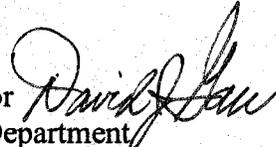


# Memorandum

To: Mr. Ramon J. Hirsig  
Executive Director

Date: September 3, 2010

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



Subject: **Board Meeting, September 2010—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. The meeting will be held at the Board's Sacramento headquarters on November 16, 2010.

Please place this item on the Board's September 2010 Administrative Session for approval.

DJG:sk  
Attachment

cc: Ms. Diane Olson

Approved:   
Ramon J. Hirsig, Executive Director

BOARD APPROVED  
at the 9/15/2010 Board Meeting

  
Diane Olson, Chief  
Board Proceedings



STATE BOARD OF EQUALIZATION  
PROPERTY AND SPECIAL TAXES DEPARTMENT  
500 N STREET, SACRAMENTO, CALIFORNIA  
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0064  
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BETTY T. YEE  
First District, San Francisco

MICHELLE STEEL  
Third District, Rolling Hills Estates

JEROME E. HORTON  
Fourth District, Los Angeles

JOHN CHIANG  
State Controller

BARBARA ALBY  
Acting Member  
Second District, Sacramento

RAMON J. HIRSIG  
Executive Director  
No. 2010/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 November 16, 2010 at the Board's headquarters in Sacramento, 450 N Street, in Room 121, convening at 2:00 p.m. Following the meeting, county assessors will have an opportunity to meet with individual Board Members to discuss items of interest.

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,

Ramon J. Hirsig  
Executive Director

RJH:sk

cc: Clerks, County Boards of Supervisors