

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: September 13, 2018

WAR MEMORIAL OPERA HOUSE

SFJAZZ Rosanne Cash & Ry Cooder	December 5 & 6, 2018	\$5,500.00 vs 10% \$11,000.00 maximum
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DAVIES SYMPHONY HALL

WorldstridesOnStage Festival of Gold 2019	April 8, 2019	\$5,500.00 vs 10% \$11,000.00 maximum
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HERBST THEATRE

LaunchSquad Company Meeting	September 13, 2018	\$2,600.00
CIIS Public Programs Lindy West	October 4, 2018	\$1,300.00
Abstraction Media Inc. Max Amini	October 6, 2018	\$2,600.00
IndieBio Rehearsal & Demo Day	November 2 & 6, 2018	\$6,100.00
Another Planet Entertainment Tori Kelly	November 19, 2018	\$2,600.00
OMNI Foundation for the Performing Arts Tommy Emmanuel	January 8, 2019	\$1,300.00
Educational Media Group One Day University	February 17, 2019	\$2,600.00
MUTEK Foundation MUTEK SF Festival	May 3, 2019	\$1,300.00
San Francisco Unified School District Independence High School Graduation Wallenberg High School Graduation John O'Connell High School Graduation The Academy San Francisco Graduation	June 3 & 4, 2019	\$2,900.00
SFJAZZ SFJAZZ Festival	June 16 & 20, 2019	\$2,600.00
Fellowship for the Performing Arts C.S. Lewis: The Most Reluctant Convert	June 21, 22 & 23, 2019	\$4,550.00
UCSF School of Medicine White Coat Ceremony	August 11, 2019	\$1,300.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: September 13, 2018

WILSEY CENTER FOR OPERA

San Francisco Opera Guild		\$1,750.00
Opera Scouts Meetings	September 12, 19 & 26, October 3, 10 & 24, 2018	
Opera Scouts Recital	December 19, 2018	
National Museum of the American Indian	September 13, 2018	\$700.00
Speaker Program & Reception		
San Francisco Opera		\$103,380.00
Education Department Activities	Sept. 29, Oct. 9, 14, 18 & Nov. 16, 2018 & Jan. 31, 2019	
Tessitura Users Group	October 10, 2018	
Executive Committee Meeting	February 14, 2019	
Board Retreat	March 12 & 13, 2019	
Performing Arts Connection School Program	March 25-29, 2019	
2019 Exclusive Use Period #1	April 15-June 30, 2019	
2019 Exclusive Use Period #2	August 12-September 22, 2019	
2019 Exclusive Use Period #3	October 7-December 8, 2019	
San Francisco Fleet Week Association	October 2, 2018	\$800.00
Veterans Resource Fair: Guest Speaker		
SFJAZZ	December 4, 2018	\$250.00
Rehearsal		
Next Level Performance	January 9 & 10, 2019	\$4,200.00
HSBC Conference & Reception		
San Francisco Ballet		\$1,750.00
Orchestra Rehearsals	Dec. 11, 2018, Jan. 18 & 19, Feb. 7 & 8, March 22 & 23, 2019	
Symphony Parnassus	January 26 & April 6, 2019	\$1,600.00
Rehearsal Days		
Other Minds	March 23, 2019	\$800.00
Arditti Quartet		
African-American Shakespeare Company		\$12,000.00
Macbeth	July 5-28, 2019	

San Francisco War Memorial
FY 2018-19 Revenue Report - July 31, 2018

REF.		JULY REVENUE	YEAR TO DATE	LAST YEAR TO DATE
FACILITY RENTAL				
35511	Opera House	\$ 259,320.00	\$ 259,320.00	\$ 160,052.05
35512	Green Room	144,790.00	144,790.00	159,625.00
35521	Herbst Theatre	171,330.00	171,330.00	125,625.00
35531	Davies Symphony Hall	136,565.00	136,565.00	80,950.00
35542	Wilsey Center	43,870.00	43,870.00	46,180.00
62891	Zellerbach Rehearsal Hall	9,890.00	9,890.00	64,420.00
OFFICE RENTAL				
35519	San Francisco Opera (OH)	26,997.64	26,997.64	25,489.68
35519	San Francisco Ballet (OH)	1,869.68	1,869.68	1,765.25
35539	San Francisco Symphony (DSH)	28,638.00	28,638.00	13,519.20
35540	Veterans Bldg. Office Rent (SFO)	71,661.80	71,661.80	67,626.98
35540	Veterans Building Occupancy Fees	1,625.82	1,625.82	632.22
FOOD/BEVERAGE CONCESSIONS				
35611	Opera House	47,548.69	47,548.69	53,066.38
35611	Herbst Theatre	19,926.80	19,926.80	12,234.73
35631	Davies Symphony Hall	11,161.08	11,161.08	42,164.63
PROGRAM CONCESSIONS				
35612	Opera House	200.03	200.03	1,439.12
35612	Herbst Theatre	0.00	0.00	63.69
35632	Davies Symphony Hall	35.02	35.02	-
OTHER				
35232	Parking Fees	5,585.50	5,585.50	5,170.00
62899	Miscellaneous Revenue	23,562.00	23,562.00	12,972.20
GROSS REVENUE		\$ 1,004,577.06	\$ 1,004,577.06	\$ 872,996.13
	Less 15% War Memorial Reserve	<150,686.51>	<150,686.51>	<130,949.41>
	Payment to War Memorial Commission	<3,216.00>	<3,216.00>	<2,929.00>
NET REVENUE		\$ 850,674.55	\$ 850,674.55	\$ 739,117.72
OTHER FUNDS				
35614	Concessions Equipment Replacement	\$ 4,306.73	\$ 4,306.73	\$ 5,822.16

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

Number	Description	Amount	Fund Source
(1) PURCHASE ORDER			
201483	Siemens Industry Inc.	57,593.00	AAA
202060	John B. Logvy Mfg. Co. Inc.	2,850.00	AAP
202096	Thyssenkrupp Elevator	10,430.00	AAA
202099	AAA Flag & Banner Mfg. Co. Inc.	1,837.20	AAA
203170	SF Art Conservation	470.00	AAA
203195	Thyssenkrupp Elevator	1,236.00	AAA
203200	DSI Video Systems LLC dba Diversified Systems	503.58	AAA
205483	Thyssenkrupp Elevator	2,715.00	AAA
207302	Thyssenkrupp Elevator	40,395.00	AAA
207335	Thyssenkrupp Elevator	10,000.00	AAA
207340	COIT Service Inc.	6,388.00	AAA
207343	COIT Service Inc.	1,669.00	AAA
207568	Jacobson Consulting Applications	8,177.00	AAA
207617	John B. Logvy Mfg. Co. Inc.	20,500.00	AAP
207631	McClure Electric Inc.	12,985.00	AAP
207646	Stonehenge Signs, Inc.	5,425.00	AAA
207678	Agurto Corporation dba Pestec	26,500.00	AAA
207839	Aramark Uniform	3,000.00	AAA
207882	ARC Document Solutions	186.51	AAA
207907	Union Service Company Inc.	15,500.00	AAA
208083	U.S. Pure Water Corp.	442.55	AAA
208430	McClure Electric Inc.	3,496.00	AAP
208439	Thyssenkrupp Elevator	4,248.00	AAA
208621	Emcor Service	2,276.00	AAA
208636	Recology Golden Gate	975.00	AAA
209312	Gala Systems Inc.	4,850.00	AAA
209327	Staples Business Advantage	8,137.50	AAA
209343	Kone Inc.	7,500.00	AAA
209365	Syserco, Inc.	21,981.00	AAA
209785	R B Petroleum Services	500.00	AAA
209913	Marble West Sales	67,488.00	AAP
210055	Schneider Electric Buildings America	44,756.31	AAA
210087	Schneider Electric Buildings America	5,000.00	AAA
210069	XTech	5,382.50	AAA
(2) REVENUE TRANSFER			
	American Legion War Memorial Commission	3,216.00	AAA

San Francisco War Memorial
FY 2018-19 Revenue Report - August 31, 2018

REF.		AUG REVENUE	YEAR TO DATE	LAST YEAR TO DATE
FACILITY RENTAL				
35511	Opera House	\$ 20,261.90	\$ 279,581.90	\$ 167,227.05
35512	Green Room	23,260.00	168,050.00	179,875.00
35521	Herbst Theatre	69,845.00	241,175.00	144,100.00
35531	Davies Symphony Hall	66,730.00	203,295.00	159,783.90
35542	Wilsey Center	2,050.00	45,920.00	63,730.00
62891	Zellerbach Rehearsal Hall	63,665.00	73,555.00	100,417.50
OFFICE RENTAL				
35519	San Francisco Opera (OH)	13,498.82	40,496.46	38,234.52
35519	San Francisco Ballet (OH)	3,739.36	5,609.04	5,295.75
35539	San Francisco Symphony (DSH)	14,319.00	42,957.00	27,038.40
35540	Veterans Bldg. Office Rent (SFO)	35,830.90	107,492.70	101,440.47
35540	Veterans Building Occupancy Fees	-	1,625.82	1,264.44
FOOD/BEVERAGE CONCESSIONS				
35611	Opera House	2,974.45	50,523.14	56,703.34
35611	Herbst Theatre	-	19,926.80	23,811.70
35631	Davies Symphony Hall	44,374.13	55,535.21	62,749.41
PROGRAM CONCESSIONS				
35612	Opera House	-	200.03	2,075.06
35612	Herbst Theatre	-	-	63.69
35632	Davies Symphony Hall	1,990.00	2,025.02	3,342.09
OTHER				
35232	Parking Fees	4,217.00	9,802.50	8,400.35
62899	Miscellaneous Revenue	28,190.10	51,752.10	36,193.70
GROSS REVENUE		\$ 394,945.66	\$ 1,399,522.72	\$ 1,181,746.37
	Less 15% War Memorial Reserve	(59,241.83)	(209,928.34)	(177,261.94)
	Payment to War Memorial Commission	(3,216.00)	(6,432.00)	(5,858.00)
NET REVENUE		\$ 332,487.83	\$ 1,183,162.38	\$ 998,626.43
OTHER FUNDS				
35614	Concessions Equipment Replacement	\$ 2,284.17	\$ 6,590.90	\$ 7,599.69

San Francisco War Memorial
FY 2018-2019 Appropriations Report - August 31, 2018

OBJ	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE	LAST YEAR ENCUMBERED & EXPENDED
501010	Permanent Salaries	\$ 5,934,898	\$ 911,746	\$ 5,023,152	\$ 865,288
501010	Temporary Salaries	460,741	-	460,741	105,336
509010	Premium Pay	134,205	16,732	117,473	17,226
510210	One-Time Salaries Payments	-	24,178	(24,178)	-
511010	Overtime	134,307	33,866	100,441	25,691
501070	Holiday	90,399	7,103	83,296	7,513
513000	Mandatory Fringe Benefits	3,144,073	426,737	2,717,336	381,668
521030	Air Travel	3,051	-	3,051	-
521050	Non-Air Travel	5,545	2,540	3,005	1,232
522000	Training	11,870	-	11,870	-
523010	Auto Mileage	100	-	100	-
524010	Membership Dues	2,225	819	1,406	470
527090	Special Inspection & Testing Services	-	500	(500)	-
527610	Systems Consulting	44,651	31,909	12,743	139
527990	Other Professional Services	5,500	-	5,500	-
528010	Scavenger Service	310,000	230,975	79,025	633,535
528030	Pest Control	37,700	26,500	11,200	
528910	Elevator Service	225,096	102,795	122,301	
528990	Other Building Maintenance Services	260,084	209,256	50,828	
529110	Data/Word Processing Maintenance	20,596	10,096	10,500	32,250
529990	Other Equipment Maintenance	30,073	8,073	22,000	
531000	Equipment Lease/Rental	15,725	11,809	3,916	10,743
535000	Other Current Expenses	41,661	15,241	26,420	9,106
540000	Materials & Supplies	309,330	65,957	243,374	68,456
552110	Taxes (Community Benefit District)	65,870	-	65,870	-
552115	Sales Tax	547	7,400	(6,853)	-
552210	Fees, Licenses and Permits	26,760	-	26,760	3,508
554610	Revolving Fund (Account Closed)	-	(400)	400	-
581051	PUC - Light, Heat and Power	783,809	-	783,809	-
581063	PUC - Sewer Service	114,900	8,398	106,502	-
581064	PUC - Water	102,000	7,082	94,918	-
581210	DTIS - ISD Services-Infrastructure	133,545	-	133,545	-
581270	City Attorney - Legal Services	100,000	-	100,000	-
581325	DTIS - Enterprise Agreement	3,420	-	3,420	-
581360	DTIS - Telephone Services	36,143	-	36,143	-
581410	GSA - Custodial Services	3,553,841	-	3,553,841	-
581450	DHR - Management Training	1,080	-	1,080	-
581460	DHR - Workers Compensation	59,859	-	59,859	-
581570	DPH - Medical Services/Training	19,741	-	19,741	-
581580	DPH - Toxic Waste & Haz. Mat Svcs.	6,650	-	6,650	-
581820	Purchasing - Reproduction	8,500	-	8,500	-
581880	Rec. Park - Gardener Services	142,489	-	142,489	-
	TOTAL OPERATING	\$ 16,380,984	\$ 2,159,312	\$ 14,221,671	\$ 2,162,161
067AAP	Facilities Maintenance	\$ 755,244	\$ 338,843	\$ 416,402	NA
067ACP	Capital Improvements	4,673,035	331,758	4,341,277	NA
067ACP	Capital Equipment	-	-	-	NA
	GRAND TOTAL	\$ 21,809,263	\$ 2,829,913	\$ 18,979,351	
570000	Debt Service	\$ 9,281,585	\$ -	\$ 9,281,585	NA
	War Memorial Reserve	\$ 2,629,274	\$ 322,038	\$ 2,307,237	
	Concessions Equip. Repl. Fund	\$ 127,702	\$ 62,216	\$ 65,485	NA

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

Number	Description	Amount	Fund Source
(1) PURCHASE ORDER			
210527	Konica Minolta Business Solutions	10,742.54	AAA
211004	Pitney Bowes Inc.	3,200.00	AAA
211015	Pitney Bowes Inc.	1,500.00	AAA
211027	Recology Sunset Scavenger Company	230,000.00	AAA
211382	XTech	4,500.00	AAA
212594	Air Filter Supply Inc.	747.90	AAA
212609	Robison-Nieri-White Construction	14,575.00	AAP
213010	Schneider Electric Buildings America	2,602.00	AAA
214781	Mainline Security Inc.	365.67	AAA
214789	Maltby Electric Supply Co.	793.41	AAA
214898	Pace Supply Corp.	4,322.18	AAA
214906	City Mechanical Inc.	9,982.00	AAA
214915	Grainger	377.09	AAA
214931	Grainger	150.03	AAA
214994	Coit Service Inc.	411.88	AAA
215008	United California Glass & Door	7,884.00	AAP
215428	ARC Document Solutions	944.62	AAA
215597	DSI Video Systems	3,362.27	AAA
215611	Pace Supply Corp.	1,736.68	AAA
215641	Pace Supply Corp.	2,160.94	AAA
215717	BBI Engineering, Inc.	4,373.85	AAP
215765	BBI Engineering, Inc.	3,000.00	AAA
215779	Holzmueller Corp.	3,000.00	AAA
215784	Siemens Industry Inc.	10,000.00	AAA
215833	Regency Lighting	152.85	AAA
217159	Kone Inc.	930.78	AAA
217177	DTC Grip & Electric Inc.	546.84	AAA
217181	Holzmueller Corp.	2,845.96	AAA
217197	John B. Logvy Mfg. Co.	12,000.00	AAP
217210	TriMark Economy Restaurant Fixtures	11,142.63	CER
218116	Grainger	1,399.29	AAA
218247	Grainger	1,438.51	AAA
218661	Schneider Electric Buildings America	2,936.85	AAA
218672	Pace Supply Corp.	3,165.67	AAA
219689	Banner Uniform Center	12,337.54	AAA
221152	Kelly-Moore Paint Co.	2,887.59	AAA
221162	Grainger	298.98	AAA
221172	Maltby Electric Supply Co.	1,025.59	AAA
221194	Mainline Security Inc.	4,953.78	AAA
221774	International Fire Inc.	3,425.74	AAA
221800	Grainger	1,302.00	AAA
221803	Siemens Industry Inc.	3,344.79	AAA

World War I Armistice Commemoration Committee

September 6, 2018

War Memorial Board of Trustees
San Francisco War Memorial and Performing Arts Center
401 Van Ness Avenue, Suite 110
San Francisco, CA 94102

RE: World War I Banner display in the Veterans Building Main Lobby

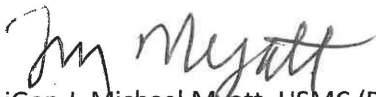
Dear Trustees:

The World War I Armistice Commemoration Committee is grateful to the Board of Trustees for approving the installation of WWI educational banners in the Veterans Building main lobby as the first phase of exhibits related to the 2018 Armistice Centennial. The Trustees have previously approved the banner display through Armistice Day on November 11, 2018.

The WWI banners have been overwhelmingly well received since their installation in April 2018. The Committee is therefore asking to continue this educational banner display through April 30, 2019. Should there be lobby activities that require temporary removal of the banners during this period, the temporary removal will be accommodated by the committee.

Thank you for your continued support of the World War I Armistice Commemoration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jm Myatt", written in a cursive style.

MajGen J. Michael Myatt, USMC (Ret.)
World War One Armistice Commemoration Committee



Michael Tilson Thomas
Music Director

Sakurako Fisher
President

Herbert Blomstedt
Conductor Laureate

Mark C. Hanson
Executive Director

September 4, 2018

Elizabeth Murray, Managing Director
War Memorial Performing Arts Center
401 Van Ness Avenue
San Francisco, CA 94102

Dear Beth,

The San Francisco Symphony requests approval to install three exhibitions during the 2018-19 season in the First Tier Lobby. These exhibits support the Symphony's initiative to provide patrons with background and context to the Symphony's programming.

The approximate dates for each exhibition are:

Stravinsky Festival – September 13-30, 2018

70th Anniversary of the Declaration of Human Rights – November 15-25, 2018

Ravel/Britten Semi-Staged Production – June 3-30, 2019

Each exhibition is made up of stand-alone pylons, exhibit cases, a monitor with seating, and graphics and text adhered to the lobby walls with Graphitex, a removable material. For the September dates, we are proposing to try the exhibition in the western end of the First Tier Lobby, in a smaller footprint, next to Global Gourmet Catering's intermission bar. They have been consulted and are excited to have the activation in the area. The next two exhibitions may be relocated to the opposite end of the lobby.

As with previous lobby exhibitions, the Symphony will be solely responsible for security and the restoration of the space following the exhibition.

We look forward to answering any questions you or the trustees may have at the next board meeting.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Dubowski".

Andrew Dubowski
Director of Operations

Exhibit_Plan_Option_A

