

Weekly Accounting Status Meeting

Date: 04/06/2023; 2:00pm to 2:26pm

Teams Meeting: Linh Lam (SCSA), Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. Capital Expenditure Invoices
2. FY 2021-22 Shared Expense Review
3. Management Representation Letter for the Pun Group
4. City Hall Closed on 04/07/2023 for Spring Holiday
5. FY 2022-23 Non-NFL Events Expense Review
6. Term A Loan Debt Schedule

Date: 4/12/2023, 1:00 p.m.
In-Person Meeting:

For Santa Clara Stadium Authority:
Glen Googins, Stadium Authority Counsel

For Stadium Manager:
Hannah Gordon, General Counsel

1. Introductory Meeting - City of Santa Clara & 49ers

Weekly Accounting Status Meeting

Date: 04/13/2023; 2:00pm to 2:19pm

Teams Meeting: Linh Lam (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Review Support
2. Management Representation Letter for the Pun Group
3. FY 2022-23 Non-NFL Events Expense Review Inquiries
4. Term A Loan Debt Schedule
5. FY 2022-23 Shared Expenses and Non-NFL Event Expenses
 - a. Pending April 2022 thru July 2022 Transactions
 - b. Year-end True-ups and Reconciliation with Monthly Reports
6. FY 2023-24 Shared Expenses and Non-NFL Event Expenses Payroll Transaction Review
7. US Bank Deposit Inquiry

Follow Up Meeting

Date: 04/19/2023; 8:30am to 9:00am

Teams Meeting: Ruth Mizobe Shikada (SCSA), Christine Jung (SCSA), and Francine Hughes (ManCo)

1. List of Stadium equipment no longer used/needed will be shared with SCSA
2. Request for private parking lot usage for May 6 soccer match and potential traffic impacts

Date: 4/19/2023, 2:00 p.m.

Teams Meeting:

For Santa Clara Stadium Authority:

Ruth Shikada

Glen Googins, Stadium Authority Counsel

Sujata Reuter, Chief Assistant City Attorney

Christine Jung, Assistant to the City Manager

For Stadium Manager:

Jihad Beauchman

Hannah Gordon

For FIFA:

Emily Devlin

Amy Hopfinger

Kendall Johnson

Adam Sullins

For Bay Area Host Committee:

Zaileen Janmohamed

Sonia Nayak

Matthew Richards

Robert Weikert

1. FIFA Documents

Financial Management System

Managed Services Status Meeting

Date: 04/19/2023; 2:00pm to 2:19pm

Zoom Meeting: Linh Lam (SCSA), Brenda Lee (SCSA), David Presley (SCSA), Brent Ghan (ManCo), Chad Hundley (Armanino), and Giles Zollar (Armanino)

1. Discussed open support tickets and confirmed that there are no outstanding support tickets
2. Discussed remaining planning and consulting hours and system review hours for the year
3. Discussed Great Plains year-end close assistance from Armanino

Weekly Accounting Status Meeting

Date: 04/20/2023; 2:00pm to 2:23pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. Management Representation Letter for the Pun Group
3. Term A Loan Debt Schedule
4. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
5. FY 2022-23 Capital Expenditure Year-end Accruals and Carryover Projects
6. May 2023 Operations & Maintenance Expense Transfer

Weekly Accounting Status Meeting
Date: 04/25/2023; 10:45am to 11:00am
Zoom Meeting: Larry Lo (SCSA) and Brent Ghan (ManCo)

1. Agenda for Stadium Visit on May 2, 2023

Weekly Accounting Status Meeting

Date: 04/27/2023; 2:00pm to 2:23pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. Management Representation Letter for the Pun Group
3. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
4. April 2023 Operations & Maintenance Expense Details and True-up

Date: 4/28/2023, 11:00 a.m.

Teams Meeting:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

For Bay Area Host Committee:
Robert Weikert
Matthew Richards

1. FIFA Documents

Year-end Accounting Status Meeting

Date: 05/02/2023; 9:00am to 1:30pm

In Person Meeting at Levi Stadium

Attendees: Linh Lam (SCSA), Larry Lo (SCSA), Brenda Lee (SCSA), David Presley (SCSA), Brent Ghan (ManCo), Caitlin Ritchie (ManCo), Erin Fernandez (ManCo), Harshil Bhavsar (ManCo), Stephanie Lee (ManCo), Catherine Cong (ManCo), Emily Eskin (ManCo), Jenti Vandertuig (ManCo), and Alyssa Kutz (ManCo)

1. Team Member Introductions
2. FY 2022-23 Non-NFL Ticketed Event Reporting Package
 - a. Non-NFL Event Revenue Sources and Corresponding Support
 - b. Non-NFL Event Labor, Event Expenses, and Reimbursements
 - c. Parking Operation Revenue and Expenses
3. Financial Management System Reporting Process and Proposed Changes
 - a. Overview of Payroll Cycles and Corresponding Support
 - b. Bonus and Commission and Corresponding Support
4. Capital Expenditures Year-end Budget and Financial Close Process
5. Stadium Tour

Levi's Stadium Tour with City Manager

Date: 05/04/2023; 9:30-11:30am

In person tour: Jovan Grogan (SCSA), Glen Googins (SCSA), Ruth Mizobe Shikada (SCSA), Christine Jung (SCSA), Wahid Kazem (City), Richard Fitting (City), Ruben Torres (City), Matt Queen (City), Peter Wilhelm (49ers), Francine Hughes (ManCo), Ryan Van Maarth (ManCo), Hannah Gordon (49ers), Jihad Beauchman (49ers), and Nelson Ferreria (ManCo)

1. Game Day/Back of House Operations Tour
2. Capital Expense Projects Tour

Weekly Accounting Status Meeting

Date: 05/04/2023; 2:00pm to 2:23pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. Management Representation Letter for the Pun Group
3. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
4. Capital Expenditure Invoices
5. Follow-up from Year-end Accounting Status Meeting

Stadium Authority Procurement Policy Updates

Date: 05/09/2023; 2:00pm to 3:00pm

Teams Meeting: Christine Jung (SCSA), Grace Dougherty (City), and Jenti Vandertuig (ManCo)

1. Team introductions
2. Stadium operations and procurement needs
3. Potential updates to Stadium Authority Procurement Policy
4. Potential updates to administrative processes
5. SCSA and Stadium Manager staff will follow up with respective teams and schedule a follow up meeting in the upcoming weeks

Date: 5/15/2023, 10:00 a.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. FIFA Documents

CapEx Project Review

Date: 05/15/2023; 12:00pm to 1:00pm

Teams Meeting: Ruth Mizobe Shikada (SCSA), Christine Jung (SCSA), Francine Hughes (ManCo), and Ryan Van Maarth (ManCo)

1. Review and discuss upcoming 49ers and Stadium Authority Capital Expense (CapEx) projects for planning purposes

Year-end Accounting Status Meeting

Date: 05/15/2023; 3:00pm to 4:00pm

Teams Meeting: Linh Lam (SCSA), Larry Lo (SCSA), Brenda Lee (SCSA), David Presley (SCSA), Brent Ghan (ManCo), and Erin Fernandez (ManCo)

1. FY22-23 Non-NFL Ticketed Event Reporting Package
 - a. Licensee Payment Reconciliation and Support
2. Financial Management System Reporting Process
 - a. Non-NFL Event Detail General Ledger Report
 - b. Shared Operations & Maintenance Detail General Ledger Report
 - c. Shared Operations & Maintenance Purchase Order and Accounts Payable Transactions Query

Date: 5/15/2023, 3:30 p.m.
WebEx Meeting:

For Santa Clara Stadium Authority:
Glen Googins, Stadium Authority Counsel
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

For FIFA:
Peter Gutierrez
Adam Sullins
Kendall Johnson

For Bay Area Host Committee:
Matt Richards
Robert Weikert

1. FIFA Documents

Weekly Accounting Status Meeting

Date: 05/18/2023; 2:00pm to 3:01pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. Management Representation Letter for the Pun Group
3. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
 - a. Review of Payroll Transactions
 - b. Preliminary Year-end General Ledger Detail Reports
4. Capital Expenditure Invoices
5. FY 2022-23 Year-end Capital Expenditure Project Status Updates
6. April 2023 Operations and Maintenance Expense Details and True-up
7. Inquiries Related to Relocation Stadium Builder License Agreements
8. Escheatment Report Updates
9. KPMG Audit Confirmation on Community Facilities District Advance
10. June 2023 Operations and Maintenance Transfer

Date: 5/19/2023, 3:30 p.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. FIFA Documents

Date: 5/25/2023, 11:00 a.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. FIFA Documents
2. ManCo/StadCo Legal Staffing
3. Gutierrez Claim

Weekly Accounting Status Meeting

Date: 05/25/2023; 2:00pm to 2:25pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
 - a. Review of Payroll Transactions
3. Capital Expenditure Invoices
4. FY 2022-23 Year-end Capital Expenditure Project Status Updates
5. April 2023 Operations and Maintenance Lender Budget Adjustments
6. Receivable Confirmation from Hill, Barth & King LLC

Date: 5/26/2023, 1:00 p.m.
WebEx Meeting:

For Santa Clara Stadium Authority:
Glen R. Googins, Stadium Authority Counsel

For Stadium Manager:
Jihad Beauchman

For FIFA:
Peter Gutierrez
Adam Sullins
Kendall Johnson

For Bay Area Host Committee:
Matt Richards
Robert Weikert

1. Information Sharing Agreement

Stadium Authority Procurement Policy Updates

Date: 05/30/2023; 1:00pm to 2:00pm

Teams Meeting: Christine Jung (SCSA), Grace Dougherty (City), and Jenti Vandertuig (ManCo)

1. Review City Purchasing Code and Stadium Authority Procurement Policy
2. Potential updates to Stadium Authority Procurement Policy
3. Schedule a follow up meeting in the upcoming weeks

Weekly Accounting Status Meeting

Date: 06/01/2023; 2:00pm to 2:32pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. FY 2021-22 Non-NFL Event Payroll Expense Review
3. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
 - a. Review of Payroll Transactions
4. April 2023 Operations and Maintenance Lender Budget Adjustments

Date: 6/7/2023, 1:00 p.m.
Zoom Meeting:

For Santa Clara Stadium Authority:
Glen R. Googins, Stadium Authority Counsel
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

For FIFA:
Michelle Cornell-Davis
Peter Gutierrez
Kendall Johnson
Adam Sullins

For Bay Area Host Committee:
Matt Richards
Robert Weikert

1. World Cup Information Sharing Agreement

Operational and Other Miscellaneous Items

Date: 06/08/2023; 11:30am to 12:30pm

In Person Meeting: Kenn Lee (SCSA), Alex Acton (ManCo), and Jeff Fong (ManCo)

1. Annual Audit
2. Review of Shared Expenses and Non-NFL Event Documents
3. Operational Items

Weekly Accounting Status Meeting

Date: 06/08/2023; 2:00pm to 2:14pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. FY 2021-22 Non-NFL Event Payroll Expense Review
3. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
 - a. Year-end True-up Analysis
4. Estimated Public Safety Costs for San Jose Earthquakes vs. Los Angeles Football Club
5. FY 2023-24 Capital Expenditure Invoices

NFL / City of Santa Clara / Populous Introductory Call

Date: 06/12/2023; 1:30 p.m. – 2:30 p.m.

Zoom Meeting: Jōvan D. Grogan, Ruth Mizobe Shikada, Christine Jung (SCSA); Francine Melendez Hughes, Nelson Ferreira (49ers/Stadium Manager); Zaileen Janmohamed, Becca Smith (Bay Area Host Committee); Aubrey Walton, Kelsey Pietrangelo, Katie Keenan (NFL)

1. Meet and greet with NFL staff
2. Discuss NFL operational planning timeline for Super Bowls
3. Event footprint is a work in progress
4. Additional meetings will be scheduled in upcoming months
5. Inquired about potential NFL initiatives

**STADIUM AUTHORITY/STADIUM MANAGER
QUARTERLY STATUS MEETING
June 13, 2023 | 1:30 p.m. – 3:00 p.m.
Levi's Stadium**

Stadium Authority Attendees:

Jövan D. Grogan, Executive Director
Ruth Mizobe Shikada, Executive Director's Office
Christine Jung, Assistant to the Executive Director

49ers/Stadium Manager:

Francine Melendez Hughes, Executive Vice President & General Manager
Peter Wilhelm, Chief Financial Officer

Minutes

1. Organizational Structure

Stadium Manager's organizational structure continues to evolve and has not been finalized yet. Stadium Manager will provide more updates at later time.

2. Upcoming Events

July 2 Concacaf Gold Cup, July 22 FC Barcelona vs. Juventus, July 28-29 Taylor Swift, August 14 Karol G, August 30 Beyonce, September 16 Ed Sheeran. Discussion on how to improve the current process of sharing potential bookings and upcoming events to ensure better coordination between City, Stadium Authority, and Stadium Manager, especially related to public safety resources.

3. Staffing/Deployments Upcoming Events

Stadium Manager provided update regarding transition of Landmark Security to Allied and use of Apex for traffic officers. Discussion of public safety costs for other stadiums.

4. Parking/Use of Tasman Lots for NFL Season

Discussion of potential use of Related Lots (Yellow Lots 2 and 3), and use of other lots for the NFL season.

5. Quarterly Status Meeting Updates from Stadium Manager

- a. Financial performance of past Non-NFL Events
- b. Status of future Non-NFL Events
 - i. Booked events
 - ii. Pipeline events
- c. Private Parking Agreements
 - i. Executed private parking agreements
 - ii. Ongoing negotiations for private parking agreements

Discussion regarding financial performance of FY 2022/23 Non-NFL Events that have generated revenue for Stadium Authority.

6. Marketing Plan

Stadium Authority staff will share Marketing Plan assessments with Stadium Manager and work together to refine and implement the Marketing Plan.

7. Law Enforcement Training Request

Future requests from outside agencies for training at Stadium should be coordinated with City's public safety.

8. Projects (StadCo/SCSA)/Permits

Stadium Manager has various projects at different stages that need to be completed in FY 2023/24. Discussion regarding assistance to help expedite the permitting for those projects.

9. 2023 Training Camp at 49ers Practice Facility

Stadium Authority staff provided information about the different components that are reviewed for the Training Camp permit, including parking lot and noise.

10. BDO Equipment - Feedback on Asset List and Next Steps

As a follow up to prior conversations, the Stadium Manager provided sample list of equipment that is no longer for future disposal. Stadium Manager will prepare a comprehensive list of such equipment to share with Stadium Authority staff.

11. Stadium Authority Procurement Policy Updates

Stadium Authority staff working with Stadium Manager's Director of Procurement to update the Stadium Authority Procurement Policy. The updates will go to Council for adoption in the Fall.

12. Miscellaneous Items

- a. Verizon needs permission to access Tasman parking structure to complete work.
- b. Exterior signage will be tracked.
- c. Operational Tour Policy will be presented at upcoming Council meeting.
- d. Stadium Manager will send letter regarding College Football Playoff Agreed Upon Procedure.

Weekly Accounting Status Meeting

Date: 06/15/2023; 2:00pm to 2:14pm

Teams Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY2021-22 Shared Expense Reviews
2. FY 2021-22 Non-NFL Event Payroll Expense Review
3. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
 - a. Year-end True-up Analysis
 - b. Reporting package for ticketed events
4. Estimated Public Safety Costs for San Jose Earthquakes vs. Los Angeles Football Club
5. FY 2023-24 Capital Expenditure Invoices
6. July 2023 Operations and Maintenance Transfer

Financial Management System

Managed Services Status Meeting

Date: 06/21/2023; 2:00pm to 2:19pm

Zoom Meeting: Brenda Lee (SCSA), David Presley (SCSA), Brent Ghan (ManCo), Chad Hundley (Armanino), and Rebecca Bunas (Armanino)

1. Discussed system review and open support ticket
2. Discussed year-end close assistance from Armanino in Great Plains
3. Discussed upcoming integration projects related to loading AP invoices to Great Plains
4. Discussed version upgrade for Financial Management System available in October

Date: 6/21/2023, 3:30 p.m.

Zoom Meeting:

For Santa Clara Stadium Authority:

Glen R. Googins, Stadium Authority Counsel
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:

Jihad Beauchman

For FIFA:

Michelle Cornell-Davis
Peter Gutierrez
Kendall Johnson
Adam Sullins

For Bay Area Host Committee:

Matt Richards
Robert Weikert

1. World Cup Information Sharing Agreement and Other Matters

Date: 6/21/2023, 5:00 p.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. Law Enforcement Services Agreement for July 2nd event

Weekly Accounting Status Meeting

Date: 06/22/2023; 2:00pm to 2:07pm

Teams Meeting: Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. FY 2021-22 Shared Expense Reviews
2. FY 2021-22 Non-NFL Event Payroll Expense Review
3. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
 - a. Year-end True-up Analysis
 - b. Reporting Package for Ticketed Events
4. FY 2023-24 Capital Expenditure Invoices
5. July 2023 Operations and Maintenance Transfer
6. FY 2022-23 Final Operating & Maintenance and Non-NFL Event Reporting
7. Stadium Builder License life to date reporting for FY22-23
8. Escheatment for Unclaimed Checks

Weekly Accounting Status Meeting

Date: 06/29/2023; 2:00pm to 2:12pm

Teams Meeting: Brenda Lee (SCSA), Brent Ghan (ManCo), and Caitlin Ritchie (ManCo)

1. NFL Game 11 & 12 Summary of Ticket Sales
2. FY 2023-24 Capital Expenditure Invoices
3. Stadium Builder License 5.31.23 Transfer Report
4. July 2023 Operations and Maintenance Transfer
5. FY 2021-22 Shared Expense Reviews
6. FY 2021-22 Non-NFL Event Payroll Expense Review
7. FY 2022-23 Shared Expenses and Non-NFL Event Expense Reviews
 - a. Year-end True-up Analysis
 - b. Reporting Package for Ticketed Events