

**SABC Soccer PFC**

**September 23, 2022**

**HBGCC Administrative Offices, Conference Room 1  
900 E. Market Street, San Antonio, TX 78205**

**MEETING MINUTES**

<b>Members Present</b>	Patricia Muzquiz Cantor, Director, Convention & Sports Facilities; Alex Lopez, Assistant City Manager; Dan Curry, Facilities Management Director, Bexar County; Thomas Guevara, Chief of Staff, Bexar County Office of the County Manager
<b>Members Absent</b>	None
<b>Others Present</b>	<i>Lisa Biediger, Assistant City Attorney, City Attorney's Office; Monica Ramos, Assistant Director, Convention &amp; Sports Facilities; Elisa Lyke, Department Fiscal Administrator, Convention &amp; Sports Facilities; Carisa Gamez, Contract Manager, Convention &amp; Sports Facilities; Samantha Lara, Contract Officer, Convention &amp; Sports Facilities; Bobby Perez, Vice President/General Counsel, Spurs Sports &amp; Entertainment, Jose Lizardo, Director of Toyota Field, Spurs Sports &amp; Entertainment, Amanda Cruz, Staff Senior Accountant, Spurs Sports and Entertainment.</i>

**Call to Order**

Board Member Lopez called the meeting to order at 11:38 am. Carisa Gamez conducted roll call. Board Members Cantor, Guevarra, Curry and Lopez were present. We do have a quorum.

**Approval of minutes for the meeting of January 20,2022**

A motion for approval of the January 20th meeting minutes was made by Board Member Cantor and seconded by Board Member Curry. Motion approved unanimously.

**Financial Status Update**

CSF Assistant Director Monica Ramos presented the financial status update as of August 31, 2022 with the Reimbursement Fund cash balance of \$249,914.42, the Improvement & Maintenance Fund cash balance of \$232,789.81 and the Capital Reserve Fund cash balance of \$227,572.08 for a total cash balance of \$710,276.31. Monica Ramos updated the Board on Adjustments in working with Frost Bank on identifying fees that were charged on the accounts that would be rectified by next Board Meeting. No questions were asked by the Board.

**Approval to Amend FY 2022 Projects**

Carisa Gamez presented the status of the FY 2022 projects previously approved by the Board on September 28, 2021 and reimbursement has not been reimbursed to date. Total amount that was approved for budget FY2022 totaled \$341,183.93 and the actual cost of the finished FY 2022 projects \$298,310.77, because of canceled or reallocation of funds to additional/other projects. Request to amend FY 2022 projects listed below was also presented. Refer to listing below for details of approval to amend FY2022 Projects:

FY 2022 Projects Approved 09/28/2021

Project Name	Funding Account	Board Approved Amount	Projected Ending Balance	Project Status
Walk in Cooler/Freezer	Improvement & Maintenance	56,947.79	63,383.14	Completed
Heated Merchandiser	Improvement & Maintenance	7,342.80	7,342.80	Completed
(2) Compressor Replacements on Coolers	Improvement & Maintenance	2,365.17	2,365.17	Completed
Kegerators Repairs	Improvement & Maintenance	10,000.00	6,478.94	Completed
Visiting Team Locker Room- Remaining Balance	Capital Reserve	23,563.08	9,247.24	Completed
Light replacement at STAR Complex	Improvement & Maintenance	50,158.64	50,158.64	Completed
Electrical upgrade Toyota Field	Capital Reserve	50,000.00	56,000.00	In Progress, parts are delayed
Filter pump for Toyota Field and STAR	Capital Reserve	60,000.00	-	Cancelled
Replacement seats for 127-123 (850)	Capital Reserve	30,000.00	47,358.11	Completed
(2) Golf Carts for grounds crew	Improvement & Maintenance	15,000.00	-	Reallocate Funds to project listed below
Golf Cart Repairs	Improvement & Maintenance	-	15,000.00	
Lights replacements	Improvement & Maintenance	20,000.00	20,000.00	In Progress
Player Safety Padding NE Corner	Improvement & Maintenance	2,200.00	2,200.00	Completed
Replace 5 Kegerators	Improvement & Maintenance	13,606.45		Reallocate Funds to project listed below
Electrical work for Concessions	Improvement & Maintenance	-	18,776.73	
	<b>Total</b>	<b>341,183.93</b>	<b>298,310.77</b>	
	Capital Reserve	\$ 163,563.08	112,605.35	
	Improvement & Maintenance	\$ 177,620.85	185,705.42	

SSE General Manager, Jose Lizardo, explained the reasoning in project cancelations and reallocation were primarily due to pandemic effects on supply of products and services. Follow up question from Board Member Curry was asked if the canceled project was to be done later down the line, Jose Lizardo stated that it is not an immediate project. Board Member Guevara made a motion to approve amended FY2022 projects and seconded by Board Member Cantor.

#### SAFC FY2023 Projects Presentation

Joe Loomis, Amanda Cruz and Jose Lizardo from SS&E, presented the FY 2023 proposed projects listed below. Follow up questions from Board Member Cantor were asked regarding the Camera Upgrade and Amanda explained how these Camera Upgrade would improve security around the facility and additionally would allow the security to be monitored under on complete system. Adding to this, Bobby Perez stated that the long- term plan for this camera upgrade is to allow the operational/security to be under one system that will allow improved security coverage for this facility and others under SS&E. Board Member Cantor asked questions regarding the TV's replacement/new—Jose stated that they priced our 8-10 new TV's. Board Member Curry asked on the lifespan of the Under-Counter Coolers, Joe Loomis stated that the currently coolers are beyond the lifespan of 5-7years and are going on 10 years. Additionally, Board Member Curry asked about the food trailer solution being a temporary one, Joe Loomis stated that is more of a permanent as it is cost-effective to go with a trailer than a full kitchen build.

Board Curry made a motion to approve projects and seconded by Board Member Cantor. Motion approved unanimously.

Project No. ▾	2023 Proposed Projects ▾	Total Capital Estimate (Includes Sales Tax) ▾	PFC Funding Account ▾	Description ▾
1	Camera Upgrade	119,075.00	capital Res	Replacing 40 cameras at TF for better security coverage of facility.
2	Kegerator Replacement	24,000.00	Improvement & Maint	Kegerators are beyond end of life where repairs are costing more than 60% of new replacement. Draft beer sales are one of our top sellers and need to replace to maintain fan experience.
3	Replace counters for all concession stands	47,748.64	Improvement & Maint	replace all concession stand counters that are cracked and falling apart.
4	Upgrade the stadium sound system	54,125.00	capital Res	need to increase/replace field coverage audio speakers for the stadium. Sound on the east side of the stadium is almost non-existent
8	Buy new outdoor TV's to replace all the broken ones	14,613.75	capital Res	TV's are used for partner logo displays and provide us the ability to message out items through out the concourse. During the play of game the TV's show a live feed of the game for the fans waiting in line at our concessions or merchandise areas
9	Food Trailer with Kitchen	45,000.00	Improvement & Maint	We are limited on cooking capacity in the concession stands at Toyota field. We can not deliver any other food offerings without expanding the kitchen equipment at Toyota field. Doing this through a kitchen trailer is more cost efficient than building out a kitchen in one of the stands.
10	Under Counter Cooler Replacement	16,000.00	Improvement & Maint	Under counter coolers used for refrigeration in the stands are on the end of life where the repairs are exceeding more than 70% the cost of replacement. Need to replace to maintain fan experience.
11	Hot Boxes Transport Carts	11,000.00	Improvement & Maint	Food items prepared in the trailer need to be maintained at proper temperature as we transport them to the locations they are sold from.
Total		331,562.39		8

### Adopt FY2023 Budget

Monica Ramos, CSF Assistant Director presented the proposed FY 2023 Budget to the Board. The SABC Soccer PFC receives \$1.25 per ticket sold for an estimated amount of \$96,000.00 for FY2023 based on the last four-year actuals to include FY 2019, 2020, 2021 and 2022 split 50/50 between the Capital Reserve Fund and Improvement and Maintenance Fund.

Additionally, the SABC Soccer PFC receives rent in the amount of \$100,000.00 plus Consumer Price Index (CPI) for an estimated \$113,906.52 split 50/50 between the Capital Reserve Fund and Improvement and Maintenance Fund.

Stating the Reimbursement Account that is separate and is only for the MLS reimbursements payments.

## SABC Soccer PFC - Annual Budget

Fiscal Year 2023 Budget (Oct. 1, 2022 - Sept. 30, 2023)

### Revenues

Facility Access Fee	PFC receives \$1.25 per ticket sold; Average is \$95,414.38 (FY19-22)
Stadium Rent	PFC receives rent of \$100k yearly on or before September 30th.

*Note: Total Estimated Revenue in FY 2022 of \$96,000.00 is split 50/50 between the Capital Reserve Fund and Improvement and Maintenance Fund*

#### Facility Access Fee

Month Collected	\$ Amount	\$ Amount deposited in Capital Reserve	\$ Amount deposited in I&M
Anticipated Revenue Oct. 22-Sept.23	96,000.00	48,000.00	48,000.00
<b>Total Estimated Facility Access Fees</b>	<b>\$ 96,000.00</b>	<b>\$ 48,000.00</b>	<b>\$ 48,000.00</b>

#### Stadium Rent

Month Collected	\$ Amount	\$ Amount deposited in Capital Reserve	\$ Amount deposited in I&M
October 2022 - August 2023	0.00	0.00	0.00
Anticipated Revenue September 2023	113,906.52	56,953.26	56,953.26
<b>Total Estimated Stadium Rent</b>	<b>\$ 113,906.52</b>	<b>\$ 56,953.26</b>	<b>\$ 56,953.26</b>

#### Reimbursement Payment

	Amount	\$ Amount deposited in Capital Reserve	\$ Amount deposited in I&M
30-Sep-22	\$ 250,000.00	\$ 125,000.00	\$ 125,000.00

Monica Ramos went into detail of both Capital Reserve Fund and Improvement and Maintenance Fund beginning balances, anticipated revenue from Facility Access Fees and Stadium Rent, pending reimbursement of FY 2022 projects and proposed 2023 projects projected to leave an ending balance of \$124,148.74 in the Capital Reserve Fund \$85,731.50 in the Improvement and Maintenance Fund by September 30, 2023. Board Member Cantor made a motion to approve the FY 2023 budget, seconded by Board Member Guevara. Motion approved unanimously.

**SABC Soccer PFC - FY23 Annual Budget**  
Fiscal Year 2023 Budget (Oct. 1, 2022 - Sept. 30, 2023)

**Expenses**

<b>CAPITAL RESERVE FUND</b>		<b>\$ Amount</b>
Beginning Balance as of 08/31/22	\$	227,572.08
FY22 FAF ( June 2022-Sept. 2022)	\$	36,532.50
FY22 Anticipated Stadium Rent due 9/30/22	\$	55,510.00
FY22 Pending Reimbursement Projects due 9/30/22	\$	(112,605.35)
Anticipated Revenue from Facility Access Fees (Oct.22 - Sept. 2023)	\$	48,000.00
Anticipated Revenue from Stadium Rent (Sept. 2023)	\$	56,953.26
<b>Subtotal Capital Reserve Fund Balance</b>	<b>\$</b>	<b>311,962.49</b>
<b>Expenses: Proposed FY23</b>		
Camera Upgrade		119,075.00
Upgrade the stadium sound system		54,125.00
Buy new outdoor TV's to replace all the broken ones		14,613.75
<b>Total Expenses</b>	<b>\$</b>	<b>187,813.75</b>
<b>Projected Capital Reserve Balance by 9/30/2023</b>	<b>\$</b>	<b>124,148.74</b>
<b>IMPROVEMENT &amp; MAINTENANCE FUND</b>		<b>\$ Amount</b>
Beginning Balance as of 08/31/2022	\$	232,789.81
FY22 FAF ( June 2022-Sept. 2022)	\$	36,532.50
FY22 Anticipated Stadium Rent due 9/30/22	\$	55,510.00
FY22 Anticipated Reimbursement Projects due 9/30/22	\$	(185,705.43)
Anticipated Revenue from Facility Access Fees (Oct.2022 - Sept. 2023)	\$	48,000.00
Anticipated Revenue from Stadium Rent (Sept. 2023)	\$	56,953.26
<b>Subtotal Improvement &amp; Maintenance Fund Balance</b>	<b>\$</b>	<b>244,080.14</b>
<b>Expenses:</b>		
Kegerator Replacement	\$	24,000.00
Replace counters for all concession stands	\$	47,748.64
Food Trailer with Kitchen	\$	45,000.00
Under Counter Cooler Replacement	\$	16,000.00
Hot Boxes Transport Carts	\$	11,000.00
Audit Fee to Auditor	\$	14,600.00
<b>Total Expenses</b>	<b>\$</b>	<b>158,348.64</b>
<b>Projected Improvement &amp; Maintenance Balance by 9/30/2023</b>	<b>\$</b>	<b>85,731.50</b>

**New Business**

Carisa Gamez reminded the Board that after the last board meeting an informal RFP was released for audit services and there was only one response from the solicitation—Garza/Gonzalez & Associates. Carisa then presents the proposed plan from Garza/Gonzalez & Associates for the upcoming FY2022 Audit. Board Curry asked how long Garza/Gonzalez & Associates have been performing the audit with us, Carisa then states that they have been performing our audits for the past three years. Additionally, Carisa mentions during the RFP process it was solicited for a 1-year with two 1-year renewal options, again stating that Garza/Gonzalez & Associates were the only respondents to the RFP. Board Member Lopez asked a question regarding the audit if it was possible for another senior partner or partner from Garza/Gonzalez & Associates to perform the Audit. Motion to approve audit consultant was made by Board Member Curry with the added notion that a new partner from Garza/Gonzalez & Associates would perform the audit—second motion was made by Board Member Cantor. Motion approved unanimously.

**Meeting was adjourned at 12:01 p.m.**

DRAFT