

City Manager's Directive 136 Stadium-Related Time Reporting and Reimbursement for City Services



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POLICY

Stadium-Related Time Reporting and Reimbursement for City Services

PURPOSE

The purpose of this Directive is to establish standards for the City-wide application of Levi's Stadium (Stadium) reimbursement procedures to ensure full cost recovery and accurate reporting of City services provided to the San Francisco Forty Niners entities, including Stadium Management LLC (Stadium Manager) and Forty Niners SC Stadium Company LLC (StadCo), Santa Clara Stadium Authority (Stadium Authority), or otherwise in support of the Stadium.

Measure J prohibits the expenditure of City funds to cover Stadium Authority-related costs, including operating and maintenance expenses of the Stadium (Santa Clara City Code Section 17.20.20(j)). As such, if City staff provides services to support Stadium events, Stadium Authority administration, or Stadium-related maintenance and operations, then the value of such services must be reimbursed to the City.

Levi's Stadium opened in August 2014 for the 2014 NFL football season. The Stadium holds approximately ten NFL home games, multiple large-scale (20,000+ attendees) ticketed Non-NFL events, and many small-scale non-ticketed Non-NFL events each year (such as corporate parties). Unless staff is instructed otherwise by the City Manager, all City services, including public safety, provided to either entities of the San Francisco Forty Niners, or to the Stadium Authority, or otherwise in support of Levi's Stadium, shall be tracked, charged, and reimbursed consistent with Santa Clara City Code, City and Stadium Authority actions, Agreements, and this policy. A key exception to the required timekeeping is staff time spent on Levi's Stadium for which reimbursement is provided through payment of a set fee, such as permitting.

Time codes are available from the Finance Department and departmental timekeepers. **It is the responsibility of each employee providing such services to code their time appropriately using payroll codes provided by the Finance Department such that the proper expenses can be billed to the appropriate entity.** Non-hourly/exempt employees that work more than 8 hours in a day should code their time proportionately to where they spent it, using 8 hours as the maximum. It is the responsibility of Department Heads to exercise diligence and foresight as is necessary to review the departmental expenditures to ensure that employees are properly coding their time so that the City can be reimbursed for appropriate Stadium-related expenses.

CMD 136: Stadium-Related Time Reporting and Reimbursement for City Services



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As it relates to public safety and any direct Stadium event costs, those City provided activities include, but are not limited to, the following:

- Stadium Event planning, research, coordination, and preparation.
- Administrative functions directly related to events including sign ups and timekeeping.
- Coordination and communication with the Stadium Manager, StadCo, and other entities necessary to implement events.
- Participation in Stadium-related pre/post-event briefings and inspections that are not already compensated through payment of inspection fees.
- Development and review of event reports and all public safety and traffic documents.
- Event-day deployment of public safety personnel and other City services, including all staff time providing direct services at the Stadium for activities immediately preceding an event and post-event activities. Arrests, enforcement, issuance of citations, fire and emergency medical services, moving equipment to and from the Stadium before and after events, building and taking down infrastructure before and after events, and cleaning up around the Stadium after events. Policing activities such as investigations and arrests taking place after the conclusion of an event shall be considered Stadium-related while in the investigatory phase of the case, or when they occur in the course of a deployment reflected on the Event Action Plan, Transportation Management and Operations Plan (TMOP), Stadium Operation & Maintenance Plan (SOMP), Parking Plans, or Public Safety Plan. Policing activities such as court appearances or meetings with the District Attorney's Office taking place after the conclusion of an event shall not be Stadium related if they occur after the District Attorney's Office has determined that it will take action.
- Required participation by public safety personnel in Stadium-related litigation matters.
- Public safety time spent hiring and processing new Stadium Authority and Stadium-assigned employees including, but not limited to, Special Event Officers, Traffic Control Officers, and Stadium Per Diem Dispatchers.
- Stadium specific personnel training and support.

As it relates to general and administrative time, those City provided activities include, but are not limited to, the following:

CMD 136: Stadium-Related Time Reporting and Reimbursement for City Services



- Review and discussion of any topics, issues, and documents related to the Stadium Authority/Levi's Stadium.
- Participation in meetings related to any topics and issues related to the Stadium Authority/Levi's Stadium, including Stadium Authority Board meetings and meetings with the Stadium Manager or StadCo.
- Administration and implementation of Stadium Authority Board directed initiatives and Stadium Authority projects, including management of consultants performing services for the Stadium Authority or the City related to Levi's Stadium.
- Responding to inquiries and requests from the Stadium Authority Board/City Council, media, other organizations, Stadium patrons, and/or the public related to the Stadium Authority/Levi's Stadium.
- Preparation of any work product related to the Stadium Authority/Levi's Stadium, such as the annual budget, Stadium Authority Board meeting agendas and minutes, agenda reports, agreements, presentations, Request for Proposals, financial, public safety, parking and traffic documents, etc.
- Negotiations and legal and litigation-related support for matters involving the Stadium Authority/Levi's Stadium.
- Management of Stadium Authority and Stadium-related records.
- Procurement of Stadium Authority-funded capital expenditures, equipment, supplies, and services.
- Human Resources time spent hiring and processing new Stadium Authority and Stadium-assigned employees.
- Coordination and communication between the Stadium Authority and Stadium Manager, StadCo, and other entities.
- Community outreach and engagement efforts related to the Stadium Authority/Levi's Stadium.

For purposes of timekeeping, all overtime shall be submitted on a paid basis. No compensatory-time-off shall be granted for the work performed. This is to facilitate compliance with Measure J and the full reimbursement of costs associated with events or the Stadium Authority at the rate applicable at the time the work was performed.

It should be noted that the guidelines provided shall also be considered for budget development purposes. It is important for all City staff to review and project future Stadium Authority activities to the extent possible.

CMD 136: Stadium-Related Time Reporting and Reimbursement for City Services



As stated above, a notable key exception to the required timekeeping outlined in this CMD is time spent on permits issued to the Stadium Manager and its subcontractors and all related work expected from the usual course of business. Those staffing costs are captured in permit fees and it would be duplicative to track and code that time for reimbursement. However, any coordination and work efforts related to permit review and issuance above and beyond what is provided in the usual course of business, such as enhanced capital project and permit coordination with the Stadium Manager or enhanced review of potential neighborhood impacts and/or Stadium agreements to determine alignment with permissible activities/projects, should be charged to the appropriate Stadium Authority code.

Responsibility

Action

Stadium-Related Expense Tracking and Reimbursement

Finance Department

1. Provide activity codes to Departments to track time and associated expenses on Stadium-related administration, events, maintenance, and operations.
2. Review existing business processes and reimbursement procedures to analyze labor, public safety contractors and other costs for the Stadium and provide updates as needed to the City Manager's Office, Timekeepers, and Department Heads.
3. The Finance Department will incorporate the indirect cost rates to apply to all direct City service cost charges to the 49ers entities, Stadium Authority, and any other applicable entities to cover citywide indirect costs and department specific indirect costs.
4. Review and update citywide indirect costs on a regular basis to ensure these rates comply with Measure J.
5. The Finance Department shall prepare reports which identifies actual event-related expenditures as instructed by the City Manager.

Employees

1. Track all time spent on Stadium-related administration, events, maintenance, and operations utilizing the payroll codes provided by

CMD 136: Stadium-Related Time Reporting and Reimbursement for City Services



the Finance Department.

2. Charge all Stadium-related event public safety invoices to codes provided by the Finance Department.
3. Seek guidance from department in-house resource or Finance Department when there is any doubt about whether or not time or invoices should be charged to one of these codes.
4. Submit timecards to Timekeepers in a timely manner.

Timekeepers

1. Ensure that timecard(s) provided to department employees include payroll codes for Stadium-related work.
2. Ensure the timely receipt of employee timecards and process within the established pay period timelines.
3. Review employee timekeeping submittals to ensure that the proper payroll codes are utilized.

Supervisors

1. Review and approve timekeeping each period ensuring that employees are accurately coding their time spent on Stadium-related activities and that the time accurately reflects the amount of time worked.

Department Head

1. Designate an employee(s) in the department to serve as in-house resource on Stadium-related timekeeping questions.
2. Review reports provided by the Finance Department to ensure that time spent by employees is accurately reflected. It is also expected that the Department Head analyze the data and trends for different types of events and services to improve operational efficiency and improve service to the public.

City Manager's Office

1. Review reports with Department Heads on a regular basis to ensure that time spent by Departments is accurately reflected.

CMD 136: Stadium-Related Time Reporting and Reimbursement for City Services



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Santa Clara Stadium Authority Financial Status Report and Bills and Claims

Finance
Department

1. Prepare Stadium Authority Financial Status Report and Stadium Authority Bills and Claims for the City Manager's review.

City Manager's
Office

1. Reviews Stadium Authority Financial Status Report and Stadium Authority Bills and Claims and present to the Board respectively on a quarterly and monthly basis.

Attachment:

Stadium Payroll Combo Codes as of August 22, 2024