

**COUNCIL OF THE DISTRICT OF COLUMBIA
COMMITTEE ON BUSINESS & ECONOMIC DEVELOPMENT
PERFORMANCE OVERSIGHT PRE-HEARING QUESTIONS**
1350 Pennsylvania Avenue, NW, Washington, DC 20004

January 10, 2025

Gizachew Andargeh
Executive Director
Real Property Tax Appeals Commission
441 4th Street, NW, Suite 360 North
Washington, DC 20001

Dear Mr. Andargeh:

The Committee on Business and Economic Development (“Committee”) will hold performance oversight hearings on agencies under its purview in February. The oversight hearing for public witnesses for all the agencies under the Committee’s purview will be held on February 5, 2025 at 9:30a.m. The oversight hearing for government witnesses of the Real Property Tax Appeals Commission (“RPTAC” or “Commission”) will be held on February 12, 2025, at 9:30a.m. RPTAC is currently scheduled for fourth on the agenda.

In preparation for the hearing, the Committee is sending the attached pre-hearing questions for your response. Please submit your responses no later than **5:00 p.m. on Wednesday, February 5, 2025**, in Word or Excel format, as applicable, and minimize the use of attachments. Note that the Committee will make agency responses publicly available. If there are answers or documents that should be redacted, please provide an unredacted copy for the Committee and a redacted copy for public review.

Please contact Doni Crawford, Committee Director, at dcrawford@dccouncil.gov, with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "K.R. McDuffie".

Kenyan R. McDuffie

Racial Equity

1. Describe any programs or policies where the Commission has had success in building racial equity during Fiscal Year 2024 and Fiscal Year 2025 to date.

RPTAC's narrow statutory obligation is to determine whether the Office of Tax and Revenue (OTR) erred in its real property assessment. Unfortunately, RPTAC has no authority to consider racial equity as part of this determination.

2. In the context of the Commission and its mission, describe three areas, programs, or initiatives where the Commission has the greatest opportunity to address racial inequity.

RPTAC's narrow statutory obligation is to determine whether OTR erred in its real property assessment. Unfortunately, RPTAC has no authority to consider racial equity as part of this determination.

3. What barriers does your Commission face when trying to: (1) make progress toward racial equity or (2) better understand racial inequity within the agency's context and operations (if any)? How does your Commission's spending address existing racial inequities (grant disbursement, procurement/contracting, etc.)?

RPTAC's narrow statutory obligation is to determine whether the Office of Tax and Revenue (OTR) erred in its real property assessment. Unfortunately, RPTAC has no authority to consider racial equity as part of this determination. However, RPTAC makes every effort to spend contractual dollars with DC Certified Business Enterprises (CBE) and work with the Department of Small and Local Business Development (DSLBD) to ensure we meet CBE spending requirements annually.

4. Please provide data on the racial diversity among leadership and at all staff grade levels. How does retention differ by race across levels? How does pay differ by race within levels?

Please see the chart below for racial diversity among leadership and staff. Retention is very strong at RPTAC. Except for three staff, most employees have been with RPTAC for at least five years. Pay differs slightly across grade levels but is in line with DCHR pay standards for the grade level and work performed.

Positions	African American/Black	White American	Asian American
Leadership	3		
Commissioners	3		1
Hearing Examiners	3	1	
Staff	4		

5. In previous years, RPTAC noted that it could use self-identified racial information to help understand the percentage of appeals across racial groups of the city. Has RPTAC engaged in this process and have data to share? If not, why not?

RPTAC has considered adding self-identifying racial information on its appeal form. To date, this question is excluded because of the Commission's narrow statutory obligation to determine whether OTR erred in its real property assessment.

General Questions

6. Please provide a current organizational chart of the Commission, including the number of vacant, frozen, and filled full-time equivalents ("FTEs") in each division or subdivision, as well as the names and titles of all senior personnel. Please include the date when the information was collected. Additionally, please provide the following:
 - a. An explanation of the roles and responsibilities of each division and subdivision, including specific programs and projects administered by each division. Please also explain the administrative organization within each division and provide the number of personnel allocated to each division; and
 - b. A narrative explanation of any changes made during the previous year.

Please see Attachment A: RPTAC Organizational Chart

7. Please provide a current Schedule A for the Commission, which identifies all employees by title/position, current salary, fringe benefits, and program. This Schedule A should also indicate whether the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.
 - a. For each vacant position, please state how long the position has been vacant, and provide the status of the Commission's efforts to fill the position, as well as the position number, the title, the program number, the activity number, the grade, the salary, and the fringe associated with each position. Please also indicate whether the position must be filled to comply with federal or local law, and whether there are impediments to the Commission's ability to fill those vacancies.
 - b. For each filled position, please provide the employee's length of service with the Commission. Please provide any available information on turnover rates and/or trends identified by the Commission.

Please see Attachment B: RPTAC Schedule A FY25

8. Please list all employees detailed to or from the Commission, if any. For each employee identified, please provide the name of the agency from/to which the employee is detailed, the reason for the detail, the date of the detail, and the employee's projected date of return.

There are no employees detailed to or from RPTAC.

9. Did the Commission conduct annual performance evaluations of its employees in FY24 or FY25, to date? Who conducted the evaluations? What are the performance measures by which

employees are evaluated? What steps are taken to ensure that all employees are meeting individual job requirements? What steps are taken when an employee does not meet individual job requirements?

The Commission did not conduct annual performance evaluations of its employee in FY24 or FY25. For Commissioners and Hearing Examiners, the primary performance measure is completing decisions within the statutory deadlines. The primary staff performance measures include managing virtual hearings efficiently and effectively, and processing cases and decisions in a timely manner. Employees are provided experiential support throughout the appeals season and, to date, all employees are meeting their individual job requirements.

10. What is the Commission's current remote work policy?

The Commission's remote work policy is borne from the experience during the pandemic and maintains productivity and consistency for employees while increasing efficiency for petitioners and assessors. Staff's decision to exercise their remote to work option is determined by job responsibilities, performance, and operational needs, with final approval and periodic reviews handled by management.

Staff are expected to adhere to core business hours, be available for meetings, and maintain consistent productivity levels. Daily or weekly check-ins, as necessary, with managers ensure alignment and progress on deliverables.

Most employees report to the office at least three days per week. Remote employees must maintain a professional, distraction-free workspace and remain accessible through communication tools such as email, phone, or Microsoft Teams. The Commission provides essential equipment (laptops) to ensure staff can perform work duties without issue.

11. Please complete the following chart about the residency of **new hires** in FY 24, and FY 25, to date:

Position Type	Total Number	Number of District Residents
Continuing	1	1
Term		
Temporary	1	1
Contract		

12. Please provide the Committee with the following:

- A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at Commission expense in Fiscal Year 2024 and Fiscal Year 2025, to date;
- A list of all vehicles owned, leased, or otherwise used by the Commission and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the Commission's vehicles in Fiscal Year 2024 and Fiscal Year 2025, to date;

- c. A list of travel expenses, arranged by employee, for Fiscal Year 2024 and Fiscal Year 2025, to date, including the justification for travel and description of activities engaged in during the travel;
- d. A list of employee bonuses or special award pay, raises, and step increases granted in Fiscal Year 2024 and Fiscal Year 2025, to date; and
- e. A list of the total overtime and workers' compensation payments paid in Fiscal Year 2024 and Fiscal Year 2025, to date, including the number of employees who received overtime and workers' compensation payments, in what amounts, and for what reasons.

Please see Attachment C: RPTAC Laptop and Cell Phone Assignments.

RPTAC does not have any assigned vehicles, travel expenses, or made any workers compensation payments.

13. Regarding the use of communication devices:

- a. Please describe procedures that are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers) and how the usage of these devices is monitored.

Before staff are provided laptops, they sign agreements with the Commission specifying the responsibilities of use and care. These agreements also outline the liability if the device is damaged, lost, or stolen.

- b. How does the Commission limit the costs associated with its mobile devices?

The Commission competitively bids with DSLBD CBEs.

- c. For Fiscal Year 2024 and Fiscal Year 2025, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?

In FY24 the cost was \$7,977 for 8 new laptops. No costs have been incurred in FY25 to date.

14. For Fiscal Year 2024 and Fiscal Year 2025, to date, please list any purchase card spending by the Commission, including the employee making each expenditure and the general purpose for each expenditure.

Please see Attachment D: RPTAC PCard Transactions

15. Please provide a chart showing the Commission's approved budget, revised budget (after reprogramming, etc.) and actual spending, by division, for Fiscal Year 2024 and Fiscal Year 2025, to date. Include a description and explanation for any variance between fiscal year appropriations and actual expenditures.

Please see Attachment E: RPTAC Budget Reports FY24-FY25 YTD

16. For Fiscal Year 2024 and Fiscal Year 2025, to date, please identify any special purpose revenue funds maintained, used, or available for use by the Commission. For each fund identified, please provide:

- a. The revenue source name and code;
- b. Legal authority for the fund (i.e. D.C. Code or DCMR citation);
- c. A description of the program that generates the funds;
- d. The amount of funds generated by each source or program;
- e. Expenditures of funds, including the purpose of each expenditure; and
- f. The current fund balance.

RPTAC has no special purpose revenue funds to report.

17. For Fiscal Year 2024 and Fiscal Year 2025, to date, please list all intra-District transfers to or from the Commission. For each transfer, include all the following details:

- a. The program and activity codes and names in the sending and receiving agencies' budgets;
- b. Funding source (i.e., local, federal, SPR);
- c. Description of memoranda of understanding ("MOU") services;
- d. Total MOU amount, including any modifications;
- e. Whether a letter of intent was executed for Fiscal Year 2024 or Fiscal Year 2025, and if so, on what date;
- f. The date of the submitted request from or to the other agency for the transfer;
- g. The dates of signatures on the relevant MOU; and
- h. The date funds were transferred to the receiving agency.

Please see Attachment F: RPTAC Interagency Report FY24-FY25

18. Please list any additional intra-District transfers planned for Fiscal Year 2025, including the anticipated agency(ies), purposes, and dollar amounts.

There are no intra-District transfers planned for FY25.

19. Please list each contract, procurement, lease, and grant ("contract") awarded, entered into, extended, or option years exercised, by the Commission during Fiscal Year 2024 and Fiscal Year 2025, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including amount budgeted and actually spent;
- d. The status of deliverables;
- e. The term of the contract;
- f. The Certified Business Enterprise status;
- g. Whether the contract was competitively bid;

- h. The name of the Commission's contract monitor and the results of any monitoring activity; and
- i. The funding source.

FY24

Contractor: FSX Holdings LLC

Service: Online filing service for petitioners. Used by OTR, RPTAC, and DC Superior Court.

Contract Amount: \$72,000

Contract Term: October 1 – September 30

Competitive Bid: Not competitively bid

Contract Monitor: Gizachew Andargeh

Funding Source: Local funds

Contractor: CoStar

Service: Subscription service of proprietary information, analytics and marketing services to the commercial property industry.

Contract Amount: \$23,322

Contract Term: October 1 – September 30

Competitive Bid: Not competitively bid

Contract Monitor: Gizachew Andargeh

Funding Source: Local funds

FY25

Contractor: FSX Holdings LLC

Service: Online filing service for petitioners. Used by OTR, RPTAC, and DC Superior Court.

Contract Amount: \$75,600

Contract Term: October 1 – September 30

Competitive Bid: Not competitively bid

Contract Monitor: Gizachew Andargeh

Funding Source: Local funds

Contractor: CoStar

Service: Subscription service of proprietary information, analytics and marketing services to the commercial property industry.

Contract Amount: \$23,322

Contract Term: October 1 – September 30

Competitive Bid: Not competitively bid

Contract Monitor: Gizachew Andargeh

Funding Source: Local funds

20. Please list all MOU entered into by the Commission during Fiscal Year 2024 and Fiscal Year 2025, to date, as well as any MOU currently in force. For each, indicate the date entered and the termination date.

Please see Attachment G: RPTAC MOU List FY24-FY25

21. Please list the ways, other than MOU, in which the Commission collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in Fiscal Year 2024 and Fiscal Year 2025, to date.

RPTAC did not collaborate with analogous agencies in other jurisdictions, federal agencies or non-governmental organizations in FY23 or FY24, to date.

22. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations. If the recommendation has not yet been implemented, please explain why.

The Commission has not received an audit from the D.C. Auditor in over three years. And since the passage of the “Repeal of Outdated and Unnecessary Audit Mandates Amendment Act of 2022” will now not receive regular audits from the D.C. Auditor.

23. Please describe any anticipated spending pressures for Fiscal Year 2025. Please include a description of the pressure, the estimated amount, and any proposed solutions.

None.

24. Please list all capital projects in the financial plan and provide an update on all capital projects under the Commission’s purview in Fiscal Year 2024 and Fiscal Year 2025, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide the following:

- a. An update on all capital projects begun, in progress, or concluded in Fiscal Year 2023, Fiscal Year 2024, and Fiscal Year 2025, to date, including the amount budgeted, actual dollars spent, and any remaining balances;
- b. An update on all capital projects planned for Fiscal Year 2025 through Fiscal Year 2030; and
- c. Whether the capital projects begun, in progress, or concluded in Fiscal Year 2023, Fiscal Year 2024, or Fiscal Year 2025, to date, have an impact on the operating budget of the Commission. If so, please provide an accounting of such impact.

RPTAC has no capital projects.

25. Please provide a list of all budget enhancement requests (including, but not limited to, capital improvement needs), for Fiscal Year 2024 and Fiscal Year 2025, to date. For each, please include a description of the need and the amount of funding requested.

RPTAC had no budget enhancement requests in FY24 or FY25.

26. Please list, in chronological order, every reprogramming in Fiscal Year 2024 and Fiscal Year 2025, to date, which had an impact on the Commission, including those which moved funds into, out of, and within the Commission. For each reprogramming, please list the date, amount, rationale, and reprogramming number, and indicate whether a reprogramming impacted the Commission's ability to carry out a directive or recommendation of the Committee. Please also include the program, activity, and CSG codes for the originating and receiving funds. Finally, provide the revised, final budget for the Commission after reprogramming for Fiscal Year 2024.

None.

27. Please list each grant or sub-grant received by the Commission in Fiscal Year 2024 and Fiscal Year 2025, to date. List the date, amount, and purpose of the grant or sub-grant received. Additionally, provide the following:

- a. Whether any FTEs are dependent on grant funding and, if so, how many; and
- b. A description of the terms of this funding, and, if it is set to expire, what plans, if any, are in place to continue funding.

RPTAC did not receive any grants or sub-grants.

28. Please describe any grant the Commission is, or is considering, applying for in Fiscal Year 2025.

RPTAC is not considering any grants in FY25.

29. Please list any pending lawsuits that name the Commission as a party. Please identify any lawsuits that could potentially expose the District to significant financial liability and/or result in a change to Commission practices, and please include the current status of the litigation. Please provide the basis and extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation of the issues involved in each case.

None.

30. Please list all settlements entered into by the Commission, or by the District on behalf of the Commission, in Fiscal Year 2024 or Fiscal Year 2025, to date. Include the parties' names, the amount of the settlement, and, if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g., administrative complaint, etc.).

None.

31. Please list and describe any ongoing investigations, audits, or reports on the Commission or any employee of the Commission, including, but not limited to, personnel complaints, or any investigations, studies, audits, or reports on the Commission or any employee of the Commission that were completed during Fiscal Year 2024 and Fiscal Year 2025, to date, along with the Commission's compliance or non-compliance with any recommendations.

None.

32. Please provide the total number of administrative complaints or grievances filed against the Commission in Fiscal Year 2024 and Fiscal Year 2025, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to Commission policies or procedures that have resulted from complaints or grievances. As it relates to a constituent challenging the Commission's response to grievances, please indicate:

- a. Whether a formalized process is in place to request a hearing by the Commissioner;
- b. If so, whether the Commissioner's decision is appealable; and
- c. If there is a formalized hearing process, whether that process is described on the Commission's website.

None.

33. Please describe the Commission's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. Please list and describe any allegations received by the Commission in Fiscal Year 2024 and Fiscal Year 2025, to date, and whether those allegations were resolved.

- a. Has the Commission identified a primary and alternate sexual harassment officer ("SHO") as required by Mayor's Order 2023-131 ("Sexual Harassment Order")? If not, why not? If yes, please provide the names of the primary and alternate SHOs.
- b. Has the Commission received any requests from staff in an otherwise prohibited dating, romantic, or sexual relationship for a waiver of the requirements of provisions of the Sexual Harassment Order? What was the resolution of each request? If a waiver has been granted, are there limitations on the scope of the waiver?

RPTAC follows DCHR guidelines/procedures for reporting and investigating allegations of sexual harassment or misconduct committed by or against its employees. RPTAC received no sexual harassment or misconduct allegations in FY24 nor FY25.

The primary and alternate SHOs are Gizachew Andargeh, Director and Trent Williams, Chairperson.

34. Please provide the number of FOIA requests received by the Commission during Fiscal Year 2024 and Fiscal Year 2025, to date. Please include the number of requests which were granted, partially granted, denied, or pending. Please also provide the average response time, estimated

number of FTEs required to process requests, and the estimated number of hours spent responding to these requests.

- a. For FOIA requests disposed of because no records or Commission records containing the requested information exist, please describe the nature of the request.

None.

35. Please provide a list of all studies, research papers, reports, and analyses that the Commission prepared, or contracted for, during Fiscal Year 2024 and Fiscal Year 2025, to date. Please state the status and purpose of each and attach a copy.

None.

36. Please list all reports or reporting currently required of the Commission by the District of Columbia Code or Municipal Regulations. Please indicate whether the Commission complies with these requirements, and if not, why (e.g., the purpose behind the requirement is moot, etc.).

RPTAC is statutorily required to submit an annual report to Council and is currently in compliance with this requirement.

37. Please identify any boards or commissions associated with the Commission, and provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in Fiscal Year 2024 or Fiscal Year 2025, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month. Finally, please indicate whether the board or commission met virtually or in person.

There is no outside board or commission to the Real Property Tax Appeals Commission.

38. Please describe how the Commission solicits feedback from customers.

- a. Please explain what the Commission has learned from this feedback, including specific examples; and
- b. Explain how the Commission has changed its practices due to such feedback.

The Commission receives feedback via multiple ways including at Administrative Hearings from public participants, online at rptac@dc.gov, and sometime directly before or after a hearing. In response to feedback from petitioners, RPTAC panelists during hearings are now required to be on camera during a hearing.

39. Please attach copies of the required annual **small business enterprise (“SBE”) expenditure** reports for the Commission for Fiscal Year 2023, Fiscal Year 2024, and Fiscal Year 2025, to date.

- a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including a description of the

activities the Commission engaged in to achieve their fiscal year SBE expenditure goal and a description of any changes the Commission intends to make during the next fiscal year to achieve their SBE expenditure goal. Has the Commission submitted the required information for Fiscal Year 2024? If so, please provide a copy as an attachment. If not, please explain.

Please see Attachment H: RPTAC SBE Budget Summaries

40. Please provide a copy of the Commission's Fiscal Year 2024 performance plan. Please explain which performance plan objectives were completed in Fiscal Year 2024 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Please see Attachment I: RPTAC FY24 Performance Plan

Personnel

41. Is the Commission operating under a full or partial hiring freeze? If so, why?

The Commission is not operating under any hiring freeze. The Commission is fully staffed with zero vacancies.

42. Please separately list each Commission employee whose salary was \$100,000 or more in Fiscal Year 2024 and Fiscal Year 2025, to date. Please provide the name, position number, position title, program number, activity number, salary, and fringe for each. In addition, please state the amount of any overtime or bonus pay received by each employee on the list.

Please see Attachment J: \$100K Plus Salaries List FY24-FY25

43. Please list, in descending order, the Commission's top 25 overtime earners during Fiscal Year 2024 and Fiscal Year 2025, to date. For each, please state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

RPTAC does not have overtime earners.

44. Please provide each collective bargaining agreement that is currently in effect for Commission employees and include the bargaining unit and the duration of each agreement.

RPTAC does not have a collective bargaining agreement with its employees.

45. Does the Commission conduct employee satisfaction surveys or otherwise solicit such information from employees? If so, please explain how such information is collection and evaluated, including whether responses are anonymous and/or confidential. Please explain what steps are taken to ensure that all employees are comfortable in the work environment.

RPTAC does not conduct employee satisfaction surveys.

46. Please provide the total number of complaints or grievances from employees or former employees that the Commission received or was made aware of in Fiscal Year 2024 and Fiscal Year 2025, to date, including, but not limited to, matters concerning program implementation and work environment.

RPTAC has not received any complaints or grievances from employees or former employees.

47. Please provide a list of any additional training or continuing education opportunities made available to Commission employees. For each, provide the subject of the training, the names of the trainers, and the number of Commission employees who participated. Please discuss whether the Commission accepts requests from employees to engage in training opportunities.

At the beginning of each appeals season, the Chairman leads a training on hearing procedures and decision writing with all Commissioners and Hearing Examiners.

48. Please discuss any training deficiencies the Commission identified during Fiscal Year 2024 and Fiscal Year 2025, to date, and any plans the Commission has to address those deficiencies.

There were no training deficiencies during FY24 nor any, to date, in FY25.

Agency Operations

49. Please list each new program implemented by the Commission during Fiscal Year 2024 and Fiscal Year 2025, to date. For each initiative, please provide:
- a. A description of the initiative;
 - b. Funding required to implement the initiative and the source of such funding; and
 - c. Any documented results of the initiative.

The Commission had no new initiatives or programs for FY24 nor any planned for FY25.

50. Please explain the impact on the Commission of any legislation passed at the federal level during Fiscal Year 2024 and Fiscal Year 2025, to date, which impacted Commission operations. If regulations are the shared responsibility of multiple agencies, please note.

None.

51. Please list all regulations to which the Commission is subject at the federal level. Please explain how the Commission complies with those regulations and explain any non-compliance or lapses in compliance.

None.

52. Please list all regulations for which the Commission is responsible for oversight or implementation in the District. Please list by chapter and subject heading, including the date of the most recent revision.

None, specifically.

53. Please identify any statutory or regulatory impediments to the Commission's operations.

None.

54. Please identify all electronic databases maintained by the Commission, including the following:

- a. A detailed description of the information tracked within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether each system is publicly accessible, in whole or in part.

RPTAC does not maintain any electronic databases.

55. Please provide a detailed description of any new technology acquired by the Commission in Fiscal Year 2024 and Fiscal Year 2025, to date, including the cost and its purpose. Please explain if there have there been any issues with implementation.

The Commission has acquired no new technology in FY24 or FY25.

56. Please describe any efforts by the Commission in Fiscal Year 2024 and Fiscal Year 2025, to date, to improve the transparency of Commission operations.

The Commission is transparent about its work. All Administrative Meetings (4) are open to the public. The dates, times and agenda for each meeting is published in the DC Register over the summer and on the Commission's website. Any questions or concerns brought before the Commission are addressed promptly and comprehensively. In addition, the annual reports are on the Commission's website and publicly available.

57. Please list the top five priorities for the Commission, and provide a detailed explanation for how the Commission expects to achieve or work toward those priorities in Fiscal Year 2025.

The Commission's top priorities are directed by statute: 1) Complete the appeals season by February 1 of each year; 2) Complete residential decisions in 30 day; and 3) complete commercial decisions in 80 days. Each year provides different challenges, but in the previously completed Tax Year 2024 and the recently completed Tax Year 2025 we finished all hearings by February 1. The completion of residential and commercial decisions has improved over the past two seasons, and this is primarily due to having increased capacity and a lesser caseload.

- a. How did the Commission address its top five priorities last year?

58. Please identify any legislative requirements that the Commission lacks sufficient resources to properly implement. Please identify any statutory or regulatory impediments to your agency's operations or mission.

RPTAC has sufficient resources to meet its legislative requirements. In addition, there are no statutory or regulatory impediments to the Commission's operations or mission.

59. Please describe the Commission's current legislative priorities, whether consideration by the Committee is warranted, and if the Commission foresees introducing additional measures for the Council's consideration during Fiscal Year 2025.

The Commission has no legislative priorities other than achieving its statutory obligation each year. It does not foresee legislative changes in FY25 to meet its mission.

AGENCY PROGRAMS

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

- a. The member's name;
- b. Each members' position as chairperson, vice-chairperson, full time, part time, or otherwise;
- c. When the member's term expires;
- d. The member's attendance record/hours worked if serving in a part-time capacity; and
- e. Other designations (certifications, appraiser, attorney, etc.).

Please see Attachment K_RPTAC Commissioner Profiles and Tenure

61. Please describe the Commission's outreach efforts to the public (excluding public meetings held)?

- a. Please list all outreach efforts in Fiscal Years 2024 and 2025, to date.
- b. Please list all outreach plans for the remainder of Fiscal Year 2025.

RPTAC emails requests to each ANC requesting an audience to present the purpose of RPTAC and the option homeowners have to appeal their real property taxes at the second level. RPTAC sends emails in February before homeowners receive their new tax assessments in March.

62. Please describe and provide the status of any new initiatives for Fiscal Year 2024.

The Commission did not have any new initiatives in FY24.

63. Please provide a list of the Commission's public meeting dates, times, and locations for Fiscal Years 2024 and 2025, to date (or scheduled), as well as a copy of agendas and minutes for each meeting held.

Please see Attachment L: RPTAC Administrative Meetings Minutes FY24

64. Please provide a list of the Commission's upcoming public meeting dates, times, and locations for the remainder of Fiscal Year 2025, as well as a copy of agendas for each scheduled meeting.

The Commission's Administrative Meetings schedule straddles fiscal years. There are four meetings, and they are regularly scheduled in September, October, November and December. The previous meeting schedule was

- Wednesday, September 11, 2024 at 4:00 p.m.;
- Thursday, October 10, 2024 at 4:00 p.m.;
- Tuesday, November 12, 2024 at 4:00 p.m.; and
- Tuesday, December 10, 2024 at 4:00 p.m.

The agenda is the following:

- I. Call to order
- II. Ascertainment of a quorum
- III. Report by the Chairperson
- IV. Report by the Executive Director
- V. Appealing you real property tax assessment
- VI. Comments from the pubic – Limited to 2 minutes
- VII. Adjournment

65. How many appeals did the Commission accept in Tax Year (TY) 2023 and TY 2024? Please include the following:

- a. Number of commercial properties, broken down by neighborhoods
- b. Number of residential properties, broken down by neighborhoods

	TY2023	TY2024
Number of Commercial Properties (incl. Mixed Use)	1,355	1,343

Number of Residential Properties	4,546	2,560
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Appeals Count per Ward	
Ward	Count
1	373
2	1,081
3	352
4	140
5	777
6	822
7	89
8	269

66. How were appeals decided? Please list the number of cases that received tax adjustments separately for TY22, TY23, TY24, and Fiscal Year 2025 to date.

	TY22	TY23	TY24	TY25*
Number of Appeals Reduced	515	510	400	181
Number of Appeals Increased	13	6	3	0

*Per MITS as of January 3, 2025

67. How are appeals decided? Please discuss the appeals process and procedure from the time of filing an appeal to the disposition of a case.

The appeals process follows this procedure:

- 1) After the property owner/petitioner receives the decision from the first level with the Office of Tax and Revenue (OTR) and does not agree with the decision he/she can file a second level appeal with RPTAC. Appeal forms can be downloaded from RPTAC's website and must be submitted with any supporting evidence electronically (File & ServeXpress) or by postal mail within 45 days after the date of notice of final determination from OTR.
- 2) A copy of the appeal is sent to the assessor with the Office of Tax and Revenue for comments/response before the hearing.
- 3) The petitioner's case is scheduled with 1-3 commissioners scheduled to sit on the panel. The assessor and/or an Office of Tax and Revenue Representative will be present in the hearing. The Panel will hear testimony from the petitioner as well as the OTR representative and base their decision on the materials presented.

- 4) Once a decision is rendered, the petitioner will be notified via File & Serve Xpress or postal mail. Residential cases must be decided within 30 days and commercial cases must be decided within 80 days. If the petitioner does not agree with the RPTAC's decision, he/she can request a rehearing within 15 days after receiving the Commission's decision.
- 5) In the case of a rehearing, a 3-Commissioner panel shall be convened consisting of the Chairperson, Vice-Chairperson, and a Commissioner who was a member of the panel that heard the underlying appeal.

68. How has electronic filing been embraced by filers? Please discuss its use by major law firms and tax representatives, individual filers, etc. Has there been progress in TY 2024?

Electronic filing has been very well received. In TY24 98% of cases were filed using File and ServeXpress (FSX Holdings).

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

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

Commissioner or Hearing Examiner	Case Count
Trent Williams, Chairperson	2,018
Cliftine Jones	620
Frank Sanders	1,142
May Chan	1,059
Olufemi Abayomi-Paul	1,636
Gregory Syphax	703

Alvin Jackson	1,442
John Woods	1,000
Keith Klein	602

71. Please provide a list of all training and continuing education classes attended by Commissioners, during Fiscal Years 2024 and 2025, to date and dates attended (or scheduled).

Member	Hours	Course Title
Gregory Syphax	7	National Uniform Standards of Appraisal Practice Update Course 2024- 2025
Frank Sanders	21	Appraisal Bias & Equal/Fair Housing I; FHA Property Analysis; National Uniform Standards of Appraisal Practice Update Course 2024- 2025
Cliftine Jones	15	Property Management in DC; Brokerage Relationship & Disclosures; Code of Ethics & Predatory Lending; DC Fair Housing; MD Fair Housing
May Chan	--	--
Trent Williams	12	Millennials are Changing Real Estate DC; Real Property Appraisals DC; Intro to Expert Witness Testimony for Appraisers
Olufemi A-Paul	--	--
Alvin Jackson	7	National Uniform Standards of Appraisal Practice Update Course 2024- 2025
John Woods	--	--
Keith Klein	12	DC Legislative Update; Intro to Property Management; Real Estate Market Cycles and Trends in DC; Top Policy Issues Facing Brokerages Today in DC

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

The increase in interest rates, cost of capital, and the virtual working environment seem to be the main issues for Tax Year 2025. The Commission remains diligent with potential challenges that linger from the pandemic. Indeed, adjustments have been considered and

applied over the recent tax years. Most sectors of the District seem to have recovered more rapidly and opportunities for appreciation appear in the market data.

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

Please see Attachment M: Bill 24-939 Repeal of Outdated and Unnecessary Audit Mandates Amendment Act of 2022

74. Please provide a copy of the RPTAC Annual Report for Fiscal Year 2024.

Please see Attachment N: RPTAC Annual Report for Tax Year 2024

75. What impact would holding the assessed value of homes belonging to low-and fixed-income residents in select neighborhoods have on the housing market for that area?

The Commission depends on recent arm's length transactions to assist in calculating the assessed value of homes in the District, thus, holding the assessed value lower than the actual market value seems inappropriate to avoid equalization and valuation issues. Consideration of limiting the taxable value (ie. deductions) might prove more beneficial.

76. Please provide a list of the average assessed value of homes in each ward, and neighborhood to the extent possible, of the District in the last 5 years, including the total number of homes assessed.

The Commission can only address those properties whose owners have decided to appeal their cases at the second level, which is small percentage of homes in the District. However, the total number of homes assessed at the second level in each of the last five tax years is:

2025: 5,500

2024: 3,903

2023: 5,854

2022: 7,376

2021: 7,341

77. Did the Commission meet all statutory deadline requirements for appeals this past season? If not, why not? Is anything needed to assist in the preparation for the upcoming season?

The Commission did not meet all of its statutory deadlines, namely completing residential and commercial decisions withing 30 and 80 days, respectively, from the hearing date. Caseload and staffing capacity have been issues in the past; last year we operated without a

vice chairperson. There has been steady improvement in both of these obligations has increased and caseload has decreased.

78. Please provide an update on the results for the market research and data gathering that was performed by the Commissioners.

Commissioners use subscriptions to CoStar, BrightMLS, publicly available records and reports (typically from OTR), and site visits to assist in determining appeals decisions.

79. Please provide details on how the current market has impacted commercial and residential property values. Please provide trends for TY22, TY23, TY24, and TY25 to date.

A major impact included higher interest rates. The cost of capital, cost of goods, and other market factors have slowed the recovery from the pandemic. While the District has seemed to recover more rapidly than other jurisdictions, the Commission remains diligent with these market factors and their impact. Appreciation is exhibited in the market data, but potentially at a slower pace.

80. How does the Commission anticipate property value to change for the remainder of 2025, 2026, and onward?

The Commission anticipates appreciation for property values going forward. It seems that interest rates have peaked. It also seems that the new normal (ie. virtual working environment) has been accepted and accounted for.

81. Please outline any specific policies or programs that the agency has undertaken or participated in during Fiscal Years 2024 and 2025, to date, to allow the District's senior citizens to age-in-place in their family homes.

RPTAC has a narrow statutory mandate to hear second level real estate assessment appeals and classifications. The Commissions did not undertake or participate in specific policies or programs that allowed District senior citizens to age-in-place in their family homes.

82. Are there opportunities for property owners to reduce their property taxes? Please discuss the different possible opportunities.

The best opportunities are through District Government programs including the Homestead/Senior Deduction and Disabled Property Owner Tax Relief Programs. Each of these programs are administered at the Office of Tax and Revenue.

83. The Committee has recommended that the Commission work on outreach with residents throughout the District, especially Wards 7 and 8. This has been meant to help the

Commission reach its goal of helping those who qualify for an appeal of their property tax rate. Does RPTAC have any updates to share on its outreach efforts?

RPTAC continues to reach out to communities across the city, especially in Wards 7 and 8. In late February the Commission plans to email each of the single member districts in these wards requesting time to present on the real property appeals process and specifically RPTAC.