



# City of Santa Clara

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## Agenda Report

21-992

Agenda Date: 8/24/2021

### REPORT TO STADIUM AUTHORITY BOARD

#### SUBJECT

Informational Report on Dates and Purpose of Stadium Authority and Stadium Manager Meetings and Corresponding Minutes for the Period April 1, 2021 to June 30, 2021

#### BOARD PILLAR

Enhance Community Engagement and Transparency

#### BACKGROUND

On August 24, 2017, the Stadium Authority approved the Harvey Rose Audit titled “Comprehensive Audit of Stadium”. Audit recommendation 1.Q states that “the Stadium Authority Board should direct the Executive Director to require that all meetings, including the date and purpose of the meetings, between Stadium Authority staff and Stadium Manager be documented and reported quarterly or annually to the Stadium Authority Board.” Staff has implemented this audit recommendation on a quarterly basis.

Furthermore, at the August 25, 2020 meeting, the Stadium Authority Board directed staff to prepare minutes for all future Stadium Authority/Stadium Manager staff meetings.

#### DISCUSSION

In accordance with the Board approved audit recommendation, meetings between Stadium Authority staff and Stadium Manager for the period of April 1, 2021 to June 30, 2021 are listed below.

Date	Meeting Purpose
4/1/2021	Weekly Accounting Status Calls (via Microsoft Teams)
4/8/2021	FY2019-20 Non-NFL Event Review Meeting (via Microsoft Teams)
4/15/21	Santa Clara Stadium Authority/Stadium Management Company Monthly Coordination Meeting (via Zoom)
4/15/2021	Shared Expense Budget Follow Up Meeting (via Microsoft Teams)
4/16/2021	Shared Expense Budget Follow Up Meeting (via Microsoft Teams)
4/29/2021	Weekly Accounting Status Calls (via Microsoft Teams)
5/6/2021	Weekly Accounting Status Calls (via Microsoft Teams)
5/20/2021	Weekly Accounting Status Calls (via Microsoft Teams)
5/27/2021	Weekly Accounting Status Calls (via Microsoft Teams)
6/7/2021	FY2019-20 Shared Expense Review (in-person meeting)
6/8/2021	Weekly Accounting Status Calls (via Microsoft Teams)
6/9/2021	Coordinate IT staff's onsite visit for June 10, 2021 (via phone)

6/9/2021	-Stadium Builder License (SBL) USB pickup by ManCo (in-person meeting)
6/15/2021	Weekly Accounting Status Calls (via Microsoft Teams)
6/29/2021	Weekly Accounting Status Calls (via Microsoft Teams)

The minutes for the meetings are attached. Discussions concerning confidential items have been redacted from the minutes per the request of the Stadium Manager or direction from the Stadium Counsel or Executive Director.

### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **FISCAL IMPACT**

There is no fiscal impact related to this report other than the staff time to prepare this report.

### **COORDINATION**

This report has been coordinated with the Treasurer and Stadium Authority Counsel's Office.

### **PUBLIC CONTACT**

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>>.

### **RECOMMENDATION**

Note and file the quarterly report on Stadium Authority and Stadium Manager Meetings and Corresponding Minutes for the period of April 1, 2021 to June 30, 2021.

Prepared by: Kathi McGraw, Executive Assistant to the Executive Director

Approved by: Deanna J. Santana, Executive Director

### **ATTACHMENTS**

1. Stadium Authority and Stadium Manager Meeting Minutes for the Period 4/1/21 to 6/30/21