



# City of Santa Clara

1500 Warburton Avenue  
Santa Clara, CA 95050  
santaclaraca.gov  
@SantaClaraCity

## Agenda Report

18-755

Agenda Date: 7/17/2018

### REPORT TO STADIUM AUTHORITY BOARD

#### **SUBJECT**

Action on Report of Dates and Purpose of Stadium Authority and ManCo Meetings for the period April 1, 2018 to June 30, 2018 (Stadium Authority)

#### **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 ManCo be documented and reported quarterly or annually to the Stadium Authority Board.” Staff has implemented this audit recommendation on a quarterly report frequency.

#### **DISCUSSION**

In accordance with the Board approved audit recommendation, meetings between Stadium Authority staff and ManCo for the period of April 1, 2018 to June 30, 2018 are listed in the table below.

Date	Meeting Purpose
4/26/18	Monthly Meeting
5/3/18	College Football Playoff Operations Kick-off Meeting
5/8/18	Non-NFL Event Pre-Event Meeting
5/15/18	Non-NFL Event Review
5/16/18	Levi's Stadium Insurance
5/17/18	StadCo/ManCo Accounting Systems
5/24/18	Levi's Stadium Capital Projects Tour
5/24/18	Non-NFL Event Document Access/Excel Files
5/24/18	United Bid 2026 (World Cup) Discussion, Concessionaire's Capital Projects Proposal, College Football Playoff, Non-NFL Event Document Production, Marketing/Business Plan KPIs
6/5/18	Insurance Discussion
6/14/18	Levi's Stadium Capital Projects Tour
6/21/18	Monthly Meeting
6/27/18	Non-NFL Event Review
6/28/18	Non-NFL Event Review

**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 Finance Department 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) or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Note and file the quarterly report on Stadium Authority and ManCo Meetings for the period of April 1, 2018 to June 30, 2018.

Reviewed by: Walter C. Rossmann, Chief Operating Officer

Approved by: Deanna J. Santana, Executive Director