

375 Beale Condominium Corporation

November 8, 2022

Agenda Item 6 - 22-1602

Building Operations (Including Property Management Services, Activities and Safety and Security) 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 September 27, 2022, Board meeting.

Shared Services

The 3-year annual electrical maintenance and the required triennial electrical shut-down took place on Saturday, October 8, 2022. The shut-down was successful and no issues were encountered.

Since the last Board meeting BAMC served as the venue for one American Red Cross blood drive on October 28, 2022.

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

Safety & Security Update

Staff worked with C&W staff to lead occupants in safety preparations during the month of October, which was “Fire & Life Safety month”. Safety preparations provided to BAMC occupants included the annual Floor Warden training, fire drill preparation, the California Great Shake Out, CPR/AED and First Aid certification training.

There have been no notable incidents since the last Board meeting and since moving into BAMC overall security in the building has been very good. That said, there is always room to improve on the ways to keep building occupants and visitors safe and to protect against potential harm.

Good access controls are an important component to improve safety for all occupants and visitors and to reduce the risk of unauthorized individuals entering BAMC. Since moving into the building in 2016, BAHA and CW staff have implemented additional security controls to reduce piggybacking or tailgating to gain access into the building.

Based on recent instances of serious security breaches throughout the United States, BAHA and CW staff are working to have security screening equipment installed and to augment other security measures within BAMC.

BAHA and CW staff will continue to update this Board on security and safety measures at future 375 Beale Condominium Board meetings.

Projects

1st Floor Reconfigurations

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

Parking Feasibility Study & Building Floor Measurement Recalculation

C&W staff are finalizing 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; and working with an architect to finalize the update and revision of the existing floor measurement calculations for floors 1-8.

Hybrid Space Pilot

BAHA and MTC are in the process of implementing a Hybrid Space Pilot in a small number of MTC workspaces and SSO collaborative spaces. More information on the Hybrid Space Pilot will be provided at future Board meetings.

Special Recognitions

Ebony Horace the BAMC, Senior Property Manager and Ryan Snider, BAMC Chief Engineer were announced as the Building Owners and Managers Association (BOMA) San Francisco members of the year, which are members who exemplify service, dedication, leadership, and a commitment to BOMA, our community and the commercial real estate industry.

In addition, BAMC was awarded 2022 Energy Star Certification and re-announced as a BOMA 360 recipient which is one of the highest standards for elite buildings.

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

Generated By: Ebony.Horace@cis.cushwake.com
October 14, 2022

PARAMETERS

Period: Expected from October 1, 2022 to October 14, 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	193	178	92%	32	17%	10	31%	22	69%	0	0%	0	0%	28	88%		
BAAQMD	11	7	64%	10	91%	4	40%	6	60%	0	0%	0	0%	8	80%		
Bay Conservation and Development Commission (BCDC)	5	2	40%	3	60%	0	0%	3	100%	0	0%	0	0%	3	100%		
MTC	177	169	95%	19	11%	6	32%	13	68%	0	0%	0	0%	17	89%		
Grand Totals:	193	178	92%	32	17%	10	31%	22	69%	0	0%	0	0%	28	88%		

Summary By Month

Attachment A

Generated By: Ebony.Horace@cis.cushwake.com
 October 14, 2022

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	59	68	56	28	0	0	522
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BOLO	-	-	-	1	-	-	-	-	-	-	-	-	1
Building Services	-	-	1	1	-	-	-	1	1	-	-	-	4
Building Utilities	-	-	-	-	-	1	-	-	-	-	-	-	1
Carpet Cleaning	-	-	-	-	-	1	-	-	-	-	-	-	1
Cleaning	1	1	2	-	5	1	3	4	2	-	-	-	19
Data/Telecommunications Services	-	-	-	-	-	1	-	-	-	-	-	-	1
Dedicated Porter Service	-	-	-	2	-	-	1	-	-	-	-	-	3
Door Unlock Request	-	-	-	1	-	-	2	2	4	1	-	-	10
Electrical - Light Bulbs	1	-	-	2	3	-	2	1	2	2	-	-	13
Electrical Repair - Misc	-	3	-	2	-	-	-	-	1	-	-	-	6
Gym	-	-	-	-	1	-	-	-	-	-	-	-	1
HVAC - After Hours	-	-	1	2	-	1	-	1	1	-	-	-	6
HVAC - Too Cold	1	-	-	-	-	-	-	-	1	-	-	-	2
HVAC - Too Hot	-	-	-	2	3	-	-	-	-	-	-	-	5
Janitorial Overtime	-	-	-	-	-	-	-	1	1	-	-	-	2
Janitorial Supplies	-	-	-	2	5	2	4	2	-	1	-	-	16
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	-	-	-	1	-	-	3
Parking Inquiry	2	-	2	8	4	1	5	3	5	2	-	-	32

Summary By Month

Generated By: Ebony.Horace@cis.cushwake.com
October 14, 2022

Bay Area Metro Center	29	34	54	64	61	69	59	68	56	28	0	0	522
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Patch and Paint	-	-	1	1	-	-	1	-	-	1	-	-	4
Plumbing	-	-	3	-	-	-	-	-	1	-	-	-	4
Repair/other	-	1	1	1	4	3	5	4	2	2	-	-	23
Replacement Access Card	2	1	-	5	1	2	1	3	3	3	-	-	21
Restroom Service	-	-	-	-	1	-	-	-	-	-	-	-	1
Rubbish Removal	-	-	-	-	-	1	-	-	-	-	-	-	1
Security - Special Event	-	-	2	6	11	7	5	4	3	2	-	-	40
Security Access Card	19	25	33	21	20	38	18	36	25	10	-	-	245
Security Badge Audit	-	-	-	-	-	2	4	1	4	1	-	-	12
Trash/Recycling Removal	-	-	1	-	-	1	1	1	-	-	-	-	4
Vendor Access	2	-	-	-	-	1	3	-	-	2	-	-	8
Grand Totals	29	34	54	64	61	69	59	68	56	28	0	0	522

Summary By Month

Attachment A

Generated By: Ebony.Horace@cis.cushwake.com
 October 14, 2022

PARAMETERS

Period: Received January 1, 2022 to December 31, 2022
Sorted By: Tenant
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	59	68	56	26	0	0	520
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
BAAQMD	7	22	12	18	10	26	12	12	12	12	-	-	143
BAHA - Shared Services	1	-	3	9	8	11	10	4	2	2	-	-	50
Bay Conservation and Development Commission (BCDC)	1	2	13	3	6	11	5	6	7	-	-	-	54
MTC	20	10	26	34	37	21	32	46	35	12	-	-	273
Grand Totals	29	34	54	64	61	69	59	68	56	26	0	0	520

Work Order Ownership By Source

Generated By: Ebony.Horace@cis.cushwake.com October 14, 2022

PARAMETERS

Period: Received October 1, 2022 to October 14, 2022
Sorted By: Owner, Property
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		Count	Percent	Tenant Requested		Employee Requested		
No Owner Specified	0	0.0 %	0	0.0 %			2	100.0 %	0	0.0 %	0
Property	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Bay Area Metro Center	-	-	-	-	2	100.0 %	-	-	-	-	2
Alexander Huber	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	1
Property	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Bay Area Metro Center	-	-	-	-	-	-	-	-	-	-	1
Annie Thai	0	0.0 %	0	0.0 %	0	0.0 %	0	0.0 %	1	100.0 %	1
Property	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Bay Area Metro Center	-	-	-	-	-	-	-	-	1	100.0 %	1
Jessica Lo	0	0.0 %	0	0.0 %	4	50.0 %	1	12.5 %	1	12.5 %	8
Property	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Bay Area Metro Center	-	-	-	-	4	50.0 %	1	12.5 %	1	12.5 %	8
Raychelle Williams	0	0.0 %	0	0.0 %	3	100.0 %	0	0.0 %	0	0.0 %	3
Property	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Bay Area Metro Center	-	-	-	-	3	100.0 %	-	-	-	-	3

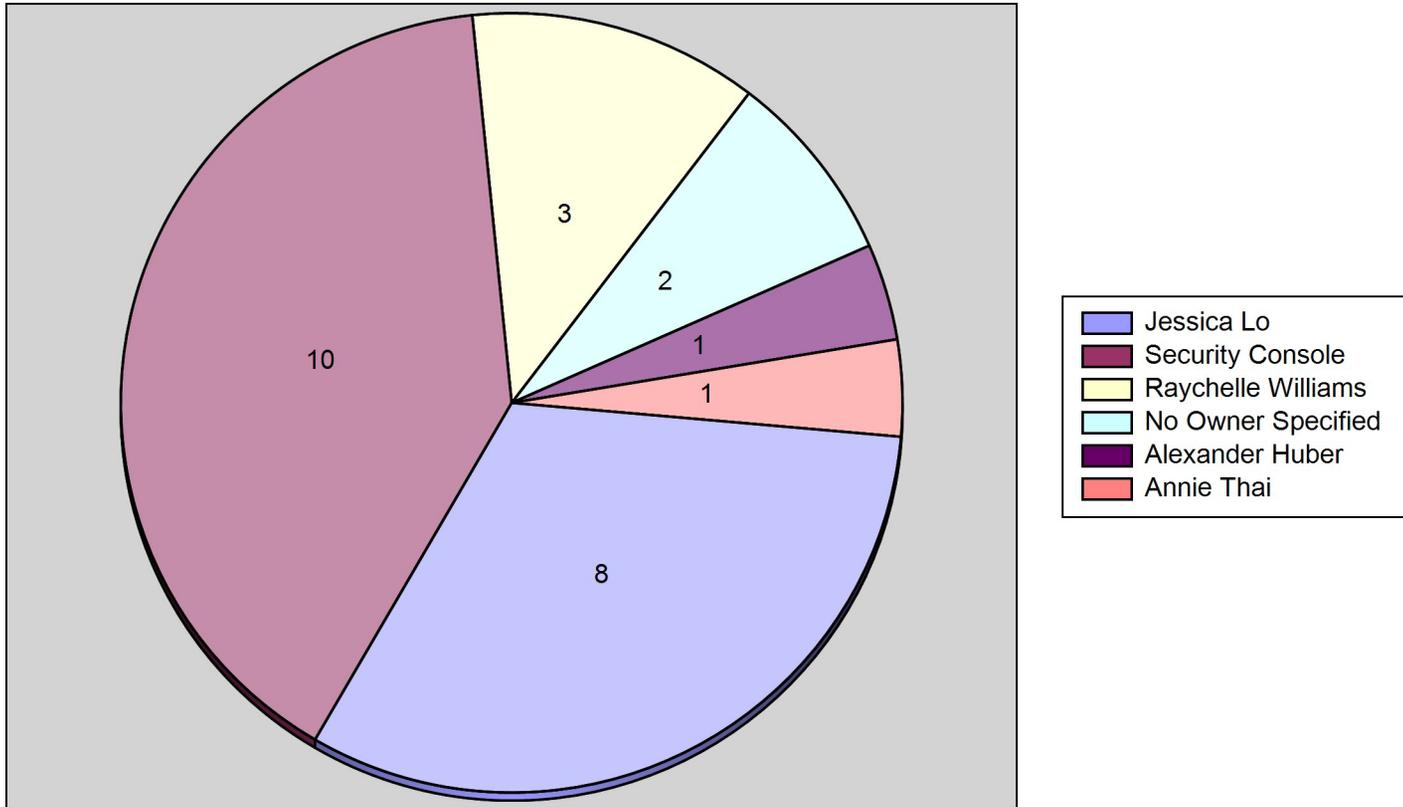
Work Order Ownership By Source

Generated By: Ebony.Horace@cis.cushwake.com October 14, 2022

	Email				Tenant Web		Internal				Total Count
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		
Security Console	0	0.0 %	0	0.0 %	9	90.0 %	0	0.0 %	0	0.0 %	10
Property	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Bay Area Metro Center	-	-	-	-	9	90.0 %	-	-	-	-	10
Totals:	0	0.0 %	0	0.0 %	18	72.0 %	1	4.0 %	2	8.0 %	25

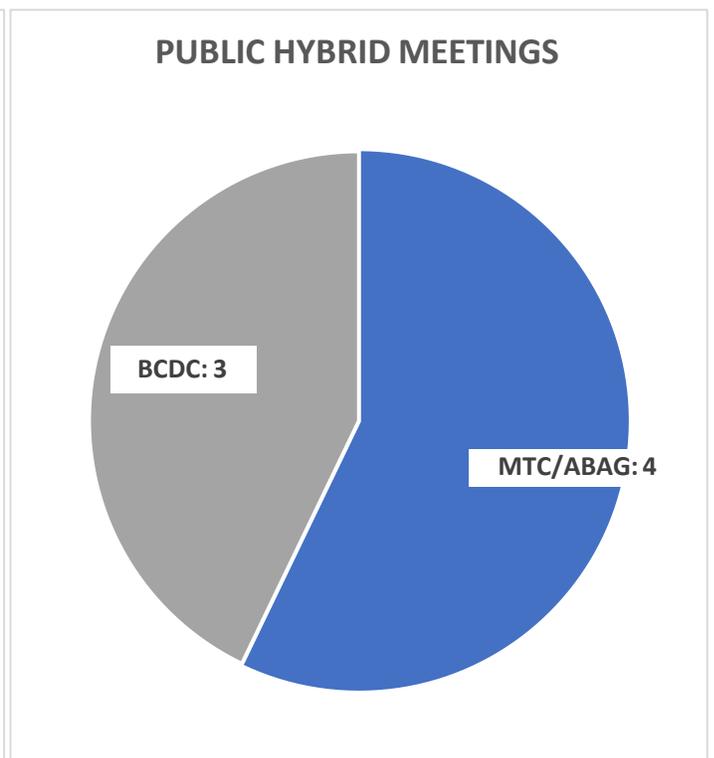
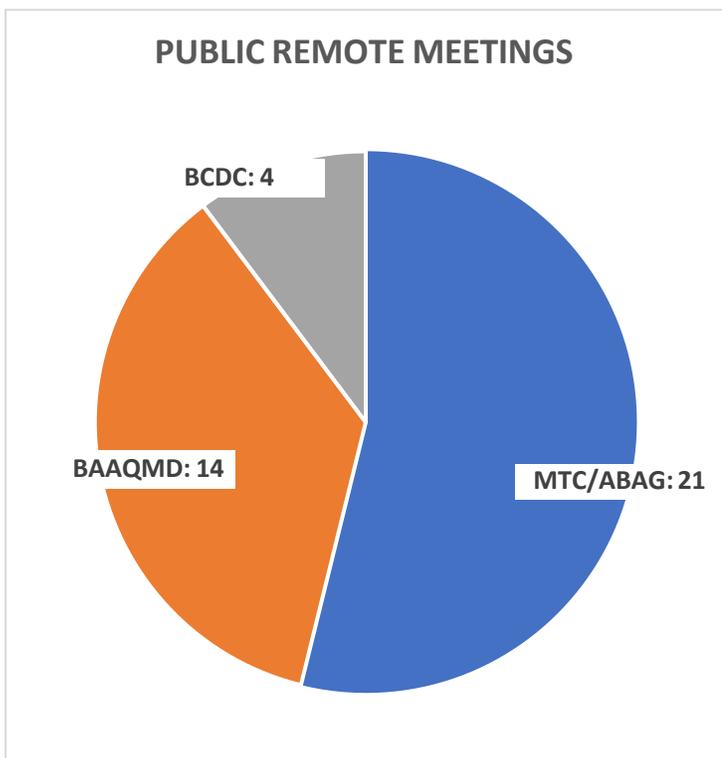
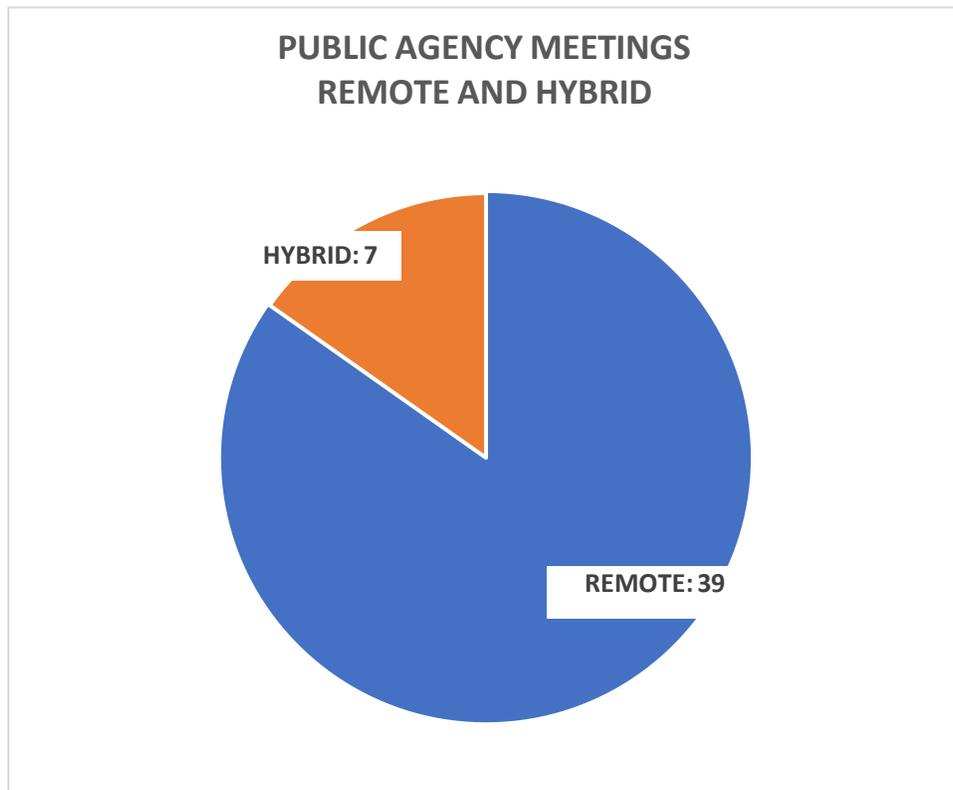
Work Order Ownership By Source

Number of Requests Received by Ownership



BAY AREA METRO CENTER

1st FLOOR PUBLIC MEETINGS
September 1, 2022 – October 23, 2022



NOTABLE BAY AREA METRO CENTER EVENTS		
Date	Event Title	Rooms Used
September 13, 2022	ABAG Regional Housing Technical Assistance Program, the Turner Center for Housing Innovation, and the San Francisco Foundation Panel Discussion	Yerba Buena and Temazcal
October 6, 2022	TEF Architecture 25 th Anniversary Reception	Temazcal
October 20, 2022	Institute for Local Government: Planning Commissioners Training	Yerba Buena and Temazcal
October 27, 2022	MTC/ABAG Annual Halloween Party	Temazcal and Rincon Place
October 28, 2022	ABAG Board Workshop	Yerba Buena and Temazcal

2023 Public Meeting Schedule: The public meeting schedules for the three public agencies have been scheduled in the Meeting Room Management (MRM) Reservation System as requested. MRM is open for shared conference room reservations through 2023.