

Memorandum

To : Honorable John Chiang
Honorable Johan Klehs
Honorable Dean Andal
Honorable Claude Parrish
Honorable Kathleen Connell

Date : June 5, 2002

From : James E. Speed
Executive Director

Subject: 2003-04 Minor Capital Outlay Budget Change Proposals

At the June 19, 2002 Customer Service and Administrative Efficiency Committee meeting, the four attached Minor Capital Outlay Budget Change Proposals (BCPs) for Fiscal Year 2003-04 will be presented for your consideration. The attached minor capital outlay projects were identified in the Board of Equalization's Five-Year Capital Outlay Infrastructure Plan, which was submitted to the Department of Finance (DOF) on March 15, 2002. With your approval and adoption of the Committee minutes at the June 20, 2002 Administrative Board meeting, the BCPs will be forwarded to the DOF for consideration in the Governor's 2003-04 Proposed Budget.

If you have any questions or need additional information regarding these BCPs, please contact me at 327-4975 or Ms. Sally Lee at 445-4272.

JES:psh

Attachment

(costanal/0304bcp/memos/bdcobcpjes.doc)

cc: Mr. Steven Kamp
Ms. Jean Alexander
Ms. Ann Jordan
Mr. Marcus Frishman
Ms. Marcy Jo Mandel
Ms. Sally Lee
Executive Director's Group
Mr. Rene Gutierrez

**State Board of Equalization
Capital Outlay Budget Change Proposals
Fiscal Year 2003-04**

Summary

<u>COBCP NO.</u>	<u>Project Title</u>	<u>(000's) Cost</u>
1	Customer and Taxpayer Services Division Project - Build Hard Wall Office	25
2	San Jose District Office - Update Security for Public Lobby	168
3	Oakland District Office - Renovate Cashier Room to Current Board of Equalization Standards	59
4	Investigations Division - Establish Secured Area for New Division	246
Total		<hr/> \$ 498