

M e m o r a n d u m

To : Honorable Betty T. Yee, Chairwoman
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang
Mr. Steve Shea, Acting Board Member

Date: August 20, 2009

From : Diane G. Olson, Chief
Board Proceedings Division

Subject: **2010 WORKLOAD PLAN RECOMMENDED FOR APPROVAL**
(September 1, 2009 Administrative Session)

The Board Proceedings Division has prepared the attached proposed calendars of Board meeting dates for 2010. The proposed calendars will be scheduled as part of the September 1, 2009 Board meeting's administrative session for your consideration and approval. SB 824 was approved by the Governor on August 5, 2009 and chaptered by Secretary of State the following day. SB 824 deleted the requirement that BOE hold regular meetings at the State Capitol each month; instead, BOE must meet once per quarter at the State Capitol, and may hold special meetings at places within the state at the direction of the chairperson. Both proposed calendars meet this requirement. The plan includes the following attachments:

1. Year 2010 Proposed Board Meeting Calendars:
 - **Calendar A:** This proposed calendar was developed to meet the projected needs of the Southern California workload of 10 days. This plan includes 11 days in Culver City and 26 days in Sacramento, for a total of 37 days.
 - **Calendar B:** This proposed calendar was developed with a minimum number of Board days in Southern California. This plan includes 8 days in Culver City and 29 days in Sacramento, for a total of 37 days.
2. Average hearing time estimates for January-June 2009 workload and 2008 property taxes hearings.
3. Significant dates considered in setting Board meeting dates.

Based upon the number of Board hearing requests we receive each month and the number of cases the Board hears each meeting day, we project a need for 10 meeting days in Southern California and 18 meeting days in Northern California, for a total of 28 meeting days in 2010. The 2010 proposed Board meeting calendars include additional days in Sacramento because the effects of fewer Southern California Board meeting days are unknown at this time.

This plan compares with those for previous years as follows:

<u>Years</u>	<u>Number of Meeting Days Approved</u>	<u>Number of Meeting Days Convened</u>
2009	41	30*
2008	50	30
2007	32	26
2006	34	24
2005	28	23

*(projected thru 12/31/2009)

This plan also includes two Property Taxpayers' and two Business Taxpayers' Bill of Rights hearings – one each in Sacramento and Culver City.

If you have any questions or concerns about the 2010 Workload Plan, please contact me at 916.322.9569.

Approved:



Ramon J. Hirsig,
Executive Director

DGO:rf
Attachments

cc: Mr. Alan LoFaso
Ms. Barbara Alby
Mr. Lou Barnett
Ms. Marcy Jo Mandel
Mr. Ramon Hirsig
Ms. Kristine Cazadd
Ms. Liz Houser
Ms. Anita Gore
Ms. Randie Henry
Mr. David Gau

Calendar A
2010 Calendar of Board Meetings

January	26, 27	Sacramento 450 N Street
February	23, 24, 25	Culver City 5901 Green Valley Cir.
March	23, 24, 25	Sacramento
April	13, 14, 15	Sacramento
May	25, 26, 27	Sacramento
June	15, 16, 17, 18	Culver City
July	13, 14, 15	Sacramento
August	24, 25, 26	Sacramento
September	14, 15, 16	Sacramento
October	19, 20, 21, 22	Culver City
November	16, 17, 18	Sacramento
December	14, 15, 16	Sacramento

Calendar A 2010 Board Dates



Sacramento



Culver City



Weekends & State Holidays

January 2010						
Su	M	Tu	W	Th	F	Sa
					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						

February 2010						
Su	M	Tu	W	Th	F	Sa
	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						

March 2010						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010						
Su	M	Tu	W	Th	F	Sa
				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	

May 2010						
Su	M	Tu	W	Th	F	Sa
						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					

June 2010						
Su	M	Tu	W	Th	F	Sa
		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			

July 2010						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
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October 2010						
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November 2010						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
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28	29	30				

December 2010						
Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Calendar B
2010 Calendar of Board Meetings

January	26, 27	Sacramento 450 N Street
February	23, 24, 25	Sacramento
March	23, 24, 25	Sacramento
April	13, 14, 15	Culver City 5901 Green Valley Cir.
May	25, 26, 27	Sacramento
June	15, 16, 17	Sacramento
July	13, 14, 15	Sacramento
August	24, 25, 26	Sacramento
September	14, 15, 16	Sacramento
October	19, 20, 21, 22	Culver City
November	16, 17, 18	Sacramento
December	14, 15, 16	Sacramento

Calendar B 2010 Board Dates



Sacramento



Culver City



Weekends & State Holidays

January 2010						
Su	M	Tu	W	Th	F	Sa
					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
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February 2010						
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21	22	23	24	25	26	27
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March 2010						
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28	29	30	31			

April 2010						
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25	26	27	28	29	30	

May 2010						
Su	M	Tu	W	Th	F	Sa
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30	31					

June 2010						
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20	21	22	23	24	25	26
27	28	29	30			

July 2010						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2010 Board Holidays And Other Significant Dates

January 1	New Year's Day
January 5	State of the State
January 18	Martin Luther King Day
January 19-21	California Assessors' Association's Bay Area Conference (Napa)
February 12	Lincoln's Birthday
February 14	Chinese New Year
February 15	Washington's Birthday (Presidents Day)
March 12	California Republican Party Spring Convention
March 23	California Taxpayers' Association Annual Meeting
March 31	Cesar Chavez Day
April (TBD)*	California Democratic Annual Convention
April (TBD)*	California Assessors' Association's Southern/Central Conference (Ventura)
April 4	Easter
April 10	Yom HaShoah (Holocaust Remembrance Day)
April 12-16	Income Tax Filing Week
May 31	Memorial Day
June 8	Primary Election
June 14-17	UC Davis Tax Camp
July 5	Independence Day (Observed)
August 9-11	California Assessors' Association's Northern California Conference (Sutter Creek)
August 11	Ramadan begins
August 20	California Republic Party Fall Convention
September (TBD)*	California Republican Annual Convention
September 6	Labor Day
September 8	Rosh Hashanah
September 18	Yom Kippur
September 23-26	California State Bar Association Annual Meeting
October 11	Columbus Day
November 2	General Election
November 7-10	California Assessors' Association's Annual Conference (Sacramento)
November 11	Veteran's Day
November 25	Thanksgiving
December 1	Hanukkah
December 25	Christmas
(TBD)*	Board/Assessors' Meeting

*To Be Determined

Average Time Allocations Per Item

January—June 2009

Sacramento	Average Time
Committees	
Business Taxes	12 minutes
Customer Services and Administrative Efficiency	4 minutes
Legislative	29 minutes
Property Tax	9 minutes
Oral Hearing	
Homeowners and Renters Assistance	31 minutes
Corporate Franchise and Personal Income Taxes	44 minutes
Sales and Use Taxes	25 minutes
Special Taxes	18 minutes
Property Tax	*
Nonappearance	14 minutes
Public Hearings	6 minutes
Administrative Session	52 minutes
Closed Session	37 minutes
Culver City	
Oral Hearing	
Homeowners and Renters Assistance	4 minutes
Corporate Franchise and Personal Income Taxes	25 minutes
Sales and Use Taxes	26 minutes
Special Taxes	18 minutes
Nonappearance	8 minutes
Closed Session	0 minutes

* No property tax hearings were scheduled for the period January-April 2009. The average time for property tax hearings in 2008 was 86 minutes per hearing.