



Agenda Report

21-258

Agenda Date: 2/16/2021

REPORT TO STADIUM AUTHORITY BOARD

SUBJECT

Authorization to Purchase Administrative Equipment and Approve Miscellaneous CapEx Public Safety Expenses Incurred Between July 4, 2020 and February 5, 2021

BOARD PILLAR

Ensure Compliance with Measure J and Manage Levi's Stadium

BACKGROUND

On September 17, 2019, the Stadium Authority Board (Board) approved the introduction of Ordinance No. 2005, which rescinded the Executive Director's delegated signature authority on agreements for services and required Board approval of contracts or agreements, by amending Chapter 17.30 ("Stadium Authority Procurement Policy") of the City of Santa Clara City Code. As of the effective date of the Ordinance (November 8, 2019), all Stadium Authority contracts and agreements for services, supplies, materials, and equipment require approval of the Stadium Authority Board.

The Executive Director is requesting authorization to purchase administrative equipment and Board approval of miscellaneous Capital Expense (CapEx) public safety expenses that were incurred between July 4, 2020 and February 5, 2021.

DISCUSSION

Staff in the Stadium Authority Treasurer's Office requires a laptop and docking station to assist with Stadium Authority-related financial work and the office has obtained a quote pursuant to the appropriate Purchasing Sections under Chapters 2.105 and 17.30 of the Santa Clara City Code. Staff is following the City Code for consistency and to ensure that best practices in public sector procurement are being followed. The quote from the City's computer vendor, Dell, for a standard laptop is \$1,436 and a docking station is \$238 for a total of \$1,674. This amount may not include tax and shipping. The Executive Director is requesting authority to purchase the laptop and docking station.

Additionally, there are approximately \$2,679 of miscellaneous CapEx public safety expenses for the period between July 4, 2020 and February 5, 2021 that require retroactive Board approval as detailed in Attachment 1. The largest expense requiring retroactive Board approval is 55 rain suits ordered by the City's Police Department, which was originally charged to the City. However, upon further review, staff determined it to be a Stadium Authority CapEx expense and it was included in the Stadium Authority FY 2021/21 Budget under CapEx projects under the "Safety Gear for Special Event Officers & Traffic Control Personnel" line item (Attachment 2). There is \$7,350 budgeted for the line item and the Board previously authorized the Executive Director to award purchase orders for reflective traffic safety vests and LED traffic safety flashlights using those funds. After those purchases, there is

\$4,100 remaining to cover the cost of the rain suits (\$2,599), which were previously paid for in July 2020.

Aside from the rain suits, there are two additional miscellaneous CapEx items that require retroactive Board approval (sales tax for a previously Board approved Heavy Duty Brush Kit, and ice pack), which together total \$80. There are sufficient funds in the Stadium Authority FY 2020/21 Adopted Budget under the CapEx Budget to cover the total cost of all three items (\$2,679).

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 are existing appropriations in the Stadium Authority FY 2020/21 Adopted Budget under General & Administration Budget to cover the costs of the laptop and docking station for staff.

There are existing appropriations in the Stadium Authority FY 2020/21 Adopted Budget under the CapEx Budget to cover the costs of the “Safety Gear for Special Event Officers & Traffic Control Personnel” rain suits and the two other CapEx public safety expenses incurred by the Stadium Authority that are detailed in Attachment 1 which total \$2,679.

COORDINATION

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

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>>.

RECOMMENDATION

1. Authorize the Executive Director to purchase administrative equipment outlined in the report (laptop and docking station), pursuant to Chapters 2.105 and 17.30 of the Santa Clara City Code; and
2. Approve the miscellaneous CapEx public safety expenses detailed in Attachment 1 that were incurred by the Stadium Authority between July 4, 2020 and February 5, 2021.

Prepared by: Christine Jung, Assistant to the Executive Director

Approved by: Deanna J. Santana, Executive Director

ATTACHMENTS

1. Misc. CapEx Expenses Incurred by SCSA
2. CapEx Portion of Stadium Authority FY 2020/21 Budget