SIMI VALLEY ARTS COMMISSION AGENDA

February 18, 2015, 3:30 p.m. Special Meeting (Location Change) Simi Valley Cultural Arts Center Multipurpose Room 3050 Los Angeles Avenue, Simi Valley, CA 93065

- Call to Order/Welcome
- 2. Agenda Review
- Approval of Minutes: September 24, 2014
- 4. Public Statements

This is the time allotted for statements or comments on matters within the subject matter and jurisdiction of the Arts Commission.

- 5. Continued Business None
- 6. New Business
 - a. Review of the Cultural Arts Center Fiscal Year 2014-15 Mid-Year Budget Report
 - b. Review of the Cultural Arts Center Capital Replacement Program for Fiscal year 2014-15 and Approval to Amend the Capital Replacement Budget
- 7. Reports
 - a. Programming for the Cultural Arts Center
 - b. Cultural Arts Center Statistics
 - c. Simi Valley Cultural Arts Center Foundation Activities and Revenues
 - d. General Manager's Report
- 8. Commissioner Comments

This is the time allotted for statements or comments from Arts Commissioners on matters within the subject matter and jurisdiction of the Simi Valley Arts Commission

- 9. Tour of the Simi Valley Cultural Arts Center
- 10. Adjournment Next Arts Commission meeting Wednesday, April 15, 2015, 3:30 p.m. City Manager's Conference Room

<u>/s/</u> Sommer Barwick

Community Services Director

If any interested individual has a disability that may require accommodation to participate in this meeting, please call (805) 583-6874. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

DRAFT MINUTES

Call to Order/Welcome

Mayor Huber called the meeting to order at approximately 3:30 p.m., welcomed Arts Commissioners, and verified that a quorum was present.

Present: Mayor Huber, Council Member Judge, Commissioners Drago, Hayes, Mayea, McLean, and Cultural Arts Center Foundation Representative Feco.

Absent: Commissioner Savell.

Staff Members: Bruce and Ralphe.

2. Agenda Review

No changes were made to the agenda.

3. Approval of Minutes: April 16, 2014

A motion was made by Council Member Judge and seconded by Commissioner Hayes to accept the minutes as drafted. The motion was unanimously approved with Commissioner Mayea and Representative Feco abstaining as they were not present at the April 16th meeting.

4. Public Statements

None.

5. New Business

Receipt of Year-End Financial Report for Fiscal Year 2013-14

- a. Year-End Statement of Revenue and Expenses
- b. Subsidized Activity Report
- c. City Reimbursement

Mr. Bruce reported that the Center's Fiscal Year 2013-14 year-end Profit and Loss Statement and Budget Report shows a net income of over \$12,000, allowing the Center to maintain its reserves and retain a Contingency Account and a Performance Fund Reserve balance of over \$19,000 each. Additionally, over \$21,000 was invested into maintenance and replacement of equipment such as a new light board and upgraded sound equipment. Improvements also included rebuilding the control booth creating a more efficient and spacious work area.

Mr. Bruce also reported that staff will continue to carefully monitor revenues and expenditures to address a challenging economy, the changing needs of the community, and increased competition from county theaters.

6. Reports

a. Update on Programming for the Cultural Arts Center

Mr. Ralphe reviewed the upcoming calendar of events and described the plan for the Center's 20th Anniversary Season in 2015, which will reprise the Center's most popular productions of the last 20 years including *Fiddler on the Roof*, and *Hairspray*.

b. Update on Cultural Arts Center Statistics

Mr. Ralphe reported a 4.48% increase in use during 2014 to date largely due to the increased use of the Multipurpose Room for smaller productions.

c. General Manager's Report

Mr. Ralphe added more detail to the programming of the Center's 20th Anniversary Season and the wish to involve Rita Moreno, who performed during the Center's opening 20 years ago. He announced that on-line ticketing is now available and constituting about 10% of ticket sales. Unfortunately, the system is not fully compatible with Apple products and the consultant is working out those bugs. Once these compatibility issues are resolved, the Center will advertise the availability of on-line ticketing.

Mayor Huber suggested that if additional funds are needed to secure a performance by Ms. Moreno, that a request be agendized for City Council consideration.

d. Update on the Simi Valley Cultural Arts Center Foundation Activities and Revenues

Foundation Representative Feco reported that the Foundation turned a profit this year which will help offset the loss posted the previous year and enables them to make their next Cultural Arts Center payment. He also explained that the Foundation members have been reviewing the Endowment Fund and found that over \$80,000 has been spun off into a money market account over the last several years. These funds are available for distribution, but the members wish to only access these funds in the case of an emergency. They intend to transfer a large portion back into the Endowment Fund which generates a higher interest.

He also shared that the Foundation is evaluating their fund raising activities and focusing on those that generate the highest rate of return versus the cost of time and money. The Foundation is also seriously investigating hiring a grant writer to assist in their fund raising efforts. The Foundation is focusing

on branding themselves and marketing their purpose. The Foundation will be working on a new logo, outlining their fund raising goals, and revising the format and sponsorship levels of the Spotlight Awards at their upcoming Board Retreat.

Finally, Mr. Feco encouraged all Commissioners to become members of the Foundation and attend the next Donors Night scheduled for November 14 in conjunction with the Michael Chapdelaine Concert.

Mr. Ralphe strongly encouraged the Commission members to attend this very special concert.

7. Commissioner Comments

Mayor Huber introduced the Commission's newest member, Wendy Mayea and welcomed her. Ms. Mayea stated that she is currently the Principal of Santa Susana High School and grew up in Simi Valley and is very excited to get more involved with the Center.

The Commissioners then discussed upcoming events and potential event ideas.

8. Adjournment

The meeting was adjourned at approximately 4:20 p.m.

CITY OF SIMI VALLEY • MEMORANDUM

DATE: February 18, 2015

TO: Simi Valley Arts Commission

FROM: Sommer Barwick, Community Services Director

SUBJECT: REVIEW OF THE CULTURAL ARTS CENTER FISCAL YEAR 2014-15 MID-

YEAR BUDGET REPORT

Attached for your review is the Cultural Arts Center's (CAC) Mid-Year Budget Report for FY 2014-15. In the first six months of the fiscal year, the CAC's Total Income represent 47% of the annual budgeted amount; which is 4% above 2013. Total Cost of Goods Sold represents 52%, and Total Fixed Operational Expense represents 51%.

An analysis of Total Income indicates that revenue was below budget overall by 3% due to soft box office income on one production and over \$4,000 short fall in unearned income from Foundation grants which may develop in the 2nd half of the year. The budget shortfall is partially offset by the rental fees from the Rotary Club, which are due in December and paid in January.

In the Total Costs of Goods Sold, spending in all categories was 52% of the budgeted amount due to increased contract labor costs, and provider costs as well as an advertising/marketing cost that became payable in the first quarter of FY 2014-15 for a production that performed in the fourth quarter of FY 2013-14. In Total Fixed Operational Expenses, most categories were below budget with the exception of City Reimbursement which was \$22,028, an increase of 16% over the previous year. City Reimbursement is paid in total at the beginning of the year so it stands at 116% of budget. City reimbursement is based on 10% of earned income and 2013 Box Office Income exceeded 2012 by \$34,614 which increased the yearly payment. All other categories were held under budget except Credit Card Service Fees which showed an increase.

At mid-year the CAC expenditures exceeded revenues by \$20,015. Expenses have remained consistent with budget projections, except for the City Reimbursement, which was higher than in previous years and is paid in total at the beginning of the fiscal year. The other contributor to the deficit was a disappointing audience response to ARTS production of GODSPELL. In past years the first six months of the fiscal year operate at a deficit, but the year ends with a positive bottom line. It is expected that the same will be true for FY 2014-15. The CAC continues to operate on a sound fiscal foundation with the restricted Contingency and Performance Accounts totaling just under \$40,000 and over \$25,000 in a money market account. With the fee increase authorized by City Council and an improving economy, it is anticipated that the CAC will continue to grow and serve the Simi Valley community.

Attachment

SIMI VALLEY CULTURAL ARTS CENTER OPERATING BUDGET FY 2014-2015 MID-YEAR REPORT

ORDINARY THEATER INCOME/EXPENSE	ANNUAL BUDGET	MID-YEAR ACTUAL	% BUDGET
INCOME			
Box Office	\$283,650	\$133,794	47.17%
Contributions	\$32,000	\$14,987	46.83%
Grants	\$3,000	\$607	20.23%
Rental	\$78,850	\$35,140	44.57%
Concessions	\$9,250	\$3,891	42.06%
Advertising Income	\$500	\$100	20.00%
Reimbursed Technical Costs	\$32,850	\$16,800	51.14%
TOTAL INCOME	\$440,100	\$205,319	46.65%
EXPENSE COST OF GOODS SOLD (COGS)			
Booking/Artist Fees	\$32,000	\$12,417	38.80%
Concessions	\$5,900	\$2,651	44.93%
Supplies	\$32,000	\$9,955	31.11%
Provider Payments	\$140,000	\$77,978	55.70%
Advertising/Marketing	\$12,500	\$7,627	61.02%
Special Events (Rotary, NYE.)	\$33,000	\$14,940	45.27%
Contract Labor	\$30,000	\$24,035	80.12%
TOTAL COST OF GOODS SOLD	\$285,400	\$149,603	52.42%
TOTAL GROSS PROFIT	\$154,700	\$55,716	36.02%
FIXED OPERATIONAL EXPENSES			
Credit Card Service Fees	\$7,200	\$5,291	73.49%
City Reimbursement - 10%	\$19,000	\$22,028	115.94%
Contract Services - Staff	\$64,000	\$25,172	39.33%
Dues/Licenses/Permits	\$27,500	\$11,886	43.22%
Professional/Special Services	\$3,000	\$1,500	50.00%
Capital Replacement	\$25,000	\$8,711	34.84%
Office Expenses	\$3,000	\$1,143	38.10%
TOTAL FIXED OPERATIONAL EXPENSES	\$148,700	\$75,731	50.93%
NET PROFIT/LOSS	\$6,000	(\$20,015)	
	As of July 1, 2014	Credits/(Debits)	AS OF DECEMBER 31, 2014
CONTINGENCY ACCOUNT BALANCE	\$19,410	\$16	\$19,426
PERFORMANCE ACCOUNT BALANCE	\$19,247	\$16	\$19,263

SIMI VALLEY CULTURAL ARTS CENTER MEMORANDUM

DATE: February 18, 2015

TO: Simi Valley Arts Commission

FROM: David Ralphe, Cultural Arts Center General Manager

SUBJECT: REVIEW OF THE CULTURAL ARTS CENTER CAPITAL REPLACEMENT

PROGRAM FOR FISCAL YEAR 2014-15 AND APPROVAL TO AMEND

THE CAPITAL REPLACEMENT BUDGET

The Capital Replacement Program for the Cultural Arts Center (CAC) is designed to be reviewed by the Commission annually during the budget process. It serves as a tool to identify and plan for the CAC's future equipment and capital needs, as well as on-going maintenance. Below is an updated list of capital equipment items that the CAC has purchased out of the approved operations budget. As identified in the financial operating structure approved by the City Council, the CAC will continue to track and report on these expenditures. The following list represents purchases made for FY 2014-2015 and proposed purchases for FY 2015-2016.

Capital Equipment Items Purchased by the Cultural Arts Center

Rehearsal piano repair and purchase	\$ 1	,072
Projector Mount	\$	387
Mic Replacement & Maintenance	\$ 3	3,253
Replacement Bulbs	\$	505
Replace cabinet locks	\$	308
DMX cable	\$	572
Sandbags and rigging	\$	416
MPR Lighting Package	\$	800
Hazer Fluid	\$	132
Capital Expenditures 7/1/2014-12/31/2014	\$ 7	,445
FY 2014-15 Capital Replacement Budget	\$25	5,000
Remaining Budget	\$17	,555

Capital Projects Approved and in Progress

Augment Existing Projection System for Projecting Still and Moving Images on Cyc

The current projector has greatly expanded the Center's scenic capabilities; however it is bulky, over 14 years old and losing its brightness and sharp focus. Also, it is difficult to project clear images on the back Cyc without projecting onto performers. The acquisition of a more compact 10,000 lumen \$6,500 projector mounted inside the proscenium was previously approved by the Commission, but not purchased. That instrument now costs \$7,500. Adding a 0.3:1 specialty lens would further increase the scenic capability by providing a 12-foot throw projected over the heads of performers and cover the entire Cyc making it available for the projection of film, animation, and effects.

Estimated Cost \$ 13,500

Capital Projects Requesting Approval

Judy Dwyer, a long term supporter of the CAC both as a volunteer and as an audience member, recently passed leaving a generous bequest to the CAC of \$30,000. We are grateful for the many years she gave actively promoting the arts in the community and the activities of the CAC. This bequest was subsequent to the adoption of the CAC budget and the receipt of these funds could not be timelier as the facility is currently experiencing equipment attrition largely due to wear and tear. As Judy was not only a supporter of the CAC but also involved with the Tree Advisory Board and the City's Sustainability efforts, it is believed that she would be pleased to help in "Greening" the CAC while enhancing the production level that she enjoyed for so many years. Therefore, it is recommended that the Commission approve the following capital projects for inclusion into the 2014-15 CAC Capital Replacement Budget.

Replace two intelligent lights

Intelligent lights are computer driven movable lighting instruments that fulfill multiple roles in a lighting package including replacing multiple instruments. Ten years ago the CAC received a donation that enabled the purchase of two instruments for \$10,000. Currently one instrument is retired and the other has limited life remaining. The recommended replacement instruments are the Elation Premium 15R which are currently on sale.

Estimated Cost \$5,000

LED 340 Watt Cyc Wash

Phase I of the "Greening of the Building" program was completed last year with the purchase of a LED compatible lighting board and addition of DMX 512 Digital Multiplex cabling, the standard for digital communication. Phase II of this program is the installation of LED fixtures that serve to light the Cyc and augment current lighting. It currently takes six instruments with twelve 500 watt bulbs each, to light the Cyc with three color availability creating excess heat and using up to 36,000 watts. The proposed LED instruments create unlimited color possibilities with minimal heat generation, and use under 2,000 watts in total. To accomplish the lighting goals will necessitate a minimum of six instruments.

Estimated Cost \$12,000

Replace and upgrade current Cyc

The current Cyc is a seamed muslin material that is over ten years old and covers the entire back wall of the main stage. It has become discolored, stretched and has been repaired many times. A new Cyc is available with no seams and a more reflective material that would upgrade colors and projections.

Estimated Cost \$ 2,500

The total cost to fund the remaining item on the Approved Capital Projects and the Proposed Capital Projects is \$33,000. The equipment proposed falls into two categories: replacement of existing equipment that is failing or has failed and equipment that advances the goal of "Greening the CAC" with cost saving equipment. Given the receipt of the generous bequest of Judy Dwyer, the CAC has the opportunity to expedite the Greening of the facility by purchasing energy efficient lighting equipment that, without the bequest, may have taken several years to acquire based upon the funding capacity of the CAC. It is recommended that the Commission approve the increase for the CAC Budget to reflect the \$30,000 request and increase the Capital Replacement expenditure by \$30,000. It is also recommended that the Commission approve the expenditure of the bequest along with \$3,000 from the FY 2014-15 Capital Replacement Budget to acquire energy efficient lighting and projection equipment as described above.

SIMI VALLEY CULTURAL ARTS CENTER MEMORANDUM

DATE: February 18, 2015

TO: Simi Valley Arts Commission

FROM: David Ralphe, General Manager

SUBJECT: CULTURAL ARTS CENTER 20th ANNIVERSARY SEASON

PROGRAMMING UPDATE

Attached for the Simi Valley Arts Commission's review is the updated Calendar of Programming for the months of February, March and April of 2015. Reflected is the recent closing of the Cultural Arts Center Production of *Hairspray* that played to full houses, followed by the ARTS production of *Catch Me If You Can*, as well as several concerts and small productions. Also, April 25th is the date for the Cultural Arts Center Foundation's largest funding raising event of the year, The Spotlight Awards benefitting the Cultural Arts Center. Please be sure to get your tickets early.

Staff will be available at the February 18th Simi Valley Arts Commission meeting to address any questions.

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SIMI VALLEY CULTURAL ARTS CENTER MEMORANDUM

DATE: February 18, 2015

TO: Simi Valley Arts Commission

FROM: David Ralphe, General Manager

SUBJECT: SIMI VALLEY CULTURAL ARTS CENTER STATISTICS

Attached for the Simi Valley Arts Commission review are updated Simi Valley Cultural Arts Center attendance and usage statistics for 2014. As you will see, compared to 2013, there were 3% more main stage events with a 6% decrease in attendance. This was caused by a lower turn out for *BARE* and *Godspell* and the use of the main stage for events that have planned limited attendance such as the Susana Lab Meetings. The Multi-Purpose Room events were down 6% with a decline in usage of 6%. While overall usage of the Center declined 4% from the prior year, the Cultural Arts Center still served 36,403 patrons in 2014. Staff will be available at the February 18, 2015, Arts Commission meeting to answer any questions.

Attachment

SIMI VALLEY CULTURAL ARTS CENTER STATISTICS

	Main Stage Events	Main Stage Attendance	MPR Events	MPR Attendance	Gallery Events	Gallery Attendance	Total Events	Total Attendance	Hrs Open to the Public (per week)
Annual Total 2011	176	24,673	107	6,973	51	3,223	334	35,418	
Annual Total 2012	199	30,083	92	5,816	53	3,619	344	39,388	71
% Change from Prior									
Year	13.1%	21.9%	-14.0%	-16.6%	3.9%	12.3%	3.0%	11.2%	1.4%
Feb-13	11	1,657	6	323	4	225	21	2,205	
Mar-13	19	3,176	6	449	4	337	29	3,962	
Apr-13	8	1,422	12	363	3	275	21	2,060	
May-13	16	3,373	5	280	3	160	24	3,813	
Jun-13	19	2,089	14	629	4	325	37	3,043	
Jul-13	13	2,353	25	979	5	385	43	3,717	
Aug-13	20	3,958	18	678	4	377	42	5,013	
Sep-13	13	2,081	14	703	4	298	31	2,992	71
Oct-13	9	1,423	12	649	5	350	26	2,422	
Nov-13	16	2,353	16	1,307	4	400	36	4,060	74
Dec-13	17	2,772	7	420	3	320	27	3,517	68
Annual Total 2013	167	27,311	141	7,083	46	3,576	354	37,885	70
% Change From Prior									
Year	-0.16	-0.09	0.53	0.22	-0.13	-0.01	0.03	-0.04	
January-14	11	1,196	4		3		18		
February-14	12	1,673	5		4	175	20	2,092	
March-14	14	2,613	6	554	4	351	24	3,518	
April-14	12	1,979	7	400	4	240	23	2,619	
May-14	16	2,647	12	736	4	385	32	3,768	
June-14	16	1,986	20		4	325	40	3,081	71
July-14	18	2,631	26	969	5	353	49	3,953	
August-14	21	2,911	12	642	4	371	37	3,934	73
September-14	8	1,271	5	285	5	228	18	1,784	71
October-14	21	2,767	10	388	4	376	35	3,531	69
November-14	8	1,206	12	653	4	260	24	2,122	74
December-14	15	2,760	14	845	4	552	33	4,157	68
Annual Total 2014	172	25,640	133	6,684	49	3,766	353	36,403	70
% Change From Prior Year	3%	-6%	-6%	-6%	7%	5%	0%	-4%	0%

Simi Valley Gultural Arts Center Sesson 2015

Twenty Years of Applaced

Join us for a wondefill 20th Anniversally Season of excining and popular shows featuring some of the area's most talented entertainers!

Order, Ticketa Orline!

www.simi-arts.org

Concerts, and Special Events Online! 3050 E. Los Angeles Avenue Simi Valley, CA 93065 Followuson Facebookand™M

SVCAC Presents

Jan 16 - Feb 15

ARTS Presents



SVCAC Presents



Fridays and Saturdays at 8 pm Sundays at 2 pm

Plus Some Special Performances

ARTS Presents



ARTS Presents



ARTS Presents



25 = Aug 30

Surprise Show