



STATE OF CALIFORNIA  
**FRANCHISE TAX BOARD**  
PO Box 1468  
Sacramento CA 95812-1468  
Telephone (916) 845-4905  
Fax (916) 845-0254

STEVE WESTLY  
Chair  
CAROLE MIGDEN  
Member  
MICHAEL C. GENEST  
Member

## MEMORANDUM

To: Gerald H. Goldberg

November 17, 2004

From: Anne Miller

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 for the following items:

### **Request to close Field Offices in Santa Rosa, Stockton, Fresno and San Bernardino.**

Based on Legislative direction to consolidate our field office staff, Franchise Tax Board (FTB) staff is requesting permission to close the Santa Rosa, Stockton, Fresno and San Bernardino Field Offices and consolidate the staff to other existing FTB Offices. The Public Service Counters in these locations have been closed since February of 2004. FTB will continue to occupy these offices until the Department of General Services provides a backfill tenant for each location. After backfills of vacated space are completed, FTB would realize a total rent savings of approximately \$300,000 annually.

### **Request to close Long Island, New York Office and add additional space in Manhattan, New York**

As a measure to streamline operations and make our New York Field Offices more efficient, FTB staff is requesting permission to consolidate the two New York Offices into one location. Currently, the Department has offices in Manhattan, Long Island and New York. Due to workload proximities and the fact that the Long Island lease is already in the soft term, the plan is to close the Long Island Office and redirect the Long Island staff to the Manhattan Office.

To accommodate incoming staff, equipment and files from the Long Island Office, an additional 3,000 square feet of space will be needed in the Manhattan Office. The current rent at the Long Island Field Office is approximately \$417,000 annually. After one time move costs and adjustments for new rent in Manhattan, the rent savings would be approximately \$270,000 annually.

**Request for Additional Space in West Covina**

Investigations Bureau is requesting additional space in our West Covina Office. Due to increased caseloads, current evidence and holding rooms are filled to capacity. Additionally, there is a need for a secured room to store confiscated computers awaiting removal of evidence from the hard drives. The landlord in this location currently has 3,074 gross feet of space available that is contiguous to the existing Investigations Office. FTB staff recommends the available space be amended into the current Investigations lease in West Covina. New annual rent cost for this additional space would be approximately \$100,000.

If you have any questions please contact me at 845-4905.

Director, Financial Management Bureau