



Digital Services

City and County of San Francisco



1231 Stevenson Street, Suite #101, San Francisco, CA 94103

December 19, 2019

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: San Francisco Digital Services – Real Property Lease for Office at 1275 Mission Street, San Francisco, CA

Dear Board Members:

Attached for your consideration is a resolution ("Resolution") authorizing the lease of 1271-1275 Mission Street, commonly known as 1275 Mission Street, consisting of approximately 8,750 square feet of office space ("**Lease**") for San Francisco Digital Services. The San Francisco Digital Services team ("**Digital Services**") will occupy the property referenced above ("**Premises**") to provide services under the City Administrator's Office. The team uses technology and a service-oriented approach to make local government more accessible and easier to navigate through the newly launched SF.gov, focusing particularly on permitting services and affordable housing (DAHLIA). Digital Services currently leases office space at 1231 Stevenson Street, which expires on February 29, 2020. The proposed Resolution approving the lease at 1275 Mission Street will provide for an initial six-year lease terminating in 2026 or may otherwise be extended by exercising up to two five-year renewal options.

The Lease will commence on February 15, 2020. The monthly rent for the Lease will be \$48,125 (or \$5.50 per sq. ft. per month). The annual rate of \$577,500 (or \$66 per sq. ft., per year) was confirmed by an appraisal and appraisal review.

If you have any programmatic questions, please call me at 415-886-5434. If you have any questions regarding the lease terms, please contact Elsa Lamb of the Real Estate Division by phone at 415-554-9861.

Sincerely,

A handwritten signature in black ink, appearing to read "Carrie Bishop".

Carrie Bishop
Chief Digital Services Officer