



## Agenda Report

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21-163

Agenda Date: 1/26/2021

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### REPORT TO STADIUM AUTHORITY BOARD

#### **SUBJECT**

Request from the Stadium Manager for Authority to Execute Agreements with FedEx and USPS to Mail Stadium Builder License (1) Notice of Default and/or Notice of Termination for 2020 and (2) Request for Payment for 2021 Invoices

#### **COUNCIL PILLAR**

Ensure Compliance with Measure J and Manage Levi's Stadium

#### **DISCUSSION**

On January 11, 2021, the Stadium Manager submitted their request for authority to execute agreements with unidentified vendors to print and mail Stadium Builder License (SBL) invoices and notices of default and termination (Attachment 1) for a not-to-exceed amount of \$20,000. On January 20, 2021, the Stadium Manager submitted a revised request to execute agreements with FedEx and USPS for mailing up to 1,200 SBL notices of default and termination for a total not-to-exceed amount of \$16,400 (Attachment 2). That email request notified staff that the Stadium Manager printed and mailed the 2021 SBL invoices for less than \$10,000 without receiving the Stadium Authority Board's required approval.

In response to the Stadium Authority's request, the Stadium Manager submitted incomplete documentation of the costs incurred for printing and mailing the 2021 SBL invoices (Attachment 3).

#### **ATTACHMENTS**

1. Stadium Manager's January 11, 2021 Email Request
2. Stadium Manager's January 20, 2021 Revised Email Request
3. Stadium Manager's January 21, 2021 Email