

San Antonio Bexar County Soccer Public Facility Corporation
December 19, 2023
HBGCC Administrative Offices, Conference Room 1
900 E. Market Street, San Antonio, TX 78205

MEETING MINUTES

Members Present	Patricia Muzquiz Cantor, Director, Convention & Sports Facilities; Alex Lopez, ACM, City of San Antonio; Thomas Guevara, Chief of Staff, Bexar County Office of the County Manager; Dan Curry, Facilities Management Director, Bexar County
Members Absent	None
Others Present	<i>Monica Ramos, Assistant Director, Convention & Sports Facilities; Javier Vasquez, Assistant to the Director, Convention & Sports Facilities; Elisa Lyke, Department Fiscal Administrator, Convention & Sports Facilities; Julio Garcia, Interim Contracts Manager, Convention & Sports Facilities; Juan Torres, Contract Officer, Convention & Sports Facilities; Jose Lizardo, General Manager of Toyota Field, Spurs Sports & Entertainment, Amanda Cruz, Senior Accountant, Spurs Sports and Entertainment;</i>

Call to Order

Board Chair Lopez called the meeting to order at 2:01 p.m. Board Liaison Javier Vasquez conducted roll call. Board Members Lopez, Cantor, Guevara, and Curry were present. We do have a quorum.

Approval of minutes for the meeting of January 31, 2023

A motion for approval of the January 31, 2023, meeting minutes was made by Board Member Guevara and seconded by Board Member Cantor. Motion passed unanimously.

Approval of 2024 SAFC Projects

Jose Lizardo provided briefing on the following 2024 SAFC projects:

- Loading dock on northwest side of stadium which is main entrance for all deliveries and maintenance crews are currently operated manually. It is not conducive for efficiency and can be a security issue as well if left open and unattended. SAFC requesting to install electronic/automated keypad system.
- Storage shed- SAFC does not have enough storage space for venue items. They are currently utilizing space under venue stands which is at capacity. Purchasing a shed will allow for greater security controls.
- LED boards- to be a top tier stadium, new LED boards are necessary. It is first question when U.S. Soccer or pro level organizations contact SAFC regarding hosting a game at Toyota Field. Being able to tell these organizations that we have LED boards is crucial. SAFC was able secure a five-year lease to bring us to par with MLS teams across the country and create revenue from sponsors.
- Refrigerator- Amanda Cruz stated the current refrigerators are dated and from original building. Repair costs are outweighing cost to purchase new ones.
- Freezers - Two freezers needing replacement have failed during the season and caused SAFC to lose product inventory.
- Popcorn machine is number one concession item sold at stadium, in order to capitalize, SAFC requesting to purchase additional popcorn machine. Actual concessions were nonexistent at Toyota Field in initial opening, this is why there are continuous repair requests for dated equipment. Purchasing new equipment is optimum and more cost effective.
- Team benches were installed since 2016 and have shown their wear. SAFC staff has taken to fixing them in order to get through the previous season. They need to be replaced soon.

Board Member Cantor asked about LED boards, from LED agreements there are 80 cabinets, where are they being placed and if they are stored at Toyota Field. Mr. Lizardo stated they are stored under the stands when not in use and confirmed that they are not stored at Star Complex.

Board Member Cantor stated it's not really phase II, it's a five-year lease agreement that SAFC entered. Jose confirmed that assessment was accurate and that SAFC would own LED boards at end of five-year lease.

One concern by Board Member Cantor, was why this was not brought to the board in advance for approval. Jose stated this was due to 12 week run up to get LED board to have in time for the start of season. SAFC also stated they were presented with lease offer by vendor provided by league, which SAFC was unaware was an option. Due to timing, SAFC could not wait to seek board approval. Cantor stated in the future, projects should be brought to board in advance because board could choose to not approve project requests. Board Chair Alex Lopez stated, it's difficult to approve a plan not knowing what other priority issues could be more pressing. Lopez asked when the agreement was executed, Cantor confirmed it was executed on February 27, 2023.

Cantor asked if there any additional costs above the \$196,748.14 in FY 2024 projects presented. Jose and Amanda confirmed there were no additional costs associated with these requested projects.

Board Member Guevara inquired on lifespan of team benches. Jose Lizardo responded the usual lifespan is eight to ten years depending on weather patterns. Guevara inquired if SAFC currently rents out LED board, Jose confirmed SAFC has not rented them out, but the opportunity exists. Any revenue generated by renting LED boards will go back to SAFC. Lopez inquired if any revenue generated could count towards year 3 of payment. SAFC can indeed allocate those funds towards payment. Lopez stated concern of not knowing of LED board request before executing agreement. Jose stated they were unaware of lease option which was catalyst to moving so quickly. SAFC was focused on securing \$500K to purchase and did not plan on option to lease which was offered in December. LED boards are insured through SAFC, and costs associated with insurance is not needed. Cantor asked that we pause on motion to approve 2024 projects until after budget discussion.

Approval of FY 2024 SAFC Budget

Monica Ramos highlighted there were changes made to budget documents that were posted. Updated document was distributed at board meeting due to addition of a project and date marked with 12/19/23.

SABC Soccer PFC - Annual Budget

Fiscal Year 2024 Budget (Oct. 1, 2023 - Sept. 30, 2024)

Revenues

Facility Access Fee	PFC receives \$1.50 per ticket sold; Average is \$206,500.50 (FY22-23)		
Stadium Rent	PFC receives rent of \$100k+ CPI (Increase) yearly on or before 9/30.		
<i>Note: Total Estimated Revenue in FY 2024 of \$207,000 is split 50/50 between the Capital Reserve Fund and Improvement and Maintenance Fund</i>			
Facility Access Fee			
Month Collected	\$ Amount	\$ Amount deposited in Capital Reserve	\$ Amount deposited in I&M
Anticipated Revenue Oct. 2023- Sept. 2024	221,389.50	110,694.75	110,694.75
Total Estimated Facility Access Fees	221,389.50	110,694.75	110,694.75
Stadium Rent			
Month Collected	\$ Amount	\$ Amount deposited in Capital Reserve	\$ Amount deposited in I&M
October 2023 - September 2024			
Anticipated			
Revenue September 2024	116,868.07	58,434.03	58,434.04
Total Estimated Stadium Rent	116,868.07	58,434.03	58,434.04

Project \$221,389.50 in revenue in 2024 for from Facility Access Fees. Per SAFC agreement, the Facility Access Fee increased from \$1.25 to \$1.50 per ticket in October 2022. We currently have a receivable due of \$40,325 which represents the .25 cent difference from October 2022.

The other funding source is stadium rent, this is grown by CPI yearly and paid September of every year. We project \$116,868.07 for 2024 assuming a CPI of 2.6%

Both revenues are split between the Capital Reserve Fund and Improvement & Maintenance Fund.

The Capital Reserve Fund has a beginning balance of \$398,353.01 as of 9/29/2023 and the Improvement and Maintenance Fund has a beginning balance of \$335,213.39 as of 9/29/2023.

SABC Soccer PFC - FY 2024 Annual Budget

(Oct. 1, 2023 - Sept. 30, 2024)

Expenses

CAPITAL RESERVE FUND	
	\$ Amount
Beginning Balance as of 9/29/2023	\$ 398,353.01
Anticipated Revenue from Facility Access Fees (Oct. 2023 - Sept. 2024)	\$ 110,694.75
Anticipated Revenue from Stadium Rent (Sept. 2024)	\$ 58,434.03
FY 2023 Project Reimbursement of approved projects	\$ 181,326.76
FY 2023 Project Reimbursement of unapproved project	\$ 140,948.14
FY 2022 Project Reimbursement of approved projects	\$ 100,846.10
Subtotal Capital Reserve Fund Balance	\$ 144,360.79
Expenses: Proposed FY 2024	
LED field Boards (Phase 2)	\$ 97,000.00
Replace Popcorn Machine	\$ 15,000.00
Total Expenses	\$ 112,000.00
Projected Capital Reserve Balance by 9/30/2024	\$ 32,360.79
IMPROVEMENT & MAINTENANCE FUND	
	\$ Amount
Beginning Balance as of 9/29/2023	\$ 335,213.39
Anticipated Revenue from Facility Access Fees (Oct. 2023 - Sept. 2024)	\$ 110,694.75
Anticipated Revenue from Stadium Rent (Sept. 2024)	\$ 58,434.04
FY 2023 Project Reimbursement	\$ 137,373.72
FY 2022 Project Reimbursement	\$ 93,366.20
Subtotal Improvement & Maintenance Fund Balance	\$ 273,602.26
Expenses: Proposed FY 2024	
Convert Loading Dock Gate	\$ 10,000.00
Storage Shed	\$ 16,000.00
Replace benches	\$ 30,000.00
Replace (3) Refrigerators	\$ 14,800.00
Replace (2) Freezers	\$ 13,000.00
Total Expenses	\$ 83,800.00
Projected Improvement & Maintenance Balance by 9/30/2024	\$ 189,802.26

FY 2023 Reimbursement requests were approved in September 2022. Discussed the differences from the FY 2023 Board Approved projects compared to actual expenses.

2023 Reimbursement (projects approved in 9/2022)

Project No.	Project Name	Funding Account	Board Approved Amount	Actuals	Difference
67	Camera Upgrade	CAP RSV	\$ 119,075.00	\$ 112,609.70	\$ 6,465.30
68	Kegerator replacement	Imp& Maint	\$ 24,000.00	\$ 21,310.00	\$ 2,690.00
69	Replace counters for all concession stands	Imp& Maint	\$ 47,748.64	\$ 44,109.60	\$ 3,639.04
70	Upgrade the stadium Sound System	Cap Rsv	\$ 54,125.00	\$ 54,103.31	\$ 21.69
71	Buy new Tv's to replace all the broken ones	Cap Rsv	\$ 14,613.75	\$ 14,613.75	\$ -
72	Food trailer with kitchen	Imp& Maint	\$ 45,000.00	\$ 55,637.00	\$ (10,637.00)
10	Under Counter Cooler Replacement	Imp& Maint	\$ 16,000.00	\$ 4,519.98	\$ 11,480.02
74	Hot Boxes transport Carts	Imp& Maint	\$ 11,000.00	\$ 11,797.14	\$ (797.14)
			\$ 331,562.39	\$ 318,700.48	\$ 12,861.91

Cap RSV	\$ 181,326.76
IMP & Maint	\$ 137,373.72
Total	\$ 318,700.48

2023 Reimbursement (project not approved by Board)

Project No.	Project Name	Funding Account	Board Approved Amount	Actuals	Difference
	LED field Boards (Phase 1 - completed)	CAP RSV		\$ 140,948.14	\$ (140,948.14)

Cap RSV	\$ 140,948.14
IMP & Maint	\$ -
Total	\$ 140,948.14

Amanda Cruz highlighted difference for food trailer expense was due to taxes for registration, forms provided to vendor were not accepted. Board Member Cantor stated staff would have staff confirm why taxes charged.

2023 reimbursements, one project that has not been approved is for LED boards. This includes down payment for year one plus shipping & transportation costs. Board Member Curry inquired what total costs of LED boards, which was confirmed at \$500K. Board Member Lopez reiterated her concern with SAFC entering into agreement prior to Soccer PFC Board approval on this project. Lopez also stated that future funds cannot be committed referencing the 5-year LED lease and can only commit funds on a yearly basis. Guevara concurred there was risk for SAFC to not be reimbursed due to board not approving this request prior to entering into LED board agreement.

Board Member Guevara inquired on the cost benefits to adding the LED board. Jose Lizardo stated it is truly a starting point to draw major events. SAFC is currently working to bring a major Mexican league event to Toyota Field in October 2024. If SAFC did not have the LED boards, events such as U.S. Men's Soccer would not have come to San Antonio.

Board Member Guevara inquired if \$1.50 ticket fee was only for U.S. Men's Soccer event, SAFC confirmed it is for all SAFC ticketed events at Toyota Field. Board Member Cantor asked when payment for facility access fee receivable would be paid, Amanda stated Bobby Perez approved payment and it would be processed this week.

Board Member Cantor inquired how much revenue SAFC could draw from LED's. Jose Lizardo stated there is potential for \$5M in revenue. Jose stated he would follow up with SAFC Marketing team to confirm how much revenue has increased with LED board marketing opportunities. Additionally, Board Member Curry reiterated these marketing revenues do not come back to Soccer PFC. Cantor inquired if there was opportunity to pay expenses out of this marketing revenue. Curry asked that SAFC provide an update on this item at our next board meeting.

2022 Project approved in September of 2021.

2022 Reimbursement (projects approved 9/2021)

Project No.	Project Name	Funding Account	Board Approved Amount	Actuals	Difference
51	Walk in Cooler/Freezer	Imp & maint	\$ 63,383.14	\$ 67,642.70	\$ (4,259.56)
59	Electrical Upgrade Toyota Filed	Cap Rsv	\$ 56,000.00	\$ 53,488.00	\$ 2,512.00
61	Replacement Seats for 127-123 (850)	Cap Rsv	\$ 47,358.11	\$ 47,358.10	\$ 0.01
65	Golf Cart repairs	Imp& Maint	\$ 15,000.00	\$ 10,931.90	\$ 4,068.10
63	Lights replacement	Imp & maint	\$ 20,000.00	\$ 14,791.60	\$ 5,208.40
			\$ 201,741.25	\$ 194,212.30	\$ 7,528.95

Cap RSV	\$ 100,846.10
IMP & Maint	\$ 93,366.20
Total	\$ 194,212.30

Monica Ramos stated moving forward, all projects that are completed be submitted within 30 days to avoid skewing our financial statements and when we record the liability.

In conclusion, this leaves a projected ending balance as of 9/30/24 of \$12,130.15 in the Capital Reserve Fund and 189,802.26 in Improvement & Maintenance Fund. This does not capture revenue for 2023 rent nor the 25-cent increase in Facility Access Fees from October 2022.

Board Member Cantor stated at next scheduled meeting, the board should have a conversation on appropriate balances for each of the revenue funds. Board Member Lopez concurred a reserve dollar amount threshold should be established.

Motion to approve 2024 Projects by Curry and seconded by Guevara, motion passes

Motion to approve 2024 Budget by Guevara, seconded by Cantor, motion passes.

2024-2026 City Council Board Appointments

Board Member Cantor stated terms expired in 2023. A letter from Bexar County is needed confirming Curry & Guevara's reappointments to Soccer PFC. Board Chair Lopez stated board members are in holdover state until new appointments are made through City Council action.

New Business- none

Meeting was adjourned at 2:48 p.m.