

MINUTES
WAR MEMORIAL BOARD OF TRUSTEES
REGULAR MONTHLY MEETING

Thursday, July 13, 2006

The Board of Trustees of the War Memorial of San Francisco met in regular session at 2:00 p.m. on Thursday, July 13, 2006, in the Trustees' Board Room, War Memorial Opera House, Vice President Horn presiding.

ROLL CALL

Present: Vice President Horn, Trustee Bechtle, Trustee Farrow, Trustee Moscone, Trustee Pelosi, and Trustee Reynolds;

Absent: President Bashford, Trustee Haas, Trustee Jarman, Trustee Shultz, and Trustee Tsakopoulos-Kounalakis.

Staff Present: Elizabeth Murray, Managing Director
Gregory Ridenour, Assistant Managing Director/Executive Secretary

APPROVAL OF MINUTES

Vice President Horn called for approval of the minutes of the May 11, 2006 regular meeting of the Board. On motion of Trustee Moscone, seconded by Trustee Farrow, the minutes were unanimously approved. Vice President Horn called for approval of the minutes of the June 8, 2006 regular meeting of the Board. On motion of Trustee Moscone, seconded by Trustee Pelosi, the minutes were unanimously approved.

PRESIDENT'S REPORT

San Francisco Opera/Symphony Summer Seasons: Vice President Horn reported that the San Francisco Opera concluded its 2006 Summer Season on July 2, 2006, and on behalf of the Board, he extend congratulations to the Opera on a successful summer season. Vice President Horn also reported that the San Francisco Symphony and San Francisco Arts Commission opened their annual "Summer in the City" series in Davies Symphony Hall on July 7, 2006, and will present a variety of programs through July 29. He extended best wishes to the Symphony and Arts Commission for a successful summer season.

MANAGING DIRECTOR'S REPORT

Rental Requests: Ms. Murray reported that rental requests as mailed to Trustees are routine and requested their approval. On motion of Trustee Bechtle, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 06-23

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following rental requests are hereby approved:

LOUISE M. DAVIES SYMPHONY HALL

Golden Gate Performing Arts, Inc.	April 30, 2007	\$2,100 vs. 10%
Diva's Strike Back: SF Gay Men's Chorus		\$4,200 maximum

California Science Teachers Association General Session of Statewide Education Conference	October 20, 2006	\$950.00
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HERBST THEATRE

City Arts and Lectures Cultural Studies 2006	September 21, 2006 October 4, 10, 18, 24, 2006 November 6, 8, 15, 20, 2006	\$5,670.00
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City Arts and Lectures Special Events	September 13, 2006 October 16, 2006	\$1,260.00
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Commonwealth Club of California Governor Arnold Schwarzenegger	July 19, 2006	\$630.00
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Symphony Parnassus 2006-07 Season	October 15, 2006 January 21, 2007 April 15, 2007 June 3, 2007	\$2,520.00
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Long Now Foundation John Rendon	July 14, 2006	\$630.00
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Art Institute of California – San Francisco Winter Graduation	December 15, 2006	\$630.00
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Brindivan Gurkul Celestial Symphony	September 16, 2006	\$630.00
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Additional Rental Requests: Ms. Murray requested approval of additional rental requests as submitted. On motion of Trustee Farrow, seconded by Trustee Reynolds, the following resolution was unanimously adopted:

RESOLUTION NO. 06-24

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that the following additional rental requests are hereby approved:

LOUISE M. DAVIES SYMPHONY HALL

San Francisco Sinfonietta Orchestra Sing It Yourself Messiah	November 27, 2006	\$2,100 vs. 10% \$4,200 maximum
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HERBST THEATRE

Department of Human Services Employee Recognition Event	November 15, 2006	\$500.00
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The Volunteer Center Backstage Pass	August 17, 2006	\$630.00
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FY 2006-07 Departmental Budget Update: Ms. Murray stated that Trustees have received a FY 2006-07 Budget Update, showing the War Memorial's budget for the coming year as approved by the Board of Supervisors' Budget and Finance Committee on June 29, 2006. She noted that the approved budget still shows a \$100,000 reserve for FY 2006-07 salary and fringe benefit adjustments, which adjustments will be rolled into the final budget in early August pursuant to recently approved collective bargaining agreements. Ms. Murray stated that the Supervisors' Budget and Finance Committee adopted their Budget Analyst's recommendations to reduce 2006-07 proposed expenditures by a total of \$2,423, including an \$1,800 reduction in training expenditures and a \$600 reduction in materials and supplies. The Supervisors approved a corresponding reduction of \$2,423 in the War Memorial's 2006-07 hotel tax allocation, re-allocating this amount to the City's general fund.

SECRETARY'S REPORT

Revenue, Appropriations and Status of Building Projects Reports for June 2006: Mr. Ridenour referred to the Revenue, Appropriations, and Status of Building Projects Reports for June 2006, and requested a resolution to approve housekeeping expenditures as submitted. He noted that while June 30, 2006 marked the end of the 2005-06 fiscal year, June revenue and appropriations reports do not reflect final year-end revenue and expenditures. He stated that the Controller's Office will continue making year-end postings through August 2006, following which a final financial report for FY 2005-06 will be submitted to the Board. On motion of Trustee Farrow, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 06-25

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that Purchase Order Nos. WM06500221 through WM06500256 are hereby approved.

COMMITTEE REPORTS

BUILDING COMMITTEE: Trustee Bechtle, Chair of the Building Committee, stated that the Building Committee met twice during the last month to consider and adopt recommendations on three items.

Department of Public Works – Proposed Van Ness Avenue Streetscape Improvements: Trustee Bechtle stated that the Building Committee heard a presentation from representatives of the Department of Public Works on preliminary proposals for Van Ness Avenue Streetscape Improvements for the blocks of Van Ness Avenue between Market Street and McAllister Street. She stated that improvements include new tree plantings, sidewalk planter boxes, streetlight repairs, consolidation of news racks and waste receptacles, and coordinated signage. Trustee Bechtle stated that the Committee specifically reviewed and discussed the proposed improvements for areas bordering the War Memorial buildings, which include:

- On the Van Ness frontage of the Opera House and Veterans Building, planting a double row of sycamore trees for the entire two-block length, adding raised planter boxes between trees, and eliminating the curb-cut insets in front of each building.
- On the Van Ness frontage of Davies Symphony Hall, adding raised planter boxes between existing trees.

Trustee Bechtle reported that following lengthy discussion, the Building Committee voted unanimously to recommend to the full Board that War Memorial staff be directed to convey to DPW the following comments on proposed Van Ness Avenue Streetscape Improvements adjacent to the War Memorial buildings:

- The War Memorial supports and encourages the Mayor's City Green program and DPW's efforts to improve the character and greening of Civic Center;
- From a historical perspective, the main entrances to the Opera House and Veterans Building should have no visual obstructions, and the tree planting design for the Opera House and Veterans Building

frontage should maintain open views to the buildings, consistent with tree planting proposals for the Van Ness Avenue frontage of City Hall;

- The curb-cut insets in front of the Opera House and Veterans Building should not be eliminated; at a minimum, any proposed elimination of curb-cuts should first be studied to determine impacts on traffic, truck loading and unloading, and bus and passenger drop-off, access and safety—especially for children, elderly and disabled persons.
- The proposed addition and layout of raised planter boxes on sidewalks adjacent to the War Memorial buildings should be carefully reviewed for impact on pedestrian flow, and re-designed if necessary.

Trustee Bechtle stated that just prior to this meeting she was advised by staff that DPW's streetscape project manager called to report they have decided not to move forward at this time with streetscape plantings on the west side of Van Ness between Grove and McAllister Streets. The project manager said the streetscape program cannot support the time and funding that would be necessary to look into functional issues and concerns raised by the War Memorial Building Committee. The project manager said they still plan to move forward with improvements on the Van Ness streetscape bordering Davies Symphony Hall—with sidewalk planter boxes between Hayes and Grove Streets—and they will work with the War Memorial on the layout of proposed planter boxes to insure no impediment to pedestrian access and flow.

Trustee Bechtle made a motion to adopt the report and recommendations of the Building Committee with regard to DPW's proposed Van Ness Avenue Streetscape Improvements. Trustee Pelosi proposed to modify the motion to state that there should be no additional plantings and no elimination of curb-cuts on the blocks of Van Ness Avenue fronting the Opera House and Veterans Building. This modification was accepted by Trustee Bechtle, and the motion as modified was seconded by Trustee Pelosi. After further discussion, the following resolution was unanimously adopted:

RESOLUTION NO. 06-26

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report of its Building Committee regarding DPW's proposals for Van Ness Avenue Streetscape Improvements, and directs War Memorial staff to convey to DPW the following comments:

- The War Memorial supports and encourages the Mayor's City Green program and DPW's efforts to improve the character and greening of Civic Center;
- From a historical perspective, the main entrances to the Opera House and Veterans Building should have no visual obstructions, and there should be no additional plantings on the Van Ness frontage of the Opera House and Veterans Building;
- The curb-cut insets in front of the Opera House and Veterans Building are essential to operations and pedestrian safety and should not be eliminated;
- The proposed addition and layout of raised planter boxes on the Van Ness Avenue sidewalk adjacent to Davies Symphony Hall should be carefully reviewed for impact on pedestrian flow, and re-designed if necessary.

Veterans Building Seismic and Life Safety Upgrade – Capital Project Planning: Trustee Bechtle stated that at its meeting on June 26, the Building Committee reviewed the recommendations contained in the City's Ten-Year Capital Plan for 2007-2016 regarding funding and scheduling of the Veterans Building Seismic and Life Safety Upgrade. Trustee Bechtle stated that the Capital Plan recommendations for the Veterans Building provide for two annual investments of \$2.5 million in each of FY 2010 and FY 2011 to begin project design, and the issuance of \$109 million in Hotel Tax/General Fund debt in the second half of the ten-year plan cycle to fund the balance of the design phase and construction. She stated that based on the Capital Plan recommendations, the start of actual construction of the Veterans Building Seismic and Life Safety Upgrade would be deferred to 2014 at the very earliest.

Trustee Bechtle reported that following discussion, the Building Committee voted unanimously to recommend to the full Board that the President and Vice President of the Board meet with the Mayor to report the Trustees' serious concerns at the Capital Plan recommendations for funding the Veterans Building Seismic and Life Safety Upgrade, and to discuss alternatives as to how this might be more satisfactorily resolved. Trustee Bechtle stated that as the meeting recommended by the Building Committee has already taken place, there is no need for action on the Building Committee's recommendation.

Vice President Horn reported that President Bashford, Elizabeth Murray and he met with Mayor Newsom and Chief Administrative Officer/Capital Planning Committee Chair Ed Lee on July 5, 2006. He stated that the Mayor and Mr. Lee gave their full attention to hearing the Trustees' concerns at the Capital Plan recommendations for funding the Veterans Building Seismic and Life Safety Upgrade, that would defer the start of project construction for 8+ years. Vice President Horn stated that the Mayor discussed the recently issued Capital Plan—the first time in the City's history that a comprehensive ten-year infrastructure plan has been prepared with the participation of all City departments and agencies—which plan will be refined each year to reflect improved information, emerging needs, and new ideas. The Mayor said that capital planning is an on-going process and both his office and the Chief Administrative Office are committed to working with the War Memorial on Veterans Building capital needs.

Vice President Horn stated during the meeting, President Bashford advised the Mayor that the Trustees were considering all options for the Veterans Building, including alternate operational and funding possibilities. The Mayor asked the CAO to work closely with the War Memorial during the upcoming 2007-08 capital planning process, and encouraged the War Memorial and CAO to be creative in pursuing alternatives to achieve the very best possible outcome for the Veterans Building. Vice President Horn stated that War Memorial staff will be participating in the City's 2007-08 capital planning process beginning in September 2006, and will keep the Trustees informed so that Trustees can continue to discuss and evaluate how to move forward with Veterans Building planning consistent with the Mayor's policy directives and consistent with the Trustees' obligations as stewards of the War Memorial buildings.

RA/Patina Catering – Proposed Improvements to Food and Beverage Concession Facilities: Trustee Bechtle stated that the Building Committee met earlier today to consider and adopt recommendations on Patina's proposed improvements to concession and catering facilities in the War Memorial buildings, noting that the Concession and Catering Agreement between the War Memorial and RA/Patina, which extends from 2003 through 2008, requires that Patina make a capital investment of \$100,000 for improvements to concession facilities.

Trustee Bechtle stated that the Building Committee heard from Assistant Managing Director Greg Ridneour and Doug Rausenberger, Director of Operations for the Patina Group, on Patina's proposed improvements which focus on those facilities most in need of improvement and which will have the most positive impact on customer service and visitor experience. The Committee reviewed descriptions, diagrams and budgets for Patina's proposed improvements including:

- Refurbish the Opera House "Café Express" station located in the southeast corner of the Lower Lounge, including modifying the café layout to improve service efficiency, re-facing existing counters and cabinetry, adding an overhead soffit with additional lighting, new brass framed menu boards, and adding shelving and a second refrigerator.
- Replace and relocate Davies Symphony Hall "intermission bar" fixtures and equipment on each of the orchestra, first tier and second tier levels. New units will be re-organized to improve patron flow and will have wood-toned laminate with stainless steel accents, consistent with the style of the orchestra main bar.

Trustee Bechtle stated that the total cost estimate for Patina's proposed improvements is \$95,259, including a previously approved expenditure of \$5,134 for replacement of the Opera House ice machine. She stated that subject to the Board's approval, Patina would plan to implement improvements during the remainder of this summer in time for the September 2006 season openings.

Following discussion, and on motion of Trustee Bechtle, seconded by Trustee Moscone, the following resolution was unanimously adopted:

RESOLUTION NO. 06-27

RESOLVED, By the Board of Trustees of the War Memorial of San Francisco that it hereby adopts the report and recommendations of its Building Committee, and approves the improvements to concession and catering facilities as proposed by Patina in accordance with the capital investment required of Patina in the Concession and Catering Agreement between RA/Patina and the War Memorial.

ADJOURNMENT

There being no further business, Vice President Horn adjourned the meeting at 2:35 p.m.

Gregory P. Ridenour
Executive Secretary