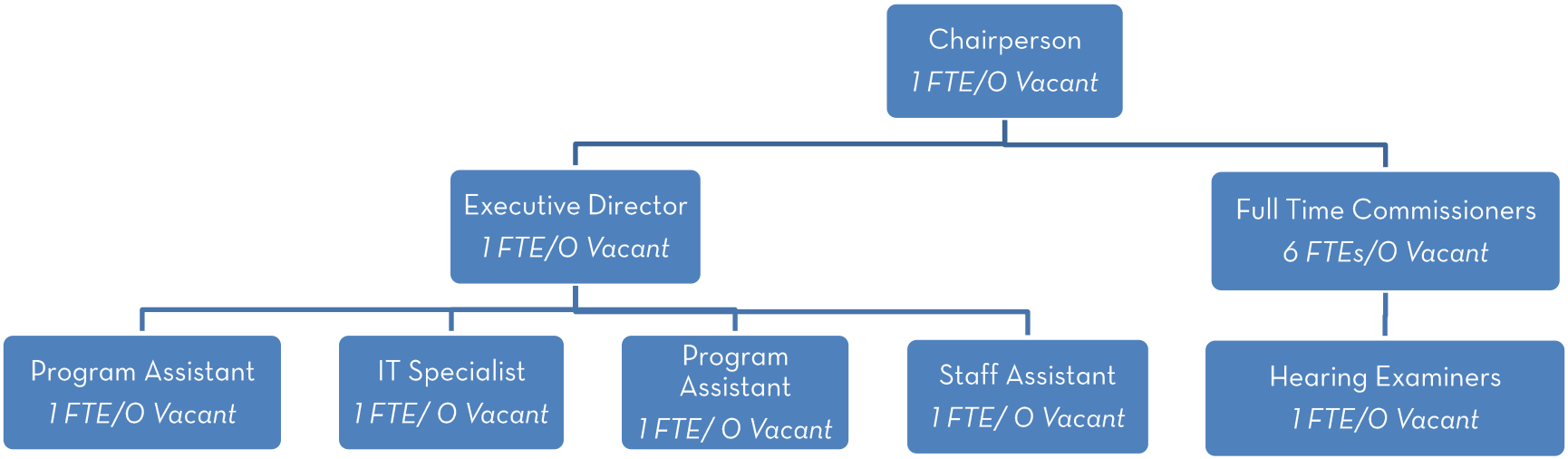
# Exhibit A - RPTAC Organizational Chart




*Information collected in December 2021

Senior Personnel

Trent Williams, Chairman; Richard Amato, Vice Chairman; Gizachew Andargeh, Executive Director

Divisional Responsibilities

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

Changes to Organizational Chart

RPTAC no longer has contract 8 part-time commissioners, but 2 Hearing Examiners who are District Government employees.

Exhibit A - RPTAC Organizational Chart

## REAL PROPERTY TAX APPEALS COMMISSION (DA0) - FY2022 CURRENT SCHEDULE A as of 12/28/2021

| Position No | Position Title | Grade | Step | Regular/ Temp | Program Code | Program Code Title | Salary | Fringe Benefits 18.8% | FTE Distrib | Salary + Fringe Total | Head Count | Annual Salary |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **AGENCY MANAGEMENT** | | | | | | | | | | | | |
| **00017063** | **Executive Director** | **9** | **0** | **Regular** | **1010** | **PERSONNEL** | **7,500.00** | **1,410.00** | **0.05** | **8,910.00** | **1** | **150,000** |
| | | | | | **1010 PERSONNEL Total** | | **7,500.00** | **1,410.00** | **0.05** | **8,910.00** | **1** | |
| 00003633 | Clerical Assistant | **6** | **10** | Regular | 1015 | TRAINING AND EMPLOYEE DEV | 2,556.10 | 480.55 | 0.05 | 3,036.65 | 1 | **51,122** |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 1015 | TRAINING AND EMPLOYEE DEV | 7,500.00 | 1,410.00 | 0.05 | 8,910.00 | | 150,000 |
| 00025588 | Staff Assistant | **9** | **10** | Regular | 1015 | TRAINING AND EMPLOYEE DEV | 3,353.10 | 630.38 | 0.05 | 3,983.48 | 1 | **67,062** |
| | | | | | **1015 TRAINING AND EMPLOYEE DEVELOPM** | | **13,409.20** | **2,520.93** | **0.15** | **15,930.13** | **2** | |
| 00003633 | Clerical Assistant | *6* | *10* | Regular | 1020 | CONTRACTING AND PROCURE | 7,668.30 | 1,441.64 | 0.15 | 9,109.94 | | 51,122 |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 1020 | CONTRACTING AND PROCURE | 15,000.00 | 2,820.00 | 0.10 | 17,820.00 | | 150,000 |
| 00025588 | Staff Assistant | *9* | *10* | Regular | 1020 | CONTRACTING AND PROCURE | 10,059.30 | 1,891.15 | 0.15 | 11,950.45 | | 67,062 |
| | | | | | **1020 CONTRACTING AND PROCUREMENT T** | | **32,727.60** | **6,152.79** | **0.40** | **38,880.39** | **0** | |
| 00003633 | Clerical Assistant | *6* | *10* | Regular | 1030 | PROPERTY MANAGEMENT | 1,022.44 | 192.22 | 0.02 | 1,214.66 | | 51,122 |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 1030 | PROPERTY MANAGEMENT | 10,500.00 | 1,974.00 | 0.07 | 12,474.00 | | 150,000 |
| 00025588 | Staff Assistant | *9* | *10* | Regular | 1030 | PROPERTY MANAGEMENT | 1,341.24 | 252.15 | 0.02 | 1,593.39 | | 67,062 |
| | | | | | **1030 PROPERTY MANAGEMENT Total** | | **12,863.68** | **2,418.37** | **0.11** | **15,282.05** | **0** | |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 1040 | INFORMATION TECHNOLOGY | 15,000.00 | 2,820.00 | 0.10 | 17,820.00 | | 150,000 |
| | | | | | **1040 INFORMATION TECHNOLOGY Total** | | **15,000.00** | **2,820.00** | **0.10** | **17,820.00** | **0** | |
| 00003633 | Clerical Assistant | *6* | *10* | Regular | 1050 | COMMUNICATIONS | 1,022.44 | 192.22 | 0.02 | 1,214.66 | | 51,122 |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 1050 | COMMUNICATIONS | 7,500.00 | 1,410.00 | 0.05 | 8,910.00 | | 150,000 |
| 00025588 | Staff Assistant | *9* | *10* | Regular | 1050 | COMMUNICATIONS | 1,341.24 | 252.15 | 0.02 | 1,593.39 | | 67,062 |
| | | | | | **1050 COMMUNICATIONS Total** | | **9,863.68** | **1,854.37** | **0.09** | **11,718.05** | **0** | |
| 00003633 | Clerical Assistant | *6* | *10* | Regular | 1080 | COMMUNICATIONS | 26,072.22 | 4,901.58 | 0.51 | 30,973.80 | | 51,122 |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 1080 | COMMUNICATIONS | 10,500.00 | 1,974.00 | 0.07 | 12,474.00 | | 150,000 |
| 00025588 | Staff Assistant | *9* | *10* | Regular | 1080 | COMMUNICATIONS | 26,824.80 | 5,043.06 | 0.40 | 31,867.86 | | 67,062 |
| | | | | | **1080 COMMUNICATIONS Total** | | **63,397.02** | **11,918.64** | **0.98** | **75,315.66** | **0** | |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 1085 | CUSTOMER SERVICE | 3,000.00 | 564.00 | 0.02 | 3,564.00 | | 150,000 |
| | | | | | **1085 CUSTOMER SERVICE Total** | | **3,000.00** | **564.00** | **0.02** | **3,564.00** | **0** | |
| | | | | | | **AGENCY MANAGEMENT TOTAL** | **157,761.18** | **29,659.10** | **1.90** | **187,420.28** | **3** | |

## REAL PROPERTY TAX APPEALS COMMISSION (DA0) - FY2022 CURRENT SCHEDULE A as of 12/28/2021

| Position No | Position Title | Grade | Step | Regular/ Temp | Program Code | Program Code Title | Salary | Fringe Benefits 18.8% | FTE Distrib | Salary + Fringe Total | Head Count | Annual Salary |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **REAL PROPERTY APPEALS PROCESS** | | | | | | | | | | | | |
| 00003633 | Clerical Assistant | 6 | 10 | Regular | 2010 | APPEALS PROCESS | 12,780.50 | 2,402.73 | 0.25 | 15,183.23 | | 51,122 |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 2010 | APPEALS PROCESS | 60,000.00 | 11,280.00 | 0.40 | 71,280.00 | | 150,000 |
| 00025588 | Staff Assistant | 9 | 10 | Regular | 2010 | APPEALS PROCESS | 24,142.32 | 4,538.76 | 0.36 | 28,681.08 | | 67,062 |
| 00045352 | IT Specialist (Network) | 12 | 6 | Regular | 2010 | APPEALS PROCESS | *89,690.00* | 16,861.72 | 1.00 | 106,551.72 | 1 | **89,690** |
| 00047233 | Program Support Assistar | 7 | 9 | Regular | 2010 | APPEALS PROCESS | 55,097.00 | 10,358.24 | 1.00 | 65,455.24 | 1 | **55,097** |
| | | | | | **2010 APPEALS PROCESS Total** | | **241,709.82** | **45,441.45** | **3.01** | **287,151.27** | **2** | |
| 00075611 | Chairperson, RPTAC | 17 | 0 | Term | 2020 | COMMISSION OPERATIONS | 135,000.00 | 25,380.00 | 0.90 | 160,380.00 | 1 | **150,000** |
| 00075612 | Vice Chairperson (RPTAC | 16 | 0 | Term | 2020 | COMMISSION OPERATIONS | 126,676.83 | 23,815.24 | 0.90 | 150,492.07 | 1 | **140,752** |
| 00104281 | Hearing Examiner | 11 | 0 | Temp | 2020 | COMMISSION OPERATIONS | 112,937.76 | 21,232.30 | 0.90 | 134,170.06 | 0.5 | **125,486** |
| 00104282 | Hearing Examiner | 11 | 0 | Temp | 2020 | COMMISSION OPERATIONS | 112,937.76 | 21,232.30 | 0.90 | 134,170.06 | 0.5 | **125,486** |
| 00075613 | Commissioner, RPTAC | 15 | 0 | Term | 2020 | COMMISSION OPERATIONS | 115,160.46 | 21,650.17 | 0.90 | 136,810.63 | 1 | **127,956** |
| 00075614 | Commissioner, RPTAC | 15 | 0 | Term | 2020 | COMMISSION OPERATIONS | 115,160.47 | 21,650.17 | 0.90 | 136,810.64 | 1 | **127,956** |
| 00075615 | Commissioner, RPTAC | 15 | 0 | Term | 2020 | COMMISSION OPERATIONS | 115,160.46 | 21,650.17 | 0.90 | 136,810.63 | 1 | **127,956** |
| 00075616 | Commissioner, RPTAC | 15 | 0 | Term | 2020 | COMMISSION OPERATIONS | 115,160.46 | 21,650.17 | 0.90 | 136,810.63 | 1 | **127,956** |
| | | | | | **2020 COMMISSION OPERATIONS Total** | | **948,194.21** | **178,260.51** | **7.20** | **1,126,454.72** | **7** | |
| | | | | | | **REAL PROPERTY APPEALS PROCESS TOTAL** | **1,189,904.03** | **223,701.96** | **10.21** | **1,413,605.99** | **9** | |
| **REAL PROPERTY OUTREACH EDUCATION** | | | | | | | | | | | | |
| *00017063* | *Executive Director* | *9* | *0* | *Regular* | 3010 | OUTREACH EDUCATION | 13,500.00 | 2,538.00 | 0.09 | 16,038.00 | | 150,000 |
| | | | | | **3010 OUTREACH EDUCATION Total** | | **13,500.00** | **2,538.00** | **0.09** | **16,038.00** | **0** | |
| *00075611* | *Chairperson, RPTAC* | *17* | *0* | *Term* | 3020 | COMMISSION OUTREACH | 15,000.00 | 2,820.00 | 0.10 | 17,820.00 | | 150,000 |
| *00075612* | *Vice Chairperson (RPTAC* | *16* | *0* | *Term* | 3020 | COMMISSION OUTREACH | 14,075.20 | 2,646.14 | 0.10 | 16,721.34 | | 140,752 |
| *00104281* | *Hearing Examiner* | *11* | *0* | *Temp* | 3020 | COMMISSION OUTREACH | *12,548.64* | *2,359.14* | *0.10* | *14,907.78* | | *125,486* |
| *00104282* | *Hearing Examiner* | *11* | *0* | *Temp* | 3020 | COMMISSION OUTREACH | *12,548.64* | *2,359.14* | *0.10* | *14,907.78* | | *125,486* |
| *00075613* | *Commissioner, RPTAC* | *15* | *0* | *Term* | 3020 | COMMISSION OUTREACH | 12,795.61 | 2,405.57 | 0.10 | 15,201.18 | | 127,956 |
| *00075614* | *Commissioner, RPTAC* | *15* | *0* | *Term* | 3020 | COMMISSION OUTREACH | 12,795.61 | 2,405.57 | 0.10 | 15,201.18 | | 127,956 |
| *00075615* | *Commissioner, RPTAC* | *15* | *0* | *Term* | 3020 | COMMISSION OUTREACH | 12,795.61 | 2,405.57 | 0.10 | 15,201.18 | | 127,956 |
| *00075616* | *Commissioner, RPTAC* | *15* | *0* | *Term* | 3020 | COMMISSION OUTREACH | 12,795.61 | 2,405.57 | 0.10 | 15,201.18 | | 127,956 |
| | | | | | **3020 COMMISSION OUTREACH Total** | | **105,354.91** | **19,806.72** | **0.80** | **125,161.64** | **0** | |
| | | | | | | **REAL PROPERTY OUTREACH EDUCATION TOTAL** | **118,854.91** | **22,344.72** | **0.89** | **141,199.64** | **0** | |
| | | | | | | **GRAND TOTAL** | **1,466,520.12** | **275,705.78** | **12.00** | **1,742,225.90** | **12** | **1,215,547** |

***0 Vacant Positions FTEs: 12 Approved***

# Exhibit C – RPTAC Laptop and Cell Phone Assignments

| | Item | |
|---|---|---|
| **Commissioner** | **FY21** | **FY22** |
| | | |
| Trent Williams | None | Microsoft Surface Pro 4 |
| Richard Amato | Microsoft Surface Pro 4 | Microsoft Surface Pro 4 |
| Frank Sanders | None | None |
| May Chan | Microsoft Surface Pro 4 | Microsoft Surface Pro 4 |
| Cliftine Jones | Microsoft Surface Pro 4 | Microsoft Surface Pro 4 |
| Olufemi Abayomi-Paul | N/a | Microsoft Surface Pro 4 |
| Gregory Syphax | N/a | Microsoft Surface Pro 4 |
| Alvin Jackson | Microsoft Surface Pro 4 | Microsoft Surface Pro 4 |
| | | |
| **Staff** | | |
| Gizachew Andargeh | iPhone 7; Dell Latitude Laptop | iPhone 7; Dell Latitude Laptop |
| Debra Spencer | None | None |
| Donald Freeman | Dell Latitude Laptop | Dell Latitude Laptop |
| Sophia Murray | None | None |
| Vivian Thornton | None | None |

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## OFFICE OF THE CHIEF TECHNOLOGY OFFICER

| PHONE# / CIRCUIT | INVOICE MONTH | BHC | VENDOR | MRC | NRC | OCC | MESSAGE UNITS | LONG DISTANCE | INTERNATIONAL | TOLL | DIR ASST | TAX | TOTAL | AGENCY CODE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2029245024 | 2020-12 | 9900DA001 | Verizon Wireless | $54.71 | $0.00 | $1.72 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |
| 2029245024 | 2020-11 | 9900DA001 | Verizon Wireless | $54.71 | $0.00 | $1.72 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |
| 2029245024 | 2020-10 | 9900DA001 | Verizon Wireless | $54.71 | $0.00 | $1.72 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |
| 2029245024 | 2020-09 | 9900DA001 | Verizon Wireless | $54.70 | $0.00 | $1.71 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |
| 2029245024 | 2020-08 | 9900DA001 | Verizon Wireless | $54.70 | $0.00 | ($48.29) | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## OFFICE OF THE CHIEF TECHNOLOGY OFFICER

| PHONE# / CIRCUIT | INVOICE MONTH | BHC | VENDOR | MRC | NRC | OCC | MESSAGE UNITS | LONG DISTANCE | INTERNATIONAL | TOLL | DIR ASST | TAX | TOTAL | AGENCY CODE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2029245024 | 2021-10 | 9900DA001 | Verizon Wireless | $50.60 | $0.00 | ($2.39) | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $48.99 | DA |
| 2029245024 | 2021-09 | 9900DA001 | Verizon Wireless | $50.64 | $0.00 | ($2.35) | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $48.99 | DA |
| 2029245024 | 2021-08 | 9900DA001 | Verizon Wireless | $50.70 | $0.00 | ($2.29) | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $48.99 | DA |
| 2029245024 | 2021-07 | 9900DA001 | Verizon Wireless | $50.70 | $0.00 | ($2.29) | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $48.99 | DA |
| 2029245024 | 2021-06 | 9900DA001 | Verizon Wireless | $50.71 | $0.00 | ($2.28) | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $48.99 | DA |
| 2029245024 | 2021-05 | 9900DA001 | Verizon Wireless | $46.64 | $0.00 | ($6.35) | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $44.99 | DA |
| 2029245024 | 2021-04 | 9900DA001 | Verizon Wireless | $54.78 | $0.00 | $1.79 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |
| 2029245024 | 2021-03 | 9900DA001 | Verizon Wireless | $54.76 | $0.00 | $1.77 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |
| 2029245024 | 2021-02 | 9900DA001 | Verizon Wireless | $54.76 | $0.00 | $1.77 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |
| 2029245024 | 2021-01 | 9900DA001 | Verizon Wireless | $54.76 | $0.00 | $1.77 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $52.99 | DA |

## Real Property Tax Appeals Commission
## FY 2022 Intra-Districts

**FY 2022 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 2022 | Balance Unexpended 2022 | Letter of Intent Executed | MOU Dates | MOU Signature Date | Date Funds Transferred |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CB0 | Office of the Attorney General (OAG) | Legal Support | 2000 | 2020 | 41 | 409 | $10,000.00 | $0.00 | $10,000.00 | MOU Pending | 10/1/2021 - 9/30/2022 | TBD | TBD |
| PX0 | Office of Contracting and Procurement | PCARD | 2000 | 2010 | 40 | 410 | $19,995.00 | $3,224.71 | $16,770.29 | NA | 10/1/2021 - 9/30/2022 | No MOU | 10/1/2021 |
| A10 | OCFO-Office of the Chief Financial Officer | Financial Services Support | 2000 | 2010 | 41 | 409 | $50,000.00 | $0.00 | $50,000.00 | MOU Pending | 10/1/2021 - 9/30/2022 | TBD | TBD |
| | | | | | | | | | | | | | |
| | | **Total** | | | | | **$79,995.00** | **$3,224.71** | **$76,770.29** | | | | |

## Real Property Tax Appeals Commission
## FY 2021 Intra-Districts

**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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CB0 | Office of the Attorney General (OAG) | Legal Support | 2000 | 2020 | 41 | 409 | $10,000.00 | $10,000.00 | $0.00 | MOU Executed | 10/1/2020 - 9/30/2021 | 12/28/2021 | 1/5/2021 |
| PX0 | Office of Contracting and Procurement | PCARD | 2000 | 2010 | 40 | 410 | $18,300.00 | $18,300.00 | $0.00 | 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 | $50,000.00 | $0.00 | MOU Executed | 10/1/2020 - 9/30/2021 | 10/14/2020 | 11/23/2020 |
| | | | | | | | | | | | | | |
| | | **Total** | | | | | **$78,300.00** | **$78,300.00** | **$0.00** | | | | |

## Real Property Tax Appeals Commission
## FY 2022 MOUs

**FY 2022 Intra-Districts- DA0 as the Buyer (Receiving Services/Sending Funds)**

| Agency Code | Seller Agency | Description | Amount | Status | MOU Dates | MOU Signature Date | Date Funds Transferred |
|---|---|---|---|---|---|---|---|
| CB0 | Office of the Attorney General (OAG) | Legal Support | $10,000.00 | MOU Pending | 10/1/2021 - 9/30/2022 | TBD | TBD |
| A10 | OCFO-Office of the Chief Financial Officer | Financial Services Support | $50,000.00 | MOU Pending | 10/1/2021 - 9/30/2022 | TBD | TBD |
| | | **Total** | **$60,000.00** | | | | |

## Real Property Tax Appeals Commission
## FY 2021 MOUs

**FY 2021 Intra-Districts- DA0 as the Buyer (Receiving Services/Sending Funds)**

| Agency Code | Seller Agency | Description | Amount | Status | MOU Dates | MOU Signature Date | Date Funds Transferred |
|---|---|---|---|---|---|---|---|
| CB0 | Office of the Attorney General (OAG) | Legal Support | $10,000.00 | Executed | 10/1/2020 - 9/30/2021 | 12/28/2021 | 1/5/2021 |
| A10 | OCFO-Office of the Chief Financial Officer | Financial Services Support | $50,000.00 | Executed | 10/1/2020 - 9/30/2021 | 10/14/2020 | 11/23/2020 |
| | | **Total** | **$60,000.00** | | | | |

Q9 Budget FY19-FY22

| | Real Property Tax Appeals Commission (DA0)<br>FY19 Budget vs. Actual Summary<br>As of December 31, 2019 | | | | | |
|---|---|---|---|---|---|---|
| **Appr Fund - 0100 Local** | | | | | | |
| **Object Class/Description** | **FY19 Approved Budget** | **FY19 Revised Budget** | **FY19 Reduction / Modification** | **FY19 Obligations** | **FY19 Available Budget** | **FY19 Percent Available** |
| **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 | $ - | 267,009 | $ 18,689 | 6.54% |
| 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** | **$ -** | **$ 404,684** | **$ 30,514** | **7.01%** |
| **Total Budget** | **1,763,225** | **$ 1,763,225** | **$ -** | **$ 1,762,831** | **$ 395** | **0.02%** |

Q9 Budget FY19-FY22

| | Real Property Tax Appeals Commission (DA0)<br>FY20 Budget vs. Actual Summary<br>As of December 31, 2020 | | | | | |
|---|---|---|---|---|---|---|
| **Appr Fund - 0100 Local** | | | | | | |
| **Object Class/Description** | **FY20 Approved Budget** | **FY20 Revised Budget** | **FY20 Reduction / Modification** | **FY20 Obligations** | **FY20 Available Budget** | **FY20 Percent Available** |
| **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%** |

Q9 Budget FY19-FY22

| | Real Property Tax Appeals Commission (DA0)<br>FY21 Budget vs. Actual Summary<br>As of December 16, 2021 | | | | | |
|---|---|---|---|---|---|---|
| **Appr Fund - 0100 Local** | | | | | | |
| **Object Class/Description** | **FY21 Approved Budget** | **FY21 Revised Budget** | **FY21 Reduction / Modification** | **FY21 Obligations** | **FY21 Available Budget** | **FY21 Percent Available** |
| **Personal Services:** | | | | | | |
| 11 - Salaries Continuing FT | $ 394,309 | $ 414,309 | $ 20,000 | $ 418,058 | $ (3,750) | -0.91% |
| 12 - Salaries Term | $ 790,004 | $ 606,862 | $ (183,141) | $ 573,453 | $ 33,409 | 5.51% |
| 13 - Terminal Leave | | | $ - | $ 16,965 | $ (16,965) | NA |
| 14 - Fringe Benefits | $ 214,333 | $ 201,424 | $ (12,909) | $ 203,659 | $ (2,235) | -1.11% |
| 15 - Overtime | | | $ - | $ - | $ - | NA |
| **Total Personal Services** | **$ 1,398,645** | **$ 1,222,595** | **$ (176,050)** | **$ 1,212,136** | **$ 10,459** | **0.86%** |
| **Non-Personal Services:** | | | | | | |
| 20 - Supplies | $ 11,760 | $ 11,760 | $ - | $ 11,728 | $ 32 | 0.27% |
| 31 - Telecommunications | $ 2,500 | $ 2,500 | $ - | | $ 2,500 | 100.00% |
| 40 - Other Services | $ 277,980 | $ 387,980 | $ 110,000 | $ 387,131 | $ 850 | 0.22% |
| 41 - Contractual Services | $ 125,000 | $ 125,000 | $ - | $ 123,500 | $ 1,500 | 1.20% |
| 70 - Equipment | $ 10,000 | $ - | $ (10,000) | $ - | $ - | #DIV/0! |
| **Total Non-Personal Services** | **$ 427,240** | **$ 527,240** | **$ 100,000** | **$ 522,359** | **$ 4,882** | **0.93%** |
| **Total Budget** | **1,825,885.55** | **$ 1,749,836** | **$ (76,050)** | **$ 1,734,495** | **$ 15,341** | **0.88%** |

Q9 Budget FY19-FY22

| | Real Property Tax Appeals Commission (DA0)<br>FY22 Budget vs. Actual Summary<br>As of December 27, 2021 | | | | | |
|---|---|---|---|---|---|---|
| **Appr Fund - 0100 Local** | | | | | | |
| **Object Class/Description** | **FY22 Approved Budget** | **FY22 Revised Budget** | **FY22 Reduction / Modification** | **FY22 Obligations** | **FY22 Available Budget** | **FY22 Percent Available** |
| **Personal Services:** | | | | | | |
| 11 - Salaries Continuing FT | $ 399,010 | $ 399,010 | $ - | $ 79,497 | $ 319,513 | 80.08% |
| 12 - Salaries Term | $ 931,749 | $ 931,749 | $ - | $ 156,199 | $ 775,551 | 83.24% |
| 13 - Terminal Leave | | | $ - | | $ - | NA |
| 14 - Fringe Benefits | $ 250,183 | $ 250,183 | $ - | $ 39,194 | $ 210,989 | 84.33% |
| 15 - Overtime | | | $ - | $ - | $ - | NA |
| **Total Personal Services** | **$ 1,580,942** | **$ 1,580,942** | **$ -** | **$ 274,889** | **$ 1,306,052** | **82.61%** |
| **Non-Personal Services:** | | | | | | |
| 20 - Supplies | $ 11,760 | $ 11,760 | $ - | $ 1,415 | $ 10,345 | 87.97% |
| 31 - Telecommunications | $ 2,500 | $ 2,500 | $ - | $ 1,056 | $ 1,444 | 57.76% |
| 40 - Other Services | $ 45,673 | $ 45,673 | $ - | $ 29,686 | $ 15,987 | 35.00% |
| 41 - Contractual Services | $ 125,000 | $ 125,000 | $ - | $ 60,000 | $ 65,000 | 52.00% |
| 70 - Equipment | $ 10,000 | $ 10,000 | $ - | $ - | $ 10,000 | 100.00% |
| **Total Non-Personal Services** | **$ 194,933** | **$ 194,933** | **$ -** | **$ 92,157** | **$ 102,776** | **52.72%** |
| **Total Budget** | **1,775,875** | **$ 1,775,875** | **$ -** | **$ 367,046** | **$ 1,408,829** | **79.33%** |

| Real Property Tax Appeals Commission (DA0)<br>FY 2022 Reprogrammings<br>OPERATING BUDGET (Local Funds) | | | | | | | |
|---|---|---|---|---|---|---|---|
| # | TYPE | REASON | FROM | TO | DATE | Approved | AMOUNT |
| | | Local Funding FY 2021 | | | | | |
| 0 | N/A | N/A | N/A | N/A | N/A | N/A | $0.00 |
| | | TOTAL FY21 LOCAL FUNDS REPROGRAMMINGS | | | | | $0.00 |

| Real Property Tax Appeals Commission (DA0)<br>FY 2021 Reprogrammings<br>OPERATING BUDGET (Local Funds) | | | | | | | |
|---|---|---|---|---|---|---|---|
| # | TYPE | REASON | FROM | TO | DATE | Approved | AMOUNT |
| | | Local Funding FY 2021 | | | | | |
| 1 | Internal | RPTAC requires the funding to support payments to part time commissioners through September 30, 2021. | RPTAC (DA0) Activities 3020, 2020 CSGs 12, 14, 40 objects 0125, 0147, 0419 | RPTAC (DA0) Activities 2020, 2010, CSG 40, Objects 0427, 0410 | 5/20/2021 | 6/21/2021 | $123,000.00 |
| | | TOTAL FY21 LOCAL FUNDS REPROGRAMMINGS | | | | | $123,000.00 |

Agency: Real Property Tax Appeals Commission | Agency Acronym: RPTAC | Agency Code: DA0

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

Agency Performance POCs: Debra (OCFO) Tunstall, Gizachew (DSLBD) Andargeh, Sophia Murray | Agency Budget POCs: | Fiscal Year: 2021

## Agency's Operating Budget

Lookup Your Agency's Operating Budget

## FY2021 Agency Top Accomplishments

Add Accomplishment

| Accomplishment | Impact on Agency | Impact on Residents |
|---|---|---|

No accomplishments found

## 2021 Objectives

Strategic Objectives — **Full Report | Grid Edit | Email | More** — **4 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. | 22 | 0 |
| **TOT** | | **29** | **4** |

Add Strategic Objective: Add Strategic Objective

## 2021 Key Performance Indicators

**Full Report | Grid Edit | Email | More** — **7 Measures**

| | 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 | FY 2021 Quarter 2 | FY 2021 Quarter 3 | FY 201 Quarter 4 | FY 2021 Report | Was 2021 KPI Met? | Are Explanations of Barriers to Meeting KPIs Complete? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **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 | | Up is Better | 92.2% | 97.2% | 100% | 98.7% | 100% | 96.1% | 100% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | Needs Data Update | | |
| | Percent of decisions completed by February 1 | | Up is Better | 91.1% | 99.9% | 100% | 100% | 100% | 95.6% | 100% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | Needs Data Update | | |
| | Percent of residential decisions issued within 30 days | | Up is Better | 83.3% | 85.8% | 100% | 90.2% | 100% | 60.5% | 100% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | Needs Data Update | | |
| **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 | | Up is Better | 54 | 54 | 6 | 54 | 6 | 6 | 54 | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 54 | Met | |
| | Percent of Commissioners who completed a minimum of 12 continuing education/training hours | | Up is Better | 75% | 100% | 100% | 100% | 100% | 78.6% | 100% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 100% | Met | |
| **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 | | Up is Better | 3 | 7 | 4 | 6 | 4 | 1 | 4 | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 4 | Met | |
| | Percent of customer satisfaction surveys with rating of at least "Agree" regarding the level of fairness of the hearing process | | Up is Better | 97.9% | No Applicable Incidents | 85% | No Applicable Incidents | 85% | No Applicable Incidents | 85% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | No applicable incidents | | |

## 2021 Operations

Operations **Full Report** | **Grid Edit** | **Email** | **More** **4 Activities**

| | 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 | Continuing Professional Education | Commissioners will be required to complete at least 12 hours of continued education to maintain and increase their knowledge, and | Key Project |

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| | Operations Header | Operations Title | Operations Description | Type of Operations |
|---|---|---|---|---|
| | 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

**Full Report | Grid Edit | Email | More** **7 Measures**

| | Measure | New Measure/ Benchmark Year | FY2016 Actual | FY2017 Actual | FY2018 Actual | FY2019 Actual | FY2020 Actual | FY 2021 Quarter 1 | FY 2021 Quarter 2 | FY 2021 Quarter 3 | FY 2021 Quarter 4 | FY 2021 Report |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1 - Appeals Process (7 Measures)** | | | | | | | | | | | | |
| | Number of Appeals Filed | | 4331 | 3982 | 5073 | 4552 | 5829 | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 7341 |
| | Percent of Appeals sustained | | 91.4% | 79% | 68.5% | 90% | 61.5% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 80.02% |
| | Percent of appeal reduced | | 7.7% | 19.7% | 31% | 9% | 17.4% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 18.74% |
| | Percent of Appeals Increased | | 0% | 0.3% | 0.1% | 0% | 0.3% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 0.51% |
| | Percent of appeals withdrawn | | 1.7% | 3.2% | 3.2% | 4.1% | 12.1% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 0.82% |
| | Percent of appeals resulting in Stipulation Agreements | | 1.6% | 12.9% | 15.4% | 15% | 8.3% | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 23.32% |
| | Number of appeals reduced by recommendation | | 37 | 37 | 16 | 37 | 26 | Annual Measure | Annual Measure | Annual Measure | Annual Measure | 0 |

## 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 | AddInitiative 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

**Full Report | Grid Edit | Email | More** **3 Strategic initiatives**

| | Title | Description | Complete to Date | Status Update | Explanation | Anticipated Completion Date | Add Initiative Update |
|---|---|---|---|---|---|---|---|

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| | Title | Description | Complete to Date | Status Update | Explanation | Anticipated Completion Date | Add Initiative Update |
|---|---|---|---|---|---|---|---|
| | 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 stat us 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 RTPAC. 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.<br><br>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

**Full Report | Grid Edit | Email | More** **6 Initiative updates**

| | Strategic Initiative Title | Anticipated completion date | New Initiative Created for FY21 | No Longer an Initiative | Initiative Status Update | % Complete to date | Confidence in completion by anticipated completion date? | Status of Impact | Explanation of Impact (Limited to 550 Characters) | Supporting Data | Reporting Quarter |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Improve Community Outreach Program | 09-30-2021 | | | 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 | | | 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 | | | | 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 |

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| | Strategic Initiative Title | Anticipated completion date | New Initiative Created for FY21 | No Longer an Initiative | Initiative Status Update | % Complete to date | Confidence in completion by anticipated completion date? | Status of Impact | Explanation of Impact (Limited to 550 Characters) | Supporting Data | Reporting Quarter |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Complete a minimum number of training and continuing education hours by each Commissioners | | | | Full-time and Part-time Commissioners attended each of the required 4 public meetings to discuss progress of the current tax year appeals. Additional internal meetings with all commissioners were scheduled and hosted to discuss more sensitive items relevant to the impact of COVID and appeals cases. | Complete | High | Incremental | The public and internal meeting were helpful to all commissioners in that they facilitated a foundational understanding of how COVID may or may not impact the appeals decisions. This was particularly important for more junior (usually part-time) commissioners. | | Q4 |
| | Improve Community Outreach Program | 09-30-2021 | | | RPTAC contacted each of the Ward 7 and 8 Advisory Neighborhood Commissions requesting time on their respective agendas to present on RPTAC duties and what to expect if a petitioner appealed at the second level. Unfortunately, there was little to no interest. RPTAC is considering presenting jointly with OTR/RPTA when that division presents to the community so as to show there are two levels of appeals within the Executive Branch of DC Government. | 0-24% | Low | None | RPTAC did not present to Ward 7 and 8 constituencies. | | Q4 |
| | Improve Community Outreach Program | 09-30-2021 | | | RPTAC hosted 4 virtual meetings where the public was invited to attend. RPTAC posted the scheduled meetings in the DC Register which took place in September, October, December (2020) and August (2021). | Complete | High | Incremental | For those members of the public who do attend they find the meetings to be informative and instructive when appealing their real estate taxes at the second level. | | Q4 |

## 2021 Unfinished Initiative Updates

| Strategic Initiative Title | Anticipated completion date | New Initiative Created for FY21 | No Longer an Initiative | Initiative Status Update | % Complete to date | Confidence in completion by anticipated completion date? | Status of Impact | Explanation of Impact (Limited to 550 Characters) | Supporting Data | Reporting Quarter |
|---|---|---|---|---|---|---|---|---|---|---|

No initiative updates found

## Administrative Information

**Record ID#** 826

**Performance Plan ID** 826 **Blank Initiative Updates** Blank Initiative Updates

Save & close Cancel

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.

Powered by Performance Management

# Real Property Tax Appeals Commission FY2022

**Agency** Real Property Tax Appeals Commission **Agency Acronym** RPTAC **Agency Code** DA0

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

**Agency Performance POCs** Debra (OCFO) Tunstall; Gizachew (DSLBD) Andargeh; Sophia Murray **Agency Budget POCs** **Fiscal Year** 2022

## Agency's Operating Budget

Lookup Your Agency's Operating Budget

## 2022 Objectives

| Objective Number | Strategic Objective | # of Measures | # of Operations | Add Key Performance Indicator |
|---|---|---|---|---|
| 1 | Process and render decisions within the statutory deadlines on all appeals heard by the Commission. | 3 | 1 | Add Key Performance Indicator |
| 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 | Add Key Performance Indicator |
| 3 | Create and maintain a fair and transparent hearing process by providing detailed information on the agency website. | 2 | 1 | Add Key Performance Indicator |
| 4 | Create and maintain a highly efficient, transparent, and responsive District government. | 11 | 0 | Add Key Performance Indicator |
| TOT | | 18 | 4 | |

## 2022 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 | FY2021 Actual Report | FY2022 Target | Needs ARPA Information |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **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 | | Up is Better | 92.2% | 97.2% | 100% | 98.7% | 100% | 96.1% | 100% | Needs Update | 100% | Complete |
| Percent of decisions completed by February 1 | | Up is Better | 91.1% | 99.9% | 100% | 100% | 100% | 95.6% | 100% | Needs Update | 100% | Complete |
| Percent of residential decisions issued within 30 days | | Up is Better | 83.3% | 85.8% | 100% | 90.2% | 100% | 60.5% | 100% | Needs Update | 100% | Complete |
| **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)** | | | | | | | | | | | | |
| Percent of Commissioners who completed a minimum of 12 continuing education/training hours | | Up is Better | 75% | 100% | 100% | 100% | 100% | 78.6% | 100% | 100% | 100% | Complete |
| Number of market research analysis performed on assessment neighborhoods in the fiscal year | | Up is Better | 54 | 54 | 6 | 54 | 6 | 6 | 54 | 54 | 6 | Complete |
| **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 | | Up is Better | 3 | 7 | 4 | 6 | 4 | 1 | 4 | 4 | 4 | Complete |
| Percent of customer satisfaction surveys with rating of at least "Agree" regarding the level of fairness of the hearing process | | Up is Better | 97.9% | No Applicable Incidents | 85% | No Applicable Incidents | 85% | No Applicable Incidents | 85% | No Applicable Incidents | 85% | Complete |

## 2022 Core Business Measures

| Measure | FY2022 Target |
|---|---|
| Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft | Needs Update |
| Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft | Needs Update |
| HR MANAGEMENT – Percent of new hires that are DC residents (excludes temporary workers and contractors) | Needs Update |
| HR MANAGEMENT – Percent of employees that are DC residents (excludes temporary workers and contractors) | Needs Update |

## 2022 Operations

| Operations Header | Operations Title | Operations Description | Type of Operations | Add Strategic Initiative | Add Workload Measure |
|---|---|---|---|---|---|
| **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 | Add Strategic Initiative | Add Workload 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 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 | Add Strategic Initiative | Add Workload Measure |

| Operations Header | Operations Title | Operations Description | Type of Operations | Add Strategic Initiative | Add Workload Measure |
|---|---|---|---|---|---|
| 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 | Add Strategic Initiative | Add Workload Measure |
| **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 | Add Strategic Initiative | Add Workload Measure |

## 2022 Workload Measures

| Measure | New Measure/ Benchmark Year | FY2017 Actual | FY2018 Actual | FY2019 Actual | FY2020 Actual | FY2021 Actual Report | Needs ARPA Information |
|---|---|---|---|---|---|---|---|
| **1 - Appeals Process (7 Measures)** | | | | | | | |
| Number of Appeals Filed | ☐ | 3982 | 5073 | 4552 | 5829 | 7341 | Complete |
| Percent of Appeals sustained | ☐ | 79% | 68.5% | 90% | 61.5% | 80% | Complete |
| Percent of appeal reduced | ☐ | 19.7% | 31% | 9% | 17.4% | 18.7% | Complete |
| Percent of Appeals Increased | ☐ | 0.3% | 0.1% | 0% | 0.3% | 0.5% | Complete |
| Percent of appeals withdrawn | ☐ | 3.2% | 3.2% | 4.1% | 12.1% | 0.8% | Complete |
| Percent of appeals resulting in Stipulation Agreements | ☐ | 12.9% | 15.4% | 15% | 8.3% | Needs Update | Complete |
| Number of appeals reduced by recommendation | ☐ | 37 | 16 | 37 | 26 | 0 | Complete |

## 2022 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? | Is this initiative related to an American Rescue Plan Act (ARPA) enhancement? | Does this initiative enhance racial equity in the District? | Cluster | Add Initiative Update |
|---|---|---|---|---|---|---|---|---|
| **Continuing Professional Education (1 Strategic Initiative)** | | | | | | | | |
| Racial Equity Training | In cooperation with the Office of Racial Equity Training, conduct a racial equity training for all commissioners and staff. | 09-30-2022 | ☐ | ☐ | ☐ | yes | Deputy Mayor for Planning and Economic Development | |

## 2022 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 | | | | | | |

## 2022 ARP Key Performance Indicators

| Measure | New Measure/ Benchmark Year | Directionality | ARPA Expenditure Code | ARPA Initiative | ARPA Sub-Initiative | ARPA Project Name | FY 2017 Actual | FY 2018 Actual | FY 2019 Target | FY2019 Actual | FY 2020 Target | FY2020 Actual | FY2021 Target | FY2021 Actual | FY202 Target |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No measures found | | | | | | | | | | | | | | | |

## 2022 ARP Workload Measures

| Measure | New Measure/ Benchmark Year | ARPA Expenditure Code | ARPA Initiative | ARPA Sub-Initiative | ARPA Project Name | FY2017 Actual | FY2018 Actual | FY2019 Actual | FY2020 Actual | FY2021 Actual | Needs ARPA Information |
|---|---|---|---|---|---|---|---|---|---|---|---|
| No measures found | | | | | | | | | | | |

## 2021 Unfinished Initiatives

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

## Administrative Information

**Record ID#** 913

**Performance Plan ID** 913 **Blank Initiative Updates** Blank Initiative Updates

**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 |
| Cliftine 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 Ollivierra | 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-Appearance". 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 2021 - FY 2022

As Of Date: 28-Dec-21
Appropriation Year: 22

| FTE | Posn Stat | Posn Nbr | Title | Name | Salary | 18.8% Fringe | Fund | Activity | Program | Posn Effdt | F/P Time | Reg/Temp/ Term | Work Schedule | Budget |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | A | 00075612 | Vice Chairperson (RPTAC) | Amato,Richard G | $140,752.03 | $26,461.38 | 0100 | 2020, 3020 | 1000, 3000 | 10/1/2016 | F | Term | F | 10/1/2021 |
| 1 | A | 00017063 | Executive Director | Andargeh,Gizachew | $150,000.00 | $28,200.00 | 0100 | 1010, 1015, 1020, 1030, 1040, 1050, 1080, 1085, 2010, 2020, 3010 | 1000, 2000, 3000 | 7/19/2020 | F | Reg | F | 10/1/2021 |
| 1 | A | 00075615 | Commissioner, RPTAC | Chan,May S. | $127,956.07 | $24,055.74 | 0100 | 2020, 3020 | 1000, 3000 | 10/1/2016 | F | Term | F | 10/1/2021 |
| 1 | A | 00075613 | Commissioner, RPTAC | Jones,Cliftine | $127,956.07 | $24,055.74 | 0100 | 2020, 3020 | 1000, 3000 | 10/1/2016 | F | Term | F | 10/1/2021 |
| 1 | A | 00075614 | Commissioner, RPTAC | Sanders,Frank | $127,956.08 | $24,055.74 | 0100 | 2020, 3020 | 1000, 3000 | 10/1/2016 | F | Term | F | 10/1/2021 |
| 1 | A | 00075616 | Commissioner, RPTAC | Abayomi-Paul, Olufemi | $127,956.08 | $24,055.74 | 0100 | 2020, 3020 | 1000, 3000 | 10/1/2016 | F | Term | F | 10/1/2021 |
| 1 | A | 00075611 | Chairperson, RPTAC | Williams,Trent Thomas | $150,000.00 | $28,200.00 | 0100 | 2020, 3020 | 1000, 3000 | 10/1/2016 | F | Reg | F | 10/1/2021 |
| **7** | | | | | **$952,576.33** | **$179,084.35** | | | | | | | | |

# Exhibit L – RPTAC Commissioners Profiles and Tenure

| MEMBERS | ROLE | CONFIRMATION DATE | TERM ENDING | HOURS WORKED |
|---|---|---|---|---|
| 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 9 years. | Chairman | November 3, 2021 | 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 Chairman | July 13, 2012; Reconfirmed July 14, 2015; Reconfirmed May 10, 2019 | April 30, 2023 | Full Time |
| May S. Chan, MBA – served for the past 11 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 38+ 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;<br><br>Reconfirmed November 3, 2021 | April 30, 2025 | Full Time |
| Olufemi Abayomi-Paul – Former DC Office of Tx and Revenue Senior Appraiser with over 16 years of experience working in the field of real estate, valuing residential, commercial, hotel, and industrial properties. | Full Time | January 4, 2022 | April 30, 2023 | Full Time |
| Gregory Syphax – Former Chairman of RPTAC. Conducted administrative hearings and have written thousands of decisions that address some of the most complex real | Hearing Examiner | N/a | N/a | Full Time Temporary |

| | | | | |
|---|---|---|---|---|
| property tax appeal cases brought before the District of Columbia. | | | | |
| 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. | Hearing Examiner | N/a | N/a | Full Time Temporary |

Real Property Tax Appeals Commission
Administrative Meeting Minutes
September 7, 2021

Vice Chair Amato called the meeting to order at 4:05pm

Roll Call
Present: Richard Amato, Cliftine Jones, May Chan, Frank Sanders, Trent Williams (only four full time commissioners)

Absent: Stacie Scott (resigned); John Woods, Ronald Hudson, Alvin Jackson (not reappointed), Eddie Dugas, Neil Ollivierra, Wendy Gadson (resigned), Rod Davis (resigned)

Vice-Chairman Report
No report from the Vice-Chairman

Executive Director Report

- RPTAC finished Tax Year 2021 in August. This was well beyond the statutory requirement of February 1. The limitations of not having a chairperson, one full time commissioner out of office on family leave, the significant increase in cases (1,000+), time constraints among part time commissioners, and technical and personal constraints placed upon the Commission and its commissioners/staff all contributed to this delay.
- Tax Year 2022 will begin September 14 and schedules will be sent out in the next 24 hours. September will be a light schedule with only six hearing dates since OTR was slightly delayed in completing first level appeals.
- RPTAC received a slate of candidates for the two full-time temporary hearing examiner positions. Interviews will begin this week with the hopes of having the two positions start in the new fiscal year.
- The Mayor's Office of Talent and Appointments (MOTA) has selected a candidate to replace former full-time commissioner Stacie Scott.
- The MOTA has selected a candidate for the Chairperson. Trent Williams, current part time commissioner, will be nominated as soon as DC Council returns from recess on September 30.

How to Appeal
N/a - No public attendants requested this presentation

Public Comments

Trent Williams, current part time commissioner, shared a few remarks about his soon-to-be appointment as RPTAC Chairperson.

Wilkes Artis participants congratulated Trent Williams on his soon-to-be nomination.

Wilkes Artis participant (David Fuss) commented that future hearings should grant greater weight to OTR assessor recommendations especially if the petitioner is in agreement with the recommendations. Mr. Fuss also requested a copy of the budget support act that amends the RPTAC statute.

Meeting Adjourned at 4:26pm

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

Administrative Meeting Minutes
October 14, 2021

Vice Chair Amato called the meeting to order at 4:08pm

Roll Call
Present: Richard Amato, Cliftine Jones, May Chan, Frank Sanders, Trent Williams, Greg Syphax, Alvin Jackson

Absent: N/a

Vice-Chairman Report
No report from the Vice-Chairman

Executive Director Report

- The RPTAC Statute amendments are final and we now have full time temporary hearing examiners: Greg Syphax and Alvin Jackson have now joined RPTAC for the 2021 Tax Year.
- Trent Williams was officially nominated at this month's Council Public Roundtable. RPTAC is hopeful he will be approved by Council and officially made Chairperson in the beginning of November.
- The additional full-time commissioner slated to be nominated at the next Council Public Roundtable in early November and expected to start in early December
- The year is shaping up to be as busy as last year; looking at ~7000 cases.

How to Appeal
N/a - No public attendants requested this presentation

Public Comments
N/a

Meeting Adjourned at 4:28pm

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

Administrative Meeting Minutes
November 9, 2021

Chairperson Williams called the meeting to order at 4:08pm

Roll Call
Present: Trent Williams, Richard Amato, Cliftine Jones, May Chan, Frank Sanders, Greg Syphax, Alvin Jackson

Absent: N/a

Chairman Report
The Chairman stressed the effort for commissioners to be prepared for hearings, and ensure commissioners are rendering timely decisions. The Chairman informed commissioners and hearing examiners that requests for one-on-one meetings will be made to discuss the tax season and where improvements can be made in this appeals season and future seasons.

Executive Director Report
No report from the Executive Director

How to Appeal
N/a - No public attendants requested this presentation

Public Comments
N/a

Cliftine Jones motioned for adjournment
Seconded by Greg Syphax

Meeting Adjourned at 4:13pm

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

Administrative Meeting Minutes
December 14, 2021

Chairman Williams called the meeting to order at 4:09pm

Roll Call
Present: Trent Williams, Richard Amato, Cliftine Jones, May Chan, Frank Sanders, Greg Syphax, Alvin Jackson
Absent: N/a

Chairman Report
Two things to state and discuss: 1) making sure we're turning in our decisions timely and placing priority on residential cases since they must be completed in 30 days from the hearing date. The Chairman reminded Commissioners that once you decide commercial cases scheduled before November 15 all other commercial cases are due by February 1 (within 80 days)..

2) Encouraging Commissioners to share knowledge and ideas. For example, if all three members on a three-member panel ascertain a nugget of information that all panel members agree with then please share with the rest of the Commission. This helps to keep consistency in Commission decisions and create efficiency in the tax appeals season.

Executive Director Report
The Executive Office of the Mayor has nominated Mr. Abayomi Paul to RPTAC to replace former Commissioner Stacie Scott and finish the term ending April 2023. The Committee on Housing and Executive Administration will introduce the nomination on December 15. I will keep the Commission informed on the outcome and if/when a confirmation hearing is scheduled. Having an experienced additional Commissioner will certainly assist sharing caseload.

An OTR MITS outstanding cases report will be shared with the Commission the following day so Commissioners and hearing examiners can keep track of where RPTAC stands with caseload. Decisions that are past due or approaching their deadline should be placed as priority decisions.

How to Appeal
N/a - No public attendants requested this presentation

Public Comments
Mr. Phil Applebaum (Marvin Poor) questioned the February 1 deadline and whether RPTAC must decide commercial cases by February 1 even if the hearing is scheduled within 80 days of this deadline.

Vice Chair Amato motioned to adjourn
Seconded by Greg Syphax

Meeting Adjourned at 4:44pm