

Weekly Accounting Status Meeting

Date: 10/06/2022; 2:00pm to 2:26pm

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

1. Capital Expenditure Invoice
2. Review of Supports in Financial Management System
3. FY20-21 Shared Expenses Review Support
4. FY21-22 Shared Expenses Review
5. Stadium Builder License Revenue Forecasts

**STADIUM AUTHORITY/STADIUM MANAGER
QUARTERLY STATUS MEETING
October 13, 2022 | 11:00 a.m. – 12:00 p.m.
In Person Meeting**

ManCo Attendees:

Jim Mercurio, Executive Vice President, Stadium Operations & General Manager
Craig Graber, Senior Director, Safety & Security Operations

Stadium Authority Attendees:

Rajeev Batra, Executive Director
Ruth Mizobe Shikada, Executive Director's Office
Christine Jung, Assistant to the Executive Director

AGENDA*

Stadium Authority and Stadium Manager staff agreed to resume quarterly status meetings.

1. Settlement Agreement Implementation

Stadium Manager staff said they would check internally to see if there was anything to follow up on. Stadium Authority staff shared that they would bring back an Ordinance regarding the delegation of procurement authority in the January/February timeframe for the Council's approval. Staff also discussed prevailing wage reimbursement submittals and the potential need to request for delegated authority over the holiday break.

2. Residents' Complaints/Follow Up

3. General Noise Mitigation

Items 2 and 3 were discussed together. Stadium Authority staff brought up recent flyovers at NFL games and asked if there was anything the Stadium Manager could do anything to mitigate the noise impact. Stadium Manager staff explained that each flyover was unique because of the different military planes being used, which individually have different noise levels and fly at different heights. Stadium Manager staff said they can't control the noise levels of the military planes and plan to continue having flyovers for 49er games but would let the Stadium Authority/City know if anything can be done. On the noise for Non-NFL events, the Stadium Manager shared that they have been calibrating and monitoring noise during concert rehearsals to monitor that concert noise levels stay below the permit threshold.

4. 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

iii. Overnight Events

c. Private Parking Agreements

i. Executed private parking agreements

ii. Ongoing negotiations for private parking agreements

Stadium Manager staff said they will prepare reports for these items and send them over the following week.

**Note, the agenda items were not discussed in chronological order.*

5. **Surrounding City Streets & Roads – General Upkeep, Paving/Slurry Seal (Example GAP)**
There was discussion regarding the roads around Levi's Stadium that required maintenance and upkeep. Stadium Manager staff inquired whether they were identified in existing capital projects which Stadium Authority staff responded that they were not. Stadium Authority staff shared that the City was monitoring grant opportunities for transportation projects, including those that will be funded through the Infrastructure Act.
6. **Stadium Permits, City Services & Fire Dept. Review/Process**
Stadium Authority and Stadium Manager staff discussed the permitting process for Non-NFL events. Stadium Manager agreed that certain permit documents can and should be submitted by the concert promoters a couple weeks in advance for concerts and thinks that the process will improve for next year's events.
7. **ADA Project Updates**
Stadium Manager staff provided an update on the ADA project at the Main Lot which had a November deadline. They received additional comments on the project application package from the City's Fire Department and were working to address the identified issues. Stadium Authority and Stadium Manager staff discussed the time-sensitivity of the ADA projects and potential ways to streamline the review process.
8. **Future 49ers CapEx Projects / SCSA CapEx Projects**
Stadium Manager staff shared that they had many 49ers and Stadium Authority capital projects in the pipeline and inquired about how to best plan for City permits. Stadium Authority staff suggested sharing a schedule of the projects so that staff could understand and anticipate the types of projects and related project applications that were planned.
9. **Levi's Signage Assessment Coordination**
Stadium Authority staff shared that a Request for Statement of Qualifications (RFSOQ) process was implemented to select a sign company to assess Levi's Stadium signage. Stadium Authority and Stadium Manager staff discussed scheduling the sign company's on-site visit in the upcoming weeks.
10. **Stadium Builder Licenses (SBLs)**
 - a. Updated data
 - b. Relocated ADA seats
 - c. Seats in pending SBL

Stadium Authority staff requested an updated spreadsheet of SBL Holder data, which the Stadium Manager agreed to work on and share in the upcoming months. The Stadium Manager provided an update on a relocated ADA seats complaint, which was resolved.

Weekly Accounting Status Meeting

Date: 10/13/2022; 2:00pm to 2:23pm

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

1. Capital Expenditure Invoice
2. Review of Supports in Financial Management System
 - a. Non-NFL Events Budgeted Positions
 - b. Supporting Document/Report Total
3. Stadium Builder License Revenue Forecasts
4. Stadium Lease Revenue in Trust Budget

Procurement Call

Date: 10/14/2022; 10:53am to 11:00am

Call: Christine Jung (SCSA) and Jenti Vandertuig (ManCo)

1. Request to schedule meeting to discuss future ordinance to amend Stadium Authority Procurement Policy
2. Budget amendments for projects that were invoiced in later fiscal year
3. Home Depot purchase order

Date: 10/20/2022, 1:00 p.m.
Phone Call:

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

For Stadium Manager:
Jihad Beauchman

1. CapEx Projects

Weekly Accounting Status Meeting

Date: 10/20/2022; 2:00pm to 2:13pm

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

1. Capital Expenditure Invoice
2. Operating & Maintenance Invoice
3. Review of Supports in Financial Management System
 - a. Cash Disbursement Details for Shared O&M Company
4. Refund Terms of Field Seats Stadium Builder License

Meeting with Stadium Manager

Date: 10/26/2022; 12:00pm to 2:30pm

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

1. Review Budget Calendar
2. Operational Efficiencies
3. KPMG Audit

Procurement Meeting

Date: 10/27/2022; 11:00am to 12:10pm

Teams Meeting: Kenn Lee (SCSA), Christine Jung (SCSA), and Jenti Vandertuig (ManCo/Stadium Manager)

Stadium Authority and Stadium Manager staff discussed the Stadium Authority Procurement Policy (Chapter 17.30 of Santa Clara City Code) and potential changes, informal bidding for goods and services excluding public works projects, and signature authority. Ms. Vandertuig will submit the Stadium Manager's recommendations in two weeks. Ms. Jung shared that Stadium Authority staff are working on bringing back the Ordinance that will amend Chapter 17.30 in the January/February timeframe for Council approval. Ms. Vandertuig said the Stadium Manager would utilize the City's new bidding thresholds until Chapter 17.30 is amended and adopted.

Weekly Accounting Status Meeting

Date: 10/27/2022; 2:00pm to 2:14pm

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

1. Capital Expenditure Invoice
2. Operating & Maintenance Invoice
3. FY22-23 Q2 Financial Statements and Certifications

Date: 10/28/2022, 10:30 a.m.
Teams Meeting:

For Santa Clara Stadium Authority:
Rajeev Batra, Executive Director
Steve Ngo, Stadium Authority Counsel

For Stadium Manager:
Rahul Chandhok
Larry MacNeil

1. Biweekly Stadium Coordination Meeting

Weekly Accounting Status Meeting

Date: 11/03/2022; 2:00pm to 2:19pm

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

1. Capital Expenditure Invoice
2. FY23-24 Capital Project Projections and Carryover
3. FY22-23 Q1 and Q2 Financial Status Report
4. Review of Supports in Financial Management System
5. CapEx Expenditure Budget-to-Actual Report
6. FY21-22 Q4 Community Facilities District (CFD) Reports
7. Unclaimed Property Notices

Date: 11/3/2022, 5:00 p.m.
Phone Call:

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

For Stadium Manager:
Jihad Beauchman

1. ADA complaints/remediation
2. Procurement templates
3. KPMG audit/lender waiver status
4. Stadium liability claims
5. Owner's Club SBLs
6. StadCo SBL purchase

Scooter and Bike Share Operation - Levi's Stadium Events
November 7, 2022
2:00 pm – 3:00 pm
Teams Meeting

City:

Ralph Garcia (DPW)
Mike Liw (DPW)
Luis Martin (PD)
Ruth Shikada (CMO)
Jonathan Yee (DPW)

Stadium Manager:

Nelson Ferreira
Craig Graber
Camila Hammer
Jim Mercurio
Dale Moul
Julian Sakti

Review City's Scooter/Bike Share program
Discussion of potential scooter and bike share access to Stadium on event days
Geo-fencing
Collection of equipment/enforcement
Stadium Manager concerns

Procurement Call

Date: 11/7/2022; 3:54pm to 4:06pm

Call: Christine Jung (SCSA) and Jenti Vandertuig (ManCo)

1. Upcoming procurement requests
2. Upcoming budget amendments

Date: 11/10/2022, 11:00 a.m.

Teams Meeting:

For Santa Clara Stadium Authority:

Rajeev Batra, Executive Director

Steve Ngo, Stadium Authority Counsel

For Stadium Manager:

Rahul Chandhok

Larry MacNeil

1. Stadium Coordination Meeting

Weekly Accounting Status Meeting

Date: 11/10/2022; 2:00pm to 2:24pm

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

1. Capital Expenditure Invoice
2. Public Safety CapEx Depreciation Invoices
3. Public Safety Cost Invoices and Estimates for Game 1 thru 3
4. Estimated Public Safety Cost for Mexico vs. Colombia

Sign Assessment Coordination Calls

Date: 11/11/2022; 11:38am to 11:51am

Call: Christine Jung (SCSA) and Ryan Van Maarth (ManCo)

Date: 11/11/2022; 3:54pm to 4:11pm

Call: Christine Jung (SCSA), Ryan Van Maarth (ManCo), Marina (Square Signs DBA Front Signs), and David (Square Signs DBA Front Signs)

Date: 11/11/2022; 4:12pm to 4:21pm

Call: Christine Jung (SCSA) and Ryan Van Maarth (ManCo)

1. Coordination regarding consultant's on-site visit to Levi's Stadium for the sign assessment

Procurement Call

Date: 11/16/2022; 1:19pm to 1:34pm

Call: Christine Jung (SCSA) and Jenti Vandertuig (ManCo)

1. Status of Stadium Manager's recommendations for Stadium Authority Procurement Policy
2. Submitted procurement requests

Weekly Accounting Status Meeting

Date: 11/17/2022; 2:00pm to 2:28pm

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

1. Capital Expenditure Invoices
2. Operating & Maintenance Invoice Payment
3. FY22-23 Q2 Financial Status Report
4. Non-NFL Event Public Safety Cost Invoices
5. FY20-21 and FY21-22 BNY Mellon Club Complimentary Buffet Invoices
6. Upcoming Holiday Schedule

Procurement Call

Date: 11/18/2022; 9:33am to 9:40am

Call: Christine Jung (SCSA) and Jenti Vandertuig (ManCo)

1. Upcoming procurement requests

Sign Assessment Coordination Calls

Date: 11/18/2022; 2:02pm to 2:14pm

Call: Christine Jung (SCSA) and Ryan Van Maarth (ManCo)

Date: 11/18/2022; 2:22pm to 2:23pm

Call: Christine Jung (SCSA) and Ryan Van Maarth (ManCo)

1. Equipment rental costs
2. Coordination regarding consultant's on-site visit to Levi's Stadium for the sign assessment

**STADIUM AUTHORITY/STADIUM MANAGER
QUARTERLY STATUS MEETING
November 23, 2022 | 11:00 a.m. – 12:00 p.m.
In Person Meeting**

ManCo Attendees:

Jim Mercurio, Executive Vice President, Stadium Operations & General Manager
Craig Graber, Senior Director, Safety & Security Operations

Stadium Authority Attendees:

Rajeev Batra, Executive Director
Ruth Mizobe Shikada, Executive Director's Office
Christine Jung, Assistant to the Executive Director

A G E N D A

1. December 6, 2022 Agenda Items

Stadium Authority staff updated the Stadium Manager that their procurement and Owner's Club Stadium Builders License Agreement requests would be placed on the December 6 agenda. Stadium Authority staff also shared that new language would be included in the Stadium Authority's analysis reports for the procurement requests. Stadium Manager staff said they were planning to submit a handful of requests for the January 10 agenda.

2. Proposed Stadium Neighborhood Relations Committee

Stadium Authority staff shared that they were working on a report that would be placed on a January agenda that responded to a prior Written Petition request to establish a Stadium Neighborhood Relations Committee. Stadium Manager staff indicated their willingness to having someone participate if the committee was established.

3. Public Safety, Traffic & Security Staffing Realignment

- a. Use Private Security (Landmark) to reduce burden on SCPD**
- b. Staffing realignment – Parking & Traffic personnel**

Stadium Manager staff provided updates regarding service calls, neighborhood protection, and traffic control.

4. Permits

- a. Outstanding**
- b. Upcoming**
- c. Temporary vs. Season Long**

Stadium Authority and Stadium Manager staff discussed how the City's permitting process improved since the last meeting. Stadium Manager staff planned share a list of pending permits with Stadium Authority staff for their awareness. They suggested issuing permits for certain types of routine uses for an entire season as a potential way to streamline the permitting process. Stadium Authority staff requested a list of potential permits to follow up with the appropriate departments.

5. Upcoming Event Schedule

Stadium Manager staff provided a draft calendar of upcoming events.

- 6. 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**

Stadium Manager staff provided copies of financial performance documents.

7. Electronic Bike & Scooter Program - Levi's Stadium

Stadium Authority and Stadium Manager staff briefly discussed the potential program, which Stadium Manager staff expressed some concerns about.

In addition to the agenda items above, Stadium Manager staff also provided an update regarding an ADA improvement.

Date: 11/29/2022, 11:00 a.m.
Phone Call:

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

For Stadium Manager:
Jihad Beauchman

1. Procurement Template Language

Weekly Accounting Status Meeting

Date: 12/01/2022; 2:00pm to 2:29pm

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

1. Capital Expenditure Invoices
 - a. Budget amendment on cash basis?
2. Public Safety CapEx Deprecation Invoice Payments
3. FY22-23 Q2 Financial Status Report
4. Accrued Basis Profit and Loss Statement
5. Unclaimed Property Notices

Financial Management System Managed Services Kickoff Meeting

Date: 12/07/2022; 2:30pm to 3:00m

Zoom Meeting: Linh Lam (SCSA), Larry Lo (SCSA), Brenda Lee (SCSA), David Presley (SCSA), Darren Wong (ManCo), Brent Ghan (ManCo), Chad Hundley (Armanino), Rebecca Bunas (Armanino), Giles Zollar (Armanino), and Jeff Stone (Armanino)

1. Armanino Managed Services Team Member Introductions
2. Armanino Managed Services Overview
3. Armanino Managed Services Hours and Contact Information
4. Customer Expectations, Armanino Support Portal Access, and Next Steps
5. Available Resources and Training thru Armanino Academy

Weekly Accounting Status Meeting

Date: 12/08/2022; 2:00pm to 2:28pm

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

1. Capital Expenditure Invoices
 - a. Carryover of FY22-23 Capital Expenditure Projects
2. Public Safety CapEx Deprecation Invoice Payments
3. FY22-23 Q3 Financial Status Report
4. October 2022 Transactions in Financial Management System

Date: 12/9/2022, 10:30 a.m.

Teams Meeting:

For Santa Clara Stadium Authority:
Rajeev Batra, Executive Director
Steve Ngo, Stadium Authority Counsel

For Stadium Manager:
Rahul Chandhok
Larry MacNeil

1. Biweekly Stadium Coordination Meeting

Procurement Calls

Date: 12/9/2022; 2:00pm to 2:28pm and 2:52pm to 2:53pm

Call: Christine Jung (SCSA) and Jenti Vandertuig (ManCo)

1. Upcoming procurement requests

Meeting with Stadium Manager

Date: 12/12/2022; 4:30pm to 6:00pm

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

1. SCSA Draft Budget Submittal
2. G&A Banking Reconciliation
3. Operational Efficiencies
4. KPMG Invoices
5. Public Safety CapEx Depreciation

Procurement Call

Date: 12/14/2022; 2:56pm to 3:05pm

Call: Christine Jung (SCSA) and Jenti Vandertuig (ManCo)

1. Update on procurement requests

Weekly Accounting Status Meeting

Date: 12/15/2022; 2:00pm to 2:13pm

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

1. Capital Expenditure Invoices
2. FY21-22 Shared Stadium Expense Year-end True-up
3. January 2023 Operating & Maintenance Invoice
4. Q3 Stadium Builder License Revenue Transfer
5. Upcoming Holiday/Vacation Schedule

Meeting with Stadium Manager

Date: 12/19/2022; 4:00pm to 4:30pm

Teams Meeting: Kenn Lee (SCSA) and Jeff Fong (ManCo)

1. KPMG Audit

Financial Management System Managed Services Status Meeting

Date: 12/21/2022; 9:00am to 9:21am

Zoom Meeting: Larry Lo (SCSA), Brenda Lee (SCSA), David Presley (SCSA), Darren Wong (ManCo), Chad Hundley (Armanino), and Rebecca Bunas (Armanino)

1. Status of Outstanding Service Tickets for Local Drive Access in Remote Desktop
2. User Feedbacks on System Improvements and Upcoming Projects
3. Using Tibco Scribe to Import Accounts Payable Invoices from Coupa

Weekly Accounting Status Meeting

Date: 12/22/2022; 2:00pm to 2:13pm

Teams Meeting: Larry Lo (SCSA) and Caitlin Ritchie (ManCo)

1. Capital Expenditure Invoices
2. January 2023 Operating & Maintenance Invoice
3. FY22-23 Q3 Community Facilities District (CFD) Payment and Support