

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
BUDGET AND FINANCE COMMITTEE/ SPECIAL MEETING

Thursday, February 16, 2017

The Budget and Finance Committee of the Board of Trustees of the War Memorial of San Francisco met at 2:30 p.m. on Thursday, February 16, 2017, in the Trustees' Board Room, War Memorial Opera House, Chair Lui presiding.

ROLL CALL

Committee Members Present: Chair Lui, Vice President Bechtle, Trustee Davis, Trustee Myatt, President Horn, *Ex officio*

Committee Members Absent: Trustee Moscone

Non-Committee Members Present: Trustee Levin, Trustee Pelosi, Trustee Shultz, Trustee Wilsey

Staff Present: Elizabeth Murray, Managing Director, Jennifer Norris, Assistant Managing Director

War Memorial Departmental Budget for Fiscal Years 2017-18 and 2018-19:

Chair Lui stated that in advance of today's meeting, Committee members received staff's budget presentation document and a detailed summary of staff's proposed revenues and expenditures for the next two fiscal years. She noted that this is not a two-year fixed budget. Following the Mayor's and Board of Supervisors' review and approval of budget requests, the Fiscal Year 2017-18 budget will be adopted and the Fiscal Year 2018-19 approved amounts will serve as the base budget for next year's budget review. Chair Lui asked Beth Murray to review staff's proposed Departmental Budgets.

Ms. Murray stated that the Fiscal Year 2017-18 and 2018-19 proposed operating budgets maintain current-year personnel and services and include cost of living increases for salaries and annual services. She said the proposed FY 2017-18 operating budget is \$15,950,285, an increase of 6.5% over the current-year operating budget. She reviewed revenue and expenditure summaries noting the following changes from the current-year budget:

- Position substitution of one 1842 Management Assistant to one 1844 Sr. Management Assistant to properly reflect booking manager position assignments.
- Increase in Temporary Salaries for 1) addition of up to 900 hours in FY 2017-18 and 160 hours in FY 2018-19 for one Manager II to administer the War Memorial's 2018 Food & Beverage Concession Request for Proposal; and 2) addition of 1,428 hours in each year for Stationary Engineer, Stage Electrician and Building & Grounds Patrol Officer to cover vacant shifts due to permanent employee absence or leave.

Ms. Murray reviewed staff's proposed Capital Budget for FY 2017-18 including annual facilities maintenance of \$477,383 and three capital projects totaling \$850,000. For FY 2018-19, staff is proposing annual facilities maintenance of \$501,252 and seven capital projects totaling \$1,045,000. She reviewed each of the proposed capital projects which has been submitted to the City's Capital Planning Committee for consideration and recommendation to the Mayor and Board of Supervisors.

During discussion, Trustee Levin noted the importance of the Building & Grounds Patrol Officer positions as security and safety is imperative. Ms. Murray stated that last year we were able to add three new security officer positions, adding one front-of-house officer during all performances at the Opera House, Davies Symphony Hall and Herbst Theatre, which licensee and patrons have noted and appreciated. She commended the outstanding

work of Security Director Bill Graham in training and managing the War Memorial's security division. Following discussion, and on motion of Vice President Bechtle, seconded by Trustee Davis, the following recommendation was unanimously adopted:

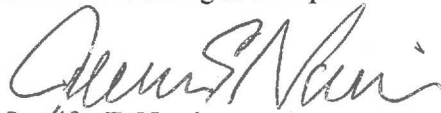
RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approve staff's proposed War Memorial Departmental Budget Requests for Fiscal Years 2017-18 and 2018-19.

Public Comment:

Chair Lui called for public comment on items within the jurisdiction of the Budget & Finance Committee of the Board of Trustees, but not on the agenda. There being no public comment, Chair Lui closed public comment.

ADJOURNMENT

There being no further business, Chair Lui adjourned the meeting at 2:50 p.m.



Jennifer E. Norris
Executive Secretary