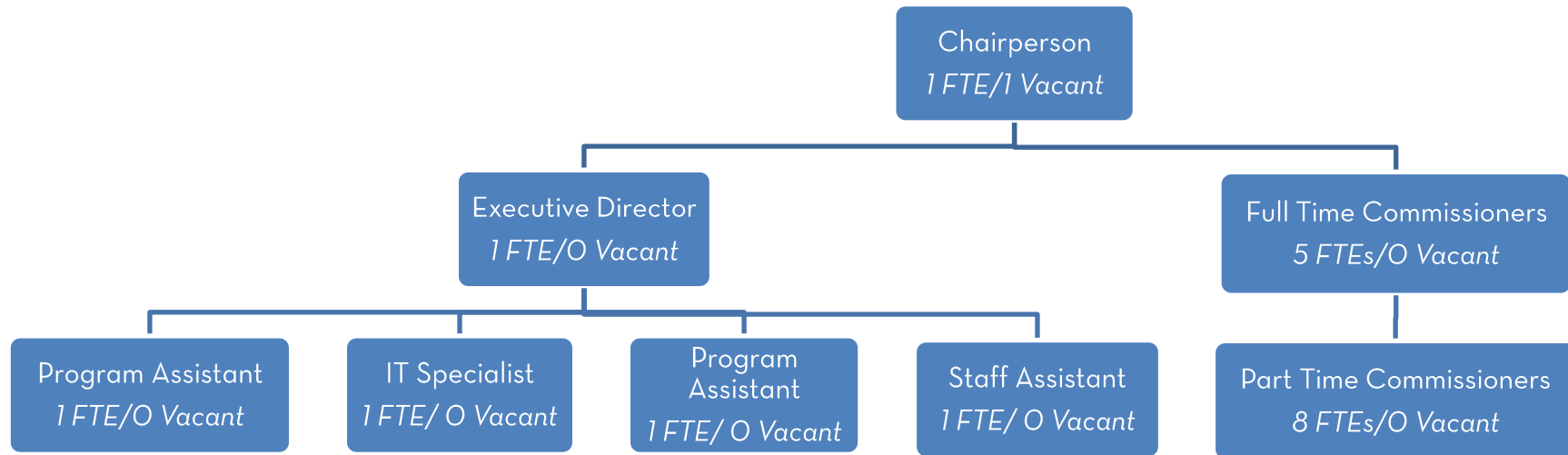


Exhibit A
RPTAC Organizational Chart



*Information collected in October 2020

Senior Personnel

Richard Amato, Vice Chairperson
Gizachew Andargeh, Interim Executive Director

Divisional Responsibilities

Commissioners' Division – Responsible for reviewing, hearing appeals cases, and rendering decisions in accordance with statute.

Exhibit A
RPTAC Organizational Chart

Operational Division – Responsible for the operations of the Commission. This includes scheduling commissioner hearings, processing appeal decisions, managing commissioner and petitioner concerns, hosting administrative meetings, and public engagement.

In FY20 the Chairperson position was vacant only since July 2020. To date, the Chairperson position has remained vacant in FY21.

REAL PROPERTY TAX APPEALS COMMISSION (DAO) - FY2021 CURRENT SCHEDULE A

Position No	Position Title	Grade	Step	Regular Temp	Program Code	Program Code Title	Salary	Fringe Benefits 18.1%	FTE Distrib	Salary + Fringe Total	Head Count	Employee	Annual Salary
AGENCY MANAGEMENT													
00017663	Executive Director	9	0	Regular	1010	PERSONNEL	7,010.97	1,269.93	0.05	8,279.60	1	Andargen, Gizachew	140,213
1010 PERSONNEL Total							7,010.97	1,269.93	0.05	8,279.60	1		
00017663	Chief Assistant	6	10	Regular	1015	TRAINING AND EMPLOYEE DEVELOPMENT	2,508.00	452.58	0.05	2,959.58	1	Thomson, Vivian	50,120
00017663	Executive Director	9	0	Regular	1015	TRAINING AND EMPLOYEE DEVELOPMENT	7,010.97	1,269.93	0.05	8,279.60	1	Andargen, Gizachew	140,213
00025508	Staff Assistant	9	10	Regular	1015	TRAINING AND EMPLOYEE DEVELOPMENT	3,287.35	595.01	0.05	3,882.36	1	Spencer, Debra	65,747
1015 TRAINING AND EMPLOYEE DEVELOPMENT Total							12,809.32	2,327.52	0.15	15,126.84	2		
00030333	Chief Assistant	6	10	Regular	1020	CONTRACTING AND PROCUREMENT	7,516.00	1,350.76	0.15	8,878.76	2	Thomson, Vivian	50,120
00017663	Executive Director	9	0	Regular	1020	CONTRACTING AND PROCUREMENT	14,021.33	2,537.06	0.10	16,559.20		Andargen, Gizachew	140,213
00025508	Staff Assistant	9	10	Regular	1020	CONTRACTING AND PROCUREMENT	9,882.05	1,783.03	0.15	11,647.09		Spencer, Debra	65,747
1020 CONTRACTING AND PROCUREMENT Total							31,423.38	5,683.85	0.40	37,085.53	2		
00030333	Chief Assistant	6	10	Regular	1030	PROPERTY MANAGEMENT	1,002.40	181.43	0.02	1,183.83		Thomson, Vivian	50,120
00017663	Executive Director	9	0	Regular	1030	PROPERTY MANAGEMENT	9,814.93	1,776.50	0.07	11,591.44		Andargen, Gizachew	140,213
00025508	Staff Assistant	9	10	Regular	1030	PROPERTY MANAGEMENT	1,314.94	238.00	0.02	1,552.94		Spencer, Debra	65,747
1030 PROPERTY MANAGEMENT Total							12,132.27	2,195.94	0.11	14,328.22	2		
00017663	Executive Director	9	0	Regular	1040	INFORMATION TECHNOLOGY	14,021.33	2,537.06	0.10	16,559.20		Andargen, Gizachew	140,213
1040 INFORMATION TECHNOLOGY Total							14,021.33	2,537.06	0.10	16,559.20	1		
00030333	Chief Assistant	6	10	Regular	1050	COMMUNICATIONS	1,002.40	181.43	0.02	1,183.83		Thomson, Vivian	50,120
00017663	Executive Director	9	0	Regular	1050	COMMUNICATIONS	7,010.97	1,269.93	0.05	8,279.60		Andargen, Gizachew	140,213
00025508	Staff Assistant	9	10	Regular	1050	COMMUNICATIONS	1,314.94	238.00	0.02	1,552.94		Spencer, Debra	65,747
1050 COMMUNICATIONS Total							9,328.31	1,688.37	0.09	11,016.68	2		
00030333	Chief Assistant	6	10	Regular	1060	COMMUNICATIONS	25,561.20	4,626.50	0.51	30,187.70		Thomson, Vivian	50,120
00017663	Executive Director	9	0	Regular	1060	COMMUNICATIONS	9,814.93	1,776.50	0.07	11,591.44		Andargen, Gizachew	140,213
00025508	Staff Assistant	9	10	Regular	1060	COMMUNICATIONS	28,293.80	4,676.00	0.40	31,055.80		Spencer, Debra	65,747
1060 COMMUNICATIONS Total							63,669.93	11,178.48	0.98	72,838.41	2		
00017663	Executive Director	9	0	Regular	1065	CUSTOMER SERVICE	2,804.27	507.57	0.02	3,311.84		Andargen, Gizachew	140,213
1065 CUSTOMER SERVICE Total							2,804.27	507.57	0.02	3,311.84	1		
AGENCY MANAGEMENT TOTAL							144,370.48	27,450.92	1.10	171,821.40	13		

REAL PROPERTY TAX APPEALS COMMISSION (DOA) - FY2021 CURRENT SCHEDULE A													
Position No	Position Title	Grade	Step	Regular/Temp	Program Code	Program Code Title	Salary	Fringe Benefits 16.1%	FTE Distrib	Salary + Fringe Total	Head Count	Employee	Annual Salary
REAL PROPERTY APPEALS PROCESS													
00003333	Clerical Assistant	6	10	Regular	2010	APPEALS PROCESS	12,530.00	2,007.93	0.25	14,797.83	1	Thomson, Vivian	50,120
00017653	Executive Director	9	0	Regular	2010	APPEALS PROCESS	50,088.34	10,151.45	0.40	66,236.78	1	Anderson, Garabino	140,313
00025500	Staff Assistant	9	10	Regular	2010	APPEALS PROCESS	23,688.92	4,244.07	0.36	27,852.99	1	Spencer, Debra	65,747
00043532	IT Specialist (Network)	12	6	Regular	2010	APPEALS PROCESS	87,937.00	15,915.51	1.00	103,648.51	1	Freeman, Donald	87,937
00047333	Program Support Assistant	7	9	Regular	2010	APPEALS PROCESS	54,017.00	9,777.00	1.00	63,794.00	1	Murray, Sophia	64,017
REAL PROPERTY APPEALS PROCESS TOTAL							244,231.26	42,946.04	3.97	278,638.26	2		
00075611	Chairperson, RPTAC	17	0	Term	2020	COMMISSION OPERATIONS	150,151.50	27,177.42	0.90	177,328.92	1	VACANT	168,835
00075612	Vice Chairperson, RPTAC	16	0	Term	2020	COMMISSION OPERATIONS	124,193.97	22,478.93	0.90	146,671.50	1	Amato, Richard	137,992
00075613	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	112,902.42	20,435.34	0.90	133,337.75	1	Jones, Cirtine	125,447
00075614	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	112,902.42	20,435.34	0.90	133,337.75	1	Sanders, Frank	125,447
00075615	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	112,620.30	20,334.27	0.90	133,004.58	1	Chan, May	125,447
00075616	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OPERATIONS	112,620.30	20,334.27	0.90	133,004.58	1	Scott, Stacie	125,134
REAL PROPERTY APPEALS PROCESS TOTAL							930,967.40	171,772.95	6.43	1,103,640.35	9		
REAL PROPERTY OUTREACH EDUCATION													
00017063	Executive Director	9	0	Regular	2010	OUTREACH EDUCATION	12,619.20	2,244.03	0.09	14,903.23	1	Anderson, Garabino	140,313
REAL PROPERTY OUTREACH EDUCATION TOTAL							12,619.20	2,244.03	0.09	14,903.23	1		
00075611	Chairperson, RPTAC	17	0	Term	2020	COMMISSION OUTREACH	16,631.50	3,019.71	0.18	19,703.21	1	VACANT	168,835
00075612	Vice Chairperson, RPTAC	16	0	Term	2020	COMMISSION OUTREACH	13,789.22	2,487.66	0.10	16,296.88	1	Amato, Richard	137,992
00075613	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OUTREACH	12,544.71	2,270.59	0.10	14,815.31	1	Jones, Cirtine	125,447
00075614	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OUTREACH	12,544.71	2,270.59	0.10	14,815.31	1	Sanders, Frank	125,447
00075615	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OUTREACH	12,544.71	2,270.59	0.10	14,815.31	1	Chan, May	125,447
00075616	Commissioner, RPTAC	15	0	Term	2020	COMMISSION OUTREACH	12,513.37	2,264.92	0.10	14,778.29	1	Scott, Stacie	125,134
REAL PROPERTY OUTREACH EDUCATION TOTAL							80,150.25	14,834.47	0.60	88,124.30	6		
REAL PROPERTY OUTREACH EDUCATION TOTAL							30,248.45	4,430.15	0.43	34,622.67	4		
GRAND TOTAL							1,204,330.80	217,983.84	11.00	1,422,314.44	11		
As of 2/9/2021							18.1%	Fringe Rate	1,388,645.13	1,422,314.44		FY21 Budget Schedule A	
									(23,669.31)			Variance (shortfall)	

Exhibit C – RPTAC Laptop and Cell Phone Assignments

	Item	
Commissioner	FY20	FY21
Gregory Syphax	None	N/a (Currently vacant)
Richard Amato	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Frank Sanders	Microsoft Surface Pro 4	None
Stacie Scott	Microsoft Surface Pro 4	Microsoft Surface Pro 4
May Chan	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Cliftine Jones	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Eddie Dugas	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Wendy Gadson	Microsoft Surface Pro 4	None
Ronald Hudson	None (formerly vacant)	Microsoft Surface Pro 4
Rod Davis	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Neil Olliviera	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Alvin Jackson	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Trent Williams	Microsoft Surface Pro 4	Microsoft Surface Pro 4
John Woods, Jr.	Microsoft Surface Pro 4	None
Staff		
Gizachew Andargeh	iPhone 7; Dell Latitude Laptop (since July 2020)	iPhone 7; Dell Latitude Laptop
Debra Spencer	None	None
Donald Freeman	Dell Latitude Laptop	Dell Latitude Laptop
Sophia Murray	None	None
Vivian Thornton	Dell Latitude Laptop	None

Phone# / Circuit	Invoice Month	Vendor	Agency	MRC	NRC	OCC	Voice Usage (Minutes)	Long Distance	Toll	Dir Asst	Data Usage (MB)	Data	International	Text Messages	Data Roaming	Text Roaming	Download	Tax	Total Usage Charges	Total	CERTIFY
2029245024	2020-12	Verizon Wireless	DA	\$54.71	\$0.00	\$1.72		\$0.00	\$0.00	\$0.00	100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00	\$52.99	Certify
2029245024	2020-11	Verizon Wireless	DA	\$54.71	\$0.00	\$1.72		\$0.00	\$0.00	\$0.00	685	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00	\$52.99	Certify
2029245024	2020-10	Verizon Wireless	DA	\$54.71	\$0.00	\$1.72		\$0.00	\$0.00	\$0.00	209	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00	\$52.99	Certify
2029245024	2020-09	Verizon Wireless	DA	\$54.70	\$0.00	\$1.71		\$0.00	\$0.00	\$0.00	233	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00	\$52.99	Certify
2029245024	2020-08	Verizon Wireless	DA	\$54.70	\$0.00	(\$48.29)		\$0.00	\$0.00	\$0.00	228	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00	\$52.99	Certify
2029245024	2020-07	Verizon Wireless	DA	\$56.53	\$49.99	\$7.83		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	0.00	\$114.35	Certify

Real Property Tax Appeals Commission FY 2020 Intra-Districts

Note: Highlighted items are pending advancement of funds

FY 2020 Intra-Districts- DAO as the Buyer (Receiving Services/Sending Funds)

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	CSG	Object	Advance	Expended & Committed in 2020	Balance Unexpended 2020	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
CB0	Office of the Attorney General (OAG)	Legal Support	2000	2020	40	408	\$10,000.00	\$10,000.00	\$0.00	MOU Executed	10/1/2019 - 9/30/2020	11/18/2019	1/31/2020
PX0	Office of Contracting and Procurement	PCARD	2000	2010	20	201	\$12,000.00	\$12,000.00	\$0.00	NA	10/1/2019 - 9/30/2020	No MOU	10/1/2019
PX0	Office of Contracting and Procurement	PCARD	2000	2010	40	408	\$5,000.00	\$5,000.00	\$0.00	NA	10/1/2019 - 9/30/2020	No MOU	10/1/2019
PX0	Office of Contracting and Procurement	PCARD	2000	2010	40	419	\$0.00	\$0.00	\$0.00	NA	10/1/2019 - 9/30/2020	No MOU	10/1/2019
PX0	Office of Contracting and Procurement	PCARD	2000	2010	40	410	\$7,972.73	\$7,972.73	\$0.00	NA	10/1/2019 - 9/30/2020	No MOU	10/1/2019
PX0	Office of Contracting and Procurement	PCARD	2000	2010	70	710	\$10,000.00	\$10,000.00	\$0.00	NA	10/1/2019 - 9/30/2020	No MOU	10/1/2019
A10	OCFO-Office of the Chief Financial Officer	Financial Services Support	2000	2010	41	409	\$50,000.00	\$50,000.00	\$0.00	MOU Executed	10/1/2019 - 9/30/2020	10/17/2018	4/15/2020

Total **\$94,972.73** **\$94,972.73** **\$0.00**

FY 2020 Intra-Districts DAO as the Seller (Providing Services/Receiving Funds)

Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	CSG	Object	Advance	Expended & Committed in 2020	Balance Unexpended 2020	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
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Real Property Tax Appeals Commission FY 2021 Intra-Districts

Note: Highlighted items are pending advancement of funds

FY 2021 Intra-Districts- DA0 as the Buyer (Receiving Services/Sending Funds)													
Agency Code	Seller Agency	Funding Description	Program Codes	Activity Codes	CSG	Object	Advance	Expended & Committed in 2021	Balance Unexpended 2021	Letter of Intent Executed	MOU Dates	MOU Signature Date	Date Funds Transferred
CBO	Office of the Attorney General (OAG)	Legal Support	2000	2020	40	408	\$10,000.00	\$0.00	\$10,000.00	Yes	10/1/2020 - 9/30/2021	12/28/2021	1/5/2021
PX0	Office of Contracting and Procurement	PCARD	2000	2010	40	410	\$25,000.00	\$12,222.47	\$12,777.53	NA	10/1/2020 - 9/30/2021	No MOU	10/1/2020
A10	OCFO-Office of the Chief Financial Officer	Financial Services Support	2000	2010	41	409	\$50,000.00	\$11,590.75	\$38,409.25	MOU Executed	10/1/2020 - 9/30/2021	10/14/2020	11/23/2020
Total							\$85,000.00	\$23,813.22	\$61,186.78				

Real Property Tax Appeals Commission (DA0)
FY20 Budget vs. Actual Summary
As of December 31, 2019

Appr Fund - 0100 Local						
*						
Object	FY19 Approved Budget	FY19 Revised Budget	FY19 Reduction / Modification	FY19 Obligations	FY19 Available Budget	FY19 Percent Available
Class/Description						
Personal Services:						
11 - Salaries Continuing FT	\$ 375,403	\$ 375,403	\$ -	\$ 353,676	\$ 21,727	5.79%
12 - Salaries Term	\$ 751,955	\$ 751,955	\$ -	\$ 796,471	\$ (44,516)	-5.92%
13 - Terminal Leave		-	\$ -	-	-	NA
14 - Fringe Benefits	\$ 200,670	\$ 200,670	\$ -	\$ 208,000	\$ (7,331)	-3.65%
15 - Overtime		-	\$ -	-	-	NA
Total Personal Services	\$ 1,328,028	\$ 1,328,028	\$ -	\$ 1,358,147	\$ (30,119)	-2.27%
Non-Personal Services:						
20 - Supplies	\$ 12,000	\$ 12,000	\$ -	\$ 9,882	\$ 2,118	17.65%
31 - Telecommunications	\$ 2,500	\$ 2,500	\$ -	-	\$ 2,500	100.00%
40 - Other Services	\$ 285,698	\$ 285,698	\$ -	\$ 281,009	\$ 4,689	1.64%
41 - Contractual Services	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ -	0.00%
70 - Equipment	\$ 10,000	\$ 10,000	\$ -	\$ 2,793	\$ 7,207	72.07%
Total Non-Personal Services	\$ 435,198	\$ 435,198	\$ -	\$ 418,684	\$ 16,514	3.79%
Total Budget	1,763,225	\$ 1,763,225	\$ -	\$ 1,776,831	\$ (13,605)	-0.77%

Real Property Tax Appeals Commission (DA0)
FY20 Budget vs. Actual Summary
As of November 18, 2020

Appr Fund - 0100 Local

*

Object	FY20 Approved Budget	FY20 Revised Budget	FY20 Reduction / Modification	FY20 Obligations	FY20 Available Budget	FY20 Percent Available
Class/Description						
Personal Services:						
11 - Salaries Continuing FT	\$ 381,507	\$ 377,507	\$ (4,000)	\$ 363,242	\$ 14,265	3.78%
12 - Salaries Term	\$ 766,994	\$ 771,994	\$ 5,000	\$ 762,498	\$ 9,496	1.23%
13 - Terminal Leave		\$ 6,000	\$ 6,000	\$ 24,113	\$ (18,113)	NA
14 - Fringe Benefits	\$ 207,879	\$ 355,589	\$ 147,710	\$ 300,047	\$ 55,542	15.62%
15 - Overtime			\$ -	\$ 303	\$ (303)	NA
Total Personal Services	\$ 1,356,380	\$ 1,511,090	\$ 154,710	\$ 1,450,204	\$ 60,887	4.03%
Non-Personal Services:						
20 - Supplies	\$ 12,000	\$ 12,000	\$ -	\$ 11,813	\$ 187	1.55%
31 - Telecommunications	\$ 2,500	\$ 2,500	\$ -	\$ 117	\$ 2,383	95.30%
40 - Other Services	\$ 278,240	\$ 243,240	\$ (35,000)	\$ 245,782	\$ (2,542)	-1.05%
41 - Contractual Services	\$ 125,000	\$ 125,000	\$ -	\$ 120,879	\$ 4,121	3.30%
70 - Equipment	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Total Non-Personal Services	\$ 427,740	\$ 392,740	\$ (35,000)	\$ 378,592	\$ 14,148	3.60%
Total Budget	\$ 1,784,120	\$ 1,903,830	\$ 119,710	\$ 1,828,796	\$ 75,034	3.94%

Real Property Tax Appeals Commission (DA0)
FY21 Budget vs. Actual Summary
As of February 16, 2021

Appr Fund - 0100 Local

*

Object	FY21	FY21	FY21	FY21	FY21	FY21
Class/Description	Approved Budget	Revised Budget	Reduction / Modification	Obligations	Available Budget	Percent Available
Personal Services:						
11 - Salaries Continuing FT	\$ 394,309	\$ 394,309	-	\$ 133,068	\$ 261,240	66.25%
12 - Salaries Term	\$ 790,004	\$ 790,004	-	214,327	\$ 575,676	72.87%
13 - Terminal Leave			-	-	-	NA
14 - Fringe Benefits	\$ 214,333	\$ 214,333	-	73,894	\$ 140,438	65.52%
15 - Overtime			-	-	-	NA
Total Personal Services	\$ 1,398,645	\$ 1,398,645	-	\$ 421,290	\$ 977,355	69.88%
Non-Personal Services:						
20 - Supplies	\$ 11,760	\$ 11,760	-	\$ 8,180	\$ 3,580	30.44%
31 - Telecommunications	\$ 2,500	\$ 2,500	-		\$ 2,500	100.00%
40 - Other Services	\$ 277,980	\$ 277,980	-	192,429	\$ 85,552	30.78%
41 - Contractual Services	\$ 125,000	\$ 125,000	-	120,000	\$ 5,000	4.00%
70 - Equipment	\$ 10,000	\$ 10,000	-	-	\$ 10,000	100.00%
Total Non-Personal Services	\$ 427,240	\$ 427,240	-	\$ 320,609	\$ 106,632	24.96%
Total Budget	1,825,886	\$ 1,825,886	-	\$ 741,899	\$ 1,083,987	59.37%

OPERATING BUDGET (Local Funds)

#	TYPE	REASON	FROM	TO	DATE	Approved	AMOUNT
		Local Funding FY 2020					
1	External	RPTAC requires the funding to support an unanticipated tax liability associated with prior years' misclassification of part time commissioners as contractors instead of employees per the IRS. The correction has been made going forward.	Office of Planning (BD0) Activity 7010 CSG 41 object 409	RPTAC (DAO) Activity 2010 CSG 14 Object 0147	9/28/2020	10/20/2020	\$25,000.00
2	Internal	RPTAC requires the funding to ensure there is sufficient budget to cover personnel services expenditures through September 30, 2020.	RPTAC (DAO) Activity 2020 CSG 40 object 427	RPTAC (DAO) Activities 2020 and 2010 Objects 125, 134, 147	10/5/2020	10/19/2020	\$35,000.00
3	External	RPTAC requires the funding to support an unanticipated tax liability associated with prior years' misclassification of part time commissioners as contractors instead of employees per the IRS. The correction has been made going forward.	DSLBD (ENO) Activity 3060 CSG 50 Object 506	RPTAC (DAO) Activity 2010 CSG 14 Object 0147	10/9/2020	10/19/2020	\$103,000.00
		TOTAL FY20 LOCAL FUNDS REPROGRAMMINGS					\$163,000.00

Real Property Tax Appeals Commission (DA0)						
FY 2021 Reprogrammings						
OPERATING BUDGET (Local Funds)						
#	TYPE	REASON	FROM	TO	DATE	Approved AMOUNT
Local Funding FY 2021						
NONE TO DATE/NONE PLANNED						
TOTAL FY21 LOCAL FUNDS REPROGRAMMINGS						\$0.00

Real Property Tax Appeals Commission FY2020

Agency Real Property Tax Appeals Commission

Agency Acronym RPTAC

Agency DAO
Code

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Debra (OCFO) Tunstall; Gizachew (DSLBD) Andargeh; gVrOelgDoVrOyl.DsVyOplhDaVxO@ldDcV.OgloDvV; Sophia Murray

Agency Budget
POCs

Fiscal Year 2020

Agency's Operating Budget

[Lookup Your Agency's Operating Budget](#)

FY2020 Agency Top 3 Accomplishments

Add Accomplishment
Add Accomplishment

Accomplishments	Accomplishment	Impact on Agency	Impact on Residents
	Completed all real estate assessment, homestead deduction, classification, and senior deduction hearings and rendered final decisions within the fiscal year.	It proved that RPTAC can continue providing service to petitioners even in a partially virtual posture.	During COVID-19 which is affecting the physical wellness and economic well-being of District residents, RPTAC was still able to continue offering its service, albeit with some disruption in scheduling during the heights of the public health emergency.

2020 Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Process and render decisions within the statutory deadlines on all appeals heard by the Commission.	3	1
2	Enhance Commissioners' knowledge of various methods of real property valuation through use of market research and data gathering activities and required continued education and training.	2	2
3	Create and maintain a fair and transparent hearing process by providing detailed information on the agency website.	2	1
4	Create and maintain a highly efficient, transparent, and responsive District government.	11	0
TOT		18	4

2020 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Report	Was 2020 KPI Met?	Are Explains of Bar Meeti KPIs Comp
1 - Process and render decisions within the statutory deadlines on all appeals heard by the Commission. (3 Measures)														
Percent of decisions for commercial appeals issued within 80 calendar days of the hearing	<input type="checkbox"/>	Up is Better	92.2%	97.2%	100%	98.7%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	96.07%	Nearly Met	
Percent of decisions completed by February 1	<input type="checkbox"/>	Up is Better	91.1%	99.9%	100%	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	95.63%	Nearly Met	
Percent of residential decisions issued within 30 days	<input type="checkbox"/>	Up is Better	83.3%	85.8%	100%	90.2%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	60.5%	Unmet	
2 - Enhance Commissioners' knowledge of various methods of real property valuation through use of market research and data gathering activities and required continued education and training. (2 Measures)														
Number of market research analysis performed on assessment neighborhoods in the fiscal year	<input type="checkbox"/>	Up is Better	54	54	6	54	6	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6	Met	
Percent of Commissioners who completed a minimum of 12 continuing education/training hours	<input type="checkbox"/>	Up is Better	75%	100%	100%	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	78.57%	Unmet	
3 - Create and maintain a fair and transparent hearing process by providing detailed information on the agency website. (2 Measures)														
Number of Public Information Sessions on the Tax Appeal Process	<input type="checkbox"/>	Up is Better	3	7	4	6	4	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1	Unmet	
Percent of customer satisfaction surveys with rating of at least "Agree" regarding the level of fairness of the hearing process	<input type="checkbox"/>	Up is Better	97.9%	No Applicable Incidents	85%	No Applicable Incidents	85%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	No applicable incidents		

2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Process and render decisions within the statutory deadlines on all appeals heard by the Commission. (1 Activity)			
APPEALS PROCESS	Appeals Process	The Commission has statutory mandates that govern the timeframes for issuing decisions on residential and commercial appeals.	Key Project
2 - Enhance Commissioners' knowledge of various methods of real property valuation through use of market research and data gathering activities and required continued education and training. (2 Activities)			
TRAINING & EMPLOYEE DEVELOPMENT	Continuing Professional Education	Commissioners will be required to complete at least 12 hours of continued education to maintain and increase their knowledge, and competency in real estate valuation principles and practices.	Key Project
COMMISSION OPERATIONS	Commissioners will perform market research and data gathering on at least 6 Assessment Neighborhoods.	Commissioners will gather market data for the assessment neighborhood in order to gain a full understanding of local trends and emerging market conditions. The Commissioners will benefit from innovative insights based on economic, demographic and real estate indicators that will assist in rendering well informed decisions.	Key Project
3 - Create and maintain a fair and transparent hearing process by providing detailed information on the agency website. (1 Activity)			
OUTREACH EDUCATION	The Commission will provide information workshops on the appeals process.	The Real Property Tax Appeals Commission will hold informational workshops to discuss items related to the assessment appeal process; including updates on changes that have happened as well as anticipated changes for the future.	Key Project

2020 Workload Measures

Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Report
1 - Appeals Process (7 Measures)										
Number of Appeals Filed	<input type="checkbox"/>	4331	3982	5073	4552	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5829
Percent of Appeals sustained	<input type="checkbox"/>	91.4%	79%	68.5%	90%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	61.54%
Percent of appeal reduced	<input type="checkbox"/>	7.7%	19.7%	31%	9%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	17.36%
Percent of Appeals Increased	<input type="checkbox"/>	0%	0.3%	0.1%	0%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0.26%
Percent of appeals withdrawn	<input type="checkbox"/>	1.7%	3.2%	3.2%	4.1%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	12.15%
Percent of appeals resulting in Stipulation Agreements	<input type="checkbox"/>	1.6%	12.9%	15.4%	15%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	8.25%
Number of appeals reduced by recommendation	<input type="checkbox"/>	37	37	16	37	Annual Measure	Annual Measure	Annual Measure	Annual Measure	26

2020 Initiatives

Strategic Initiatives	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this Initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Cluster	Add Initiative Update for PAR
Appeals Process (1 Strategic Initiative)							
Render timely decisions	In FY20, the Real Property Tax Appeals Commission will meet its statutory mandate to render decisions on residential cases within 30 days from the date of the hearing.	02-03-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development		
Commissioners will perform market research and data gathering on at least 6 Assessment Neighborhoods. (1 Strategic Initiative)							
Expand the use of market research	In FY20, the Commission will continue its use of Metropolitan Regional Information Systems (MRIS) and Co-Star while broadening its use of other market research tools such as trade publications, surveys and innovative research methodologies to help the Commissioners make well informed, data driven and factually supported decisions.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development		
Continuing Professional Education (1 Strategic Initiative)							
Complete a minimum number of training and continuing education hours by each Commissioners	In FY20, every Commissioner will complete a minimum of 12 hours of training/continuing education.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development		
The Commission will provide information workshops on the appeals process. (2 Strategic initiatives)							
Improve Community Outreach Program	In FY20, the Commission will offer 4 workshops to educate and inform the public about the property tax appeals process. The workshops will instruct property owners on how to file their cases electronically and how to present their cases at the hearing.	09-30-2020	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development		
Improve Community Outreach Program	In FY20, the Commission will offer 2 workshops to educate and inform the public in Wards 7 and 8 about the property tax appeals process. The workshops will instruct property owners on how to file their cases electronically and how to present their cases at the hearing.	09-30-2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deputy Mayor for Planning and Economic Development		

FY2020 Initiative Updates

Initiative Updates	Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Supporting Data	FY20 Reporting Quarter
Complete a minimum number of training and continuing education hours by each Commissioners (4 Initiative Updates)							
	Complete a minimum number of training and continuing education hours by each Commissioners	The activities associated with this Initiative will take place during the 3rd and 4th quarters of FY 2020.	0-24%	High	None		Q2
	Complete a minimum number of training and continuing education hours by each Commissioners	The activities associated with this Initiative will take place during the 3rd and 4th quarters of FY 2020.	0-24%	High	None		Q1
	Complete a minimum number of training and continuing education hours by each Commissioners	Full and part time commissioners have registered and taken some courses to meet this goal. The majority of full time commissioners are nearing completion since they registered before the COVID spending freeze. Fewer part time commissioners have registered for training or CE credits due to a limit of RPTAC funds to cover class costs.	0-24%	Medium	Incremental		Q3
	Complete a minimum number of training and continuing education hours by each Commissioners	Though most Commissioners continued their individual continuing education training not all completed the goal of 12 hours within the fiscal year.	75-99%		None		Q4
Expand the use of market research (4 Initiative Updates)							
	Expand the use of market research	The activities associated with this Initiative will take place during the 3rd and 4th quarters of FY 2020.	0-24%	High	None		Q2
	Expand the use of market research	The activities associated with this Initiative will take place during the 3rd and 4th quarters of FY 2020.	0-24%	High	None		Q1
	Expand the use of market research	As part of RPTAC's core data input for Commissioner decisions, subscriptions to MRIS, CoStar and other real estate assessment publications are an annual commitment. The Commission is up-to-date on its monthly subscription to CoStar and MRIS.	75-99%	High	None		Q3
	Expand the use of market research	Commissioners have regular access to CoStar and MRIS allowing for regular information on commercial and residential market trends to inform their hearing decisions.	Complete		Demonstrable		Q4
Improve Community Outreach Program (8 Initiative Updates)							
	Improve Community Outreach Program	These workshops will take place during the 3rd and 4th quarters of the fiscal year.	0-24%	Medium	None		Q2
	Improve Community Outreach Program	The Commission has offered two workshops in FY 2020. The first workshop was offered on November 5, 2019, and the second workshop was offered on December 17, 2019.	50-74%	High	Incremental		Q2
	Improve Community Outreach Program	These workshops will take place during the 3rd and 4th quarters of the fiscal year.	0-24%	High	None		Q1
	Improve Community Outreach Program	The Commission has offered two workshops in FY 2020. The first workshop was offered on November 5, 2019, and the second workshop was offered on December 17, 2019.	50-74%	High	Incremental		Q1
	Improve Community Outreach Program	RPTAC has not hosted an education workshop in FY20. Two were originally scheduled for mid-March and due to COVID-19 were cancelled. The appeals deadline was in late spring. At this point in the calendar year it makes more sense to host a workshop early next year in preparation for Tax Year 2021 appeals season.	0-24%	Low	None		Q3
	Improve Community Outreach Program	RPTAC has not hosted an education workshop in FY20. Two were originally scheduled for mid-March and due to COVID-19 were cancelled. The appeals deadline was in late spring. At this point in the calendar year it makes more sense to host workshops early next year in Wards 7 & 8 in preparation for Tax Year 2021 appeals season.	0-24%	Low	None		Q3
	Improve Community Outreach Program	Due to the public health emergency, RPTAC chose to cancel one of the two originally scheduled community outreach sessions in early and mid-March.	0-24%		None		Q4
	Improve Community Outreach Program	RPTAC did not host any community outreach events in Wards 7 or 8 in FY20.	0-24%		Incremental		Q4
Render timely decisions (3 Initiative Updates)							
	Render timely decisions	The Commission has completed over 75% of its residential decisions. There were 207 decisions due to be completed by 12.31.2019; 141 or 68% were completed on time.	75-99%	High	Demonstrable		Q1
	Render timely decisions	The Commission has completed 100% of its residential decisions. There were 236 decisions rendered of which 157 or 67% were completed on time.	Complete	High	Demonstrable		Q2
	Render timely decisions	RPTAC was able to meet the 30-day deadline for the majority of its residential cases. RPTAC also finished the majority of its residential cases before the February 1 deadline to do so.	Complete		None		Q4

Internal: Unfinished 2019 Initiatives

Strategic Initiatives	Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update
No strategic initiatives found							

Updates for Unfinished FY19 Initiatives

Strategic Initiative Title	Anticipated completion date	New Initiative Created for FY20	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	FY20 Reporting Quarter
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No initiative updates found

Administrative Information

Record ID# 743

Performance Plan ID 743 Blank Initiative Updates [Blank Initiative Updates](#)

Created on Oct. 30, 2018 at 11:14 AM (EDT). Last updated by [Katz, Lia \(EOM\)](#) on Jan. 28, 2019 at 11:48 AM (EST). Owned by [Katz, Lia \(EOM\)](#).

Real Property Tax Appeals Commission FY2021

Agency Real Property Tax Appeals Commission

Agency Acronym RPTAC

Agency DAO
Code

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs Debra (OCFO) Tunstall; Gizachew (DSLBD) Andargeh;
gVrOeIgDoVrOyl.DsVyOplhDaVxO@ldDcV.OgloDvV; Sophia MurrayAgency Budget
POCs

Fiscal Year 2021

▼ Agency's Operating Budget

[Lookup Your Agency's Operating Budget](#)

▼ 2021 Objectives

Strategic Objectives	Objective Number	Strategic Objective	# of Measures	# of Operations
	1	Process and render decisions within the statutory deadlines on all appeals heard by the Commission.	3	1
	2	Enhance Commissioners' knowledge of various methods of real property valuation through use of market research and data gathering activities and required continued education and training.	2	2
	3	Create and maintain a fair and transparent hearing process by providing detailed information on the agency website.	2	1
	4	Create and maintain a highly efficient, transparent, and responsive District government.	11	0
	TOT		18	4

▼ 2021 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY 2021 Quarter 1
1 - Process and render decisions within the statutory deadlines on all appeals heard by the Commission. (3 Measures)										
Percent of decisions for commercial appeals issued within 80 calendar days of the hearing	<input type="checkbox"/>	Up is Better	92.2%	97.2%	100%	98.7%	100%	96.1%	100%	Annual Measure
Percent of decisions completed by February 1	<input type="checkbox"/>	Up is Better	91.1%	99.9%	100%	100%	100%	95.6%	100%	Annual Measure
Percent of residential decisions issued within 30 days	<input type="checkbox"/>	Up is Better	83.3%	85.8%	100%	90.2%	100%	60.5%	100%	Annual Measure
2 - Enhance Commissioners' knowledge of various methods of real property valuation through use of market research and data gathering activities and required continued education and training. (2 Measures)										
Number of market research analysis performed on assessment neighborhoods in the fiscal year	<input type="checkbox"/>	Up is Better	54	54	6	54	6	6	54	Annual Measure
Percent of Commissioners who completed a minimum of 12 continuing education/training hours	<input type="checkbox"/>	Up is Better	75%	100%	100%	100%	100%	78.6%	100%	Annual Measure
3 - Create and maintain a fair and transparent hearing process by providing detailed information on the agency website. (2 Measures)										
Number of Public Information Sessions on the Tax Appeal Process	<input type="checkbox"/>	Up is Better	3	7	4	6	4	1	4	Annual Measure
Percent of customer satisfaction surveys with rating of at least "Agree" regarding the level of fairness of the hearing process	<input type="checkbox"/>	Up is Better	97.9%	No Applicable Incidents	85%	No Applicable Incidents	85%	No Applicable Incidents	85%	Annual Measure

▼ 2021 Operations

Operations	Operations Header	Operations Title	Operations Description	Type of Operations
1 - Process and render decisions within the statutory deadlines on all appeals heard by the Commission. (1 Activity)				
APPEALS PROCESS	Appeals Process	The Commission has statutory mandates that govern the timeframes for issuing decisions on residential and commercial appeals.		Key Project
2 - Enhance Commissioners' knowledge of various methods of real property valuation through use of market research and data gathering activities and required continued education and training. (2 Activities)				
TRAINING & EMPLOYEE DEVELOPMENT	Continuing Professional Education	Commissioners will be required to complete at least 12 hours of continued education to maintain and increase their knowledge, and competency in real estate valuation principles and practices.		Key Project
COMMISSION OPERATIONS	Commissioners will perform market research and data gathering on at least 6 Assessment Neighborhoods.	Commissioners will gather market data for the assessment neighborhood in order to gain a full understanding of local trends and emerging market conditions. The Commissioners will benefit from innovative insights based on economic, demographic and real estate indicators that will assist in rendering well informed decisions.		Key Project
3 - Create and maintain a fair and transparent hearing process by providing detailed information on the agency website. (1 Activity)				
OUTREACH EDUCATION	The Commission will provide information workshops on the appeals process.	The Real Property Tax Appeals Commission will hold informational workshops to discuss items related to the assessment appeal process; including updates on changes that have happened as well as anticipated changes for the future.		Key Project

2021 Workload Measures

Workload Measures - Operations	Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY 2021 Quarter 1
1 - Appeals Process (7 Measures)								
	Number of Appeals Filed	<input type="checkbox"/>	4331	3982	5073	4552	5829	Annual Measure
	Percent of Appeals sustained	<input type="checkbox"/>	91.4%	79%	68.5%	90%	61.5%	Annual Measure
	Percent of appeal reduced	<input type="checkbox"/>	7.7%	19.7%	31%	9%	17.4%	Annual Measure
	Percent of Appeals Increased	<input type="checkbox"/>	0%	0.3%	0.1%	0%	0.3%	Annual Measure
	Percent of appeals withdrawn	<input type="checkbox"/>	1.7%	3.2%	3.2%	4.1%	12.1%	Annual Measure
	Percent of appeals resulting in Stipulation Agreements	<input type="checkbox"/>	1.6%	12.9%	15.4%	15%	8.3%	Annual Measure
	Number of appeals reduced by recommendation	<input type="checkbox"/>	37	37	16	37	26	Annual Measure

2021 Initiatives

Strategic Initiatives	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this Initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Cluster	Add Initiative Update
No strategic initiatives found							

2021 Initiative Updates

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Supporting Data	Reporting Quarter
No initiative updates found						

Internal: Unfinished 2020 Initiatives

Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update
OUTREACH EDUCATION (2 Strategic initiatives)						
Improve Community Outreach Program	In FY20, the Commission will offer 4 workshops to educate and inform the public about the property tax appeals process. The workshops will instruct property owners on how to file their cases electronically and how to present their cases at the hearing.	0-24%	Due to the public health emergency, RPTAC chose to cancel one of the two originally scheduled community outreach sessions in early and mid-March.	RPTAC hosted on community outreach event in early March and canceled the mid-March event after a public health emergency was declared. This is an annual strategic initiative and depending on the public health emergency status winter/spring 2021, RPTAC will host either in-person or virtual outreach events.	09-30-2021	
Improve Community Outreach Program	In FY20, the Commission will offer 2 workshops to educate and inform the public in Wards 7 and 8 about the property tax appeals process. The workshops will instruct property owners on how to file their cases electronically and how to present their cases at the hearing.	0-24%	RPTAC did not host any community outreach events in Wards 7 or 8 in FY20.	Due to the public health emergency, no in-person community outreach events were scheduled. RPTAC is planning to host either in-person or virtual events in winter/spring 2021 depending on the status of the public health emergency.	09-30-2021	
TRAINING & EMPLOYEE DEVELOPMENT (1 Strategic Initiative)						
Complete a minimum number of training and continuing education hours by each Commissioners	In FY20, every Commissioner will complete a minimum of 12 hours of training/continuing education.	75-99%	Though most Commissioners continued their individual continuing education training not all completed the goal of 12 hours within the fiscal year.	COVID was a hurdle for the RPTAC. Most Commissioners take in-person continuing education training and expected the public health emergency to be over to do so. Also, one Commissioner started his term late in the fiscal year. This is a perennial strategic initiative. The annual training session with all Commissioners was held just after the end of FY20. This training was helpful since it was lead by RPTAC's former Chairman.		

Updates for Unfinished 2020 Initiatives

Strategic Initiative Title	Anticipated completion date	New Initiative Created for FY20	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	Reporting Quarter
Improve Community Outreach Program	09-30-2021	<input type="checkbox"/>	<input type="checkbox"/>	The Commission has been focusing in finishing the appeals season to include hearings and writing decisions. Once this priority duty is complete (likely by the end of February), the ED and a full time commissioner can begin public engagement.	0-24%	High	None	No public engagement to date.		Q1
Improve Community Outreach Program	09-30-2021	<input type="checkbox"/>	<input type="checkbox"/>	The Commission has been focusing in finishing the appeals season to include hearings and writing decisions. Once this priority duty is complete (likely by the end of February), the ED and a full time commissioner will reach out to Ward 7 and 8 civic/neighborhood organizations.	0-24%	High	None	The Commissions hasn't yet scheduled presentations to Ward 7 and 8 neighborhood organizations.		Q1
Complete a minimum number of training and continuing education hours by each Commissioners		<input type="checkbox"/>	<input type="checkbox"/>	The Commission has already had two trainings totaling 6 hours.	25-49%	High	Demonstrable	The first training (3 hours) was expertly presented by the former Chairman of RPTAC providing an overview and possible challenges during the assessment season. The second training (3 hours) was a conversation led by the ED and Vice-Chair on general arguments brought before individual hearings and how the Commission should consider and best respond.		Q1

Administrative Information

Record ID# 826

Performance Plan ID 826

Blank Initiative Updates [Blank Initiative Updates](#)Created on Nov. 6, 2019 at 11:49 AM (EST). Last updated by [Stock, Arie](#) on July 21, 2020 at 8:40 PM (EDT). Owned by [Stock, Arie](#).

MISSION

The Real Property Tax Appeals Commission (RPTAC) is a newly-formed agency created by the repeal of its predecessor, the Board of Real Property Assessments and Appeals (BRPAA). The Commission convened for its first day of business on July 16, 2012.

The mission of the Real Property Tax Appeals Commission (RPTAC) is to conduct fair and impartial hearings to review disputed real property tax assessments (to ensure that properties are assessed at 100% of market value), to resolve claims of improper real property classifications, and homestead (domicile) and senior eligibility issues.

SUMMARY OF SERVICES

The real property assessment appeals process provides a second-level administrative remedy for property owners to adjudicate property assessments prior to having to pay the real property taxes and sue for a refund in DC Superior Court.

MEMBERS	ROLE	TERM ENDING
Gregory Syphax	Chairperson	4/30/ 2022
Richard Amato, Esq.	Vice Chairperson	4/30/2023
May S. Chan	Commissioner	4/30/2022
Cliffine Jones	Commissioner	4/30/2022
Frank Sanders	Commissioner	4/30/2021
Stacie Scott	Commissioner	4/30/2023
Roderick Davis	Part-Time	4/30/2022
Edwin H. Dugas	Part-Time	4/30/2020
Wendy Gadson	Part-Time	4/30/2021
Alvin Jackson	Part-Time	4/30/2017
John Neil Olliviera	Part-Time	4/30/2018
Trent Williams	Part-Time	4/30/2019
John Woods, Jr., Esq.	Part-Time	4/30/2023
Carlynn Fuller, Esq.	Executive Director	N/A
Donald Freeman	IT Specialist	N/A
Debra Spencer	Staff Assistant	N/A
Sophia Murray	Program Assistant	N/A
Vivian Thornton	Clerical Assistant	N/A



REAL PROPERTY TAX APPEALS COMMISSION



HOW TO FILE AN ASSESSMENT APPEAL PETITION WITH THE REAL PROPERTY TAX APPEALS COMMISSION

441 4th Street, NW
Suite 360 North
Washington, DC 20001
202-727-6860 (Office)
<http://rptac.dc.gov>

Hours of operation:
Monday – Friday
9:00 am – 5:30 p.m.

Process

Before you appeal to the Real Property Tax Appeals Commission you must file a first level appeal with the Office of Tax and Revenue (OTR), Assessment Division, 1101 4th Street, SW, Suite W270, Washington, DC 20024 ([Not Judiciary Square](#))

After the property owner/representative receives a Notice of First Level Appeal decision from the Office of Tax and Revenue, he/she has 45 days from the date of the Notice of 1st Level Appeal Decision issued by OTR to file a 2nd level appeal with the Real Property Tax Appeals Commission (RPTAC).

You can contact RPTAC in one of several ways to obtain the appeal form. You can call visit our website at <http://rptac.dc.gov> and either download the appeal form and either mail it, hand-deliver it; or, the most convenient way is to file it electronically. Instructions for electronic filing are provided on RPTAC's website.

Once you have completed the appeal form if you are filing paper copies you must submit the original and 4 copies of the appeal form, the Notice of 1st Level Appeal Decision with the accompanying Assessor's Worksheet and all supporting documents (appraisal, photographs, Income and Expense statements, list of comparable sales, etc.) at the time of filing. If you are filing electronically please follow the instructions provided on the agency's website. **The burden of proof is on the petitioner to prove the assessment is in error.**

You are given 20 additional days after the filing of your appeal to provide additional

documentation to supplement the original filing if new information has become available that was not available prior to the filing deadline.

After filing your appeal it will be reviewed to determine that it has been properly and timely filed. If properly and timely filed, then one of the four copies of the appeal is sent to the Assessor of Record with OTR for comments/response before the hearing.

If the property is a single-family residential property and OTR did not provide the Assessor's Worksheet with the Notice of 1st Level Appeal Decision or if the worksheet was mailed but the Assessor of Record would like to provide an additional response, that response must be sent electronically or via mail to the Petitioner at least 10 days prior to scheduled hearing.

If the property is other than a single-family residential property and the OTR did not provide the Assessor's Worksheet with the Notice of 1st Level Appeal Decision or if the worksheet was mailed but the Assessor of Record would like to provide an additional response, that response must be made available for inspection and copying at least 7 days before the scheduled hearing.

Appearing Before the Commission

A Petitioner has a choice of either appearing before RPTAC in person or by telephone, or requesting what is called a "Non-Appearence". If a Petitioner chooses not to appear for a hearing, RPTAC will decide the appeal based on the information provided by the Petitioner and the comment/responses submitted by the Assessor.

If you choose to appear before RPTAC, there will be 3 members of the Commission present at the appeal hearing and also an assessor from the OTR.

You are not allowed to bring additional information to the hearing. All supporting /additional information must be submitted with the appeal form or in the Supplemental filing.

The hearings are scheduled in 30 minute time-slots; 10 minutes per party and the final 10 minutes are reserved for the Commissioners to question the Petitioner and/or OTR. The Panel will base their decision on the materials presented.

At the conclusion of the hearing, RPTAC has specific time frames within which to issue its decision. If the case is a residential case, the Commission has 30 days to render its decision. If the case is a commercial case, the Commission has 80 days to render its decision. Decisions will be mailed to the Petitioner and a copy to OTR. Decisions will also be posted to the RPTAC website.

Reconsideration/Rehearing

If the Petitioner believes that RPTAC has committed an error in rendering its decision, the Petitioner can request reconsideration within 15 days after the date on which RPTAC transmits its decision.

3rd Level Appeal

A Petitioner has a right to file a 3rd level appeal with DC Superior Court Tax Division by September 30 of the same tax year. For more information on that process you should contact the Court at (202) 879-1737.

Real Property Tax Appeals Commission

Employees earning \$100K plus FY 2020 - FY 2021

As Of Date: 9-Feb-21												
Appropriation Year: 21												
FTE	Person Stat	Person Nbr	Title	Name	Salary	Fringe	Fund	Activity	Program	Posn Effdt	F/R Time	Reg/Term
												Work Schedule
1	A	00075612	Vice Chairperson (RPTAC)	Amato, Richard G	\$137,992.19	\$24,976.59	0100	2020, 3020	1000, 3000	10/1/2016	F	Term
1	A	00017063	Interim Executive Director	Andrighi, Giachew	\$140,213.34	\$23,378.61	0100	1010, 1015, 1020, 1030, 1040, 1050, 1080, 1085, 2010, 2020,	1000, 2000, 3000	7/15/2020	F	Reg
1	A	00075615	Commissioner, RPTAC	Chan, May S.	\$125,447.13	\$22,705.93	0100	2020, 3020	1000, 3000	10/1/2016	F	Term
1	A	00075613	Commissioner, RPTAC	Jones, Cithine	\$125,447.13	\$22,705.93	0100	2020, 3020	1000, 3000	10/1/2016	F	Term
1	A	00075614	Commissioner, RPTAC	Sanders, Frank	\$125,447.14	\$22,705.93	0100	2020, 3020	1000, 3000	10/1/2016	F	Term
1	A	00075616	Commissioner, RPTAC	Scott, Stacie Y.	\$125,133.67	\$22,649.19	0100	2020, 3020	1000, 3000	10/1/2016	F	Term
1	A	00075611	Chairperson, RPTAC		\$166,835.00	\$30,197.14	0100	2020, 3020	1000, 3000	10/1/2016	F	Reg
7					\$946,515.60	\$171,319.32						

Budget 10/1/2020
10/1/2020
10/1/2020
10/1/2020
10/1/2020
10/1/2020
10/2/2020

Exhibit L – RPTAC Commissioners Profiles and Tenure

MEMBERS	ROLE	CONFIRMATION DATE	TERM ENDING	HOURS WORKED
Vacant	Chairperson	N/a	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; Reconfirmed May 10, 2019	April 30, 2023	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 – 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 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; Reconfirmed March 20, 2019	April 30, 2023	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	208 hours
Edwin H. Dugas - GRI, CBR – Licensed real estate broker; former member of the Board of Equalization and Review (1989-1991)	Part-Time	November 30, 2016; Reconfirmed April 7,	April 30, 2024	112 hours

Exhibit L – RPTAC Commissioners Profiles and Tenure

		2020		
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	197 hours
Ronald Hudson - Licensed appraiser with 29 years of experience. Former CEO of the Market Appraisal Corporation, a DC based appraisal firm. Former Chairperson of DC Real Estate Appraisal Board and the DC Board of Assessment & Appeals. Performed appraisals as a federal employee with the Department of Veteran Affairs and for the District Government with the Office of Tax & Revenue and the Department of Housing & Community Development.	Part-Time	February 11, 2020;	April 30, 2022	450 hours
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	985 hours
John Neil Olliviera - 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	168 hours
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 8 years.	Part-Time	July 13, 2012 Reconfirmed July 14, 2015 Reconfirmed March 1, 2019	April 30, 2023	1,133 hours
John Woods, Jr. - 20+ years experience as a real estate executive and adjudicator. He serves as an arbitrator, mediator, and hearing officer in the following areas: real estate/land disputes, business, and securities. In addition to RPTAC,	Part-Time	June 26, 2019	April 30, 2023	421 hours

Exhibit L – RPTAC Commissioners Profiles and Tenure

John has been appointed to mediation and adjudication panels globally, including: the United Nations (UN), Trinidad and Tobago Chamber of Commerce, the Arbitration Foundation of South Africa (AFSA), the American Arbitration Association (AAA), and the Financial Industry Regulatory Authority (FINRA). He is the Co-Director of Alternative Dispute Resolution Programs and Experiential Law Professor at Howard University School of Law.				
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Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Thursday, August 29, 2019

Chairperson Gregory Syphax called the 1st public meeting for CY 2019 to order at 1:07 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, Rod Davis, Edwin Dugas, Wendy Gadson, Alvin Jackson, Cliftine Jones, John Neil Olliviera, and Stacie Scott Turner, Trent Williams, John Woods. Don Isaac, and Frank Sanders were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Cliftine Jones made a motion for approval of minutes from the December 18, 2018, Public Meeting; Alvin Jackson seconded the motion. The minutes were approved.

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

- Hearings have been scheduled and assigned for September. Schedule distributed.

Mr. Syphax reported the following:

- Councilmember Anita Bonds will be visiting the office tomorrow at 11 am
- Anticipating approximately 4500 cases this year
- Commissioners need to strive to improve every year; track cases better
- Has been sitting down with individual Commissioners to perform training
- An updated manual has been completed and it is designed to inform the Commissioners of what they need to know to perform the duties of their positions
- There will be upcoming training to discuss supplement assessments and other issues

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

Richard Amato moved to adjourn the meeting. Edwin Dugas seconded the motion. The meeting was adjourned at 1:58 p.m.

Approved September 24, 2019

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Tuesday, September 24, 2019**

Chairperson Gregory Syphax called the 2nd public meeting for CY 2019 to order at 4:03 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, Rod Davis, Wendy Gadson, Alvin Jackson, Cliftine Jones, Frank Sanders, Stacie Scott Turner, Trent Williams, and John Woods. Edwin Dugas, Don Isaac, and John Neil Olliviera were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Stacie Scott Turner made a motion for approval of minutes from the August 29, 2019, Public Meeting; Rod Davis seconded the motion. The minutes were approved with one typographical correction.

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

- Hearing schedules for October are being prepared.
- The fiscal year 2019 ends next week..

Mr. Syphax reported the following:

- His meeting with Councilmember Anita Bonds went well and she is very interested in what the Commission does. She asked for a copy of the manual that was distributed to the Commissioners.

There were no attendees to learn about how to appeal their property tax assessment.

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

Alvin Jackson moved to adjourn the meeting. Cliftine Jones seconded the motion. The meeting was adjourned at 4:08 p.m.

Approved December 17, 2019

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Tuesday, November 5, 2019**

Chairperson Gregory Syphax called the 3rd public meeting for CY 2019 to order at 5:03 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, Wendy Gadson, , Cliftine Jones, John Neil Olliviera, Frank Sanders, Stacie Scott Turner, Trent Williams, and John Woods. May Chan, Rod Davis, Edwin Dugas, and Alvin Jackson were absent from the meeting. Executive Director, Carlynn Fuller, was also in attendance.

Ms. Fuller, the Executive Director, indicated that she had no report.

Chairman Syphax indicated that he had no report.

There were no attendees to learn about how to appeal their property tax assessment.

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

Richard Amato moved to adjourn the meeting. Cliftine Jones seconded the motion. The meeting was adjourned at 5:04 p.m.

Approved December 17, 2019

**Real Property Tax Appeals Commission
Minutes of the Public Meeting held on
Tuesday, December 17, 2019**

Chairperson Gregory Syphax called the 4th public meeting for CY 2019 to order at 4:03 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, Wendy Gadson, Alvin Jackson, John Neil Olliviera, Stacie Scott, Trent Williams, and John Woods. May Chan, Cliftine Jones, Edwin Dugas, and 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 September 24, 2019, and November 5, 2019, Public Meetings; Stacie Scott seconded the motion. The minutes were approved.

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

- As of today 5,808 cases have been received.
- We have scheduled the last hearing date for the season and it will be held on January 14, 2020.
- 1,133 cases have been decided to date.
- 5,035 heard as of today
- 22 late residential cases
- Commissioners need to be sure to complete the sign-in sheet when sitting in hearings.

Mr. Syphax reported the following:

- Commissioners will be working hard over the holidays writing decisions.

There were no members from the public present for the workshop portion of the meeting.

Seth Brown representing Wilkes Artis was the only member of the public at the meeting.

John Neil Olliviera moved to adjourn the meeting. Alvin Jackson seconded the motion. The meeting was adjourned at 4:14 p.m.

Real Property Tax Appeals Commission
Administrative Meeting Minutes
August 27, 2020

Vice Chair Amato called the meeting to order at 1:14pm

Roll Call

Present: Richard Amato, Frank Sanders, Stacie Scott, Cliftine Jones, May Chan, Wendy Gadson, Trent Williams, Alvin Jackson, Eddie Dugas, and John Woods

Absent: John Neil Olliviera

Vice-Chairman Report

No report from Vice-Chairman

Executive Director Report

- Real estate appeals to begin September 29, 2020
- As of this morning, 213 cases have been submitted via File & Serve
- RPTAC Establishment Statute
 - Proposing to amend the RPTAC Establishment Statute to change part-time commissioners to full-time temporary hearing examiners. This will address compliance issues with the IRS and conflicting language in the statute that calls for part time commissioners to be contractors and DC Government employees.
 - Proposing to amend the RPTAC Establishment Statute to require the Chairman to have commercial real estate assessment experience and/or a general appraisers license.
- Preparing to upgrade Commissioners' Adobe software to Adobe Pro for electronic signature capability

How to Appeal

N/a - No public participants present

Public Comments

N/a - No public participants present

Meeting Adjourned at 1:29pm

Real Property Tax Appeals Commission
Administrative Meeting Minutes
September 22, 2020

Vice Chair Amato called the meeting to order at 4:09pm

Roll Call

Present: Richard Amato, Frank Sanders, Stacie Scott, Cliftine Jones, May Chan, Wendy Gadson, Trent Williams, Eddie Dugas, John Neil Olliviera, Rod Davis, Alvin Jackson, Ronald Hudson and John Woods

Absent: N/a

Vice-Chairman Report

No report from the Vice-Chairman

Executive Director Report

- As of this morning, 935 cases have been submitted via File & Serve.
- Commissioners and staff discussed virtual hearing preparation and procedure.
- Howard University Law student, Trea Harris, will start an internship with RPTAC September 29.

How to Appeal

N/a - No public participants present

Public Comments

N/a - No public participants present

Meeting Adjourned at 4:46pm



GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION

Administrative Meeting Minutes
November 3, 2020

Vice Chair Amato called the meeting to order at 4:15pm

Roll Call

Present: Richard Amato, Stacie Scott, Cliftine Jones, May Chan, Wendy Gadson, Trent Williams, Eddie Dugas, Rod Davis, Neil Olliviera, Alvin Jackson, Ron Hudson, and John Woods

Absent: N/a

Vice-Chairman Report

No report from the Vice-Chairman

Executive Director Report

- Nearly 50% of hearings complete; the majority remaining are commercial cases.
- Hearing decision submission procedure was explained to commissioners

How to Appeal

N/a - No public attendants requested this presentation

Public Comments

Steve Thompson from Ryan LLC had two questions to the Commission:

1) When will the new Chairperson be in place?

RPTAC is planning to have a Chairperson seated by spring 2021.

2) Should petitioners submit subsequent documents electronically and can they expect final decisions electronically?

If petitioners initially filed electronically via File & Serve Express then they should submit subsequent documents on the same platform. In addition, if the petitioner filed via File & Serve Express they will receive the Commission's decision on the same platform.

Meeting Adjourned at 4:32pm



GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION

Real Property Tax Appeals Commission
Fourth Administrative Meeting Minutes
December 15, 2020

Vice Chair Amato called the meeting to order at 4:15 pm

Roll Call

Present: Richard Amato, Frank Sanders, Stacie Scott, Cliftine Jones, May Chan, Wendy Gadson, Trent Williams, Eddie Dugas, Rod Davis, Neil Olliviera, Alvin Jackson, and Ron Hudson

Absent: John Woods

Vice-Chairman Report

No report from the Vice-Chairman

Executive Director Report

- Thanked commissioners addressing late residential decisions. Appeal to address those residential cases as soon as possible.
- Nearing completion of the appeals season; January will be uncharacteristically busy with two panels for most days in the month. There is a likelihood hearings will continue passed February 1.

How to Appeal

N/a - No public attendants requested this presentation

Public Comments

N/a - No public comments

Meeting Adjourned at 4:59 pm



GOVERNMENT OF THE DISTRICT OF COLUMBIA
THE REAL PROPERTY TAX APPEALS COMMISSION
TAX YEAR 2020
ANNUAL REPORT



GIZACHEW ANDARGEH
INTERIM EXECUTIVE DIRECTOR

RICHARD AMATO ESQ.
VICE CHAIRPERSON

**ANNUAL REPORT
OF
THE REAL PROPERTY TAX APPEALS COMMISSION**

TAX YEAR 2020

**GIZACHEW ANDARGEH
INTERIM EXECUTIVE DIRECTOR**

**RICHARD AMATO, ESQ.
VICE CHAIRPERSON**

TY 2020 FULL-TIME COMMISSIONERS

**MAY CHAN
CLIFTINE JONES
FRANK SANDERS
STACIE SCOTT**

PART-TIME COMMISSIONERS

**RODERICK DAVIS
EDWIN DUGAS
WENDY GADSON
RONALD HUDSON
ALVIN JACKSON
JOHN E. NEIL OLLIVIERRA
TRENT T. WILLIAMS**

TABLE OF CONTENTS

	Page
1. Real Property Tax Appeals Commission TY 2019 Membership	4
2. Real Property Tax Appeals Commission Staff	4
3. Executive Summary	5
4. Major Issues Facing the Commission	7
5. Commissioner Education and Training	8
6. Community Outreach	9
7. Tax Year 2020 Assessment Appeal Season Overview	10
8. The Tax Year 2021 Appeal Season Outlook	15
9. Accomplishments	16

**REAL PROPERTY TAX APPEALS COMMISSION MEMBERSHIP
TY 2020**

MEMBERS	ROLE	CONFIRMATION DATE	TERM ENDING
Gregory Syphax	Chairperson	July 13, 2012 Reconfirmed March 6, 2018	Retired July 15, 2020
Richard Amato, Esq.	Vice Chairperson	July 13, 2012; reconfirmed July 14, 2015; reconfirmed May 10, 2019	April 30, 2023
May S. Chan	Commissioner	July 13, 2012; reconfirmed April 17, 2014 reconfirmed March 6, 2018	April 30, 2022
Cliftine Jones	Commissioner	July 13, 2012 Reconfirmed March 6, 2018	April 30, 2022
Frank Sanders	Commissioner	July 13, 2012; reconfirmed May 2, 2017	April 30, 2021
Stacie Scott Turner	Commissioner	July 14, 2015; reconfirmed March 20, 2019	April 30, 2023
Rod Davis	Part-Time Commissioner	July 10, 2018	April 30, 2022
Edwin H. Dugas	Part-Time Commissioner	November 30, 2016; reconfirmed July 7, 2020	April 30, 2024
Wendy Gadson	Part-Time Commissioner	May 2, 2017	April 30, 2021
Ronald Hudson	Part-Time Commissioner	February 11, 2020;	April 30, 2022
Alvin Jackson	Part-Time Commissioner	May 7, 2013; reconfirmed May 2, 2017	April 30, 2021
John Neil Olliviera	Part-Time Commissioner	March 24, 2014 Reconfirmed March 6, 2018	April 30, 2022
Trent Williams	Part-Time Commissioner	July 13, 2012; reconfirmed July 14, 2015; reconfirmed March 1, 2019	April 30, 2023
John Woods, Jr.	Part-Time Commission	June 26, 2019	April 30, 2023

REAL PROPERTY TAX APPEALS COMMISSION STAFF

Gizachew Andargeh	Interim Executive Director	gizachew.andargeh@dc.gov
Debra Spencer	Staff Assistant	debra.spencer@dc.gov
Sophia Murray	Clerical Assistant	sophia.murray@dc.gov
Vivian Thornton	Program Assistant	vivian.thornton2@dc.gov
Donald Freeman	IT Specialist	donald.freeman2@dc.gov

Executive Summary

The mission of the Real Property Tax Appeals Commission (RPTAC) is to conduct fair and impartial hearings in disputed real property tax assessment appeal cases (to ensure that properties are assessed at 100% of market value), and to resolve claims of improper real property classifications, homestead (domicile), and senior eligibility issues. This Annual Report covers its activities for Tax Year 2020.

Currently, the District of Columbia law provides real property owners with a three-level appeals process as it relates to real property assessments. The 1st level appeal occurs with the Office of Tax and Revenue (“OTR”), where the Petitioner can appeal the assessment with the assessor of record. At this appeal level, the assessor can sustain, reduce, or, in some cases, increase the proposed assessed value of the property.

Once a Petitioner has received his or her Notice of 1st Level Decision and is aggrieved by the decision, the Petitioner has 45 days from the date of the notice to appeal to the 2nd level – The Real Property Tax Appeals Commission. Petitioners can represent themselves or be represented by counsel, which could be an attorney or non-attorney “tax consultant.” Finally, after the taxpayer has exhausted all avenues with the Commission, which sometimes includes requesting a rehearing, the Petitioner can appeal to the 3rd level of appeal – the Tax Division of the Superior Court of the District of Columbia.

The Commission is comprised of a full-time chair and vice chair, four full-time Commissioners and eight part-time Commissioners. The full-time Commissioners are District of Columbia Government employees, while the part-time Commissioners are paid as contractors on an hourly basis.

It cannot go without saying that the impact of COVID-19 and the declaration of a public health emergency was palpable. RPTAC, along with many other District Government agencies,

was forced to conduct its business in a virtual posture. This meant upgrading Commissioner and staff technological access and knowledge, pivoting to virtual hearings and administrative meetings, deliberating via email, and limited public engagement.

Major Issues Facing the Commission

The effort to meet the Commission's statutory obligations to decide all appeal cases by February 1 of each year is an annual challenge. The Commission must decide all residential appeals (housing having one to four units) within 30 days after hearings, and all commercial and large residential apartment building appeals (having five or more units), within 80 days after hearings. However, over the past four years, the Commission has done very well, deciding 91% of its appeal cases within the statutory deadlines. The Commission heard 5,829 valuation appeals for Tax Year 2020.

Although the Commission considers timeliness to be one of its main objectives, the Commission is aware that its ability to meet its statutory deadlines is obviously contingent upon the number of appeals that are filed each year. At some point, a great number of appeals could overwhelm the Commission and make it impossible for it to timely complete its caseload without sacrificing some degree of quality of service and/or performance. For this reason, the Commission continues to strategize ways of accomplishing its goals without sacrificing either the quality of service or the quality of the decisions it renders, through education, training, and streamlining the administrative processes.

Getting adequate participation of its part-time Commissioners is another issue that impacts the performance of the Commission. Lack of full participation by some part-time Commissioners (full participation of part-time Commissioners is defined as providing *at least* 20 hours per week of service) adds to the burden for those Commissioners who work the minimum amount of hours or, in some cases, 40 or more hours a week. However, the number of necessary hours for each part time commissioner to participate in hearings, deliberate, and render timely decisions is demonstrably increasing. Requiring all part time commissioners dedicate 40 hours of week to fully meet statutory deadlines is becoming clearer.

Continuing Education & Training

The Commission requires its members, both full-time and part-time Commissioners, to attend continuing education classes and training annually. Classes and training are focused on methods of real property valuation, principles and fundamentals of appraising, appraisal practices and standards, and applicable software programs.

The continuing education requirement can be met by attending classes provided by an approved professional appraiser organization or by other providers whose classes have been approved by the D.C. Board of Real Estate Appraisers or the D.C. Real Estate Commission. We have in-house training as well, with specialized experts as guest speakers who address the Commission on pertinent issues. Online/On demand training classes have also proven to be effective in fulfilling Commissioner training requirements – especially for part-time members who may have time constraints during the “off season,” when training is normally scheduled. Although RPTAC rules and regulations do not address the number of hours of training each Commissioner must have, the Commission expects each Commissioner to complete a minimum of 12 hours per year.

Online/On Demand Classes are allowed to be taken by Commissioners, at the Commission’s expense, if the class applies to the issues, skills, and/or knowledge of real property valuation. Each Commissioner has to provide proof of completion, such as a certificate of completion, which can be downloaded from the course provider, and can bill the Commission for his/her time. If the course is identified, for example, as a 7-hour course, the Commissioner is expected to produce a certificate that states that the 7-hour course was completed. Only then will a Commissioner be able to bill the Commission for time (example: 7 hours x \$50/hour = \$350.00).

Community Outreach

RPTAC is expected to engage in community outreach annually to promote the Commission as a quasi-judicial body for citizens to resolve their tax assessment disputes with the Office Tax & Revenue (OTR), or classification disputes with the Department of Consumer & Regulatory Affairs (DCRA). In years prior, the Commission has appeared before the public at a number of Advisory Neighborhood Commission (ANC) meetings, has distributed fliers, and has had “workshops” which were open to the public to discuss the appeal process and how one should prepare for making an appeal before RPTAC. The public health emergency made public engagement a challenge in 2020. The Commission originally scheduled two “workshops” in early March 2020, but due to public concern about COVID and the Mayor’s Order decreeing a public health emergency, those workshops were cancelled.

The Commission will always continue to look for better and more efficient ways to improve the overall appeal process. The Commission has met, and will continue to meet, with DCRA and OTR to discuss various issues which the Commission believes could help improve the appeal process in both classification and valuation cases, and has met with OTR to discuss ideas that might improve the process for supplemental assessment appeals.

The Commission has worked hard to be more transparent than the previous tax appeal board by opening its doors for public meetings, conducting workshops for the public, and meeting regularly with the Apartment & Office Building Association (AOBA) and with representatives of the Office of Tax & Revenue and the Department of Consumer & Regulatory Affairs (DCRA). The Commission is always willing to listen and consider the concerns of the public, as well as the concerns of government agencies, and intends to keep an “open-door” policy for anyone to come in to talk about the appeal process.

Tax Year 2020 Appeal Seasons Overview

For Tax Year 2020 (season ended February 1, 2020), the Commission processed a total of 5,905 cases (5,829 valuation appeals) – 4,683 Class 1 Residential valuation cases, 1,141 Class 2 Commercial valuation cases and, 3 Class 3 C Vacant classification valuation case; and 1 Class 4 Blight Classification cases.

The specific statistical breakdown of the valuation cases is as follows:

- 5,829 cases received minus 939 (618 cases that were withdrawn plus the 321 cases that were resolved by way of Stipulation Agreement) results in 4,890 cases that the Commission actually decided.
- 169 cases were Tax Class 1 residential cases with a 30-day deadline. The Commission completed 119 of those cases on time (70%).
- 3,766 cases were Tax Class 1 residential cases with an 80-day deadline. The Commission completed 3,642 of those cases on time (97%).
- 898 cases were Tax Class 2 commercial cases with an 80-day deadline. The Commission completed 809 of those cases on time (90%).
- 1 case was a Tax Class 3 Vacant Classification case and it was completed on time.
- 1 case was a Tax Class 4 Blight Classification case and it was completed on time.
- 4,729 cases were completed by the February 1st deadline (97%).
- 5,140 cases were filed electronically

Tax Class 1 Appeals

For Tax Class 1 properties, the Commission received a total of four thousand six hundred eighty-one (4,681) Class 1 Residential valuation appeals, with five hundred sixty-six (566) appeals being withdrawn, and one hundred eighty-one (181) appeals resolved by way of Stipulation Agreements between the Office of Tax and Revenue and the Petitioner. The Commission decided a total of three thousand nine hundred thirty-five (3,935) Tax Class 1 appeals. Of these cases, twelve were increased (<1%), ten (<1%) were decided based on the assessor of record's recommendation for reduction, two thousand nine hundred sixty-six (2,966) (seventy-five percent (75%)) were sustained, and nine hundred forty-seven (947) (twenty-four percent (24%)) were reduced.

Tax Class 1 Properties (Residential real property, including multifamily)

Action	Assessed Value (AV)	Dollar Value (DV) (AV ÷ 100 x .85)
1 st Level Cases Appealed to RPTAC (excluding withdrawn cases but including stipulations)	\$9,936,855,020	\$84,463,267
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$1,667,857,390	\$14,176,787
2 nd Level Stipulation Agreements (between the Petitioner and OTR)	\$1,544,629,144	\$13,129,347
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	\$123,228,246	\$1,047,440
1 st Level Cases Appealed to and decided by RPTAC	\$8,268,997,630	\$70,286,479
2 nd Level (RPTAC) Actions	\$8,168,047,414	\$69,428,403
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	\$100,950,216	\$858,076
2 nd Level Increases	\$28,039,667	\$238,337
2 nd Level Reductions	\$1,090,685,559	\$9,270,827
2 nd Level Sustained	\$6,986,508,780	\$59,385,324
2 nd Level Recommended	\$59,843,408	\$508,668

Tax Class 2 Appeals

The Commission also received one thousand one hundred fifty-two (1,152) Tax Class 2 appeals: eighty-five (85) or seven percent (7%) were withdrawn, and one hundred sixty-seven (159) or fourteen percent (14%) were resolved by way of Stipulation Agreements between the Office of Tax and Revenue and the Petitioner. The Commission decided a total of eight hundred ninety-six (896) appeals. Of these appeals, two (2) (<1%) were increased, eight hundred twelve (812) (seventy percent (70%)) were sustained, and fifteen (15) (1%)) were decided based on the Assessor of Record's recommendation, and sixty-six (66) (6 percent (6%)) were reduced.

Tax Class 2 Properties (Commercial and industrial property, including hotels and motels, for an assessed value up to \$5 million)

Action	Assessed Value (AV)	Dollar Value (DV) (AV ÷ 100 x 1.65)
1 st Level Cases Appealed to RPTAC (excluding withdrawn cases but including stipulations)	\$608,699,964	\$10,043,549
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$99,878,832	\$1,648,000
2 nd Level Stipulation Agreements	\$103,616,197	\$1,709,667
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	\$(3,737,365)	\$(61,666)
1 st Level Cases Appealed to and decided by RPTAC	\$508,821,132	\$8,395,548
2 nd Level (RPTAC) Actions	\$527,136,583	\$8,697,753
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	\$(18,315,451)	\$302,204
2 nd Level Increases	\$5,645,592	\$93,152
2 nd Level Reductions	\$62,077,943	\$1,024,286
2 nd Level Sustained	\$456,535,892	\$7,532,842
2 nd Level Recommended	\$2,876,776	\$47,466

Tax Class 2 Properties (Commercial and industrial real property, including hotels and motels, for an assessed value greater than \$5 million up to \$10 million)

Action	Assessed Value (AV)	Dollar Value (DV) (AV ÷ 100 x 1.77)
1 st Level Cases Appealed to RPTAC (excluding withdrawn cases but including stipulations)	\$743,871,127	\$13,166,518
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$98,442,568	\$1,742,433
2 nd Level Stipulation Agreements	\$90,754,549	\$1,606,355
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	\$7,688,019	\$187,033
1 st Level Cases Appealed to and decided by RPTAC	\$645,428,559	\$11,424,085
2 nd Level (RPTAC) Actions	\$604,238,543	\$10,695,022
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	\$41,190,016	\$729,063
2 nd Level Increases	\$0	\$0

2 nd Level Reductions	\$17,063,244	\$302,019
2 nd Level Sustained	\$587,175,299	\$1,543,002
2 nd Level Recommended	\$0	\$0

Tax Class 2 Properties (Commercial and industrial real property, including hotels and motels, for an assessed value greater than \$10 million)

Action	Assessed Value (AV)	Dollar Value (DV) (AV ÷ 100 x 1.89)
1 st Level Cases Appealed to RPTAC (excluding withdrawn cases but including stipulations)	\$51,686,955,310	\$976,883,455
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$7,560,124,844	\$142,886,359
2 nd Level Stipulation Agreements	\$7,044,238,276	\$133,136,103
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	\$515,886,568	\$9,750,256
1 st Level Cases Appealed to and decided by RPTAC	\$44,126,830,466	\$833,997,095
2 nd Level (RPTAC) Actions	\$43,814,137,220	\$828,087,193
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	\$312,693,246	\$5,909,902
2 nd Level Increases	\$163,705,530	\$3,094,034
2 nd Level Reductions	\$2,358,114,287	\$44,568,360
2 nd Level Sustained	\$40,321,005,982	\$762,067,013
2 nd Level Recommended	\$971,311,421	\$18,357,785

Tax Class 3 Appeals

The Commission received three Tax Class 3 appeals. Two were withdrawn (66%) and one (33%) was sustained.

Tax Class 3 Properties (Vacant real property)

Action	Assessed Value (AV)	Dollar Value (DV) (AV ÷ 100 x 5.00)
1 st Level Cases Appealed to RPTAC (excluding withdrawn cases but including stipulations)	\$116,740	\$5,837
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$0	\$0

2 nd Level Stipulation Agreements	\$0	\$0
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	\$0	\$0
1 st Level Cases Appealed to and decided by RPTAC	\$116,740	\$5,837
2 nd Level (RPTAC) Actions	\$116,740	\$5,837
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	\$0	\$0
2 nd Level Increases	\$0	\$0
2 nd Level Reductions	\$0	\$0
2 nd Level Sustained	\$116,740	\$5,837
2 nd Level Recommended	\$0	\$0

Tax Class 4 Properties

The Commission received one Tax Class 4 appeal and it was reduced*.

Tax Class 4 Properties (Blighted real property)

Action	Assessed Value (AV)	Dollar Value (DV) (AV ÷ 100 x 10.00)
1 st Level Cases Appealed to RPTAC (excluding withdrawn cases but including stipulations)	\$65,520	\$556*
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$0	\$0
2 nd Level Stipulation Agreements	\$0	\$0
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	\$0	\$0
1 st Level Cases Appealed to and decided by RPTAC	\$65,520	\$556
2 nd Level (RPTAC) Actions	\$65,520	\$556
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	\$0	\$0
2 nd Level Increases	\$0	\$0
2 nd Level Reductions	\$65,520	\$556
2 nd Level Sustained	\$0	\$0
2 nd Level Recommended	\$0	\$0

*The property was reclassified as Class 1 and taxed at the .85 rate. The assessment value remained the same.

Total Number of TY 2020 Assessment Cases Heard per Commissioner*

Full-Time Commissioners

Commissioner	Case Count
Amato	1,848
Chan	305
Jones	395
Sanders	1,088
Scott-Turner	1,975
Syphax	1,910

Part-Time Commissioners

Commissioner	Case Count
Davis	292
Dugas	234
Gadson	1,455
Jackson	870
Olliviera	870
Williams	2,239

*Each lot in a multi-lot property appeal is required to be counted individually and therefore the total appeals heard is not a definitive indicator of workload per commissioner due to the fact that some Commissioners with especially high totals sit on hearing panels where one property can have between 100-500 lots while other Commissioners sit on hearing panels that do not have any multi-lot properties.

In addition to standard assessment appeals, the Commission rendered decisions in appeals for Possessory Interests, Classifications not made in the current tax year, and Homestead Deductions. Since these appeals are not “standard assessment appeals” which are automatically placed into OTR’s tracking system, the Commission must notify OTR of these appeals, and then OTR manually places these decisions into its tracking system.

Tax Year 2021 Appeal Season

The Commission began receiving Tax Year 2021 cases in June. The Commission has had great success over the past seven years in meeting its statutory deadlines. Before COVID the Commission continued to expect to have the same success in the future, so long as the number of appeals filed did not exceed the normal caseload of 4,000 to 5,000 cases per year. In Tax Year 2021 the Commission received over 7,000 cases. Even though the Commission has worked hard

to establish a routine that works, it has had difficulty meeting such a high and unanticipated demand. If the caseload remains this high in future years – as can be expected considering the negative economic impacts of COVID – the Commission will need to devise new ways to ensure its statutory obligations are met with quality, efficiency, and punctuality.

Major Accomplishments

The Commission continues to push for greater use of the *File & Serve* system by Petitioners. This system improves the administrative process for filing petitions, scheduling hearings, deciding appeals, and notifying Petitioners of the Commission's decisions via on-line mailings. The system allows for paperless archiving of cases, without physical storage space. All of the Commissioners have attended classes on how to use the service.