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JACK BROADBENT

Executive Officer/APCO, Bay Area Air Quality Management District

THERESE W. MCMILLAN

Executive Director, Metropolitan Transportation Commisssion

ANDREW B. FREMIER

Deputy Executive Director,
Operations
Metropolitan
Transportation
Commission

BRAD PAUL

Deputy Executive Director, Local Government Services Metropolitan Transportation Commission

BOARD OF DIRECTORS OF 375 BEALE CONDOMINIUM CORPORATION May 30, 2019

Bay Area Metro Center 375 Beale Street, Redwood Conference Room #5150

10:00 a.m. – 11:00 a.m. WebEx Dial-in Number: (415) 655-0002

Access Code: 923 321 123##

Action

1. Roll Call / Confirm Quorum

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

2. Minutes of the November 26, 2018 meeting*

Approval

The Board will be asked to approve the minutes of the November 26, 2018 375 Beale Condominium Corporation Board meeting.

3. Election of Board Chair

Approval

The Board will be asked to elect a new Chair to fill the vacancy in that office created by the retirement of former MTC Executive Director Steve Heminger.

4. Chief Financial Officer's Reports*

Information

The Board will receive the 375 Beale Condo financial report for FY 2018-19 Third Quarter ending March 31, 2019.

5. Operating Budget and Assessments*

Approval

The Board will asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2019-20 fiscal year.

6. Building Operations and Project Report*

Information

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

- 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.

375 Beale Condominium Corporation May 30, 2019 Page 2 of 2

- * Staff report included in the packet
- ** Handout available at meeting

Public Comment: The public is encouraged to comment on agenda items at board meetings by completing a request-to-speak card (available from staff) and passing it to the board 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 board 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: Board meetings are recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at our offices by appointment. Audiocasts are maintained on MTC's Web site 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 Corporation. 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.

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Minutes of Meeting of Directors of 375 Beale Condominium Corporation on November 26, 2018

1. Quorum

Chair Heminger confirmed a quorum, namely Steve Heminger (appointed by the owner of Unit 1), Jack Broadbent (appointed by the owner of Unit 3), Andrew Fremier (appointed by the owner of Unit 2), and Brad Paul (appointed by the owner of Unit 4).

2. Minutes of the June 11, 2018 Meeting

Upon the motion by member Fremier and the second by member Paul, the minutes of the June 11, 2018 meeting were unanimously approved by the following vote:

Aye: 4 - Heminger, Broadbent, Fremier, and Paul

3. Budgets and Assessments

Brian Mayhew, CFO, presented the Board the 375 Beale Street Condo Audit Report for Fiscal Year 2017-18 and 375 Beale Street Condo Financials for FY 2018-19 First Quarter ending September 30, 2018 as informational items.

4. Building Operations and Projects Reports

Staff from Cushman & Wakefield provided a report on current building operations, leasing changes, and improvement projects. Staff highlighted that Cushman & Wakefield is producing several security guides establishing protocols for workplace emergencies and evacuations to be distributed in the following months.

5. Bay Area Metro Center Purchase and Sale Agreement

Staff provided the Board an update on the Bay Area Metro Center Purchase and Sale Agreement for the sale of a portion of Unit 2 to the Bay Area Air Quality Management District, reporting that the escrow closed on November 2, 2018 and the transfer was completed.

6. Update on Conflict of Interest Code

Adrienne Weil, MTC General Counsel informed the Board that the Conflict of Interest Code was approved by the FPPC and became effective on October 7, 2018.

7. Public Comment / Other Business

Chair Heminger informed the Board that Courtney Ruby, Director of Administration & Facilities, was elected as the new Auditor for the City of Oakland and will be leaving as of the end of the year.

There was no other business or public comment.

375 Beale Condominium Corporation Minutes November 26, 2018 Page 2 of 2

8. Adjournment

Chair Heminger adjourned the meeting at 12:00 p.m.

375 Beale Condominium Corporation

May 30, 2019 Agenda Item 4

375 Beale Condo Corporation Financial Statements for FY 2018-19 Third Quarter

Background:

Attachment:

Attached are the 375 Beale Condo Corporation financial statements for the third quarter ended March 31, 2019.

As of the end of the third quarter, the Corporation recorded total revenue of \$4.1 million and expense of \$3.2 million (Attachment A, Page 1). Revenue is in-line with the budget as quarterly assessments are collected from each owner at the beginning of the quarter. Total expense is slightly below the budget at 59% with 75% of the fiscal year expired. Total encumbrance at the end of March is \$382,055.

The shared services operations are comprised of services provided by BAHA on behalf of the three condo owners. Shared services include a receptionist, meeting room coordinator, shared technology, and conference and meeting room setups. The shared services expenses are detailed on page 2 of Attachment A. Total expense of \$1,025,088 is 50% of the expense budget for the shared services operations. A maintenance contract budgeted in the shared services operations is handled by Cushman & Wakefield (CW) and is recorded in the Common Area section.

The common area maintenance operations are contracted to CW. These operating expenses include cleaning, repairs and maintenance, utilities, ground landscaping, security, parking, and administrative expenses. The common area expenses are shown on page 2 of Attachment A, along with the assessment fee of \$2,561,045 collected in the first three quarters. Total expense of \$2,198,833 is 64% of the approved budget. CW is able to save cost by re-negotiating and consolidating some of our current contracts that are providing similar services in current fiscal year.

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

Recommendation: None. Provided for information only.

375 Beale Condo Corporation Financial Statements for FY 2018-19 Third

Quarter

Brian Mayhew

375 Beale Inc. Operations As of March 31, 2019

	FY201 Bud	18-19 Iget	Actual YTD		udget Bal er/(Under)	% of Budget	Year Expired	Enc	YTD Total (YTD + Enc)
Revenue									
Assessment Fee - Shared Services	\$ 2,0)44,713 \$	1,533,535	\$	(511,178)	75%	75% \$	-	\$ 1,533,535
Assessment Fee - Common Area	3,4	114,726	2,561,045		(853,681)	75%	75%	-	2,561,045
Interest Income		-	9,074		9,074	N/A	75%	-	9,074
Total Revenue	5,4	159,439	4,103,654		(1,355,785)	75%	75%	-	4,103,654
Salaries and Benefits	5	590,016	348,743		(241,273)	59%	75%	-	348,743
Overhead	2	294,697	184,032		(110,665)	62%	75%	-	184,032
Contractual services	5	78,249	417,786		(160,463)	72%	75%	-	417,786
IT Licenses, Maintenance	8	302,000	290,175		(511,825)	36%	75%	298,426	588,601
Audit/Accounting/Other		59,491	51,711		(7,780)	87%	75%	-	51,711
Office Supplies	1	120,000	24,104		(95,896)	20%	75%	35,264	59,368
Repairs & Maintenance	8	39,624	478,555		(361,069)	57%	75%	_	478,555
Coffee/Tea Service		96,000	67,472		(28,528)	70%	75%	12,528	80,000
Security	3	390,985	272,929		(118,056)	70%	75%	-	272,929
Other Exp	1	101,000	72,024		(28,976)	71%	75%	35,837	107,861
Insurance	1	131,458	93,841		(37,617)	71%	75%	-	93,841
Utility	6	521,954	430,901		(191,053)	69%	75%	_	430,901
Janitorial Service	7	797,662	470,109		(327,553)	59%	75%	-	470,109
Landscape		36,303	21,539		(14,764)	59%	75%		21,539
Total Operating Exp	5,4	159,439	3,223,921		(2,235,518)	59%	75%	382,055	3,605,976
Total Operating Suplus (Deficit)	\$	- \$	879,733	=					

375 Beale Inc. Operations As of March 31, 2019

	Adopted FY2018-19 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Encumbrance
Common Area Breakdown					
Revenue:					
Assessment fee - common area	\$ 3,414,726	\$ 2,561,045	\$ (853,681)	75.0%	
Total operating revenue	3,414,726	2,561,045	(853,681)	75.0%	•
Operating expenses:					
Cleaning	797,662	470,109	(327,553)	58.9%	
Repairs & Maintenance	839,624	478,555	(361,069)	57.0%	
Utilities	621,954	430,901	(191,053)	69.3%	
Landscape (Grounds)	36,303	21,539	(14,764)	59.3%	
Security	390,985	272,929	(118,056)	69.8%	
Administrative	578,249	417,786	(160,463)	72.3%	
Taxes/Licenses/Permits	19,491	13,280	(6,211)	68.1%	
Insurance	130,458	93,734	(36,724)	71.8%	
Total operating expenses	3,414,726	2,198,833	(1,215,893)	64.4%	
Total operating gain (loss)	\$ -	\$ 362,212	=		
Shared Service Operation Breakdown Revenue:					
Assessment fee - shared services	\$ 2,044,713	\$ 1,533,535	\$ (511,178)	75.0%	
Interest income	-	9,074	9,074	100.0%	
Total operating revenue	2,044,713	1,542,609	(502,104)	75.4%	•
Operating expenses:					
Salaries and Benefits	590,016	348,743	(241,273)	59.1%	-
Overhead	294,697	184,032	(110,665)		-
IT licenses, maintenance	802,000	290,175	(511,825)		298,426
Audit/Tax/Bank Fee	40,000	38,431	(1,569)	96.1%	-
Supplies/Signage/Copy Paper/Shredding	120,000	24,104	(95,896)	20.1%	35,264
Comcast/Direct TV	6,000	2,095	(3,905)	34.9%	905
Safety Equip. (AEDs, First Aid Kits)	40,000	22,154	(17,846)	55.4%	2,479
Coffee/Tea Service	96,000	67,472	(28,528)	70.3%	12,528
Insurance	1,000	107	(893)	10.7%	-
Other Exp./Misc. Expenses	55,000	47,775	(7,225)	86.9%	32,453
Total operating expenses	2,044,713	1,025,088	(1,019,625)	50.1%	382,055
Total operating gain (loss)	\$ -	\$ 517,521	=		
Total 375 Beale Inc operating gain (loss)		\$ 879,733	=		

375 Beale Condominium Corporation

May 30, 2019 Agenda Item 5

Operating Budget and Assessments for FY 2019-20

Background:

Attached for your review and approval is the proposed FY 2019-20 budget for the 375 Beale Condominium Corporation (Condo). The proposed assessments would increase overall by \$202,433, offsetting additional expenses described below. The detailed operating budget is included as Attachment A.

Common Area:

The major components of the common area expenses are security, janitorial services, utilities, administration, and repair and maintenance services. In FY 2019-20, the total assessment for common area expenses is proposed to increase by \$40,546 or 1% from prior fiscal year. The proposed increase is due to wages adjustments, additional staffing for parking facility, and utility charges.

Shared Services:

The assessment for shared services covers staff costs, IT services, office supplies and other expenses shared among the three unit owners. In FY 2019-20, the assessment fee for this category is proposed to decrease by \$38,113 or 2% from prior fiscal year. The proposed decrease comes from eliminating an annual maintenance contract budgeted in the Shared Service budget which is also included in the Common Area budget.

Assessment Calculation:

The assessment is split among BAHA, ABAG and the Air District based on the Total Agency Space RSF table in Exhibit B of the Condo's Declaration of Covenants, Conditions and Restrictions (CC&Rs). The detailed breakdown of the calculation can be found in Attachment A Page 3.

As provided in the CC&Rs, ABAG's FY 2018-19 assessment is capped at \$350,000. BAHA is responsible for the portion of ABAG's assessment in excess of this cap.

Special Assessment:

During the May 10, 2018 Condo Board meeting, the unit owners agreed to provide assistance to Ada's Cafe (Ada's) for the next two fiscal years. The annual budget for this project is set at \$152,000 and will be split among the three owners using the same assessment allocation method described earlier in this memo. This special assessment will be billed and collected on a quarterly basis.

FY 2019-20 will be the second year of this special assessment, and it is budgeted in the BAHA Operating Budget.

Recommendation:

Staff recommends that the Board approve the attached Operating Budget

for FY 2019-20, including the budget for shared services.

Attachment:

FY 2019-20 budget for the 375 Beale Condominium Corporation (Condo)

Brian Mayhew

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375 Beale Condo Corp Operations Budget FY 2019-20

		ginal Budget Y 2018-19		raft Budget Y 2019-20	Change % Inc./(Dec)	Change \$ Inc./(Dec)
Revenue:						
Assessment Fee						
Common Area						
BAAQMD	\$	1,353,598	\$	1,568,002	15.8% \$	214,404
ABAG	·	149,497	•	150,523	0.7%	1,026
MTC		1,911,631		1,736,747	-9.1%	(174,884)
Total Common Area		3,414,726		3,455,272	1.2%	40,546
Shared Services						
BAAQMD		810,524		910,595	12.3%	100,071
ABAG		185,865		181,397	-2.4%	(4,468)
MTC		1,048,324		914,608	-12.8%	(133,716)
Total Shared Services		2,044,713		2,006,600	-1.9%	(38,113)
Total Revenue	\$	5,459,439	\$	5,461,872	0.0% _\$	2,433
Firmanaa						
Expense: Salaries and Benefits	\$	590,016	\$	600,600	1.8% \$	10,584
Overhead	Ş	294,697	Ą	319,000	8.2%	24,303
Postage meter and Direct TV		6,000		6,000	0.0%	24,303
Supplies		160,000		180,000	12.5%	20,000
Contractual services		3,414,726		3,508,272	2.7%	93,546
IT licenses, maintenance		802,000		655,500	-18.3%	(146,500)
Other Exp./Misc. Expenses		192,000		192,500	0.3%	500
Total Function	<u>,</u>	F 450 430	<u> </u>	F 464 072	0.00/ 6	2.422
Total Expense	<u>\$</u>	5,459,439	<u>\$</u>	5,461,872	0.0% <u>\$</u>	2,433
Special Assessment*:						
Ada's Café Contribution						
BAAQMD	\$	60,253	\$	68,978	100.0% \$	8,725
ABAG		13,817		13,741	100.0%	(76)
MTC		77,930		69,281	100.0%	(8,649)
	\$	152,000	\$	152,000	100.0% \$	8,649

^{*} Special Assessment is included in the BAHA Operation Budget.

375 Beale Condo Corp Operations Detail Budget FY 2019-20

	riginal Budget FY 2018-19	raft Budget -Y 2019-20	Change % Inc./(Dec)	Change \$ Inc./(Dec)
	112010 13	 1 2013 20	ine., (Bee)	me./(Dee/
Common Area Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 1,353,598	\$ 1,568,002	15.8%	\$ 214,404
Assessment fee - ABAG	149,497	150,523	0.7%	1,026
Assessment fee - MTC	1,911,631	1,736,747	-9.1%	(174,884)
Total operating revenue	3,414,726	3,455,272	1.2%	40,546
Operating expenses:				
Cleaning	797,662	817,811	2.5%	20,149
Repairs & Maintenance	839,624	821,654	-2.1%	(17,970)
Utilities	621,954	643,603	3.5%	21,649
Landscape (Grounds)	36,303	46,637	28.5%	10,334
Security	390,985	423,458	8.3%	32,473
Administrative	578,249	554,047	-4.2%	(24,202)
Taxes/Licenses/Permits	19,491	19,731	1.2%	240
Insurance	130,458	128,331	-1.6%	(2,127)
Total operating expenses	3,414,726	3,455,272	1.2%	40,546
Total operating gain (loss)	\$ -	\$ 		
Shared Service Operation Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 810,524	\$ 910,595	12.3%	\$ 100,071
Assessment fee - ABAG	185,865	181,397	-2.4%	(4,468)
Assessment fee - MTC	1,048,324	914,608	-12.8%	(133,716)
Total operating revenue	2,044,713	2,006,600	-1.9%	(38,113)
Operating expenses:				
Salaries and Benefits	590,016	600,600	1.8%	10,584
Overhead	294,697	319,000	8.2%	24,303
Audit/Tax Prep	-	53,000	N/A	53,000
Comcast/Direct TV	6,000	6,000	0.0%	=
Office Supple	120,000	140,000	16.7%	20,000
Safety Equip. (AEDs, First Aid Kits)	40,000	40,000	0.0%	=
IT licenses, maintenance	802,000	655,500	-18.3%	(146,500)
Catering	5,000	7,500	50.0%	2,500
Special Event Setups	50,000	50,000	0.0%	-
Other Expenses	 137,000	135,000	-1.5%	(2,000)
Total operating expenses	 2,044,713	 2,006,600	-1.9%	(38,113)
Total operating gain (loss)	\$ -	\$ 		

Distribution of Condo Area Fees

Com	Common Area		red Services	Tot	tal
\$	1,568,002	\$	910,595	\$	2,478,597
	150,523		181,397		331,920
	1,736,747		914,608		2,651,355
\$	3,455,272	\$	2,006,600	\$	5,461,872
\$	1,353,598	\$	810,524	\$	2,164,122
	149,497		185,865		335,362
	1,911,631		1,048,324		2,959,955
\$	3,414,726	\$	2,044,713	\$	5,459,439
\$	214,404	\$	100,071	\$	314,475
	1,026		(4,468)		(3,442)
	(174,884)		(133,716)		(308,600)
\$	40,546	\$	(38,113)	\$	2,433
	\$ \$	\$ 1,568,002 150,523 1,736,747 \$ 3,455,272 \$ 1,353,598 149,497 1,911,631 \$ 3,414,726 \$ 214,404 1,026 (174,884)	\$ 1,568,002 \$ 150,523	\$ 1,568,002 \$ 910,595 150,523 181,397 1,736,747 914,608 \$ 3,455,272 \$ 2,006,600 \$ 1,353,598 \$ 810,524 149,497 185,865 1,911,631 1,048,324 \$ 3,414,726 \$ 2,044,713 \$ 214,404 \$ 100,071 1,026 (4,468) (174,884) (133,716)	\$ 1,568,002 \$ 910,595 \$ 150,523

^{*} Max ABAG assessment fee for FY19 is \$350,000 based on CC&R Section 2.01(h)(6).

	RSF	
МТС/ВАТА	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 E conference room.	xhibit B and 15,600 RSF for 1	st floor

375 Beale Condominium Corporation

May 30, 2019 Agenda Item 6

Building Operations and Projects Report

Background:

BAHA is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 give 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 CCRs). 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.

Building Activities

In this report, we advise you of scheduled activities and shared services utilization since the November 26, 2018 Board meeting:

- Building Management System (BMS): Staff migrated the BMS to new servers to provide additional capacity needed to accommodate new equipment added during tenant buildouts. The completion of this project occurred on April 12, 2019. The new BMS Enterprise Buildings Integrator (EBI) upgrade included adding 5 additional servers to improve speed and value to operation of both base building and the data center.
- The electrical systems were shut down on February 23, 2019 to allow ABM to complete preventative maintenance of electrical systems.
- Building power feed: Staff is conferring with Pacific Gas & Electric (PG&E) on final requirements that will allow PG&E to replace the main power feed from 34kV to 12kV and remove its transformers from the building. The cutover will require a building power shutdown, which staff now expect to occur on June 15, 2019.

Shared Services

Please find attached the utilization reports on the following shared services:

- Workspeed is the system for entering and tracking building visitors, parking and other service requests (Attachment A).
- Meeting Room Manager or MRM, is the system utilized by BAAQMD & MTC for reserving rooms for agency meetings at 375 Beale (Attachment B).

Security Update

No notable security incidents have occurred since the last meeting. CW consulted with Resolute Security services and completed an Internal and external building threat protocol site assessment, which has been reviewed with BAHA. CW held active shooter training on April 24, 2019 for building tenants.

CW has produced several security guides establishing protocols for workplace emergencies and evacuations; these guides will be distributed in the following months.

Projects

Bay Area Toll Authority (BATA) Lease

The BATA lease for the FasTrak® Customer Service Center operated by Conduent State and Local Solutions, Inc. under a contract with BATA was extended to March 31, 2022.

Twilio Lease

The lease with Twilio for its space on the 5th floor will terminate on June 30, 2019. Under the terms of its lease, Twilio is required to return the space to the same condition as when it took possession.

San Francisco Bay Conservation and Development Commission (BCDC) Lease

BCDC entered into an eight-year lease from September 1, 2019 to August 31, 2027, for approximately 18,890 useable square feet (usf) in Suite 510. BCDC will be co-located on the 5th floor along with staff from MTC's Technology Services Section. The floor plan for BCDC's space (see Attachment C) is consistent with the design of agency floors 6-8 including shared amenities such as the coffee bar, pantries, copy/supply rooms and conference rooms. BCDC will have access to the upper agency floors via the two interconnecting stairwells and access to the public meeting facilities including the Board Room and the Yerba Buena and Ohlone multi-purpose rooms.

Electric Vehicle (EV) Charging Stations

ChargePoint, the DC fast charger manufacturer, experienced delays rolling out its new model during the 1st quarter of 2019. BAHA received and installed the DC fast charger in the Level 2 garage at the end of March 2019, completing the current EV Charging Stations Project scope.

1st Floor Multi-Use Space Update

The Multi-Use Space on the first floor is being designed as a flexible space with a warming kitchen and service equipment that would allow for the service of beverages and pre-cooked food. Funding for the project was obtained in February 2019. BAHA's contractor, Swinerton Builders, Inc., continued early work, including submittals and shop drawings for long lead items and the removal of lead paint. On April 26, 2019, the State Fire Marshal issued BAHA a permit, allowing Swinerton to proceed with construction activities. BAHA expects to finalize construction of the tenant improvements for the space by December 31, 2019.

Issues:

None

Recommendation:

None. This item was presented for information only.

Attachments:

Attachment A: Workspeed – MTC Request Summary

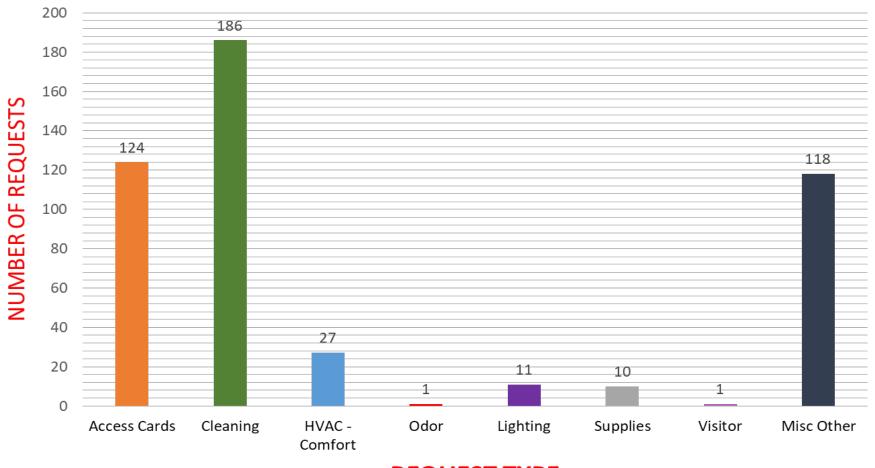
Attachment B: Meeting Room Manager – BAMC Shared Room Use

Attachment C: BCDC Floor Plan

Denise T. Rodrigues

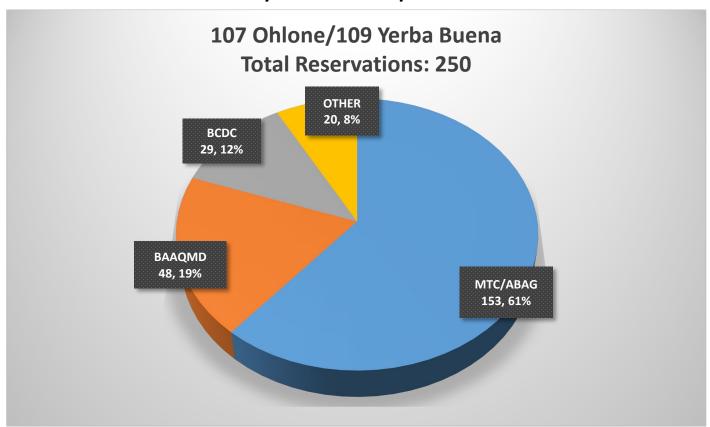
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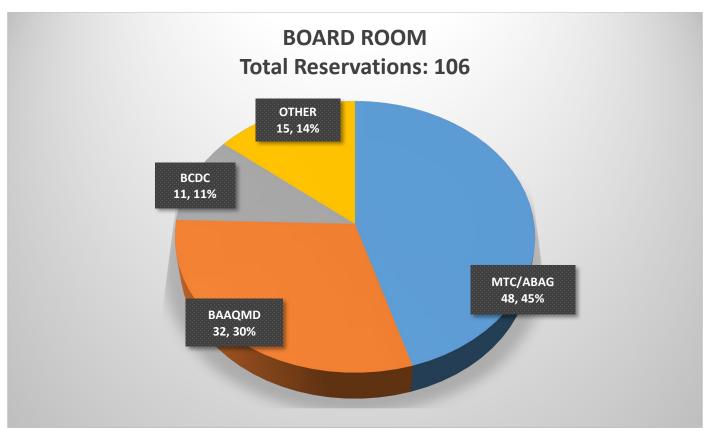
MTC Request Summary 12.18-04.19

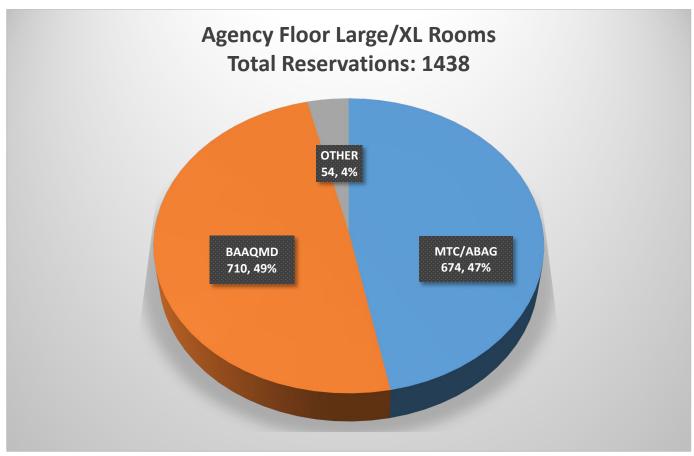


REQUEST TYPE

BAMC Shared Room Use 11/2018 – 4/2019







^{*&}quot;Other" category includes 3rd parties, Cushman & Wakefield, and room maintenance.

Attachment C

