

LEGISLATIVE DIGEST

[Administrative Code - Requesting Findings From Assessment Appeals Board]

Ordinance amending the Administrative Code to require parties to pay a refundable deposit when requesting written findings from the Assessment Appeals Board, and to establish procedures concerning the waiver and renewal of requests for written findings.

Existing Law

A party appearing before the Assessment Appeals Board may request that the Board prepare written findings of fact and conclusions of law (“findings”). The Board charges a fee of \$215 per hour to cover the expense of preparing the findings, up to a maximum of 30 hours billed.

Amendments to Current Law

The proposed legislation clarifies the procedures for how parties may request findings, when a party’s request for findings is deemed abandoned, and how a party may renew a request for findings that has been abandoned by the other party.

To request findings, a party would have to submit a written request to the Clerk of the Assessment Appeals Board, along with a \$215 deposit to cover the first hour of time spent preparing the findings. The remaining fee for every additional hour spent on the findings (up to a maximum of 30 hours billed) would become due within 30 days after the Clerk informed the requesting party in writing of the total amount owed. A party’s request for findings would be deemed abandoned if that party did not submit the required payments; if upon issuance of a notice of decision the Clerk requested written confirmation within 10 business days that the requesting party is still requesting findings and that party did not confirm; or if the requesting party abandoned its request orally on the record or in writing. If a request were to be deemed abandoned, the other party would have an opportunity to renew the request by submitting a written request accompanied by the required \$215 deposit within 10 business days.

Background Information

The proposed legislation codifies the existing practice of the Assessment Appeals Board and does not increase the existing fee for findings.