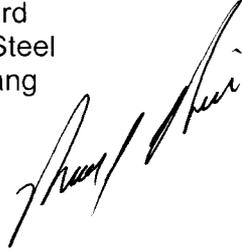


Memorandum

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

Date : September 3, 2008

From : Ramon J. Hirsig
Executive Director



Subject : **Space Assessment Plan**

At the August 2008 Board meeting, the Board authorized staff to proceed with relocating approximately 500 employees to space outside of the Headquarters building located at 450 N Street. I have worked with the Department Deputy Directors and have identified the following units we propose to move offsite:

<u>Business Unit</u>	<u>New Location</u>	<u>Est. # Staff</u>
Investigations Division	West Sacramento	50
Motor Carrier (IFTA)	West Sacramento	58
Taxpayer Records Unit	West Sacramento	50
Property Tax (County & State Assessed)	Downtown Sacramento*	140
Legal Dept. (including Special Procedures)	Downtown Sacramento*	188
Board Proceedings Division	Downtown Sacramento*	26
Web & Media Services Division	Downtown Sacramento*	8
Total Staff		520

These Units were chosen as appropriate to relocate based on ability to work as independent business units, business function, interaction with other units to be relocated, and the need for direct taxpayer access (IFTA).

The next step will be to ask the Department of General Services (DGS) to locate suitable space to meet our business needs by relocating these employees. We will be asking DGS to identify space within walking distance (2-3 blocks) of the 450 N Street and Wells Fargo buildings for the four units that are shown above with Downtown Sacramento* as their new location. This will be convenient for staff with frequent business in the downtown area to regularly attend meetings with management, staff, taxpayers, Board Members and others. For the three remaining units, it has been determined that West Sacramento is an ideal location, as it is within 5 miles of the downtown area, allows for free parking for taxpayers, as well as offers better options for the IFTA taxpayers who need access to services in person and currently have difficulty parking large trucks in the downtown area.

In addition to addressing the immediate space needs for headquarters, the Board also asked staff to develop a long range vision of our optimum housing needs over the next 8 to 10 years. In the coming months, the Executive Team will be discussing anticipated space needs, ways of doing business in the future, possible consolidation of some functions, and centralizing or decentralizing functions as best meet business needs, among other items. Based on these discussions, a vision for the "BOE Campus of the Future" will result.

A timeline and action plan will be developed and forwarded to you when it is available. I will continue to update you as we progress. If you have any questions regarding this information, please contact me directly, or Liz Houser, Deputy Director, Administration Department at 916-445-4272.

RJH:ag

cc: Mr. Steve Shea
Mr. Alan LoFaso
Ms. Barbara Alby
Mr. Ken Maddox
Ms. Marcy Jo Mandel

Headquarters Space Assessment
Functions to be Relocated

At the August 2008 Board meeting, the Board authorized staff to proceed with relocating approximately 500 employees to space outside of the Headquarters building located at 450 N Street. We have identified the following units we propose to move offsite:

<u>Business Unit</u>	<u>New Location</u>	<u>Est. # Staff</u>
Investigations Division	West Sacramento	50
Motor Carrier & IFTA	West Sacramento	58
Tax Payer Records Units	West Sacramento	50
Property Tax (Co. & State assessors)	Downtown Sacramento*	140
Legal (incl. Special Procedures)	Downtown Sacramento*	188
Board Proceedings	Downtown Sacramento*	26
Web Team	Downtown Sacramento*	8
Total Staff		520

These Units were chosen as appropriate to relocate based on ability to work as independent business units, business function, interaction with other units to be relocated, and the need for direct taxpayer access (IFTA).

The next step will be to ask the Department of General Services (DGS) to locate suitable space to meet our business needs by relocating these employees. We will be asking DGS to identify space within walking distance (2-3 blocks) of the 450 N Street and Wells Fargo buildings for the four units that are shown above with Downtown Sacramento* as their new location. This will be convenient for staff with frequent business in the downtown area to regularly attend meetings with management, staff, taxpayers, Board Members and others. For the three remaining units, it has been determined that West Sacramento may be the best location, as it is within 5 miles of the downtown area, allows for free parking for taxpayers, as well as offers better options for the IFTA taxpayers who need access to services in person and currently have difficulty parking large trucks in the downtown area.