

Memorandum

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

Date : May 20, 2009

From : Ramon J. Hirsig
Executive Director



Subject : **Space Assessment Plan Update**

BOE has been successful in securing funding in the 2009/10 budget to relocate approximately 630-640 staff from the 450 N Street building to separate facilities. Last year we successfully re-located the Taxpayer Records Units comprised of 48 staff to West Sacramento. We are now focusing on securing a location for the remaining staff we plan to move.

Last August, I provided the Board with a list of programs that we were planning to relocate as part of this effort; we have further refined this list and selected a tentative site with the Department of General Services' (DGS) assistance. The following programs will be housed at the new location:

Location #1

Board Proceedings	27 staff
Call Center	60 staff
County- and State-Assessed Properties Divisions	141 staff
Forms & Publications	20 staff
Motor Carrier Section	60 staff
Legal Department*	270 staff
Legislation/Research Division	25 staff
Outreach Section	14 staff
Training Section	8 staff
Web and Media Services	8 staff
Total	633 staff

* Legal Department comprised of Legal, Investigations, Offers-in-Compromise and Special Procedures.

Our next step is to notify DGS to secure the site and negotiate the lease. Since the lease will exceed \$1 million, it will be brought before the Board as a contract requiring your approval. Once this step is complete, the developer can begin making the needed tenant improvements and our staff will be moved into the new site. Your continued support of these efforts is greatly appreciated.

I will continue to update you as we progress. If you have any questions regarding this information, please contact me directly at 327-4975 or Liz Houser at 445-4272.

RJH:lh:lk

cc: Mr. Alan LoFaso
Mr. Steve Shea
Ms. Barbara Alby
Mr. Michael Richman
Ms. Marcy Jo Mandel