



CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY

December 18, 2024
AGENDA ITEM #6

Discuss and consider authorizing the Executive Director to take all actions necessary to occupy, operate, manage, and maintain a new headquarters building

Strategic Plan Relevance:	Stewardship
Department:	Executive
Contact:	James M. Bass, Executive Director
Associated Costs:	Not to exceed \$300,000
Funding Source:	FY 2025 Operating Budget
Action Requested:	Consider and act on draft resolution

Project Description/Background: The Central Texas Regional Mobility Authority (CTRMA or the Authority) has identified an advantageous long-term real estate solution for the organization via the acquisition of a freestanding office building within the Austin metropolitan area. CTRMA is scheduled to complete the property purchase in December 2024. Upon securing ownership, the Authority must conduct certain ongoing activities that will require the expenditure of funds consistent with the prudent ownership of a freestanding office building within the Austin area and the services of third parties to provide maintenance of the facility in a desirable condition and services needed for ongoing occupancy of the building. These activities and services may include securing insurance coverage policies, and contracting for electricity, water and wastewater, internet, pest control, elevator maintenance, fire alarm, security patrol, and property management.

The building purchase will require immediate attention by CTRMA to undertake these ownership activities and responsibilities. To facilitate the timely completion of these activities, an exemption from the Authority's procurement requirements within the CTRMA Policy Code is recommended.

Previous Actions & Brief History of the Program/Project: CTRMA has been in its current office space since 2010. The Authority has considered purchasing or building a

new location for the CTRMA headquarters in lieu of leasing as a more economical method of securing long-term office space. The Executive Director informed the board of the procurement of a real estate consultant service at the June 26, 2023 board meeting. After evaluating several properties, the Authority staff narrowed the search to a property that best meets the organization's future space needs. On June 26, 2024 the Board authorized the Executive Director to pursue all diligence actions necessary to investigate the contemplated for purchase, including building construction integrity and adequacy of the mechanical systems. Funds were also allocated in the fiscal year (FY) 2024 capital budget for the potential purchase of a CTRMA headquarters building, including these investigative activities.

Financing: FY25 Operating Budget – there is funding available within the Administration department budget due to a staff vacancy. A portion of the salary and benefit funding will remain unused providing expenditure capacity for other operating line items related to the building activities as needed.

Action requested/Staff Recommendation: Authorize the Executive Director to proceed with the expenditure of funds consistent with the prudent ownership of a freestanding office building within the Austin area and securing the needed third parties to occupy, operate, manage, and maintain a Mobility Authority headquarters subsequent to a final purchase, in an amount up to \$300,000.00 for the remainder of fiscal year 2025. Authorizing the Executive Committee to approve expenditures exceeding \$300,000 and to exempt the selection of the third parties from certain CTRMA Policy Code procurement policies to the extent allowable.

Backup provided: Draft Resolution

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 24-0XX

**AUTHORIZE THE EXECUTIVE DIRECTOR TO TAKE ALL ACTIONS NECESSARY
TO OCCUPY, OPERATE, MANAGE, AND MAINTAIN A NEW HEADQUARTERS
BUILDING**

WHEREAS, the Mobility Authority is contemplating the acquisition of a freestanding office building within the Austin area to serve as the Mobility Authority's headquarters (the Headquarters Building); and

WHEREAS, the Executive Director retained the services of a real estate brokerage firm to identify feasible options to serve as the Headquarters Building; and

WHEREAS, the Executive Director has identified a potential property to serve as the Headquarters Building (the Subject Property) and, pursuant to the nonbinding Letter of Intent, dated June 12, 2024 (the LOI), agreed to the terms of a transaction to purchase the Subject Property; and

WHEREAS, pursuant to Resolution No. 24-036, dated June 26, 2024, the Board of Directors authorized the Executive Director to negotiate and execute a purchase and sale agreement (PSA) to purchase the Subject Property, consistent with the terms set forth in the LOI, and to take all actions necessary to ensure the completion of due diligence and feasibility assessments to determine whether the Subject Property is suitable for the Mobility Authority's intended use; and

WHEREAS, pursuant to Resolution No. 24-077, dated November 20, 2024, the Board of Directors authorized the Executive Director to take all actions necessary to exercise the Mobility Authority's rights under the PSA, including executing and delivering ancillary agreements, affidavits, and other documents required to complete the purchase of the Subject Property; and

WHEREAS, following the completion of the purchase of the Subject Property, the Mobility Authority must expend funds consistent with the prudent ownership of a freestanding office building within the Austin area and enter into agreements to provide services related to the occupancy, operation, management, and maintenance of the Subject Property (the "Ownership Responsibilities"); and

WHEREAS, the Services are estimated to cost up to \$300,000.00 for the remainder of fiscal year 2024 (the Ownership Responsibilities Costs); and

WHEREAS, the Executive Director recommends that the Board authorize: (i) the Executive Director to take all actions necessary to expend funds and enter into agreements to fulfill the Ownership Responsibilities, for an amount not to exceed the Ownership Responsibilities Costs; (ii) the Executive Committee to approve any necessary expenditures of funds in excess of the Ownership Responsibilities Costs; and (iii) the Executive Committee to approve any waiver of

provisions of the Mobility Authority Policy Code regarding the procurement of the Ownership Responsibilities.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the Executive Director to take all actions necessary to expend funds and enter into agreements to fulfill the Ownership Responsibilities, for an amount not to exceed the Ownership Responsibilities Costs; and

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Executive Committee to approve any necessary expenditures of funds in excess of the Ownership Responsibilities Costs; and

BE IT FURTHER RESOLVED, that the Board of Directors hereby authorizes the Executive Committee to approve any waiver of provisions of the Mobility Authority Policy Code regarding the procurement of services related to the Ownership Responsibilities.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 18th day of December 2024.

Submitted and reviewed by:

Approved:

James M. Bass
Executive Director

Robert W. Jenkins, Jr.
Chairman, Board of Directors