



*Protecting the Community, Serving Justice and
Changing Lives*

Karen L. Fletcher
Chief Adult Probation Officer

May 30, 2017

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

Re: Lease renewal of 1315 + 1319 Evans, San Francisco, CA

Dear Board Members:

Attached for your consideration is a Resolution authorizing the lease renewal on behalf of the Adult Probation Department for the premises located at 1315+1319 Evans, San Francisco, CA, comprising 1,128± square feet with one parking stall.

The Adult Probation Department operates a satellite office providing Adult Probation Supervision services at the site, which has been under lease since 2004.

The proposed lease renewal of the premises is for an initial term of five years with an estimated commencement date of July 1, 2017 or upon approval by the Board of Supervisors and Mayor in their respective sole and absolute discretion, whichever occurs later.

In addition, the City shall have one additional five-year option period to extend the lease term based on the same terms and conditions, except that the rent shall be adjusted to 95% of the then prevailing fair market rent but in no event less than the base rent for the lease year prior to commencement of the option term. Said option term is subject to the enactment of a resolution by the Board of Supervisors and Mayor approving and authoring the same.

On behalf of the Adult Probation Department, the Real Estate Division negotiated a fully serviced lease at the flat, fair market rent of \$3,384 per month (\$3 per square foot) without adjustments during the initial five year term. Additionally, the Landlord is responsible for the costs of all utilities and janitorial service to the premises.

The Adult Probation Department recommends approval of the proposed lease renewal. Funds are available in index code 135005.

If you have any questions, please contact Diane Lim, Director of Finance and Administrative Services, Adult Probation Department, at 415-553-1058 or Claudine Venegas with the Real Estate Division, at 415-554-9872.

Respectfully,

A handwritten signature in cursive script, appearing to read "Karen L. Fletcher".

Karen L. Fletcher
Chief Adult Probation Officer

Attachments: Resolution, lease (proposed + existing), SFEC Forms 126

cc: John Updike, Director, Real Estate Division
Claudine Venegas, Real Estate Division
Naomi Kelly, City Administrator