

41(A,B,C)

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
DEPARTMENT OF COMMUNITY INITIATIVES**

**TO:** Mayor and City Council

**FROM:** Dennis J. Campa, Director, Department of Community Initiatives

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office; Finance Department; Office of Management & Budget; Office of Cultural Affairs; Asset Management; File

**SUBJECT:** AUTHORIZING ARTISTIC CONTRACTS AND REVENUE FUND TRANSFERS, ACCEPTING \$41,000 FROM THE CARVER DEVELOPMENT BOARD FOR THE 2003-2004 CARVER CENTER SEASON AND OPERATIONS, AND AUTHORIZING A MANAGEMENT SERVICES CONTRACT WITH THE CARVER DEVELOPMENT BOARD

**DATE:** September 25, 2003

**SUMMARY AND RECOMMENDATIONS**

- A. This ordinance authorizes the execution of 14 professional artistic contracts related to the Carver Community Cultural Center's 2003-2004 season of events, in an amount not to exceed \$178,500. It also authorizes the execution of professional and related technical services agreements, and theater rental agreements as required for the 2003-2004 Carver Season of Events. It also authorizes negotiations with comparable contractors in the event professional artist contracts are cancelled and provides authority to negotiate tentative reservation performance dates through calendar year 2005. It authorizes the transfer of funds allocated from the Hotel/Motel Tax Fund and the Carver Community Cultural Center Trust Fund in the amount of \$194,839 to the Organizational Support Project of the Carver Community Cultural Center's operational budget and approves a personnel complement.
- B. This ordinance authorizes the acceptance of \$41,000 from the Carver Development Board in support of the Carver Community Cultural Center's artistic performance fees and operational costs to the Organizational Support Project.
- C. This ordinance authorizes the execution of a management services contract in the amount of \$55,598 with the Carver Development Board (CDB) for operation of the Carver Community Cultural Center for the term October 1, 2003 through September 30, 2004.

Staff recommends the approval of these ordinances.

**BACKGROUND INFORMATION**

The Carver Development Board (CDB) was established in 1987 as a 501(c)(3) organization to exclusively benefit the Carver Community Cultural Center through the solicitation and acceptance of grant awards, donations and other fundraising activities. The City, in collaboration with the CDB, has a 15-year history of bringing the residents of San Antonio quality cultural performing arts

presentations and enriching the community through other arts educational opportunities. The Carver Center expects to resume hosting events at the historical cultural arts center for the 2004 - 2005 fiscal year, since construction activities will conclude in the Spring of 2004. Beginning its 26<sup>th</sup> season of showcasing internationally known performing artists, the Carver Center has planned a total of 16 performance events in music, dance and theatre arts, as reflected in Attachment A. Nine performance events are billed as the Carver Main Stage and seven performance events will be presented at the Little Carver Civic Center and billed as the Little Carver Intimate Series. The Carver Main Stage performance events will be held at the Lila Cockrell Theater, the Charline McCombs Empire Theatre, the Laurie Auditorium, and three performances at the St. Philip's College Watson Fine Arts Center. Lease agreements must be signed to secure performance space at the various venues. All ticket revenues for performance events are deposited into the Carver's Trust Fund.

The initial management services contract began July 15, 2002 to foster and promote the working relationship between the City and the CDB. The management services contract designates responsibilities for both the City and the CDB in the areas of the provision of financial, programmatic and advisory support; and the authority, daily management, maintenance and operation of the Carver.

### **POLICY ANALYSIS**

This ordinance is a continuation of existing policy to enable the Carver Community Cultural Center to fulfill its mission. The performance measures for this project are found in Attachment B to this memorandum. This ordinance continues the current grant personnel complement of seven full time staff, which are outlined in Attachment III of the ordinance.

The management services contract outlines that the overall responsibility for management, maintenance and operation of the Carver Center is vested in the Board's Executive Committee, which is comprised of the officers of the CDB and two ex-officio members appointed by the DCI Director and implemented through the Executive Director of the Center.

### **FISCAL IMPACT**

The FY04 General Fund budget for the Carver Center is \$495,515. Funds for artistic professional services are budget from the General Fund in the amount of \$150,000 and \$28,500 from the Carver Trust Fund Account for a total of \$178,500. Funds for related technical services for the 03-04 Carver season will be budgeted from the General Fund, the Carver Trust Fund account and from the Organizational Support Project.

The authorization to transfer from the budgeted revenue fund accounts (Hotel/Motel and Carver Trust) totals \$194,839. It will be managed by the City and deposited in the grant account, known as the Organizational Support Project. The action to accept the financial contributions of \$41,000 from the Carver Development Board will augment the General Fund. These funds will be deposited and managed by the City in the Organizational Support Project. The authorized budget for this grant project will total \$235,839, which includes the Hotel/Motel Tax and Carver Trust revenue transfer funds, as reflected in Attachment C.

With the execution of the management services contract, the City agrees to provide \$55,598 to the CDB for the management of the Carver Community Cultural Center. Attached to this memo are the three-year history of fund appropriations and budget for the actions contained above as Attachment D.

## **COORDINATION**

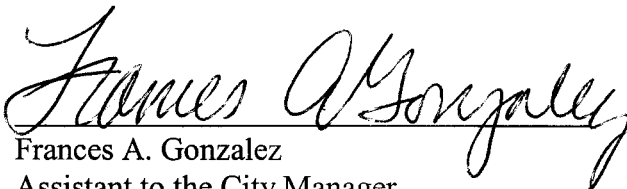
Coordination of activities has occurred with the City Attorney's Office, Finance Department, Office of Management & Budget, Office of Cultural Affairs, Asset Management, and the Carver Development Board. Additionally, the season of events was presented to the CDB.

## **SUPPLEMENTARY COMMENTS**

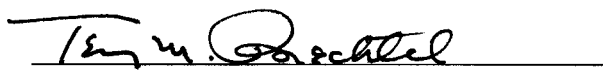
This memo contains attachments and are set out as follows:

- Attachment A - Schedule of Performance Events
- Attachment B - Carver Performance Measures
- Attachment C - Carver Revenues/Expenditures Flow Chart
- Attachment D - History of Fund Appropriation
- Attachment E - Ethics Disclosure Statements:  
Required by Carver Development Board  
Required by performance artists or their designated representative

  
Dennis J. Campa  
Director, Department of Community Initiatives

  
Frances A. Gonzalez  
Assistant to the City Manager

Approved:

  
Terry M. Brechtel  
City Manager

**ATTACHMENT A***The Carver Main Stage Series (Music, Dance, Legends)*

The City of San Antonio will sponsor nine performing events. The combined artistic fee for the performers is \$169,000. All ticket revenues will be deposited in the Carver Trust Fund budget of the City of San Antonio. The Carver Development Board will sponsor one performing event on the season.

The 2003-2004 Carver Season of Events includes the following performances:

<b>OCTOBER</b>		
<b>EVENT</b>	<b>DATE</b>	<b>VENUE</b>
Wynton Marsalis and The Lincoln Center Jazz Orchestra	10/04/03	Laurie Auditorium, Trinity University
Brian Brooks Moving Company	10/18/03	Watson Fine Arts Center, St Philip's College
<b>NOVEMBER</b>		
The Count Basie Orchestra	11/1/03	Laurie Auditorium, Trinity University
<b>DECEMBER</b>		
Blind Boys of Alabama "Family Christmas"	12/6/03	Charline McCombs Empire Theatre
<b>JANUARY</b>		
Sweet Honey in the Rock	01/25/04	Charline McCombs Empire Theatre
<b>FEBRUARY</b>		
<i>Sekou Sundiata "Blessing the Boats" – Special Event sponsored by the Carver Development Board</i>	02/08/04	<i>Laurie Auditorium, Trinity University</i>
<b>MARCH</b>		
MOMIX "Opus Cactus"	03/23/04	Lila Cockrell Theatre
<b>APRIL</b>		
Dayton Contemporary Dance Company "The Flight Project"	04/30/04	Watson Fine Arts Center, St Philip's College
<b>MAY</b>		
Dayton Contemporary Dance Company "The Flight Project"	05/01/04	Watson Fine Arts Center, St Philip's College
Preservation Hall Jazz Band and the Jim Cullum Band	05/09/04	Laurie Auditorium, Trinity University

**ATTACHMENT A***The Little Carver Intimate Series*

The Little Carver Intimate Series was introduced to the community last year. For the 2003-2004 season, seven performance events will be held at the Little Carver Civic Center. Five artists have been contracted for the season. The Carver Development Board will support artistic fees in the amount of \$2,000 for two events. The City of San Antonio will support five events in the amount of \$9,500. All ticket revenues will be deposited in the Carver Trust Fund budget of the City of San Antonio.

The 2003-2004 Little Carver Intimate Series includes the following performances:

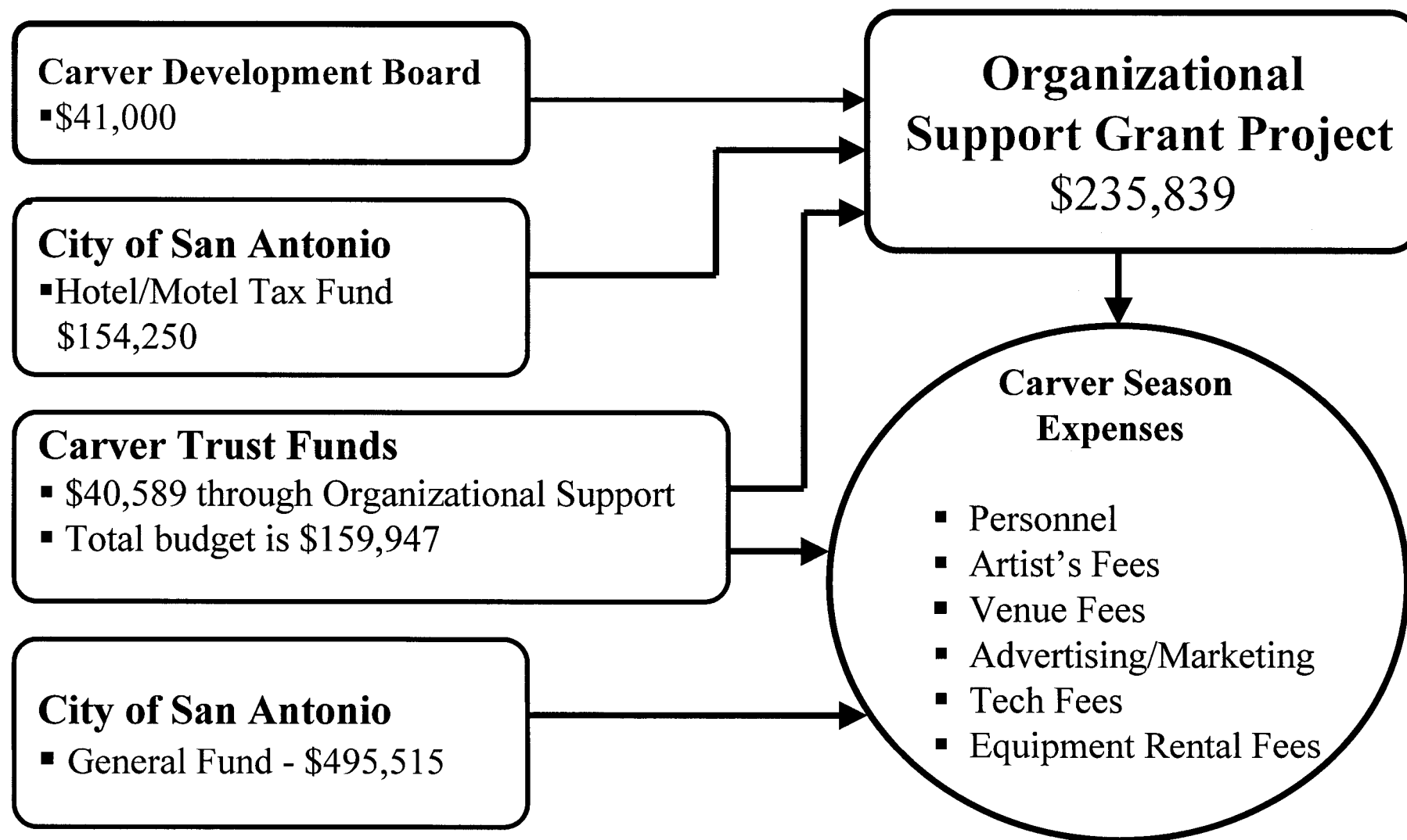
<b>OCTOBER</b>			
<b>EVENT</b>	<b>DATE</b>	<b>VENUE</b>	<b>SPONSOR</b>
LORCA	10/24/03	Little Carver Civic Center	CDB
LORCA	10/25/03	Little Carver Civic Center	CDB
<b>NOVEMBER</b>			
San Antonio Vocal Arts Ensemble	11/7/03	Little Carver Civic Center	COSA
San Antonio Vocal Arts Ensemble	11/8/03	Little Carver Civic Center	COSA
<b>FEBRUARY</b>			
Ruthie Foster w/ Cyd Cassone – Opening Tom Frost	2/13/04	Little Carver Civic Center	COSA
<b>MARCH</b>			
Flamenco Blues	3/12/04	Little Carver Civic Center	COSA
<b>APRIL</b>			
Elision Saxophone Quartet	4/16/04	Little Carver Civic Center	COSA

**ATTACHMENT B**

The Carver performance measures are reflected in the table below:

<b>Accountability Measures</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed</b>
	<b>F.Y. 01/02</b>	<b>F.Y. 02/03</b>	<b>F.Y. 03/04</b>
No. of Carver Season Events	7	14	9
No. of Intimate Series Events	0	4	7
No. of Youth Matinees	11	12	8
Season Event Attendance	6,377	5,817	7,666
Intimate Series Attendance	0	480	830
Youth Matinee Attendance	8,227	4,728	3,200

## Carver Community Cultural Center Season Revenues and Expenditures for FY 2003-2004



## Attachment D

A. The authorization to transfer from the budgeted revenue fund accounts (Hotel/Motel and Carver Trust) in the amount of \$194,839, managed by the City, will be deposited and managed in a grant, known as the Organizational Support Project.

The following information provides a three-year history of funds appropriated for artistic fees.

Artist's Fee Expenditures	Actual FY 01/02	Actual FY 02/03	Proposed F.Y. 03/04
General Fund	\$150,000.00	\$150,000.00	\$150,000.00
Organizational Support Project	53,500.00	-0-	-0-
Carver Trust Fund Account	-0-	32,680.00	28,500.00
Total	\$203,500.00	\$182,680.00	\$178,500.00

B. The action to accept the financial contributions from the Carver Development Board in the amount of \$41,000 does not impact the General Fund. The authorized budget for the Organizational Support Project managed by the City is proposed at \$235,839. This grant project authorizes seven full-time staff positions, currently five are filled.

The following information provides a three-year history of funds appropriated for the Organizational Support Project.

Organizational Support Project	Actual FY 01/02	Actual FY 02/03	Proposed F.Y. 03/04
Revenue Accounts			
Hotel / Motel Tax Fund	\$154,250.00	\$154,250.00	\$154,250.00
Carver Cultural Center Endowment	20,000.00	20,000.00	-0-
Carver Cultural Center Trust Fund	38,709.00	63,148.00	40,589.00
Sub-Total	\$213,959.00	\$237,398.00	\$ 194,839.00
Carver Development Board (CDB)	64,957.00	-0-	41,000.00
Total	\$278,916.00	\$237,398.00	\$235,839.00

C. With the execution of the management services contract, the City agrees to provide \$55,598.00 to the CDB for the management of the Carver Community Cultural Center, as budgeted from Fees to Professional Contractors from the Carver's General Fund.

The following information provides a two-year history of funds appropriated for the Management Services Contract, as well as proposed funding for FY 2003-2004.

Management Services Contract	Actual FY 01/02	Actual FY 02/03	Proposed F.Y. 03/04
Fees to Professional Services-CDB	\$10,272.00	\$52,728.00	\$55,598.00