

chair **John Chiang**
member **Jerome E. Horton**
member **Michael Cohen**



State of California
Franchise Tax Board

06.17.14

To: Selvi Stanislaus

From: Jeanne Harriman

Subject: Request for Approval - Facility Action Items

Memorandum

This memorandum provides information for your notification to the Board pursuant to the Board's resolution requiring approval for Facility Action items. FTB is requesting approval to proceed with three DGS Customer Requests Upgraded Information Sharing Environment (CRUISE) requests as follows:

Modular Furniture Purchase Delegation Renewals

DGS controls modular furniture purchasing and planning. FTB Facilities currently has five (5) existing modular furniture delegations, which cover the Central Office Complex, all state-owned field offices, and all leased field offices. These delegations from DGS allow FTB to be more responsive to critical moves throughout our campuses. These delegations expire June 30, 2014. This Board Item requests authorization to renew our various delegation authorities in order to complete future modular projects without DGS assistance.

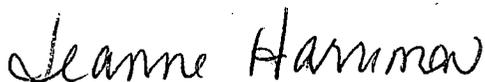
Carpet Delegation

DGS controls carpet purchasing and planning. FTB is requesting delegation to purchase replacement carpet in our Oakland field offices located in the Elihu Harris Building, at 1515 Clay Street. Carpet in FTB's Audit and Collections suites has never been replaced. The existing carpet is worn and can pose health and safety issues, is permanently stained, and is the original carpet furnished when this building's construction was completed in 1998. DGS Asset Management Branch states that all tenants housed in this state-owned facility are responsible to fund all tenant improvements such as carpet. This Board Item requests authorization to purchase and install replacement carpet in the Oakland field office without DGS assistance.

Lease Expansion – Criminal Investigation

FTB is requesting the consolidation of its Northern Area Criminal Investigation Bureau (CIB) into one location at the Sacramento field office. CIB is operating from two locations, the FTB Central Office Complex and the Sacramento field office at 3321 Power Inn Road, Sacramento. The existing field office space is limited, does not allow for growth, and is at full occupancy levels. So to allow for consolidation of staff, FTB needs to lease additional space. The Sacramento field office Lessor currently has vacant office space available adjacent to our existing field office space to expand FTB'S Criminal Investigation footprint and to accommodate all CIB staff located at the Central Office Complex. Currently, CIB supervisors

are required to reallocate staff and resources between the Central Office and the Sacramento field office which can produce inefficient operations. As an example, staff members assigned to FTB Central Office routinely work at the field office to assist with critical tasks relating to criminal investigations being conducted by field agents. Consolidation would allow for greater collaboration and flow of work from one area to the other. In addition, co-location of staff would help provide more effective implementation of the various task forces that CIB participates in, primarily the Tax Recovery and Criminal Enforcement (TRaCE) task force. The additional space would help toward more efficient storing and analyzing of evidence and logistical collaboration with our task force partners. This Board item requests approval to submit our request to DGS to negotiate a FTB lease expansion at the Sacramento field office.



Jeanne Harriman, Director
Financial Management Bureau
Franchise Tax Board