



London N. Breed, Mayor
Naomi M. Kelly, City Administrator



Andrico Q. Penick
Director of Real Estate

July 20, 2020

Through City Administrator Naomi Kelly

Honorable Board of Supervisors
City and County of San Francisco
Room 244, City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Office Lease for the Suites 304 and 320 located at 1663 Mission Street, San Francisco, CA, on behalf of Department of Emergency Management, Bay Area Urban Area Security Initiative

Dear Board Members:

Attached for your consideration is a proposed Resolution for a Lease, on behalf, and under the jurisdiction, of the Department of Emergency Management (“DEM”) of approximately 5,057 square feet of space located in Suites 304 and 320 at 1663 Mission Street (“Premises”) from Speyer & Schwartz (“Landlord”).

DEM will use the office space to continue providing valuable services to all San Franciscans regarding preparedness and response to City wide disasters.

Lease terms

- Leased office space approximately 5,057 square feet
- Effective Date upon Board of Supervisors and Mayoral approval of this Resolution
- Tenant Improvements to be paid for by the Landlord (expected completion 10 weeks following Effective Date)
- Commencement Date (City occupancy) upon substantial completion of Tenant Improvements
- Rent Commencement will begin two months after Commencement Date
- Annual Rent \$208,551 (\$41.24 per square foot) with annual 3% increase
- Monthly Rent \$17,396.08 (\$3.44 per square foot)
- Rent includes all operating expenses excepting janitorial services within the Premises
- Janitorial services within Premises paid for by City at a cost estimated no greater than \$1,500 per month with an annual 3% escalation.

A General Plan Referral is also attached.

A Form 126 will be delivered under separate cover.

DEM and its division, Bay Area Urban Areas Security Initiative (“UASI”), who will occupy the premises, recommend approval of the proposed lease.

If you have any programmatic questions, please contact Craig Dziedzic at 415-353-5221. If you have any questions regarding the lease terms, please contact me at 554-9860 or Andrico.penick@sfgov.org.

Respectfully,



Andrico Q. Penick
Director of Property