

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

Thursday, February 13, 2025

The Budget and Finance Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:00 p.m. on Thursday, February 13, 2025, in the in the Trustees' Board Room, War Memorial Opera House, Chair Muduroglu presiding.

ROLL CALL

Committee Members Present: Chair Muduroglu, Vice President Horn, Trustee Kopp, Trustee Makras, Trustee Newstat and Trustee Wright

Committee Members Absent: President Wilsey

Staff Present: Kate Sofis, Managing Director; Rob Levin, Assistant Managing Director; Francesca Cicero, Board Secretary

War Memorial Proposed Departmental Budget for Fiscal Years 2025-26 and 2026-27: Chair Muduroglu stated that in advance of the meeting, Committee members received staff's departmental budget presentation document for the next two fiscal years. She reminded the Committee that City ordinance requires the Board to hold two public meetings regarding the budget, no fewer than 15-days apart, and the Committee would vote on a recommendation regarding proposed budget to the full Board of Trustees. She stated the Full Board will vote on the recommendation at the February 13, 2025, Regular Board of Trustees meeting.

Chair Muduroglu invited Managing Director Kate Sofis to review staff's proposed two-year Departmental Budget. Director Sofis noted that the detailed budget document achieves the requested reduction to General Fund support of \$1.061 million dollars. She explained that the main expense reduction is optimizing custodial services, that would effectively carve approximately \$1 million dollars from custodial costs without layoffs or service cuts. She noted the Department is in final negotiations with the City Administrator and Real Estate for a transfer of function back to the Department. She also explained that the Department now is partnering with the Department of Human Resources for support and contemplates a similar setup with the Department of Technology. This would be in addition to increasing the temporary as-needed public safety officers to support the venues with the new patron screening system. She noted other important points in the budget relate to increasing earned revenue and restoring maintenance budget areas. Director Sofis noted the annual capital improvement project funding which comes from Capital Planning and is a critical part of the facilities maintenance budget, as well as the other funding obtained for major capital improvements: the Opera House mansard roof replacement and elevator modernization project. She stated that the Department has almost completed the Davies Symphony Hall front-of-house elevator modernization and the Department has asked for additional funding for the remaining Opera House elevators.

Director Sofis discussed economies regarding staffing, including full-time staff, temporary employees, and temporary part-time staff. She also outlined inter-departmental costs from the Department of Human Resources, Public Utilities Commission, and other City-agencies. She also answered questions about rent collected from two City Departments which are office tenants in the Veterans Building: the Arts Commission and Grants for the Arts. She also discussed the strategy of working with the resident companies to create more availability in the venues for scheduling to increase revenue and removing cumbersome furniture in the Wilsey Center to make it more flexible for many types of events. She noted that the Booking Team is looking at creative ways to drive revenue and market the venues. Director Sofis also answered questions on the increases in utilization of the City Attorney and SF Recreation and Park Department. She also explained that the Department is requesting ten as-needed public safety officers to staff and implement the patron screening system, the cost of which will be

reimbursed by the Opera, Symphony, and the Ballet. Trustee Wright praised staff for the innovative ways the Department is looking to grow the business and partner with other City Departments for shared services. Director Sofis thanked her staff for rising to the challenge of working with these significant budget cuts.

Following discussion, on motion of Trustee Wright, seconded by Trustee Newstat, the following recommendation was unanimously adopted:

RECOMMENDED, To the Board of Trustees of the War Memorial of San Francisco that it approve for submission, staff's proposed War Memorial Departmental budget for Fiscal Years 2025-26 and 2026-27.

PUBLIC COMMENT

Public comment is an opportunity for members of the public to directly address the Committee on items within the subject matter jurisdiction of the Budget and Finance Committee, but not on the agenda.

There being no public comment, Chair Muduroglu closed public comment.

ADJOURNMENT

There being no further business to come before the Board, Chair Muduroglu adjourned the meeting at 1:47 p.m.

A handwritten signature in black ink, appearing to be 'fG' with a long horizontal stroke extending to the right.

Francesca Cicero
Board Secretary