chair John Chiang
member Jerome E. Horton
member Michael Cohen

State of California
Franchise Tax Board

09.09.14

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 two DGS Customer Requests Upgraded Information Sharing Environment (CRUISE) requests as follows:

Field Office Relocation and Consolidation of Audit Programs

FTB has an opportunity to relocate its Audit program staff from private lease space in San Francisco and relocate them with Audit program staff in Oakland at the Elihu M Harris state building. To allow for the relocation of staff, FTB needs additional square footage. Prior to the lease expiration on the San Francisco Audit field office location, FTB is requesting approval to work with DGS to negotiate a new lease for space in the Elihu M Harris state building that is big enough to accommodate the consolidated staffing levels. This proposal is in compliance with GC 14682 and Governor Brown's Executive Order B-17-12 to use vacant state-owned office space before leasing additional space and will achieve rental reductions by relocating to a state-owned property.

The San Francisco and Oakland public service counters will not be impacted by this consolidation.

Field Office Lease Amendment to Incorporate Utility Costs

FTB is requesting to amend its Houston field office lease to incorporate additional electrical costs as a result of the installation of a much needed air conditioning A/C unit in its telecom/server room. Currently, the room lacks a dedicated A/C unit to cool equipment housed in the network/telecom. This room overheats frequently and triggers equipment alarms to Network Engineering at FTB's Central Office. Overheating in the server room poses a risk for data loss, equipment failure and replacements. In order to mitigate risk, the A/C unit should be installed immediately.

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