

375 Beale Condominium Corporation

September 27, 2022

Agenda Item 5 - 22- 1355

Building Operations and Projects Report

Background:

The Bay Area Headquarters Authority (BAHA) is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016, confer upon 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 CC&Rs). 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 (C&W):

C&W assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under its contract with BAHA, C&W 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.

Bay Area Metro Center (BAMC) Activities:

In this report, we advise you of scheduled activities and shared services utilization since the June 16, 2022, Board meeting.

Continued Response to COVID-19 Pandemic

- Since March 2022 all masking, symptom check and social distancing requirements have been lifted. In response to the lifting of those requirements BAMC implemented changes to visitor and tenant guidelines, which continue to encourage all visitors and occupants to

continue to abide by strongly recommended preventative measures that are respectful of individual needs—staying home when sick; respecting without judgment those that want to continue to wear masks; and/or maintaining safe distance, etc.

- Since the onset of the Based on the ongoing Orders, by implementing cost saving measures C&W saved approximately \$477,308 for building operations and \$182,506 for agency expenses in FY 20/21 and 21/22.
- All the agencies and several tenants in the building have adopted Hybrid Work policies and most employees that work within BAMC are now working in a hybrid manner.

Shared Services

The 3-year annual electrical maintenance and the required triennial electrical shut-down is expected to take place beginning Saturday, October 8, 2022.

Since the last Board meeting BAMC served as the venue for one American Red Cross blood drive.

Utilization reports for Shared Services activities since the last Board meeting are attached as follows:

- Attachment A: BAMC Visitors, Parking and Other Service Requests
- Attachment B: Room Reservations for Agency Meetings at 375 Beale

Security & Safety Update

There have been no notable incidents since the last Board meeting. Staff continues to work with C&W to have a security screening system installed at the Beale Street and other entrances to the building. Until that system is installed BAMC will be requiring all participants in public meetings held on Level 1 to be screened prior to their entering the meeting to ensure that all meeting participants are as safe as possible.

BAHA and C&W staff continue to review and determine what additional security measures should be implemented; those recommendations will be provided to this Board at a future meeting.

Staff is working with C&W staff to lead occupants in safety preparations during the month of October known as the building's "Fire & Life Safety month". Safety preparations will include

the annual Floor Warden training, fire drill preparation, the California Great Shake Out, CPR/AED and First Aid certification training. Other events will include the next quarterly E-waste recycling pick-up. Additional details on future events will be provided at future Board meetings.

Leases

Tenant Broker

BAHA entered into an agreement with C&W for real estate brokerage services for the marketing and leasing of office and retail space at 375 Beale Street, San Francisco through June 30, 2024.

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 is in negotiation to be extended through November 30, 2027.

Cubic Lease

The Cubic lease for 2,991 Rentable Square Feet (RSF) located in Suite #340 will terminate on December 31, 2022. Staff is working with CW on a marketing plan for this space.

Projects

1st Floor Reconfigurations

BAHA is finalizing the design process to optimize the 1st Floor Yerba Buena and Ohlone conference rooms spaces and the adjacent warming kitchen. In addition, BAHA staff are continuing discussions to identify how to implement existing AV systems in all the first-floor meeting room spaces.

Parking Feasibility Study

C&W staff are working to finalize the parking feasibility study to review BAMC's current parking rates and standing in comparison to current market rates in the downtown San Francisco area. Staff will present recommendations for operational restructure at a future Board Meeting.

Building Floor Measurement Recalculation

C&W staff have obtained an architect to update and revise the existing floor measurement calculations for floors 1-8. The current measurements that used Building Owners and Managers Association (BOMA) Method A 2010 are outdated. Under the revised process the architect will update American National Standards Institute (ANSI) /BOMA standard calculations to the most recent - 2017/2019 – standards and adjust load factions and provide updated RSFRSF for the entire building including amenity areas.

Hybrid Space Visioning Project between BAHA, BAAQMD and BCDC

The project to determine how the employee and shared spaces on Level's 5 through 8 within BAMC may evolve with the changing needs brought on by recently adopted Hybrid policies is still ongoing. The final report developed through a collaborative process that includes meetings, visioning, interviews, surveys, and workshops on the BAAQMD and BCDC employee spaces with staff from BAHA/MTC, BAAQMD, and BCDC was expected to be presented to regional agency staff on September 14, 2022.

That report will determine what types of changes would benefit occupants experience in the agency and shared spaces while working within BAMC. BAHA and MTC will use the report to develop and implement a Hybrid Space Pilot in a small number of MTC workspaces and SSO collaborative spaces.

Attachments:

- Attachment A: BAMC Visitors, Parking and Other Service Requests
- Attachment B: Room Reservations for Agency Meetings at 375 Beale

Denise Rodrigues

Denise Rodrigues

Visitor Summary & Check-In Source

PARAMETERS

Period: Expected from July 1, 2022 to August 31, 2022
Property: Bay Area Metro Center
Building: Bay Area Metro Center
Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Tenant	EXPECTED VISITORS	PRE-REGISTERED BY TENANT		CHECKED IN VISITORS												CHECKED OUT VISITORS	
		#	%	Total		Desktop		Touchscreen		Mobile		Kiosk		#	%		
				#	%	#	%	#	%	#	%	#	%				
Bay Area Metro Center	159	86	54%	134	84%	32	24%	102	76%	0	0%	0	0%	117	87%		
BAAQMD	50	24	48%	37	74%	6	16%	31	84%	0	0%	0	0%	31	84%		
Bay Conservation and Development Commission (BCDC)	9	5	56%	6	67%	1	17%	5	83%	0	0%	0	0%	4	67%		
MTC	100	57	57%	91	91%	25	27%	66	73%	0	0%	0	0%	82	90%		
Grand Totals:	159	86	54%	134	84%	32	24%	102	76%	0	0%	0	0%	117	87%		

Summary By Month

PARAMETERS

Period: Received January 1, 2022 to December 31, 2022
Sorted By: Request Type
Property: Bay Area Metro Center
Building: Bay Area Metro Center
Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Bay Area Metro Center	29	34	54	64	61	69	58	68	0	0	0	0	437
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BOLO	-	-	-	1	-	-	-	-	-	-	-	-	1
Building Services	-	-	1	1	-	-	-	1	-	-	-	-	3
Building Utilities	-	-	-	-	-	1	-	-	-	-	-	-	1
Carpet Cleaning	-	-	-	-	-	1	-	-	-	-	-	-	1
Cleaning	1	1	2	-	5	1	3	4	-	-	-	-	17
Data/Telecommunications Services	-	-	-	-	-	1	-	-	-	-	-	-	1
Dedicated Porter Service	-	-	-	2	-	-	1	-	-	-	-	-	3
Door Unlock Request	-	-	-	1	-	-	2	2	-	-	-	-	5
Electrical - Light Bulbs	1	-	-	2	3	-	2	1	-	-	-	-	9
Electrical Repair - Misc	-	3	-	2	-	-	-	-	-	-	-	-	5
Gym	-	-	-	-	1	-	-	-	-	-	-	-	1
HVAC - After Hours	-	-	1	2	-	1	-	1	-	-	-	-	5
HVAC - Too Cold	1	-	-	-	-	-	-	-	-	-	-	-	1
HVAC - Too Hot	-	-	-	2	3	-	-	-	-	-	-	-	5
Janitorial Overtime	-	-	-	-	-	-	-	1	-	-	-	-	1
Janitorial Supplies	-	-	-	2	5	2	4	2	-	-	-	-	15
Keys & Locks	1	1	5	6	2	3	1	3	-	-	-	-	22
Miscellaneous Repairs	-	2	2	-	1	2	2	-	-	-	-	-	9
Moving Assistance	-	-	-	-	-	-	1	-	-	-	-	-	1
Office/Workstation Cleaning	-	-	-	-	-	-	-	1	-	-	-	-	1
Parking - Contract	-	-	-	1	-	1	-	-	-	-	-	-	2
Parking Inquiry	2	-	2	8	4	1	5	3	-	-	-	-	25

Summary By Month

Bay Area Metro Center	29	34	54	64	61	69	58	68	0	0	0	0	437
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Patch and Paint	-	-	1	1	-	-	1	-	-	-	-	-	3
Plumbing	-	-	3	-	-	-	-	-	-	-	-	-	3
Repair/other	-	1	1	1	4	3	4	4	-	-	-	-	18
Replacement Access Card	2	1	-	5	1	2	1	3	-	-	-	-	15
Restroom Service	-	-	-	-	1	-	-	-	-	-	-	-	1
Rubbish Removal	-	-	-	-	-	1	-	-	-	-	-	-	1
Security - Special Event	-	-	2	6	11	7	5	4	-	-	-	-	35
Security Access Card	19	25	33	21	20	38	18	36	-	-	-	-	210
Security Badge Audit	-	-	-	-	-	2	4	1	-	-	-	-	7
Trash/Recycling Removal	-	-	1	-	-	1	1	1	-	-	-	-	4
Vendor Access	2	-	-	-	-	1	3	-	-	-	-	-	6
Grand Totals	29	34	54	64	61	69	58	68	0	0	0	0	437

Work Order Ownership By Source

PARAMETERS

Period: Received July 1, 2022 to August 31, 2022
Sorted By: Owner, Request Type
Property: Bay Area Metro Center
Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

	Email				Tenant Web		Internal				Total Count
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		
No Owner Specified	0	0.0 %	0	0.0 %	1	50.0 %	0	0.0 %	0	0.0 %	2
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Keys & Locks	-	-	-	-	-	-	-	-	-	-	1
Office/Workstation Cleaning	-	-	-	-	1	100.0 %	-	-	-	-	1
Alexander Huber	0	0.0 %	0	0.0 %	3	60.0 %	1	20.0 %	1	20.0 %	5
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Electrical - Light Bulbs	-	-	-	-	-	-	-	-	1	100.0 %	1
Keys & Locks	-	-	-	-	2	100.0 %	-	-	-	-	2
Miscellaneous Repairs	-	-	-	-	1	50.0 %	1	50.0 %	-	-	2
Annie Thai	0	0.0 %	0	0.0 %	2	33.3 %	0	0.0 %	4	66.7 %	6
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Patch and Paint	-	-	-	-	-	-	-	-	1	100.0 %	1
Security - Special Event	-	-	-	-	-	-	-	-	3	100.0 %	3
Vendor Access	-	-	-	-	2	100.0 %	-	-	-	-	2
Jessica Lo	0	0.0 %	0	0.0 %	28	57.1 %	4	8.2 %	6	12.2 %	49
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Building Services	-	-	-	-	1	100.0 %	-	-	-	-	1
Cleaning	-	-	-	-	3	50.0 %	1	16.7 %	-	-	6
Dedicated Porter Service	-	-	-	-	1	100.0 %	-	-	-	-	1
Door Unlock Request	-	-	-	-	2	66.7 %	-	-	-	-	3

Work Order Ownership By Source

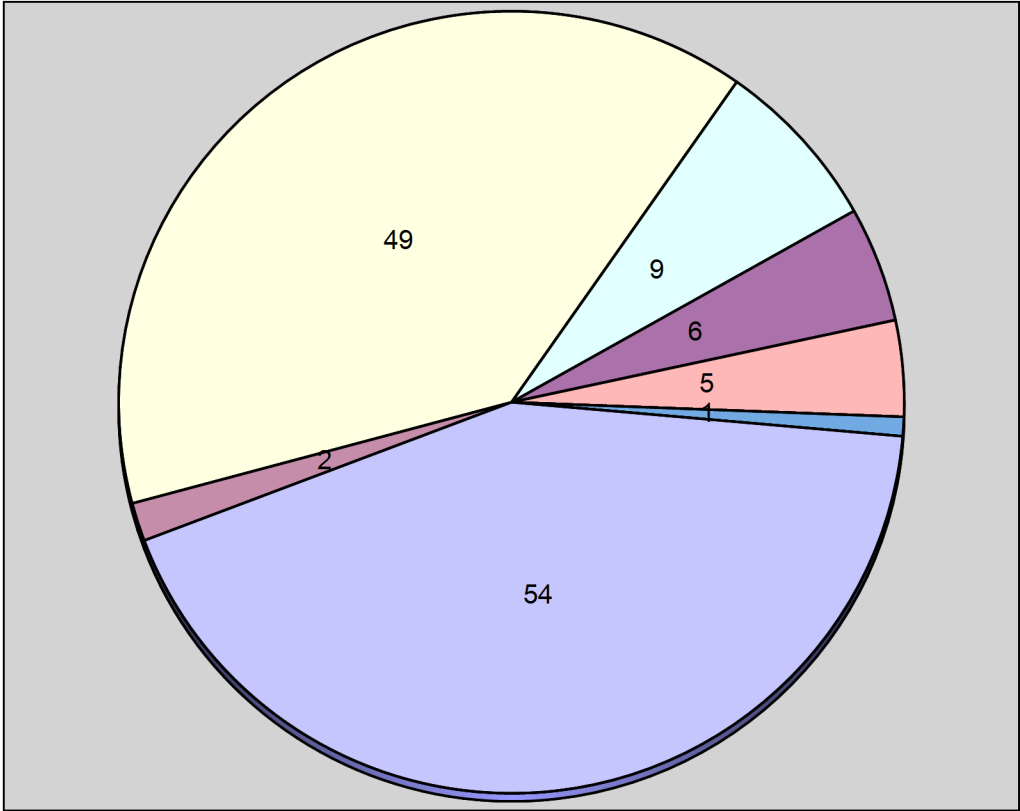
	Email				Tenant Web		Internal				Total Count
	Tenant Requested		Employee Requested		Count	Percent	Tenant Requested		Employee Requested		
	Count	Percent	Count	Percent			Count	Percent	Count	Percent	
Jessica Lo	0	0.0 %	0	0.0 %	28	57.1 %	4	8.2 %	6	12.2 %	49
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Electrical - Light Bulbs	-	-	-	-	1	100.0 %	-	-	-	-	1
HVAC - After Hours	-	-	-	-	1	100.0 %	-	-	-	-	1
Janitorial Overtime	-	-	-	-	1	100.0 %	-	-	-	-	1
Janitorial Supplies	-	-	-	-	3	75.0 %	-	-	-	-	4
Keys & Locks	-	-	-	-	1	100.0 %	-	-	-	-	1
Moving Assistance	-	-	-	-	1	100.0 %	-	-	-	-	1
Parking Inquiry	-	-	-	-	5	62.5 %	-	-	2	25.0 %	8
Repair/other	-	-	-	-	1	50.0 %	-	-	1	50.0 %	2
Security - Special Event	-	-	-	-	1	25.0 %	1	25.0 %	2	50.0 %	4
Security Badge Audit	-	-	-	-	-	-	1	50.0 %	1	50.0 %	2
Trash/Recycling Removal	-	-	-	-	2	100.0 %	-	-	-	-	2
Unspecified	-	-	-	-	4	40.0 %	-	-	-	-	10
Vendor Access	-	-	-	-	-	-	1	100.0 %	-	-	1
Manny Santana	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	1
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Electrical - Light Bulbs	-	-	-	-	-	-	-	-	-	-	1
Raychelle Williams	0	0.0 %	0	0.0 %	9	100.0 %	0	0.0 %	0	0.0 %	9
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Replacement Access Card	-	-	-	-	1	100.0 %	-	-	-	-	1
Security Access Card	-	-	-	-	7	100.0 %	-	-	-	-	7
Security Badge Audit	-	-	-	-	1	100.0 %	-	-	-	-	1
Security Console	0	0.0 %	0	0.0 %	49	90.7 %	0	0.0 %	0	0.0 %	54
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Door Unlock Request	-	-	-	-	-	-	-	-	-	-	1
Replacement Access Card	-	-	-	-	3	100.0 %	-	-	-	-	3

Work Order Ownership By Source

	Email				Tenant Web		Internal				Total Count
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		
Security Console	0	0.0 %	0	0.0 %	49	90.7 %	0	0.0 %	0	0.0 %	54
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Security - Special Event	-	-	-	-	1	100.0 %	-	-	-	-	1
Security Access Card	-	-	-	-	44	93.6 %	-	-	-	-	47
Security Badge Audit	-	-	-	-	1	50.0 %	-	-	-	-	2
Totals:	0	0.0 %	0	0.0 %	92	73.0 %	5	4.0 %	11	8.7 %	126

Work Order Ownership By Source

Number of Requests Received by Ownership



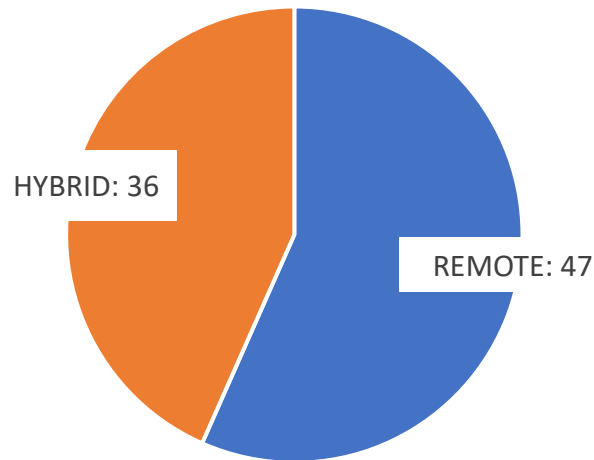
- Security Console
- No Owner Specified
- Jessica Lo
- Raychelle Williams
- Annie Thai
- Alexander Huber
- Manny Santana

BAY AREA METRO CENTER

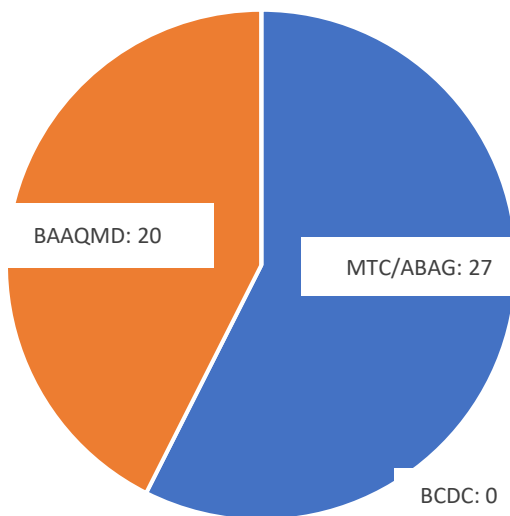
1st FLOOR PUBLIC MEETINGS

May 2022 – August 2022

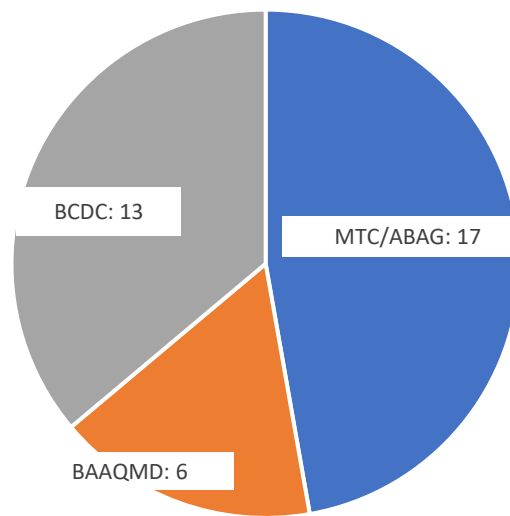
PUBLIC AGENCY MEETINGS REMOTE & HYBRID



PUBLIC REMOTE MEETINGS May 2022- August 2022 TOTAL: 47



PUBLIC HYBRID MEETINGS May 2022- August 2022 TOTAL: 36



NOTABLE BAY AREA METRO CENTER EVENTS		
Date	Event Title	Rooms Used
May 25 & 26, 2022	MTC Commission Worship	Boardroom, Yerba Buena, and Temazcal
June 2 & 30, 2022	BCDC Commission Meeting: Howard Terminal Hearing	Boardroom
June 7, 2022*	Statewide Primary Election	Temazcal
July 18, 2022	Silicon Valley Leadership Group Roundtable	Yerba Buena
July 19, 2022*	Red Cross Blood Drive	Yerba Buena and Ohlone
August 24, 2022	Degenkolb Society for Marketing Professional Services (SMPS) Annual Business Meeting	Temazcal
August 30, 2022	Building Owners & Managers Association of San Francisco (BOMA) Eats World Celebration	Temazcal

*community event

2023 Public Meeting Schedule: The master 2023 schedule for BAAQMD, BCDC, and MTC meetings is being reviewed to identify conflicts before a final schedule is made public.