

TO: Bay Area Headquarters Authority (BAHA)

DATE: June 20, 2012

FR: Deputy Executive Director

RE: BAHA Resolution No. 6, BAHA Operating Budget for FY2012-13

Attached is the operating budget for BAHA for FY2012-13.

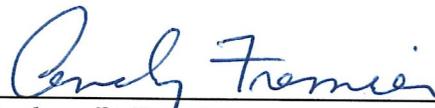
In October 2011, the Bay Area Toll Authority (BATA) approved a transfer of \$167,026,515 to BAHA to plan, acquire and develop office space and facilities and undertake related activities to acquire a regional headquarters office facility.

The operating budget includes rental income, common area maintenance expenses, and payment to a property management firm. Property Management services are billed at approximately \$17,000 per month which includes the fulltime Facilities Manager, part-time HVAC Technician, as well as accounting and legal services.

The operating revenue and expenses are higher in FY 2012-13 because they reflect a full year of operation. Last year's budget was a partial year, as the building was purchased in October of 2011.

Recommendation:

Staff recommends that this Authority approve BAHA Resolution No. 6, BAHA's operating budget for FY2012-13.



Andrew B. Fremier

SH : abf

Date: June 27, 2012

ABSTRACT

BAHA Resolution No. 6

This resolution approves the Operating Budget for FY 2012-13 for the Bay Area Headquarters Authority (BAHA).

Discussion of this Resolution can be found in the Executive Director's Memorandum to BAHA dated June 20, 2012.

Date: June 27, 2012

Re: Bay Area Headquarters Authority's Operating Budget for FY 2012-13

BAY AREA HEADQUARTERS AUTHORITY
RESOLUTION No. 6

WHEREAS, the Metropolitan Transportation Commission ("MTC") and the Bay Area Toll Authority ("BATA") have executed a joint exercise of powers agreement dated September 28, 2011 which creates and establishes the Bay Area Headquarters Authority ("BAHA"); and

WHEREAS, the BAHA staff has prepared a proposed budget setting forth the anticipated revenues and expenditures of BAHA for FY2012-13 according to generally accepted accounting principles; now, therefore, be it

RESOLVED, that BAHA approves the FY 2012-13 operating budget as set forth in Attachment A to this Resolution; and, be it further

RESOLVED, that the BAHA staff may approve adjustments among line items in the BAHA Operating Budget for FY2012-13 providing that there shall be no increase in the overall operating budget without prior approval of BAHA; and, be it further

RESOLVED, that the Executive Director or designee shall submit written requests to BAHA for approval of funds to contract for applicable consultant and professional services; and, be it further

RESOLVED, that the Executive Director and Treasurer and Auditor are authorized to carry over and re-budget all funds properly budgeted in the prior year for which expenditures were budgeted and encumbered and which will take place in FY2012-13; and, be it further

RESOLVED, that the BAHA staff shall furnish BAHA with at minimum, at least quarterly, a financial report to reflect estimated and actual income, expenditures, obligations for professional and consultant services, cash flow projections and such other information related to the operating budget as may be requested by BAHA .

BAY AREA HEADQUARTERS AUTHORITY

Adrienne J. Tissier, Chair

The above resolution was entered into by the Bay Area Headquarters Authority at a regular meeting of the Authority held in Oakland, California, on June 27, 2012.

Date: June 27, 2012

Attachment
BAHA Resolution No. 6

FY 2012-13 BAHA
Operating Budget

Attachment A: FY 2012-13 BAHA Operating Budget

BAHA OPERATING BUDGET

Attachment A

	Approved Budget FY 2011-12	Budget FY 2012-13
Revenue:		
Rental Income	\$1,120,437	\$1,487,418
Transfer in from BAHA Capital	205,000	37,713
Total Operating Revenue	\$1,325,437	\$1,525,131
Expenses:		
Operating Expenses		
Cleaning Services	\$37,773	\$51,564
Repairs and Maintenance	203,877	330,041
Utilities	238,859	442,020
Security	144,846	196,991
Total Operating Expenses	\$625,355	\$1,020,616
General & Administration Expenses		
Property Management Fees	\$180,414	\$205,728
Business Insurance	250,000	279,348
Other G & A Expenses	12,110	19,440
Total General & Administration Expenses	\$442,524	\$504,516
 Total Operating Expenses	 \$1,067,879	 \$1,525,131
 Net Revenue	 \$257,558	 \$0