



Headquarters Facility



Board of Directors - August 2, 2023

Recommended Actions

Based on input received on the Headquarters (HQ) Project at the July 12, 2023 meeting, staff recommends the Board, by motion:

1. Authorize the General Manager/CEO to pursue the acquisition of a HQ building subject to the following parameters:
 - a. Any offer made by or on behalf of the District to acquire a new HQ facility must first be reviewed and approved by the Board's HQ Ad Hoc Advisory Committee.
 - b. Any final purchase agreement for a HQ building is subject to Board approval.
 - c. The cost of a new HQ building, including tenant improvements, may not exceed \$136 million.
 - d. Any new HQ building must be located in San Mateo County and within a $\frac{3}{4}$ -mile walk of a rail transit station.

Recommended Actions (cont.)

2. Direct the General Manager/CEO to provide regular progress updates to the full Board on identification and acquisition of a new HQ.
3. Direct the General Manager/CEO to review options with the board at its January 2024 meeting if a suitable HQ building is not identified for acquisition by December 31, 2023.

Budget Impact

If a new HQ property is identified, a specific financing plan for the acquisition would be presented to the Board along with the price and terms of a new credit facility.

Funding for a new HQ facility could include a mixture of capital funds and debt.

Next Steps

Board direction at today's meeting

Pursue alternate HQ location

Staff works with HQ Ad-Hoc Committee and provides regular Board updates.

Questions?