

**TO:** Andrew P. Powers, City Manager

**FROM:** Jonathan Serret, Cultural Affairs Director

**DATE:** June 18, 2024

**SUBJECT: Thousand Oaks Alliance for the Arts Operations and Programming Update**

**RECOMMENDATION:**

1. Receive and file Thousand Oaks Alliance for the Arts' (TOArts) operations and programming update for FY 2024-25.
2. Authorize the addition of one limited-term, full-time Customer Relations Assistant through June 30, 2025, in the Cultural Affairs Department to support development and programming for TOArts.
3. Authorize budget appropriation and expense in the amount of \$85,000 from various Theatre Fund salary and benefit accounts in FY 2024-25, fully offset by a revenue (reimbursement) increase of \$85,000 to A/C# 681-7790-484-7000.
4. Find that this action is not a project as defined under the California Environmental Quality Act.

**LEVINE ACT ITEM: Yes**

**FINANCIAL IMPACT:**

**\$85,000 Increase to the Adopted FY 2024-25 Theatres Fund Budget, Fully Offset by Revenue.** Minimal staff time required to prepare the report is included in the Adopted FY 2023-24 Theatres Fund Budget. \$85,000 Increase to the Adopted FY 2024-25 Theatres Fund Budget (detailed in Attachment #1), fully offset by revenue reimbursement from TOArts. TOArts fully reimburses the Theatres Fund for salaries and benefits for the Associate Director position and will do so for the limited-term position in FY 2024-25.

**BACKGROUND:**

In November 2016, City Council consented to the statutory merger of the Alliance for the Arts into the Thousand Oaks Civic Arts Plaza Foundation (Foundation). In

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addition, City Council approved a Memorandum of Understanding (MOU) between the City and the Foundation, detailing the public/private agreement with the combined nonprofit entity now known as TOArts. Though TOArts operates with oversight from an independent Board of Directors, the MOU requires an annual written report and presentation to City Council.

The Theatres Fund is reimbursed for the salary and benefit costs of the full-time Associate Director and the part-time Development and Program Coordinator, which are staff positions dedicated to TOArts operations. Per the MOU, additional pro-bono support is provided by the City, primarily through the Cultural Affairs Department with additional support from the City Attorney's Office, the Human Resources Department, and the Finance Department.

### **DISCUSSION/ANALYSIS:**

The TOArts Board has submitted a report detailing operations and programming for FY 2023-24 (Attachment #2).

The report discusses TOArts' Board governance, development, arts education, finance, and programming, which highlight the organization's activities, achievements, community involvement, and programs through FY 2023-24. These highlights include TOArts' investments in arts education through Kids and the Arts field trips, AccessArts grants, and TOArts Trailblazers. This year, TOArts took on new programs geared toward workforce development: Advanced Theatre Summer Conservatory and Youth Arts Leadership Academy. Additionally, the report discusses TOArts' involvement in the community, including sponsorship of the Conejo Valley Youth Open Mic Night, the City's Pop-Up Arts & Music Festival, the three-year audience development initiative for the Resident Companies, and programming at the Bank of America Performing Arts Center (BAPAC) through TOArts Presents.

TOArts' impact in the community and depth of programming has grown significantly in the seven years since the merger. The attached report highlights the organization's programs and activities. In recognition of the expanding programs, community reach, and upcoming plans to celebrate the Civic Arts Plaza's 30th Anniversary, the TOArts Board has approved a budget with increased expenses for staffing reimbursement to the Theatres Fund. This budget increase includes a request to convert the part-time Development and Program Coordinator to a full-time position.

This staffing conversion was not contemplated in the Adopted FY 2024-25 Theatres Fund Budget and would exceed the City Council approved 397 full-time position count. Staff is requesting authorization to add a limited-term, full-time Customer Relations Assistant expiring June 30, 2025. TOArts will fully reimburse the Theatres Fund for the salary and benefit costs associated with this position.

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TOArts' Governance Committee is currently evaluating the long-term staffing needs of the organization and the potential for directly hiring employees. Approval of this limited-term position provides the much-needed level of support while the Board considers a sustainable staffing strategy aligned with TOArts' operations.

This report also includes a look at the year ahead and TOArts' support for community use of the BAPAC venues through the Dr. Raymond Olson Grants, which provide assistance to local organizations to offset the cost of using the Scherr Forum and Kavli Theatres. Accessibility and inclusion have been incorporated holistically into TOArts' programming and operations in support of their guiding vision, "Where the Arts Thrive for All."

**LEVINE ACT (California Government Code § 84308):**

This item is subject to the Levine Act. City Councilmembers who have received a campaign contribution of more than \$250 (aggregated) within the preceding 12 months from a party or their agent/representative, or a financially interested participant involved in this proceeding may do either of the following: (1) disclose the contribution on the record and recuse themselves from this proceeding; or if applicable (2) return the portion of the contribution that exceeds \$250 within 30 days from the time the official knew or should have known about the contribution, and participate in the proceeding.

All parties and their agents/representatives must disclose on the record of this proceeding any aggregated contribution of more than \$250 made to any Councilmember within the preceding 12 months. Councilmembers are prohibited from accepting, soliciting, or directing a campaign contribution of more than \$250 (aggregated) from a party, their agent/representative, or a financially-interested participant during a proceeding and for 12 months following the date a final decision is made. In addition, a party, their agent/representative, or a financially interested participant is prohibited from contributing more than \$250 (aggregated) to a Councilmember during a proceeding and for 12 months following the date a final decision is made.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goals:

A. Create a more equitable, accessible, safe, welcoming, and inclusive government and community regardless of race, color, ethnicity, religion, sex, physical or mental ability, sexual orientation, gender identity and expression, age, language, education, and/or socio-economic status.

C. Operate City government in a fiscally and managerially responsible and prudent

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manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

G. Continue City's commitment to community and cultural programs and services (such as Performing Arts/Theatres, Libraries, TOTV, Visual Arts, Youth and Senior Programs).

H. Participate in public-private and multi-jurisdictional opportunities to ensure residents have access to high levels of parks, recreation, education and leisure programs and services.

**PREPARED BY:** Niki Richardson, Associate Director TOArts

Attachments:

Attachment #1 – Salary and Benefit Expense Account Breakdown

Attachment #2 – TOArts Operations and Programming Update