



Korean War Memorial Foundation
(EIN 27-2773272)

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September 5, 2017

War Memorial Board of Trustees
Honorable Thomas E. Horn, Chairman of the Board
401 Van Ness Avenue, Room 110
San Francisco, CA 94102

Dear Mr. Horn,

The Board of Directors and Executive Committee of the Korean War Memorial Foundation approved a resolution to terminate the Foundation's present lease of Room 313A, of the Veterans Building, and execute a new lease for room 213E in consideration of revised rent and elimination of any utility charge.

I telephoned you to convey that information on August 17, 2017, but received no reply because evidently you have been out of town. Therefore, I conveyed that information to Ms Elizabeth Murray, Veteran Building Executive Director with the request that a resolution be approved by the Board of Trustees at its September 14, 2017 meeting.

We should like effectuation of the new lease as of October 1, 2017. If you need further affirmation or information, please notify me accordingly.

Yours Truly,

Judge Quentin L. Kopp, (Ret.)

Cc: Elizabeth Murray
KWMF Board of Directors, Executive Committee

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: September 14, 2017

LOUISE M. DAVIES SYMPHONY HALL

San Francisco Symphony 2017-18 Season (Partial)	February 1, 2018 – May 31, 2018	\$178,700.00 vs 10% \$203,000.00 maximum
Golden Gate University School of Law Graduation Ceremony	May 14, 2018	\$3,500.00
Mind the Product Technology Conference & EXPO	July 16 & 17, 2018	\$13,000.00*
MGP Live Zelda	August 8, 2018	\$2,500.00 vs 10% \$7,500.00 maximum*
Innovation Arts & Entertainment Harry Potter 2	August 11 & August 12, 2018	\$5,000.00 vs 10% \$15,000.00 maximum*
SF Choral Society Choral Rehearsals & Concerts	August 15 - August 18, 2018	\$9,500.00 vs 10% \$14,900.00 maximum

*Based on current rental rates, as rates for July-Aug, 2018 are not set

HERBST THEATRE

La Scuola Winter Concert Spring Concert	December 15, 2017 May 30, 2018	\$2,500.00
CIIS Public Programs Deepak Chopra	February 15, 2018	\$1,250.00
AIA San Francisco AIA Awards Gala	April 26, 2018	\$1,250.00
New Century Chamber Orchestra Concert	May 19, 2018	\$1,250.00
SF Girls Chorus Chorus School Concert and Graduation	May 21 & 22, 2018	\$2,250.00

WILSEY CENTER FOR OPERA

San Francisco Ballet Orchestra Auditions Orchestra Auditions Orchestra Rehearsals Orchestra Rehearsals Orchestra Rehearsals Orchestra Rehearsals	September 11, 2017 November 6-8, 2017 December 12, 2017 January 16, 19 & 20, 2018 March 2, 2018 April 10-14, 2017	\$6,125.00
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SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: September 14, 2017

WILSEY CENTER FOR OPERA (cont.)

China NCPA Orchestra Orchestra Auditions	November 4, 2017	\$1,025.00
Merola Opera Program Annual Meeting & Reception Donor Event & Reception	November 7, 2017 November 27, 2017	\$1,350.00
Social Good Fund Climate Music Project Showcase	December 9, 2017	\$800.00
Alonzo King LINES Ballet Program & Reception	January 25, 2018	\$1,025.00

San Francisco War Memorial
FY 2017-18 Revenue Report - August 31, 2017

REF.		AUG REVENUE	YEAR TO DATE	LAST YEAR TO DATE
FACILITY RENTAL				
35511	Opera House	\$ 34,677.50	\$ 194,729.55	\$ 142,725.00
35512	Green Room	14,875.00	169,500.00	144,150.00
35521	Herbst Theatre	18,475.00	144,100.00	94,562.49
35531	Davies Symphony Hall	78,833.90	153,533.90	146,525.00
35542	Wilsey Center	15,150.00	60,830.00	15,725.00
62891	Zellerbach Rehearsal Hall	8,495.00	72,915.00	40,525.00
OFFICE RENTAL				
35519	San Francisco Opera (OH)	12,744.84	38,234.52	25,489.68
35519	San Francisco Ballet (OH)	3,530.50	5,295.75	5,295.75
35539	San Francisco Symphony (DSH)	13,519.20	27,038.40	27,038.40
35540	Veterans Bldg. Office Rent (SFO)	33,813.49	101,440.47	67,626.98
35540	Veterans Building Occupancy Fees	632.22	1,264.44	1,264.44
FOOD/BEVERAGE CONCESSIONS				
35611	Opera House	3,636.96	56,703.34	39,893.86
35611	Herbst Theatre	11,576.97	23,811.70	5,256.83
35631	Davies Symphony Hall	20,584.78	62,749.41	28,665.54
PROGRAM CONCESSIONS				
35612	Opera House	635.94	2,075.06	-
35612	Herbst Theatre	-	63.69	140.89
35632	Davies Symphony Hall	3,342.09	3,342.09	196.82
OTHER				
35232	Parking Fees	3,230.35	8,135.35	7,949.70
62899	Miscellaneous Revenue	23,221.50	36,193.70	8,546.70
GROSS REVENUE		\$ 300,975.24	\$ 1,161,956.37	\$ 801,578.08
	Less 15% War Memorial Reserve	(45,146.28)	(174,293.44)	(120,236.71)
	Payment to War Memorial Commission	(2,929.00)	(5,858.00)	(5,536.00)
NET REVENUE		\$ 252,899.96	\$ 981,804.93	\$ 675,805.37
OTHER FUNDS				
35614	Concessions Equipment Replacement	\$ 1,777.53	\$ 7,599.69	\$ 4,439.56

San Francisco War Memorial
FY 2017-2018 Appropriations Report - August 31, 2017

OBJ	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE	LAST YEAR ENCUMBERED & EXPENDED
00101	Permanent Salaries	\$ 5,624,374	\$ 865,288	\$ 4,759,086	\$ 581,459
00501	Temporary Salaries	477,368	105,336	372,032	57,253
00901	Premium Pay	130,180	17,226	112,954	10,925
01000	One-Time Salaries Payments	-	-	-	7,575
01101	Overtime	126,464	25,691	100,773	26,046
01201	Holiday	87,786	7,513	80,273	6,186
01371	Mandatory Fringe Benefits	2,987,271	381,668	2,605,603	290,210
02102	Air Travel	3,786	-	3,786	-
02105	Non-Air Travel	9,560	1,232	8,328	1,170
02200	Training	8,150	-	8,150	-
02301	Auto Mileage	100	-	100	-
02401	Membership Dues	2,225	470	1,755	470
02761	Systems Consulting	20,500	139	20,361	(20,274)
02799	Other Professional	9,500	-	9,500	-
02800	Building Maintenance Services	783,776	633,535	150,241	694,713
02900	Equipment Maintenance Services	44,000	32,250	11,750	11,784
03100	Equipment Lease/Rental	15,725	10,743	4,982	7,493
03500	Other Current Expenses	31,710	9,106	22,604	10,044
04000	Materials & Supplies	297,500	68,456	229,044	71,080
05211	Taxes	63,941	-	63,941	-
05221	Licenses and Permits	16,050	3,508	12,542	5,757
081CI	IS-TIS-ISD Service	166,150	166,150	-	117,498
081CT	City Attorneys Legal Svc	100,000	100,000	-	100,000
081EA	Enterprise Agreement	4,521	4,521	-	1,109
081ET	GF-TIS-Telephone	39,914	39,914	-	34,020
081FM	GF-GSA-Facilities	3,466,030	3,466,030	-	3,436,975
081HS	GF-CHS Medical Service	19,185	19,185	-	18,688
081HT	GF-CHS-Toxic Waste	6,295	6,295	-	10,000
081HZ	GF-HR-MGT/Benefit	-	-	-	28,263
081H2	GF-HR-MGMT Training	1,080	1,080	-	1,080
081H3	GF-HR-Workers' Compensation	59,859	59,859	-	101,533
081PR	IS-PURCH-Reproduction	8,500	8,500	-	8,500
081RP	GF-Rec & Park Gardener	142,489	142,489	-	142,489
081UL	GF-PUC-Light & Power	878,550	878,550	-	776,225
081W1	PUC-Sewer Service	121,911	121,911	-	109,830
081W2	PUC - Water	97,373	97,373	-	91,003
08600	Exp Recovery	(229,095)	-	(229,095)	-
	TOTAL OPERATING	\$ 15,622,728	\$ 7,274,018	\$ 8,348,710	\$ 6,739,104
067AAP	Facilities Maintenance	\$ 768,425	\$ 256,881	\$ 511,545	NA
070AAP	Debt Service	9,274,936	-	9,274,936	NA
067ACP	Capital Improvements	3,851,333	31,997	3,819,336	NA
067ACP	Capital Equipment	56,500	56,050	450	NA
	GRAND TOTAL	\$ 29,573,922	\$ 7,618,945	\$ 21,954,977	
	War Memorial Reserve	\$ 2,246,340	\$ 412,944	\$ 1,833,396	NA
	Concessions Equip. Repl. Fund	\$ 113,007	\$ 17,640	\$ 95,367	NA

**San Francisco War Memorial
FY 2017-18 Housekeeping Expenditures - August 31, 2017**

Number	Description	Amount	Fund Source
<u>(1) PURCHASE ORDER</u>			
PO78683	Kone, Inc.	87,185.00	AAA
PO79333	Schneider Electric Buildings Americas	43,452.72	AAA
PO79336	Siemens Industry Inc.	54,222.00	AAA
PO79730	Syserco, Inc.	21,347.25	AAA
PO80503	Robison-Nieri-White Construction	185,836.00	RES
PO81740	Thyssenkrupp Elevator	43,674.36	AAA
PO82079	Liquidyn, Inc.	54,875.00	AAP
PO85076	DTC Grip & Electric Inc.	476.96	AAA
PO85953	Siemens Industry Inc.	3,202.51	AAA
PO87082	Jacobson Consulting Applications	8,177.00	AAA
PO88836	BBI Engineering, Inc.	51,078.54	ACP
PO89225	Banner Uniform Center	9,144.10	AAA
PO90635	Ibarra Brothers Printing	219.00	AAA
PO90637	Thornton Environmental, Inc.	2,829.00	AAA
PO91066	Grainger	1,138.61	AAA
PO91566	BBI Engineering, Inc.	1,123.75	AAA
PO92000	United California Glass & Door	3,944.25	AAA
PO92001	United California Glass & Door	1,625.00	AAA
PO92620	Maltby Electric Supply Co., Inc.	4,465.72	AAA
PO92623	Grainger	104.75	AAA
PO92624	Kelly-Moore Paint Co., Inc.	592.96	AAA
PO92625	Schneider Electric Buildings Americas	39,911.34	AAA
PO94603	Staples Business Advantage	6,819.92	AAA

(2) INTERDEPARTMENT WORK ORDER

(3) JOURNAL ENTRIES

JE1065	SFMTA - Color Curb Program	1,880.00	AAA
JE2247	Controller - Accounting Fast Team	8,400.00	RES
JE2376	Treasurer/Tax Collector - Wilsey Center Public Assembly Permit	687.18	AAA
JE4690	SFMTA - Color Curb Program	941.00	AAA
JE4979	SFPUC - Opera House Roof Repair Contribution	50,000.00	RES