

Memorandum

To : Ms. Diane Olson
Chief, Board Proceedings Division

Date: January 8, 2010

From : Ramon J. Hirsig
Executive Director



Subject : **Board Meeting – January 26-27, 2010**
Executive Director’s Report

Please place the following item on the Board’s January 26-27, 2010 calendar under Administrative Session:

P. Other Administrative Matters

P1. Executive Director’s ReportRamon J. Hirsig

1. Presentation of high-level work plan for the development of the Board’s 2010-2015 Strategic Plan.

2. Functional Organization Opportunities..... Mr. Hirsig

It’s not business as usual anymore. A look at innovative ways to improve customer service, efficiency and reduce costs within the Board of Equalization’s day to day operations.

3. Proposal to Reorganize the Special Taxes Division.....Mr. Gau

Development of a functional reorganization of the Special Taxes Division within the Property and Special Taxes Department. Board action or direction may be requested.

4. Culver City Board Meeting Cost Analysis.....Ms. Olson

At the September 1, 2009 Board Meeting, the Board requested Board Proceedings Division to provide the Members with a cost analysis of the Culver City Meetings. This report looks at those costs. Board action or direction may be requested.