

Meeting Agenda

Board of Directors of 375 Beale Condominium Corporation

Board Members:

*Jack Broadbent, Therese W. McMillan, Andrew B. Fremier, and
Brad Paul*

Thursday, June 16, 2022

2:00 PM

REMOTE

The Board of Directors of 375 Beale Condominium Corporation is scheduled to meet on Thursday, June 16, 2022 at 2:00 p.m., in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding COVID-19 and in accordance with Assembly Bill 361's (Rivas) provisions allowing remote meetings, this meeting will be accessible via webcast, teleconference, and Zoom for all participants. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

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:

Attendee Link: <https://bayareametro.zoom.us/j/83529858582>

Or iPhone one-tap: US: +13462487799,,83529858582# or +12532158782,,83529858582#

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

+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or

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

Webinar ID: 835 2985 8582

International numbers available: <https://bayareametro.zoom.us/j/83529858582>

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "*9". In order to get the full Zoom experience, please make sure your application is up to date.

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 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.

1. Call Meeting to Order / Roll Call / Confirm Quorum

Four directors are named in the Articles of Incorporation. The presence of three will constitute a quorum.

2. [22-0819](#) Election of Board Officers

The Board will be asked to elect new board officers as a result of the vacancy created by the retirement of former BAAQMD Executive Officer/APCO Jack Broadbent.

Action: Board Approval

3. [22-0818](#) Minutes of the November 9, 2021 meeting

The Board will be asked to approve the minutes of the November 9, 2021 375 Beale Condominium Corporation Board meeting.

Action: Board Approval

Attachments: [3 - 22-0818 - Nov 9, 2021 Condo Board Minutes.pdf](#)

4. [22-0941](#) Resolution No. 002 Providing for Remote Meetings Pursuant to AB 361

The Board will be asked to adopt Resolution No. 002 Regarding Remote Meetings Pursuant to AB 361.

Action: Board Approval

Presenter: Kathleen Kane

Attachments: [4 - 22-0941 - Resolution-002 AB 361_375.pdf](#)

5. [22-0821](#) 375 Beale Condominium FY2022-23 Operating Budget and Increased Assessments

The Board will be asked to consider and approve the annual operating budget and an increase to the common expense assessments for the FY 2022-23 fiscal year.

Action: Board Approval

Presenter: Derek Hansel

Attachments: [5 - 22-0821 - FY2022-23 Operating Budget and Increased Assessments.pdf](#)

6. [22-0823](#) Building Operations and Project Report

The Board will receive a report on current building operations, and improvement projects.

Action: Information

Presenter: Denise Rodrigues and Ebony Horace

Attachments: [6 - 22-0823 - Building Operations and Project Report.pdf](#)

7. Public Comment / Other Business

8. Adjournment / Next Meeting

The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.

Public Comment: The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee 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 Committee 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: Committee 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 Título 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 Committee 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 Committee. Actions recommended by staff are subject to change by the Committee.

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	22-0819	Version:	1	Name:	
Type:	Action Item	Status:		Committee Approval	
File created:	4/15/2022	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/13/2022	Final action:			
Title:	Election of Board Officers				

The Board will be asked to elect new board officers as a result of the vacancy created by the retirement of former BAAQMD Executive Officer/APCO Jack Broadbent.

Sponsors:**Indexes:****Code sections:****Attachments:**

Date	Ver.	Action By	Action	Result
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Subject:

Election of Board Officers

The Board will be asked to elect new board officers as a result of the vacancy created by the retirement of former BAAQMD Executive Officer/APCO Jack Broadbent.

Recommended Action:

Board Approval

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	22-0818	Version:	1	Name:	
Type:	Minutes	Status:		Committee Approval	
File created:	4/15/2022	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/13/2022	Final action:			
Title:	Minutes of the November 9, 2021 meeting				

The Board will be asked to approve the minutes of the November 9, 2021 375 Beale Condominium Corporation Board meeting.

Sponsors:**Indexes:****Code sections:**

Attachments: [3 - 22-0818 - Nov 9, 2021 Condo Board Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Minutes of the November 9, 2021 meeting

The Board will be asked to approve the minutes of the November 9, 2021 375 Beale Condominium Corporation Board meeting.

Recommended Action:

Board Approval



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

Meeting Minutes

Board of Directors of 375 Beale Condominium Corporation

Board Members:

*Jack Broadbent, Therese W. McMillan, Andrew B. Fremier, and
Brad Paul*

Tuesday, November 9, 2021

3:00 PM

REMOTE

Call Meeting to Order

1. Roll Call / Confirm Quorum

Present: 4 - Chair Broadbent, Board Member McMillan, Board Member Fremier, and Board Member Paul

2. [21-0931](#) Minutes of the June 14, 2021 meeting

The Board was asked to approve the Minutes of the June 14, 2021 375 Beale Condominium Corporation Board meeting.

Action: Board Approval

Upon the motion by Board Member McMillan and seconded by Board Member Fremier, the Minutes of the June 14, 2021 meeting were unanimously approved by the following vote:

Aye: 4 - Chair Broadbent, Board Member McMillan, Board Member Fremier and Board Member Paul

3. [21-0932](#) 375 Beale Condominium Corporation Financial Statements for FY 2020-21 Fourth Quarter

The Board was asked to consider and approve the 375 Beale Condo Financial Statements for FY 2020-21 Fourth Quarter ending June 30, 2020.

Action: Board Approval

Presenter: Brian Mayhew

4. [21-1383](#) FY 2020-21 375 Beale Condominium Corporation Audit Results and Required Communications

Action: Board Approval

Presenter: Kathy Lai

Upon the motion by Board Member Fremier and seconded by Board Member Paul, the Board unanimously approved the FY 2020-21 375 Beale Condominium Corporation Audit Results and Required Communications. The motion carried by the following vote:

Aye: 4 - Chair Broadbent, Board Member McMillan, Board Member Fremier and Board Member Paul

5. [21-0935](#) Building Operations and Project Report

The Board received a report on current building operations, and improvement projects.

Action: Information

Presenter: Denise Rodrigues and Ebony Horace

6. [21-1484](#) Resolution No. 001 Providing for Remote Meetings Pursuant to AB 361

The Board was asked to consider and adopt Resolution No. 001 Regarding Remote Meetings Pursuant to AB 361.

Action: Committee Approval

Presenter: Kathleen Kane

Upon the motion by Board Member Fremier and seconded by Board Member McMillan, the Board unanimously adopted Resolution No. 001. The motion carried by the following vote:

Aye: 4 - Chair Broadbent, Board Member McMillan, Board Member Fremier and Board Member Paul

7. [21-1505](#) ABAG Office Space Acquisition Proposal

The Board received a proposal on the redistribution of the existing ABAG floor space, eliminating assigned staff component and assigning a one-third ownership of the common building area.

Action: Information

Presenter: Brian Mayhew

8. Public Comment / Other Business

9. Adjournment / Next Meeting

The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.

Metropolitan Transportation Commission

Legislation Details (With Text)

File #: 22-0941 **Version:** 1 **Name:**

Type: Resolution **Status:** Committee Approval

File created: 5/4/2022 **In control:** Board of Directors of 375 Beale Condominium Corporation

On agenda: 6/13/2022 **Final action:**

Title: Resolution No. 002 Providing for Remote Meetings Pursuant to AB 361

The Board will be asked to adopt Resolution No. 002 Regarding Remote Meetings Pursuant to AB 361.

Sponsors:**Indexes:****Code sections:****Attachments:** [4 - 22-0941 - Resolution-002 AB 361 375.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Resolution No. 002 Providing for Remote Meetings Pursuant to AB 361

The Board will be asked to adopt Resolution No. 002 Regarding Remote Meetings Pursuant to AB 361.

Presenter:

Kathleen Kane

Recommended Action:

Board Approval

375 Beale Condominium Corporation

June 16, 2022

Agenda Item 4 - 22-0941

375 Beale Condominium Corporation Resolution No. 002 Providing for Remote Meetings Pursuant to AB 361

Subject:

Approval of 375 Beale Condominium Corporation Resolution No. 002 Regarding Remote Meetings Pursuant to AB 361

Background:

AB 361, provides for continuing availability of remote meetings during the pandemic-related state of emergency in California. In order to invoke this option, governing boards of Brown Act bodies, or their authorized designated committees must make certain findings in support of remote meetings within 30 days of the first meeting occurring after October 1, 2021, and every 30 days thereafter. Attached for your review and approval is a resolution invoking AB 361 and providing for remote meetings prospectively for 30 days following the 375 Beale Condominium Corporation's action.

Issues:

Findings in support of Resolution No. 002 are found in the attached. Given the continuing state of public health emergency and the improved public access afforded by holding public meetings of regional bodies in a virtual setting, the resolution under AB 361 is supportable.

Recommended Action:

The 375 Beale Condominium Corporation is requested to adopt Resolution No. 002, authorizing its committees and related entities, to meet remotely pursuant to the provisions of AB 361.

Attachments:

- Attachment A: 375 Beale Condominium Corporation Resolution No. 002



Therese W. McMillan

Date: June 16, 2022
Referred by: 375 Beale Condo. Corp.

ABSTRACT
Resolution No. 002

This resolution makes findings pursuant to AB 361 to continue virtual public meetings for the 375 Beale Condominium Corporation, its related entities and committees during the COVID-19 State of Emergency

Further discussion of this subject is contained in the 375 Beale Condominium Corporation Summary Sheet dated June 13, 2022.

Date: June 16, 2022
Referred by: 375 Beale Condo. Corp.

RE: Findings Pursuant to AB 361 to Continue Virtual Public Meetings for the 375 Beale Condominium Board, With its Related Entities and Committees, During the COVID-19 State of Emergency

375 BEALE CONDOMINIUM CORPORATION

Resolution No. 002

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency, as defined under the California Emergency Services Act, due to the COVID-19 pandemic; and

WHEREAS, the State of Emergency remains in effect; and

WHEREAS, beginning in March 2020, the Governor's Executive Order N-29-20 suspended Brown Act requirements related to teleconferencing during the COVID-19 pandemic provided that notice, accessibility, and other requirements were met, and the public was allowed to observe and address the legislative body at the meeting; and

WHEREAS, Executive Order N-08-21 extended the previous order until September 30, 2021; and

WHEREAS, the 375 Beale Condominium Corporation and its related entities and committees have conducted their meetings virtually, as authorized by the Executive Order, since March 17, 2020; and

WHEREAS, on September 16, 2021, the Governor signed into law AB 361, an urgency measure effective upon adoption, that provides flexibility to government bodies, allowing them to meet virtually without conforming to the Brown Act teleconferencing rules if: (i) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; (ii) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of

determining, by majority vote, whether, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or (iii) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, the San Francisco Public Health Department continues to recommend and/or require measures to promote social distancing in combination with other safety precautions when activities occur in shared indoor spaces to mitigate the risk of COVID-19 transmission; and

WHEREAS, recently, multiple COVID-19 variants have surged in the United States and are believed by medical experts to be more contagious than previous variants, and data has shown these variants have increased transmissibility even among some vaccinated people; and

WHEREAS, due to uncertainty and concerns about recent COVID-19 variants and current conditions, many workplaces that had announced a return to regular in-person operations have pushed back the full return date; and

WHEREAS, virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities; and

WHEREAS, given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees;

NOW, THEREFORE, BE IT RESOLVED, that the 375 Beale Condominium Corporation hereby determines that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees; and be it further

RESOLVED, that in accordance with AB 361, based on the findings and determinations herein, meetings of 375 Beale Condo Corporation, its related entities and its committees will be held virtually, with Brown Act teleconferencing rules suspended; and be it further

RESOLVED, that this resolution shall be effective upon adoption and remain in effect for 30 days after the first meeting held in accordance with AB 361.

375 BEALE CONDOMINIUM CORPORATION

_____, President

The above resolution was approved by the 375 Beale Condominium Corporation at a regular meeting of the 375 Beale Condominium Corporation held in San Francisco, CA and at other remote locations, on June 16, 2022.

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	22-0821	Version:	1	Name:	
Type:	Action Item	Status:		Committee Approval	
File created:	4/15/2022	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/13/2022	Final action:			
Title:	375 Beale Condominium FY2022-23 Operating Budget and Increased Assessments				

The Board will be asked to consider and approve the annual operating budget and an increase to the common expense assessments for the FY 2022-23 fiscal year.

Sponsors:**Indexes:****Code sections:****Attachments:** [5 - 22-0821 - FY2022-23 Operating Budget and Increased Assessments.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

375 Beale Condominium FY2022-23 Operating Budget and Increased Assessments

The Board will be asked to consider and approve the annual operating budget and an increase to the common expense assessments for the FY 2022-23 fiscal year.

Presenter:

Derek Hansel

Recommended Action:

Board Approval

375 Beale Condominium Corporation

June 16, 2022

Agenda Item 5 - 22-0821

FY 2022-23 Operating Budget

Background:

Attached for your review and approval is the proposed FY 2022-23 Operating Budget for the 375 Beale Condominium Corporation (Condo). The proposed budget is \$7.3 million. Costs are broken down into Common Area and Shared Services. The Budget is balanced as proposed.

Common Area:

The major components of Common Area expense are security, janitorial services, utilities, administration, and repair and maintenance services. In FY 2022-23, total assessment for Common Area expense is proposed to be \$4.1 million, an increase of \$75,000 or 2%. The proposed increase is mainly due to additional costs associated with security services, utilities and repairs and maintenance, offset by decreases in janitorial services and insurance.

Shared Services:

The assessment for shared services covers staff costs, Information Technology (IT) services, office supplies and other expenses shared among the three unit owners. In FY 2022-23, the proposed assessment fee is \$3.2 million, an increase of \$885,000 or 38.5%. The proposed increase is the result of increases in staffing, benefits, and related overhead, and estimated furniture and equipment cost for shared conference rooms to better facilitate a hybrid workspace. The staffing increases more appropriately reflect the time spent by staff in support of board and committee meetings, especially in our current hybrid format.

Assessment Calculation:

The assessment is split amongst the Bay Area Headquarters Authority (BAHA), the Association of Bay Area Governments (ABAG), and the Bay Area Air Quality Management District (BAAQMD) predicated on the Total Agency Space Rentable Square Feet (RSF) table in Exhibit B of the Condo's Declaration of Covenants, Conditions and Restrictions (CC&Rs). The detailed breakdown of the calculation is attached.

375 Beale Condominium Board
June 16, 2022
Page 2 of 2

Agenda Item 5 - 22-0821

As provided in the CC&Rs, ABAG's FY 2022-23 assessment is capped at \$385,999. BAHA is responsible for that portion of ABAG's assessment that would be in excess of this cap.

If you have any questions about this report, please contact Derek Hansel at 415-778-6730.

Recommendation:

Staff recommends that the Board approve the attached Operating Budget for FY 2022-23.

Attachment:

Attachment A - FY 2022-23 375 Beale Condominium Corporation Operating Budget

DocuSigned by:

Derek Hansel

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Derek Hansel

375 Beale Condominium Corporation
FY 2022-23 Operating Budget

Attachment A
Page 1 of 3

Adopted FY 2021-22	Proposed FY 2022-23	Change % Increase/(Decrease)	Change \$ Increase/(Decrease)
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Revenue:

Assessment Fee				
Common Area				
Bay Area Air Quality Management District (BAAQMD)	\$ 1,822,001	\$ 1,856,236	1.9%	\$ 34,235
Association of Bay Area Governments (ABAG)	159,207	98,432	-38.2%	(60,775)
Metropolitan Transportation Commission (MTC)	2,033,778	2,135,761	5.0%	101,983
Total Common Area	4,014,986	4,090,429	1.9%	75,443
Shared Services				
BAAQMD	1,042,100	1,443,560	38.5%	401,460
ABAG	207,593	287,567	38.5%	79,974
MTC	1,046,692	1,449,922	38.5%	403,230
Total Shared Services	2,296,385	3,181,049	38.5%	884,664
Total Revenue	\$ 6,311,371	\$ 7,271,478	15.2%	\$ 960,107

Expense:

Salaries and Benefits	\$ 601,749	\$ 1,094,366	81.9%	\$ 492,617
Overhead	301,236	509,683	69.2%	208,447
Postage Meter and Direct TV	6,500	10,000	53.8%	3,500
Supplies	137,000	137,000	0.0%	-
Contractual Services	4,079,986	4,150,929	1.7%	70,943
Information Technology (IT) Licenses/Maintenance	1,029,900	984,500	-4.4%	(45,400)
Other/Miscellaneous	155,000	385,000	148.4%	230,000
Total Expense	\$ 6,311,371	\$ 7,271,478	15.2%	\$ 960,107

	Adopted FY 2021-22	Proposed FY 2022-23	Change % Increase/(Decrease)	Change \$ Increase/(Decrease)
Common Area Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 1,822,001	\$ 1,856,236	1.9%	\$ 34,235
Assessment fee - ABAG	159,207	98,432	-38.2%	(60,775)
Assessment fee - MTC	2,033,778	2,135,761	5.0%	101,983
Total Operating Revenue	4,014,986	4,090,429	1.9%	75,443
Operating Expenses:				
Cleaning	1,127,103	1,076,710	-4.5%	(50,393)
Repairs and Maintenance	867,352	915,628	5.6%	48,276
Utilities	706,792	735,246	4.0%	28,454
Landscape (Grounds)	39,514	40,949	3.6%	1,435
Security	566,681	654,349	15.5%	87,668
Administrative	496,193	504,333	1.6%	8,140
Taxes/Licenses/Permits	25,024	25,841	3.3%	817
Insurance	186,327	137,373	-26.3%	(48,954)
Total Operating Expenses	4,014,986	4,090,429	1.9%	75,443
Total Operating Gain/(Loss)	\$ -	\$ -		
Shared Service Operation Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 1,042,100	\$ 1,443,560	38.5%	\$ 401,460
Assessment fee - ABAG	207,593	287,567	38.5%	79,974
Assessment fee - MTC	1,046,692	1,449,922	38.5%	403,230
Total Operating Revenue	2,296,385	3,181,049	38.5%	884,664
Operating Expenses:				
Salaries and Benefits	601,749	1,094,366	81.9%	492,617
Overhead	301,236	509,683	69.2%	208,447
Audit/Tax Preparation	65,000	60,500	-6.9%	(4,500)
Comcast/Direct TV	6,500	10,000	53.8%	3,500
Office Supplies	97,000	97,000	0.0%	-
Safety Equipment (automated external defibrillators (AEDs), First Aid Kits)	40,000	40,000	0.0%	-
Information Technology (IT) Licenses/Maintenance	1,029,900	984,500	-4.4%	(45,400)
Catering	80,000	105,000	31.3%	25,000
Special Event Setups	25,000	30,000	20.0%	5,000
Other Expenses	50,000	250,000	400.0%	200,000
Total Operating Expenses	2,296,385	3,181,049	38.5%	884,664
Total Operating Gain/(Loss)	\$ -	\$ -		

Distribution of Condo Area Fees**FY 2022-23**

	Common Area	Shared Services	Total
BAAQMD	\$ 1,856,236	\$ 1,443,560	\$ 3,299,796
ABAG	98,432	287,567	385,999 *
BATA/MTC	2,135,761	1,449,922	3,585,683
Total	<u>\$ 4,090,429</u>	<u>\$ 3,181,049</u>	<u>\$ 7,271,478</u>

FY 2021-22

	Common Area	Shared Services	Total
BAAQMD	\$ 1,822,001	\$ 1,042,100	\$ 2,864,101
ABAG	159,207	207,593	366,800
BATA/MTC	2,033,778	1,046,692	3,080,470
Total	<u>\$ 4,014,986</u>	<u>\$ 2,296,385</u>	<u>\$ 6,311,371</u>

Diff

BAAQMD	\$ 34,235	\$ 401,460	\$ 435,695
ABAG	(60,775)	79,974	19,199
BATA/MTC	101,983	403,230	505,213
Total	<u>\$ 75,443</u>	<u>\$ 884,664</u>	<u>\$ 960,107</u>

* Max ABAG assessment fee for FY 2022-23 is \$385,999 based on CC&R Section 2.01(h)(6). Per MTC Commission approval on December 15, 2021, ABAG shared services are paid by MTC and ABAG will pay all Common Area assessments.

	RSF	
MTC/BATA	96,257	45.58%
BAAQMD	95,834	45.38%
ABAG	19,091	9.04%
375 Condo Sq. Ft	211,182 **	42.67%
Total CC&R Sq. Ft.	494,956	57.33%

** Agency Space RSF from CC&R Exhibit B and 15,600 RSF for 1st floor

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	22-0823	Version:	1	Name:	
Type:	Report	Status:		Informational	
File created:	4/15/2022	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/13/2022	Final action:			
Title:	Building Operations and Project Report				

The Board will receive a report on current building operations, and improvement projects.

Sponsors:

Indexes:

Code sections:

Attachments: [6 - 22-0823 - Building Operations and Project Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Building Operations and Project Report

The Board will receive a report on current building operations, and improvement projects.

Presenter:

Denise Rodrigues and Ebony Horace

Recommended Action:

Information

375 Beale Condominium Corporation

June 16, 2022

Agenda Item 6 - 22- 0823

Building Operations and Projects Report

Background:

The Bay Area Headquarters Authority (BAHA) is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016, confer upon the Facility Operator all powers, duties, and responsibilities for the day-to-day operation, management, and maintenance of the Common Area and the Jointly Used Space (as defined in the CC&Rs). This includes implementing adopted rules; preparing and implementing the approved budgets; maintaining the accounting records; contracting service providers; and collecting and depositing authorized assessments.

Cushman & Wakefield (CW):

CW assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under its contract with BAHA, CW is responsible for a full range of services including, but not limited to:

- Developing a plan for the management and operations of the facility (including parking).
- Providing for the operation and maintenance of building equipment and systems.
- Maintaining an on-site business office and being available 24 hours, 7 days a week for owner and tenant issues.
- Developing and maintaining the annual operating and capital budgets.
- Completing financial accounting including the collection and reporting of all revenues received.

Bay Area Metro Center (BAMC) Activities:

In this report, we advise you of scheduled activities and shared services utilization since the November 9, 2021, Board meeting.

Continued Response to COVID-19 Pandemic

- On June 11, 2021, the San Francisco Department of Public Health (SFPDH) Health Order issued the Safer Return Together Health Order (“Order”).

- The Order has been updated several times since its issuance to respond to the ever-changing Pandemic and by March 2022 all masking, symptom check and social distancing requirements had been lifted. In response to the lifting of those requirements BAMC implemented changes to visitor and tenant guidelines included in Attachment A: Reopening Safely at 375 Beale, which encourage all visitors and occupants to continue to abide by strongly recommended preventative measures that are respectful of individual needs—staying home when sick; respecting without judgment those that want to continue to wear masks; and/or maintaining safe distance, etc.
- Based on the ongoing Orders, CW has implemented a variety of cost saving measures. In Fiscal Year 20/21 CW saved approximately \$353,721 for building operations and \$115,458 for agency expenses. For FY 21/22, CW has continued reducing costs where possible and to this FY has saved approximately \$81,523.00 for building operations and \$135,092.00 for agency related expenses.
- If necessary, staff will implement new measures to respond to the Pandemic and communicate those changes to tenants and agency staff.

Shared Services

As guidance around the Pandemic has been fluid and all the agencies and several tenants in the building have adopted Hybrid Work policies most employees that work within BAMC continue to primarily work remotely.

To accommodate the hybrid environment and to support the increased public participation achieved while meetings were 100% virtual, all public agency Board, Commission and Committee meetings normally held on Level 1 are now being held as Hybrid meetings. This will allow Board Members, staff, and members of the public to attend in person or virtually.

If a public meeting cannot be held on Level 1, it will continue to be 100% virtual, because currently BAHA cannot support Hybrid meetings from other locations throughout the building.

Since the last Board meeting BAMC served as the venue for four American Red Cross blood drives.

Utilization reports for Shared Services activities since the last Board meeting are attached as follows:

- Attachment B: BAMC Visitors, Parking and Other Service Requests
- Attachment C: Room Reservations for Agency Meetings at 375 Beale

Security Update

There have been no notable incidents since the last Board meeting. Based on recent local and regional circumstances to protect the safety of all occupants and guests at the BAMC staff is working with CW to have a security screening system installed at the Beale Street entrance to the building. Until that system is installed BAMC will be requiring all participants in public meetings held on Level 1 to be screened prior to their entering the meeting to ensure that all meeting participants are as safe as possible.

BAHA and CW staff continue to review and determine what additional security measures should be implemented, those recommendations will be provided to this Board.

Projects

1st Floor Reconfigurations

BAHA is progressing with design related to optimizing the usable space in the 1st Floor Yerba Buena and Ohlone conference rooms and the adjacent warming kitchen. The architect continues to work on the Architectural, Mechanical, Electrical, and Plumbing (MEP) permit drawings for the conference room and warming kitchen expansion. BAHA staff have also begun discussions about how to approach design related to integrating existing AV systems in the multipurpose rooms, Board Room, and Temazcal conference room.

LED Lighting Upgrade for 1st Floor Meeting Rooms

The Board, Yerba Buena, and Ohlone Rooms were previously lit by a combination of linear florescent fixtures and LED down lights. Those fixtures consisted of electrical ballasts and florescent tubes, which had begun to fail in large numbers and were costly to replace. To mitigate issues with lighting in these rooms and avoid having to repeatedly purchase costly

replacement materials, the fixtures in the Board, Yerba Buena, and Ohlone Rooms have been replaced with LED lighting.

Agency Floor Space Planning

BAHA entered into a contract with TEF Architecture & Interior Design, Inc. (TEF) for design and other related project management design services to assist BAHA in determining how the agency space within BAMC may evolve with the changing needs related to a hybrid work environment. That work was expanded in April to allow for a review of the individual agency spaces as well. Under the expanded contract, TEF will provide in depth research to determine what types of space changes would benefit the agency occupants and their experience in the building. Staff will provide updates on this work at future a Board meeting.

375 Beale Street Community/Event Space(s), and Café

BAAQMD and MTC staff will develop and finalize the operating rules and procedures for the Temazcal space and present them to this Condominium Board in FY 22/23.

Parking Feasibility Study

CW staff have initiated a parking feasibility study to review BAMC's current parking rates and standing in comparison to current market rates in the downtown San Francisco area. This study will include a review of parking behavior, leasing and CC&R commitments and parking stall availability. BAHA will present recommendations for operational restructure at a future Board Meeting.

Building Floor Measurement Recalculation

CW staff has initiated a Request For Proposal (RFP) to obtain an architect to update and revise the existing floor measurement calculations for floors 1-8. The current measurements that used BOMA Method A 2010 are outdated. Under the revised process the selected architect will update BOMA calculations to the most recent - 2017/2019 – standards and adjust load factions and provide updated Rentable Square Footage (RSF) for the entire building including amenity areas.

Hybrid Space Visioning Project between BAHA, BAAQMD and BCDC

In January 2022, BAHA began the project to determine how the MTC employee and shared spaces on Level's 5 through 8 within BAMC may evolve with the changing needs brought on by recently adopted Hybrid policies that may lead to efficiencies and opportunities to enhance the current experience of the building. In April 2022, that project was expanded to include information on the BAAQMD and BCDC employee spaces. This expanded Regional Agency Project will be done through a collaborative process that includes meetings, visioning, interviews, surveys, and a workshop on the BAAQMD and BCDC employee spaces with staff from BAHA/MTC, BAAQMD, and BCDC.

The result of the Regional Agency Project will result in a written report that can be used by BAHA, BAAQMD and BCDC to determine what types of changes would benefit the Regional Agency occupants experience in the agency and shared spaces while working within BAMC.

Attachments:

- Attachment A: Reopening Safely at 375 Beale
- Attachment B: BAMC Visitors, Parking and Other Service Requests
- Attachment C: Room Reservations for Agency Meetings at 375 Beale

Denise Rodrigues

Denise Rodrigues



BAY
AREA
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CENTER

Attachment A

A SAFER RETURN TOGETHER AT 375 BEALE

Presented by: Ebony Horace, Sr. Property Manager



This presentation outlines changes made to the Social Distancing Impacts at 375 Beale in order to have a **Safer Return Together (pursuant to Order C19-07y_updated April 21, 2022)**. Our primary goal is to provide a healthy workplace for all individuals that enter the Bay Area Metro Center.

1. Current Health Order Requirements - REVIEW

2. Building Entrances

3. Lobby & Security Desk

4. Management Office

5. Elevators

6. Service Elevator & Mail Room

7. Amenities – Wellness Room / Cove

8. Amenities – Shower Rooms / Bicycle Rack Area

9. Common Areas – Indoor & Outdoor Seating

10. Common Areas – Hallways & Stairways

11. Common Areas – Restrooms

12. Parking Structure and Loading Zone

13. Conference rooms and meeting spaces

14. Common Areas – Shared Pantries

15. Occupant Spaces

16. Janitorial Cleaning Specifications and Preparations

17. Visitor and Contractor Management

18. Questions, Comments & Next Steps

CURRENT HEALTH ORDER REQUIREMENTS

Order No. C19-07y(updated) went into effect on April 21, 2022



• Social Distancing Protocols / Health Safety Plan

- No Longer Required.

• Mandatory Reporting Requirements

- Must report within 48 hours of being tested positive to Building Management.
- 3 or more cases within a 2 week period.

• Required Signage <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- Get vaccinated; stay home if sick; wear a mask for added protection, maximize fresh air.
- Reporting Violations to 3-1-1.

• Ventilation Guidance

- All Businesses and governmental entities with indoor operations are urged to review the Ventilation Guidelines and implement ventilation strategies for indoor operations as feasible.

• Face Coverings

Effective March 23, 2022, Well-Fitted Masks will no longer be required inside all common areas of the Bay Area Metro Center (“the building”) however Well-Fitted Masks are strongly recommended, especially for unvaccinated people. Well-Fitted Masks are the safest choice in indoor public settings and in crowded or poorly ventilated spaces. People can choose to wear Well-Fitted Masks around others whether it’s required or not for added protection. People should respect others’ choices around their health.

BUILDING ENTRANCES



- **Beale Lobby Entrance doors** will continue to be used as the sole and primary entrance into the building to assist with security measures and reduce the number of frequently touched areas. A “well-fitted” mask is highly recommended to be worn prior to entering the building and in all common areas.
- **Rincon Entrance doors** will continue to remain locked and be used as an exit route only to help with flow of traffic as occupants increasingly return back to the building.
- **Harrison Entrance door** will be fully accessible M-F from 7am-7pm. Security badges will be verified upon entering. This location will be the sole entrance for bicycle riders.
- **The Building Concierge** will complete badge verification checks upon entering the building.
- **Hand Sanitizer stations** – will remain at each lobby entrance (Beale, Harrison, Rincon).

LOBBY & SECURITY DESK



- **Signage** will remain in lobby and elevator banks to remind occupants of the recommended face covering requirements and encourage safe best practices while in the building.
- **Janitorial** will continue addressing all high touch areas including door handles, security desk console, restrooms and elevator buttons.
- **Hand Sanitizer stations** – located at the Beale and Rincon entrances.

MANAGEMENT OFFICE



Management Office will continue to remain closed to visitors. Virtual Meetings or Conference Calls will be done as needed with building occupants.

To schedule an appointment please contact Building Management at 628-220-2080 or 375bealest@cushwake.com.

Masks are required prior to entry.

ELEVATORS



- **Security** will be stationed at elevators to push call buttons and monitor the flow of traffic and direct others toward Stair 2 to reduce crowding and direct an upward flow of traffic.
- **Each elevator** to be designated up to 4 persons during peak travel.
- **Hand Sanitizer Station** located at 1st floor elevator lobby.
- **Face coverings** recommended while inside cab.

SERVICE ELEVATOR & MAIL ROOM



- **Due to the usage** of the service elevator, this elevator will continue to be set in Angus to **reserved only** for contractors, occupants and vendors traveling with carts. Security will need to be contacted to assist when needed.
- **Face coverings** recommended at all times in these areas.

AMENITIES – WELLNESS CENTER

- COVE

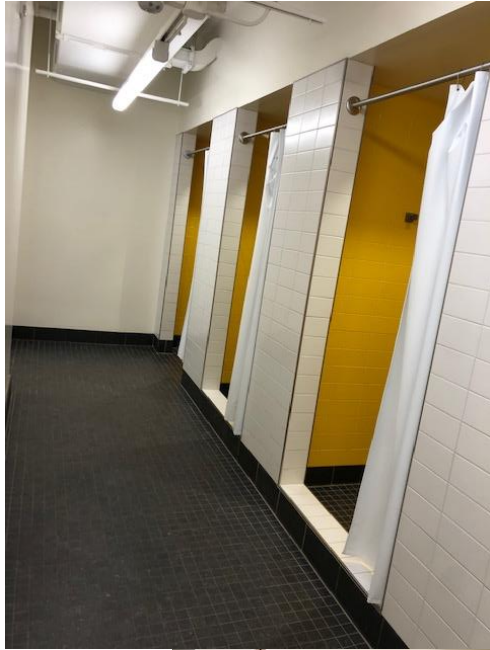


OPEN FOR RESERVATION ONLY

Please contact meetings@bayareametro.gov.

- **Used on Reserved basis** only to control maximum capacity of this room. Badge access limited to users on a case by case scenario.
- **Addition of a liability notice** on front door stating gym use at your own risk.
- **Signage** to encourage cleanliness and social distancing.
- **Face coverings** recommended at all times in this area.

AMENITIES – SHOWER ROOMS AND BICYCLE RACK AREA



OPEN FOR USE

- **Signage** to encourage cleanliness of personal belongings. Reminders are posted inside lockers that personal belongings should not be left overnight.
- **Liability notices are posted** on shower room and bike rack area to use at your own risk.
- **Janitorial services** will continue to replenish supplies in restrooms throughout the day, disinfect all frequently touched areas and disposal of trash. Nightly service will include enhanced cleaning service and disinfecting of all areas to include shower curtains being cleaned nightly. Will continue to wipe down each bike rack to frequently touched areas nightly.
- **Face coverings** recommended at all times in these areas.

COMMON AREAS – INDOOR & OUTDOOR SEATING



- **Benches** and **commonly shared seating** areas open for use.
- **Seat cushions outside** will not be provided until further notice.



COMMON AREAS – HALLWAYS & STAIRWELLS



- We encourage all occupants to social distance when necessary to minimize congregating in the hallways and stairwells.
- **Signage** indicating to practice social distancing and no breaks or lunches in these areas.
- **Face coverings** recommended at all times in this area.

COMMON AREAS – RESTROOMS



- **Doors will continue to be propped open** to reduce frequently touched areas.
- **Hand sanitizer dispensers are located** outside of restroom doors for door opening.
- **Face coverings** recommended at all times in these areas.

PARKING STRUCTURE AND LOADING ZONE



- **Face Coverings** will be recommended inside the garage at all times.
- **Signage** directing occupants towards using Beale entrance only to gain access into the building and not back hallway by freight elevator. This reduces the amount of frequently touched areas and assist with path of travel. Double doors next to freight elevator will be used to exit the building to enter into the garage or retrieve mail from L1 only.
- **Hand Sanitizer stations** – will be placed inside both Harrison and Beale garage.

CONFERENCE ROOMS AND MEETING SPACES



- **Virtual Meetings** encouraged to be held whenever possible.
- **Hybrid Brown Act Public Meetings** 1st floor will have a dedicated officer to verify badge for current occupants and Board Commissioners and also wand members of the public prior to entry.
- **Face coverings** are recommended to be worn in these areas at all times.

COMMON AREA – SHARED PANTRY SPACES



- **Shared Common Area Pantries** open floors 5-8 with Coffee and Tea service.
- **Additional signage** promoting COVID best practices and proper handwashing at kitchen sink areas with additional signs recommending that equipment be wiped down before and after each use.

Please visit <https://sf.gov/outreach-toolkit-coronavirus-covid-19> for other required signage from SFPD.

OCCUPANT SPACES



- **Continue to Implement a FREE and CLEAR desk policy** – to keep desk free and clear from any personal belongings or paperwork each night so that the night janitorial team can fully wipe down each surface thoroughly.
- Tenants are **REQUIRED** to follow the San Francisco County and Cal/OSHA guidelines for best business practices.

JANITORIAL CLEANING SPECIFICATIONS

High-touch points will continue to be cleaned throughout the building at higher disinfecting levels.

- **Doors:** Wipe knobs often and place hand sanitizer near entrances/exits.
- **Stair railings:** Wipe and clean these surfaces at least daily.
- **Elevator buttons:** Sanitize hands and place hand sanitizer in high-traffic areas.
- **Conference tables:** Wipe tables, phones, etc. before each meeting.
- **Lobby areas:** Wipe hard surfaces and provide hand sanitizer for guests.
- **Copy stations:** Sanitize or wash hands when using common office machines.
- **Water cooler/kitchen space:** Wipe all surfaces, even if they appear to be clean.
- **Reception:** Provide hand sanitizer in public or common areas.
- **Bike Racks:** Place hand sanitizer near high-use items such as this.

Night cleaning services have been enhanced with a specialized cleanser which is used on nightly basis inside occupant spaces. For additional details, please contact Building Management.

VISITOR AND CONTRACTOR MANAGEMENT – (NON-BUILDING BADGE HOLDERS)

CONTRACTORS:

- All Contractors are requested to be pre-registered in the Angus System in advance as a “Vendor Access” work order ticket to assist with expedited access. [A certificate of insurance \(COI\) must also be verified and approved in advance of their visit by Building Management.](#)
- The pre-screening form **will no longer be required** upon check-in.

SCHEDULED VISITORS:

- Visitors **are requested to be pre-registered** in the Angus System in advance as a “Visitor Request” for expedited access to their destination.

UNSCHEDULED VISITORS:

- Visitors who are **NOT** pre-registered in advance will require the security team to contact the designated Facility Contact for each occupant space as necessary for final authorization and approval. “ *Must be done with an authorized Facility Contact.*”

NEW HIRES:

- **Must** be pre-registered in advance in Angus as a “Visitor Request”.



QUESTIONS, COMMENTS & NEXT STEPS

Attachment B, BAMC Visitors, Parking & Other Service Requests

Generated By: Ebony.Horace@cis.cushwake.com
May 11, 2022

Visitor Summary & Check-In Source

PARAMETERS

Period: Expected from October 1, 2021 to May 31, 2022

Property: Bay Area Metro Center

Building: Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Tenant	EXPECTED VISITORS	PRE-REGISTERED BY TENANT		Total		CHECKED IN VISITORS								CHECKED OUT VISITORS	
		#	%	#	%	Desktop		Touchscreen		Mobile		Kiosk		#	%
						#	%	#	%	#	%	#	%		
Bay Area Metro Center	604	392	65%	508	84%	439	86%	29	6%	0	0%	0	0%	196	39%
ABAG	3	0	0%	3	100%	3	100%	0	0%	0	0%	0	0%	2	67%
BAAQMD	169	87	51%	143	85%	123	86%	14	10%	0	0%	0	0%	48	34%
BAHA - Construction	12	0	0%	12	100%	12	100%	0	0%	0	0%	0	0%	10	83%
Bay Conservation and Development Commission (BCDC)	17	10	59%	13	76%	9	69%	4	31%	0	0%	0	0%	8	62%
MTC	403	295	73%	337	84%	292	87%	11	3%	0	0%	0	0%	128	38%
Grand Totals:	604	392	65%	508	84%	439	86%	29	6%	0	0%	0	0%	196	39%

Summary By Month

Generated By: Ebony.Horace@cis.cushwake.com May 11, 2022

PARAMETERS

Period: Received January 1, 2022 to December 31, 2022
Sorted By: Request Type
Property: Bay Area Metro Center
Building: Bay Area Metro Center
Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Bay Area Metro Center	29	34	54	64	29	0	0	0	0	0	0	0	210
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BOLO	-	-	-	1	-	-	-	-	-	-	-	-	1
Building Services	-	-	1	1	-	-	-	-	-	-	-	-	2
Cleaning	1	1	2	-	2	-	-	-	-	-	-	-	6
Dedicated Porter Service	-	-	-	2	-	-	-	-	-	-	-	-	2
Door Unlock Request	-	-	-	1	-	-	-	-	-	-	-	-	1
Electrical - Light Bulbs	1	-	-	2	1	-	-	-	-	-	-	-	4
Electrical Repair - Misc	-	3	-	2	-	-	-	-	-	-	-	-	5
HVAC - After Hours	-	-	1	2	-	-	-	-	-	-	-	-	3
HVAC - Too Cold	1	-	-	-	-	-	-	-	-	-	-	-	1
HVAC - Too Hot	-	-	-	2	1	-	-	-	-	-	-	-	3
Janitorial Supplies	-	-	-	2	4	-	-	-	-	-	-	-	6
Keys & Locks	1	1	5	6	1	-	-	-	-	-	-	-	14
Miscellaneous Repairs	-	2	2	-	1	-	-	-	-	-	-	-	5
Parking - Contract	-	-	-	1	-	-	-	-	-	-	-	-	1
Parking Inquiry	2	-	2	8	2	-	-	-	-	-	-	-	14
Patch and Paint	-	-	1	1	-	-	-	-	-	-	-	-	2
Plumbing	-	-	3	-	-	-	-	-	-	-	-	-	3
Repair/other	-	1	1	1	2	-	-	-	-	-	-	-	5
Replacement Access Card	2	1	-	5	1	-	-	-	-	-	-	-	9
Security - Special Event	-	-	2	6	5	-	-	-	-	-	-	-	13
Security Access Card	19	25	33	21	9	-	-	-	-	-	-	-	107
Trash/Recycling Removal	-	-	1	-	-	-	-	-	-	-	-	-	1

Summary By Month

Generated By: Ebony.Horace@cis.cushwake.com May 11, 2022

PARAMETERS

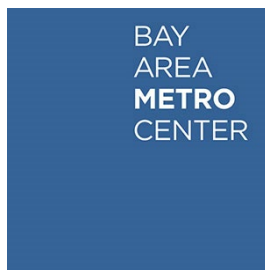
Period: Received January 1, 2022 to December 31, 2022
Sorted By: Tenant
Property: Bay Area Metro Center
Building: Bay Area Metro Center
Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Bay Area Metro Center	29	34	54	64	29	0	0	0	0	0	0	0	210
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BAAQMD	7	22	12	18	3	-	-	-	-	-	-	-	62
BAHA - Shared Services	1	-	3	9	3	-	-	-	-	-	-	-	16
Bay Conservation and Development Commission (BCDC)	1	2	13	3	4	-	-	-	-	-	-	-	23
MTC	20	10	26	34	19	-	-	-	-	-	-	-	109
Grand Totals	29	34	54	64	29	0	0	0	0	0	0	0	210

Summary By Month

Generated By: Ebony.Horace@cis.cushwake.com May 11, 2022

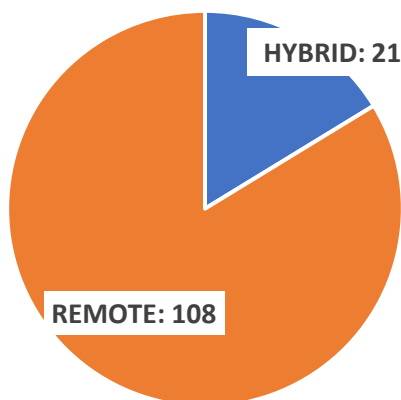
Bay Area Metro Center	29	34	54	64	29	0	0	0	0	0	0	0	210
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Vendor Access	2	-	-	-	-	-	-	-	-	-	-	-	2
Grand Totals	29	34	54	64	29	0	0	0	0	0	0	0	210



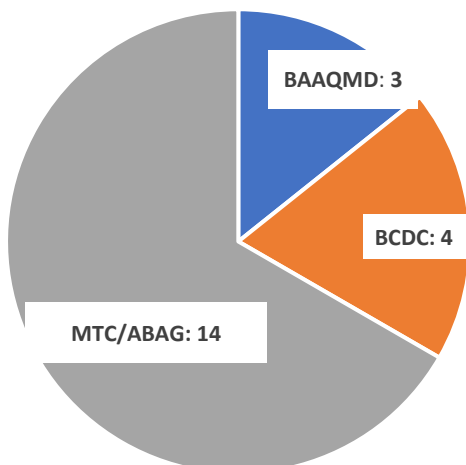
1st FLOOR PUBLIC MEETINGS

November 2021 – April 2022

PUBLIC AGENCY MEETINGS REMOTE & HYBRID



PUBLIC AGENCY HYBRID MEETINGS TOTAL: 21



PUBLIC AGENCY REMOTE MEETINGS TOTAL: 108

