GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION

Administrative Meeting Minutes
September 13, 2023

Chairman Williams called the meeting to order at 4:38pm

Roll Call
Present: Trent Williams, Cliftine Jones, Olufemi Abayomi-Paul, Frank Sanders, Greg Syphax, Alvin Jackson, Keith Klein

Absent: May Chan and John Woods

Chairman's Report
- Chairman Williams welcomed Commissioners and Hearing Examiners to the first administrative meeting and the beginning of the TY24 real property appeals season.
- He requested Commissioners and Hearing Examiners to send their certificates of completion for continuing education credits before the end of the month
- Chairman Williams requested that all Commissioners and Hearing Examiners label emails with a standard format including the square and lot in the subject line. This will facilitate searching for cases electronically and will be helpful as the number of decisions rises in the season.
- Please keep electronic deliberations and decisions among panelists before emailing staff. Only send the agreed upon final decision to staff when at least one other panelist has agreed with you. And please check emails regularly to complete decisions punctually and not let decisions pile up.

Executive Director Report
- RPTAC finished Tax Year 2023 on time and thanked Commissioners and Hearing Examiners for the expertise and diligence to complete the year on time, a first in three years under current directorship.
- Tax Year 2024 has already begun. OTR has received 12,093 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 have last year's four Hearing Examiners begin at the beginning of the fiscal year, Monday, October 2.
- RPTAC is continuing to work with the Mayor's Office of Talent and Appointments (MOTA) to move the Vice Chairperson candidate forward.
- Decision processing reminders:

    - Please clearly communicate among panel members who is responsible for which cases.
    - Please receive electronic decision agreements from panel members in advance of submitting decisions to Debra Spencer.
- Annual hearing training will be scheduled in October once all Hearing Examiners are on board.

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

<u>Public Comments</u>
No public comments

Commissioner Sanders motioned to adjourn

Meeting Adjourned at 4:50pm

GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION

Administrative Meeting Minutes
October 12, 2023

Chairman Williams called the meeting to order at 4:06pm

Roll Call
Present: Trent Williams, Cliftine Jones, May Chan, Frank Sanders, Olufemi Abayomi-Paul, Alvin Jackson, John Woods, Keith Klein

Absent: Greg Syphax

Chairman's Report
- Instructed Commissioner and Hearing Examiners to prioritize residential and multi lot cases in the coming weeks and to please meet statutory deadlines.
- The Commission will reschedule RPTAC training to later in the calendar year and prioritize the DCHR cybersecurity training in the immediate term.

Executive Director Report
- Reminded Commissioners and Hearing Examiners to prioritize decision writing according to the statutory completion requirement of 30 days for residential cases, 80 days for commercial cases, and all cases completed 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 agreed by common consent.

Meeting Adjourned at 4:13pm

GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION

Administrative Meeting Minutes
November 14, 2023

Chairman Williams called the meeting to order at 4:10pm

Roll Call
Present: Trent Williams, Frank Sanders, May Chan, Olufemi Abayomi-Paul, Greg Syphax, Alvin Jackson, Keith Klein

Absent: Cliftine Jones and John Woods

Chairman's Report

The Chairman reminded Commissioners, Hearing Examiners and staff to complete the OCTO cybersecurity training before the end of the year, as this is a requirement for all DC Government employees.

The Chairman asked Commissioners and Hearing Examiners to prioritize multi-lots and residential cases because their completion is most impactful in lowering RPTAC's docket and have the fewest number of days to be complete, respectively.

The Chairman also reminded Commissioners and Hearing Examiners to refer to the outstanding list for decisions they are responsible for drafting.

Executive Director Report
The Executive Director echoed the Chairman's comments and told Commissioners and Hearing Examiners that at the current pace of scheduling, hearings are due to conclude on January 18 well ahead of the February deadline. This means that there should be a priority to be present for scheduled hearings and complete decisions as quickly and efficiently as possible.

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

Public Comments
No public comments

Hearing Examiner Jackson motioned to adjourn and Hearing Examiner Syphax seconded the motion.

Meeting Adjourned at 4:17pm

GOVERNMENT OF THE DISTRICT OF COLUMBIA
REAL PROPERTY TAX APPEALS COMMISSION

Administrative Meeting Minutes
December 12, 2023

Chairman Williams called the meeting to order at 4:12pm

Roll Call
Present: Trent Williams, Cliftine Jones, Frank Sanders, Olufemi Abayomi-Paul, Greg Syphax, Alvin Jackson, John Woods, Keith Klein

Absent: May Chan

Chairman's Report
The Chairman reminded Commissioners and Hearing Examiners that the monthly hearing schedule is intentionally put together equitably based on Commissioner and Hearing Examiner availability. He thanked those who offered to fill gaps and sit for other colleagues when emergencies and illness happen so that hearings may continue as scheduled. In addition, he requested that colleagues please check their emails during the holiday break as decisions will be completed during that time.

Executive Director Report
The Commission is anticipating the scheduled TY24 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 Sanders motioned to adjourn and Hearing Examiner Syphax seconded the motion.

Meeting Adjourned at 4:20pm

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