

**SABC Soccer PFC**

**September 28, 2021**

**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; 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>Robert Nordhaus, City Attorney, City Attorney's Office; Monica Ramos, Assistant Director, Convention &amp; Sports Facilities; Carisa Gamez, Contract Manager, Convention &amp; Sports Facilities; Elena Orozco, Contract Officer, Convention &amp; Sports Facilities; Julio Garcia, Contract Coordinator, Convention &amp; Sports Facilities; Bobby Perez, Vice President/General Counsel, Spurs Sports &amp; Entertainment, Tim Holt, Managing Director of SAFC, Spurs Sports &amp; Entertainment, Jose Lizardo, General Manager of Toyota Field, Spurs Sports &amp; Entertainment, Amanda Cruz, Senior Accountant, Spurs Sports and Entertainment.</i>

**Call to Order**

Board Member Cantor called the meeting to order at 9:00 a.m. and conducted roll call. Board Members Lopez, Cantor, Curry, and Guevarra were present. Board Member Cantor asked if anyone from the public wanted to comment. Carisa Gamez confirmed that no one signed up for public comment.

Board recessed into Executive Session 9:01 a.m. The Board reconvened at 9:21 a.m. and no official action was taken in Executive Session.

**Board Appointment**

Board Member Cantor made a motion to appoint Alex Lopez to the vacant Board President position, and seconded by Board Member Curry. Motion approved unanimously.

**Approval of minutes for the meeting of April 13, 2021**

A motion for approval of the April 13<sup>th</sup> meeting minutes was made by Board Member Lopez, and seconded by Board Member Cantor. Motion approved unanimously.

**Financial Status Update**

CSF Assistant Director Monica Ramos presented the financial status update as of September 21, 2021 with the Improvement & Maintenance Fund cash balance of \$228,272.19 and Capital Reserve Fund cash balance of \$184,345.53 for a total cash balance of \$412,617.72. No questions were asked by the Board.

**Approval to Amend FY 2021 Projects**

Carisa Gamez presented the status of the FY 2021 projects previously approved by the Board on December 8, 2020 and April 13, 2021 and reimbursement status. SSE's request to amend FY 2021 projects listed below was also presented. Refer to listing below for details of approval to amend FY2021 Projects:

Project	Approved by Board	Actuals Reimbursed	Total Cost of Project	Additional Funds needed	Fund	Comments
Touchless Flush and Faucet Units	\$ 66,589.16	\$ 65,977.22	\$65,977.22	\$ -	Capital Reserve Fund	Reimbursed on 3.30.21
Pre-Screen Tents	\$ 3,885.46	\$ 2,804.50	\$ 2,804.50	\$ -	Improvements/Maint	Reimbursed on 3.30.21
Thermometers	\$ 849.60	\$ 839.88	\$ 839.88	\$ -	Improvements/Maint	Reimbursed on 3.30.21
Mobile Ordering	\$ 36,086.14	\$ 36,086.14	\$37,317.65	\$ 1,231.51	Capital Reserve Fund	Total project was \$37,317.65 \$36,086.14 reimbursed on 6.3.21
Locker-room baskets for team gear	\$ 1,212.81	\$ 1,212.81		\$ -	Improvements/Maint	Reimbursed on 3.30.21
Plexiglas Sneeze Guards	\$ 1,762.28	\$ 1,734.28		\$ -	Capital Reserve Fund	Reimbursed on 3.30.21
Remove and replace Guest Services glass to create sliding windows	\$ 2,067.34	\$ 1,909.78		\$ -	Improvements/Maint	Reimbursed on 6.3.21
Bike Racks	\$ 5,943.98	\$ 5,943.98		\$ -	Improvements/Maint	Reimbursed on 3.30.21
Press Box Expansion	\$ 80,497.00				Improvements/Maint	Reallocated funds to other projects
<b>Total</b>	<b>\$ 198,893.77</b>	<b>\$ 116,508.59</b>		<b>\$ 1,231.51</b>		

Projects approved by Board on 12.08.2020

Project Approved by Board on 12/08/2020	Approved by Board	Actuals reimbursed	Total cost of project	Additional Funding	Fund	Comments
Press Box Expansion	\$ 80,497.00				Improvement & Maintenance	
<b>Reallocate Funds for Concession Enhancements &amp; Misc Projects</b>						
Walk in Cooler/Freezer	\$ 47,306.00	\$ -	\$ 56,947.79	\$ 9,641.79	Improvement & Maintenance	Total cost of project is \$56,947.79 Not moving forward with Project
Wall in Cooler Electrical Estimate	\$ 12,000.00	\$ -	\$ -	\$ -	Improvement & Maintenance	in progress
electrical & Data for Walk-Thru Brew	\$ 2,611.00	\$ -	\$ 1,069.55		Improvement & Maintenance	Total cost of project \$7342.80
Heated Merchandiser	\$ 6,114.00	\$ -	\$ 7,342.80	\$ 1,228.80	Improvement & Maintenance	Not moving forward with Project
Electrical & Data for Walk-Thru Brew	\$ 7,000.00	\$ -	\$ -	\$ -	Improvement & Maintenance	in progress
Control Room Repairs	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	Improvement & Maintenance	complete - pending reimbursement request
Sky Suite Furniture	\$ 5,598.00	\$ -	\$ 5,598.00	\$ -	Improvement & Maintenance	complete - pending reimbursement request
Menu TV Board	\$ 8,462.00	\$ -	\$ 8,462.00	\$ -	Improvement & Maintenance	
<b>Total I&amp;M Proposed Projects</b>	<b>\$ 104,091.00</b>		<b>\$ 94,420.14</b>	<b>\$ 10,870.59</b>		
<b>Previously approved I&amp;M Press Box Expansion</b>	<b>\$ 80,497.00</b>					
<b>Additional I&amp;M Funds for Concession Enhancements and Misc Projects</b>	<b>\$ 23,594.00</b>					

Reallocation of Press Box Expansion funds and additional funds approved by Board 04.13.2021

FY 2021 Amended Projects

Project	Approved by Board	Actuals Reimbursed	Total Cost of Project	Additional Funding	Fund	Comments
Touchless Flush and Faucet Units	\$ 66,589.16	\$ 65,977.22	\$ 65,977.22	\$ -	Capital Reserve Fund	Reimbursed on 3.30.21
Pre-Screen Tents	\$ 3,885.46	\$ 2,804.50	\$ 2,804.50	\$ -	Improvement & Maintenance	Reimbursed on 3.30.21
Thermometers	\$ 849.60	\$ 839.88	\$ 839.88	\$ -	Improvement & Maintenance	Reimbursed on 3.30.21
Mobile Ordering	\$ 36,086.14	\$ 36,081.14	\$ 37,317.65	\$ 1,236.51	Capital Reserve Fund	Total project was \$37,317.65 \$36,086.14 reimbursed on 6.3.21
Locker-room baskets for team gear	\$ 1,212.81	\$ 1,212.81	\$ 1,212.81	\$ -	Improvement & Maintenance	Reimbursed on 3.30.21
Plexiglas Sneeze Guards	\$ 1,762.28	\$ 1,734.28	\$ 1,734.28	\$ -	Capital Reserve Fund	Reimbursed on 3.30.21
Remove and replace Guest Services glass to create sliding windows	\$ 2,067.34	\$ 1,909.78	\$ 1,909.78	\$ -	Improvement & Maintenance	Reimbursed on 6.3.21
Bike Racks	\$ 5,943.98	\$ 5,943.98	\$ 5,943.98	\$ -	Improvement & Maintenance	Reimbursed on 3.30.21
Press Box Expansion	\$ 80,497.00	\$ -	\$ -	\$ -	Improvement & Maintenance	Reallocated funds to other projects
Press Box Expansion	\$ (80,497.00)	\$ -	\$ -	\$ -	Improvement & Maintenance	Reallocated funds to other projects
Walk in Cooler/Freezer	\$ 47,306.00	\$ -	\$ 56,947.79	\$ 9,641.79	Improvement & Maintenance	Requesting additional funds
Walk in Cooler Electrical Estimate	\$ 12,000.00	\$ -	\$ -		Improvement & Maintenance	Not moving forward with project
Outdoor Grill	\$ 2,611.00	\$ -	\$ 1,069.55		Improvement & Maintenance	Pending
Heated Merchandiser	\$ 6,114.00	\$ -	\$ 7,342.80	\$ 1,228.80	Improvement & Maintenance	Pending
Electrical & Data for Walk-Thru Brew	\$ 7,000.00	\$ -	\$ -		Improvement & Maintenance	Not moving forward with project
Control Room Repairs	\$ 15,000.00	\$ -	\$ 15,000.00		Improvement & Maintenance	Pending
Sky Suite Furniture	\$ 5,598.00	\$ -	\$ 5,598.00		Improvement & Maintenance	complete - pending reimbursement request
Menu TV Board	\$ 8,462.00	\$ -	\$ 8,462.00		Improvement & Maintenance	complete - pending reimbursement request
<b>TOTAL</b>	<b>\$ 222,487.77</b>	<b>\$ 116,503.59</b>	<b>\$ 212,160.24</b>	<b>\$ 12,107.10</b>		
<b>TOTAL Capital Reserve</b>	<b>\$ 104,437.58</b>	<b>\$ 103,792.64</b>	<b>\$ 105,029.15</b>	<b>\$ 1,236.51</b>		
<b>TOTAL Improvement &amp; Maintenance</b>	<b>\$ 118,050.19</b>	<b>\$ 12,710.95</b>	<b>\$ 107,131.09</b>	<b>\$ 10,870.59</b>		

Follow up questions from Board Member Curry was asked pertaining to the Press Box Expansion and additional electrical work and if these could be a potential improvements in the future. SSE General Manager Jose Lizardo stated that electrical repairs would be presented for FY 2022. A total of \$12,107.10 additional funds was requested from SSE for the mobile ordering project, walk-in cooler/freezer and heated merchandiser. Board Member Curry made a motion to approve projects, and seconded by Board Member Guevara.

### SAFC FY2022 Projects Presentation

Jose Lizardo, General Manager of the Toyota Field, presented the FY 2022 proposed projects listed below. Follow up questions from Board Member Curry were asked regarding the electrical improvements and Jose explained how these improvements are necessary for the upgrade of equipment and that the current electrical power is at capacity. Board Member Lopez asked questions regarding the kegerator repairs and the replacement of 5 kegerators. Bobby Perez of SSE discussed that the repairs are necessary as a result of the winter freeze in February 2021 and replacement of 5 kegerators cannot be repaired. Twenty-nine are needed to be able to keep up with the crowds at games.

Board Curry stated that he would like to visit the Toyota Field to see some of these improvements. Carisa Gamez advised him that her team had captured some photos of the FY 2021 projects that had been complete and could share this information with the Board. Board Curry made a motion to approve projects, and seconded by Board Member Cantor. Motion approved unanimously.

FY 2022 Proposed Projects			
Project Name	Proposed Funding Account	Requested by SAFC	Comments
(2) Compressor Replacements on Coolers	Improvement & Maintenance	\$ 2,365.17	2 Compressors locked up and required replacement in order to have adequate cold storage.
Kegerators Repairs	Improvement & Maintenance	\$ 10,000.00	When checking out F&B equipment after winter storm found 11 kegerators that needed repairs to get operational for the soccer season at SAFC
Visiting Team Locker Room	Capital Reserve	\$ 23,563.08	Additional construction work related to new away locker room
Light replacement at STAR Complex	Improvement & Maintenance	\$ 50,158.64	Replace light's that were out through out the entire complex. Majority of activity is in the evenings
Electrical upgrade at Toyota Field	Capital Reserve	\$ 50,000.00	Toyota field is at max power, we need to add a new electrical panel.
Filter pump for Toyota Field and STAR	Capital Reserve	\$ 60,000.00	Filter is need for the irrigation system at Toyota Field and STAR Complex. The filter will require its own building and will help with the increasing hard/dirty water
Replacement seats for 127-123 (850)	Capital Reserve	\$ 30,000.00	Replacing worn/broken seats
(2) Golf Carts for grounds crew	Improvement & Maintenance	\$ 15,000.00	Purchasing two golf carts for grounds crew. This will allow us to have everyone work on different projects through out the entire foot print
Lights replacements	Improvement & Maintenance	\$ 20,000.00	Anticipate having to replace more lights at STAR complex. These need to be replaced as they go out to ensure the safety of all our renters. The majority of play happens in the evening
Player Safety Padding NE Corner	Improvement & Maintenance	\$ 2,200.00	adding a padding along the Northeast corner for players safety
Replace 5 Kegerators	Improvement & Maintenance	\$ 13,606.45	we have a total of 29 unites and these 5 that we need to replace because they cannot be repaired. We need at 29 in working order to be able to handle the crowds at games
<b>Total</b>		<b>\$ 276,893.34</b>	
<b>Total Improvement &amp; Maintenance</b>		<b>\$ 113,330.26</b>	
<b>Total Capital Reserve</b>		<b>\$ 163,563.08</b>	

## Adopt FY2022 Budget

Monica Ramos, CSF Assistant Director presented the proposed FY 2022 Budget to the Board. The SABC Soccer PFC receives \$1.25 per ticket sold for an estimated amount of \$73,000 for FY2022 based on the last three year actuals to include FY 2019, 2020 and 2021, 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 \$108,206.63, split 50/50 between the Capital Reserve Fund and Improvement and Maintenance Fund.

SABC Soccer PFC - Annual Budget				
Fiscal Year 2022 Budget (Oct. 1, 2021 - Sept. 30, 2022)				
Revenues				
Facility Access Fee	PFC receives \$1.25 per ticket sold; Average is \$73,000 (FY19-21)			
Stadium Rent	PFC receives rent of \$100K plus CPI yearly on or before September			
Note: Total Estimated Revenue in FY 2021 of \$73,000.00 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. 21- Sept.22	73,000.00	36,500.00	36,500.00	
Total Estimated Facility Access Fees	\$ 73,000.00	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00
Stadium Rent				
Month Collected	\$ Amount	\$ Amount deposited in Capital Reserve	\$ Amount deposited in I&M	
October 2021 - August 2022	0.00	0.00	0.00	
Anticipated September 2022	108,206.63	54,103.32	54,103.32	
Total Estimated Stadium Rent	\$ 108,206.63	\$ 54,103.32	\$ 54,103.32	\$ 54,103.32

Board Member Lopez asked what the Facility Access Fee actuals were for FY 2019, 2020 and 2021. Carisa Gamez stated due to the pandemic, the average was considerably lower than usual. Facility Access Fees for FY 2019 were approximately \$139,000.00, \$22,000.00 for FY 2020 and \$73,000.00 for FY 2021.

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 2021 projects and proposed 2022 projects projected to leave an ending balance of \$112,649.26 in the Capital Reserve Fund and \$97,125.11 in the Improvement and Maintenance Fund by September 30, 2022. Board Member Cantor made a motion to approve the FY 2022 budget, seconded by Board Member Guevara. Motion approved unanimously.



**SABC Soccer PFC - FY22 Annual Budget**  
Fiscal Year 2022 Budget (Oct. 1, 2021 - Sept. 30, 2022)

**Expenses**

<b>CAPITAL RESERVE FUND</b>		<b>\$ Amount</b>
Beginning Balance as of 09/21/2021		\$ 184,345.53
FY21 Anticipated Facility Access Fee (Sept. 25, 2021)		\$ 2,500.00
Anticipated Revenue from Facility Access Fees (Oct.2021 - Sept. 2022)		\$ 36,500.00
Anticipated Revenue from Stadium Rent (Sept. 2022)		\$ 54,103.32
<b>Subtotal Capital Reserve Fund Balance</b>		<b>\$ 277,448.85</b>
<b>Expenses:</b>		
FY21 pending - Mobile Ordering variance		\$ 1,236.51
FY22 Visiting Team Locker Room		\$ 23,563.08
FY22 Electrical upgrades at Toyota Field		\$ 50,000.00
FY22 Filter Pump for Toyota Field and STAR Complex		\$ 60,000.00
FY22 Replacement Seats for 127-123 (850)		\$ 30,000.00
<b>Total Expenses</b>		<b>\$ 164,799.59</b>
<b>Projected Capital Reserve Balance by 9/30/2022</b>		<b>\$ 112,649.26</b>
<b>IMPROVEMENT &amp; MAINTENANCE FUND</b>		<b>\$ Amount</b>
Beginning Balance as of 09/02/21		\$ 228,272.19
FY21 Anticipated Facility Access Fee (Sept. 25, 2021)		\$ 2,500.00
Anticipated Revenue from Facility Access Fees (Oct.2021 - Sept. 2022)		\$ 36,500.00
Anticipated Revenue from Stadium Rent (Sept. 2021)		\$ 54,103.32
<b>Subtotal Improvement &amp; Maintenance Fund Balance</b>		<b>\$ 321,375.51</b>
<b>Expenses:</b>		
FY21 pending - Walk in Cooler/Freezer		\$ 56,947.79
FY21 pending - Outdoor grill		\$ 1,069.55
FY21 pending - Heated Merchandiser		\$ 7,342.80
FY21 pending - Control Room Repairs		\$ 15,000.00
FY21 pending - Sky Suite Furniture		\$ 5,598.00
FY21 pending - Menu TV Board		\$ 8,462.00
2 Compressor Replacements on Coolers		\$ 2,365.17
Kegerators Repairs		\$ 10,000.00
Light replancement at STAR Complex		\$ 50,158.64
2 Golf carts for grounds crew		\$ 15,000.00
Light Replacement - additional at STAR Complex		\$ 20,000.00
Player Safety Padding NE corner		\$ 2,200.00
Replace 5 Kegerators		\$ 13,606.45
Audit fee to Garza/Gonzales		\$ 16,500.00
<b>Total Expenses</b>		<b>\$ 224,250.40</b>
<b>Projected Improvement &amp; Maintenance Balance by 9/30/2022</b>		<b>\$ 97,125.11</b>

**Planting of Trees- STARR Complex Drainage Capital Improvements Project**

Carisa Gamez presented this item. CSF was contacted by the City's Public Works department regarding the Thousand Oaks Drainage Capital Improvement bond project. The City would like to replant some migrated trees from this project and replant near the STAR complex field. A map was presented to SSE with the proposed location. Jose Lizardo stated they are agreeable to this but will recommend another area near the STAR Complex. Carisa advised Jose that the City's Project Manager of the Thousand Oaks Drainage project would be contacting him to discuss the proper location to replant the trees.

**New Business**

Carisa Gamez advised the Board that she would be working with contracted consultant, Garza/Gonzalez, in preparation for the FY 2021 audit which needs to be presented to the Board for approval before MLK Day on January 17, 2022. Board Curry asked how long the contract was with this consultant. This is the final year of the contract with this consultant and will be resolicited for FY 2022.

**Meeting was adjourned at 9:58 a.m.**