



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT



Association of Bay Area Governments

STRATEGIC FACILITIES PLANNING
AD HOC COMMITTEE MEETING

COMMITTEE MEMBERS

SCOTT HAGGERTY, MTC
ADRIENNE TISSIER, MTC
SUSAN ADAMS, ABAG
MARK GREEN, ABAG
BRAD WAGENKNECHT, BAAQMD
TOM BATES, BAAQMD

JACK BROADBENT, EXECUTIVE OFFICER, BAAQMD
STEVE HEMINGER, EXECUTIVE DIRECTOR, MTC
EZRA RAPPORT, EXECUTIVE DIRECTOR, ABAG

FRIDAY
OCTOBER 1, 2010
1:00 P.M.

4th FLOOR CONFERENCE ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER - ROLL CALL**

2. **PUBLIC COMMENT PERIOD** (*Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3*) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Board's authority. Speakers will be limited to three (3) minutes each.

3. **NOMINATION AND ELECTION OF COMMITTEE CHAIR**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will nominate and elect a Committee Chair.

4. **ROLE, RESPONSIBILITIES AND STRUCTURE OF THE COMMITTEE**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will discuss the role, responsibilities and structure of the Strategic Facilities Planning Ad Hoc Committee and may recommend changes to the structure of the Committee.

5. **REPORT ON BACKGROUND AND RECEIVE KEY FINDINGS OF THE STRATEGIC FACILITIES PROJECT—PHASE II**

J. McKay/4629
jmckay@baaqmd.gov

The Committee will receive a report on the background and receive a preliminary report on findings in the Strategic Facilities Project - Phase II. The Committee will consider recommendations for approval by each Agency's respective Committees.

6. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).

7. **TIME AND PLACE OF NEXT MEETING** – At the Call of the Chair

8. **ADJOURNMENT**

CONTACT THE EXECUTIVE OFFICE - 939 ELLIS STREET SF, CA 94109

(415) 749-5130

FAX: (415) 928-8560

BAAQMD homepage:

www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Executive Office should be given at least 3 working days prior to the date of the meeting, so that arrangements can be made accordingly.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's headquarters at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body. Such writing(s) may also be posted on the Air District's website (www.baaqmd.gov) at that time.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
(415) 771-6000**

**EXECUTIVE OFFICE:
MONTHLY CALENDAR OF DISTRICT MEETINGS**

SEPTEMBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Stationary Source Committee <i>(At the Call of the Chair)</i>	Monday	27	9:30 a.m.	Board Room
Board of Directors Maritime Sources & Ports Committee <i>(At the Call of the Chair)</i>	Wednesday	29	9:30 a.m.	4 th Floor Conf. Room

OCTOBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Strategic Facilities Planning Ad Hoc Committee <i>(At the Call of the Chair)</i>	Friday	1	1:00 p.m.	4 th Floor Conf. Room
Board of Directors Legislative Committee <i>(At the Call of the Chair)</i>	Monday	4	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	6	9:45 a.m.	Board Room
Advisory Council Regular Meeting	Wednesday	13	9:00 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(At the Call of the Chair)</i>	Monday	25	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i> - CANCELLED	Thursday	28	9:30 a.m.	4 th Floor Conf. Room

NOVEMBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	3	9:45 a.m.	Board Room
Advisory Council Regular Meeting	Wednesday	10	9:00 a.m.	Board Room

NOVEMBER 2010

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Joint Policy Committee Special Meeting	Friday	12	10:00 a.m.	MTC Auditorium 101 – 8 th Street Oakland, CA 94607
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i>	Thursday	18	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee <i>(Meets 4th Thursday each Month)</i> - RESCHEDULED TO NOVEMBER 18, 2010 at 9:30 a.m.	Thursday	25	9:30 a.m.	4 th Floor Conf. Room

HL – 9/23/10 (12:10 p.m.)
P/Library/Forms/Calendar/Calendar/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Members of the Strategic Facilities Planning Ad Hoc Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 17, 2010

Re: Nomination and Election of Committee Chair

RECOMMENDED ACTION:

The Committee will nominate and elect a Committee Chair.

BACKGROUND

On June 2010, the Bay Area Air Quality Management District (Bay Area Air District) Board of Directors voted unanimously to create a Strategic Facilities Planning Ad Hoc Committee comprised of the Chair, Vice-Chair, and Executive Directors of the Bay Area Air District, the Metropolitan Transportation Commission (MTC), and the Association of Bay Area Governments (ABAG) to oversee and provide direction on the feasibility of a consolidation of facilities among the three agencies.

A Committee Chair will need to be nominated and elected by the Committee at the October 1, 2010 meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Mary Ann Okpalauugo
Approved by: Jack Colbourn

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Members of the Strategic Facilities Planning Ad Hoc Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 17, 2010

Re: Role, Responsibilities and Structure of the Committee

RECOMMENDED ACTION:

The Committee will discuss the role, responsibilities and structure of the Committee and may recommend changes to the structure of the Committee.

BACKGROUND

On June 2010, the Bay Area Air Quality Management District (Bay Area Air District) Board of Directors voted unanimously to create a Strategic Facilities Planning Ad Hoc Committee comprised of the Chair, Vice-Chair, and Executive Directors of the Bay Area Air District, the Metropolitan Transportation Commission (MTC), and the Association of Bay Area Governments (ABAG) to oversee and provide direction on the feasibility of a consolidation of facilities among the three agencies.

It will be the function of the Strategic Facilities Planning Ad Hoc Committee to consider and recommend to the designated committees of each agency, policy issues relative to facility requirements that best align with the Bay Area Air District, MTC and ABAG's business, financial and operational needs.

The Ad Hoc Committee will consider improvements that will reduce operating cost, increase efficiency, streamline inter-agency initiatives and cooperation, and improve public and employee access. The Committee will discuss additional roles, responsibilities and structure changes, if any, at the October 1, 2010 meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Mary Ann Okpalauugo
Approved by: Jack Colbourn

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Members of the Strategic Facilities Planning Ad Hoc Committee

From: Jeffrey McKay
Deputy Air Pollution Control Officer

Date: September 17, 2010

Re: Report on the Background and Key Finding and Recommendations on the Strategic Facilities Project–Phase II

RECOMMENDED ACTION:

The Committee will consider recommendations for approval by each agency's respective Committees regarding Phase II of the project.

BACKGROUND

The Bay Area Air District Board of Directors began discussions regarding alternative headquarters solutions in 2008. Motivations included the cost associated with maintaining the aging building infrastructure.

The Strategic Facility Planning project has used a multi-phased approach in order to develop a strategy that best fits the needs of the Bay Area Air District, Metropolitan Transportation Commission (MTC), and the Association of Bay Area Governments (ABAG). The Bay Area Air District's Phase I of the project was completed in October 2009 and included data gathering, visioning, goal setting, interviews and survey results conducted with the Board of Directors, the Executive Management staff, operational staff, the Advisory Council and the Hearing Board.

In September 2009, the MTC Administrative Committee approved an exploration of options study between the Bay Area Air District, MTC and ABAG. The purpose of the study was to analyze facility requirements, including comparing needs for public meeting space, shared services such as information technology, and library services.

In January 2010, Phase II of the project was executed and included a Memorandum of Understanding between the Bay Area Air District, MTC and ABAG to work jointly to explore the feasibility of a consolidation of facilities among the three agencies and the issuance of a Request for Information and a Request for Proposal for Commercial Real Estate Advisory services.

In June 2010, the Bay Area Air District Board of Directors voted unanimously to create the Strategic Facilities Planning Ad Hoc Committee comprised of the Chair, Vice-Chair, and

Executive Directors from each of the three agencies to oversee and provide direction to staff on the feasibility of a consolidation of facilities.

CB Richard Ellis was contracted as the Commercial Real Estate Broker and has completed the scope of work outlined in Phase II of the project; with the development of a master plan including preliminary facility requirements, preliminary cost/benefit analysis, market research, scenario planning, feasibility analysis and the development of a real estate strategy. On October 1, 2010, the Ad Hoc Committee will receive a report on the background of the project and will review a preliminary report by CB Richard Ellis.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

Commercial Real Estate Advisory services funding for this project is included in the Bay Area Air District Program 702 of the approved FY 2010/2011 budget.

Respectfully submitted,

Jeffrey McKay
Deputy Air Pollution Control Officer

Prepared by: Mary Ann Okpalaugo
Approved by: Jack Colbourn