

chair John Chiang  
member Jerome E. Horton  
member Ana J. Matosantos



State of California  
**Franchise Tax Board**

08.14.12

To: Selvi Stanislaus

From: Lisa Garrison

**Subject: Request for Approval - Facility Action Item**

## Memorandum

This memorandum provides information for your notification to the Board pursuant to the Board's resolution requiring approval for Facility Action Items.

### West Covina Field Office Lease Action (Suite 600)

FTB is requesting approval to proceed with a DGS Customer Requests Upgraded Information Sharing Environment (CRUISE) request to renew its West Covina Field Office lease (#3626-002) which is scheduled to expire June 30, 2013. The new lease will be determined based on a study of multiple alternatives, including spacing needs and economic factors.

The FTB West Covina Field Office currently houses over 90 Audit Division employees representing the National Business Audit, Pass Through Entity and the Personal Income Tax Programs. Lease #3626-002 will expire on June 30, 2013. FTB is studying alternatives to determine the best long-term plan for this office, and all field offices,

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

*Lisa Garrison for Lisa Garrison*

Chief Financial Officer and Division Chief  
Finance and Executive Services Division