

Attachment A: RPTAC Organizational Chart

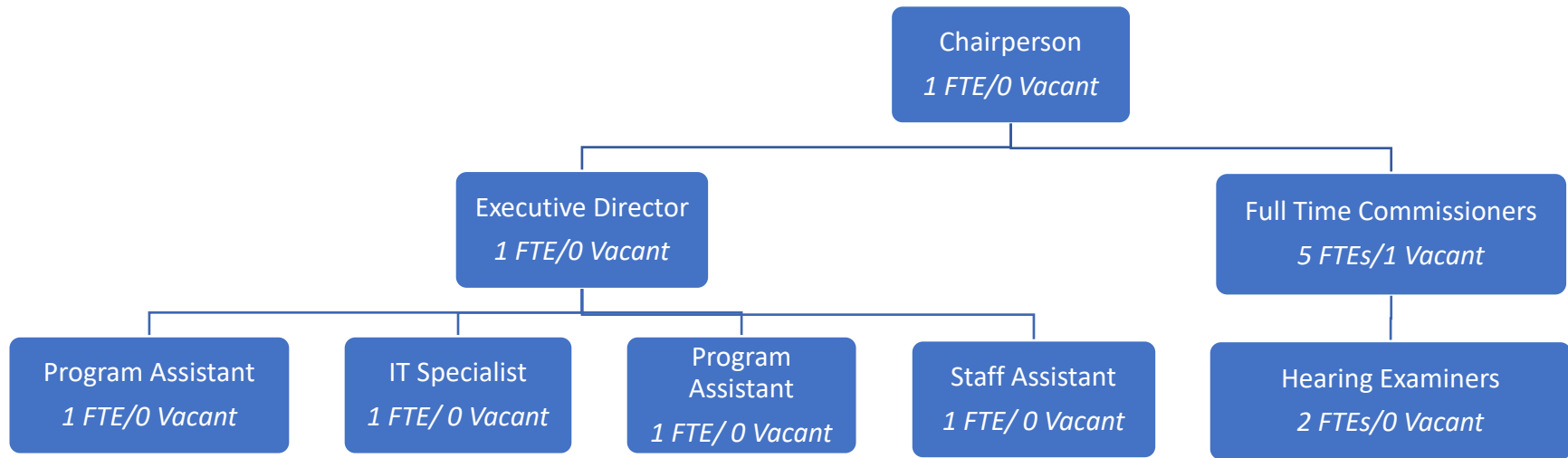


Exhibit C – RPTAC Laptop and Cell Phone Assignments

Commissioner	Item	
	FY22	FY23
Trent Williams	Microsoft Surface Pro 4	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	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Gregory Syphax	Microsoft Surface Pro 4	Microsoft Surface Pro 4
Alvin Jackson	Microsoft Surface Pro 4	Microsoft Surface Pro 4
John Woods	N/a	None
Keith Klein	N/a	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
THE REAL PROPERTY TAX APPEALS COMMISSION
TAX YEAR 2022
ANNUAL REPORT



TRENT WILLIAMS
CHAIRMAN

GIZACHEW ANDARGEH
EXECUTIVE DIRECTOR

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

TAX YEAR 2022

**TRENT WILLIAMS
CHAIRMAN**

**VICE CHAIRMAN
RICHARD AMATO, ESQ.**

**GIZACHEW ANDARGEH
EXECUTIVE DIRECTOR**

FULL-TIME COMMISSIONERS

**MAY CHAN
CLIFTINE JONES
FRANK SANDERS
OLUFEMI ABAYOMI-PAUL**

HEARING EXAMINERS

**GREGORY SYPHAX
ALVIN JACKSON**

TABLE OF CONTENTS

	Page
1. Real Property Tax Appeals Commission TY 2022 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	9
6. Community Outreach	10
7. Tax Year 2022 Assessment Appeal Season Overview	11
8. The Tax Year 2023 Appeal Season Outlook	16
9. Total Number of Assessment Cases Heard per Commissioner	16
10. Major Accomplishments	17

**REAL PROPERTY TAX APPEALS COMMISSION MEMBERSHIP
TY 2022**

Member	Role	Confirmation Date	Term Ending
Trent Williams	Chairperson	November 3, 2021; reconfirmed June 29, 2022	April 30, 2026
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; reconfirmed June 29, 2022	April 30, 2026
Cliftine Jones	Commissioner	July 13, 2012 reconfirmed March 6, 2018; reconfirmed June 29, 2022	April 30, 2026
Frank Sanders	Commissioner	July 13, 2012; reconfirmed May 2, 2017; reconfirmed November 2, 2021	April 30, 2025
Olufemi Abayomi-Paul	Commissioner	January 18, 2022	April 30, 2023
Gregory Syphax	Hearing Examiner	N/a	N/a
Alvin Jackson	Hearing Examiner	N/a	N/a

*Passed away in June 2022

REAL PROPERTY TAX APPEALS COMMISSION STAFF

Name	Title	Email
Gizachew Andargeh	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 2022.

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 two full-time temporary Hearing Examiners. Before last year’s statutory change only Commissioners and staff were District of Columbia Government employees, and part time Commissioners were contractors. Now, all Commissioners, the newly created position of Hearing Examiners, and staff are District of Columbia Government employees.

The transition to Hearing Examiners working during the busier period of the appeals season has been a helpful structural change to the Commission. Only two Hearing Examiners were hired, and with the high number of cases heard and decisions written more should have been required. The increase in overall caseload was particularly tied to the economic strain COVID placed on property owners who may have experienced a decrease in rental income. RPTAC heard and decided over 7,400 cases – another unprecedented number – with a Chairman only in place mid-season, one commissioner position vacant until the end of the season, and another commissioner away on extended leave. This placed strain on the other commissioners, hearing examiners and staff. Even with a sustained effort the Commission was challenged to meet its statutory obligations including completing the appeals season by February 1 and completing residential and commercial decisions within 30 or 80 days, respectively.

In the summer RPTAC lost its longstanding Vice Chairman, Richard Amato. He served on the Commission for over a decade and was a mainstay of legal and institutional knowledge at RPTAC. The Commission is working with the Mayor's Office of Talent and Appointments to find and nominate a new vice chairman.

Major Issues Facing the Commission

Increasing Caseload

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. In previous years the Commission has done very well, deciding 85% of its appeal cases within the statutory deadlines. However, Tax Year 2022 was particularly difficult. The Commission was without a Chairman until November, a Council-approved full-time commissioner until January, and another full-time commissioner who was away and unavailable for extended leave. The Commission was still responsible to conduct hearings and draft decisions for 7,376 appeals. Though having two new experienced hearing examiners was helpful the increased capacity was not sufficient to meet the demand of a heavy caseload. As a result, RPTAC conducted hearings well into summer and did not finish rendering its final decision until August.

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. Last tax year this was certainly the case. A great number of appeals overwhelmed the Commission and made it impossible to timely complete its caseload without sacrificing performance.

Staffing

RPTAC has well experienced Commissioners and dedicated staff. But operating most of the season with only two-thirds of the required six full time commissioners and two of the

allowable hearing examiners proved difficult to meet the statutory obligations. Fortunately, RPTAC now has nearly all commissioner seats filled except the for the vice chairman. This position is actively being advertised. In addition, the FY23 budget allows for two new hearing examiner positions which RPTAC will be interviewing and hiring for in the next couple of weeks. The Commission has maintained that having all commissioner positions and at least four hearing examiner positions filled is the minimum staffing capacity required to meet the caseload demand. As always, the Commission will continue 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 process.

Continuing Education & Training

The Commission recommends its members, both full-time commissioners and hearing examiners, 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 real property owners 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 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 sustained concern for potential exposure to Covid has limited in-person public engagement in 2022. The Commission, again, made a specific effort to virtually present before Ward 7 and 8 ANCs but, unfortunately, there was little positive response.

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 is transparent about its public meetings. Each of its four annual Administrative Meetings are advertised on the RPTAC website and the public is encouraged to virtually attend those and other public meetings. The Commission also meets with relevant associations or agencies at their request, including 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 talk about the appeal process.

Tax Year 2022 Appeal Seasons Overview

For Tax Year 2022¹ (season ended September 21, 2022), the Commission processed a total of 7,376 cases – 5,902 Class 1 Residential valuation cases and 1,474 Class 2 Commercial valuation cases (including Mixed Use). There were 32 classification cases originating from the Department of Consumer and Regulatory Affairs (DCRA) where no valuation is considered and 52 Homestead cases. Of the 7,376 assessment cases received, the Commission decided 7,157. The difference of 119 represents 1 withdrawn case plus 118 cases resolved by way of Stipulation Agreement. 7,203 cases were filed electronically using File & ServeXpress.

Tax Class 1 Appeals

For Tax Class 1 properties, the Commission received a total of five thousand nine hundred and two (5,902) Class 1 Residential valuation appeals, with fifty-one (51) appeals resolved by way of Stipulation Agreements between the Office of Tax and Revenue and the Petitioner. The Commission decided a total of five thousand eight hundred fifty-one (5,851) Tax Class 1 appeals. Of these cases, eleven were increased (<1%), five thousand five hundred-nineteen (5,519) were sustained (94%), and two hundred sixty-eight (268) five percent (5%) were reduced. One hundred two (102) cases did not require first level action, e.g. supplemental decisions, though the Commission made decisions on these cases.

¹ RPTAC derives the majority of its data from the Office of Tax and Revenue's Modern Integrated Tax System (MITS) recently upgraded from the Integrated Tax System (ITS). As part of the upgrade certain data was collected in a limited fashion in TY22 and is not fully reflected in this annual report. RPTAC is working with OTR to collect these data for future annual reports.

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)	\$11,133,307,668	\$94,633,115
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$696,136,480	\$5,917,160
2 nd Level Stipulation Agreements (between the Petitioner and OTR)	\$655,998,200	\$5,575,984
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	\$40,138,280	\$341,175
1 st Level Cases Appealed to and decided by RPTAC	\$10,437,171,188	\$88,715,955
2 nd Level (RPTAC) Actions	\$10,330,520,932	\$87,809,427
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	(\$150,683,544)	\$1,280,810
2 nd Level Increases	\$30,828,490	\$262,042
2 nd Level Reductions	(\$181,512,034)	\$1,542,852
2 nd Level Sustained	\$8,562,643,348	\$72,782,468

Tax Class 2 Appeals

The Commission also received one thousand four hundred-four (1,474) Tax Class 2 appeals including mixed use cases: one (1) was withdrawn, and sixty-seven (67) or five percent (5%) were resolved by way of Stipulation Agreements between the Office of Tax and Revenue and the Petitioner. The Commission decided a total of one thousand four hundred-six (1,406) appeals. Of these appeals, two (2) (<1%) were increased, one thousand one hundred fifty-six (1,156) (82%) were sustained, and two hundred forty-seven (247) (18%) 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)	\$1,056,764,838	\$17,436,619
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$31,314,043	\$516,681
2 nd Level Stipulation Agreements	\$29,100,607	\$480,160
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	(\$2,213,436)	\$36,521
1 st Level Cases Appealed to and decided by RPTAC	\$1,025,450,795	\$16,919,938
2 nd Level (RPTAC) Actions	\$1,033,557,590	\$17,053,700
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	(\$17,766,775)	\$293,151
2 nd Level Increases	\$0	\$0
2 nd Level Reductions	(\$17,766,775)	\$293,151
2 nd Level Sustained	\$897,463,763	\$14,808,152

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)	\$1,104,354,019	\$19,547,066
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$78,249,360	\$1,385,013
2 nd Level Stipulation Agreements	\$70,387,418	\$1,245,857
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	(\$7,861,942)	\$139,156
1 st Level Cases Appealed to and decided by RPTAC	\$1,026,104,659	\$18,162,052
2 nd Level (RPTAC) Actions	\$1,003,954,505	\$17,769,994
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	(\$22,150,154)	\$392,057
2 nd Level Increases	\$0	\$0
2 nd Level Reductions	(\$22,150,154)	\$392,057

2 nd Level Sustained	\$837,033,029	\$14,815,484
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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)	\$54,910,853,664	\$1,037,815,134
1 st Level Cases Appealed to RPTAC resulting in 2 nd Level Stipulations (between the Petitioner and OTR)	\$817,210,880	\$14,324,479
2 nd Level Stipulation Agreements	\$757,908,963	\$92,510,601
Impact (Difference between 1 st Level Cases Appealed and 2 nd Level Stipulation Agreements)	(\$59,301,917)	\$1,120,806
1 st Level Cases Appealed to and decided by RPTAC	\$54,093,642,784	\$1,022,369,848
2 nd Level (RPTAC) Actions	\$53,004,396,719	\$1,001,783,097
Impact (Difference between 1 st Level Cases Appealed to RPTAC and 2 nd Level Actions)	\$1,089,246,065	\$20,586,750
2 nd Level Increases	\$2,256,890.00	\$42,665
2 nd Level Reductions	(\$1,091,502,955)	\$20,629,405
2 nd Level Sustained	\$41,529,626,614	\$784,909,943

Tax Class 3 Properties

The Commission did not receive Tax Class 3 appeals in Tax Year 2022.

Tax Class 3 Appeals (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)	\$0	\$0
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	\$0	\$0
2 nd Level (RPTAC) Actions	\$0	\$0

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	\$0	\$0

Tax Class 4 Properties

The Commission did not receive Tax Class 4 appeals in Tax Year 2022

Tax Class 4 Appeals (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)	\$0	\$0
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	\$0	\$0
2 nd Level (RPTAC) Actions	\$0	\$0
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	\$0	\$0
2 nd Level Recommended	\$0	\$0

Total Number of TY 2022 Assessment Cases Heard per Commissioner

In Tax Year 2022 the Office of Tax and Revenue completed upgrading the former Integrated Tax System to the Modern Integrated Tax System (MITS). As part of this upgrade certain data were only partially collected, including the case count for each Commissioner. The Commission worked with the Office of Tax and Revenue to fully include this data in future tax years and will be available for future annual reports.

Commissioner or Hearing Examiner	Partial Case Count
Trent Williams, Chair	223
Richard Amato, Vice Chair	143
Cliftine Jones	233
Franks Sanders	235
May Chan	85
Olufemi Abayomi-Paul	200
Gregory Syphax	170
Alvin Jackson	201

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

Tax Year 2023 Appeal Season

The Commission began receiving Tax Year 2023 cases in September. Save the previous couple appeals seasons, the Commission has had success over the past several years in meeting its statutory deadlines. In Tax Year 2022 the Commission received over 7,300 cases and in Tax

Year 2023 the Commission is on track to hear 7,600 cases. With an experienced Chairman, two returning Hearing Examiners, and two new Hearing Examiners the Commission is expecting to complete its hearing schedule in early February. Even though the Commission has worked hard to innovate upon its scheduling and decision writing processes, it remains a challenge for Commissioners and Hearing Examiners to regularly meet the demand of such a high caseload. If the caseload continues to climb – as it has three years in a row – the Commission will need to either continue hiring additional hearing examiners or devise new procedures to ensure its statutory obligations are met with quality, efficiency, and punctuality. Certainly, having a new Vice Chairperson will assist with caseload distribution. The Commission is working with the Mayor’s Office of Talent and Appointment (MOTA) and anticipates a nomination in TY23 with a full onboarding in preparation for the TY24.

Major Accomplishments

Last year the Commission welcomed a new Chairman and a new Full-time Commissioner, Trent Williams and Olufemi Abayomi-Paul, respectively. Both have been great additions who have demonstrated a readiness and ability to commit their expertise to the mission of the Commission. In addition, we welcomed two new Hearing Examiners, Gregory Syphax and Alvin Jackson, also real property assessment veterans with specific experience with RPTAC. The Real Property Tax Appeals Commission is steadily building a team of capable professionals who strive to meet their obligations. Though RPTAC is still progressing towards annual success since major leadership and staff changes in TY2020, the necessary innovative procedural adaptations and the hiring of capable Commissioners, Hearing Examiners, and staff over the past two years are bringing success back to the Commission.

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.



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.

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

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 was 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.

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



**Administrative Meeting Minutes
September 6, 2022**

Chairman Williams called the meeting to order at 4:17pm

Roll Call

Present: Trent Williams, Cliftine Jones, May Chan, Frank Sanders, Greg Syphax, Alvin Jackson

Absent: Olufemi Abayomi-Paul

Chairman's Report

A touching memorial service respecting the life and service of Mr. Amato was held on August 18. We are saddened for his family and grateful to have known him.

For Tax Year 22 there are less than 10 cases remaining. We anticipate they will be completed within the week. We want to thank Commissioners and Hearing Examiners for their diligence and stepping up to complete the heavy load of cases. There are a couple of administrative protocol that Commissioners/Hearing Examiners should start or continue to help with streamlining decision processing including finalizing decisions and panel member agreements before sending to the staff.

Executive Director Report

- RPTAC finished Tax Year 2022 in early September. 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 2023 will begin September 12 and schedules will be sent out in the next 24 hours. OTR has received 12,473 first level cases, so RPTAC should anticipate up to 50% of those cases at the second level. We will continue scheduling for two member panels due to capacity constraints.
- RPTAC is working with DCHR to solicit for two new Hearing Examiner positions to begin this fall. The solicitation has been pre-approved, and we are anticipating the positions will be advertised by the fall. All candidate recommendations are welcomed.
- RPTAC is working with the Mayor's Office of Talent and Appointments (MOTA) to select a candidate for the Vice Chairperson position.
- Decision processing reminders:

- Please receive electronic decision agreements from panel members in advance of submitting decisions to Debra Spencer.
- Please clearly communicate among panel members who is responsible for which cases. Hearing Examiners should complete their workload by the end of their contract term.
- Annual hearing training is scheduled for Friday, September 30. Invitation to follow.

How to Appeal

N/a - No public attendants requested this presentation

Public Comments

No public comments

Meeting Adjourned at 4:43pm

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



**Administrative Meeting Minutes
October 6, 2022**

Chairman Williams called the meeting to order at 4:16pm

Roll Call

Present: Trent Williams, Cliftine Jones, May Chan, Frank Sanders, Olufemi Abayomi-Paul, Greg Syphax, Alvin Jackson

Absent: None

Chairman's Report

Request to submit FY22 Continuing Education credits to keep with statutory requirements.

Executive Director Report

- Syphax and Jackson accepted their offers and will start on October 11.
- RPTAC is working with DCHR to solicit for two new Hearing Examiner positions to begin this fall. The solicitation is posted on careers.dc.gov. Please recommend candidates and send the posting. As with the current Hearing Examiners, all candidates will understand that this position is the priority during the term appointment.
- Mayor's Office of Talent and Appointments (MOTA) has posted the Vice Chairperson position. Please recommend candidates.

How to Appeal

N/a - No public attendants requested this presentation

Public Comments

No public comments

Commissioner Jones motioned to adjourn and Commissioner Sanders seconded the motion.

Meeting Adjourned at 4:23pm

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



**Administrative Meeting Minutes
November 8, 2022**

Chairman Williams called the meeting to order at 4:19pm

Roll Call

Present: Trent Williams, Cliftine Jones, Frank Sanders, May Chan, Olufemi Abayomi-Paul, Greg Syphax, Alvin Jackson

Absent: N/a

Chairman's Report

Firstly, the Office of Tax and Revenue has sent a letter to inform RPTAC that amended Income and Expense (I&E) Statements must follow the proper procedure to be valid. OTR only accepts valid I&E's that are properly and timely submitted through their electronic system.

Secondly, RPTAC requested counsel to address a question presented in our hearings this tax year season. Specifically, whether RPTAC has the authority to grant additional time (due to COVID, supply chain issues, etc.) for an extension over and above the limit designated by the Code and which limit has been exhausted by the Petitioner. RPTAC's General Counsel provided a memo response stating that RPTAC does not have this authority and that the Commission "must apply the D.C. Code, including time limitations on exemptions to the vacant building classification requirements, since an agency classification determination cannot be erroneous if complies with the D.C. Code."

On any issue presented in a RPTAC appeal, RPTAC Commissioners are constrained to comply with the D.C. Code.

Executive Director Report

Interviews for two new Hearing Examiners were conducted on Friday, November 4. Selections were forwarded to DCHR and RPTAC is preparing for the new hires to start at the end of the month.

The Tax Year 2022 performance metrics were the lowest in recent history.

- Percent decisions complete by February 1: 45%
- Percent commercial appeals completed in 80 days: 37%
- Percent residential appeals completed in 30 days: 15%

This was due to staffing challenges, the high number of cases, and that we introduced a more accurate way to classify when a decision is final, i.e. once a majority (usually two) Commissioners/Hearing Examiners agree on a decision and not when a decision is written and ready for shared review. This practice is continuing this tax year and the turn around time for decisions is significantly better. Based on the current pace of appeals cases RPTAC is preparing for hearings to conclude in mid-January and better performance metrics.

Please continue to share draft decisions with all Commissioners/Hearing Examiners who sat on your panel. This allows for more efficient and collaborative review.

For those who have not already done so, please share your continuing education certifications with me and the Chairman.

How to Appeal

N/a - No public attendants requested this presentation

Public Comments

No public comments

Hearing Examiner Jackson motioned to adjourn and Commissioner Jones seconded the motion.

Meeting Adjourned at 4:33pm

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



**Administrative Meeting Minutes
December 13, 2022**

Chairman Williams called the meeting to order at 4:16pm

Roll Call

Present: Trent Williams, Cliftine Jones, Frank Sanders, May Chan, Greg Syphax, Alvin Jackson, John Woods, Keith Klein

Absent: Olufemi Abayomi-Paul

Chairman's Report

Formally introduced John Woods and Keith Klein. Thank you for moving right into hearings and decision writing.

Executive Director Report

RPTAC welcomes two new Hearing Examiners as of Monday, December 5. S: John Woods and Keith Klein. Mr. Woods served previously as a Part-time Commissioner and Mr. Klein is new to the work of the Commission.

The Commission is anticipating the scheduled TY23 hearing season to be completed on January 25. Commissioners and Hearing Examiners have been responsive in drafting decisions and getting their majority agreements to staff in a timely fashion. A revised list of outstanding cases will be emailed before the holiday so all are clear on what cases are their responsibility and what to prioritize. Please continue to prioritize residential cases and work to complete decision agreements by February 1.

How to Appeal

N/a - No public attendants requested this presentation

Public Comments

No public comments

Commissioner Jones motioned to adjourn and Hearing Examiner Syphax seconded the motion.

Meeting Adjourned at 4:28pm

/

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 Olliviera, 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

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; 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

Exhibit L – RPTAC Commissioners Profiles and Tenure

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
John Woods -	Hearing Examiner	N/a	N/a	Full Time Temporary
Keith Klein -	Hearing Examiner	N/a	N/a	Full Time Temporary

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Reports & Charts

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Resilience Objectives

DM Objectives

Goals

DM Strategies

DM Investment

Agency Real Property Tax Appeals Commission

Agency Acronym

RPTAC

Agency Code

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

Agency Performance POCs

Debra (OCFO) Tunstall Gizachew Andargeh Sophia Murray

Agency Budget POCs

Fiscal Year 2022

Agency's Operating Budget

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

FY2022 Agency Accomplishments

Add Accomplishment

Add Accomplishment

Accomplishments

What is the accomplishment that your agency wants to highlight?

How did this accomplishment impact residents of DC?

Hired two new full time temporary Hearing Examiners (6 month appt) to assist during the height of the appeals season.

Residents were better served with more Commissioners and Hearing Examiners capable to hear and hearing examiners to sit for cases. More panelists means increased questioning and debate

2022 Objectives

Full Report | Grid Edit | Email | More 4 Objective records

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

2022 Key Performance Indicators

Full Report | Grid Edit | Email | More 7 Measure records

Measure	Highlight in PAR	New Measure/Benchmark Year	Directionality	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual Report	FY2022 Target
1 - Process and render decisions within the statutory deadlines on all appeals heard by the Commission. (3 Measure records)								
Percent of decisions for commercial appeals issued within 80 calendar days of the hearing			Up is Better	100%	96.1%	100%	72%	100%
Percent of decisions completed by February 1			Up is Better	100%	95.6%	100%	74.4%	100%
Percent of residential decisions issued within 30 days			Up is Better	100%	60.5%	100%	75%	100%
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								
Percent of Commissioners who completed a minimum of 12 continuing education/training hours			Up is Better	100%	78.6%	100%	100%	100%
Number of market research analysis performed on assessment neighborhoods in the fiscal year			Up is Better	6	6	54	54	6
3 - Create and maintain a fair and transparent hearing process by providing detailed information on the agency website. (2 Measure records)								
Number of Public Information Sessions on the Tax Appeal Process			Up is Better	4	1	4	4	4
Percent of customer satisfaction surveys with rating of at least "Agree" regarding the level of fairness of the hearing process			Up is Better	85%	No Applicable Incidents	85%	No Applicable Incidents	85%

2022 Core Business Measures



Performance ... Ed...

Reports & Charts

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Cancel

Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	No Target Set
HR MANAGEMENT - Percent of new hires that are DC residents (excludes temporary workers and contractors)	No Target Set
HR MANAGEMENT - Percent of employees that are DC residents (excludes temporary workers and contractors)	No Target Set

2022 Operations

Full Report | Grid Edit | Email | More 4 Activity records

Operations Header	Operations Title	Operations Description
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.
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 & EMPLOYEE DEVELOPMENT	Continuing Professional Education	Commissioners will be required to complete at least 12 hours of continued education to maintain and improve estate valuation principles and practices.
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 conditions. The Commissioners will benefit from innovative insights based on economic, demographic, and social data rendering well informed decisions.
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 updates on changes that have happened as well as anticipated changes for the future.

2022 Workload Measures

Full Report | Grid Edit | Email | More 7 Measure records

Measure	Highlight in PAR	New Measure/Benchmark Year	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Actual Report
1 - Appeals Process (7 Measure records)							
Number of Appeals Filed			3982	5073	4552	5829	7341
Percent of Appeals sustained			79%	68.5%	90%	61.5%	80%
Percent of appeal reduced			19.7%	31%	9%	17.4%	18.7%
Percent of Appeals Increased			0.3%	0.1%	0%	0.3%	0.5%
Percent of appeals withdrawn			3.2%	3.2%	4.1%	12.1%	0.8%
Percent of appeals resulting in Stipulation Agreements			12.9%	15.4%	15%	8.3%	Not Available
Number of appeals reduced by recommendation			37	16	37	26	0

2022 Initiatives

Full Report | Grid Edit | Email | More 1 Strategic Initiative

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 to an American Planning Act (enhance)
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			

2022 Initiative Updates

Full Report | Grid Edit | Email | More 1 Initiative Update

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of impact	Supporting Data	Re
Racial Equity Training (1 Initiative Update)						
Racial Equity Training	Conducted racial equity consultation with MORE	25-49%		Incremental		Q4

2022 ARP Key Performance Indicators

Measure	Highlight in PAR	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	F



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Measure	Highlight in PAR	ARPA Project Name	Measure/Benchmark Year	ARPA EXPENDITURE Code	ARPA Initiative	ARPA SUB Initiative	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual
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No Measure records found

2021 Unfinished Initiatives

Title	Description	% Complete from Prior FY	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update
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No Strategic Initiative records found

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?
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No Initiative Update records found

Administrative Information

Record ID# 913

Performance Plan ID 913

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Created on Dec. 24, 2020 at 11:53 AM (EST). Last updated by Stock, Arie on Aug. 26, 2021 at 3:59 PM (EDT). Owned by Stock, Arie.

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STRATEGIC INITIATIVES

Initiatives

Measures

Initiative-

Agency Real Property Tax Appeals Commission

Agency RPTAC
Acronym

Agency DAO
Code

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

Agency Performance POCs

Debra (OCFO) Tunstall Gizachew Andargheh
Sophia Murray

Agency Budget POCs

Fiscal Year 2023

Add Current Quarter Data

Agency's Operating Budget

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

2023 Objectives

Full Report | Grid Edit | Email | More 4 Objective records

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

Add Strategic Objective

2023 Key Performance Indicators

Full Report | Grid Edit | Email | More 7 Measure records

Measure	New Measure/Benchmark Year	Directionality	Frequency of Reporting	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual Report	FY2022 Target	FY2022 Actual Report	F
1 - Process and render decisions within the statutory deadlines on all appeals heard by the Commission. (3 Measure records)											
Percent of decisions for commercial appeals issued within 80 calendar days of the hearing		Up is Better	Annually	98.7%	100%	96.1%	100%	72%	100%	36.6%	10
Percent of decisions completed by February 1		Up is Better	Annually	100%	100%	95.6%	100%	74.4%	100%	44.6%	10
Percent of residential decisions issued within 30 days		Up is Better	Annually	90.2%	100%	60.5%	100%	75%	100%	14.6%	10
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 records)											
Percent of Commissioners who completed a minimum of 12 continuing education/training hours		Up is Better	Annually	100%	100%	78.6%	100%	100%	100%	87.5%	10
Number of market research analysis performed on assessment neighborhoods in the fiscal year		Up is Better	Annually	54	6	6	54	54	6	73	6
3 - Create and maintain a fair and transparent hearing process by providing detailed information on the agency website. (2 Measure records)											
Number of Public Information Sessions on the Tax Appeal Process		Up is Better	Annually	6	4	1	4	4	4	4	4
Percent of customer satisfaction surveys with rating of at least "Agree" regarding the level of fairness of the hearing process		Up is Better	Annually	Needs Update	85%	No Applicable Incidents	85%	Not Available	85%	Not Available	85

2023 Operations

Full Report | Grid Edit | Email | More 4 Activity records

Operations	Type of	Add Workload



Performance ... Ed...

Reports & Charts

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APPEALS PROCESS	Appeals Process	The Commission has statutory mandates that govern the timeframes for issuing decisions on residential and commercial appeals.	Key Project	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 records)				
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 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 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 Workload Measure

2023 Workload Measures

Full Report | Grid Edit | Email | More 7 Measure records

Measure	New Measure/ Benchmark Year	Frequency of Reporting	FY2020 Actual	FY2021 Actual Report	FY2022 Actual Report	FY2023 Actual Report
1 - Appeals Process (7 Measure records)						
Number of Appeals Filed		Annually	5829	7341	7376	Annually
Percent of Appeals sustained		Annually	61.5%	80%	92.8%	Annually
Percent of appeal reduced		Annually	17.4%	18.7%	7%	Annually
Percent of Appeals Increased		Annually	0.3%	0.5%	0.2%	Annually
Percent of appeals withdrawn		Annually	12.1%	0.8%	0%	Annually
Percent of appeals resulting in Stipulation Agreements		Annually	8.3%	Not Available	11.1%	Annually
Number of appeals reduced by recommendation		Annually	26	0	0	Annually

2023 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?	Is this initiative related to an American Rescue Plan Act (ARPA) enhancement?	Is this initiative focused on enhancing racial equity?
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No Strategic Initiative records found

2023 Initiative Updates

Add Current Quarter 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
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No Initiative Update records found

2022 Unfinished Initiatives

Full Report | Grid Edit | Email | More 1 Strategic Initiative

Title	Description	% Complete from Prior FY	Status Update	Explanation	Anticipated Completion Date
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.	25-49%	Conducted racial equity consultation with MORE	RPTAC has limited statutory scope (i.e. it corrects for OTR errors in assessing real estate) and addressing racial equity would be outside of this scope.	09-30-2022

2022 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
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No Initiative Update records found

2023 APP Key Performance Indicators



Performance ... Ed...

Reports & Charts

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No Measure records found

2023 ARP Workload Measures

Measure	ARPA Project Name	New Measure/ Benchmark Year	ARPA Expenditure Code	ARPA Initiative	ARPA Sub-Initiative	FY2020 Actual	FY2021 Actual	FY2022 Actual
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No Measure records found

Administrative Information

Record ID# 998

Performance Plan ID 998

Save & close

Cancel

Created on Feb. 6, 2022 at 7:55 PM (EST). Last updated by [Katz, Lia](#) on Feb. 9, 2022 at 10:46 AM (EST). Owned by [Katz, Lia](#).

Real Property Tax Appeals Commission (DA0)

Report ID: DCPYR215 POSITION AC Page No. 1

Run Date 2/7/2023

Run Time 12:12:26

As Of Date: 7-Feb-23

Count	Position Status	Position Number	Title	Name	Emplid	Hire Date	Vacant Status	Grade	Step	Salary	20.3% Fringe
1	A	00075616	Commissioner, RPTAC	Abayomi-Paul,Olufemi	00065716	8/1/2011	F	15	0	133,122.30	27,023.83
1	A	00017063	Executive Director for RPTAC	Andargeh,Gizachew	00043273	7/23/2018	F	9	0	156,056.25	31,679.42
1	A	00075615	Commissioner, RPTAC	Chan,May S.	00069334	7/16/2012	F	15	0	133,122.30	27,023.83
1	A	00045352	IT Specialist (Network)	Freeman,Donald	00084179	12/1/2014	F	12	7	95,816.00	19,450.65
0.5	A	00104281	Hearing Examiner	Jackson,Alvin L	00119670	10/11/2022	F	14	0	127,504.00	25,883.31
1	A	00075613	Commissioner, RPTAC	Jones,Cliftine	00069331	7/16/2012	F	15	0	133,122.30	27,023.83
0.5	A	00109132	Hearing Examiner	Klein,Keith	00126657	12/5/2022	F	14	0	127,504.00	25,883.31
1	A	00047233	Program Support Assistant	Murray,Sophia	00003656	2/28/1999	F	7	10	58,880.00	11,952.64
1	A	00075614	Commissioner, RPTAC	Sanders,Frank	00069333	7/16/2012	F	15	0	133,122.31	27,023.83
1	A	00025588	STAFF ASSISTANT	Spencer,Debra D	00025749	3/6/1995	F	9	10	69,770.00	14,163.31
0.5	A	00104281	Hearing Examiner	Syphax,Gregory C.	00069332	10/11/2022	F	14	0	127,504.00	25,883.31
1	A	00003633	CLERICAL ASSISTANT	Thornton,Vivian	00026575	4/2/2018	F	6	10	53,186.00	10,796.76
1	A	00075611	Chairperson, RPTAC	Williams,Trent Thomas	00119918	11/3/2021	F	17	0	156,056.25	31,679.42
0.5	A	00109133	Hearing Examiner	Woods Jr.,John L	00001127	12/5/2022	F	14	0	127,504.00	25,883.31
1	A	00075612	Vice Chairperson (RPTAC)	Vacant			V	16	0	140,741.00	28,570.42
13										1,773,010.71	359,921.17

D1. Intra-Districts FY22

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
CB0	Office of the Attorney General (OAG)	Legal Support	2000	2020	41	409	\$10,000.00	\$10,000.00	\$0.00	Executed	10/1/2021 - 9/30/2022
PX0	Office of Contracting and Procurement	PCARD	2000	2010	40	410	\$19,995.00	\$19,995.00	\$0.00	NA	10/1/2021 - 9/30/2022
A10	OCFO-Office of the Chief Financial Officer	Financial Services Support	2000	2010	41	409	\$50,000.00	\$50,000.00	\$0.00	Executed	10/1/2021 - 9/30/2022
Total							\$79,995.00	\$79,995.00	\$0.00		



R209 YTD Budgetary Control Analysis Report - DC Interagency Reporting

Run date/Time: 2023

Control Budget	DC Authority
Account Period	Mar-2023
Project Org	
Agency	DA0

Appropriated Fund Description	Fund	Account	Account Description	Program	Program Description	Cost Center
LOCAL FUND	1010001	7011001	CONTINUING FULL TIME	100003	COMMUNICATIONS - C	30073
LOCAL FUND	1010001	7014008	MISC FRINGE BENEFITS	100003	COMMUNICATIONS - C	30073
LOCAL FUND	1010001	7131011	OFFICE SUPPORT	100003	COMMUNICATIONS - C	30073
LOCAL FUND	1010001	7132001	CONTRACTUAL SERVICES - OTHER	300058	APPEALS PROCESS	30072
LOCAL FUND	1010001	7131009	PROF SERVICE FEES & CONTR	300058	APPEALS PROCESS	30072

Project	Project Description	Project Org	Award	Award Descriptio	Award Org
400164	DA0.1MSDA3.DA0 MISC	AT0 OFFICE OF THE CHIEF FINANCIAL OFFICER	1000040	DA0.0100. LOCAL FUNDS	DA0 REAL PROPERTY TAX APPEALS COMMISSION
400164	DA0.1MSDA3.DA0 MISC	AT0 OFFICE OF THE CHIEF FINANCIAL OFFICER	1000040	DA0.0100. LOCAL FUNDS	DA0 REAL PROPERTY TAX APPEALS COMMISSION
400164	DA0.1MSDA3.DA0 MISC	AT0 OFFICE OF THE CHIEF FINANCIAL OFFICER	1000040	DA0.0100. LOCAL FUNDS	DA0 REAL PROPERTY TAX APPEALS COMMISSION
400163	DA0.01479D.RPTAC LITIGATION	CB0 OFFICE OF THE ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA	1000040	DA0.0100. LOCAL FUNDS	DA0 REAL PROPERTY TAX APPEALS COMMISSION
400165	DA0.PCARD.D.PCAR D DA0	DA0 REAL PROPERTY TAX APPEALS COMMISSION	1000040	DA0.0100. LOCAL FUNDS	DA0 REAL PROPERTY TAX APPEALS COMMISSION
					Total:

Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
\$35,366.01	\$35,366.01	\$0.00	\$0.00	\$0.00	\$35,366.01
\$8,132.10	\$8,132.10	\$0.00	\$0.00	\$0.00	\$8,132.10
\$6,501.89	\$6,501.89	\$0.00	\$0.00	\$0.00	\$6,501.89
\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
\$19,995.00	\$19,995.00	\$0.00	\$0.00	\$0.00	\$19,995.00
\$79,995.00	\$79,995.00	\$0.00	\$0.00	\$0.00	\$79,995.00

E. Budget FY20-FY23

Appr Fund - 0100 Local
Object Class/Description
Personal Services:
11 - Salaries Continuing FT
12 - Salaries Term
13 - Terminal Leave
14 - Fringe Benefits
Total Personal Services
Non-Personal Services:
20 - Supplies
31 - Telecommunications
40 - Other Services
41 - Contractual Services
70 - Equipment
Total Non-Personal Services
Total Budget

E. Budget FY20-FY23

Appr Fund - 0100 Local	
Object	Class/Description
Personal Services:	
11 - Salaries Continuing FT	
12 - Salaries Term	
13 - Terminal Leave	
14 - Fringe Benefits	
Total Personal Services	
Non-Personal Services:	
20 - Supplies	
31 - Telecommunications	
40 - Other Services	
41 - Contractual Services	
70 - Equipment	
Total Non-Personal Services	
Total Budget	

E. Budget FY20-FY23

Appr Fund - 0100 Local	
Object	Class/Description
Personal Services:	
11 - Salaries Continuing FT	
12 - Salaries Term	
13 - Terminal Leave	
14 - Fringe Benefits	
Total Personal Services	
Non-Personal Services:	
20 - Supplies	
31 - Telecommunications	
40 - Other Services	
41 - Contractual Services	
70 - Equipment	
Total Non-Personal Services	
Total Budget	

E. Budget FY20-FY23

Real Property Tax Appeals Commission (DA0) FY22 Budget vs. Actual Summary As of December 30, 2022						
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	\$ -	\$ 413,806	\$ (14,796)	-3.71%
12 - Salaries Term	\$ 931,749	\$ 931,749	\$ -	\$ 859,159	\$ 72,590	7.79%
13 - Terminal Leave			\$ -	\$ 36,123	\$ (36,123)	NA
14 - Fringe Benefits	\$ 250,183	\$ 250,183	\$ -	\$ 236,647	\$ 13,536	5.41%
Total Personal Services	\$ 1,580,942	\$ 1,580,942	\$ -	\$ 1,545,735	\$ 35,207	2.23%
Non-Personal Services:						
20 - Supplies	\$ 11,760	\$ 11,760	\$ -	\$ 7,352	\$ 4,408	37.48%
31 - Telecommunications	\$ 2,500	\$ 2,500	\$ -	\$ 1,116	\$ 1,384	55.34%
40 - Other Services	\$ 45,673	\$ 45,673	\$ -	\$ 29,990	\$ 15,683	34.34%
41 - Contractual Services	\$ 125,000	\$ 125,000	\$ -	\$ 120,000	\$ 5,000	4.00%
70 - Equipment	\$ 10,000	\$ 10,000	\$ -	\$ 9,431	\$ 569	5.69%
Total Non-Personal Services	\$ 194,933	\$ 194,933	\$ -	\$ 167,890	\$ 27,043	13.87%
Total Budget	1,775,875	\$ 1,775,875	\$ -	\$ 1,713,625	\$ 62,250	3.51%

E. Budget FY20-FY23

			Real Property Tax Appeals Commission (DA0) FY23 Budget vs. Actual Summary As of December 30, 2022					
Appr Fund - 0100 Local			*					
Object Class/Description	Account Group	Description	FY23 Approved Budget	FY23 Revised Budget	FY23 Reduction / Modification	FY23 Obligations	FY23 Available Budget	FY23 Percent Available
Personal Services:								
11 - Salaries Continuing FT	701100C	CONTINUING FULL TIME	\$ 722,887	\$ 722,887	\$ -	\$ 107,000	\$ 615,887	85.20%
12 - Salaries Term	701200C	CONTINUING FULL TIME -	\$ 777,568	\$ 777,568	\$ -	\$ 248,093	\$ 529,475	68.09%
13 - Terminal Leave	701300C	ADDITIONAL GROSS PAY	\$ -	\$ -	\$ -	\$ 28,895	\$ (28,895)	NA
14 - Fringe Benefits	701400C	FRINGE BENEFITS -	\$ 305,545	\$ 305,545	\$ -	\$ 67,818	\$ 237,727	77.80%
Total Personal Services			\$ 1,806,000	\$ 1,806,000	\$ -	\$ 451,805	\$ 1,354,194	74.98%
Non-Personal Services:								
20 - Supplies	711100C	SUPPLIES & MATERIALS	\$ 11,760	\$ 11,760	\$ -	\$ -	\$ 11,760	100.00%
31 - Telecommunications	712100C	ENERGY COMM & BLDG	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 2,500	100.00%
40 - Other Services	712100C	ENERGY COMM & BLDG	\$ 68,593	\$ 68,593	\$ -	\$ -	\$ 68,593	100.00%
41 - Contractual Services	713200C	CONTRACTUAL SERVICES -	\$ 135,000	\$ 135,000	\$ -	\$ -	\$ 135,000	100.00%
70 - Equipment	717100C	PURCHASES EQUIPMENT &	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 10,000	100.00%
Total Non-Personal Services			\$ 227,853	\$ 227,853	\$ -	\$ -	\$ 227,853	100.00%
Total Budget			2,033,852	\$ 2,033,852	\$ -	\$ 451,805	\$ 1,582,047	77.79%

F. Reprogramming FY22-FY23

Real Property Tax Appeals Commission (DA0) FY 2023 Reprogrammings OPERATING BUDGET (Local Funds)								
#	TYPE	REASON	FROM	TO	DATE	Approved	AMOUNT	
Local Funding FY 2023								
0	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	
TOTAL FY23 LOCAL FUNDS REPROGRAMMINGS							\$0.00	
Real Property Tax Appeals Commission (DA0) FY 2022 Reprogrammings OPERATING BUDGET (Local Funds)								
#	TYPE	REASON	FROM	TO	DATE	Approved	AMOUNT	
Local Funding FY 2023								
0	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	
TOTAL FY23 LOCAL FUNDS REPROGRAMMINGS							\$0.00	

Report ID: DCPYR215 POSITION / Page No. 1

Run Date 2/7/2023

Run Time 12:12:26

As Of Date: 7-Feb-23

Count	Position Status	Position Number	Title	Name	Emplid
1	A	00017063	Executive Director for RPTAC	Andargeh,Gizachew	00043273
1	A	00075611	Chairperson, RPTAC	Williams,Trent Thomas	00119918
1	A	00075612	Vice Chairperson (RPTAC)	Vacant	
1	A	00075614	Commissioner, RPTAC	Sanders,Frank	00069333
1	A	00075616	Commissioner, RPTAC	Abayomi-Paul,Olufemi	00065716
1	A	00075615	Commissioner, RPTAC	Chan,May S.	00069334
1	A	00075613	Commissioner, RPTAC	Jones,Cliftine	00069331
0.5	A	00104281	Hearing Examiner	Jackson,Alvin L	00119670
0.5	A	00109132	Hearing Examiner	Klein,Keith	00126657
0.5	A	00104281	Hearing Examiner	Syphax,Gregory C.	00069332
0.5	A	00109133	Hearing Examiner	Woods Jr.,John L	00001127
9					

Property Tax Appeals Commission (DA0)

Hire Date	Vacant Status	Grade	Step	Salary	20.3% Fringe	Total Comp	Fund	Program
7/23/2018	F	9	0	156,056.25	31,679.42	187,735.67	1010001	100154
11/3/2021	F	17	0	156,056.25	31,679.42	187,735.67	1010001	300058
	V	16	0	140,741.00	28,570.42	169,311.42	1010001	300058
7/16/2012	F	15	0	133,122.31	27,023.83	160,146.14	1010001	300058
8/1/2011	F	15	0	133,122.30	27,023.83	160,146.13	1010001	300058
7/16/2012	F	15	0	133,122.30	27,023.83	160,146.13	1010001	300058
7/16/2012	F	15	0	133,122.30	27,023.83	160,146.13	1010001	300058
10/11/2022	F	14	0	127,504.00	25,883.31	153,387.31	1010001	300058
12/5/2022	F	14	0	127,504.00	25,883.31	153,387.31	1010001	150011
10/11/2022	F	14	0	127,504.00	25,883.31	153,387.31	1010001	300058
12/5/2022	F	14	0	127,504.00	25,883.31	153,387.31	1010001	150011
				1,495,358.71	303,557.82	1,798,916.53		

Cost Center	Position Effdt	F/P Time	Reg/Te mp/Ter	Work Sched	WAE
30073	11/7/2021	F	Term	F	N
30072	10/1/2016	F	Term	F	N
30072	10/1/2016	F			
30072	10/1/2016	F	Term	F	N
30072	1/18/2022	F	Term	F	N
30072	10/1/2016	F	Term	F	N
30072	10/1/2016	F	Term	F	N
30072	10/1/2021	F	Temp	F	N
10002	10/1/2022	F	Temp	F	N
30072	10/1/2021	F	Temp	F	N
10002	10/1/2022	F	Temp	F	N