

City & County of San Francisco
London N. Brccd, Mayor



Office of the City Administrator
Carmen Chu, City Administrator
Andrico Q. Penick, Director of Real Estate

November 15, 2024

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

RE: Lease – San Francisco Human Services Agency, JobsNow! Program lease at 745 Franklin Street, State of California, Employment Development Department

Dear Board Members:

Background

Submitted for your consideration is a Resolution proposing a 5 year lease (“Lease”) on behalf of the Human Services Agency (“HSA”), for a portion of the office space owned by the State of California (the “State”) and located at 745 Franklin Street, San Francisco (the “Premises”). The Premises consist of approximately 3,344 square feet of administrative space within the offices currently housing the State’s Employment Development Department (the “EDD”).

The co-location of HSA’s JobsNow! Program at the EDD offices housing the State’s CalWORKS Welfare to Work Program, enables continued cooperation between the State and the City to provide clients and potential clients living in the City’s Western Addition with a full range of support, including job seeking and employment readiness, application assistance, benefit access and family stabilization services. This joint effort furthers the shared goal of moving clients towards economic self-sufficiency.

Lease

The Real Estate Division (“RED”) negotiated the proposed 5 year, fixed rent Lease, which includes use of 7 undesignated parking spaces and no expenses beyond base rent. If the Resolution is approved by the Board of Supervisors and Mayor and the Lease is fully executed, the term shall commence on January 1, 2025, and terminate on December 30, 2030. The fixed annual Base Rent shall be \$105,090.00 (\$34.43 per square foot).

The Health Services Agency and the Real Estate Division recommend approval.

If you should have any questions regarding this matter, please contact Sandi Levine of our office at 415-361-1555.

Respectfully,

A handwritten signature in blue ink, appearing to read "Andrico Q. Penick". The signature is fluid and cursive, with a large initial "A" and "P".

Andrico Q. Penick
Director of Real Estate