

Memorandum

To : Kristine Cazadd
Interim Executive Director

Date : September 8, 2011

From : Liz Houser, Deputy Director
Administration Department



Subject : **September 2011 Sacramento Board Meeting Agenda**

The Administration Department requests the following item(s) be placed on the Board's September 20-21, 2011 Sacramento meeting calendar under "P. Other Administrative Matters."

P. Other Administrative Matters

P5. Administration Deputy Director's Report.....Ms. Liz Houser

1. Facilities Update

- a. 450 N Street Building Update: the Department of General Services and BOE's Industrial Hygienist to discuss recent discoveries in the building and proposed plan.
- b. An update on the pending Bond sale for a possible rent increase for the Headquarters building located at 450 N Street.
- c. An update on the lease for the San Diego District office.

2. 2011/12 Budget Update and Governor's Executive Orders

- a. Information regarding the Governor's 2011/12 Budget and Governor's Executive Orders.

3. 2012/13 DRAFT Budget Change Proposals (BCP)

- a. ABX1 28 Use Tax Nexus – This proposal requests resources to implement the provisions of ABx1 28 in the event that current year funding is not provided.
- b. ABX1 29 Fire Prevention Fee – This proposal requests resources to implement the provisions of ABx1 29 in the event that current year funding is not provided.

- c. Tax Gap 2 – This proposal requests resources for Education and Outreach, a Desk Audit Program, and an Expanded Bankruptcy Program to address the Tax Gap.

LH:lk

Attachment

cc: Honorable Jerome E. Horton, Chairman
Honorable Michelle Steel, Vice Chair
Honorable Betty T. Yee, First District
Senator George Runner, Second District
Honorable John Chiang, Controller

I approve:



Kristine Cazadd,
Interim Executive Director