular	1015	TRAINING AND EMPLOYEE DEVELOPMENT	3,129.20	501.25	0.05	3,630.45	1	62,584
1015 TRAINING AND EMPLOYEE DEVELOPMENT Total							12,081.84	1,925.26	0.15	14,007.09	2	270,707
00003633	CLERICAL ASSISTANT	06	10	Regular	1020	CONTRACTING AND PROCUREMENT	7,156.05	1,115.90	0.15	8,271.95	1	165,546.55
00017063	Executive Director	14	0	Regular	1020	CONTRACTING AND PROCUREMENT	13,134.58	2,104.08	0.10	15,238.66	1	313,346
00025588	STAFF ASSISTANT	09	10	Regular	1020	CONTRACTING AND PROCUREMENT	9,387.60	1,503.74	0.15	10,891.34	1	225,584
1020 CONTRACTING AND PROCUREMENT Total							29,678.23	4,723.72	0.40	34,401.95	0	698,707
00003633	CLERICAL ASSISTANT	06	10	Regular	1030	PROPERTY MANAGEMENT	954.14	148.79	0.02	1,102.93	1	22,707
00017063	Executive Director	14	0	Regular	1030	PROPERTY MANAGEMENT	9,194.21	1,472.86	0.07	10,667.06	1	225,346
00025588	STAFF ASSISTANT	09	10	Regular	1030	PROPERTY MANAGEMENT	1,251.68	200.50	0.02	1,452.18	1	32,584
1030 PROPERTY MANAGEMENT Total							11,400.03	1,822.15	0.11	13,222.17	0	283,346
00017063	Executive Director	14	0	Regular	1040	INFORMATION TECHNOLOGY	13,134.58	2,104.08	0.10	15,238.66	1	313,346
1040 INFORMATION TECHNOLOGY Total							13,134.58	2,104.08	0.10	15,238.66	0	313,346
00003633	CLERICAL ASSISTANT	06	10	Regular	1050	COMMUNICATIONS	954.14	148.79	0.02	1,102.93	1	22,707
00017063	Executive Director	14	0	Regular	1050	COMMUNICATIONS	6,567.29	1,052.04	0.05	7,619.33	1	131,346
00025588	STAFF ASSISTANT	09	10	Regular	1050	COMMUNICATIONS	1,251.68	200.50	0.02	1,452.18	1	32,584
1050 COMMUNICATIONS Total							8,773.11	1,401.33	0.09	10,174.44	0	107,007
00003633	CLERICAL ASSISTANT	06	10	Regular	1080	COMMUNICATIONS	24,330.57	3,794.07	0.51	28,124.64	1	577,007
00017063	Executive Director	14	0	Regular	1080	COMMUNICATIONS	9,194.21	1,472.86	0.07	10,667.06	1	225,346
00025588	STAFF ASSISTANT	09	10	Regular	1080	COMMUNICATIONS	25,033.60	4,009.96	0.40	29,043.56	1	625,584
1080 COMMUNICATIONS Total							58,558.38	9,276.89	0.98	67,835.27	0	1,407,346
00017063	Executive Director	14	0	Regular	1085	CUSTOMER SERVICE	2,626.92	420.82	0.02	3,047.73	0	31,346
1085 CUSTOMER SERVICE Total							2,626.92	420.82	0.02	3,047.73	0	31,346
AGENCY MANAGEMENT TOTAL							142,820.36	22,726.28	1.90	165,546.55	3	3,407,346

**REAL PROPERTY TAX APPEALS COMMISSION (DA0)
FY2019 CURRENT SCHEDULE A**

Position No	Position Title	Grade	Step	Regular/Temp	Program Code	Program Code Title	Salary	Fringe Benefits	FTE Distribution	Salary + Fringe Total	Head Count	Annual Salary
REAL PROPERTY APPEALS PROCESS												
00003633	Clerical Assistant	06	10	Regular	2010	APPEALS PROCESS	12,164.75	1,859.84	0.25	14,024.59		48,659
00017063	Executive Director	14	0	Regular	2010	APPEALS PROCESS	53,589.08	8,416.33	0.40	62,005.41		133,973
00025688	Staff Assistant	09	10	Regular	2010	APPEALS PROCESS	22,980.60	3,608.97	0.36	26,589.57		63,835
00045352	IT Specialist (Network)	12	4	Regular	2010	APPEALS PROCESS	80,785.00	12,632.26	1.00	93,417.26	1	80,785
00047233	Program Support Assi	07	8	Regular	2010	APPEALS PROCESS	51,021.00	8,012.73	1.00	59,033.73	1	51,021
2010 APPEALS PROCESS Total							220,540.43	34,530.13	3.01	255,070.56	2	
00075611	Chairperson, RPTAC	17	0	Term	2020	COMMISSION OPERATIONS	131,536.81	20,658.27	0.90	152,195.08	1	146,152
00075612	Vice Chairperson (RP	16	0	Term	2020	COMMISSION OPERATIONS	120,575.43	18,936.75	0.90	139,512.18	1	133,973
00075613	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	109,614.00	17,215.22	0.90	126,829.22	1	121,793
00075614	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	109,614.01	17,215.22	0.90	126,829.22	1	121,793
00075615	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	109,614.00	17,215.22	0.90	126,829.22	1	121,793
00075616	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	109,340.45	17,172.26	0.90	126,512.71	1	121,489
2020 COMMISSION OPERATIONS Total							690,294.69	108,412.93	5.40	798,707.62	6	
REAL PROPERTY APPEALS PROCESS TOTAL							910,835.12	142,943.06	8.41	1,053,778.18	8	
REAL PROPERTY OUTREACH EDUCATION												
00017063	Executive Director	14	0	Regular	3010	OUTREACH EDUCATION	12,057.54	1,893.67	0.09	13,951.22		133,973
3010 OUTREACH EDUCATION Total							12,057.54	1,893.67	0.09	13,951.22	0	
00075611	Chairperson, RPTAC	17	0	Term	3020	COMMISSION OUTREACH	14,615.20	2,295.36	0.10	16,910.56		146,152
00075612	Vice Chairperson (RP	16	0	Term	3020	COMMISSION OUTREACH	13,397.27	2,104.08	0.10	15,501.35		133,973
00075613	Commissioner, RPTAC	15	0	Term	3020	COMMISSION OUTREACH	12,179.33	1,912.80	0.10	14,092.14		121,793
00075614	Commissioner, RPTAC	15	0	Term	3020	COMMISSION OUTREACH	12,179.33	1,912.80	0.10	14,092.14		121,793
00075615	Commissioner, RPTAC	15	0	Term	3020	COMMISSION OUTREACH	12,179.33	1,912.80	0.10	14,092.14		121,793
00075616	Commissioner, RPTAC	15	0	Term	3020	COMMISSION OUTREACH	12,148.94	1,908.03	0.10	14,056.97		121,489
3020 COMMISSION OUTREACH Total							76,699.41	12,045.87	0.60	88,745.28	0	
REAL PROPERTY OUTREACH EDUCATION TOTAL							88,756.95	13,939.55	0.69	102,696.50	0	
GRAND TOTAL							1,145,266.80	179,608.89	11.00	1,324,875.69	11	1,145,267

Exhibit 2

REAL PROPERTY TAX APPEALS COMMISSION**NOTICE OF ADMINISTRATIVE MEETINGS**

The District of Columbia Real Property Tax Appeals Commission will hold its 2018 Administrative Meetings on the following dates:

- Thursday, August 30, 2018 at 1:00 p.m.
- Tuesday, September 25, 2018 at 4:00 p.m.;
- Tuesday, November 6, 2018 at 4:00 p.m.; and
- Tuesday, December 18, 2018 at 4:00 p.m.

All meetings will be held in the Commission offices located at 441 4th Street, NW, Suite 360N, Washington, DC 20001. Below is the draft agenda for all meetings. A final agenda will be posted to RPTAC's website at <http://rptac.dc.gov> prior to each meeting.

For additional information, contact: Carlynn Fuller, Executive Director, at (202) 727-3596.

DRAFT AGENDA

- I. CALL TO ORDER**
- II. ASCERTAINMENT OF A QUORUM**
- III. REPORT BY THE CHAIRPERSON**
- IV. REPORT BY THE EXECUTIVE DIRECTOR**
- V. APPEALING YOUR REAL PROPERTY TAX ASSESSMENT**
- VI. COMMENTS FROM THE PUBLIC – LIMITED TO 2 MINUTES**
- VII. ADJOURNMENT**

Individual who wish to submit comments as part of the official record should send copies of the written statements no later than 5:00 p.m. on the following dates:

For the August 21st meeting, the deadline is Friday, August 17, 2018

For the September 25th meeting the deadline is Friday, September 21, 2018

For the November 6th meeting, the deadline is Friday, November 2, 2018

For the December 18th meeting, the deadline is Friday, December 14, 2018

Written statements should be submitted to:

Carlynn Fuller, Executive Director
Real Property Tax Appeals Commission
441 4th Street NW, Suite 360N
Washington, D.C. 20001
202-727-6860
Email: Carlynn.fuller@dc.gov

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION**



REAL PROPERTY TAX APPEALS COMMISSION

ADMINISTRATIVE MEETING

THURSDAY, AUGUST 30, 2018

AGENDA

- I. CALL TO ORDER**
- II. ASCERTAINMENT OF A QUORUM**
- III. APPROVAL OF MINUTES – DECEMBER 6, 2017**
- IV. REPORT BY THE EXECUTIVE DIRECTOR**
 - a. TAX YEAR 2018 APPEAL SEASON STATISTICS**
 - b. TAX YEAR 2019 YTD STATISTICS**
 - c. 2018 AUDIT BY OFFICE OF INSPECTOR GENERAL**
- V. REPORT BY THE CHAIRPERSON**
- VI. COMMENTS FROM THE PUBLIC – LIMITED TO 2 MINUTES**
- VII. ADJOURNMENT**

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Thursday, August 30, 2018**

Chairperson Gregory Syphax called the 1st public meeting for CY 2018 to order at 1:09 p.m. in Hearing Room 1 in the Commission's suite of offices located at 441 4th Street NW. The quorum consisted of Gregory Syphax, Richard Amato, May Chan, Edwin Dugas, Wendy Gadson, Alvin Jackson, John Neil Ollivierra, Stacie Scott Turner, and Trent Williams. Don Isaac, Cliftine Jones, Frank Sanders were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Richard Amato made a motion for approval of minutes from the December 6, 2017 Public Meeting; Alvin Jackson seconded the motion. The minutes were approved.

Ms. Fuller gave the Executive Director's report and stated the following:

- Introduced Vivian Thornton, RPTAC's newest staff member to the Commissioners
- Informed the Commissioners that our statutorily required audit would be beginning soon. Documents have already been provided and staff is preparing for site visit.
- Reminded the Commissioners that the prepared Opening Statement should be read before each hearing.
- Distributed TY 2018 case statistics and Commissioner case statistics
- Tax Year 2019 YTD stats were given; 1,748 cases have been received; 430 hearings have been scheduled through October 4th.

Mr. Syphax reported the following:

- Indicated that it is expected that the Commission will receive the same number of appeals as last year based on the number of 1st level appeals
- No changes in OTR's methodology this year.
- Asked for feedback from Commissioners on how to improve operations, save paper.
- Discussed the changes in the Tenant Opportunity to Purchase Act (TOPA)
 - Single Family dwellings no longer have to abide by TOPA laws w/some exceptions
- Continuing education requirement is 12 hours and the Commission will only pay for credits up to 12 hours
- He is waiting to have a meeting with DCRA regarding vacant and blighted properties.
- New Commissioner Rod Davis has been confirmed; now waiting to be sworn-in

There were no members from the public present at the meeting.

Stacie Scott Turner moved to adjourn the meeting. John Neil Ollivierra seconded the motion. The meeting was adjourned at 1:43 p.m.

Approved September 25, 2018

GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION



REAL PROPERTY TAX APPEALS COMMISSION

ADMINISTRATIVE MEETING

TUESDAY, SEPTEMBER 25, 2018

AGENDA

- I. CALL TO ORDER**
- II. ASCERTAINMENT OF A QUORUM**
- III. APPROVAL OF MINUTES – August 30, 2018**
- IV. REPORT BY THE EXECUTIVE DIRECTOR**
 - a. TAX YEAR 2019 YTD STATISTICS**
 - b. 2018 AUDIT BY OFFICE OF INSPECTOR GENERAL**
 - c. TY 2018 ANNUAL REPORT**
- V. REPORT BY THE CHAIRPERSON**
- VI. COMMENTS FROM THE PUBLIC – LIMITED TO 2 MINUTES**
- VII. ADJOURNMENT**

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Tuesday, September 25, 2018**

Chairperson Gregory Syphax called the 2nd public meeting for CY 2018 to order at 4:04 p.m. in Hearing Room 1 in the Commission's suite of offices located at 441 4th Street NW. The quorum consisted of Gregory Syphax, Richard Amato, Rod Davis (via telephone), Wendy Gadson, Don Isaac, Alvin Jackson, Cliftine Jones, John Neil Olliviera, Stacie Scott Turner, and Trent Williams. May Chan and Edwin Dugas were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Richard Amato made a motion for approval of minutes from the August 30, 2018, Public Meeting; Dona seconded the motion. The minutes were approved.

Ms. Fuller gave the Executive Director's report and stated the following:

- Provided TY 2019 YTD case statistics: 3180 cases filed electronically; 839 received in the mail; 1,533 hearings have been scheduled through October 26th
- Informed the Commissioners that the audit by the OIG had begun
- Discussed the preparation of the TY 2018 Annual Report

Mr. Syphax reported the following:

- Reminded the Commissioners that the prepared Opening Statement should be read before each hearing.
- Recapped the meeting that was held with DCRA to discuss problems with interpretation of the vacant/blight law
 - Meeting lasted over an hour
 - Had hoped for an agreement of sorts
 - Gave a rough draft of issues
 - Felt it was a worthwhile meeting
- Discussed upcoming meeting with Mayor's office to address raise in hourly rate for part time Commissioners

There were no members from the public present at the meeting.

Stacie Scott Turner moved to adjourn the meeting. Don Isaac seconded the motion. The meeting was adjourned at 4:20 p.m.

Approved: November 6, 2018

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION**



REAL PROPERTY TAX APPEALS COMMISSION

ADMINISTRATIVE MEETING

TUESDAY, NOVEMBER 06, 2018

AGENDA

- I. CALL TO ORDER**
- II. ASCERTAINMENT OF A QUORUM**
- III. APPROVAL OF MINUTES – September 25, 2018**
- IV. REPORT BY THE EXECUTIVE DIRECTOR**
 - a. TAX YEAR 2019 YTD STATISTICS**
- V. REPORT BY THE CHAIRPERSON**
- VI. APPEALING YOUR REAL PROPERTY TAX ASSESSMENT**
- VII. COMMENTS FROM THE PUBLIC – LIMITED TO 2 MINUTES**
- VIII. ADJOURNMENT**

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Tuesday, November 6, 2018**

Chairperson Gregory Syphax called the 3rd public meeting for CY 2018 to order at 4:09 p.m. in Hearing Room 1 in the Commission's suite of offices located at 441 4th Street NW. The quorum consisted of Gregory Syphax, Richard Amato, Rod Davis (via telephone), Edwin Dugas, Alvin Jackson, Cliftine Jones, John Neil Ollivierra, Stacie Scott Turner, and Trent Williams. Wendy Gadson, Don Isaac and May Chan were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Neil Ollivierra made a motion for approval of minutes from the September 25, 2018, Public Meeting; Cliftine Jones seconded the motion. The minutes were approved.

Ms. Fuller gave the Executive Director's report summarized as follows:

- Distributed a list of cases with outstanding decisions based on the hearing dates showing a significant number of late decisions and decisions close to being late;
- Reminded the Commissioners to be mindful of decision deadlines

Mr. Syphax reported the following:

- Reminded the Commissioners that they need to be responsible for their panel members and that perhaps it should be the responsibility of the Panel Chair to follow up and make sure the decisions are being written.
- Informed the Commissioners that the recordings are picking up a lot of noise from the microphones and to be more aware of paper shuffling, etc. during the hearings because the noise interferes with the ability to hear the discussion.
- Reminded the Commissioners that the Commission has the task of writing clear and concise decisions. It is okay to summarize the testimony in the decision but don't skimp on critical details.

There were no members from the public present at the meeting.

Frank Sanders moved to adjourn the meeting. Alvin Jackson seconded the motion. The meeting was adjourned at 4:18 p.m.

Approved December 18, 2018

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION**



REAL PROPERTY TAX APPEALS COMMISSION

ADMINISTRATIVE MEETING

TUESDAY, DECEMBER 18, 2018

AGENDA

- I. CALL TO ORDER**
- II. ASCERTAINMENT OF A QUORUM**
- III. APPROVAL OF MINUTES – November 6, 2018**
- IV. REPORT BY THE EXECUTIVE DIRECTOR**
- V. REPORT BY THE CHAIRPERSON**
- VI. APPEALING YOUR REAL PROPERTY TAX ASSESSMENT**
- VII. COMMENTS FROM THE PUBLIC – LIMITED TO 2 MINUTES**
- VIII. ADJOURNMENT**

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Tuesday, December 18, 2018**

Chairperson Gregory Syphax called the 4th public meeting for CY 2018 to order at 4:08 p.m. in Hearing Room 1 in the Commission's suite of offices located at 441 4th Street NW. The quorum consisted of Gregory Syphax, Richard Amato, Rod Davis, Alvin Jackson, Cliftine Jones, John Neil Olliviera, and Trent Williams. Edwin Dugas, Wendy Gadson, Don Isaac, May Chan and Stacie Scott Turner, were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Alvin Jackson made a motion for approval of minutes from the November 6, 2018, Public Meeting; Neil Olliviera seconded the motion. The minutes were approved.

Ms. Fuller gave the Executive Director's report summarized as follows:

- Part Time Commissioners need to review timesheets for accuracy before submitting and also need to attach copies of the hearing schedules to the timesheets as requested by Accounts Payable;
- Reminded the Commissioners to be mindful of decision deadlines

Mr. Syphax reported the following:

- Cases will be distributed at least one week in advance.
- He accepts the Part Time Commissioners timesheets as a true reflection of hours worked based on the fact that their signature indicates truthfulness and will only be spot-checking the timesheets for obvious errors
- Co-Star is changing its format and these changes will have a beneficial impact for research purposes. Training will be offered
- Commissioners need to be prepared to help each other out with decision writing when we get closer to the deadline.

There were no members from the public present at the meeting.

Richard Amato moved to adjourn the meeting. Neil Olliviera seconded the motion. The meeting was adjourned at 4:23 p.m.