

JACK BROADBENT
Executive Officer/APCO,
Bay Area Air Quality
Management District

THERESE W. MCMILLAN
Executive Director,
Metropolitan
Transportation
Commission

ANDREW B. FREMIER
Deputy Executive Director,
Operations
Metropolitan
Transportation
Commission

BRAD PAUL
Deputy Executive Director,
Local Government Services
Metropolitan
Transportation
Commission

**BOARD OF DIRECTORS OF
375 BEALE CONDOMINIUM CORPORATION**

February 20, 2020

Bay Area Metro Center

375 Beale Street, Redwood Conference Room #5150

1:00 p.m. – 3:00 p.m.

WebEx Dial-in Number: (415) 655-0002

Access Code: 928 477 284 ##

Action

1. Roll Call / Confirm Quorum
Four directors are named in the Articles of Incorporation. The presence of three will constitute a quorum.
2. Minutes of the May 30, 2019 meeting* Approval
The Board will be asked to approve the minutes of the May 30, 2019 375 Beale Condominium Corporation Board meeting.
3. Election of Board Secretary Approval
The Board will be asked to elect a new Secretary to fill the vacancy in that office created by the appointment of Jack Broadbent as Board Chair.
4. Chief Financial Officer's Reports* Information
The Board will receive the 375 Beale Condo financial report for FY 2018-19 Fourth Quarter ending June 30, 2019 and for FY 2019-20 First Quarter ending September 30, 2019.
5. Building Operations and Project Report* Information
The Board will receive a report on current building operations, leasing changes, and improvement projects.
6. Security Improvements* Approval
The Board will be asked to approve a request for security improvements to be implemented at the Bay Area Metro Center.
7. Public Comment / Other Business
8. Adjournment / Next Meeting
The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.

375 Beale Condominium Corporation

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* Staff report included in the packet

** Handout available at meeting

Public Comment: The public is encouraged to comment on agenda items at board meetings by completing a request-to-speak card (available from staff) and passing it to the board secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the board may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Board meetings are recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at our offices by appointment. Audiocasts are maintained on MTC's Web site for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者, 請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知, 以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Corporation. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

**Minutes of Meeting of Directors of
375 Beale Condominium Corporation on
May 30, 2019**

1. Quorum

Kimberly Ward, MTC staff confirmed a quorum, namely Jack Broadbent (appointed by the owner of Unit 3), Andrew Fremier (appointed by the owner of Unit 2), Therese McMillan (MTC Executive Director, appointed by the owner of Unit 1), and Brad Paul (appointed by the owner of Unit 4).

2. Minutes of the November 26, 2018 Meeting

Upon the motion by member Fremier and the second by member Broadbent, the minutes of the November 26, 2018 meeting were unanimously approved by the following vote:

Aye: 4 - Broadbent, Fremier, McMillan, and Paul

3. Election of Board Chair

Upon the motion by member McMillan and the second by member Fremier, the Board elected Jack Broadbent as board chair to serve for a period of one year. The motion was unanimously approved by the following vote:

Aye: 4 - Broadbent, Fremier, McMillan, and Paul

4. Chief Financial Officer's Reports

Brian Mayhew, CFO presented a report on 375 Beale Street Condo Financial Operations as of March 31, 2019.

5. Operating Budgets and Assessments

Brian Mayhew, CFO, presented annual financial budgets and annual budgets for common expense assessments for the FY 2019-20 fiscal year for approval. Upon the motion by member Paul and second by member McMillan, the annual financial budgets and annual budgets for common expense assessments for the FY 2019-20 fiscal year were unanimously approved by the following vote:

Aye: 4 - Broadbent, Fremier, McMillan, and Paul

6. Building Operations and Projects Reports

Denise Rodrigues, MTC Director of Administration and Facilities, and Gary Szeto, BAHA staff, provided a report on current building operations, leasing changes, and improvement projects at the MetroCenter.

Lee Miller, Cushman & Wakefield staff, provided a report on current building operations and improvement projects. Highlights of the report included completion of the heating and air conditioning systems; an upgrade of servers to accommodate remote access adjustments to the building; and the need for a full building shutdown to allow PG&E to replace the main power feed to the building with a smaller transformer. The shutdown is scheduled for Saturday, June 15.

Chair Broadbent requested that staff address security issues in connection with visitors accessing floors other than their intended destination.

7. Public Comment / Other Business

There were no public comments.

8. Adjournment / Next Meeting

Chair Broadbent adjourned the meeting at 10:34 a.m.

375 Beale Condominium Corporation

February 20, 2020

Agenda Item 4

375 Beale Condo Corporation Financial Statements for FY 2019-20 Second Quarter

Background: Attached are the 375 Beale Condo Corporation financial statements for the second quarter, which ended December 31, 2019.

As of the end of the second quarter, the Corporation recorded total revenue of \$2.7 million and expense of \$2.6 million (Attachment A, Page 1). Revenue is in-line with the budget as quarterly assessments are collected from each owner at the beginning of the quarter. Total expense is slightly below the budget at 48% with 50% of the fiscal year expired. Total encumbrance at the end of December is \$528,567. Overall there is an operating surplus of \$119,050 through mid-year.

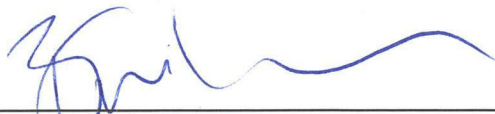
The shared services operations are comprised of services provided by BAHA on behalf of the three condo owners. Shared services include a receptionist, meeting room coordinator, shared technology, and conference and meeting room setups. The shared services expenses are detailed on page 2 of Attachment A. Total expense of \$1,043,582 is 52% of the expense budget. Expenses are slightly higher because of additional administrative staff charges to support the operation. We are evaluating the additional charges and will have more detail in the budget process.

The common area maintenance operations are contracted to Cushman+Wakefield. These operating expenses include cleaning, repairs and maintenance, utilities, ground landscaping, security, parking, and administrative expenses. The common area expenses are shown on page 2 of Attachment A, along with the assessment fee of \$1,727,636 collected in the second quarter. Total expense of \$1,569,964 is 45% of the approved budget. The actual expense is below budget due to some of the maintenance contracts being delayed.

If you have any questions about this report, please contact Brian Mayhew at 415-778-6730.

Recommendation: None. Provided for information only.

Attachment: 375 Beale Condo Corporation Financial Statements for FY 2019-20 Second Quarter



Brian Mayhew

375 Beale Inc. Operations
As of December 31, 2019

	FY2018-19 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired	Enc	YTD Total (YTD + Enc)
Revenue							
Assessment Fee - Shared Services	\$ 2,006,600	\$ 1,003,300	\$ (1,003,300)	50%	50%	\$ -	\$ 1,003,300
Assessment Fee - Common Area	3,455,272	1,727,636	(1,727,636)	50%	50%	-	1,727,636
Interest Income	-	1,660	1,660	N/A	50%	-	1,660
Total Revenue	5,461,872	2,732,596	(2,729,276)	50%	50%	-	2,732,596
Salaries and Benefits	600,600	403,671	(196,929)	67%	50%	-	403,671
Overhead	319,000	228,720	(90,280)	72%	50%	-	228,720
Contractual services	554,047	264,071	(289,976)	48%	50%	-	264,071
IT Licenses, Maintenance	655,500	256,609	(398,891)	39%	50%	300,466	557,075
Audit/Accounting/Other	72,731	41,181	(31,550)	57%	50%	2,600	43,781
Office Supplies	150,000	60,730	(89,270)	40%	50%	83,401	144,131
Repairs & Maintenance	821,653	306,970	(514,683)	37%	50%	-	306,970
Coffee/Tea Service	95,000	31,569	(63,431)	33%	50%	63,431	95,000
Security	423,458	203,324	(220,134)	48%	50%	-	203,324
Other Exp	83,500	11,621	(71,879)	14%	50%	71,621	83,242
Insurance	128,331	74,383	(53,948)	58%	50%	7,048	81,431
Utility	643,604	363,625	(279,979)	56%	50%	-	363,625
Janitorial Service	817,811	348,460	(469,351)	43%	50%	-	348,460
Landscape	46,637	8,854	(37,783)	19%	50%	-	8,854
Special Event Setups	50,000	9,758	(40,242)	20%	50%	-	9,758
Total Operating Exp	5,461,872	2,613,546	(2,848,326)	48%	50%	528,567	3,142,113
Total Operating Suplus (Deficit)	\$ -	\$ 119,050					

375 Beale Inc. Operations
As of December 31, 2019

	Adopted FY2018-19 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired	Encumbrance
Common Area Breakdown						
Revenue:						
Assessment fee - common area	\$ 3,455,272	\$ 1,727,636	\$ (1,727,636)	50.0%	50.0%	
Total operating revenue	3,455,272	1,727,636	(1,727,636)	50.0%	50.0%	
Operating expenses:						
Cleaning	817,811	348,460	(469,351)	42.6%	50.0%	
Repairs & Maintenance	821,653	306,970	(514,683)	37.4%	50.0%	
Utilities	643,604	363,625	(279,979)	56.5%	50.0%	
Landscape (Grounds)	46,637	8,854	(37,783)	19.0%	50.0%	
Security	423,458	203,324	(220,134)	48.0%	50.0%	
Administrative	554,047	264,071	(289,976)	47.7%	50.0%	
Taxes/Licenses/Permits	19,731	9,142	(10,589)	46.3%	50.0%	
Insurance	128,331	65,518	(62,813)	51.1%	50.0%	
Total operating expenses	3,455,272	1,569,964	(1,885,308)	45.4%	50.0%	
Total operating gain (loss)	<u>\$ -</u>	<u>\$ 157,672</u>				
Shared Service Operation Breakdown						
Revenue:						
Assessment fee - shared services	\$ 2,006,600	\$ 1,003,300	\$ (1,003,300)	50.0%	50.0%	
Interest income	-	1,660	1,660	100.0%	50.0%	
Total operating revenue	2,006,600	1,004,960	(1,001,640)	50.1%	50.0%	
Operating expenses:						
Salaries and Benefits	600,600	403,671	(196,929)	67.2%	50.0%	-
Overhead	319,000	228,720	(90,280)	71.7%	50.0%	-
IT licenses, maintenance	655,500	256,609	(398,891)	39.1%	50.0%	300,466
Audit/Tax/Bank Fee	53,000	32,039	(20,961)	60.5%	50.0%	2,600
Supplies/Signage/Copy Paper/Shredding	150,000	60,730	(89,270)	40.5%	50.0%	83,401
Comcast/Direct TV	6,000	494	(5,506)	8.2%	50.0%	2,506
Safety Equip. (AEDs, First Aid Kits)	40,000	11,127	(28,873)	27.8%	50.0%	28,873
Coffee/Tea Service	95,000	31,569	(63,431)	33.2%	50.0%	63,431
Other Exp	37,500	8,865	(28,635)	23.6%	50.0%	7,048
Special Event Setup	50,000	9,758	(40,242)	19.5%	50.0%	40,242
Total operating expenses	2,006,600	1,043,582	(963,018)	52.0%	50.0%	528,567
Total operating gain (loss)	<u>\$ -</u>	<u>\$ (38,622)</u>				
Total 375 Beale Inc operating gain (loss)		<u><u>\$ 119,050</u></u>				

375 Beale Condominium Corporation

February 20, 2020

Agenda Item 5

Building Operations and Projects Report

Background:

BAHA is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 give 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 CCRs). 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 (CW)

CW assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under its contract with BAHA, CW 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 November 26, 2018 Board meeting:

- BAMC power feed from 34kV to 12kV: On April 26, 2017, the Bay Area Headquarters Authority (BAHA) Committee authorized staff to enter into contract with PG&E to replace the electrical service at 375 Beale. The cutover was completed during the building power shutdown on October 19, 2019. On December 31, 2019, PG&E removed its electrical transformers from the building, thereby completing its contract work. Annual electrical maintenance, which requires that building power be shut down, is expected to occur next in October 2020.

Shared Services

Please find attached the utilization reports on the following shared services:

- Angus is the system for entering and tracking BAMC visitors, parking and other service requests (Attachment A).
- Meeting Room Manager or MRM, is the system utilized by BAAQMD & MTC for reserving rooms for agency meetings at 375 Beale (Attachment B).

Security Update

There was one notable security incident since the last meeting. Information regarding that event was shared with the 375 Beale Condominium Board members. Please see agenda item 6 for a detailed security update.

CW produced several security guides establishing protocols for workplace emergencies and evacuations. These guides were distributed to the tenants and Bay Area Air Quality Management District (BAAQMD) staff in September, 2019, and will be distributed to Metropolitan Transportation Commission (MTC) staff in January 2020.

Zero Waste

In January 2020, BAMC began Phase 1 of its “zero waste” program to recycle, reduce, reuse, compost and prevent waste so that no material goes into landfills or high-temperature destruction. On July 1, 2019, San Francisco implemented a Refuse Separation Ordinance requiring that all Large Refuse Generators (LRGs) with at least 40 cubic yards of uncompacted refuse per week can face penalties up to \$1,000 per day any violation of such order. Phase 1 involved hiring a Zero Waste Facilitator (ZWF) and one sorter to oversee the program and ensure materials collected are being placed in their appropriate bins. The zero waste program will also help ensure the building avoids potential fines and will assist in working toward becoming a “zero waste” building. See Attachment C for additional information.

Projects

San Francisco Bay Conservation and Development Commission (BCDC) Lease

BCDC entered into an eight-year lease from September 1, 2019 to August 31, 2027, for approximately 18,890 useable square feet (usf) in Suite 510. BCDC moved into the Bay Area Metro Center in August 2019, and is now co-located on the 5th floor along with staff from MTC’s Technology Services Section. The floor plan for BCDC’s space (see Attachment D) is consistent with the design of agency floors 5-8 including shared amenities such as the coffee bar, pantries, copy/supply rooms and conference rooms. BCDC has access to the upper agency floors via the two interconnecting stairwells and to the public meeting facilities, including the Board Room and the Yerba Buena and Ohlone multi-purpose rooms.

1st Floor Multi-Use Space Update / Temazcal

The new 1st Floor Multi-Use Space, named “Temazcal”, was built as a flexible meeting space and includes a warming kitchen and service equipment for the service of prepared foods and beverages. Construction reached substantial completion in January, and the State Fire Marshal issued a Certificate of Occupancy on January 29, 2020.

BAAQMD 8th Floor Renovation

In January 2020, BAAQMD began work to renovate a portion of its space on the 8th floor. Renovations are anticipated to be completed in May 2020.

1st Floor Reconfigurations

BAHA has started design related to optimizing the usable space in the 1st Floor Yerba Buena and Ohlone Rooms and adjacent warming kitchen. The scope includes optimizing the AV systems for these rooms with those of the Temezcal and Board Rooms. Schematic drawings are due in mid-2020, from which BAHA will develop a cost estimate. The capital costs are not currently included in BAHA's budget.

Ada's Cafe

As reported to this board in May 2018, Ada's Cafe (Ada's) encountered issues that would not allow it to remain open without operational assistance from BAHA. Subsequently, on June 10, 2019 Ada's informed BAHA that Ada's would be terminating its concessionaire agreement and closing Ada's on August 2, 2019. The concessionaire agreement allowed for BAHA to purchase the equipment in Ada's upon termination. BAHA purchased the equipment to enable the retail space to be made operational as soon as possible.

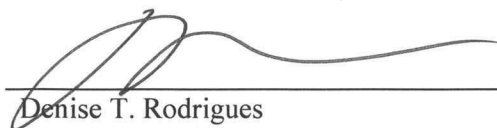
375 Beale Street Community and Event Space(s)

BAHA issued a Request for Interest to inform BAHA of use and revenue cases for the approximately 8,116 square feet of space on the first floor of its premises comprised of three (3) separate spaces (Café Space, Yerba Buena/Ohlone, and Temazcal). Information from respondents indicates that rather than entering into a long-term relationship with one concessionaire, BAHA should explore the option of working with one or more venue managers to bring in different events, food vendors, and "pop-ups" into the various spaces. To determine if that direction is viable and can be integrated with current usage, BAHA will test a variety of events in the spaces, and report back to this board with its findings.

Issues: None

Recommendation: None. This item was presented for information only.

Attachments: Attachment A: Angus– MTC Request Summary
Attachment B: Meeting Room Manager – BAMC Shared Room Use
Attachment C: Zero Waste Program
Attachment D: BCDC Floor Plan


Denise T. Rodrigues

Visitor Summary & Check-In Source

ATTACHMENT 5A

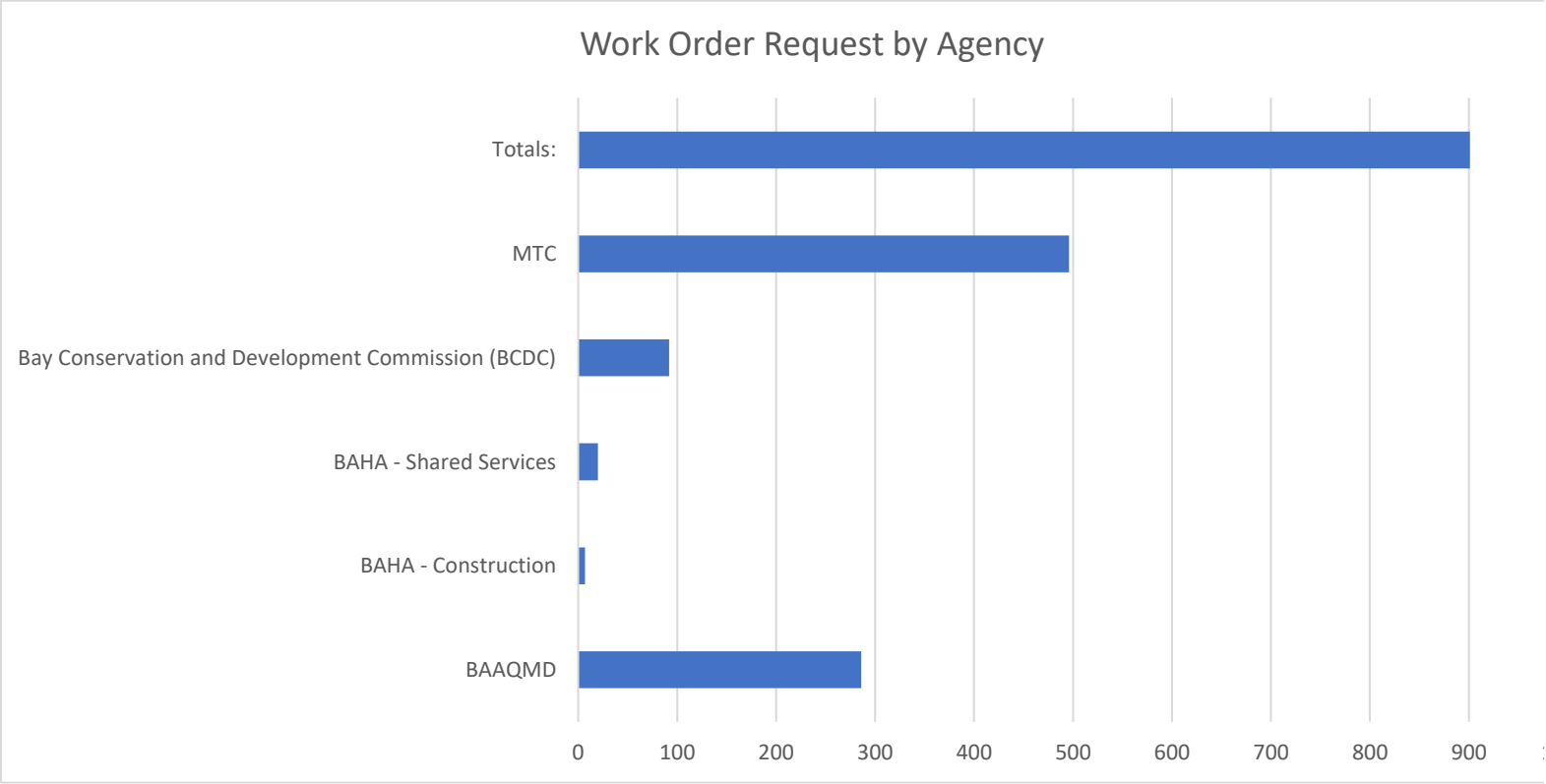
PARAMETERS

Period: Expected from July 1, 2019 to January 31, 2020
Property: Bay Area Metro Center
Building: Bay Area Metro Center
Tenant: ABAG, BAAQMD, Bay Conservation and Development Commission (BCDC), MTC

Tenant	EXPECTED VISITORS	PRE-REGISTERED BY TENANT		Total		CHECKED IN VISITORS								CHECKED OUT VISITORS	
						Desktop		Touchscreen		Mobile		Kiosk			
						#	%	#	%	#	%	#	%		
Bay Area Metro Center	7714	3033	39 %	5825	76 %	5825	100 %	0	0 %	0	0 %	0	0 %	141	2 %
ABAG	257	157	61 %	196	76 %	196	100 %	0	0 %	0	0 %	0	0 %	4	2 %
BAAQMD	2252	1233	55 %	1575	70 %	1575	100 %	0	0 %	0	0 %	0	0 %	33	2 %
Bay Conservation and Development Commission (BCDC)	938	667	71 %	634	68 %	634	100 %	0	0 %	0	0 %	0	0 %	15	2 %
MTC	4267	976	23 %	3420	80 %	3420	100 %	0	0 %	0	0 %	0	0 %	89	3 %
Grand Totals:	7714	3033	39 %	5825	76 %	5825	100 %	0	0 %	0	0 %	0	0 %	141	2 %

Work Order Request Volume By Agency

Tenant	Total Work Orders Scheduled	Proactive	Tenant Initiated	Tenant Initiated: Electronic	Open	Completed	Cancelled
BAAQMD	286	2.45 %	97.55 %	96.42 %	0.7 %	97.55 %	1.75 %
BAHA - Construction	7	100 %	0 %	0 %	0 %	100 %	0 %
BAHA - Shared Services	20	40 %	60 %	0 %	0 %	95 %	5 %
Bay Conservation and Development Commission (BCDC)	92	8.7 %	91.3 %	100 %	0 %	96.74 %	3.26 %
MTC	496	2.02 %	97.98 %	75.1 %	1.21 %	96.17 %	2.62 %
Totals:	901	14.18 %	85.82 %	87.73 %	0.65 %	96.24 %	3.12 %



Summary By Month

PARAMETERS

Period: Received January 1, 2019 to December 31, 2019

Sorted By: Request Type

Property: Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Bay Area Metro Center	0	0	0	0	0	7	142	213	149	155	135	102	903
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Amenity/Conference Center	-	-	-	-	-	-	-	-	-	1	1	-	2
Building Improvement	-	-	-	-	-	-	-	2	1	-	1	-	4
Building Services	-	-	-	-	-	-	5	9	4	10	5	6	39
Building Utilities	-	-	-	-	-	-	-	1	2	-	1	-	4
Carpet Cleaning	-	-	-	-	-	-	-	5	1	3	8	-	17
Cleaning	-	-	-	-	-	2	28	32	18	18	18	13	129
Dedicated Porter Service	-	-	-	-	-	-	1	-	1	1	-	-	3
Directory Strip/Signage	-	-	-	-	-	-	-	-	-	-	1	-	1
Electrical - Light Bulbs	-	-	-	-	-	1	4	22	14	13	2	5	61
Electrical Repair - Misc	-	-	-	-	-	-	7	-	-	2	1	3	13
Electricity - After Hours	-	-	-	-	-	-	-	1	2	-	-	1	4
Elevator Operation	-	-	-	-	-	-	-	-	1	-	-	1	2
Engineering Overtime	-	-	-	-	-	-	2	2	3	1	2	-	10
Equipment Replacement	-	-	-	-	-	-	2	-	-	-	1	-	3
Freight Elevator	-	-	-	-	-	-	1	-	-	-	-	-	1
HVAC - After Hours	-	-	-	-	-	-	1	1	1	-	-	-	3
HVAC - Repairs	-	-	-	-	-	-	1	-	1	1	3	1	7
HVAC - Too Cold	-	-	-	-	-	-	4	-	5	7	10	-	26
HVAC - Too Hot	-	-	-	-	-	-	5	3	3	6	5	1	23
Janitorial Overtime	-	-	-	-	-	-	2	-	-	1	-	-	3
Janitorial Supplies	-	-	-	-	-	-	1	4	4	1	3	8	21
Keys & Locks	-	-	-	-	-	-	7	3	3	5	1	3	22
Miscellaneous Repairs	-	-	-	-	-	-	9	8	3	8	8	4	40

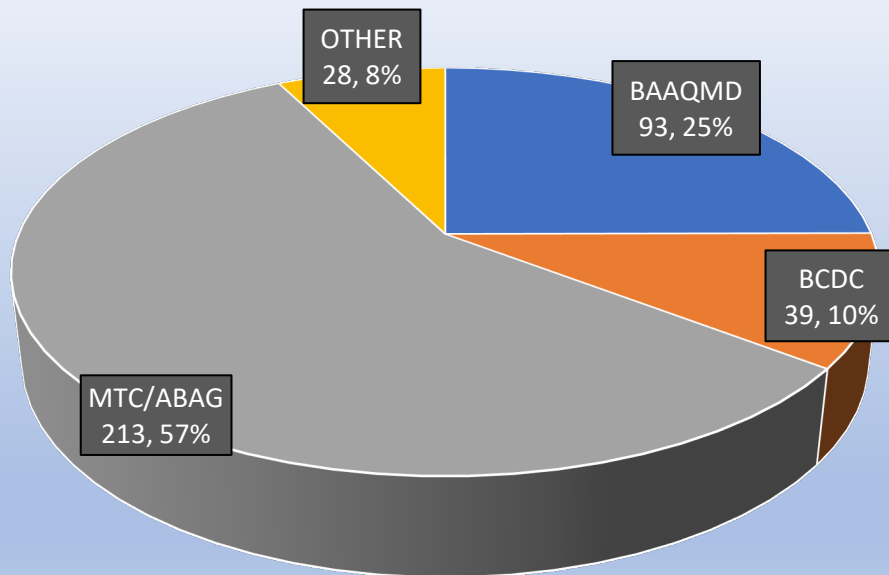
Summary By Month

Bay Area Metro Center	0	0	0	0	0	7	142	213	149	155	135	102	903
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Odors	-	-	-	-	-	-	-	6	-	2	-	-	8
Office/Workstation Cleaning	-	-	-	-	-	-	4	4	1	5	8	10	32
Parking Inquiry	-	-	-	-	-	-	-	-	-	-	-	1	1
Parking Visitor/Validation	-	-	-	-	-	2	-	1	-	-	2	2	7
Patch and Paint	-	-	-	-	-	-	5	10	1	5	10	-	31
Pest Control	-	-	-	-	-	-	-	-	1	-	-	-	1
Plumbing	-	-	-	-	-	-	1	-	2	2	4	-	9
Power Shutdown	-	-	-	-	-	-	-	-	-	1	-	-	1
Repair/other	-	-	-	-	-	-	4	8	6	2	3	4	27
Restroom Service	-	-	-	-	-	-	2	2	1	-	1	-	6
Rubbish Removal	-	-	-	-	-	-	-	1	2	1	3	1	8
Security Access Card	-	-	-	-	-	2	39	75	61	55	27	36	295
Security Overtime	-	-	-	-	-	-	3	2	-	-	1	-	6
Tenant Improvement	-	-	-	-	-	-	1	-	-	-	-	-	1
Trash/Recycling Removal	-	-	-	-	-	-	1	8	3	3	3	1	19
Unspecified	-	-	-	-	-	-	1	-	2	-	-	-	3
Vendor Access	-	-	-	-	-	-	1	3	2	1	2	1	10
Grand Totals	0	0	0	0	0	7	142	213	149	155	135	102	903

Attachment B:

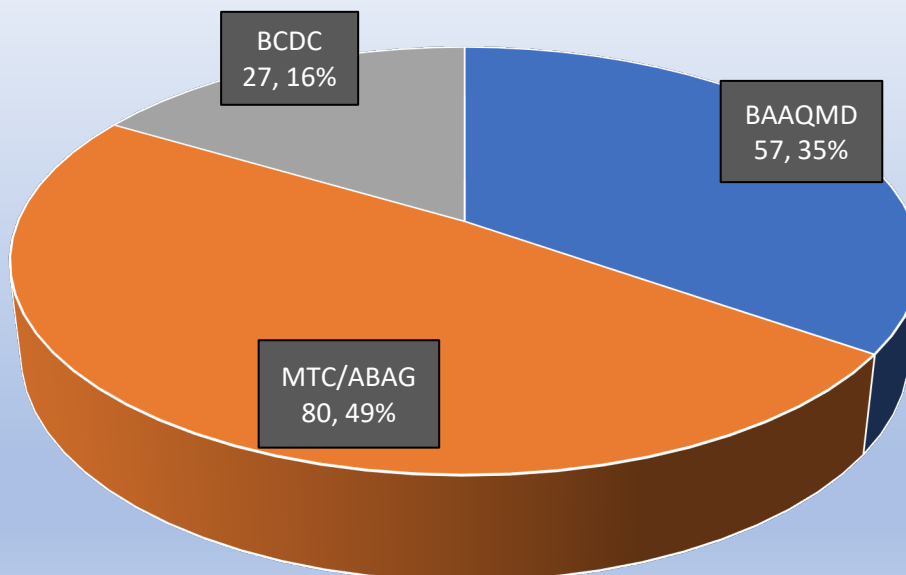
Meeting Room Manager – BAMC Shared Room Use

107 Ohlone/109 Yerba Buena
Total Reservations: 373

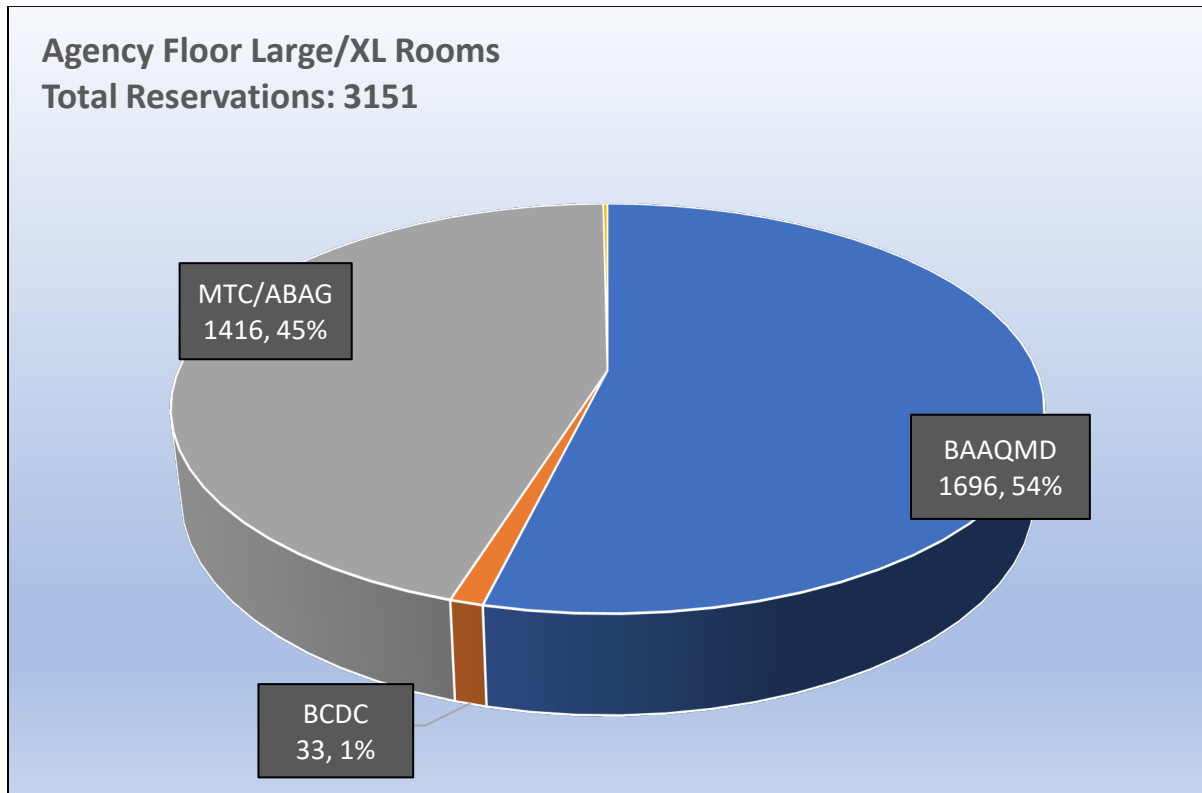


*OTHER includes Cushman & Wakefield, Tenant, and 3rd-Party Reservations

BOARD ROOM
Total Reservations: 164



Attachment B:
Meeting Room Manager – BAMC Shared Room Use



BAMC Zero Waste Program Outline

Phase I: Hiring Zero Waste Facilitator (ZWF) and Sorter – Started 1/2/2020

Location Beale Garage: (M-F; 5:30 p.m.– 1:30 a.m.)

Zero Waste Facilitator

A Zero Waste Facilitator is a qualified person(s) who serves exclusively in helping a property comply with adequate refuse separation.

This service may include sorting refuse before final collection by the hauler, and providing separation compliance feedback or education to property managers and tenants. As a resource, the Department of the Environment (SF Environment) will keep an updated list of known Zero Waste facilitators which indicates who has attended a training conducted by the Department.



Sorter

- Your current Sorter most likely will not be enough to pass inspection.
- **One Sorter can get through about 300,000 square feet of normal office refuse.**
- It takes about 4 to 6 minutes to sort one single large trash bag.
- The better the tenants sort, the quicker we can sort.
- Small plastics like wrappers and creamers slow down the sorters.
- Bags that contain broken glass are not sorted and placed in landfill bin.





- Phase II: Floor by Floor Site Survey and Bin Placement Assessments - **Estimated 3/1/2020**
- Phase III – Benchmarking Floor by Floor Audit – **Estimated 3/15/2020**
- Phase IV: Education and Awareness – **Estimated 3/15/2020**
- Phase V: Environmental Preferred Product Purchasing Program - **Estimated 4/1/2020**
- Phase VI: Building Wide Refuse Auditing (floor by floor) – **Estimated By end of Fiscal Year June 2020.**
- Phase VII – Continual Education and Awareness - **(Semi-Annual)**

GENERAL NOTES

1. BLANK TYPES ONLY AT TYPICAL OFFICE AND CONFERENCE ROOMS. SEE SPECIFICATIONS, CLASS TYPES FOR MATERIALS AND FINISHES. (SEE SPECIFICATIONS FOR DASHED LINES ON PLANS FOR DISTRICT EXTENTS)

TYPICAL OFFICE ALPHABETIC BOOTH GL-201

DISTRICT 1 CONF. GL-201 & GL-202

DISTRICT 1 CONF. GL-201 & GL-202

2. SEE DOOR ALPHABETIC TYPES & DETAILS SHEET GL-202 FOR GLASS TYPE, CURTAINING AND TYPICAL EXTENTS.

3. FURNITURE IS SHOWN AND IS SHOWN FOR REFERENCE AND SCALE ONLY.

4. SEE DIMENSIONED PLANS OF SHEET SPACES FOR DIMENSIONS, WALL TYPES, INTERIOR CALLOUTS AND ADDITIONAL INFORMATION.

SYMBOL LEGEND

NEW CONSTRUCTION

EXISTING AND CONSTRUCTION REFER TO CORE AND SHELL DRAWINGS

PARTITION TYPE

DISTRICT DELINEATION LINE

WALL/DOOR LEADER

375 BEALE STREET - 5TH FLOOR
375 BEALE STREET
SAN FRANCISCO, CA 94105

BAY AREA HEADQUARTERS AUTHORITY
SFM NO. : 9113116

LEGEND

MTC
BCDC
Shared

By BAH
4/3/2019

NIC
TENANT SPACE

PERMIT SET

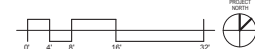
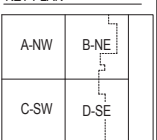
DECEMBER 29, 2016



2/16/14 DL 02/13/16
1/8" = 1'-0"
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LEVEL 05 OVERALL FLOOR PLAN

KEY PLAN



104-05

375 Beale Condominium Corporation

February 20, 2020

Agenda Item 6

Building Security Update

Background:

At the May 30, 2019 meeting, the 375 Beale Condominium Board members requested that a security update be provided by BAHA and Cushman & Wakefield (CW).

Overall security in the building has been very good, with only two (2) impactful incidents having occurred since the building opened in May 2016. Neither of those incidents resulted in harm to building occupants or to the building itself. That said, there is always room to improve on the ways in which we work to keep building occupants safe and to protect against potential harm.

Good access controls are hard to achieve in an environment intended to be inviting to employees, customers, and the public. However, to reduce the risk of unauthorized individuals entering the Bay Area Metro Center (BAMC) via piggybacking or tailgating within the building there are several additional security control options that can be implemented along with what is already in place.

The additional security control options are:

- Building a security culture with awareness of and compliance with building policies
- Adding an additional Security Officer (Concierge) at the Beale lobby entrance Monday through Friday from 8am – 5pm who can visually check badges, provide information about BAMC, or assist visitors with how to get to their meeting locations
- Changing Rincon lobby entry doors to “badge access only” during building hours; leaving Beale the only public accessible entrance
- Installation of Facial Recognition at each ground level entry and exit point including elevator lobbies
- Adding a man trap (secondary level of doors) at the Harrison entrance
- Installing of additional card readers in areas that are susceptible to piggybacking at ground level or alternative entrances

Recommendation:

Approve BAHA and CW to move forward with the additional security control options noted above, with an initial not to exceed amount of \$181,650, and ongoing annual not to exceed costs of \$118,000. Note-The not to exceed costs listed are inclusive of the 5% CW project management fee and a 10% contingency.



Denise T. Rodrigues