



STATE OF CALIFORNIA
Franchise Tax Board

06.02.2023

To: Selvi Stanislaus
From: Thi Luong

Memorandum

Subject: Request for Approval – Facility Action Item

This memorandum provides information for your notification to the Board pursuant to the Board's resolution requiring approval for Facility Action Items. The Facilities Management Section is seeking approval to proceed with the following Department of General Services' (DGS) Customer Requests Upgraded Information Sharing Environment (CRUISE) requests.

Van Nuys Field Office – New Space

The Franchise Tax Board's (FTB) Van Nuys Field Office's current lease (#3497-003) will expire on 6/30/2023 and houses staff from the Audit Division. The lessor has informed FTB, while they are willing to extend the current lease to 1/31/2024, they will not renew the lease upon expiration. As a result, FTB will need to relocate staff to a different location. Facilities is requesting approval to submit a CRUISE request to work with the DGS to begin looking for new office space within Van Nuys or the surrounding area and perform any necessary tenant improvements.

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