

375 Beale Condominium Corporation

June 22, 2023

Agenda Item 3a - 23-0753

Building Operations (Including Property Management Services, Activities, and Safety and Security) and Projects Report

Summary:

This memorandum is to provide information to the Board regarding 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 Covenants, Conditions & Restrictions (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 March 14, 2023, Board meeting.

Shared Services

Phase 2 of the Retro-Commissioning (RCx) project required an electrical shut-down that included disruption of power to the data center. During the shut-down undertaken from March 24 to 26, 2023, C&W worked with Taylor Engineering to conduct testing and investigations to assess commissioned system performance of the data center and review trend data. The shut-down and testing went well, and the team was able to finish earlier than anticipated. CW is now working with staff to review and respond to the RCx Investigation Report outlining the existing system, investigation results, and suggested corrective actions.

Since the last Board meeting, BAMC served as the venue for the April 4, 2023, American Red Cross blood drive. Additional blood drives are scheduled throughout the year.

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

There have been no notable incidents since the last Board meeting.

C&W and BAHA staff continue to work on augmenting security measures. In May 2023, C&W finalized installation of the second-floor security vestibule and secondary entrance door at the Harrison Street employee entrance to prevent unauthorized access.

Another critical measure is the request that will be submitted to the Bay Area Headquarters Authority (BAHA) to adopt Resolution No. 044, "No Weapons Policy" to prohibit the possession or use of handguns, firearms, explosives, knives, and other items that may be defined as weapons under state, federal or local laws or ordinances on BAMC Property.

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

Projects

1st Floor Reconfigurations and Audio-Visual (AV) Upgrade

BAHA staff have finalized the redesign of the 1st Floor Yerba Buena and Ohlone conference room spaces and the warming kitchen and will seek approval of the proposed budget from BAHA before construction begins.

Parking Feasibility Study & Parking Controls Equipment Replacement

C&W staff continue to work on the finalization of 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. C&W is currently working with the parking team on the replacement of the parking gate control equipment in the Beale garage which will become obsolete in December 2023.

General Amenity Updates

Shower room amenities – weekly towel service, complimentary shampoo – and a vending machine with healthy snacks have been implemented on Level 2. Staff is working to make additional amenity upgrades – public bike parking in the Beale garage and exercise equipment in the Cove - to enhance occupants' experience in the building in the coming months.

Hybrid Space Pilot

BAHA and MTC have begun to implement changes as part of the Hybrid Space Pilot in a small number of MTC workspaces and in the Redwood Conference Room. The changes in these spaces will allow MTC and the other regional agencies to try out and determine what technology and space changes allow for the most productive meetings and interactions in the Hybrid workplace. More information on the Hybrid Space Pilot will be provided at future Board meetings.

Attachments:

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

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