

Memorandum

To: Honorable Fiona Ma, CPA, Chairwoman
Honorable Diane L. Harkey, Vice Chair
Honorable George Runner, First District
Honorable Jerome E. Horton, Third District
Honorable Betty T. Yee, State Controller

Date: May 25, 2016

From: David J. Gau 
Executive Director

Subject: ***Extension of Time to Complete Local Assessment Roll
Administrative Consent Agenda, June 2016***

Revenue and Taxation Code section 616 requires county assessors to annually complete their local assessment rolls by July 1st. Section 155 provides, however, that the Board or its Executive Director may extend by 30 days the deadline for any official act by the assessor. In the case of public calamity, the deadline may be extended by 40 days. Section 155 also requires that the Executive Director inform the Board of any such extension at its next regular meeting.

This memo is to inform you that the Amador, Glenn, Imperial, Lassen, Los Angeles, Mendocino, Shasta, Tehama, and Yuba County Assessors, pursuant to the provisions noted above, have been granted a 30-day extension for completing their 2016 local assessment roll.

STATE BOARD OF EQUALIZATION



BOARD APPROVED

DJG:ap
Attachment

At the June 14, 2016 Board Meeting

Joann Richmond
Joann Richmond, Chief
Board Proceedings Division

cc: Ms. Joann Richmond



STATE BOARD OF EQUALIZATION
OFFICE OF EXECUTIVE DIRECTOR, DAVID J. GAU
450 N STREET, SACRAMENTO, CALIFORNIA
PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-0073
1-916-327-4975 • FAX 1-916-324-2586
www.boe.ca.gov

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

FIONA MA, CPA
Second District, San Francisco

JEROME E. HORTON
Third District, Los Angeles County

DIANE L. HARKEY
Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 26, 2016

Honorable James B. Rooney
Amador County Assessor
810 Court Street
Jackson, CA 95642-2132

Dear Mr. Rooney:

In response to your May 20, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Amador County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

David J. Gau
Executive Director

DJG:ap

cc: Honorable George Runner
Member, State Board of Equalization
Honorable Jennifer Burns
Amador County Clerk of the Board
Honorable Tacy Oneto Rouen
Amador County Auditor
Honorable Michael Ryan
Amador County Treasurer/Tax Collector
Mr. Chuck Iley
Amador County Administrative Officer
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80

AMADOR COUNTY ASSESSOR



James B. Rooney, Assessor

810 Court Street . Jackson, California 95642-2132
Phone (209) 223-6351 . Fax (209) 223-6721

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MAY 25 2016

EXECUTIVE DIRECTOR'S OFFICE
STATE BOARD OF EQUALIZATION

May 20, 2016

Mr. David J. Gau
Executive Director
State Board of Equalization
PO Box 942879
Sacramento CA 94279-0073

Re: Request for Extension, 2016-2017 601 Assessment Roll

Dear Mr. Gau:

Please accept this letter as my request for an extension to July 31, 2016 to deliver the Amador County Local Assessment Roll pursuant to Section 155 of the Revenue and Taxation Code.

We are working diligently on completing the review of properties which have had a decline in value. We still have a substantial number of requests to process for this assessment year.

I appreciate your consideration of my request for an extension.

Very truly yours,

James B. Rooney
Amador County Assessor

jr/tm

cc:

Dean R Kinnee, Deputy Director, Property Tax Department SBOE
David Yeung, Chief, County-Assessed Properties Division SBOE
John Plasse, Chairman, Amador County Board of Supervisors
Chuck Iley, Amador County Administrative Officer
Tacy Oneto Rouen, Amador County Auditor/Controller
Michael E. Ryan, Amador County Treasurer/Tax Collector



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Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 4, 2016

Honorable Sheryl Thur
Glenn County Assessor
516 West Sycamore St., 2nd Floor
Willows, CA 95988

Dear Ms. Sheryl Thur:

In response to your May 2, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Glenn County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

A handwritten signature in blue ink, reading "David J. Gau", is positioned above the printed name and title.

David J. Gau
Executive Director

DJG:ap

cc: Honorable Fiona Ma, CPA, Chairwoman
State Board of Equalization
Glenn County Clerk of the Board
Honorable Edward J. Lamb
Glenn County Auditor-Controller/ Tax Collector
Glenn County Administrative Officer
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80



COUNTY OF GLENN

ASSESSOR'S OFFICE
COURT HOUSE COMPLEX

516 West Sycamore Street, 2nd Floor
Willows, California 95988
Willows Telephone (530) 934-6402
Orland Telephone (530) 865-1184
Fax: (530) 934-6571



Sheryl Thur
County Assessor / Clerk Recorder

May 2, 2016

State Board of Equalization
Attn: Cynthia Bridges
P O Box 942879
Sacramento, CA 94279

Dear Miss Bridges;

At this time I would like to request for an extension on the 2016/2017 assessment roll for Glenn County to August 1, 2016.

Additional time is needed to complete and submit the assessment roll due to the implementation of a new software system in our office.

Thank you for your cooperation in this matter.

Sincerely,

SHERYL THUR
Glenn County Assessor/Clerk-Recorder

SJT/si



STATE BOARD OF EQUALIZATION
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Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 17, 2016

Honorable Robert Menvielle
Imperial County Assessor
940 W. Main Street, Suite 115
El Centro, CA 92243-2874

Dear Mr. Menvielle:

In response to your May 10, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Imperial County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

A handwritten signature in blue ink, reading "David J. Gau", is positioned above the typed name and title.

David J. Gau
Executive Director

DJG:ap

cc: Honorable Diane L. Harkey, Vice Chair
State Board of Equalization
Honorable Blanca Acosta
Imperial County Clerk of the Board
Honorable Douglas R. Newland
Imperial County Auditor-Controller
Honorable Karen Vogel
Imperial County Tax Collector
Mr. Ralph Cordova, Jr.
Imperial County Executive Officer
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80

ROBERT MENVIELLE
ASSESSOR

JACK R. DUNNAM
ASSISTANT ASSESSOR



940 W. MAIN ST., SUITE 115
EL CENTRO, CA 92243-2874
TEL: (442) 265-1300
FAX: (442) 265-8030
www.co.imperial.ca.us/assessor

May 10, 2016

David J. Gau
Executive Director
State Board of Equalization
450 N Street,
P.O. Box 942879, MIC: 73
Sacramento, CA 95814

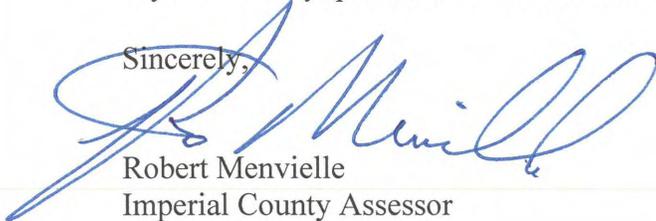
Dear Mr. Gau,

Pursuant to Section 155 of the California Revenue and Taxation Code, I respectfully request a Thirty (30) day time extension to complete the 2016-2017 Assessment Roll for Imperial County.

The Assessors staff is working diligently to complete the 2016-2017 Assessment Roll by June 30, 2016 despite experiencing vacancies of three appraisal positions in our Real Property Section and three assessment technician positions in our Assessment Services Section, during this fiscal year. The additional time will ensure that the Assessor's staff can prepare an accurate and complete assessment roll thus avoiding excessive and costly roll corrections that would need to be completed after roll turn over.

If you have any questions or need additional information please call me at (442) 265-1330.

Sincerely,



Robert Menvielle
Imperial County Assessor

RFM/rfm

Blanca Acosta, Clerk of the Board of Supervisors
Ralph Cordova, Jr., County Executive Officer
Douglas R. Newland, Auditor - Controller
Karen Vogel, Treasurer - Tax Collector

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by EXECUTIVE DIRECTOR'S OFFICE
STATE BOARD OF EQUALIZATION



STATE BOARD OF EQUALIZATION

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Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 18, 2016

Honorable Dan Schlueter
Lassen County Assessor
220 South Lassen Street, Suite 4
Susanville, CA 96130-4357

Dear Mr. Schlueter:

In response to your May 11, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Lassen County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

A handwritten signature in blue ink that reads "David J. Gau".

David J. Gau
Executive Director

DJG:ap

cc: Honorable George Runner
Member, State Board of Equalization
Honorable Julie Bustamante
Lassen County Clerk of the Board
Honorable Diana Wemple
Lassen County Auditor
Honorable Nancy Cardenas
Lassen County Tax Collector
Mr. Richard Egan
Lassen County Administrative Officer
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80

Office of Assessor

County of Lassen



DAN SCHLUETER, Assessor
Lassen County Courthouse
220 South Lassen Street, Suite 4
Susanville, CA 96130

TEL: (530) 251-8241
FAX: (530) 251-8245

May 11, 2016

State Board of Equalization
P O Box 942879
Sacramento CA 94279-0073

Dear Ms. Bridges,

Please consider this letter as my official request for an extension of the deadline for delivering the 2016-2017 Secured and Unsecured assessment rolls. This request is being made in accordance with Revenue and Taxation Code Section 155.

In addition to budget and staffing problems, current market conditions have necessitated this request.

Sincerely,

A handwritten signature in blue ink that reads "Dan F. Schlueter".

Dan Schlueter
Lassen County Assessor

Cc: Hon. Diana Wemple, Lassen County Auditor
Mr. Richard Egan, Lassen County Administrative Officer

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MAY 16 2016

by EXECUTIVE DIRECTOR'S OFFICE
STATE BOARD OF EQUALIZATION



STATE BOARD OF EQUALIZATION
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Third District, Los Angeles County

DIANE L. HARKEY
Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 4, 2016

Honorable Jeffrey Prang
Los Angeles County Assessor
500 West Temple Street, Room 320
Los Angeles, CA 94279-0073

Dear Mr. Prang:

In response to your May 1, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Los Angeles County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

David J. Gau
Executive Director

DJG:ap

cc: Honorable Fiona Ma, CPA, Chairwoman
State Board of Equalization
Honorable Diane L. Harkey, Vice Chair
State Board of Equalization
Honorable George Runner
Member, State Board of Equalization
Honorable Jerome E. Horton
Member, State Board of Equalization
Honorable Betty T. Yee
State Controller
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80

Honorable Lori Glasgow
Los Angeles County Clerk of the Board
Honorable John Naimo
Los Angeles County Auditor-Controller
Honorable Joseph Kelly
Los Angeles County Tax Collector
Ms. Sachi A. Hamai
Chief Executive Officer



JEFFREY PRANG
ASSESSOR
COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, ROOM 320
LOS ANGELES, CALIFORNIA 90012-2770
assessor.lacounty.gov
(213) 974-3101



May 1, 2016

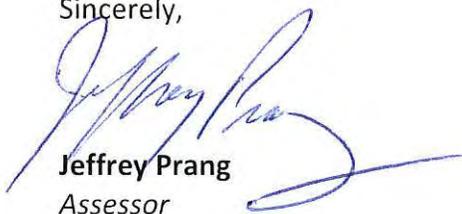
Mr. David J. Gau
Executive Director
State Board of Equalization
450 N Street, Room 2322, MIC: 73
Sacramento, CA 95814

Dear Mr. Gau:

Pursuant to Section 155 of the Revenue and Taxation Code, we respectfully request an extension of thirty (30) calendar days to timely complete the 2016 Local Assessment Roll, and to conduct the necessary review of approximately 201,000 parcels to determine if they still qualify for Decline-in-Value assessments. We also request a corresponding thirty (30) day extension of the day by which the "Report of Valuation, Part I" and the "Report of Exemptions, Part II" must be completed and filed with your office.

Thank you for your consideration of this request.

Sincerely,


Jeffrey Prang
Assessor

JP

c: Honorable Fiona Ma
Honorable Diane L. Harkey
Honorable Betty T. Yee
Honorable Jerome E. Horton
Honorable George Runner



STATE BOARD OF EQUALIZATION
OFFICE OF EXECUTIVE DIRECTOR, DAVID J. GAU
450 N STREET, SACRAMENTO, CALIFORNIA
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Third District, Los Angeles County

DIANE L. HARKEY
Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 19, 2016

Honorable Susan M. Ranochak
Mendocino County Assessor
501 Low Gap Road, Room 1020
Ukiah, CA 95482-3738

Dear Ms. Ranochak:

In response to your May 17, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Mendocino County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

A handwritten signature in blue ink that reads "David J. Gau".

David J. Gau
Executive Director

DJG:ap

cc: Honorable Fiona Ma, CPA, Chairwoman
State Board of Equalization
Honorable Lloyd B. Weer
Mendocino County Auditor-Controller
Honorable Shari L. Schapmire
Mendocino County Tax Collector
Mr. Carmel J. Angelo
Mendocino County Chief Executive Officer
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80



SUSAN M. RANOCHAK

ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES

COUNTY OF MENDOCINO

OFFICE OF ASSESSOR-COUNTY CLERK-RECORDER
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: acr@co.mendocino.ca.us

ASSESSOR
(707) 234-6800
ASSESSOR FAX: (707) 463-6597

KATRINA BARTOLOMIE
ASSISTANT REGISTRAR OF VOTERS
ACTING ASSISTANT CLERK RECORDER
(707) 234-6819

County Clerk: (707) 234-6822
Recorder: (707) 234-6823
CLERK-RECORDER FAX: (707) 463-4257

May 17, 2016

State Board of Equalization
Property and Special Taxes Department
Attn: David J. Gau, Executive Director
P. O. Box 942879 MIC 64
Sacramento, CA 94279-0073

Dear Director Gau:

Under the provisions of Section 155 of the Revenue and Taxation Code, I am requesting an extension of (30) thirty days to complete the local Assessment Roll. It is necessary to request this extension due to staff vacancies and additional Proposition 8 reviews. The (30) thirty days extension will provide us the opportunity to produce a more complete Assessment Roll and avoid costly roll corrections.

Your consideration for this request is sincerely appreciated.

Sincerely,

Susan M. Ranochak
Assessor Clerk-Recorder



STATE BOARD OF EQUALIZATION

OFFICE OF EXECUTIVE DIRECTOR, DAVID J. GAU
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Second District, San Francisco

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Third District, Los Angeles County

DIANE L. HARKEY
Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 26, 2016

Honorable Leslie Morgan
Shasta County Assessor
1450 Court Street, Suite 208-A
Redding, CA 96001-1667

Dear Ms. Morgan:

In response to your May 23, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Shasta County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

A handwritten signature in blue ink, reading "David J. Gau", is positioned above the printed name and title.

David J. Gau
Executive Director

DJG:ap

cc: Honorable George Runner
Member, State Board of Equalization
Shasta County Clerk of the Board
Honorable Brian Muir
Shasta County Auditor-Controller
Honorable Lori J. Scott
Shasta County Treasurer/Tax Collector
Mr. Larry Lees
Shasta County Executive Officer
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80



SHASTA COUNTY

OFFICE OF THE ASSESSOR-RECORDER

LESLIE MORGAN
ASSESSOR-RECORDER

May 23, 2016

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MAY 25 2016

Mr. David J. Gau, Executive Director
California State Board of Equalization
MIC: 73
PO Box 942879
Sacramento, CA 94279-0073

EXECUTIVE DIRECTOR'S OFFICE
BOARD OF EQUALIZATION

Dear Mr. Gau,

This is an official request pursuant to Section 155 of the California Revenue and Taxation Code for an extension of time of up to thirty (30) days in which to complete the 2016-2017 Shasta County Secured and Unsecured Assessment Roll.

I am requesting this extension based on the shortage of staff due to causes outside our control. There have been a number of vacancies due to retirements and FMLA leaves which have affected trained appraiser staff hours available to complete this year's assessment roll. Although we continue to move forward with modifications in our workflow and recognizing the need for overtime hours, we would like the support of having an extension in place. We will continue to make every effort to complete the Roll in a timely manner; however, I am requesting a 30 day extension.

Thank you for your consideration of this request.

Sincerely,

Leslie Morgan
Shasta County Assessor-Recorder

cc: Larry Lees, Shasta County CAO
Hon. Brian Muir, Shasta County Auditor
Hon. Lori Scott, Shasta County Tax Collector



STATE BOARD OF EQUALIZATION
OFFICE OF EXECUTIVE DIRECTOR, DAVID J. GAU
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Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 13, 2016

Honorable Dale Stroud
Tehama County Assessor
P.O. Box 428
Red Bluff, CA 96080-0428

Dear Mr. Stroud:

In response to your May 5, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Tehama County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

A handwritten signature in blue ink, reading "David J. Gau", is positioned above the printed name and title.

David J. Gau
Executive Director

DJG:ap

- cc: Honorable Fiona Ma, CPA, Chairwoman
State Board of Equalization
Honorable Jennifer Vise
Tehama County Clerk of the Board
Honorable LeRoy Anderson
Tehama County Auditor-Controller
Honorable Dana L. Hollmer
Tehama County Tax Collector
Mr. Bill Goodwin
Tehama County Chief Administrator
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80

DALE STROUD
ASSESSOR



May 5, 2016

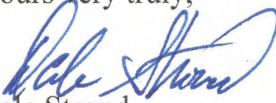
Mr. Ramon J. Hirsig
Executive Director
State Board of Equalization
MIC: 73
P.O. Box 942879
Sacramento, CA 94279-0073

Dear Mr. Hirsig:

Pursuant to Section 155 of the Revenue & Taxation Code, I respectfully request a thirty-day extension to complete the Tehama County 2015-16 Assessment Roll.

The reason for the request is due to the implementation of a new assessor workflow system and several in office staff changes.

Yours very truly,


Dale Stroud
Tehama County Assessor



STATE BOARD OF EQUALIZATION
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Fourth District, Orange County

BETTY T. YEE
State Controller

DAVID J. GAU
Executive Director

May 4, 2016

Honorable Bruce Stottlemeyer
Yuba County Assessor
915 8th Street, Suite 101
Marysville, CA 95901-5273

Dear Mr. Stottlemeyer:

In response to your April 27, 2016 letter, and in accordance with Revenue and Taxation Code section 155, an extension of time from July 1, 2016 to July 31, 2016 is granted to complete and submit the local assessment roll for Yuba County.

Forms BOE-801-R, *Report of Assessed Values, Part One*, and BOE-802, *Report on Exemptions, Part Two*, will be due on August 11, 2016.

Sincerely,

A handwritten signature in blue ink, reading "David J. Gau", is positioned above the printed name and title.

David J. Gau
Executive Director

DJG:ap

cc: Senator George Runner (Ret.)
Member, State Board of Equalization
Honorable Donna Stottlemeyer
Yuba County Clerk of the Board
Honorable C. Richard Eberle
Yuba County Auditor-Controller
Honorable Dan M. Mierzwa
Yuba County Tax Collector
Mr. Robert Bendorf
Yuba County Administrator
Mr. Dean R. Kinnee, MIC:63
Mr. Randy Ferris, MIC:82
Mr. Mark Durham, MIC:67
Mr. David Yeung, MIC:64
Ms. Joann Richmond, MIC:80



THE COUNTY OF YUBA
OFFICE OF THE COUNTY ASSESSOR

Bruce Stottlemeyer
Assessor

Kimberly Heisch
Assistant Assessor

April 27, 2016

Mr. David Gau
Executive Director
State Board of Equalization
450 N Street, Room 2322, mic:73
Sacramento, CA 95814

Dear Mr. Gau:

Please accept this letter as my official request for a thirty-day roll extension pursuant to California Revenue and Taxation Code Section 155.

An extension is necessary due to the massive quantity of Proposition 8 properties needing review and adjustment prior to roll closing. Currently, approximately 5,500 parcels in Yuba County are in Proposition 8 status. Additionally, departmental staffing levels have undergone reductions of approximately 30 percent which were implemented by the county in July of 2010 and 2011.

If granted, the extension will allow us to provide an assessment roll that is in compliance with statutory standards and minimizes the prospect of processing roll corrections. Please contact me should you desire clarification or further discussion.

Sincerely,

A handwritten signature in blue ink that reads "B Stottlemeyer".

Bruce Stottlemeyer
Yuba County Assessor

CC: Yuba County Board of Supervisors
Robert Bendorf, County Administrative Officer
Dan Mierzwa, Treasurer-Tax Collector
Richard Eberle, Auditor-Controller