

chair **Betty T. Yee**  
member **Jerome E. Horton**  
member **Michael Cohen**

State of California  
**Franchise Tax Board**

12.08.15

To: Selvi Stanislaus

From: Michael Banuelos

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. The Franchise Tax Board (FTB) is requesting approval to proceed with two DGS Customer Requests Upgraded Information Sharing Environment (CRUISE) requests as follows:

### FTB Data Center Door Alterations

The Data Center and Facilities Management are requesting the Board's approval to submit a CRUISE requesting DGS assign their Direct Construction Unit (DCU) to perform work needed to increase the height of FTB's Data Center door openings. The Data Center contains FTB's mission critical infrastructure and systems that provide the backbone for FTB's revenue-generating capabilities. FTB is expecting a number of equipment moves in the next two to five years, requiring the movement of large IT racks into and out of the Data Center. The current height of the doors does not accommodate the height of the IT racks. Increasing the door height, will allow Data Center staff to safely move large IT racks in and out of the Data Center.

### San Jose Field Office Lease and Conference Room

Facilities Management is requesting approval to proceed with a DGS CRUISE request to amend and renew its San Jose Field Office lease. The lease is scheduled to expire September 30, 2017. FTB is working with the lessor to relocate its detached conference room to another location closer to the existing FTB suite. FTB will not lose or gain additional square footage nor will rent increase to relocate this conference room. FTB will request that DGS amend the lease to accommodate the move of the Conference Room. FTB is also requesting approval to submit a request to begin the process of renewing our lease for the San Jose Field Office as DGS

recommends beginning the lease renewal process approximately 18-24 months before the expiration of a lease.

If you have any questions regarding this item, please contact me at (916) 845-6110.



Michael Banuelos, Director  
Procurement Bureau