

Memorandum

To: Honorable Jerome E. Horton, Chairman
Honorable Michelle Steel, Vice Chair
Honorable Betty T. Yee, First District
Senator George Runner, Second District
Honorable John Chiang, State Controller

Date: August 12, 2011

From: David J. Gau, Deputy Director 
Property and Special Taxes Department

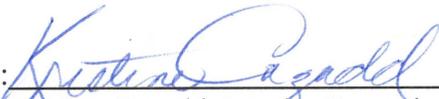
Subject: ***Board Meeting, August 2011—Item N—Administrative Session
Summons to Annual Meeting of the Board and County Assessors***

I am requesting approval of the attached summons to county assessors to meet with the Board and authorized representatives pursuant to the provisions of Government Code section 15607.

Please place this item on the Board's August 2011 Administrative Session for approval.

DJG:tl
Attachment

cc: Ms. Diane Olson

Approved: 
Kristine Cazadd, Interim Executive Director

BOARD APPROVED
at the _____ Board Meeting

Diane Olson, Chief
Board Proceedings



STATE BOARD OF EQUALIZATION
PROPERTY AND SPECIAL TAXES DEPARTMENT
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BETTY T. YEE
First District, San Francisco

SEN. GEORGE RUNNER (RET.)
Second District, Lancaster

MICHELLE STEEL
Third District, Rolling Hills Estates

JEROME E. HORTON
Fourth District, Los Angeles

JOHN CHIANG
State Controller

August 29, 2011

KRISTINE CAZADD
Interim Executive Director
No. 2011/XXX

TO COUNTY ASSESSORS:

SUMMONS TO A STATE BOARD OF EQUALIZATION MEETING

Pursuant to the provisions of section 15607 of the Government Code, you are hereby summoned to meet with the Board and/or its duly authorized representatives to discuss issues relating to the administration of property assessment and taxation laws. Based on the statute, the Board may appoint a specific staff person or deputy to represent them at the meeting and may authorize such representatives to focus on matters that would promote uniformity of procedures and assessment in property taxation throughout the state.

The meeting will be held on October 19, 2011 at the State Capitol in Sacramento, 10th & L Street, in Room 4203, convening at 10:00 a.m. The Board is confident that this meeting will provide a good opportunity for formal and informal dialogue between county assessors and Board Members and/or their authorized representatives.

Sincerely,

Kristine Cazadd
Interim Executive Director

KC:sk

cc: Clerks, County Boards of Supervisors