

FACILITY ACTION ITEM

March 2012

Facilities Master Plan Update for Central Office Campus

FTB Facilities Management staff is requesting to amend the approved July 2011 Facility Action Item that authorized FTB to hire the Department of General Services and a consultant to update the Facilities Master Plan. In July 2011, FTB's anticipated portion of the cost was \$100,000, with the balance to be funded by DGS through a Tenant Improvements (TI) allotment. According to DGS the TI allotment cannot be used to fund Master Plans and thus FTB is responsible for the full cost. DGS estimates the maximum cost will be \$320,000. With Board Approval, FTB will fund the master plan using internal OE&E funding sources over two fiscal years: a portion in FY 11/12 and the balance in FY 12/13.

Justification from July 2011: over the next five years FTB will undergo many changes with the Enterprise Data to Revenue (EDR) and PIT Scan & Shred projects which are expected to directly impact the buildings that house FTB. In the interest of long-range planning, the Facilities Management Section is proposing to update its strategic Facilities Master Plan. The plan will analyze FTB's processes, growth patterns, transportation practices, and existing buildings to determine if renovations, relocation and/or new tenancy are required at the Central Office. It is recommended that this update occur now as many of FTB's proposed program changes are scheduled to begin in the next few years.