## SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

### RENTAL REQUESTS: July 13, 2023

<table>
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<tr>
<th>Category</th>
<th>Event Details</th>
<th>Date</th>
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<tr>
<td><strong>GREEN ROOM</strong></td>
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<td></td>
<td>Charlotte Lawless</td>
<td>July 12, 2023</td>
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<td>Maureen Lawless Memorial</td>
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<td>Reception &amp; Dinner</td>
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<td>Dineshwar Sahni</td>
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<td>Reception</td>
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<td>Annual Celebration/Gala</td>
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<td>2023-24 Season/Performance</td>
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<td>Korean Consulate 70th Anniversary Celebration/Concert</td>
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<td>SF Ballet</td>
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<td>2023-24 Season Orchestra Rehearsals</td>
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## Permanent Salaries
- Revised Appropriation: $6,943,350
- Encumbered & Expended: $5,862,960
- Balance: $1,080,390

## Temporary Salaries
- Revised Appropriation: $381,958
- Encumbered & Expended: $635,314
- (Balance: $(253,356)

## Premium Pay
- Revised Appropriation: $153,945
- Encumbered & Expended: $132,330
- Balance: $21,615

## One-Time Salaries Payments
- Revised Appropriation: $-
- Encumbered & Expended: $158,288
- Balance: $(158,288)

## Overtime
- Revised Appropriation: $254,732
- Encumbered & Expended: $136,356
- Balance: $118,376

## Holiday
- Revised Appropriation: $102,799
- Encumbered & Expended: $82,623
- Balance: $20,176

## Mandatory Fringe Benefits
- Revised Appropriation: $3,551,653
- Encumbered & Expended: $3,186,512
- Balance: $365,141

## Travel
- Revised Appropriation: $21,000
- Encumbered & Expended: $-
- Balance: $21,000

## Fees_Other
- Revised Appropriation: $828
- Encumbered & Expended: $1,100
- Balance: $(272)

## Training
- Revised Appropriation: $46,098
- Encumbered & Expended: $8,120
- Balance: $37,978

## Employee_Expenses
- Revised Appropriation: $-
- Encumbered & Expended: $611
- Balance: $(611)

## Professional_Special_Services
- Revised Appropriation: $3,909
- Encumbered & Expended: $3,325
- Balance: $584

## Maintenance_Services_Build_Struct
- Revised Appropriation: $1,484,221
- Encumbered & Expended: $1,541,086
- Balance: $(56,865)

## Maintenance_Services_Equipment
- Revised Appropriation: $65,573
- Encumbered & Expended: $29,831
- Balance: $35,742

## Rent_Lease_Equipment
- Revised Appropriation: $22,473
- Encumbered & Expended: $17,455
- Balance: $5,019

## Other Current Expenses
- Revised Appropriation: $120,015
- Encumbered & Expended: $107,802
- Balance: $12,213

## Taxes_Licenses_Permits
- Revised Appropriation: $209,877
- Encumbered & Expended: $187,318
- Balance: $22,559

## Utilities_Telephone
- Revised Appropriation: $-
- Encumbered & Expended: $-
- Balance: $-

## Materials & Supplies
- Revised Appropriation: $347,518
- Encumbered & Expended: $340,406
- Balance: $7,112

## Human Resources Modernization
- Revised Appropriation: $4,600
- Encumbered & Expended: $4,600
- Balance: $-

## Diversity Equity Inclusion
- Revised Appropriation: $1,721
- Encumbered & Expended: $1,721
- Balance: $-

## GF-PUC-Light Heat & Power
- Revised Appropriation: $1,391,362
- Encumbered & Expended: $1,384,935
- Balance: $6,427

## PUC Sewer Service Charges
- Revised Appropriation: $98,661
- Encumbered & Expended: $97,163
- Balance: $1,498

## Ef-PUC-Water Charges
- Revised Appropriation: $89,280
- Encumbered & Expended: $76,159
- Balance: $13,121

## DT Technology Projects
- Revised Appropriation: $42,139
- Encumbered & Expended: $-
- Balance: $42,139

## DT Technology Infrastructure
- Revised Appropriation: $163,595
- Encumbered & Expended: $163,595
- Balance: $-

## GF-City Attorney-Legal Service
- Revised Appropriation: $75,000
- Encumbered & Expended: $42,781
- Balance: $32,219

## DT Enterprise Tech Contracts
- Revised Appropriation: $10,787
- Encumbered & Expended: $10,787
- Balance: $-

## DT Telecommunications Services
- Revised Appropriation: $29,274
- Encumbered & Expended: $29,097
- Balance: $177

## GF-GSA-Facilities Mgmt Svcs
- Revised Appropriation: $4,192,025
- Encumbered & Expended: $2,809,128
- Balance: $1,382,897

## GF-HR-Equal Emplymnt Opportuni
- Revised Appropriation: $28,266
- Encumbered & Expended: $28,266
- Balance: $-

## GF-HR-Mgmt Training
- Revised Appropriation: $44,816
- Encumbered & Expended: $-
- Balance: $44,816

## GF-HR-Workers' Comp Claims
- Revised Appropriation: $154,157
- Encumbered & Expended: $66,777
- Balance: $87,381

## GF-Chs-Medical Service
- Revised Appropriation: $69,386
- Encumbered & Expended: $408
- Balance: $68,978

## GF-Chs-Toxic Waste&Haz Mat Svc
- Revised Appropriation: $17,820
- Encumbered & Expended: $1,822
- Balance: $15,997

## Is-Purch-Reproduction
- Revised Appropriation: $8,500
- Encumbered & Expended: $343
- Balance: $8,157

## GF-Rec & Park-Gardener
- Revised Appropriation: $192,882
- Encumbered & Expended: $152,168
- Balance: $40,714

## TOTAL OPERATING
- Revised Appropriation: $20,474,948
- Encumbered & Expended: $17,528,621
- Balance: $2,946,327

## 14680 Facilities Maintenance
- Revised Appropriation: $833,148
- Encumbered & Expended: $821,340
- Balance: $11,808

## 14680 GRAND TOTAL
- Revised Appropriation: $21,308,096
- Encumbered & Expended: $18,349,961
- Balance: $2,958,135

## 10000 Debt Service
- Revised Appropriation: $9,520,809
- Encumbered & Expended: $9,299,077
- Balance: $221,732

## 14720 War Memorial Reserve
- Revised Appropriation: $1,569,003
- Encumbered & Expended: $395,242.96
- Balance: $1,173,760

## 14700 Concessions Equip. Repl. Fund
- Revised Appropriation: $51,925
- Encumbered & Expended: $9,846
- Balance: $42,079

San Francisco War Memorial
Operating Account - 14670
FY 2022 - 2023 Appropriations Report - June 30, 2023
## San Francisco War Memorial
### FY 2022-23 Revenue Report - June 30, 2023

<table>
<thead>
<tr>
<th>Account</th>
<th>JUNE REVENUE</th>
<th>YEAR TO DATE</th>
<th>LAST YEAR TO DATE</th>
<th>FY 2018-2019</th>
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<td><strong>FACILITY RENTAL</strong></td>
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<tr>
<td>435511 Opera House</td>
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<td>$616,920.00</td>
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<td>435512 Green Room</td>
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<td>435521 Herbst Theatre</td>
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<tr>
<td>435531 Davies Symphony Hall</td>
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<td>656,487.80</td>
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<td>435542 Wilsey Center</td>
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<td>462891 Zellerbach Rehearsal Hall</td>
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<td><strong>OFFICE RENTAL</strong></td>
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<td>435517 San Francisco Ballet (OH)</td>
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<td>435519 San Francisco Opera (OH)</td>
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<td>435539 San Francisco Symphony (DSH)</td>
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<td>435540 Veterans Bldg. Office Rent (SFO)</td>
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<td>462861 Veterans Building Occupancy Fees</td>
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<td>435612 Opera House</td>
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<td>$2,014.07</td>
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<td>2,090.23</td>
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<td>4,169.48</td>
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<td>6,000.43</td>
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<td>435232 Parking Fees</td>
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<td>462899 Miscellaneous Revenue</td>
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<td>187,640.34</td>
<td>80,194.00</td>
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<td>Less 15% War Memorial Reserve</td>
<td>$(42,589.45)</td>
<td>$(633,865.89)</td>
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<td>435614 Concessions Equipment Replacement</td>
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<td>734024</td>
<td>ABCO MECHANICAL CONTRACTORS INC</td>
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<td>KELLY-MOORE PAINT CO INC</td>
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<td><strong>Total</strong></td>
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**FUND CODE:**

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<td>14680</td>
<td>Facilities Maintenance</td>
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<td>14700</td>
<td>Concessions Equipment Replacement Fund</td>
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<td>14720</td>
<td>War Memorial Reserve</td>
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<td>14820</td>
<td>Gift Fund</td>
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<td><strong>Total</strong></td>
<td><strong>$152,571.94</strong></td>
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MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
SPECIAL BOARD MEETING
Wednesday, June 21, 2023

The Board of Trustees of the War Memorial of San Francisco met in special session on Wednesday, June 21, 2023, at 12:00 p.m., in the Trustees’ Board Room, War Memorial Opera House, President Horn presiding.

ROLL CALL

Present: President Horn, Vice President Lui, Trustee Kopp, Trustee Muduroglu (departed 1:28pm), Trustee Newstat, Trustee Pelosi (arrived 12:09), Trustee Rocco, Trustee Wilsey, and Trustee Wright
Absent: Trustee Fisher and Trustee Gatti
Staff Present: Francesca Cicero, Public Information Officer

PRESIDENT’S REPORT

President Horn congratulated the Opera on almost completing their summer 2023 season. He remarked that he had the pleasure of attending the Centennial Concert in the Opera House on June 16, 2023, with three different conductors: Eun Sun Kim, Patrick Summers, and Sir Donald Runnicles. He gave his congratulations to the Opera on behalf of the Board on the Opera’s extraordinary season, and said they look forward to the next 100 years.

Retirement of Colleen Burke-Hill: President Horn reported on the retirement of the War Memorial Facilities Manager, Colleen Burke-Hill. Ms. Burke-Hill thanked the Board for the honor and privilege of working for the War Memorial Department and remarked on how astounding the art presented in the War Memorial venue is. President Horn proposed to the Board a resolution to commemorate Ms. Burke-Hill’s retirement, which was seconded by Trustee Wilsey, and was unanimously adopted:

RESOLUTION NO. 23-17

Whereas, COLLEEN BURKE-HILL will retire on June 30, 2023, following over 21 years of distinguished service to the San Francisco War Memorial and Performing Arts Center; and

Whereas, Colleen began her career with the City and County of San Francisco as the War Memorial Facilities Administrator in November 2001. In this capacity, Colleen worked closely with all War Memorial divisions and tenants on a wide variety of building projects, delivery of building services, and implementation of administrative programs; and

Whereas, Colleen served as the public face of the War Memorial for all building office tenants, maintaining schedules, planning and coordinating facilities maintenance and tenant improvement projects, communicating proactively, and resolving problems promptly and professionally; and

Whereas, As an indispensable part of the management team, Colleen functioned as the Administrative Office Manager, offering comprehensive training and consistent supervision of office and reception staff and services to insure efficient office operations and high standards of public interactions; and
Whereas, In 2008, Colleen assumed responsibility for the development, oversight and implementation of Information Technology capabilities and services at the War Memorial, overseeing technology service providers, developing policies, procedures and training programs to safeguard the Center's IT programs, and efficiently handling IT requests, issues and concerns; and

Whereas, Colleen deftly facilitated audio visual needs for the War Memorial Board of Trustees including the transition to remote meetings of the Trustees during the COVID pandemic; and

Whereas, Colleen was instrumental in developing administrative policies and procedures related to War Memorial performance metrics, on-site parking, and investigation and reporting of City claims; and

Whereas, Colleen's varied skillset, attention to detail, and dedicated efforts have contributed to the War Memorial's mission of providing safe, first-class facilities to promote cultural, educational and entertainment opportunities to residents of and visitors to San Francisco; now Therefore Be It

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco to hereby thank and commend COLLEEN BURKE-HILL for her outstanding service to the San Francisco War Memorial and Performing Arts Center, and to extend heartfelt best wishes on the occasion of her retirement.

MANAGING DIRECTOR'S REPORT

Approval of Consent Agenda: Acting Managing Director Levin was away on vacation, and President Horn took over in his absence. President Horn stated that items submitted on the Consent Agenda included: the minutes of the Regular Meeting of May 11, 2023; the minutes of the Special Hiring Committee meeting of May 31, 2023; Rental Requests for June 21, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for May 2023.

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

RESOLUTION NO. 23-18

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco the minutes of the Regular Meeting of May 11, 2023; the minutes of the Special Hiring Committee meeting of May 31, 2023; Rental Requests for June 21, 2023; and the Revenue, Appropriations and Housekeeping Expenditures reports for May 2023 are hereby approved.

Public Employee Appointment / Hiring: Managing Director of the San Francisco War Memorial & Performing Arts Center:

President Horn announced that the work of the Special Hiring Committee has been accomplished, and the Committee would present its recommendation for a new Managing Director of the San Francisco War Memorial and Performing Arts Center to the Board. He stated that, as noticed on the agenda, the Board would hold a closed section pursuant to California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) to consider the appointment of a candidate as Managing Director (Department Head II) of the San Francisco War Memorial and Performing Arts Center. He noted that if the Board of Trustees votes to convene in closed session, all members of the public and staff will be excused from the meeting room.

President Horn stated that prior to going into closed session, the Board would hear public comment on all matters pertaining to the closed session. President Horn called for any public comment relating to any aspect of this agenda item. There being no public comment, President Horn closed public comment.

President Horn called for a motion whether to enter a closed session to consider appointment of a new Managing Director of the San Francisco War Memorial and Performing Arts Center.
On motion of Vice President Lui, seconded by Trustee Wilsey, the Board voted to enter closed session:
Yes: Horn, Lui, Muduroglu, Newstat, Pelosi, Rocco, Wilsey, and Wright
No: Kopp

President Horn announced the Board would enter closed session pursuant California Government Code Section 54957(b)(1) and San Francisco Administrative Code Section 67.10(b) and asked all staff to leave the room.

CLOSED SESSION

President Horn reconvened the meeting in open session and noted that the Board of Trustees generally chooses not to disclose details of matters discussed in closed session. He remarked that the privacy of the candidate and the Board’s ability to freely discuss the candidate are paramount. He then called for a motion on whether to disclose any or all of the Board’s discussions during the closed session. A motion was made by Trustee Wilsey not to disclose closed session discussion. The motion was seconded by Vice President Lui and passed.

The roll call vote on the motion was:
Yes: Horn, Lui, Newstat, Pelosi, Rocco, Wilsey, and Wright (Muduroglu departed at 1:28pm and did not vote)
No: Kopp

President Horn reported that the Trustees voted to make an offer of appointment to a candidate and that the appointment will become effective upon completion of a background check and the candidate’s acceptance of the offer. He noted that they would not be releasing the name at this time because it infringes on the privacy rights of candidates, but that a public announcement naming the candidate would be made following those actions.

GOOD AND WELFARE

President Horn thanked staff, the Deputy City Attorney, the Special Hiring Committee, and the Trustees, for their help as the Board navigated the hiring process. There being no further good and welfare, President Horn closed good and welfare.

PUBLIC COMMENT

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

ADJOURNMENT

There being no further business, Chair Horn adjourned the meeting at 1:49 p.m.

Francesca Cicero
Public Information Officer