

**RESOLUTION NO. 139-2003**

*Adopted August 26, 2003*

**AUTHORIZING A PERSONAL SERVICES CONTRACT WITH KTB REALTY PARTNERS, INC., A CALIFORNIA CORPORATION, D.B.A. KTB MANAGEMENT GROUP, FOR PROPERTY MANAGEMENT OF YERBA BUENA GARDENS FOR AN INITIAL TERM OF 34 MONTHS, FOR A MONTHLY MANAGEMENT FEE OF \$9,200, WITH AN AGENCY OPTION TO EXTEND THE CONTRACT FOR ONE ADDITIONAL 36-MONTH PERIOD, WITH A 5% INCREASE IN THE MONTHLY MANAGEMENT FEE, FOR A TOTAL AGGREGATE AMOUNT OF \$660,560, SUBJECT TO APPROPRIATION OF FUNDS; YERBA BUENA CENTER REDEVELOPMENT PROJECT AREA**

**BASIS FOR RESOLUTION**

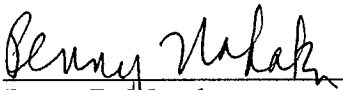
1. The Redevelopment Agency of the City and County of San Francisco ("Agency") owns and operates Yerba Buena Gardens ("Gardens"), located within the Central Three Blocks of the Yerba Buena Center Approved Redevelopment Project Area.
2. The current property management contract for the Gardens expires on August 31, 2003.
3. On July 8, 2003, following the completion of a Request for Qualifications process, the Agency Commission authorized exclusive negotiations with KTB for a period through August 29, 2003 to negotiate the terms of a management contract, including a scope of services and budget.
4. Staff has concluded negotiations and is requesting Commission approval of a contract with KTB ("Contractor") for property management services for the Gardens ("Contract"). Pursuant to the Contract, KTB will provide full-time, on-site property management, events coordination, administrative support, capital repairs and landscape, janitorial and general maintenance, as well as security services and coordination of management services with adjacent users.
5. The initial term of the Contract is 34 months, with a monthly management fee of \$9,200.

6. The Agency's Executive Director may exercise an Agency option to extend the Contract for one additional 36-month period, with a 5% increase in the monthly management fee, subject to appropriation of funds, and provided that the Contractor is not in default of the Contract and has performed its duties to the Executive Director's satisfaction.
7. The Contractor is authorized to enter into contracts to obtain the services and materials incident to carrying out its responsibilities set forth in the Contract, subject to the Contractor's compliance with the Agency's purchasing policy requirements. All such contracts shall be consistent with the annual Gardens budget approved by the Agency's Executive Director.
8. The Agency's Executive Director is authorized to approve the Garden's annual budget each year, subject to approval of the Agency's annual budget by the Agency's Commission and the Board of Supervisors of the City and County of San Francisco.

#### **RESOLUTION**

**ACCORDINGLY, IT IS RESOLVED** by the Redevelopment Agency of the City and County of San Francisco, that the Executive Director is authorized to execute a Personal Services Contract with KTB for property management services for the Gardens for an initial term of 34 months, for a monthly management fee of \$9,200, with an Agency option to extend the contract for one additional 36-month period, with a 5% increase in the monthly management fee, for a total aggregate amount of \$660,560, subject to appropriation of funds, substantially in the form lodged with the Agency General Counsel.

**APPROVED AS TO FORM:**

*for*   
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James B. Morales  
Agency General Counsel