



# City of Santa Clara

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## Agenda Report

22-1738

Agenda Date: 1/11/2022

### REPORT TO STADIUM AUTHORITY BOARD

#### SUBJECT

Request from Stadium Manager for Approval to Incur Charges for the February 7-9, 2022 Pollstar Live Conference and Award Purchase Orders to Benjamin Litho Inc for Stadium Builders Licenses Invoices and Incident Cards

#### BOARD PILLAR

Ensure Compliance with Measure J and Manage Levi's Stadium

#### DISCUSSION

On December 1-2, 2021, the Stadium Manager submitted the following requests for Stadium Authority Board approval:

1. Authorization to incur charges up to \$6,000 to cover registration fees (\$1,700), travel expenses (\$3,300) and client entertainment (\$1,000) for two Stadium Manager employees to attend the February 7-9, 2022 Pollstar Live Conference in Los Angeles, CA;
2. Authorization to award a purchase order to Benjamin Litho Inc in the amount of \$8,199 plus applicable sales tax to print and mail out 2022 Stadium Builder License (SBL) invoices; and
3. Authorization to award a purchase order to Benjamin Litho Inc in the amount of \$1,299 to print incident cards for the Stadium Manager.

The Stadium Manager's attached email describes the Pollstar Live Conference in more detail. Staff reviewed the request and asked the Stadium Manager to confirm that all travel and expense costs would follow their Business Expense Reimbursement Policy which sets forth the travel and expense costs that are reimbursable to Stadium Manager employees. The Stadium Manager has confirmed all travel and expense costs related to the Pollstar Live Conference will follow the Business Expense Reimbursement Policy. If approved, these costs will be charged to the Stadium Authority FY 2021/22, Non-NFL Events budget (Public Events), Attending Events / Conferences / Client/Prospect Meetings line item.

The Stadium Manager's Recommendation for Award memo describes the Request for Quotation (RFQ) and the other solicitation processes that were implemented. These costs are covered in the FY 2021/22 Stadium Authority Budget, SBL Sales and Service and Stadium Operations line items, respectively. The total costs for the SBL invoices and incident cards are \$9,498 plus applicable taxes.

#### ATTACHMENTS

1. Stadium Manager's Email Request for Pollstar Live Conference
2. Stadium Manager's Recommendation for Award for SBL Invoices and Incident Cards