



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

December 1, 2017

Honorable Malia Cohen
Chair, Budget and Finance Committee
San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102

Subject: Release of Reserve Funds for Furniture, Fixtures and Equipment for the 440 Turk Street Project

Dear Supervisor Cohen:

The Department of Homelessness and Supportive Housing respectfully requests that the Budget and Finance Committee release the \$1,700,000 placed on the General Fund Reserve during the FY17-19 Budget process for the 440 Turk project (Ordinance No. 156-17). The Committee reserved the funding for furniture, fixtures and equipment (FF&E) for the 440 Turk Street project pending a project plan.

On July 19, 2016, the Board of Supervisors authorized the purchase of real property at 440 Turk Street from the San Francisco Housing Authority for the newly created department (File 16-0652; Resolution 321-16). HSH now proposes to use the 400 Turk Street site as both the Department's headquarters and on the first floor of the building, as a critical access point for people experiencing homelessness. Based on the project budget developed by Public Works, FF&E is estimated to cost \$1,718,000. This estimate is based on cost per square footage using data from recent City office projects as well as FF&E costs at the City's Navigation Centers. FF&E includes expenditures for staff work stations and office furniture, IT and Telephony costs, access point furnishings for clients, washer/dryers and other client access point equipment.

Releasing the reserve funds will ensure a smooth and timely rehabilitation of the site and opening of the 440 Turk Street in the spring 2018.

Sincerely,

Jeff Kositsky
Director
Department of Homelessness and Supportive Housing

CC: Angela Calvillo, Clerk of the Board of Supervisors
Harvey Rose, Board of Supervisors Budget and Legislative Analyst
Ben Rosenfield, Controller
Melissa Whitehouse, Mayor's Budget Director

