



## Agenda Report

18-966

Agenda Date: 7/17/2018

### REPORT TO COUNCIL

#### SUBJECT

Action on the Request from Santa Clara PAL-GAL Softball 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.

#### DISCUSSION

On July 2, 2018, the City received a request from Santa Clara PAL-GAL Softball for financial assistance through the Championship Team Funding Program to compete in the 2018 California State Games USA Softball C-Region 14 Championship Tournament in San Diego County, CA on July 13-15, 2018.

Although the request was submitted prior to the travel date, there was not enough time to review the materials and prepare a report for Council consideration prior to the teams' departure. Program procedures require Council approval of the request and the execution of a contribution agreement with the funding recipient. 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 Santa Clara PAL-GAL Softball team competed in the 2018 California State Games USA Softball C-Region 14 Championship Tournament in San Diego County, CA on July 13-15, 2018. Twenty-six (26) youth and four (4) coaches/chaperones represented Santa Clara at the Championship Tournament.

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

Twenty-five (25) out of the twenty-six youth that competed in the 2018 California State Games USA Softball C-Region 14 Championship Tournament either live in Santa Clara and/or attend Santa Clara schools.

- *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 youth-to-coach/chaperone ratio is six participating youth to one coach/chaperone. No other miscellaneous expenses are reimbursable.*

The Santa Clara PAL-GAL Softball team just returned from San Diego County and is still in the process of collecting receipts and calculating the total amount of incurred eligible expenses. Based on the attached application, expenses for Santa Clara PAL-GAL Softball were estimated at \$12,570 for the twenty-six (26) participating youth and four (4) chaperones. Eligible expenses include registration, transportation, lodging and food. The Santa Clara PAL-GAL Softball team is requesting a total of \$2,514 through the Championship Team funding program for reimbursement of eligible expenses, which is subject to audit.

### **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**

Santa Clara PAL-GAL Softball’s request for reimbursement for eligible expenses is \$2,514. 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.

### **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) <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Approve Santa Clara PAL-GAL Softball’s request for reimbursement of \$2,514 for eligible expenses, subject to audit, from the Championship Team Fund for participation in the 2018 California State Games USA Softball C-Region 14 Championship Tournament in San Diego County, CA on July 13-15, 2018 and authorize the City Manager to negotiate and execute a Contribution Agreement 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. Santa Clara PAL-GAL Softball Championship Team Fund Application

### 3. Form of Contribution Agreement