

Meeting Agenda

Bay Area Headquarters Authority

Alfredo Pedroza, Chair Nick Josefowitz, Vice Chair

Wednesday, March 27, 2024

9:55 AM

Board Room - 1st Floor

The Bay Area Headquarters Authority (BAHA) is scheduled to meet at 9:55 a.m. or immediately following the 9:50 a.m. BAIFA meeting.

Meeting attendees may opt to attend in person for public comment and observation at 375 Beale Street, Board Room (1st Floor). In-person attendees must adhere to posted public health protocols while in the building. The meeting webcast will be available at <https://mtc.ca.gov/whats-happening/meetings/live-webcasts>. Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Members of the public participating by Zoom wishing to speak should use the “raise hand” feature or dial *9. When called upon, unmute yourself or dial *6. In order to get the full Zoom experience, please make sure your application is up to date.

Attendee Link: [insert]

Attendee Link: <https://bayareametro.zoom.us/j/86380094282>

iPhone One-Tap: US:

+16694449171,,86380094282# US

+16699006833,,86380094282# US (San Jose)

Join by Telephone (for higher quality, dial a number based on your current location) US:

888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 863 8009 4282

International numbers available: <https://bayareametro.zoom.us/u/kmxVw9td9>

Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/u/kdR1hznEgA>

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>

Members of the public may participate by phone or Zoom or may submit comments by email at

info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name and agenda item number in the subject line.

Due to the current circumstances, there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

Clerk: Kimberly Ward

Roster:

Alfredo Pedroza (Chair), Nick Josefowitz (Vice Chair),
Margaret Abe-Koga, Victoria Fleming, Federal D. Glover,
Gina Papan

1. Call to Order / Roll Call / Confirm Quorum

A quorum of the Authority shall be a majority of its voting members (4).

2. Consent Calendar

- 2a. [24-0067](#) Approval of BAHA Minutes of the December 20, 2023 meeting

Action: Authority Approval

Attachments: [2a 24-0067 12-20-2023 Draft BAHA Minutes.pdf](#)

- 2b. [24-0197](#) Fiscal Year (FY) 2023-24 Bay Area Headquarters Authority (BAHA) Statement of Revenues and Expenses for the Period Ended December 31, 2023 (Unaudited)

Action: Information

Presenter: Grace Martinez

Attachments: [2b 24-0197 BAHA FY2023-24 December Financials.pdf](#)
[2b 24-0197 BAHA FY2023-24 December Financials Attachment A.pdf](#)

3. Public Comment / Other Business

*Commissioners and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6.*

4. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority will be held on Wednesday, April 24, 2024 at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA

Public Comment: The public is encouraged to comment on agenda items at Authority meetings by completing a request-to-speak card (available from staff) and passing it to the Authority secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Authority may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Authority meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Authority members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Authority. Actions recommended by staff are subject to change by the Authority.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 24-0067 **Version:** 1 **Name:**

Type: Minutes **Status:** Consent

File created: 12/1/2023 **In control:** Bay Area Headquarters Authority

On agenda: 1/24/2024 **Final action:**

Title: Approval of BAHA Minutes of the December 20, 2023 meeting

Sponsors:

Indexes:

Code sections:

Attachments: [2a_24-0067_12-20-2023_Draft_BAHA_Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Approval of BAHA Minutes of the December 20, 2023 meeting

Recommended Action:
Authority Approval



Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Minutes

Bay Area Headquarters Authority

Alfredo Pedroza, Chair Nick Josefowitz, Vice Chair

Wednesday, December 20, 2023

9:50 AM

Yerba Buena Conference Room - 1st Floor

Roster:

**Alfredo Pedroza (Chair), Nick Josefowitz (Vice Chair),
Margaret Abe-Koga, Victoria Fleming, Federal D. Glover,
Gina Papan**

Chair Pedroza called the meeting to order.

1. Roll Call / Confirm Quorum

Present: 4 - Commissioner Abe-Koga, Commissioner Glover, Chair Pedroza and Commissioner Papan

Absent: 2 - Commissioner Fleming and Vice Chair Josefowitz

2. Consent Calendar

Upon the motion by Commissioner Glover and seconded by Commissioner Papan, the Authority unanimously approved the Consent Calendar by the following vote:

Aye: 4 - Commissioner Abe-Koga, Commissioner Glover, Chair Pedroza and Commissioner Papan

Absent: 2 - Commissioner Fleming and Vice Chair Josefowitz

2a. [23-1191](#) Approval of BAHA Minutes of the September 27, 2023 meeting

Action: Authority Approval

2b. [23-1472](#) Contract Amendment - Property Management Services: Cushman & Wakefield of California, Inc. (\$1,540,423.50)

Action: Authority Approval

Presenter: DeNise Blake

2c. [24-0095](#) Purchase Order Contract - Furniture Procurement Services: AAA Business Supplies & Interiors (\$500,000)

Action: Authority Approval

Presenter: DeNise Blake

3. Public Comment / Other Business

4. Adjournment / Next Meeting

The next meeting of the Bay Area Headquarters Authority will be held on Wednesday, January 24, 2024 at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 24-0197 **Version:** 1 **Name:**

Type: Report **Status:** Consent

File created: 1/19/2024 **In control:** Bay Area Headquarters Authority

On agenda: 3/27/2024 **Final action:**

Title: Fiscal Year (FY) 2023-24 Bay Area Headquarters Authority (BAHA) Statement of Revenues and Expenses for the Period Ended December 31, 2023 (Unaudited)

Sponsors:

Indexes:

Code sections:

Attachments: [2b_24-0197_BAHA_FY2023-24_December_Financials.pdf](#)
[2b_24-0197_BAHA_FY2023-24_December_Financials_Attachment_A.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Fiscal Year (FY) 2023-24 Bay Area Headquarters Authority (BAHA) Statement of Revenues and Expenses for the Period Ended December 31, 2023 (Unaudited)

Presenter:

Grace Martinez

Recommended Action:

Information

Bay Area Headquarters Authority

BAHA

March 27, 2024

Agenda Item 2b - 24-0197

Fiscal Year (FY) 2023-24 Bay Area Headquarters Authority (BAHA) Statement of Revenues and Expenses for the Period Ended December 31, 2023 (Unaudited)

Subject:

Statement of Revenues and Expenses for the Period Ended December 31, 2023 (unaudited).

Background:

In October 2011, BAHA acquired the office facility at 375 Beale Street, San Francisco, now named Bay Area Metro Center (BAMC). BAHA is responsible for the management, operation, and maintenance of BAMC, including sales (of condominium interest in BAMC) and leasing activity. Cushman & Wakefield of California, Inc. (C&W) was contracted by BAHA to provide the day-to-day property management services. Three agencies, MTC, Bay Area Air Quality Management District (BAAQMD), and Association of Bay Area Governments (ABAG) formed a condominium corporation and occupy levels six to eight of BAMC. Office space on levels one to five have been leased out to commercial tenants.

Operating Revenues:

BAHA's total operating revenues reached \$9.6 million as of December 31, 2023, an increase of \$511 thousand compared to the prior year-to-date actual. The common area and shared services assessment fees paid by the condominium owners increased by \$742 thousand, while the rental income decreased by \$229 thousand due to the expiration of a commercial lease contract..

Operating Expenses:

As of December 31, 2023, total operating expenses were \$6.7 million, which was \$449 thousand more than prior year-to-date actual. The increase was mainly due to increases in staff costs, computer services, and office supplies to bring updated information technology to the facility and for the preparation of employees' return to the office.

Non-operating Revenues and Expenses:

BAHA's total non-operating revenues were \$705 thousand, an increase of \$640 thousand from prior year-to-date actual. The increase was primarily due to the increase in interest income driven

by a higher interest rate environment in the current fiscal year.

Budget Updates:

FY 2023-24 total operating expenses are currently projected to be within budget. A more detailed budget to actual analysis will be provided at a later date.

Recommendations:

None. Information only.

Attachments:

Attachment A: BAHA Statement of Revenues and Expenses for the Period Ended December 31, 2023 (unaudited)



Andrew B. Fremier

BAY AREA HEADQUARTERS AUTHORITY (BAHA)

STATEMENT OF REVENUES AND EXPENSES

Fiscal Year 2024

For the Period Ended December 31, 2023

	CURRENT ACTUAL	PRIOR YEAR ACTUAL	\$ VARIANCE	% VARIANCE	APPROVED BUDGET	ANNUAL % OF BUDGET
OPERATING REVENUES						
Rental income	4,871,795	5,100,687	(228,892)	-4.5%	10,149,405	48.0%
Assessment fees	4,377,381	3,635,739	741,642	20.4%	8,754,762	50.0%
Other operating revenues	391,885	393,137	(1,253)	-0.3%	212,267	184.6%
TOTAL OPERATING REVENUES	9,641,061	9,129,564	511,497	5.6%	19,116,434	50.4%
OPERATING EXPENSES						
Salaries and benefits	748,579	660,999	87,580	13.2%	1,653,147	45.3%
Professional fees	239,930	254,626	(14,696)	-5.8%	1,150,306	20.9%
Repairs and maintenance	892,299	839,149	53,150	6.3%	2,274,531	39.2%
Property management service	260,178	263,687	(3,509)	-1.3%	554,447	46.9%
Insurance	213,923	212,318	1,605	0.8%	520,383	41.1%
Security	638,564	586,452	52,112	8.9%	1,844,613	34.6%
Cleaning service	853,558	805,478	48,080	6.0%	2,134,894	40.0%
Utilities	673,446	632,072	41,374	6.5%	1,327,350	50.7%
Computer maintenance and services	856,200	661,429	194,771	29.4%	2,629,658	32.6%
Supplies and equipment rental	42,808	29,034	13,774	47.4%	429,500	10.0%
Overhead	422,731	328,676	94,055	28.6%	826,574	51.1%
Other	826,113	945,758	(119,645)	-12.7%	2,271,929	36.4%
TOTAL OPERATING EXPENSES	6,668,330	6,219,679	448,651	7.2%	17,617,332	37.9%
OPERATING INCOME	2,972,731	2,909,885	62,846	2.2%	1,499,102	198.3%
NONOPERATING REVENUES (EXPENSES)						
Interest income	909,424	82,364	827,060	1004.2%	354,995	256.2%
Other nonoperating revenues	-	93,987	(93,987)	-100.0%	258,400	0.0%
Nonoperating expenses	(204,205)	(110,971)	(93,234)	84.0%	See Note*	-
TOTAL NONOPERATING REVENUES	705,219	65,380	639,840	978.7%	613,395	115.0%
NET SURPLUS before depreciation	3,677,950	2,975,265	702,686	23.6%	2,112,497	174.1%

* Non operating expenses are part of BAHA's Building Improvement Budget, available until expended. Life to date expenditures thru 12/31/2023 are \$2,678,625.