



STATE OF CALIFORNIA  
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## MEMORANDUM

To: Selvi Stanislaus

June 11, 2007

From: Lisa Garrison

Subject: Form 9 Requests

This memo documents our request for Board approval to submit a Space Action Request (Form 9) to the Department of General Services (DGS) for the following items:

**Request to relocate the Los Angeles District Office telecom room at 300 South Spring Street:**

The existing telecom room is at maximum capacity. To accommodate the new DS3 installation, a new telecom room is required. DGS estimates the cost at \$75,000. A Form 9 is required for tenant improvements at the Ronald Reagan State building.

**Request from Audit to renegotiate the lease for the San Francisco District Office located at 221 Main Street:**

The renegotiation of this lease would allow the department to extend the lease term at a reduced rental rate, resulting in an annual savings to the department.

The lease is currently in soft term with an expiration date of February 28, 2009. FTB occupies 6,201 square foot (SF) of space and is currently paying \$4.51 per SF or \$335,592 annually. According to DGS, by renewing and extending the lease, the cost would be reduced to \$4.00 a SF, for an annual savings of \$37,729. A lump sum payment for minor tenant improvements of approximately \$50,000 would also be required.

**Request from Audit to relocate the Van Nuys District Office located at 15350 Sherman Way:**

The request to relocate is based on securing a safer location for staff and providing access to mass transportation.

The lease is currently in soft term with an expiration date of November 30, 2008. FTB occupies 8,774 SF of space at an annual cost of \$268,524. If FTB remains at the current location, the cost per SF will increase to approximately \$2.95 a SF or \$310,599 annually. In addition to the annual lease costs, FTB has an interagency agreement with the Board of Equalization (which also expires November 30, 2008) for a shared conference room, at an annual cost of \$10,800. A lump sum cost for

tenant improvements of approximately \$200,000 is also required to remodel the public service lobby area to provide work space for the audit staff. Public service is no longer offered at this location.

Relocation of the Van Nuys district office from the downtown area would cost approximately \$2.95 a SF or \$310,599 annually. In addition to the annual lease costs, a lump sum payment for tenant improvements and relocation costs of approximately \$360,000 would be required. The relocation would eliminate the annual cost for the shared conference room.

**Request for additional space from Investigations at the West Covina District Office located at 100 North Barranca Street:**

A FY 2007/08 budget change proposal (BCP) for nine new (and reclassified) investigators has been approved, which requires additional space for staff, evidence room, break room, and hearing rooms.

Per DGS, approximately 4,100 SF of space is needed and the estimated cost per SF is approximately \$3.00 or \$147,600 annually. A lump sum payment for tenant improvements of approximately \$200,000 would also be required.

If you have any questions regarding the above item, please contact me at 845-4912.



Director  
Financial Management Bureau

cc: Titus Toyama  
Geoff Way  
Debbie Langsea  
Michelle Fallon