



STATE OF CALIFORNIA
Franchise Tax Board

02.01.2022

To: Selvi Stanislaus
From: Thi Luong

Subject: Board Approval for 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.

New York Field Office - Consolidation

Lease #4244-001 for the New York Field Office will expire May 31, 2023. The office houses Audit staff in two suites, each located on separate floors. Facilities requests permission to submit a "Customer Requests: Upgraded Information Sharing Environment (CRUISE)" to the Department of General Services (DGS) to consolidate the two suites into one suite within the current building.

Per Executive Order B-17-12, State agencies must first consider using existing state-owned, state-leased, or state-controlled facilities before leasing additional facilities. However, there are no state-owned, state-leased, or state-controlled facilities in the New York City area.

DGS recommends submitting a CRUISE for Real Estate Services approximately 18-24 months prior to the lease expiration or project completion date.

Please contact me at (916) 845-5742 should you have any questions regarding the above item.

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