



STATE OF CALIFORNIA
Franchise Tax Board

05.18.2018

To: Selvi Stanislaus

From: Tiphonie Weiss

Subject: Request for Approval – Facility Action Item

Memorandum

This memorandum provides information for your notification to the Board pursuant to the Board's resolution requiring approval for Facility Action Items. The Facilities Management Section is seeking approval to proceed with the following DGS Customer Requests Upgraded Information Sharing Environment (CRUISE) requests.

Houston Field Office: New Leased Space

The Houston field office houses Audit Division staff. The lease for the Houston field office (#4253-001) will expire on 04/30/2019 and DGS is currently processing the renewal.

The current facilities in the Houston office do not adequately support the 45 staff assigned the office. There are 33 work stations and 4 supervisor offices. The current meeting room does not accommodate all staff for office meetings and training. The office space also lacks smaller team rooms. In addition, the current IT server room and associated area does not provide adequate space to accommodate the offices infrastructure needs.

Facilities is requesting Board Approval to submit a CRUISE request for new leased space in Houston and any necessary tenant improvements. DGS recommends submitting CRUISE requests for real estate services approximately 18-24 months prior to the lease expiration or project completion date.

Tiphonie Weiss
Bureau Director

Executive Officer Approval

 to Selvi Stanislaus
5/21/18
Date

Selvi Stanislaus