

Zoom participation is authorized, but only under limited circumstances. Please see the attached Zoom Policy.

Zoom Policy for AAB

Applicants with matters on calendar are required to appear in person unless one of the exceptions set forth herein applies.

Any hearing with remote participation of one or more parties shall be conducted in compliance with the provisions of California Revenue and Taxation Code, Division 1, Part 3, Chapter 1 (see Rev. & Tax. Code § 1616(b).)

All hearing rules, including, but not limited to, timely submission of evidence, and, as applicable, finding of facts fees, control, irrespective of whether a hearing is held in person or remotely.

Exceptions to the in-person appearance requirement are limited to the following cases:

- 1) Appearing to request or confirm a request for a continuance;
- 2) Appearing to request, or confirm a request for a withdrawal;
- 3) A contagious, infectious disease, i.e., COVID-19, Flu;
- 4) A medical condition that prevents your physical appearance, provided the request, accompanied by documentation of your inability to appear in person that does not reveal confidential medical information, is provided to the Board no later than 10 business days prior to your scheduled hearing.

Notwithstanding the above, all meetings will continue to be broadcast on Zoom for the public. Public comment will also remain available through Zoom.

If you are eligible to and choose to participate via Zoom, please follow the below instructions:

1. If you wish to submit exhibits and/or PowerPoint presentation to the members of the Board during the hearing, please make sure to email these documents to SantosEH@co.monterey.ca.us and COB@co.monterey.ca.us and **mail 6 hard copies to: P.O. Box 1728, Salinas, CA 93902**, no later than Wednesday prior to the Friday hearing date.
2. The AAB will issue a letter with the written determination on the application. If you desire written Findings of Fact, which provide the reasons for the appeal board's determination, the fee for preparation of written Findings of Fact is \$125 per hour. To obtain written Findings of Fact, you must provide a pre-paid deposit of **\$500.00** to the Clerk at or before the commencement of your scheduled hearing. If you are appearing at the hearing via teleconference rather than in person and are requesting written Findings of Fact, please provide a check or money order payable to **County of Monterey**. Please include the application number on the payment instrument. Please mail the check or money order to **P.O. Box 1728, Salinas, CA 93902** prior to your scheduled hearing date. In order for the

AAB to grant the request to provide written Findings of Fact, the **\$500.00** deposit shall be received by the Clerk of the Board's office (hand delivered or via mail at the PO Box mailing address) prior to the hearing date. The total fee will be calculated based on the amount of time required for counsel for the Assessment Appeals Board to prepare the written Finding of Facts. If the total fee exceeds the \$500 deposit, the remaining amount owed will be billed separately when the Findings of Fact are completed. If the amount owed is less than the \$500 deposit, the difference will be refunded after the Findings of Fact are completed.

The meeting will be conducted in the Board Chambers, Monterey County Government Center, 168 W. Alisal Street, 1st Floor, Salinas, Ca. **While the Government Center remain open, you can participate in your hearing through ZOOM (which is a video conference). For ZOOM participation please join by computer audio at: <https://montereycty.zoom.us/j/93580520671>**

OR to participate by phone call any of these numbers below:

US: +1 669 900 6833
+1 346 248 7799
+1 253 215 8782
+1 929 205 6099
+1 301 715 8592
+1 312 626 6799

Enter this Meeting ID number: 935 8052 0671 when prompted.

If you are participating in person, please follow the below instructions:

The meeting will be conducted in the Board Chambers, Monterey County Government Center, 168 W. Alisal Street, 1st Floor, Salinas, Ca.

1. If you wish to submit exhibits and/or PowerPoint presentation to the members of the Board during the hearing, please make sure to email these documents to SantosEH@co.monterey.ca.us and COB@co.monterey.ca.us no later than Wednesday prior to the Friday hearing date. Also, please have **6 copies** already duplicated for distribution. (Please retain your original for your records.)
2. The AAB will issue a letter with the written determination on the application. If you desire written Findings of Fact, which provide the reasons for the appeal board's determination, the fee for preparation of written Findings of Fact is \$125 per hour. To obtain written Findings of Fact, you must provide a pre-paid deposit of **\$500.00** to the Clerk at or before the commencement of your scheduled hearing. The total fee will be calculated based on the amount of time required for counsel for the Assessment Appeals Board to prepare the written Finding of Facts. If the total fee exceeds the \$500 deposit, the remaining amount owed will be billed separately when the Findings of Fact are completed. If the amount owed is less than the \$500 deposit, the difference will be refunded after the Findings of Fact are completed.

If you have any questions, please do not hesitate to contact Emmanuel Santos, Board of Supervisors Clerk at 831-755-5066, option 6 and he will be able to assist you.