

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

**RENTAL REQUESTS: May 10, 2018**

**DAVIES SYMPHONY HALL**

San Francisco Symphony  
Opening Night Gala Tent  
September 5, 2018

The San Francisco Symphony requests use of the "Lake Louise" parking area adjacent to Davies Symphony Hall from approximately August 24, 2018 through September 9, 2018 (17 days) to install a tent for the Symphony's Opening Night Gala on September 5, 2018 to include a pre-concert dinner and post-concert party. The Symphony also requests use of the main lobby of Davies Symphony Hall that evening for a pre-concert sparkling wine promenade.

SHN  
Neil DeGrasse Tyson  
September 24, 2018  
\$2,750.00 vs.  
\$7,900.00 max

SFJAZZ  
Max Raabe and Palast Orchester  
March 12, 2019  
\$2,750.00 vs.  
\$5,500.00 max

**HERBST THEATRE**

Alan Anibal De Souza Ramos  
Fremont Symphony in Concert  
September 23, 2018  
\$2,600.00

Chan Lu Lan Ruo Buddhist Temple  
Miss International Fashion Travel Pageant  
September 29, 2018  
\$1,300.00

Philharmonia Baroque Orchestra  
Rehearsal Days  
October 1 & 2, 2018  
\$2,100.00

Lamplighters Music Theatre  
Annual Champagne Gala  
October 13 & 14, 2018  
\$2,600.00

Theatre Bay Area  
TBA Awards Ceremony  
November 5, 2018  
\$1,300.00

Extraordinary Talent Productions  
Broadway @ The Herbst  
Broadway @ The Herbst  
Broadway @ The Herbst  
November 8, 2018  
January 20, 2019  
March 7, 2019  
\$7,800.00

San Francisco Korean Master Chorale  
Choral Concert  
November 17, 2018  
\$1,300.00

Six Row Productions, Inc.  
Maxim Galkin  
November 18, 2018  
\$2,600.00

San Francisco Opera Center  
Adler Concert  
December 8, 2018  
\$1,300.00

Notable Music & Arts Organization  
Pasquale Esposito  
December 15, 2018  
\$1,300.00

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

**RENTAL REQUESTS: May 10, 2018**

African-American Shakespeare Company Cinderella	December 17-23, 2018	\$9,000.00
American Bach Soloists A Baroque New Year's Eve	December 31, 2018	\$1,300.00
SF Falun Buddha Study Association Kick-Off Meeting	January 5, 2019	\$1,300.00
American Legion Cathay Post 384 God Bless the USA	January 25, 2019	\$1,300.00
Mike Thornton Agency The Capitol Steps	March 17, 2019	\$2,600.00
SFJAZZ Fatoumata Diawara & Roberto Fonseca	March 24, 2019	\$1,300.00
Synergy School Spring Concert	March 26 & 27, 2019	\$2,350.00
Comparative and International Education Society Lecture & Discussion	April 15, 2019	\$1,300.00
San Francisco Girls Chorus Chorus School Concert & Graduation	May 22 & 23, 2019	\$2,350.00
Wallenberg High School Graduation Ceremony	June 4, 2019	\$725.00

**WILSEY CENTER FOR OPERA**

Chanticleer Skills Lab	July 29-August 4, 2018	\$1,000.00
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**SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER**

**ADDITIONAL RENTAL REQUESTS: May 10, 2018**

**DAVIES SYMPHONY HALL**

**HERBST THEATRE**

Consulate General of the Republic of Korea National Celebration	October 3, 2018	\$1,300.00
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**WILSEY CENTER FOR OPERA**

**San Francisco War Memorial**  
**FY 2017-18 Revenue Report - April 30, 2018**

REF.		APR REVENUE	YEAR TO DATE	LAST YEAR TO DATE
<b>FACILITY RENTAL</b>				
35511	Opera House	\$ 4,000.00	\$ 631,926.45	\$ 612,739.86
35512	Green Room	8,325.00	314,123.44	252,825.00
35521	Herbst Theatre	6,675.00	353,650.00	332,077.50
35531	Davies Symphony Hall	16,925.00	722,548.23	720,880.15
35542	Wilsey Center	48,675.00	174,285.00	112,670.00
62891	Zellerbach Rehearsal Hall	2,100.00	281,590.90	259,873.20
<b>OFFICE RENTAL</b>				
35519	San Francisco Opera (OH)	12,744.84	140,193.24	140,193.24
35519	San Francisco Ballet (OH)	1,765.25	17,652.50	17,652.50
35539	San Francisco Symphony (DSH)	13,519.20	148,711.20	135,192.00
35540	Veterans Bldg. Office Rent (SFO)	33,813.49	371,948.39	371,948.39
35540	Veterans Building Occupancy Fees	-	3,430.92	6,954.42
<b>FOOD/BEVERAGE CONCESSIONS</b>				
35611	Opera House	29,853.08	325,908.83	281,679.75
35611	Herbst Theatre	1,205.64	66,783.00	20,356.99
35631	Davies Symphony Hall	17,174.49	184,741.28	150,689.22
<b>PROGRAM CONCESSIONS</b>				
35612	Opera House	-	6,382.56	5,180.32
35612	Herbst Theatre	306.45	4,205.61	5,317.35
35632	Davies Symphony Hall	294.77	4,103.45	5,729.77
<b>OTHER</b>				
35232	Parking Fees	6,569.50	40,374.00	37,137.70
62899	Miscellaneous Revenue	20,686.50	199,753.51	110,542.24
<b>GROSS REVENUE</b>		<b>\$ 224,633.21</b>	<b>\$ 3,992,312.51</b>	<b>\$ 3,579,639.60</b>
	Less 15% War Memorial Reserve	(33,694.48)	(598,845.72)	(536,652.77)
	Payment to War Memorial Commission	(3,216.00)	(30,438.00)	(28,324.00)
<b>NET REVENUE</b>		<b>\$ 187,722.73</b>	<b>\$ 3,363,028.79</b>	<b>\$ 3,014,662.83</b>
<b>OTHER FUNDS</b>				
35614	Concessions Equipment Replacement	\$ 2,832.60	\$ 32,509.71	\$ 27,051.43

**San Francisco War Memorial**  
**FY 2017-2018 Appropriations Report - April 30, 2018**

OBJ	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE	LAST YEAR ENCUMBERED & EXPENDED
501010	Permanent Salaries	\$ 5,624,374	\$ 4,721,342	\$ 903,032	\$ 3,879,751
501010	Temporary Salaries	477,368	-	477,368	325,434
509010	Premium Pay	130,180	85,999	44,181	77,530
510210	One-Time Salaries Payments	-	11,269	(11,269)	12,973
511010	Overtime	126,464	197,014	(70,550)	137,053
501070	Holiday	87,786	73,452	14,334	72,881
513710	Mandatory Fringe Benefits	2,987,271	2,320,160	667,111	2,053,334
521000	Travel	13,346	4,071	9,275	4,778
522000	Training	8,150	6,219	1,931	5,103
523010	Auto Mileage	100	-	100	-
524010	Membership Dues	2,225	1,659	566	1,410
527020	Engineering Services	-	1,280	(1,280)	-
527610	Systems Consulting	66,246	53,784	12,462	14,320
527990	Other Professional	9,500	6,701	2,799	3,047
528000	Building Maintenance Services	918,979	874,689	44,290	718,065
529000	Equipment Maintenance Services	50,780	21,465	29,315	32,810
531000	Equipment Lease/Rental	16,760	13,414	3,346	11,200
535000	Other Current Expenses	33,646	24,204	9,442	16,921
540000	Materials & Supplies	315,944	244,862	71,082	283,911
552110	Taxes	63,941	63,951	(10)	62,076
552115	Sales Tax	-	18,836	(18,836)	-
552210	Licenses and Permits	16,050	16,903	(853)	13,992
560000	Equipment	-	-	-	-
581051	PUC-Light, Heat & Power	878,550	469,131	409,419	776,225
581063	PUC-Sewer Service	138,223	75,729	62,495	109,830
581064	PUC - Water	108,230	62,821	45,409	91,003
581140	IS-TIS-ISD Service	121,800	-	121,800	-
581210	IS-TIS-ISD Service Infrastructure	166,150	166,150	-	117,498
581245	CON-Systems Division	4,814	1,516	3,297	34,322
581270	City Attorneys Legal Svc	100,000	21,148	78,852	100,000
581325	Enterprise Agreement	4,521	-	4,521	2,268
581360	GF-TIS-Telephone	39,914	19,336	20,578	34,020
581410	GF-GSA-Facilities	3,466,030	2,476,230	989,800	3,436,975
581450	GF-HR-MGMT Training	1,080	250	830	1,080
581460	GF-HR-Workers' Compensation	59,859	22,796	37,063	101,533
581570	GF-CHS Medical Service	19,185	9,083	10,102	18,688
581580	GF-CHS-Toxic Waste	6,295	416	5,879	7,021
581820	IS-PURCH-Reproduction	8,500	5,364	3,136	8,500
581880	GF-Rec & Park Gardener	142,489	123,356	19,133	142,489
	<b>TOTAL OPERATING</b>	<b>\$ 16,214,750</b>	<b>\$ 12,214,599</b>	<b>\$ 4,000,151</b>	<b>\$ 12,708,041</b>
067AAP	Facilities Maintenance	\$ 804,731	\$ 288,346	\$ 516,386	NA
070AAP	Debt Service	9,274,936	9,258,504	16,432	NA
067ACP	Capital Improvements	3,907,833	501,568	3,406,265	NA
067ACP	Capital Equipment	56,500	56,050	450	NA
	<b>GRAND TOTAL</b>	<b>\$ 30,258,751</b>	<b>\$ 22,319,067</b>	<b>\$ 7,939,683</b>	
14720	War Memorial Reserve	\$ 2,610,866	\$ 460,906	\$ 2,149,960	NA
14700	Concessions Equip. Repl. Fund	\$ 120,258	\$ -	\$ 120,258	NA

**San Francisco War Memorial  
FY 2017-18 Housekeeping Expenditures - April 30, 2018**

<b>Number</b>	<b>Description</b>	<b>Amount</b>	<b>Fund Source</b>
<b>(1) PURCHASE ORDER</b>			
PO169077	Omega Pacific Electrical Supply	4,720.96	AAA
PO169082	Grainger	679.48	AAA
PO169102	Grainger	3,109.26	AAA
PO169547	Pace Supply Corp.	1,482.00	AAA
PO169585	Ewing Irrigation Products, Inc.	469.74	AAA
PO169595	BBI Engineering, Inc.	3,489.73	AAA
PO169698	BBI Engineering, Inc.	1,384.19	AAA
PO171461	Joel Puliatti Photography	510.00	AAA
PO171483	City Mechanical, Inc.	1,891.00	AAA
PO171490	Pace Supply Corp.	6,350.12	AAA
PO171532	Pace Supply Corp.	296.30	AAA
PO171577	Thyssenkrupp Elevator Corp.	3,930.00	AAA
PO175043	BBI Engineering, Inc.	274.56	AAA
PO175319	United California Glass & Door	3,352.00	AAA
PO175325	City Mechanical, Inc.	661.00	AAA
PO175340	Syserco, Inc.	1,841.60	AAA
PO175401	DTC Brip & Electric, Inc.	979.86	AAA
PO175447	Maltby Electric Supply Co. Inc.	1,225.00	AAA
PO176955	Xtech	1,350.00	AAA

**(2) INTERDEPARTMENT WORK ORDER**


**(3) JOURNAL ENTRIES**


May 3, 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 from the War Memorial Board of Trustees to replace/upgrade the Davies Symphony Hall lobby furnishings. Many of the existing fixtures date from 1980 and are in desperate need of refurbishment and enhancement. Our patron surveys tell us that today's concert attendees want more seating and seating which promotes casual conversations. This project would be a collaboration between the Performing Arts Center Foundation and the Symphony. We propose to coordinate the design with the War Memorial concessionaire so that the project will also encompass the café fixtures and seating, with a target installation of January 2019.

Please let me know if I can provide additional information. The Symphony looks forward to working with the Board on this exciting project.

Sincerely,



Andrew Dubowski  
Director of Operations

May 3, 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 from the War Memorial Board of Trustees to perform a trial expansion of the bar service in the Loge Lobby of Davies Symphony Hall for 10 concerts in late-May through June 2018. This trial will allow Symphony staff to accommodate closer interactions with donors and guests.

We will partner with Patina to offer a 2<sup>nd</sup> bar in the Loge Lobby, in addition to the existing bar, and will make temporary furniture upgrades to the area to further enhance the experience as well as test which new furniture options work best in the area. After this trial period, we will survey to determine if the expanded offerings are attractive and should continue. If well-received, the Symphony will return to the Board of Trustees with a request to continue the concept.

Please let me know if I can provide additional information.

Sincerely,



Andrew Dubowski  
Director of Operations