

**SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER**

**RENTAL REQUESTS FOR: July 11, 2024**

**WAR MEMORIAL OPERA HOUSE**

San Francisco Opera 2024-25 Season (Partial)	July 29 – December 2, 2024	\$205,840.00
Innovations Arts & Entertainment Ina Garten	October 28, 2024	\$3,215.00 vs. 10% \$9,170.00 Maximum

**DAVIES SYMPHONY HALL**

Innovations Arts & Entertainment High Profile Speaking Engagement	October 7, 2024	\$3,215.00 vs. 10% \$9,170.00 Maximum
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**ZELLERBACH REHEARSAL HALL**

Steinway, Inc. Load-in for Piano Sale	July 10, 2024	\$1,210.00
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**THE GREEN ROOM**

Robin Katsaros Memorial	July 22, 2024	\$3,000.00
Merola Performance	August 17, 2024	\$1,225.00
My Yute Soccer Fundraiser	September 21, 2024	\$1,225.00
UCSF Dept of Family & Community Holiday Celebration	January 25, 2025	\$1,225.00

**HERBST THEATRE**

Philharmonia Baroque Orchestra 5 performances / 2 rehearsals	October 2024 – April 2025	\$9,425.00
SF Civic Music Association 8 performances	October 2024 – July 2025	\$12,200.00
TVB-USA Concert	August 31 – September 1, 2024	\$5,470.00
SF Controller's Office All Staff Meeting	September 25, 2024	\$1,525.00

**SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER**

**RENTAL REQUESTS FOR: July 11, 2024**

**HERBST THEATRE (cont)**

Another Planet Jake Shane	November 21, 2024	\$1,525.00
The Moth Storytime	November 22, 2024	\$1,525.00
The Wild Faery Company Final Fantasy Piano Concert	December 4, 2024	\$1,525.00
GIG Media, LLC Film Screening	January 18, 2025	\$1,525.00
La Scuola Spring Concert	May 28, 2025	\$1,525.00
Chamber Music SF 5 performances	February – May, 2026	\$7,625.00

**WILSEY CENTER**

Lamplighters Annual Gala	October 26-27, 2024	\$1,800.00
Lamplighters A Minister's Wife	February 15-16, 2024	\$1,800.00
African American Shakespeare Company Hamlet	March 6-30, 2025	\$14,400.00

**GROUNDS**

Vintage Pictures Lucid Motors Car Promo Filming	June 24, 2024	\$500.00
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San Francisco War Memorial				
Operating Account - 14670				
FY 2023 - 2024 Appropriations Report - June 30, 2024				
ACCOUNT	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
Salaries & Benefits	Permanent Salaries	\$ 7,054,419	\$ 6,226,236	\$ 828,183
	Temporary Salaries	\$ 381,958	\$ 801,591	\$ (419,633)
	Premium Pay	\$ 153,945	\$ 132,049	\$ 21,896
	One-Time Salaries Payments	\$ -	\$ 35,062	\$ (35,062)
	Overtime	\$ 254,731	\$ 337,560	\$ (82,829)
	Holiday	\$ 102,799	\$ 88,103	\$ 14,696
	Mandatory Fringe Benefits	\$ 3,491,587	\$ 3,296,121	\$ 195,466
	<b>Sub Total</b>	<b>\$ 11,439,439</b>	<b>\$ 10,916,722</b>	<b>\$ 522,717</b>
Non Personnel Services	Travel	\$ -	\$ -	\$ -
	Fees_Other	\$ -	\$ -	\$ -
	Training	\$ 18,076	\$ 9,950	\$ 8,126
	Employee_Expenses	\$ -	\$ 2,918	\$ (2,918)
	Membership_Fees	\$ 4,175	\$ 3,325	\$ 850
	Profesional_Special_Services	\$ 91,403	\$ 129,193	\$ (37,790)
	Maintenance_Services_Build_Struct	\$ 948,374	\$ 1,018,936	\$ (70,561)
	Maintenance_Services_Equipment	\$ 52,018	\$ 15,564	\$ 36,454
	Rent_Lease_Equipment	\$ 17,873	\$ 15,987	\$ 1,886
	Other Current Expenses	\$ 85,631	\$ 32,051	\$ 53,579
	Taxes_Licenses_Permits	\$ 219,681	\$ 205,883	\$ 13,798
	Utilities_Telephone	\$ -	\$ -	\$ -
	<b>Sub Total</b>	<b>\$ 1,437,232</b>	<b>\$ 1,433,807</b>	<b>\$ 3,425</b>
	Materials & Supplies	\$ 319,409	\$ 318,880	\$ 529
Services of other Departments	Human Resources Modernization	\$ 7,286	\$ 7,286	\$ -
	Diversity Equity Inclusion	\$ 1,617	\$ 1,617	\$ -
	GF-PUC-Light Heat & Power	\$ 2,065,355	\$ 1,333,908	\$ 731,447
	PUC Sewer Service Charges	\$ 195,925	\$ 91,255	\$ 104,670
	Ef-PUC-Water Charges	\$ 145,452	\$ 78,332	\$ 67,120
	DT Technology Projects	\$ -	\$ -	\$ -
	DT Technology Infrastructure	\$ 176,577	\$ 176,577	\$ -
	GF-City Attorney-Legal Service	\$ 93,283	\$ 8,631	\$ 84,652
	DT Enterprise Tech Contracts	\$ 25,124	\$ 25,124	\$ -
	DT Telecommunications Services	\$ 29,514	\$ 25,237	\$ 4,277
	GF-GSA-Facilities Mgmt Svcs	\$ 4,346,552	\$ 3,193,677	\$ 1,152,875
	GF-HR-Equal Emplmnt Opportuni	\$ 26,654	\$ 26,654	\$ -
	GF-HR-Mgmt Training	\$ 65,880	\$ -	\$ 65,880
	GF-HR-Workers' Comp Claims	\$ 120,533	\$ 63,010	\$ 57,523
	GF-Chs-Medical Service	\$ 30,254	\$ 5,548	\$ 24,706
	GF-Chs-Toxic Waste&Haz Mat Svc	\$ 14,881	\$ 2,350	\$ 12,531
	Is-Purch-Reproduction	\$ 8,500	\$ 410	\$ 8,090
	GF-Rec & Park-Gardener	\$ 198,668	\$ 198,668	\$ -
	<b>Sub Total</b>	<b>\$ 7,552,055</b>	<b>\$ 5,238,284</b>	<b>\$ 2,313,771</b>
	<b>TOTAL OPERATING</b>	<b>\$ 20,748,134</b>	<b>\$ 17,907,693</b>	<b>\$ 2,840,442</b>
14680	Annual Capital Improvement Project	\$ 741,795	\$ 736,250	\$ 5,546
	<b>GRAND TOTAL</b>	<b>\$ 21,489,930</b>	<b>\$ 18,643,942</b>	<b>\$ 2,845,987</b>
10000	Debt Service	\$ 9,600,895	\$ 8,810,021	\$ 790,875
14720	War Memorial Reserve	\$ 1,622,562	\$ 925,959	\$ 696,603
14700	Concessions Equip. Repl. Fund	\$ 73,810	\$ 17,894	\$ 55,916

**San Francisco War Memorial**  
**FY 2023-2024 Housekeeping Expenditures - June 30, 2024**

PO Number	Description	Amount	Fund Source
<b><u>PURCHASE ORDER</u></b>			
835109	MCCLURE ELECTRIC INC	\$ 81,428.00	14720
835322	One Diversified, LLC	\$ 1,032.02	14720
835360	GRAINGER	\$ 1,690.57	14720
835497	T.W. Evans Cordage Co., Inc.	\$ 1,903.93	14720
835506	Silver State Wire Rope & Rigging, Inc.	\$ 14,228.17	14720
835909	UNION SERVICE COMPANY INC	\$ 24,700.00	14720
836489	CHARLES PANKOW BUILDERS LTD	\$ 145,948.00	14720
837090	XTECH	\$ 165.00	14670
837595	SIEMENS INDUSTRY INC	\$ 17,302.50	14670
837707	TK ELEVATOR CORPORATION	\$ 3,471.00	14670
837709	TK ELEVATOR CORPORATION	\$ 100.00	14670
837714	SYSERCO, INC	\$ 100.00	14670
838269	PRIBUSS ENGINEERING INC	\$ 53,784.00	14720
838270	PRIBUSS ENGINEERING INC	\$ 25,137.00	14720
838271	PRIBUSS ENGINEERING INC	\$ 9,124.00	14680
	<b>Total</b>	<b>\$ 380,114.19</b>	
<b>FUND CODE:</b>	<b>DESCRIPTION:</b>		
14670	Operating	\$ 21,138.50	
14680	Facilities Maintenance	\$ 9,124.00	
14690	Capital Projects		
14700	Concessions Equipment Replacement Fund		
14720	War Memorial Reserve	\$ 349,851.69	
14820	Gift Fund		
	<b>Total</b>	<b>\$ 380,114.19</b>	

**San Francisco War Memorial**  
**FY 2023-24 Revenue Report - June 30, 2024**

Account		JUNE REVENUE	YEAR TO DATE	FY2023-24 Budget	Percent of Budget	LAST YEAR TO DATE
<b>FACILITY RENTAL</b>						
435511	Opera House	\$ 13,410.00	\$ 676,287.37	\$ 543,932.00	124%	\$ 616,920.00
435512	Green Room	11,070.00	\$ 200,495.00	287,351.00	70%	206,575.00
435521	Herbst Theatre	35,030.00	\$ 345,300.00	241,287.00	143%	311,418.00
435531	Davies Symphony Hall	30,105.00	\$ 698,030.00	664,772.00	105%	656,487.80
435542	Wilsey Center	8,000.00	\$ 199,785.06	163,158.00	122%	188,275.00
462891	Zellerbach Rehearsal Hall	430.00	\$ 272,485.80	256,063.00	106%	318,955.00
	<b>Sub Total</b>	<b>\$ 98,045.00</b>	<b>\$ 2,392,383.23</b>	<b>\$ 2,156,563.00</b>	<b>111%</b>	<b>\$ 2,298,630.80</b>
<b>OFFICE RENTAL</b>						
435517	San Francisco Ballet (OH)	\$ 2,771.26	\$ 33,255.12	\$ 28,267.00	118%	\$ 34,665.12
435519	San Francisco Opera (OH)	16,099.20	\$ 207,890.28	163,022.00	128%	216,007.71
435539	San Francisco Symphony (DSH)	-	\$ 177,091.20	164,212.00	108%	198,565.40
435540	Veterans Bldg. Office Rent (SFO)	-	\$ 482,390.64	410,656.00	117%	458,174.01
462861	Veterans Building Occupancy Fees	10,437.66	\$ 128,905.56	109,570.00	118%	128,905.56
	<b>Sub Total</b>	<b>\$ 29,308.12</b>	<b>\$ 1,029,532.80</b>	<b>\$ 875,727.00</b>	<b>118%</b>	<b>\$ 1,036,317.80</b>
<b>FOOD/BEVERAGE CONCESSIONS</b>						
435611	Opera House	\$ 23,693.60	\$ 496,951.72	\$ 350,000.00	142%	\$ 427,158.65
435611	Herbst Theatre	12,000.00	\$ 39,971.25	9,749.00	410%	22,314.20
435631	Davies Symphony Hall	52,058.51	\$ 289,771.09	207,132.00	140%	204,028.11
	<b>Sub Total</b>	<b>\$ 87,752.11</b>	<b>\$ 826,694.06</b>	<b>\$ 566,881.00</b>	<b>146%</b>	<b>\$ 653,500.96</b>
<b>PROGRAM CONCESSIONS</b>						
435612	Opera House	\$ 6,611.96	\$ 41,426.31	\$ 4,000.00	1036%	\$ 2,014.07
435612	Herbst Theatre	134.40	\$ 3,056.77	1,468.00	208%	2,090.23
435632	Davies Symphony Hall		\$ 4,526.18	4,201.00	108%	6,000.43
	<b>Sub Total</b>	<b>\$ 6,746.36</b>	<b>\$ 49,009.26</b>	<b>\$ 9,669.00</b>	<b>507%</b>	<b>\$ 10,104.73</b>
<b>MISCELLANEOUS REVENUE</b>						
435232	Parking Fees	\$ 1,328.00	\$ 36,156.00	\$ 46,518.00	78%	\$ 39,578.00
462899	Miscellaneous Revenue	20,785.00	\$ 226,138.59	148,171.00	153%	187,640.34
	<b>Sub Total</b>	<b>\$ 22,113.00</b>	<b>\$ 262,294.59</b>	<b>\$ 194,689.00</b>	<b>135%</b>	<b>\$ 227,218.34</b>
	<b>GROSS REVENUE</b>	<b>\$ 243,964.59</b>	<b>\$ 4,559,913.94</b>	<b>\$ 3,803,529.00</b>	<b>120%</b>	<b>\$ 4,225,772.63</b>
	Less 15% War Memorial Reserve	\$ (36,594.69)	\$ (683,987.09)			\$ (633,865.89)
	Payment to War Memorial Commission	(4,450.00)	\$ (53,400.00)			(45,600.00)
	<b>NET REVENUE</b>	<b>\$ 202,919.90</b>	<b>\$ 3,822,526.85</b>			<b>\$ 3,546,306.73</b>
<b>OTHER FUNDS</b>						
435614	Concessions Equipment Replacement	\$ 3,317.91	\$ 40,210.08	\$ -		\$ 29,978.22

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**PRESENTORS LIAISON COMMITTEE / SPECIAL MEETING**

**Thursday, June 13, 2024**

The Presentors Liaison Committee of the Board of Trustees of the War Memorial of San Francisco met in-person at 1:00 p.m. on Thursday, June 13, 2024, in the Trustees' Board Room, War Memorial Opera House, Chair Horn presiding.

**ROLL CALL**

Committee Members Present:	Chair Wilsey, President Horn, Trustee Fisher, Trustee Pelosi, Trustee Newstat
Committee Members Absent:	None.
Non-Committee Members Present:	Trustee Rocco
Staff Present:	Kate Sofis, Managing Director; and Rob Levin, Assistant Managing Director; and Francesca Cicero, Board Secretary

**Patron Screening Procedures at War Memorial Venues:** Chair Wilsey stated that at the May 9th Board Meeting, a Closed Session was held with the security consultant GSIS on the security of the War Memorial campus buildings. She explained that today's meeting was intended as a follow-up on possible changes to the patron screening process in the War Memorial's major venues. She noted that the discussion would not involve specifics on security measures that have been implemented, but a general discussion on different possible types of screening measures for similar entertainment venues and a request for staff to begin the process of engaging a vendor partner. Chair Wilsey noted that the City has purchasing requirements for engaging a vendor through an Request for Proposal (RFP) process that the Department must comply with, so this would be a first potential step.

Assistant Managing Director Rob Levin discussed various types of modern screening systems that venues utilize for patrons entering their buildings. He noted that modern systems utilize different software and screening capabilities than the familiar magnetometer models, such as the ones that currently exist at City Hall. He stated that these new systems rely on magnetometer technology, but with additional capabilities which help streamline the patron experience.

Director Levin noted that with these modern systems, the flow of patrons into the buildings and venues would likely need to be changed, due to the cost of the equipment at each door. He explained that the major cost with the systems is that each door equipped with the screening system also requires two people to staff it for flow control and in response to alerts. He stated that they have been researching these systems in conjunction with the resident companies. Trustee Fisher asked about the cost of the systems. Director Levin explained that it would partially be paid by the War Memorial, partially by the resident companies, and they were looking to outside funding sources and grants that are available from the federal government. Managing Director Kate Sofis also explained that the Departmental budget is final, and any additional incremental cost would have to come from outside the Department. She also noted that the systems don't need to be purchased outright but can work on a subscription model to avoid becoming obsolete. She remarked that any direction received from the Board of Trustees on this project would need to be budget neutral. She noted that the Department can start with a screening system that is only staffed during performances as an initial step, while looking for a longer-term permanent solution for the entire building. Trustee Fisher cautioned about the staffing costs and requested a budget.

There was a brief discussion of the venue entrances that might be affected by the change and how to educate patrons and staff on any new system. Trustees also discussed the differences between screening patrons and the

back-of-house. Director Sofis noted that the Department will need to go through the City's RFP process and expect to have members from the resident companies involved in the selection process panel. In addition, she explained that the City's Department of Technology will also need to approve any system that is selected.

Following discussion, on motion of President Horn, seconded by Trustee Rocco, the following recommendation was unanimously adopted:

RECOMMENDED, That the Board of Trustees of the War Memorial of San Francisco direct staff to work with the resident companies and begin the RFP process to select and implement a budget-neutral patron screening system for the major War Memorial venues, as presented.

#### **PUBLIC COMMENT**

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

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

#### **ADJOURNMENT**

There being no further business, Chair Wilsey adjourned the meeting at 1:51 p.m.

Francesca Cicero  
Board Secretary

**MINUTES**  
**WAR MEMORIAL BOARD OF TRUSTEES**  
**REGULAR BOARD MEETING**  
**Thursday, June 13, 2024**

The Board of Trustees of the War Memorial of San Francisco met in regular session on Thursday, June 13, 2024, at 2:01 p.m., in the Trustees' Board Room, War Memorial Opera House, President Horn presiding.

**ROLL CALL**

Present: President Horn, Vice President Wilsey, Trustee Fisher, Trustee Kopp, Trustee Lui, Trustee Newstat, Trustee Pelosi, Trustee Rocco and Trustee Wright

Absent: Trustee Gatti and Trustee Muduroglu

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

Board Secretary Cicero made an opening announcement related to remote public comment. She stated that remote public comment, except as necessary for disability accommodations, has been discontinued. She noted that members of the public are invited to observe the meeting in-person or online, but only members of the public attending the meeting in-person will have an opportunity to provide public comment. She stated that no one online will be permitted to unmute themselves or present at the Board Meeting.

Requests for accommodation for remote public comment should be made at least 48 hours prior to the meeting, by email or voicemail (WarMemorialBoard@sfgov.org or 415-554-6377).

**PRESIDENT'S REPORT**

President Horn congratulated the San Francisco Opera on the opening of its summer season, beginning with the US premiere of *Innocence*. He remarked on how impactful the staging was and relayed how impressed those who had been traveling with the production was with the War Memorial stagehands and crew. He noted that the summer season will also include productions of *The Magic Flute* and *Partenope*.

**MANAGING DIRECTOR'S REPORT**

Managing Director Kate Sofis reported on the budget process, noting that the Mayor's Budget Office restored \$200K in the proposed Departmental budget cuts and was successfully defended at the Board of Supervisors that morning. She also reported on the efforts of the Inclusive War Memorial initiative for the Department, which she hopes will infuse equity and inclusivity into all Departmental efforts. Trustee Wright thanked Director Sofis and asked to have a facilitated conversation for the Racial Equity & Cultural Awareness standing committee. Director Sofis also reported that the Foundation agreed to treasure the funds in the newly-created Food & Beverage Fund from Global Gourmet. She also reminded the Board members that they have Department of Human Resources trainings to complete by the end of the year.

**ASSISTANT MANAGING DIRECTOR'S REPORT**

Assistant Managing Director Rob Levin introduced the Booking Team to the Trustees and thanked his team for all the good work they do on behalf of the Department. Director Sofis also pointed out that the Department is currently exceeding its revenue targets for the year. Director Levin noted that they just received a marketing plan



from the outside consultant, so the increase in rentals will hopefully grow even more once they implement that plan. Trustee Kopp suggested advertising in the neighborhood newsletters.

**Approval of Consent Agenda:** Assistant Managing Director Levin stated that items submitted on the Consent Agenda included the minutes of the May 9, 2024, Regular meeting of the Board; Rental Requests for June 13, 2024; and Housekeeping Expenditure Reports for May 2024.

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

**RESOLUTION NO. 24-13**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, the minutes of the May 9, 2024, Regular meeting of the Board; Rental Requests for June 13, 2024; and Housekeeping Expenditure Reports for May 2024, are hereby approved.

**COMMITTEE REPORT**

**Presentors Liaison Committee - Patron Screening Procedures at War Memorial Venues:** Chair of the Presentors Liaison Committee, Trustee Wilsey, reported that staff presented to the Committee on various types of patron screening systems that could potentially be implemented in the War Memorial's major venues. She stated that the City and County of San Francisco has strict purchasing requirements the Department must comply with, and the Committee recommended that the Full Board direct staff to work with the resident companies to begin the RFP process in order to select and implement a budget-neutral patron screening system for the major War Memorial venues. Director Sofis noted that the Department would be looking at different potential funding and grant sources from the federal government. There was a brief discussion about the change in the bag policy to no longer allow large bags and suitcases into the venues. Director Levin noted that would be considering both the patron experience and the security of the buildings.

Following discussion, on motion of Vice President Wilsey, seconded by Trustee Rocco, the following resolution was unanimously adopted:

**RESOLUTION NO. 24-14**

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco, that the recommendation of the Presentors Liaison Committee to direct staff to work with the resident companies to begin the City's RFP process to select and implement a budget-neutral patron screening system for the major War Memorial venues, is hereby approved.

**REGULAR ITEMS**

**Proposition D & Ethics Commission Legislation:** President Horn invited Deputy City Attorney for the War Memorial Department, Lauren Curry and the Deputy City Attorney for the Ethics Commission Brad Russi to present to the Board on recently-passed legislation and potential impacts to the Department. Ms. Curry briefly reviewed the rules for behested payments, payments made at the best of an officer, or officer's agent, that is made primarily for a legislative, governmental, or charitable purpose. She noted that City officers may not solicit behested payments from "interested parties," which include department contractors and parties involved in permitting proceedings. She also explained that solicitations of less than \$1K a year are exempt. Mr. Russi explained Proposition D, the Ethics Commission measure on the March 2024 ballot, which changed a number of local ethics laws. He explained that the new legislation expanded the definition of restricted source with regards to gift reporting laws. He stated that currently a department can accept tickets from a restricted source and distribute

them under a departmental ticket distribution policy to employees and now under Proposition D, accepting a gift through a City department is prohibited if it was funded or provided by a restricted source. Mr. Russi then explained the new exceptions to the gift prohibition are made for: 1) one ticket to a non-profit fundraiser hosted by the non-profit and attendance must be necessary to carry out the official's duties and 2) one ticket to an art exhibit, performance, cultural or other entertainment event or production if necessary to carry out official duties, while employees of the department may receive one additional ticket for a guest in some circumstances. He noted that official duties would include monitoring City-funded or permitted events or assessing local events to inform future funding or permitting decision and ensuring proper use of City facilities, so long as such tasks are part of the official's City duties.

Mr. Russi also discussed the prohibition on contracting with one's own department or serving on the board of directors for an entity that contracts with one's own department. There was a discussion about Trustees sitting on the boards of the resident companies and President Horn noted the Charter requires that the Mayor give due consideration to veterans and those who have a special interest in the purposes for which the War Memorial and Performing Arts Center exists. Mr. Russi noted that the Ethics Commission has not yet adopted regulations for this provision. Ms. Curry stated that she would ask the Ethics Commission about how this might affect non-voting members of the Boards, whether a Trustee can recuse themselves on any matters before the Board that affects the other organizations that they may sit on the boards of and considered there may be possible exceptions in the regulations that have yet to be finalized. President Horn assembled an ad-hoc committee to address the issue, with himself, Vice President Wisley and Trustee Kopp as members.

#### **MISCELLANEOUS CORRESPONDENCE**

None.

#### **GOOD AND WELFARE**

There being no other good and welfare, President Horn closed good and welfare.

#### **PUBLIC COMMENT**

There being no further public comment, President Horn closed public comment.

#### **ADJOURNMENT**

There being no further business, President Horn adjourned the meeting at 3:31 p.m.

Francesca Cicero  
Board Secretary



**American Legion War Memorial Commission**  
**War Memorial Veterans' Building**  
**401 Van Ness Avenue, Room 101**  
**San Francisco, CA 94102**  
**415-861-4920**



June 13, 2024

Dear President Horn,

As Chairman of the ALWMC, I kindly request that the War Memorial Board of Trustees waive the rental fee to the back parking lot of the Veterans Building for our Labor Day Pancake breakfast scheduled for Saturday, August 31, 2024 from 8AM to NOON.

We are fortunate to have all supplies and materials as well as pancake batter donated to the cause of giving VETERANS a free pancake breakfast right here in the back yard of the Veterans Building. The date of this event has been deemed by the BM to have the least, if any, impact on parking. On that day, Engineers will remove the bollards as far back as is necessary. For safety, the pancake truck will park across the entrance near the ADA parking spot to serve as a barricade and prevent a rogue car from driving through the event. When the lot does get closed for a non-standard activity it is the individual's responsibility to find alternate parking for the closure period.

This inaugural event is sponsored by the ALWMC with the help of CALIFORNIA Friends of Veterans in the greater Santa Rosa area. They have much experience with this kind of event and just recently held this exact event at the Santa Rosa VA Clinic and also for Veterans in Petaluma.

With the affirmative support by you, President Horn, on behalf of the War Memorial Board of Trustees, we are certain this event can be a huge success with community outreach and camaraderie among our Veterans and their families. This is a free event with NO money coming from Veterans' pockets.

Kind Regards,

A handwritten signature in black ink, appearing to read "CJ Reeves".

CJ Reeves

Chairman

ALWMC