

375 Beale Condominium Corporation

November 6, 2023

Agenda Item 4a - 23-1264

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) assists BAHA with property management services, including, but not limited to, building management, tenant services, building engineering, security, parking, and janitorial.

Bay Area Metro Center (BAMC) Activities:

In this report, staff advise on scheduled activities and shared services utilization since the last Board meeting.

Shared Services

The annual electrical maintenance and required electrical shut-down took place on Saturday, October 14, 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.

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. A critical measure in security efforts is the implementation of Bay Area Headquarters Authority (BAHA) Resolution No. 044, “No Weapons Policy”, which prohibits 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 have received budget approval from BAHA to begin construction. The construction schedule is being developed and will be shared with the agencies.

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

Amenity upgrades have been made to the 2nd Floor Cove, (“BAMC Gym”) which now has exercise equipment and fitness classes will be made available to all occupants. Staff will

continue to enhance occupants' experience in the building in the coming months by implementing additional amenity upgrades.

Hybrid Space Pilot

BAHA and MTC finalized the design changes for the Hybrid Space Pilot in a small number of MTC workspaces and in the Redwood Conference Room. The changes in these spaces are expected to be implemented in December 2023 and will allow MTC staff 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. Additional 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

Denise Rodrigues

Denise T. Rodrigues