

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: January 9, 2020

LOUISE M. DAVIES SYMPHONY HALL

Another Planet Entertainment Tony Bennett	August 18, 2020	\$2,750.00 vs 10% \$7,900.00 maximum*
SF Gay Men's Chorus Rehearsal & Spring Concert	March 25 & March 26, 2020	\$5,100.00 vs 10% \$7,850.00 maximum*

WAR MEMORIAL OPERA HOUSE

Innovation Arts & Entertainment An Evening with David Sedaris	November 16, 2020	\$2,750.00 vs 10% \$7,900.00 maximum*
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HERBST THEATRE

City Surf Project Chesa Boudin Swearing In Ceremony	January 8, 2020	\$1,300.00
Marketing Association at SFSU Graduation Celebration	May 24, 2020	\$1,300.00
Chemistry & Biochemistry Student Assn. at SFSU Graduation Celebration	May 26, 2020	\$725.00
UCSF School of Dentistry Graduation Ceremony	June 8, 2020	\$1,300.00
YMCA of San Francisco Celebration of 75 th Anniversary of the UN Charter Signing	June 24, 2020	\$725.00
Clif Bar & Co. Lunafest	September 24, 2020	\$2,600.00*

WILSEY CENTER FOR OPERA

San Francisco-Krakow Sister Cities Association Atom String Quartet	January 10, 2020	\$800.00
Merola Opera Program Merola Member Event	March 11, 2020	\$800.00

*based on FY 2019-20 rates as FY 2020-21 rates are not yet set

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

ADDITIONAL RENTAL REQUESTS: January 9, 2020

ZELLERBACH REHEARSAL HALL

The San Francisco Symphony requests use of the first of two catering exemptions for 2019-20 to engage McCalls & Associates to provide food and beverage services as follows:

San Francisco Symphony	February 1, 2020	catering %
Chinese New Year Imperial Dinner (Zellerbach A)		

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

REF.		DEC REVENUE	YEAR TO DATE	LAST YEAR TO DATE
FACILITY RENTAL				
35511	Opera House	\$ 134,985.00	\$ 435,590.00	\$ 474,056.90
35512	Green Room	18,765.00	245,828.01	236,380.00
35521	Herbst Theatre	58,924.50	329,797.63	319,000.00
35531	Davies Symphony Hall	155,725.00	508,470.35	456,885.15
35542	Wilsey Center	4,625.00	134,345.00	85,230.00
62891	Zellerbach Rehearsal Hall		149,290.00	192,395.00
OFFICE RENTAL				
35519	San Francisco Opera (OH)	16,680.10	102,221.78	94,491.74
35519	San Francisco Ballet (OH)		14,788.92	13,087.76
35539	San Francisco Symphony (DSH)	14,319.00	85,914.00	85,914.00
35540	Veterans Bldg. Office Rent (SFO)	54,409.48	319,122.97	250,816.30
35540	Veterans Building Occupancy Fees		-	1,625.82
FOOD/BEVERAGE CONCESSIONS				
35611	Opera House	38,192.70	178,472.37	147,210.76
35611	Herbst Theatre	10,597.72	46,961.59	42,073.63
35631	Davies Symphony Hall	13,766.27	122,646.76	146,511.31
PROGRAM CONCESSIONS				
35612	Opera House		1,245.08	885.03
35612	Herbst Theatre	583.56	1,572.23	2,585.25
35632	Davies Symphony Hall		3,369.94	5,532.02
OTHER				
35232	Parking Fees	3,480.00	22,019.25	21,131.75
62899	Miscellaneous Revenue	13,069.92	137,639.21	149,133.42
GROSS REVENUE		\$ 538,123.25	\$ 2,839,295.09	\$ 2,724,945.84
	Less 15% War Memorial Reserve	(80,718.49)	(425,894.26)	(408,741.65)
	Payment to War Memorial Commission	(3,396.00)	(20,241.00)	(19,296.00)
NET REVENUE		\$ 454,008.76	\$ 2,393,159.83	\$ 2,296,908.19
OTHER FUNDS				
35614	Concessions Equipment Replacement	\$ 3,265.07	\$ 16,293.99	\$ 16,573.71

San Francisco War Memorial
FY 2019-2020 Housekeeping Expenditures - December 31, 2019

[illegible]

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

OBJ	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE
501010	Permanent Salaries	\$ 6,204,348	2,887,453	3,316,895
501010	Temporary Salaries	455,951		455,951
509010	Premium Pay	138,266	49,046	89,220
510210	One-Time Salaries Payments		59,826	(59,826)
511010	Overtime	163,952	133,544	30,408
501070	Holiday	93,111	44,143	48,968
513000	Mandatory Fringe Benefits	3,393,292	1,435,941	1,957,351
521030	Air Travel	3,842		3,842
521050	Non-Air Travel	7,640	5,002	2,638
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	45,660		45,660
527610	Systems Consulting	61,563	37,604	23,959
527990	Other Professional Services	7,186	6,075	1,111
528010	Scavenger Service	320,553	75,590	244,963
528030	Pest Control	41,439	25,348	16,091
528910	Elevator Service	261,951	215,723	46,228
528990	Other Building Maintenance Services	321,891	299,035	22,857
529110	Data/Word Processing Maintenance	19,200	4,200	15,000
529990	Other Equipment Maintenance	61,028	16,699	44,329
531000	Equipment Lease/Rental	17,122	1,212	15,909
535000	Other Current Expenses	30,099	20,506	9,593
540000	Materials & Supplies	334,363	202,293	132,070
552110	Taxes (Community Benefit District)	165,087	165,501	(414)
552115	Sales Tax	2,285	18,738	(16,453)
552210	Fees, Licenses and Permits	26,700	5,173	21,527
581051	PUC - Light, Heat and Power	842,087	283,837	558,250
581063	PUC - Sewer Service	122,200	44,478	77,722
581064	PUC - Water	111,000	3,867	107,133
581140	DT - Technology Projects	121,800	19,428	102,372
581245	DT - Technology Infrastructure	138,532	34,633	103,899
581270	City Attorney - Legal Services	100,000		100,000
581325	DTIS - Enterprise Agreement	3,469	3,199	270
581360	DTIS - Telephone Services	40,672	7,393	33,279
581410	GSA - Custodial Services	3,625,454	767,060	2,858,394
581450	DHR - Management Training	3,080		3,080
581460	DHR - Workers Compensation	45,619	6,128	39,491
581570	DPH - Medical Services/Training	20,290	1,440	18,850
581580	DPH - Toxic Waste & Haz. Mat Svcs.	7,980	250	7,730
581820	Purchasing - Reproduction	8,500	3,081	5,419
581880	Rec. Park - Gardener Services	180,932	39,807	141,125
	TOTAL OPERATING	\$ 17,561,559	\$ 6,926,729	\$ 10,636,830
067AAP	Facilities Maintenance	\$ 599,471	\$ 497,590	\$ 101,881
067ACP	Capital Improvements	650,000	276,684	373,316
067ACP	Capital Equipment		-	-
	GRAND TOTAL	\$ 18,529,928	\$ 7,701,003	\$ 11,112,027
570000	Debt Service	\$ 9,357,476	\$ 2,985,000	\$ 6,372,476
	War Memorial Reserve	\$ 2,546,445	\$ 432,468	\$ 2,113,977
	Concessions Equip. Repl. Fund	\$ 105,749	\$ 24,700	\$ 81,048



SAN FRANCISCO BALLET
HELGI TOMASSON, ARTISTIC DIRECTOR

December 30, 2019

War Memorial Board of Trustees
War Memorial Opera House
301 Van Ness Avenue
San Francisco, CA 94102

Dear Honorable Trustees,

I am writing to both apologize and seek your retroactive approval for San Francisco Ballet's three-week installation of the incremental white holiday lighting in select trees of the War Memorial Courtyard. In addition to our standard lighting in the front of the Opera House, this was intended to be an added initiative in conjunction with the Ballet's 75th Anniversary of America's first full-length production of Nutcracker in 1944. Besides the Courtyard we also placed lights this season in the trees lining Franklin Street, between Grove Street and Fulton Street.

Please know we meant no disrespect to the process of seeking approval, nor to the commemorative nature of the Courtyard. Having returned to SF Ballet less than two years ago, I was of the impression from past advisement that if something has been approved and executed previously, that it did not require another approval. The Ballet had sought approval and received permission to install the same small white lights in the Courtyard Trees for another special season initiative a number of years ago. I have included a photo for your reference.

On behalf of SF Ballet, we humbly apologize for the misunderstanding and our error in not understanding or following the proper policy. We will of course, follow all such appropriate protocol for approvals with our projects going forward. For clarification, the lighting was always intended to be limited to the duration of the Nutcracker performances only and was de-installed on December 29 and 30.

Respectfully yours,

Julie A. Begley

Julie A. Begley
Chief Marketing Officer



12/5/2019

To the San Francisco War Memorial & Performing Arts Center Board of Trustees,

After our first year on the War Memorial Campus, we have come to a better understanding of the business needs and our guests' desires. As such, we have made a fair amount of menu adjustments to meet and exceed the needs and wishes of our partners and our patrons. At this point in our experiences, we feel confident in the product breadth and quality that we are providing and hope you can concur. We have listened, grown, adapted, and improved, effectively minimizing the complaints of our patrons.

Due to multiple factors including the continuing increases in wages, cost of quality goods and services, and market competition, Global Gourmet Catering is seeking a price increase on select, base level items in all three of our houses as well as a structural change in the pricing guidelines provided by the War Memorial. I've attached our pricing spreadsheet for your review, with the requested changes noted in yellow.

Currently, the War Memorial provides a price range at which GGC must provide food and beverage products within. GGC is proposing the removal of the range in favor of a base level price to be set by the War Memorial. GGC would maintain quality food or beverage items in each category at the base level price point in all houses. All premium product pricing would henceforth be determined by GGC, taking into account the guest experience and perception, market price, cost of goods, and all other expenses of our business.

While we are very conscientious of our patrons' budgets, we are also aware of the support we can provide to the War Memorial Performing Arts Center by maintaining our status as a competitor in quality and premium experiences in the Performing Arts and Concert venues of San Francisco. Our partners on this campus provide the highest quality of artistic performances with world-renowned artists. As food and beverage providers, it is our challenge to ensure the experiences of our patrons mirrors this level of excellence. To do so, we have focused our efforts on increasing the quality of the goods and services provided. We hope you have seen such improvement since making the decision to award Global Gourmet Catering the contract and we look forward to continuing to provide quality experiences for our guests.

Thank you for your consideration.

Melissa Gartner
General Manager
Global Gourmet Catering
San Francisco War Memorial & Performing Arts Center

War Memorial: Price Comparisons of Selected Beverage Items – December 2019

ITEM	Global - SFWMPAC		Curran	ACT Geary Theater	SF JAZZ	Masonic (Global Gourmet)
	Current	PROPOSED Changes in Bold				
House Wine by Glass (6 oz)	12.00 (6 oz.)	13.00 (6 oz.)	14.00 (5 oz.)	10.00	NA	9.00 (5.5 oz.)
House Wine by the Glass (9 oz)	18.00 (9 oz.)	19.00 (9 oz.)	18.00 (8 oz)	NA	14.00 (8 oz.)	12.00-14.00 (5.5 oz.)
Cocktails (Well)	10.00	11.00		NA	NA	9.00
Cocktails (Call/Premium) (Ketel One Vodka, Bombay Sapphire Gin, Remy Martin Cognac)	14.00	14.00	16.00	12.00	14.00 (8 oz.)	12.00
Irish Coffee	14.00	14.00	NA	14.00	NA	NA
Domestic/Imported Beer (12 oz.)	8.00 (12 oz.)	8.00		8.00	8.00	8.00 (12 oz)
Sparkling Wine by Glass Pot Clement Brut	13.00 (6 oz.)	13.00	18.00	12.00	14.00 (8 oz.)	12.00 (7 oz.)
Soft Drinks	4.00 (12 oz.)	4.00	6.00	4.00 (12 oz.)	5.00 (12 oz.)	4.00 (20 oz.)
Bottled Water Sparkling 12 oz	4.00	4.00		3.00	5.00	4.00 (16.9 oz.)
Bottled Water Flat 16 oz.	6.00	6.00		3.00		
Coffee if Ala Carte	4.00	4.00		3.00	NA	NA



Approved
5/12/16

Approved
4/13/17

GGC
initial

PROPOSED

ITEM	9/1/16	5/31/17	8/1/18	1/2/20
Café at the Opera House				
Buffet - Opera Season	40.00	45.00	48.00	48.00
Buffet - Ballet Season	40.00	45.00	48.00	48.00
Buffet - Sunday Brunch	NA	NA	38.00	38.00
Buffet - Children (age 14 and under)	20.00	20.00	20.00	24.00
Buffet - Sunday Brunch Children (age 14 and under)	NA	NA	NA	19.00
Ala Carte Items (minimum 3 items)	14-23.00	15-24.00	10-32.00	10 & up
Plated Desserts	10.00	10.00	10-13.00	10 & up
Coffee/Tea if Ala Carte (included in Buffet)	3.50 (12 oz.)	4.00 (12 oz.)	4.00 (12 oz.)	4.00 (12 oz.)
Intermission Bar Beverages - Opera House/ Davies Symphony Hall/Herbst Theatre				
Cocktails	10.00	10.00	10.00	11.00
Cocktails - Premium	13.00	14.00	14.00	14.00
Irish Coffee	13.00	14.00	14.00	14.00
House Wine by Glass (New House Wine effective 9/1/16)	11.00 (6 oz.)	12.00 (6 oz.)	12.00 (6 oz.)	13.00 (6 oz.)
House Wine by Glass - Large 9 oz.		18.00	18.00	19.00
Premium Wine (6 oz.)	13.00 (6 oz.)	13.00 (6 oz.)	13.00 (6 oz.)	varies
Domestic/Imported Beer (12 oz.)	8.00	8.00	8.00	8 & up
Sparkling Wine by Glass (6 oz.)	12.00	13.00	13.00	13.00
Champagne Split (187 ml)	17.00	17.00	17-28.00	17 & up
Champagne Split (375 ml)	45.00	45.00	45-47.00	47.00
Soft Drinks (12 oz.)	4.00 (12 oz.)	4.00 (12 oz.)	4.00 (12 oz.)	4.00 (12 oz.)
Bottled Water - Sparkling (12 oz.)	4.00	4.00	4.00	4.00
Bottled Water - Still (16 oz. effective 2018)	5.00	6.00	6.00	6.00



Intermission Bar Food - Opera House/ Davies Symphony Hall/Herbst Theatre				
Sandwiches	6-10.00	6-10.00	6-13.00	9 & up
Salads	13-17.00	13-17.00	10-17.00	13 & up
Fruit & Cheese Plate/Charcuterie Plate	13.00	13.00	15.00	15.00
Desserts (Cakes & Tarts)	10.00	10.00	10-13.00	10 & up
Cookies, Brownies & Sweets	3-5.00	4-6.00	4-10.00	4 & up
Candies (Truffles & Mints)	4-5.00	4-5.00	5.00	4 & up

Tree Management Experts

Consulting Arborists

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Member, American Society of Consulting Arborists
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**War Memorial & Performing Arts Center
City and County of San Francisco
Attn: Kevin Kelly, Building and Grounds Superintendent
401 Van Ness Avenue, Room 110
San Francisco, CA 94102-4521**

Project: Pittosporum Evaluations

Date: 05/17/2017

ARBORIST REPORT

Assignment

- Provide a site visit to evaluate all Pittosporum trees and large shrubs. Up to 17 plants will be evaluated (per the 2014 tree study).
- Evaluation criteria will include the data points in the 2014 study, plus site, health and structural evaluations to determine:
 - Tree risk assessment
 - Useful life expectancy
 - Removal and replacement strategies and timelines
- Provide an Arborist Report with findings that include tree survey data, tree risk assessments and a table of recommendations.

Background

The Victorian Box (*Pittosporum undulatum*) trees at the War Memorial and Performing Arts Center were evaluated in May 2014, and some showed signs of decline at that time. The trees stand at the corners of the War Memorial and Opera House buildings on Van Ness Avenue, and by the carriage drive on the South Side of the Opera House on Grove Street. There a total of 17 Victorian Box trees at the site.

Findings

During our site visit on 5/15/2017 the Pittosporum were evaluated and assessed for health, structural defects, and useful life expectancy. Our findings are included in the attached data table.

Several of the trees are declining, with thinning canopies and yellowing foliage. This indicates that their health is failing and they are reaching the end of their useful lives.

Most of the trees have signs of decay present, including conks forming on cut stumps and branch stubs and other fruiting bodies present at the base of the trees. This presence of

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fruiting bodies indicates that the decay fungus is extensive within the trees and the structural integrity of the trees may be significantly compromised.

The bases of the trees are also buried in mulch and soil. This can result in additional risk of fungal infection and decay at the base of the tree.

Discussion

Except for Trees 758, 769, and 770, the Victorian Box trees at the site are all nearing the end of their useful lives.

Because they have grown so closely to each other, replacing individual trees in the groves on Van Ness Avenue is not feasible. The removal of individual trees would result in the remaining trees having noticeably asymmetric crowns and being more prone to windthrow as their sheltering neighbors will have been removed. If the decision to remove and replace one of the trees in these groves is taken then the entire grove should be replaced as a unit.

Tree 758 is not subject to precaution, it is much younger than the rest of the trees in the grove and still has a fairly symmetric canopy and is shorter than the other trees.

Trees 769 and 770 are also younger than the other Victorian Box on site and, if they are pruned to prevent them from becoming excessively end-heavy, can be retained well into the future.

Recommendations

Regular pruning should continue as outlined in the data table, with the objective being to contain the trees and maintain their shape and size by means of drop crotch cuts on smaller branches. Dead wood should also be removed to help mitigate the hazard of falling dead branches.

The mulch and dirt around the base of all the trees should be cleared back from the base of the trunks for at least 12 inches from where the trunk flare meets the natural grade.

Because Trees 756, 855, 857, and 868 are all declining, they will likely not live more than 5-10 years. With decline they will lose their aesthetic value and present hazards from dead branches. Replacement in the near future should be planned for these trees and the groves they stand in.

Tree 756 is in the worst health, and 757 has a large decayed band along the compression side at the base of the trunk, increasing the risk of a whole tree failure. This grove including Trees 755-757 should be a priority. If desired, tree 758 can be retained on site along with whatever replacement trees are planted. This replacement should take place within the next few years.

Tree Management Experts

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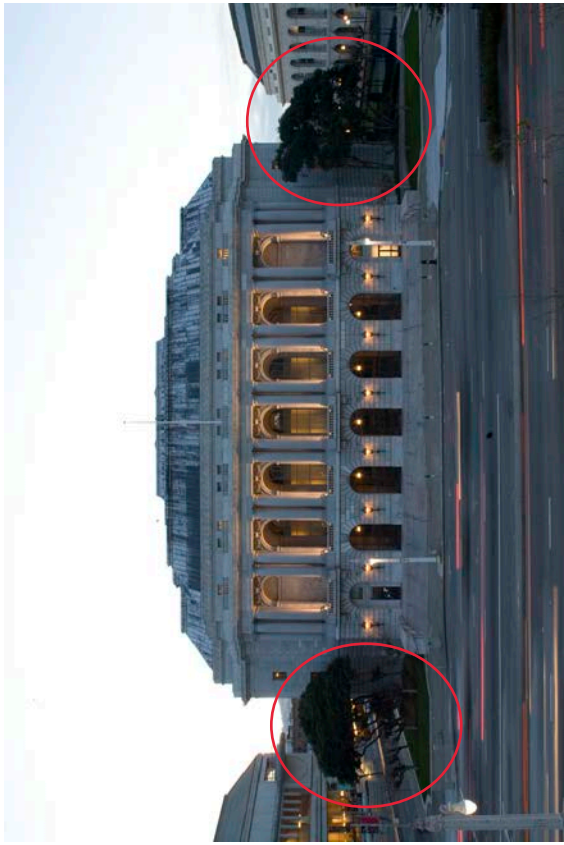
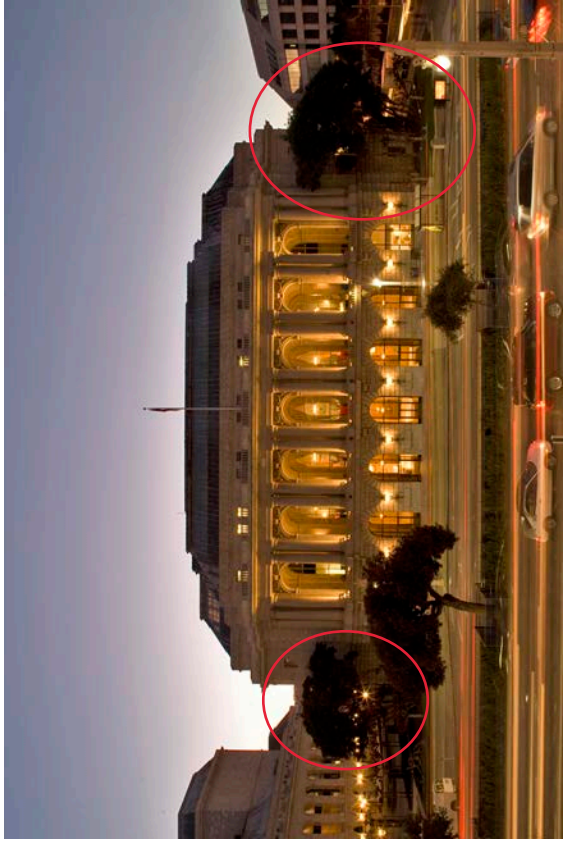
The next priority should be replacing Trees 854-857 and Trees 867-869, as three of the trees in these groves are showing signs of decline and most of them show signs of decay fungi. These groves should each be removed as a unit, and replaced as desired. This should take place over the next 5 years.

The lowest priority removals are Trees 748-751, they are not showing significant decline, but as they are the same age as the other trees identified for removal, they likely will not outlive them by a significant margin. They also show signs of decay. These removals should be planned within the next 10 years, unless they begin to show signs of rapid decline.

If the trees are retained and pruned, it should be recognized that the risks they pose are increasing. Pruning will help with aesthetics and risk reduction, up to a point, but residual risk after pruning will still be escalating over the next few years.

Although our table is for pruning, it may be the decision to remove and replace trees according to this schedule, or perhaps sooner. There might also be an advantage to replacing all the trees at once to obtain a uniform stand in the future.

PITTOSPORUM TREE LOCATIONS

WAR MEMORIAL OPERA HOUSE	VETERANS BUILDING
	

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

RE: Veterans Commemoration Committee 2020 Exhibits and Activities

President Horn:

Your Board colleague, Trustee Maj. Gen. J.M. Myatt, who is Chair of the Veterans Commemoration Committee requested I send you an update on the Committee's current plans for the 75th anniversaries of the end of World War II and the signing of the United Nations Charter in the War Memorial Veterans Building next year. Both anniversaries provide an opportunity to jointly commemorate them.

The current plans under consideration are:

1.) An exhibition of panels, to be mounted in the Veterans Building lobby, similar to those exhibited for 2018's centennial commemoration exhibits of the signing of The Great War Armistice in 1918. The exhibits were honored as one of the 100 US Armistice Centennial Commemorations by the US Congressional Centennial Committee.

Our committee proposes six panels dedicated to the role San Francisco played in the WW II Pacific Campaign, titled "Fortress San Francisco" following the 1941 attack on Pearl Harbor and subsequent declaration of war. It immediately became clear the West Coast, and primarily San Francisco, could be vulnerable to attack, and that San Francisco had an established network of military installations unlike any in other California city, or, Oregon or Washington states.

These San Francisco facilities were quickly enhanced and became the primary source of, and embarkation point for, the vital needs for the Pacific Campaign: i.e. soldiers, planes, ships, material, etc.

Two of the panels are proposed to be dedicated to the UN Charter conferences in the Opera House and official signing of the Charter, in the Herbst Theatre. I have suggested these two panels be displayed on the center two west pillars flanking the entrance to the theatre.

2.) In conjunction with the larger City and National observances of the UN Charter Conference and Signing, we are considering hosting a reception in the Herbst Theatre lobby and the Horn Bar & Lounge. From the imagery I have collected on the Charter history, we have ample illustrations, photos, and ephemeral materials that could be displayed along the two stair ways that lead down from the lobby.

Additional exhibits could be included in the bar itself, if permissible. All exhibits could be easily removed and would not affect the condition of the walls themselves.

3.) At a recent Trustee's meeting, John Caldon introduced a letter from me regarding our proposal to install two exhibit signs on the second floor wall between the two elevator doors. That letter was referred to the Board's Building Committee.

One panel would be a guide to The Great War exhibit, now installed along the second floor's north corridor. An adjacent sign would be an announcement of future exhibits that may be installed along the south corridor. I have draft copies of the proposed signage and photos of the panel's mounting devices. Mr. Caldon assured me his staff could install the mountings.

Currently, I am considering the "Fortress San Francisco/UN Charter" exhibits could be removed from the lobby and re-installed along the south corridor. We hope to have the lobby exhibits installed by Memorial Day, 2020 and remain until Veterans Day.

I am available to attend the Building Committee meetings to address any questions or concerns about or proposals for next year at the War Memorial Veterans Building.

On behalf of our committee, I appreciate your interest in our proposals for next year.

Ken Maley
Veterans Commemoration Committee
Projects and Exhibits Director
mediacons1@aol.com
415 956 1069

CC: John Caldon, Managing Director
Trustee Maj. Gen. JM Myatt, (USMC Ret.)