

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

**RENTAL REQUESTS: August 8, 2019**

**HERBST THEATRE**

Clif Bar & Company Lunafest Screening & Lobby Reception	September 26, 2019	\$3,900.00
American Chinese International Cultural Exchange Council US-Chinese Charity Ambassador	October 11, 2019	\$1,300.00
Bayanihan Equity Center Filipino WWII Veterans Congressional Gold Medal Award Ceremony	October 28, 2019	\$725.00
La Scuola International School Winter Concert Spring Concert	December 12, 2019 May 27, 2020	\$2,600.00
San Francisco Lyric Theater Rehearsal Days	January 9-11, 2020	\$3,150.00
CIIS Public Programs Chani Nicholas	January 22, 2020	\$1,300.00
Pacific Musical Society Competition Finals	March 8, 2020	\$1,300.00
Bay Area Flamenco Flamenco Performance	March 20, 2020	\$1,300.00
La Diosa Entertainment Eva Ayllon	May 29, 2020	\$2,600.00
San Francisco High School of the Arts Spring Dance Recital	May 30, 2020	\$1,300.00

**WILSEY CENTER FOR OPERA**

Lehrhaus Judaica Honorary Gala	March 15, 2020	\$800.00
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# ETHICS COMMISSION

## CITY AND COUNTY OF SAN FRANCISCO

DAINA CHIU  
CHAIR

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LEEANN PELHAM  
EXECUTIVE DIRECTOR

Date: July 19, 2019

To: All City Elective Officers  
All City Board and Commission Members  
All City Department Heads

From: LeeAnn Pelham, Executive Director, Ethics Commission

Re: Tools and Resources to Assist with Notice and Filing Requirements

As you may recall, the [Anti-Corruption and Accountability Ordinance](#) ("ACAO") enacted in 2018 made several amendments to the Campaign and Governmental Conduct Code ("C&GC Code") that took effect on January 1, 2019. Provisions of the ACAO include new and amended disclosure requirements that apply to City officials and City departments participating in contracting activities. As a reminder of those provisions, this memorandum is provided to inform you of the tools and resources available online to help you comply with any filing requirement that may apply to you. The sections below provide a short synopsis of each of the new or amended provisions along with basic filing instructions.

Please note that this memorandum is intended to serve as a general reminder regarding these provisions and is not meant to be a substitute for other Commission's compliance materials or advice provided by Ethics Commission staff. For further information, please consult the Commission's [website](#) or feel free to contact our office with any questions related to these provisions or their application and we will be happy to assist you.

### Requirements:

~ New / Amended ~

#### Prohibition on Contributions from Contractors Doing Business with the City

##### [C&GC Code Sec. 1.126](#)

*Synopsis:* The City's contractor contribution rule prohibits a person who seeks a City contract worth \$100,000 or more in a fiscal year from making political contributions to an individual holding a City elective office if the contract must be approved by such individual, the board on which that individual serves, or the state agency on whose board an appointee of that individual serves. This law also applies to a candidate for the office held by such individual and any committee controlled by such individual or candidate. The rule applies from the submission of a proposal for a contract until twelve months from the date the contract was approved, or the termination of negotiations for such contract.

*Filing Requirement:*

- [Form SFEC-126f2 - Notification of Submission of Proposal – City Departments](#)

Each City department that receives a bid/proposal for a contract that has a value of \$100,000 or more in a fiscal year must e-file Form SFEC-126f2 with the Ethics Commission within 30 business days of receiving the bid/proposal. This notice need only be filed if the contract will require the approval of a City elective officer.

*Filing Requirement:*

- [Form SFEC-126f4 – Notification of Contract Approval – City Elective Officers](#)

A City elective officer who approves a contract valued at \$100,000 or more in a fiscal year must e-file Form SFEC-126f4 with the Ethics Commission within 5 business days of approval.

~ New ~

**Recusals – Procedures and Notification**

[C&GC Code Sec. 3.209](#)

*Synopsis:* The City's conflict-of-interest laws prohibit an officer or employee of the City and County of San Francisco from participating in making or seeking to influence a decision in which the officer or employee has a financial interest. If a member of a City board or commission must recuse himself or herself because of a potential conflict of interest, Sec. 3.209 specifies recusal procedures that must be followed, including public disclosure of the conflict at the board or commission meeting and notification of the Ethics Commission.

*Filing Requirement:*

- [Form SFEC-3209b – Notification of Recusal by Board or Commission Member](#)

Any member of a City board or commission who is required to file a Statement of Economic Interests (Form 700) must e-file form SFEC-3209b with the Ethics Commission within 15 calendar days after the date of the meeting at which the recusal occurred.

~ Amended ~

**Behested Payment Reporting**

[C&GC Code Sec. 3.600 et. seq.](#)

*Synopsis:* A behested payment is a payment made at the request of a government official to a third-party for legislative, governmental, or charitable purposes, rather than for personal or campaign purposes. A payment is made at the behest of an officer if it is requested, solicited, or suggested by the officer or his agent, or otherwise made to a person in cooperation, consultation, coordination with, or with the consent of, the officer.

If a payment of \$1,000 or more is made at the behest of an elected official or member of a board or commission by a person who is a party or participant in certain proceedings before that official, the official must report the behested payment to the Ethics Commission. If the behested payment is \$10,000 or more, the person making the payment must also file a disclosure with the Ethics Commission. And, if a single organization receives \$100,000 or more in a calendar year at

the behest of a single City official, the organization must also file disclosures. (Additionally, state law requires [separate disclosure](#) of behested payments of \$5,000 or more made at the behest of elected officials).

*Filing Requirement:*

- [Form SFEC-3610b – Behested Payments by City Officers](#)

If a City officer directly or indirectly requests or solicits a behested payment from an “interested party” (a person who is a party or participant in a proceeding before the officer), the officer must e-file Form SFEC-3610b with the Ethics Commission:

- within 30 days of the payment that makes the total \$1,000 or more, if the behested payment was made while the proceeding involving the interested party is pending; *or*
- within 30 days of the payment that makes the total \$1,000 or more, if the behested payment was made within 6 months following the date on which a final decision was made in the proceeding involving the interested party; *or*
- if the payment was made in the 12 months prior to the commencement of the proceeding involving the interested party, within 30 days of the date the officer knew or should have known that the source of the behested payment became an interested party.

*Filing Requirement:*

- [Form SFEC-3620 – Donors of Behested Payments Report](#)

If a donor makes a payment, or series of payments, totaling \$10,000 or more in a calendar year to a third-party at the behest of a City officer, *and* the donor is a party or participant to a proceeding before the officer who solicited the payment, the donor must e-file Form SFEC-3620 with the Ethics Commission within 30 days of the payment that makes the total \$10,000 or more.

*Filing Requirement:*

- [Form SFEC-3630 – Recipients of Major Behested Payments](#)

An individual or organization who receives a behested payment, or series of behested payments, totaling \$100,000 or more in a calendar year that was made at the behest of a City officer must e-file Form SFEC-3630 with the Ethics Commission on two separate occasions:

- within 30 days following the date on which the payments total \$100,000 or more; *and*
- between 12 and 13 months following the date on which the payment(s) totaled \$100,000 or more; the second filing must disclose how the behested funds were spent.

For ease of reference, an overview of the notice and filing requirements is summarized on the following page. In addition, please feel free to contact Ethics Commission Engagement and Compliance staff, with any questions or for further assistance.



## Summary

Form Number	Description	Applicable to:	Due
<a href="#">SFEC-126f2</a>	Notification of Submission of Proposal – City Departments	<ul style="list-style-type: none"> <li>City departments</li> </ul>	Within 30 business days of receiving a bid/proposal valued at \$100,000 or more in a fiscal year that will require approval by a City elective officer.
<a href="#">SFEC-126f4</a>	Notification of Contract Approval – City Elective Officers	<ul style="list-style-type: none"> <li>City elective officers</li> </ul>	Within 5 business days of approval of a contract valued at \$100,000 or more in a fiscal year.
<a href="#">SFEC-3209b</a>	Notification of Recusal	<ul style="list-style-type: none"> <li>Members of a City board or commission</li> </ul>	Within 15 calendar days after the date of the meeting at which the recusal occurred.
<a href="#">SFEC-3610b</a>	Behested Payments by City Officers	<ul style="list-style-type: none"> <li>City officers</li> </ul>	See <a href="#">summary</a> above or refer to instructions on <a href="#">website</a> .
<a href="#">SFEC-3620</a>	Donors of Behested Payments Report	<ul style="list-style-type: none"> <li>Donors of behested payments who are interested parties</li> </ul>	Within 30 days of the payment that makes the total \$10,000 or more.
<a href="#">SFEC-3630</a>	Recipients of Major Behested Payments	<ul style="list-style-type: none"> <li>Recipients of behested payments (individuals and organizations)</li> </ul>	First filing: within 30 days of the payment that makes the total \$100,000; Second filing: no later than 13 months following the date that payments totaled \$100,000 or more.

**San Francisco War Memorial**  
**FY 2019-2020 Appropriations Report - July 31, 2019**

OBJ	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
501010	Permanent Salaries	\$ 6,229,435	\$ 201,985	\$ 6,027,450
501010	Temporary Salaries	455,951	29,332	426,619
509010	Premium Pay	138,266	3,575	134,691
510210	One-Time Salaries Payments		40,000	(40,000)
511010	Overtime	163,952	8,682	155,270
501070	Holiday	93,111	8,120	84,991
513000	Mandatory Fringe Benefits	3,393,292	101,575	3,291,717
521030	Air Travel	3,842		3,842
521050	Non-Air Travel	7,640	81	7,559
522000	Training	11,520	325	11,195
523010	Auto Mileage	100		100
524010	Membership Dues	3,795	3,150	645
527090	Special Inspection & Testing Services			-
527610	Systems Consulting	36,893	15,393	21,500
527990	Other Professional Services	7,186	1,501	5,685
528010	Scavenger Service	320,553	1,500	319,053
528030	Pest Control	41,439	25,348	16,091
528910	Elevator Service	231,073	206,851	24,222
528990	Other Building Maintenance Services	295,337	167,849	127,488
529110	Data/Word Processing Maintenance	19,200	4,200	15,000
529990	Other Equipment Maintenance	32,941	10,941	22,000
531000	Equipment Lease/Rental	17,122	2,029	15,093
535000	Other Current Expenses	30,099	4,000	26,099
540000	Materials & Supplies	337,618	268,904	68,715
552110	Taxes (Community Benefit District)	165,087	-	165,087
552115	Sales Tax	2,562	4,745	(2,184)
552210	Fees, Licenses and Permits	26,700		26,700
581051	PUC - Light, Heat and Power	838,459		838,459
581063	PUC - Sewer Service	122,200		122,200
581064	PUC - Water	111,000		111,000
581210	DTIS - ISD Services-Infrastructure	138,532		138,532
581270	City Attorney - Legal Services	100,000		100,000
581325	DTIS - Enterprise Agreement	3,469		3,469
581360	DTIS - Telephone Services	40,672		40,672
581410	GSA - Custodial Services	3,625,454		3,625,454
581450	DHR - Management Training	1,080		1,080
581460	DHR - Workers Compensation	45,619		45,619
581570	DPH - Medical Services/Training	20,290		20,290
581580	DPH - Toxic Waste & Haz. Mat Svcs.	7,980		7,980
581820	Purchasing - Reproduction	8,500		8,500
581880	Rec. Park - Gardener Services	180,932		180,932
	<b>TOTAL OPERATING</b>	<b>\$ 17,308,900</b>	<b>\$ 1,110,086</b>	<b>\$ 16,198,814</b>
067AAP	Facilities Maintenance	\$ 426,315		\$ 426,315
067ACP	Capital Improvements	650,000		650,000
067ACP	Capital Equipment	-	-	-
	<b>GRAND TOTAL</b>	<b>\$ 18,385,215</b>	<b>\$ 1,110,086</b>	<b>\$ 17,275,129</b>
570000	Debt Service	\$ 9,357,476		\$ 9,357,476
	War Memorial Reserve	\$ 2,267,540	\$ 322,095	\$ 1,945,445
	Concessions Equip. Repl. Fund	\$ 90,215		\$ 90,215

**San Francisco War Memorial**  
**FY 2019-20 Revenue Report - July 31, 2019**

REF.		JULY REVENUE	YEAR TO DATE	LAST YEAR TO DATE
<b>FACILITY RENTAL</b>				
35511	Opera House	\$ 124,305.00	\$ 124,305.00	\$ 259,320.00
35512	Green Room	149,481.01	149,481.01	142,290.00
35521	Herbst Theatre	160,400.00	160,400.00	171,330.00
35531	Davies Symphony Hall	123,465.00	123,465.00	137,240.00
35542	Wilsey Center	65,200.00	65,200.00	43,870.00
62891	Zellerbach Rehearsal Hall	61,440.00	61,440.00	9,215.00
<b>OFFICE RENTAL</b>				
35519	San Francisco Opera (OH)	28,430.56	28,430.56	26,997.64
35519	San Francisco Ballet (OH)	4,929.64	4,929.64	1,869.68
35539	San Francisco Symphony (DSH)	14,319.00	14,319.00	28,638.00
35540	Veterans Bldg. Office Rent (SFO)	82,576.91	82,576.91	71,661.80
35540	Veterans Building Occupancy Fees		0.00	1,625.82
<b>FOOD/BEVERAGE CONCESSIONS</b>				
35611	Opera House	63,791.61	63,791.61	47,548.69
35611	Herbst Theatre	11,077.91	11,077.91	19,926.80
35631	Davies Symphony Hall	15,009.22	15,009.22	11,161.08
<b>PROGRAM CONCESSIONS</b>				
35612	Opera House	1,078.09	1,078.09	200.03
35612	Herbst Theatre	361.67	361.67	-
35632	Davies Symphony Hall		-	2,235.02
<b>OTHER</b>				
35232	Parking Fees	6,558.75	6,558.75	5,585.50
62899	Miscellaneous Revenue	19,544.82	19,544.82	23,562.00
<b>GROSS REVENUE</b>		<b>\$ 931,969.19</b>	<b>\$ 931,969.19</b>	<b>\$ 1,004,277.06</b>
	Less 15% War Memorial Reserve	<139,795.38>	<139,795.38>	<150,641.51>
	Payment to War Memorial Commission	<3,369.00>	<3,369.00>	<3,216.00>
<b>NET REVENUE</b>		<b>\$ 788,804.81</b>	<b>\$ 788,804.81</b>	<b>\$ 850,419.55</b>
<b>OTHER FUNDS</b>				
35614	Concessions Equipment Replacement	\$ 4,373.34	\$ 4,373.34	\$ 4,306.73

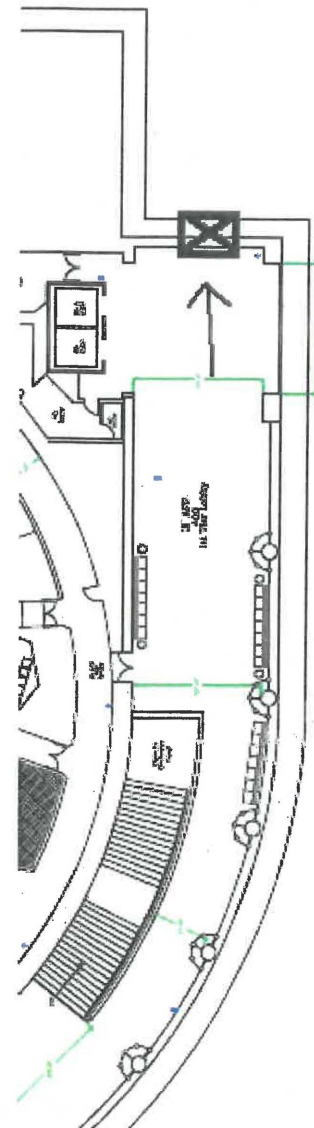
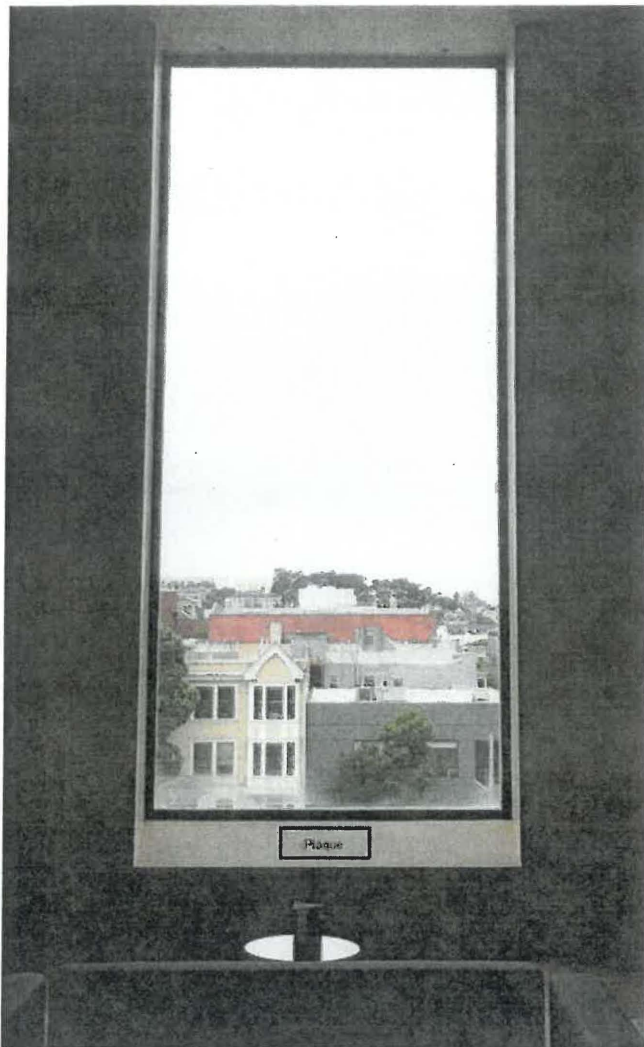
**San Francisco War Memorial**  
**FY 2018-2019 Housekeeping Expenditures - July 31, 2019**

Number	Description	Amount	Fund Source
<b>(1) PURCHASE ORDER</b>			
0000328094	UNITED CALIFORNIA GLASS & DOOR	7,500.00	AAA
0000328331	SYSERCO, INC	5,000.00	AAA
0000328439	HOLZMUELLER CORP	3,000.00	AAA
0000328487	B B I ENGINEERING INC	3,000.00	AAA
0000329191	GRAINGER	1,263.73	AAA
0000330478	RECOLOGY GOLDEN GATE	1,500.00	AAA
0000331794	THYSSENKRUPP ELEVATOR CORP	10,000.00	AAA
0000331828	SCHNEIDER ELECTRIC BUILDINGS AMERICAS	5,000.00	AAA
0000331871	UNITED CALIFORNIA GLASS & DOOR	4,592.32	AAP
0000331892	AGURTO CORPORATION DBA PESTEC	1,848.00	AAA
0000331938	CITY MECHANICAL INC	6,279.00	AAA
0000331986	GALA SYSTEMS INC	4,875.00	AAA
0000332714	SIEMENS INDUSTRY INC	10,000.00	AAA
0000332740	UNITED CALIFORNIA GLASS & DOOR	43,108.21	AAP
0000332785	MESA ENERGY SYSTEMS, INC	1,880.00	AAA
0000333028	KONE INC	7,500.00	AAA
0000335052	UNION SERVICE COMPANY INC	21,900.00	AAA
0000335064	UNION SERVICE COMPANY INC	18,500.00	AAA
0000335093	CITY MECHANICAL INC	38,458.00	RES
0000335105	CREST/GOOD MFG CO INC	3,294.19	AAA
0000335183	OMEGA PACIFIC ELECTRICAL SUPPLY INC	466.80	AAA
0000335225	INTERNATIONAL CONTACT INC	1,065.00	AAA
0000337056	CITY MECHANICAL INC	37,355.00	RES
0000337856	STAPLES BUSINESS ADVANTAGE	7,500.00	AAA
0000337881	SIEMENS INDUSTRY INC	42,816.00	AAA
0000338012	SCHNEIDER ELECTRIC BUILDINGS AMERICAS	11,271.15	AAA
0000338228	AGURTO CORPORATION DBA PESTEC	23,500.00	AAA
0000338980	BANNER UNIFORM CENTER	11,450.00	AAA
0000339230	Aramark Uniform & Career Apparel LLC	4,000.00	AAA
0000339440	JOHN B LOGVY MFG CO INC	400.00	AAP
0000339451	JOHN B LOGVY MFG CO INC	8,900.00	AAP
0000339529	KONE INC	96,500.00	AAA
0000339705	One Diversified, LLC	2,910.00	AAA
0000339728	AQUA TREAT CHEMICALS INC	115.60	AAA
0000339971	RECOLOGY SUNSET SCAVENGER COMPANY	210,000.00	AAA
0000339995	MCCLURE ELECTRIC INC	14,015.00	RES
0000340002	THYSSENKRUPP ELEVATOR CORP	46,333.00	AAA
0000340134	THYSSENKRUPP ELEVATOR CORP	40,541.00	AAA
0000340153	U S PURE WATER CORP	420.00	AAA



# Davies Symphony Hall - 1<sup>st</sup> Tier Lobby - West side window

Franklin Street



Grove Street

## THE ELIZABETH MURRAY WINDOW

In recognition of 38 years of stewardship to the  
San Francisco War Memorial and Performing Arts Center  
Managing Director 1995–2019