



# City of Santa Clara

## Joint Meeting Agenda of the City Council and Authorities Concurrent & Santa Clara Stadium Authority Board



Tuesday, September 16, 2025

5:30 PM

Hybrid Meeting  
City Hall Council Chambers/Virtual  
1500 Warburton Avenue  
Santa Clara, CA 95050

The City of Santa Clara is conducting City Council meetings in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

- Via Zoom:
  - o <https://santaclaraca.zoom.us/j/99706759306>  
Meeting ID: 997-0675-9306
  - o Phone 1(669) 900-6833

### How to Submit Written Public Comment Before City Council Meeting:

1. Use the eComment tab located on the City Council Agenda page (<https://santaclaraca.legistar.com/Calendar.aspx>). eComments are directly sent to the iLegislate application used by City Council and staff, and become part of the public record. eComment closes 15 minutes before the start of a meeting.
2. By email to [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) by 12 p.m. the day of the meeting. Those emails will be forwarded to the Council and will be uploaded to the City Council Agenda as supplemental meeting material. Emails received after the 12 p.m. cutoff time up through the end of the meeting will form part of the meeting record. Please identify the Agenda Item Number in the subject line of your email.  
**NOTE:** Please note eComments and Emails received as public comment **will not** be read aloud during the meeting.

Agendas, Staff Reports and some associated documents for City Council items may be viewed on the Internet at <https://santaclaraca.legistar.com/Calendar.aspx>

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk at Santa Clara City Hall, 1500 Warburton Avenue, Santa Clara, CA 95050 at the same time that the public records are distributed or made available to the legislative body. Any draft contracts, ordinances and resolutions posted on the Internet site or distributed in advance of the Council meeting may not be the final documents approved by the City Council. For the final document, you may contact the Office of the City Clerk at (408) 615-2220 or [Clerk@santaclaraca.gov](mailto:Clerk@santaclaraca.gov).

**Closed Session - 5:30 PM | Regular Meeting - 7:00 PM**

**5:30 PM CLOSED SESSION**

**Call to Order in the Council Chambers**

**Confirmation of Quorum**

**1.A 25-995** [Conference with Labor Negotiators \(CC\)](#)  
[Pursuant to Gov. Code § 54957.6](#)

[City representatives: Jovan D. Grogan, Aracely Azevedo, Marco Mercado, Ashley Lancaster, Glen R. Googins](#)

[Employee Organization\(s\):](#)  
[Santa Clara Firefighters, International Assoc. of Firefighters, Local 1171 \(Unit #1\)](#)  
[International Brotherhood of Electrical Workers, Local Union 1245 \(Unit #3\)](#)  
[Engineers of the City of Santa Clara \(Unit #4\)](#)  
[Unclassified Police Management \(Unit #9A\)](#)

**1.B 25-997** [Conference with Legal Counsel-Existing Litigation \(CC\)](#)  
[Pursuant to Gov. Code § 54956.9\(d\)\(1\)](#)  
[Joseph Milligan v. City of Santa Clara, et al., Santa Clara County Superior Court Case No. 21CV382114](#)

**Public Comment**

*The public may provide comments regarding the Closed Session item(s) just prior to the Council beginning the Closed Session. Closed Sessions are not open to the public.*

**Convene to Closed Session (Council Conference Room)**

**7:00 PM JOINT CITY COUNCIL/STADIUM AUTHORITY BOARD MEETING**

**Call to Order in the Council Chambers**

**Pledge of Allegiance and Statement of Values**

**Roll Call**

**REPORTS OF ACTION TAKEN IN CLOSED SESSION MATTERS**

**CONTINUANCES/EXCEPTIONS/RECONSIDERATIONS**

**SPECIAL ORDER OF BUSINESS**

- 2.A 25-950 [Proclamation of September 16, 2025 as Mexican Independence Day](#)
- 2.B 25-897 [Proclamation of September 2025 as World Alzheimer's Awareness Month](#)
- 2.C 25-619 [Proclamation of September 2025 as National Preparedness Month](#)

### **CONSENT CALENDAR**

*[Items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Council, staff, or public. If so requested, that item will be removed from the CONSENT CALENDAR and considered under CONSENT ITEMS PULLED FOR DISCUSSION.]*

- 3.A 25-1002 [Action on the August 19, 2025 Joint City Council and Authorities Concurrent & Santa Clara Stadium Authority Board Meeting and August 26, 2025 Joint City Council and Authorities Concurrent & Santa Clara Stadium Authority Board Meeting Minutes](#)

**Recommendation:** Approve the August 19, 2025 Joint City Council and Authorities Concurrent & Santa Clara Stadium Authority Board Meeting and August 26, 2025 Joint City Council and Authorities Concurrent & Santa Clara Stadium Authority Board Meeting Minutes.

- 3.B 25-17 [Board, Commissions and Committee Minutes](#)

**Recommendation:** Note and file the Minutes of:

Board of Library Trustees - June 2, 2025  
City-School Liaison Committee - May 7, 2025  
Bicycle & Pedestrian Advisory Committee - June 23, 2025

- 3.C 25-879 [Action on City Bills and Claims Report for the period July 15, 2025 – August 15, 2025](#)

**Recommendation:** Approve the list of Bills and Claims for July 15, 2025 - August 15, 2025.

**3.D 25-742** [Action to Recommend Waiving of Library Overdue Fine Balances](#)

**Recommendation:** Waive Library Overdue Fine Balances for both youth and adult library accounts accrued since 2014 in the approximate amount of \$130,531 based on the finding that waiver of past fees encourages increased public use of libraries and furthers the public interest in increasing access for communities.

**3.E 25-848** [Action on a Historical Preservation Agreement \(Mills Act Contract\) \(PLN25-00085\) for 1111 Harrison Street](#)

**Recommendation:** Based on the Historical & Landmarks Commission recommendation to City Council and adherence to the Secretary of the Interior's Standards for Rehabilitation, staff recommends City Council approval of the request as follows:

1. Determine that the project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15331 (Class 31 - Historical Resource Restoration / Rehabilitation); and
2. Authorize the City Manager to execute a Mills Act Contract in a final form approved by the City Attorney and adopt the 10-Year Restoration and Maintenance Plan associated with the property at 1111 Harrison Street.

**3.F 25-909** [Action to Approve an Office of Traffic Safety Selective Traffic Enforcement Program Grant Agreement and the Related Budget Amendment](#)

**Recommendation:**

1. Approve the Office of Traffic Safety Selective Traffic Enforcement Program Grant Agreement on substantially the terms presented;
2. Approve the FY 2025/26 budget amendment in the Police Operating Grant Trust Fund to recognize grant revenue in the amount of \$80,000 and establish a Selective Traffic Enforcement Program Grant appropriation in the amount of \$80,000 (**five affirmative Council votes required to appropriate additional revenue**); and
3. Authorize the Chief of Police, City Manager and/or Director of Finance to sign the required grant-related documents in final forms approved by the City Attorney.

**3.G 25-858** [Action on Amendment No. 1 to the Agreement with West Yost & Associates, Inc. for Preparation of the Water Supply Master Plan and the 2025 Urban Water Management Plan and Related Budget Amendment](#)

- Recommendation:**
1. Authorize the City Manager or designee to execute Amendment No. 1 to the agreement with West Yost & Associates, Inc. This amendment increases compensation by \$107,880, resulting in a revised not-to-exceed maximum compensation of \$ 1,165,262. The additional funds will provide services related to the preparation of the City's 2025 Urban Water Management Plan (UWMP), subject to the appropriation of funds;
  2. Authorize the City Manager or designee to take any actions necessary to implement and administer the agreement. These actions may include negotiating and executing future amendments to: (i) increase the maximum compensation by up to \$50,000, for a revised not-to-exceed amount of \$1,107,382, to address unanticipated requirements that may arise during the term of the agreement; (ii) add or delete services consistent with the scope of the agreement; (iii) adjust future rates based on market conditions; and (iv) make de minimis changes. All actions are subject to appropriation of funds and review and approval as to form by the City Attorney; and
  3. Approve the FY 2025/26 budget amendment in the Water Utility Fund to increase the capital outlay appropriation in the amount of \$107,880 and decrease the unrestricted ending fund balance in the amount of \$107,880 **(five affirmative Council votes required for the use of unused balances)**.

**3.H 25-708** [Adopt a Resolution Accepting the California Department of Alcoholic Beverage Control Grant and Authorizing the City Manager to Execute Grant-Related Documents, and Approve the Related Budget Amendment](#)

- Recommendation:**
1. Adopt the Resolution accepting the California Department of Alcoholic Beverage Control Grant to be utilized to fund a variety of identified objectives to curb alcohol-related challenges in our community, and authorizing the City Manager to execute all grant-related documents; and
  2. Approve the FY 2025/26 budget amendment in the Police Operating Grant Trust Fund to recognize grant funding in the amount of \$91,311 and establish an Alcohol Policing Partnership Grant 2025/26 appropriation in the amount of \$91,311 **(five affirmative Council votes required to appropriate additional revenue).**

**3.I 25-594** [Action to Authorize the City Manager to Negotiate and Execute a Memorandum of Understanding with Santa Clara County Local Public Agencies Related to the Joint Funding and Operation of the Composting Education Program](#)

- Recommendation:** Authorize the City Manager to negotiate and execute a Memorandum of Understanding with Santa Clara County local public agencies related to the funding and operation of the Composting Education Program on the terms presented for an initial two-year term lasting through June 30, 2027, with authority to extend on substantially the same terms for up to two additional years through June 30, 2029, in a final form approved by the City Attorney.

**3.J 25-892** [Action to Authorize the Use of City Electric Forces for Public Works at 2400 Condensa Street](#)

- Recommendation:**
1. Determine that the proposed action is exempt from CEQA pursuant to Section 15302 (Class 2 - Replacement or Reconstruction) of Title 14 of the California Code of Regulations; and
  2. Declare and determine in accordance with Section 1310 of the City Charter that the public works with an estimated cost of \$10,434, located at 2400 Condensa Street are better performed by the City with its own employees based on the information set forth in this Report to Council and authorize the performance of these public works consistent with this authorization.

**3.K 25-895** [Report on Actions Taken During City Council Recess period from July 16, 2025, through August 18, 2025](#)

- Recommendation:** Note and file the Report on Actions taken During City Council Recess period from July 16, 2025, through August 18, 2025

**3.L 25-905** [Action to Approve the Modifications to Classified Classification Specifications, Creation of Director of Economic Development and Sustainability Classification Specification on the Unclassified Salary Plan, and Adopt a Resolution to Update the Classified and Unclassified Salary Plan](#)

- Recommendation:**
1. Approve various modifications to the classification plan, as follows, as detailed in the corresponding Class Specification attachments:
    - a. Approve the Modifications to the Library Assistant I/II (Job Code 526/528) Class Specifications,
    - b. Approve the Modifications to the Senior Library Assistant (Job Code 754) Class Specification,
    - c. Approve the Modifications and Retitle to Electric Utility Information Systems Specialist (Job Code 440) Class Specification,
    - d. Approve the Creation of the Director of Economic Development and Sustainability (Job Code 085) Class Specification, and
  2. Adopt a Resolution Updating the Unclassified and Classified Salary Plan.

**3.M 25-843** [Action on Council and Authorities Concurrent and Santa Clara Stadium Authority Board Meetings for 2026](#)

**Recommendation:** Set the 2026 meeting calendar for Council and Authorities Concurrent and Santa Clara Stadium Authority Board.

**3.N 25-838** [Action to Waive Second Reading and Adopt Ordinance No. 2078 to Approve Amending the Development Agreement to Implement Aspects of Scheme C, a New Land Use Scenario that added Light Industrial as a Permitted Land Use on Parcels 1 and 2, Replacing the Originally Planned Office Uses and Transferring Unused Development Intensity to Parcel 4 for the Related City Place Santa Clara Project \(PLN24-00060\) Located at 5155 Stars and Stripes Drive](#)

**Recommendation:** Waive Second Reading and Adopt Ordinance No. 2078 to approve amending the Development Agreement to implement aspects of Scheme C for City Place Santa Clara Project.

**SANTA CLARA STADIUM AUTHORITY BOARD CONSENT CALENDAR**

**4. 25-914** [Action on Stadium Authority Bills and Claims for the Month of July 2025](#)

**Recommendation:** Approve the list of Stadium Authority Bills and Claims for July 2025.

**PUBLIC PRESENTATIONS**

*[This item is reserved for persons to address the Council or authorities on any matter not on the agenda that is within the subject matter jurisdiction of the City or Authorities. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting. Although not required, please submit to the City Clerk your name and subject matter on the speaker card available in the Council Chambers.]*

**CONSENT ITEMS PULLED FOR DISCUSSION**

**PUBLIC HEARING/GENERAL BUSINESS**



5.      25-771      [Public Hearing: Approval of the 2024-2025 Consolidated Annual Performance and Evaluation Report \(CAPER\) for Submission to the U.S. Department of Housing and Urban Development \(HUD\)](#)

**Recommendation:** Approve the 2024-2025 Consolidated Annual Performance and Evaluation Report (CAPER) in the form presented, subject to minor modifications and incorporation of all public comments received before the close of the public review period (Attachment 1) and authorize the City Manager, or his designee, to execute all required documents for submission of the final CAPER to the U.S. Department of Housing and Urban Development (HUD) by September 30, 2025, unless otherwise directed by HUD.

6.      25-992      [Actions to Initiate Phase One of the Measure I Infrastructure General Obligation Bond Financing and Development Including \(1\) Approval of the Phase One Project List \(2\) Direct Staff to Undertake All Necessary Actions to Prepare for the Issuance of the First Series of Bonds in the Estimated Amount of \\$100 Million, \(3\) Establish the Measure I General Obligation Bond Debt Service Fund and the Measure I General Obligation Bond Projects Fund, and \(4\) Approve Related Budget Amendments](#)

**Recommendation:**

1. Approve the Phase 1 Project List in the form presented to be developed using the First Series of Measure I General Obligation Bonds;
2. Direct Staff to undertake all necessary actions to prepare for the issuance of the First Series of Measure I General Obligation Bonds in an estimated amount of \$100 Million;
3. Establish a Measure I General Obligation Bond Projects Fund (to account for the bond-funded capital expenditures), and establish a Measure I General Obligation Bond Debt Service Fund (to account for debt service payments on the general obligation bonds); and
4. Approve the following FY 2025/26 budget amendments:
  - a. In the Measure I General Obligation Bond Projects Fund, recognize a transfer of \$96,634,500 from the Measure I General Obligation Bond Debt Service Fund and establish the projects listed below in the total amount of \$96,634,500 **(five affirmative Council votes required to appropriate additional revenue)**:
    1. Street Resurfacing and Rehabilitation in the amount of \$16,000,000
    2. ADA Improvements in the amount of \$5,000,000
    3. Creek Trail Rehabilitation in the amount of \$2,500,000
    4. Bicycle Wayfinding in the amount of \$300,000
    5. Streets and Transportation - Contingency/ Escalation/Administration in the amount of \$3,570,000
    6. Fire Station 5 Replacement in the amount of \$4,000,000

7. Fire Training Tower Renovation in the amount of \$783,000
8. Fire Station Security Upgrade in the amount of \$1,900,000
9. Fire Station 7 Replacement in the amount of \$4,000,000
10. Fire Stations and Emergency Response - Contingency/Escalation/Administration in the amount of \$1,602,450
11. Real Time Intelligence Center (RTIC) Feasibility in the amount of \$150,000
12. Police Training Facility Feasibility & Assessment in the amount of \$250,000
13. Police Department Drone First Responder Infrastructure in the amount of \$50,000
14. Emergency Operations Center Infrastructure in the amount of \$250,000
15. Police Facilities - Contingency/Escalation/Administration in the amount of \$105,000
16. Community ISC Aquatic Facility Renovation/Replacement (Phase 1) in the amount of \$22,200,000
17. Community ISC Aquatic Facility Renovation/Replacement (Phase 2) in the amount of \$2,000,000
18. Warburton Park Playground Renovations in the amount of \$3,000,000
19. Henry Schmidt Playground Renovations in the amount of \$4,325,000
20. Central Library Restrooms Remodeling & Access Control Redesign in the amount of \$250,000
21. Central Library Lighting Control System Replacement in the amount of \$250,000
22. Central Library Entry Auto Door System Replacement in the amount of \$200,000
23. Central, Mission, and Northside Libraries Renovation Designs in the amount of \$1,200,000
24. Parks, Library, Senior Center, and Aquatics Facilities - Contingency/Escalation/Administration in the amount of \$5,013,750
25. Storm Drain System Improvements in the amount of \$5,000,000

- 26. Green Storm Drain Infrastructure Design & Construction in the amount of \$6,645,000
- 27. Bowers Ave Underpass SDPS Rehabilitation in the amount of \$2,030,000
- 28. SDPS Motor and Control Replacement in the amount of \$347,000
- 29. Storm Drain Pump Station Outfall Reconstruction Program in the amount of \$250,000
- 30. Storm Drain Renovations in the amount of \$150,000
- 31. Storm Drain System Improvements - Contingency/Escalation/Administration in the amount of \$2,163,300
- 32. Triton Museum Renovation in the amount of \$1,000,000
- 33. Historic Buildings and Beautification - Contingency/Escalation/Administration in the amount of \$150,000
- B. In the Measure I General Obligation Bond Debt Service Fund, recognize bond proceeds in the amount of \$100,000,000, recognize property tax assessments in the amount of \$17,142,877, establish the Administrative Costs appropriation in the amount of \$2,000,000, establish a transfer to the Measure I General Obligation Bond Projects Fund in the amount of \$96,634,500, establish a Reserve for Debt Service in the amount of \$17,142,877, and establish a Reserve for Bond Projects Fund in the amount of \$1,365,500 (**five affirmative Council votes required to appropriate additional revenue**);
- C. In the General Government Capital Fund, recognize a transfer from the General Fund in the amount of \$2,000,000 and establish a Measure I General Obligation Bond Projects Implementation appropriation in the amount of \$2,000,000 (**five affirmative Council votes required to appropriate additional revenue**); and
- D. In the General Fund, reduce the Non-Departmental appropriation by \$2,000,000 and establish a transfer to the General Government Capital Fund in the

amount of \$2,000,000 (**majority affirmative  
Council votes required**).

7.     **25-746**     [Action to Delegate Authority to the City Manager to Complete Negotiations and Execute a Third Phase Agreement with the Northern California Power Agency \(NCPA\) for the Purchase of Energy Storage Products from Trolley Pass Project LLC for a Total Contract Amount of \\$983,000,000 Over 20 Years](#)

**Recommendation:** 1. Authorize the City Manager, or designee, to complete negotiations, approve, and execute a Third Phase Agreement (Agreement) with the Northern California Power Agency for the purchase of energy storage products from the Trolley BESS Facility on the terms presented, for a total contract amount of \$983,000,000 over 20 years with permissible adjustments due to supply chain events and change in tax law, funded by the Electric Utility Fund, subject to the review and approval as to form by the City Attorney; and

2. Authorize the City Manager to (a) take any and all actions as are necessary or advisable to implement and administer the Agreement; and (b) approve and execute future amendments to the Agreement for any price adjustments and other changes authorized under the Agreement, subject to the review and approval as to form by the City Attorney.

8.     **25-990**     [Action to Appoint Members of the Charter Review Committee \(CRC\) Formed to Conduct a Comprehensive Review of the City Charter and to Approve CRC Bylaws](#)

**Recommendation:** Appoint the Members of the Charter Review Committee (CRC) selected by the City Council and the Lottery Process and adopt the Proposed CRC Bylaws in substantially the form attached formally establishing the CRC and setting forth the rules and procedures for CRC implementation of the Charter Project.

9.      25-599      [Action on Recommendation from the Governance and Ethics Committee for Approval of Proposed Amendments to Council Policy 035 \('Naming of City Streets, Parks and Other Facilities'\)](#)

**Recommendation:** Approve Recommendations from the Governance and Ethics Committee to Amend Council Policy 035  
("Naming of City Streets, Parks and Other Facilities")

10.     25-898     [Action to Designate a Voting Delegate and Alternate\(s\) for the 2025 League of California Cities Annual Conference and Expo on October 8-10, 2025](#)

**Recommendation:** 1. Designate Mayor Lisa M. Gillmor as the Voting Delegate for the 2025 League of California Cities Annual Conference and Expo; and  
2. Designate two City Councilmembers as First and Second Alternate Voting Delegates for the 2025 League of California Cities Annual Conference and Expo

#### **REPORTS OF MEMBERS AND SPECIAL COMMITTEES**

#### **CITY MANAGER/EXECUTIVE DIRECTOR REPORT**

#### **ADJOURNMENT**

**The next regular scheduled meeting is on Tuesday, September 23, 2025 in the City Hall Council Chambers.**

**MEETING DISCLOSURES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

**STREAMING SERVICES:** As always, the public may view the meetings on SantaClaraCA.gov, Santa Clara City Television (Comcast cable channel 15), or the livestream on the City's YouTube channel or Facebook page.

**Note:** The public cannot participate in the meeting through these livestreaming methods; livestreaming capabilities may be disrupted at times, viewers may always view and participate in meetings in-person and via Zoom as noted on the agenda.

**AB23 ANNOUNCEMENT:** Members of the Santa Clara Stadium Authority, Sports and Open Space Authority and Housing Authority are entitled to receive \$30 for each attended meeting.

**Note:** The City Council and its associated Authorities meet as separate agencies but in a concurrent manner. Actions taken should be considered actions of only the identified policy body.

**LEGEND:** City Council (CC); Stadium Authority (SA); Sports and Open Space Authority (SOSA); Housing Authority (HA); Successor Agency to the City of Santa Clara Redevelopment Agency (SARDA); Bayshore North Project Enhancement Authority (BNPEA); Public Facilities Financing Corporation (PFFC)

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.