

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 City Manager; City Attorney's Office; Finance Department; Office of Management & Budget; File

SUBJECT: AUTHORIZING THE TRANSFER OF INTEREST INCOME FROM THE CARVER'S ENDOWMENT FUND TO THE CARVER'S TRUST FUND

DATE: December 18, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the transfer of \$42,302.84 in interest income from the Carver Cultural Center Endowment Fund to the Carver Community Cultural Center Trust Fund in support of the Carver Center's performance events and operational season.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

The Carver Community Cultural Center, a City facility and a special project of the Department of Community Initiatives, is a leading multicultural performing arts and education institution serving the San Antonio metropolitan area and South Texas. The City supports the Carver Community Cultural Center through Hotel/Motel Tax Funds and the General Fund for the purpose of providing affordable cultural enrichment awareness opportunities to the citizens of San Antonio.

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 fund raising activities. The City authorizes an annual management services contract, by which the CDB provides guidance and governance relationship to the Carver Center. 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 Community Cultural Center Endowment Fund was created under the National Endowment for the Arts Challenge Grant federal requirements as a permanent endowment fund authorized by Ordinance No. 80699 on September 1, 1994. The principal on the Endowment Fund is held in perpetuity in an interest bearing account for the Carver Center.

POLICY ANALYSIS

Ordinance No. 80699, passed and approved on September 1, 1994, requires that interest from the Endowment Fund be for the sole and exclusive benefit of supporting the operations of the Carver Community Cultural Center. These funds support the Carver Center's performance events and operational season. This ordinance is a continuation of existing city policy to enable the Carver Community Cultural Center to fulfill its mission.

FISCAL IMPACT

This action transfers \$42,302.84 in interest income from the Carver Cultural Center Endowment Fund. This transfer will create a small surplus (\$161) in the Carver's Trust Fund (Attachment A). Although FY 03 did result in a General Fund operating deficit for the Carver Center due, primarily, to lagging ticket sales at main stage performances, the Department has worked in close partnership with the Board to develop a fiscal plan to improve operations during the current and future years. DCI has worked with the Board to ensure that there are sufficient accounting and fiscal controls in place to monitor the operating budget that was developed jointly by the Board and DCI.

COORDINATION

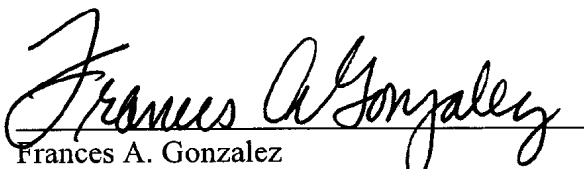
Coordination of activities has occurred with the City Attorney's Office, Finance Department, Office of Management and Budget, and the Carver Development Board.

SUPPLEMENTARY COMMENTS

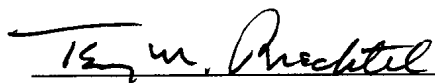
Provisions of the Ethics Ordinance do not apply.

- The Carver's revenue and expenditure budget is included as Attachment A.


Dennis J. Campa Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

Attachment A

General Fund	495,515	154,250			563,265
Hotel Motel Tax		63,148			154,250
Trust Fund Account		20,000			63,148
Endowment Interest					20,000
Ticket Sales			109,036	2,280	111,316
Carver Development Board		-			-
CDB Grants				246,475	246,475
Contributions			6,250	28,600	34,850
Fundraising Projects				161,350	161,350
Program Income - Tuition			148	10,200	10,348
Other Earned Income			458	3,000	3,458
NEA				25,000	25,000
TCA				21,095	21,095
Interest			77	50,000	50,077
Transfers			(63,148)	-	(63,148)
Transfer from Endowment			42,303		
Budget Totals	495,515	237,398	95,123	615,750	1,443,786
16 Season Events					
3 Full Time Staff		5 Full Time Staff	10 Alternate Emp. - Stage Hands	4 Full Time Staff	
1 Special Projects Officer		1 Admin Asst I	10 Filled	1FT Executive Director	
1 Program Coordinator		1 Sr Audio Visual Tech	0 Vacant	1FT Dev. Director	
1 Secretary I		1 Admin Asst II		1FT Residency Coordinator	
		1 Booking Services Coord		1FT Bookkeeper	
		1 Public Info Officer			
EXPENSES					
Personal Services	139,898	226,667	1,454	220,181	588,200
Season Production Expenses	-	-	33,217	-	33,217
Admin. Operating Expenses	493,011	9,334	-	345,405	847,750
Building Services Contracts	-	-		31,644	31,644
Commodities	10,070	1,397		12,000	23,467
Insurance	3,425	-		6,520	9,945
TOTAL	646,404	237,398	34,671	615,750	1,534,223
Balance Carried Forward - FY01/02			(60,291)	-	(60,291)
Revenues Less Expenditures	(150,889)	(0)	161		(150,728)