



Agenda Report

22-309

Agenda Date: 3/22/2022

REPORT TO STADIUM BOARD

SUBJECT

Informational Report on Dates and Purpose of Stadium Authority and Stadium Manager Meetings and Corresponding Minutes for the Period of October 1 to December 31, 2021

BOARD PILLAR

Enhance Community Engagement and Transparency

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 Stadium Manager be documented and reported quarterly or annually to the Stadium Authority Board." Staff has implemented this audit recommendation on a quarterly basis.

Furthermore, at the August 25, 2020 meeting, the Stadium Authority Board directed staff to prepare minutes for all future Stadium Authority/Stadium Manager staff meetings.

DISCUSSION

In accordance with the Board approved audit recommendation, meetings between Stadium Authority staff and Stadium Manager for the period of October 1 to December 31, 2021 are listed below. The minutes for these meetings are included in this report as Attachment 1.

Date	Meeting Purpose
10/1/2021	Financial Management System (FMS) Implementation Follow Up Items & Non-NFL Events Statements Meeting (via Teams)
10/7/2021	Weekly Accounting Status Meeting (via Teams)
10/7/2021	FY 20/21 Non-NFL Events Documentation Review Meeting (via GoTo Meeting)
10/20/2021	FMS Meeting: Open Item Discussion (via Zoom)
10/21/2021	Weekly Accounting Status Meeting (via Teams)
10/27/2021	FY 20/21 Non-NFL Events Documentation Review Meeting (via Teams)
10/28/2021	Weekly Accounting Status Meeting (via Teams)
11/3/2021	FMS Meeting: Final Presentation - Accounting Enablement Assessment Report (via Zoom)
11/4/2021	Weekly Accounting Status Meeting (via Teams)

11/9/2021	FMS Weekly Status Meeting (via Zoom)
11/10/2021	FMS Meeting: Implementation Kickoff (via Zoom)
11/15/2021	FMS Meeting: InTwo Introduction (via Zoom)
11/18/2021	Weekly Accounting Status Meeting (via Teams)
11/23/2021	FMS Minutes Review Meeting (via Teams)
11/23/2021	FMS Meeting: Great Plains Database with InTwo (via Zoom)
12/1/2021	FMS Meeting: Great Plains' Infrastructure Requirements (via Zoom)
12/2/2021	Weekly Accounting Status Meeting (via Teams)
12/6/2021	FMS Meeting: Chart of Accounts Planning (via Zoom)
12/7/2021	FMS Weekly Status Meeting (via Zoom)
12/9/2021	Weekly Accounting Status Meeting (via Teams)
12/13/2021	FMS Meeting: Accounts Payable Planning (via Zoom)
12/14/2021	FMS Weekly Status Meeting (via Zoom)
12/15/2021	FMS Meeting: Reporting Planning (via Zoom)
12/16/2021	Weekly Accounting Status Meeting (via Teams)
12/17/2021	FMS Meeting: Accounts Receivable & Sales Order Processing Planning (via Zoom)

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 Treasurer's Office and Chief Assistant City Attorney.

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

Note and file the quarterly report on Stadium Authority and Stadium Manager meetings and corresponding minutes for the period of October 1 to December 31, 2021.

Reviewed by: Christine Jung, Assistant to the Executive Director

Approved by: Executive Director's Office

ATTACHMENTS

1. Stadium Authority and Stadium Manager Meeting Minutes for the Period 10/1/21 to 12/31/21