Legislation Details (With Text)

File #:	18-996	**Version:**	1	**Name:**	
Type:	Consent Calendar			**Status:**	Agenda Ready
File created:	7/9/2018			**In control:**	Council and Authorities Concurrent Meeting
On agenda:	7/17/2018			**Final action:**	7/17/2018
Title:	Action on the Request from the CalDI Team for Reimbursement of Eligible Expenses from the Championship Team Fund				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Championship Team Fund Guidelines, 2. CalDI Team Championship Team Fund Expense Report, 3. Form of Contribution Agreement				

Date	Ver.	Action By	Action	Result
7/17/2018	1	Council and Authorities Concurrent Meeting	Approved Staff Recommendation	

REPORT TO COUNCIL

SUBJECT

Action on the Request from the CalDI Team for Reimbursement of Eligible Expenses from the Championship Team Fund

BACKGROUND

The City provides funding assistance to individuals and groups representing Santa Clara in state, national, and international competitions and performances through its Championship Team Fund. The Championship Team Fund program was established in 1993 and the guidelines were last updated in 2014.

DISCUSSION

On May 10, 2018, the City received a request from Jayapriya Cherukuruon on behalf of four Santa Clara youth who together participated in the Destination Imagination Global Finals in Knoxville, TN on May 23-26, 2018 as a team called “CalDI.”

Although the application was submitted prior to the event, staff could not process the requisite agreement in advance of the event. The CalDI Team was comprised of four Santa Clara youth, but it was not affiliated with an organized entity such as a school group or a non-profit. While the Championship Team Fund guidelines allow for individuals to participate in the program, the City was unable to process the original request because the Championship Team Fund guidelines are not aligned with the City’s general requirements for agreements such as insurance.

Following participation in the event and trip completion, the CalDI families have now submitted all receipts for eligible expenses on behalf of the four participating youth. After review of the submitted receipts, City staff determined that a total of $912 is eligible for reimbursement to the team.

Program procedures require Council approval of the request and the execution of a contribution

agreement with the funding recipient(s). The form of the Contribution Agreement is attached.

Council Approved Championship Team/Group Criteria

- *The funds requested for the event are in association with a specific state, national or international competition/performance*.

  The CalDI Team competed in the Destination Imagination Global Finals in Knoxville, TN on May 23-26, 2018. The CalDI Team previously won the Destination Imagination Regionals and State level competitions in the Service Impact Category.

- *Teams or groups should either be from Santa Clara schools or have at least 50% of the participating youth be Santa Clara residents*.

  The four youth that competed as CalDI Team in the Destination Imagination Global Finals are Santa Clara residents who attend Wilcox High School.

- *City support is not to exceed 20% of allowable trip expenses and may not exceed $10,000 per year, per group, subject to availability of funds. Allowable trip expenses include the following: (a) Registration; (b) Hotel; (c) Transportation; and (d) food expenses. Per Diem food expense is $11 per participant/per day or 20% of meal costs, whichever is lower. Allowable trip expenses are for the participating students and coaches/chaperones. The students-to-coach/chaperone ratio is six students to one coach/chaperone. No other miscellaneous expenses are reimbursable*.

  The CalDI Team incurred $4,561 during their participation in the Destination Imagination Global Finals in Knoxville, TN from May 23-26, 2018. Eligible expenses include registration, transportation, lodging, and food. The CalDI Team is requesting reimbursement in the amount of $912 through the Championship Team Fund for eligible expenses.

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)(4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

FISCAL IMPACT

The CalDI’s request for reimbursement for eligible expenses is for $912. City Council has designated $36,000 in funds to support championship team events for fiscal year 2018/19. The available funds are budgeted in General Government-Community Promotions line item.

COORDINATION

This report has been coordinated with the Finance Department and City Attorney’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

powered by Legistar™

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

Approve the request of Smrithi Suresh, Sanjana Yerramaneni, Sahithi Karumudi, and Sahaana Padayathil (CalDI Team) for reimbursement of $912 for eligible expenses from the Championship Team Fund for participation in the Destination Imagination Global Finals in Knoxville, TN, May 23-26, 2018 and authorize the City Manager to negotiate and execute Contribution Agreements in a final form subject to the approval of the City Attorney.

Reviewed by: Ruth Shikada, Assistant City Manager
Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. City of Santa Clara Guidelines for Funding Assistance through the Championship Team Fund
2. CalDI Team Championship Team Funding Expense Report
3. Form of Contribution Agreement