



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE  
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA  
Chief Executive Officer

**DATE:** June 17, 2010  
**TIME:** 12:30 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, **Room 743**

**AGENDA**

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.  
Three (3) minutes are allowed for each item.

1. Call to order – Ellen Sandt
  - A) **Board Letter – Electronic Filing of Application for Changed Assessment Appeals Board Rules**  
Executive Officer, Board of Supervisors – Sachi Hamai or designee
  - B) **CEO Risk Management Workshop**  
CEO – Ellen Sandt or designee
2. Public Comment
3. Adjournment

# COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

GLORIA MOLINA

MARK RIDLEY-THOMAS

ZEV YAROSLAVSKY

DON KNABE

MICHAEL D. ANTONOVICH

SACHI A. HAMAI  
EXECUTIVE OFFICER

June 29, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## **ELECTRONIC FILING OF APPLICATION FOR CHANGED ASSESSMENT APPEALS BOARD RULES ALL DISTRICTS (3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Executive Officer/Clerk of the Los Angeles County Assessment Appeals Board (AAB Clerk) to accept an electronically filed Application for Changed Assessment (the Application) containing an authenticated electronic signature upon meeting the criteria set forth by the AAB Clerk, with no increase in Net County Cost, effective upon Board approval.
2. Adopt the amended Rules of the Assessment Appeals Board of the County of Los Angeles to conform with the current laws, state regulations and local policies and procedures, including the online filing provision.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The State's Revenue and Taxation Code authorizes taxpayers to request a changed assessment from a county assessment appeals board by filing a written application for an assessment reduction. Currently, taxpayers and tax agents submit their appeal applications manually using the printed application or the fillable form application provided online. This manual process is prone to errors and labor intensive as each application must be hand-written or typed individually. Many applications contain errors or are incomplete, and thus require corrections prior to being scheduled for a hearing.

The purpose of this recommendation is to provide taxpayers and tax agents the capability to file the Application online through a secured website. The online filing will decrease errors and omitted information as well as reduce costs of photocopying and mailing for taxpayers. It will also reduce costs for data entry and processing of problematic applications.

Taxpayers and agents who choose the manual filing process can continue using the printed or fillable form application.

The Rules of the Assessment Appeals Board of Los Angeles County are amended periodically to reflect current State law, State regulations and locally established policies and procedures. The recommended revisions include conforming language to the State's rules, minor technical changes, and a provision for online filing. The Rules were last amended in July 2003.

Upon approval of the revised Rules by your Board, booklets will be reprinted. A Rules booklet is sent to each taxpayer at the time they are notified of their initial hearing, and is also made available online as well as at the public counter of the Assessment Appeals Board.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Approval of the recommendations is consistent with the County Strategic Goal No. 1, Operational Effectiveness, by providing quality, timely and cost-efficient online filing of Application for Changed Assessment.

### **FISCAL IMPACT/FINANCING**

There will be no fiscal impact from this recommendation. The Department is requesting your Board to accept an electronically filed Application containing an authenticated electronic signature and to make minor technical changes to the Rules.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Revenue and Taxation Code section 1603(g) authorizes the AAB Clerk to accept electronically filed applications for a changed assessment containing an electronic signature which is authenticated in a manner that is approved by your Board.

The revised Rules are consistent with provisions of the Revenue and Taxation Code and the California Code of Regulations governing local equalization. The proposed revisions to the Rules have been reviewed by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Electronic filing of property tax appeals will provide excellent public service, reduce costs of manual filing and processing, and increase efficiency and effectiveness of administering the Assessment Appeals Program.

Respectfully submitted,

SACHI A. HAMAI  
Executive Officer

Attachment (1)

c: Assessor  
Chief Executive Officer  
County Counsel  
Treasurer-Tax Collector  
Auditor-Controller



**CHIEF EXECUTIVE OFFICE  
RISK MANAGEMENT BRANCH  
LOSS CONTROL AND PREVENTION**

# Manage Your Risk Before It Manages You

Date: July 7, 2010

Time: 9:00 am to 12:00 pm

Dept. of Health Services  
5555 Ferguson Drive  
Commerce, CA 90022  
Auditorium

*Register by  
July 1, 2010*

**WHO SHOULD ATTEND?**

Risk Mgmt. Coordinators  
Safety Officers  
Return-To-Work Coord.  
Personnel Officers  
Supervisors/Managers  
Safety Representatives

For more information,  
contact Donna Stine at:  
Email:  
[dstine@ceo.lacounty.gov](mailto:dstine@ceo.lacounty.gov)



**JULY 2010**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			7	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Is your Risk Exposure Cost Avoidance Plan (RECAP) leaving you confused? Looking for a supply of new concepts for your Management Appraisal and Performance Plan (MAPP)? Come to this meeting, where we will cover possible RECAP and MAPP goals for Fiscal Year 2010-11. The meeting will include the following:

- Risk Management—what is it and who we are.
- Loss Exposures—identify the weakest links in the chain.
- Risk Assessment and Risk Control—golden frameworks on how to tackle your losses.
- Monitoring your results— is it working?
- Best practices to follow

You have the ideas to make it work, but do not know what resources are available?. Let us help you get on the right track and assist you in making the County a better place for all employees.



*Mail or Fax form to:*  
Chief Executive Office  
Risk Management Branch  
Loss Control and Prevention  
3333 Wilshire Blvd., Suite 1000  
Los Angeles, CA 90010  
Fax: (213) 637-0822

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Name

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Department

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Email

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Telephone