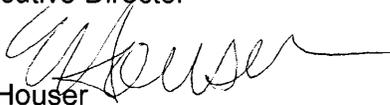


Memorandum

To : Mr. Ramon Hirsig
Executive Director

Date : January 18, 2008

From : Liz Houser 
Deputy Director, Administration Department

Subject : **Board Meeting – February 1, 2008**

With your approval, I request the following items be placed on the Board's February 1, 2008 calendar under "P. Other Administrative Matters":

P. Other Administrative Matters

P3. Deputy Directors' Report

c. Administration.....Ms. Houser

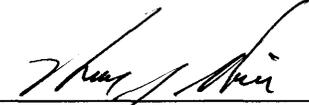
1. Budget Update 2008-2009

Update on our proposed Fiscal Year 2008-09 budget. In December I informed the Board that I would provide an update on our Fiscal Year 2008-09 budget and implementation plan at the January 31-February 1 meeting.

2. New York District Office Relocation Project

Update on New York office lease. The Board's New York office lease expires December 31, 2008. Based on current standards our space needs have decreased and the existing lessor is unwilling to negotiate downsizing or provide a long-term renewal. An oral report on a proposed new location will be made and if acceptable, approval sought to enter a new lease.

cc: Honorable Betty T. Yee, Chairwoman
Honorable Judy Chu, Ph.D., Vice Chairwoman
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang

I approve: 
Ramon J. Hirsig, Executive Director