

Date: 7/3/2023, 5:30 p.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. World Cup Information Sharing Agreement

Weekly Accounting Status Meeting

Date: 07/06/2023; 2:00pm to 2:10pm

Teams Meeting: Brenda Lee (SCSA) and Caitlin Ritchie (ManCo)

1. Stadium Builder License Transfer for 1st Quarter
2. July 2023 Operations and Maintenance Transfer
3. Perfection Certificate for Stadium Funding Trust
4. KMPG Audit

Date: 7/10/2023, 12:30 p.m.
Zoom Meeting:

For Santa Clara Stadium Authority:
Glen Googins, Stadium Authority Counsel

For Stadium Manager:
Jihad Beauchman

For FIFA:
Michelle Cornell-Davis
Peter Gutierrez
Kendall Johnson
Adam Sullins

For Bay Area Host Committee:
Matthew Richards
Robert Weikert

1. World Cup Information Sharing Agreement

**PUBLIC SAFETY AND
MONTHLY COORDINATION MEETING
July 10, 2023 | 1:00 p.m. – 4:00 p.m.
Levi's Stadium**

City/Stadium Authority Attendees:

- Jōvan D. Grogan, City Manager/Executive Director
- Wahid Kazem, Assistant Police Chief (Attended Part I of meeting only)
- Luis Martin, Police Captain (Attended Part I of meeting only)
- Cory Morgan, Police Lieutenant (Attended Part I of meeting only)
- Matt Queen, Battalion Chief (Attended Part I of meeting only)
- Ruth Mizobe Shikada, Executive Director's Office
- Christine Jung, Assistant to the Executive Director

49ers/Stadium Manager Attendees:

- Francine Melendez Hughes, Executive Vice President & General Manager
- Peter Wilhelm, Chief Financial Officer
- Nelson Ferreira, VP-Stadium and Event Operations (Attended Part I of meeting only)
- Julian Sakti, Director for Security Operations (Attended Part I of meeting only)
- Jason Montgomery, Senior Manager for Security & Safety Operations (Attended Part I of meeting only)

MEETING MINUTES

Part I. Confidential Public Safety Discussion – 1:00 – 3:00 p.m.

1. July 2 Debrief with City Public Safety and ManCo Security Staff

Part II. Stadium Authority/Stadium Manager Monthly Coordination Meeting – 3:00 – 4:00 p.m.

1. Potential Proclamations for Upcoming Concerts

Discussion regarding potential City proclamations related to August 2023 concerts.

2. Training Camp

- a. Dates**
- b. Noise**
- c. Shuttle Route**

49ers training camp will begin towards the end of July. Stadium Authority staff requested more information on the 49ers training camp to share with the City Council.

3. CapEx Projects

a. Critical Project Approvals Needed Over Next 30-60 Days

Stadium Manager discussed key StadCo and Stadium Authority capital projects, including video boards and ADA design package, that require City permitting in the upcoming months. Stadium Manager will provide the Stadium Authority with a list of these capital projects.

- 4. Updates from Stadium Manager**
 - a. Financial Performance of Past Non-NFL Events**
 - b. Status of Future Non-NFL Events**
 - **Booked Events**
 - **Pipeline Events**
 - c. Private Parking Agreements**
 - **Executed Private Parking Agreements**
 - **Ongoing Negotiations for Private Parking Agreements**

The Stadium Manager provided the most recent 45-day profit and loss statement.

Discussion about various operational items related to events, including concessions, signage, parking and shuttles for attendees, event information on the Levi's Stadium website, suites, and access to the Stadium during events.

Procurement Policy Follow Up

Date: 07/13/2023; 10:00am to 11:30am

In Person Meeting at Levi's Stadium: Christine Jung (SCSA), Grace Dougherty (City), and Jenti Vandertuig (ManCo), Alyssa Kutz (ManCo)

1. Potential updates to Stadium Authority Procurement Policy including use of a Procurement Guide, bidding thresholds, and bidding exemptions
2. Demo of ManCo's contract management platform (Coupa)

Weekly Accounting Status Meeting

Date: 07/13/2023; 2:00pm to 2:10pm

Teams Meeting: Brenda Lee (SCSA) and Brent Ghan (ManCo)

1. Capital Expenditure Invoices
2. Perfection Certificate for Stadium Funding Trust
3. KPMG Audit Requests for Stadium Manager

Date: 7/17/2023, 4:00 p.m.
Zoom Meeting:

For Santa Clara Stadium Authority:
Glen Googins, Stadium Authority Counsel
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

For FIFA:
Michelle Cornell-Davis
Peter Gutierrez
Kendall Johnson
Adam Sullins

For Bay Area Host Committee:
Matthew Richards
Robert Weikert

1. World Cup Information Sharing Agreement

Media Coordination

Date: 07/20/2023; 10:00 a.m. – 10:30 a.m.

Teams Meeting: Jōvan D. Grogan, Ruth Mizobe Shikada, Christine Jung, Wahid Kazem, Michelle Templeton (City/SCSA); Francine Melendez Hughes, Peter Wilhelm (49ers/Stadium Manager)

1. City/Stadium Manager coordination on media inquiries for Non-NFL Events
2. Outreach to neighboring community
3. Potential use of Cloud folder for Non-NFL Event coordination

Weekly Accounting Status Meeting

Date: 07/20/2023; 2:00pm to 2:36pm

Teams Meeting: Brenda Lee (SCSA), Linh Lam (SCSA), Brent Ghan (ManCo) and Caitlin Ritchie (ManCo)

1. Capital Expenditure Invoices
2. Perfection Certificate for Stadium Funding Trust
3. Fiscal Year 2022/23 Operations and Maintenance True-Up
4. August Operations and Maintenance Invoice
5. Fiscal Year 2021/22 and Fiscal Year 2022/23 Insurance Expense



**STADIUM AUTHORITY / STADIUM MANAGER
MONTHLY COORDINATION MEETING
July 24, 2023 | 3:30 p.m. – 5:00 p.m.
Santa Clara City Hall, CMO Staff Conference Room**

ATTENDEES

City/Stadium Authority

- Jōvan D. Grogan, City Manager/Executive Director
- Ruth Mizobe Shikada, Executive Director's Office
- Christine Jung, Assistant to the Executive Director
- Elycia Knight, Development Project Manager

49ers/Stadium Manager

- Francine Melendez Hughes, Executive Vice President & General Manager
- Peter Wilhelm, Chief Financial Officer

MEETING MINUTES

1. Debrief on Cancelled July 22 FC Barcelona vs. Juventus Match

- **Discuss Cancellation Communications**
- **Implications of the Cancellation**
 - i. **Financial Implications**
 - ii. **Staff Compensation**
 - iii. **Perishable and Wasted Materials/Supplies (I.e., food, dated materials)**
- **Insurance Coverage**

Stadium Manager staff provided information about the unexpected cancellation. They will reach out to Stadium Authority Counsel to coordinate next steps. There were incurred costs, such as minimum staffing, for the cancelled event. There was discussion about insurance coverage for the event. Stadium Manager confirmed that food was prepped for the event but not cooked, and the Stadium concessionaire, Levy, was looking into donating those items. The costs for food will be covered by Levy.

2. July 28-29 Taylor Swift Concerts

- a. **Tailgating**
- b. **Permitted/Prohibited Items**

- c. **Drop-off Areas**
- d. **Public Communications**
 - i. **Levi's Stadium Spokesperson**
 - ii. **On-Air Interviews**
 - iii. **Consistency: Tweeter vs. Website**
- e. **Other Logistics**

Discussion about tailgating at events and whether it has occurred at concerts before, which the Stadium Manager staff said they would follow up on. Stadium Manager staff clarified that bracelets will be allowed for the event and provided an update that they are working on finalizing the list of permitted and prohibited items. Stadium Manager staff also shared information about the designated parent pickup zone that will be implemented for the concert. There was discussion about improving the Levi's Stadium website and increasing public communications and outreach for events, in which the Stadium Manager would be the lead.

3. CapEx/Expeditor

The City will designate a staff person from the City Manager's Office who can help the Stadium Manager navigate the City permitting process for its upcoming capital projects. The Stadium Manager has a tentative 24-month schedule of those projects.

4. Exterior Signage

Stadium Manager staff is preparing a tracking document for exterior signage at the Stadium which it will share with the Stadium Authority. The exterior signage does not include the Naming Rights Signage.

5. Great America Operations

Discussion about additional coordination with Great America for events and upcoming/potential meetings.

6. BDO/Obsolete Equipment

Stadium Manager staff will provide the Stadium Authority with a draft list of obsolete equipment for review and feedback.

7. Miscellaneous Items

- a. **Public Relations Coordination**
- b. **Discuss Levi's Stadium Website**

The Stadium Manager will return with more updates on these items at a later time.

Date: 7/26/2023, 4:00 p.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. Barcelona/Juventus Match Cancellation (July 22, 2023)

Review Prior Super Bowl Plans

Date: 07/27/2023; 10:30 a.m. – 11:30 a.m.

Zoom Meeting: Jōvan D. Grogan, Ruth Mizobe Shikada, Christine Jung (SCSA); Ruben Torres, Wahid Kazem, Matt Queen (City); Francine Melendez Hughes, Peter Wilhelm, Nelson Ferreira (49ers/Stadium Manager); Zaileen Janmohamed, Becca Smith (Bay Area Host Committee); Aubrey Walton, Kelsey Pietrangelo, Katie Keenan, Helen Roddey (NFL); Todd Barnes, Michael Kinard, Hayley Panas (Populous)

1. Review site plans and planning timelines for Super Bowl 50 and recent Super Bowls
2. Review site plan for upcoming Super Bowl LVIII
3. Proposed timeline and next steps for Super Bowl LX

Date: 7/28/2023, 11:30 a.m.
Phone Call:

For Santa Clara Stadium Authority:
Glen Googins, Stadium Authority Counsel
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

For FIFA:
Michelle Cornell-Davis
Peter Gutierrez
Kendall Johnson
Adam Sullins

For Bay Area Host Committee:
Matthew Richards
Robert Weikert

1. World Cup Information Sharing Agreement

Date: 8/1/2023, 10:30 a.m.

Teams Meeting:

For Santa Clara Stadium Authority:

Glen Googins, Stadium Authority Counsel

For Stadium Manager:

Jihad Beauchman

1. 49ers Registered City Lobbyists Update
2. Barcelona March Cancellation Issues

Financial Management System

Managed Services Status Meeting

Date: 08/16/2023; 2:00pm to 2:14pm

Zoom Meeting: Brenda Lee (SCSA), David Presley (SCSA), Brent Ghan (ManCo), and Chad Hundley (Armanino)

1. Discussed system review, available support hours and academy courses
2. Discussed InTwo open support tickets
3. Discussed upcoming integration projects related to loading AP invoices to Great Plains
4. Discussed version upgrade to 18.6 for Great Plains (available in October 2023)
5. Discussed Armanino assistance to Stadium Manager for year-end close

Weekly Accounting Status Meeting

Date: 08/16/2023; 2:30pm to 3:09pm

Teams Meeting: Brenda Lee (SCSA), Linh Lam (SCSA), Brent Ghan (ManCo) and Caitlin Ritchie (ManCo)

1. Operating and Maintenance Invoice True-up Invoice for fiscal year 2022/23
2. KPMG Audit Samples
3. Discretionary Fund Transfer
4. Stadium Builder License Transfer for 1st Quarter

Date: 8/24/2023, 11:00 a.m.

Zoom Meeting:

For Santa Clara Stadium Authority:

Glen Googins, Stadium Authority Counsel
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:

Jihad Beauchman

For FIFA:

Michelle Cornell-Davis
Peter Gutierrez
Adam Sullins

For Bay Area Host Committee:

Matt Richards
Robert Weikert

1. World Cup Documents – Next Steps Under Information Sharing Agreement

Date: 8/24/2023, 5:00 p.m.

Phone Call:

For Santa Clara Stadium Authority:

Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:

Jihad Beauchman

1. ADA training for City employees working at Stadium events



**STADIUM AUTHORITY / STADIUM MANAGER
MONTHLY COORDINATION MEETING
August 28, 2023 | 3:30 p.m. – 4:15 p.m.
Hybrid Meeting – In Person and MS Teams**

ATTENDEES

City/Stadium Authority

- Jōvan D. Grogan, City Manager/Executive Director
- Ruth Mizobe Shikada, Executive Director's Office
- Christine Jung, Assistant to the Executive Director
- Elycia Knight, Development Project Manager
- Michelle Templeton, Assistant to the City Manager

49ers/Stadium Manager

- Francine Melendez Hughes, Executive Vice President & General Manager
- Peter Wilhelm, Chief Financial Officer

MEETING MINUTES

1. Non-NFL Events

a. Beyonce

The Beyonce concert was previously granted a weekday curfew extension to end at 11 p.m. The Stadium Manager communicated the 11 p.m. curfew to Beyonce's team. Discussion about pending components of the concert run of show, Stadium Manager's coordination with Great America on the event, and communication about the event and event impacts.

b. Ed Sheeran

Stadium Manager provided some general updates about the upcoming September 16th Ed Sheeran concert.

2. Communications

Stadium Manager staff provided update on points of contact for Levi's Stadium communications. Discussion about Levi's Stadium website and including a splash page for Non-NFL events.

3. Process to Resolve Outstanding Items

Group discussed potential future meetings to begin discussion of outstanding issues.

4. Overhead Rates (ManCo)

This item was not discussed during the meeting.

5. Revised Project Schedule (ManCo)

Stadium Manager staff provided a revised capital project schedule to Stadium Authority staff for review and coordination.

6. Exterior Signage Overview (ManCo)

Stadium Manager staff provided the status of exterior signage to Stadium Authority staff for review.

7. Additional Endzone Field Level Seats (ManCo)

Stadium Manager staff provided an update of their interest to add additional endzone field level seats. Stadium Authority requested written details for their request.

8. Insurance Policies (SCSA)

This item was not discussed during the meeting.

9. Miscellaneous Items

a. Security and Neighborhood Impact Review Project Schedule

Discussion about the draft Statement of Qualification's scope of work.

Stadium Authority staff will provide a draft of the Statement of Qualification to the Stadium Manager once it has been finalized.

There was discussion on the upcoming September 26 meeting. Stadium Authority staff shared that the September 26 meeting will cover three audit items, an update on FIFA World Cup, an update on Super Bowl 60, and a debrief on the July 2 event.

Date: 08/29/2023; 12:00pm to 1:30pm

In Person Meeting: Kenn Lee (SCSA) and Jeff Fong (ManCo)

1. Trust Budget
2. Year-end Audit
3. SCSA Banking

Date: 8/29/2023, 1:00 p.m.

Microsoft Teams:

For Santa Clara Stadium Authority:

Glen Googins, Stadium Authority Counsel

Sujata Reuter, Chief Assistant City Attorney

Gaurav Garg, Director of Information Technology

For Stadium Manager:

Jihad Beauchman

For FIFA:

Michelle Cornell-Davis

Peter Gutierrez

Adam Sullins

For Bay Area Host Committee:

Matt Richards

Michael Swiatocha

Robert Weikert

For Intralinks

Greg Joubert

1. Intralinks Software Overview/Demonstration

Weekly Accounting Status Meeting

Date: 08/30/2023; 2:30pm to 2:37pm

Teams Meeting: Brenda Lee (SCSA), Brent Ghan (ManCo) and Caitlin Ritchie (ManCo)

1. Capital Expenditure Invoices
2. September Operating and Maintenance Invoice
3. KMPG Audit
4. Use of StadCo Tenant Improvements



9/26 AGENDA ITEMS MEETING
September 6, 2023 | 2:00 p.m. – 4:00 p.m.
Hybrid Meeting – CMO Staff Conference Room, Santa Clara City Hall & MS Teams

ATTENDEES

City/Stadium Authority

- Jōvan D. Grogan, City Manager/Executive Director
- Ruth Mizobe Shikada, Executive Director's Office
- Christine Jung, Assistant to the Executive Director

49ers/Stadium Manager

- Francine Melendez Hughes, Executive Vice President & General Manager
- Peter Wilhelm, Chief Financial Officer

Bay Area Host Committee (BAHC)

- Zaileen Janmohamed, President & CEO (via MS Teams)

MEETING MINUTES

1. Super Bowl LX Updates (with Bay Area Host Committee)

Report will highlight key updates including meetings with the BAHC, National Football League (NFL), Valley Transportation Authority (VTA), and upcoming items such as the September 25 NFL Security meeting and future NFL site visit. Stadium Authority staff provided an update on the City/Stadium Authority's recent meetings with VTA. There was discussion regarding transportation logistics for Super Bowl LX.

2. FIFA World Cup 2026 Updates (with Bay Area Host Committee)

Report will highlight key updates such as meetings with the BAHC and VTA, governmental integration, and FIFA documents. There was discussion about key components related to the games that have not been determined yet such as number of matches and the round of play that would impact SEAR rating. Stadium Authority staff plans to schedule a future meeting with other City Managers of Host Cities.

3. July 2 Debrief

The City's Police Department will provide an overview of general public safety planning and public safety planning for the July 2 Concacaf Gold Cup event. The report will also describe additional measures that were implemented to mitigate potential incidents at the event such as Police's visit to a similar double-header

Concacaf event in Houston, limiting alcohol sales (one drink per transaction), and pouring beverages into cups to limit potential projectiles. There was discussion about the new security contractor, finals vs. friendlies soccer matches, a need for more transparency on how events are booked and negotiated, illegal vending at events, local point of sales provision within the Levy agreement, and collaboration on the external Levi's Stadium security and neighborhood impact review.

4. FIFA Documents

Stadium Authority staff provided an update on the status of accessing FIFA documents.

5. Ed Sheeran Concert

Concert will begin at 7:00 or 7:30pm and is anticipated to end around 10:30pm. The Stadium Manager is expecting record number of tickets to be sold.

6. Process to Resolve Issues

Discussion about who should be involved for different types of pending issues.

7. CapEx Projects

City Manager staff and Stadium Manager staff are coordinating to expedite pending Levi's Stadium capital projects.

8. North and South Endzone Seats

With the replacement of seats, Stadium Manager anticipates additional seats at the North and South endzones that will generate more Stadium Builder's License (SBL) revenue for the Stadium Authority. Discussion about the approval of the SBLs.

9. Insurance Policies

Discussion about Stadium insurance policies, Stadium Authority receiving a copy of the policy and actual costs, and the fixed rate for insurance costs outlined in the Stadium Lease.

10. Overhead Rates

Discussion about things that factor into the City's overhead rate, including CalPERS.

11. External Levi's Stadium Security and Neighborhood Impact Review

Discussion about the scope of work for the upcoming external Levi's Stadium security and neighborhood impact review and sharing the draft scope with Stadium Manager staff before the Statement of Qualifications is posted.

12. Levi's Stadium Communications

Stadium Manager staff provided update on their communications efforts. Discussion about potential targeted messaging/updates to the adjacent neighborhoods from the Stadium.

13. Confidential Discussion

Confidential discussion regarding a claim.

14. Suites

Discussion about Levi's Stadium suite inventory.

15. Economic Impact Report

Stadium Manager staff shared that they will soon be releasing a report on Levi's Stadium's economic impact to the region.

Weekly Accounting Status Meeting

Date: 09/6/2023; 2:30pm to 2:37pm

Teams Meeting: Linh Lam (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo) and Caitlin Ritchie (ManCo)

1. KPMG Audit
2. Fiscal Year 2022/23 Stadium Builder License Sale and Service Expense
3. Payroll Sample for KPMG Audit

Date: 9/7/2023, 1:30 p.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. Barcelona/Juventus Match Cancellation (July 22, 2023)

Miscellaneous Procurement Policy Questions

Date: 09/12/2023; 11:30am to 12:00pm

Teams Meeting: Christine Jung, Grace Dougherty (City/SCSA), and Jenti Vandertuig (Stadium Manager)

1. Procurement questions about Project and Construction Management Firm CapEx Project
2. Status update on potential updates to Stadium Authority Procurement Policy
3. Scheduling separate meeting to discuss Stadium Authority's access to contracts
4. Potential demo of ManCo's contract management platform (Coupa) for City departments

Weekly Accounting Status Meeting

Date: 09/13/2023; 2:30pm to 2:36pm

Teams Meeting: Linh Lam (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo) and Caitlin Ritchie (ManCo)

1. KPMG Audit
2. US Bank Lender Fee Invoice

Security Review at Levi's

Date: 09/19/2023; 4:00pm to 4:20pm

Teams Meeting: Jōvan D. Grogan, Christine Jung (SCSA); Francine Melendez Hughes, Peter Wilhelm (49ers/Stadium Manager)

1. Discussion about the proposed scope of work for the entry security review SOQ
2. Coordination/process to address event-related impacts (e.g., trash) in surrounding neighborhood

Date: 09/22/2023; 8:00am to 9:00am

In Person Meeting: Kenn Lee (SCSA), Alex Acton (ManCo) and Jeff Fong (ManCo)

1. Year-end Audit
2. Fourth Quarter Financial Report
3. Trust Budget

Contracts

Date: 09/22/2023; 10:30am to 11:00am

Teams Meeting: Christine Jung, Linh Lam (SCSA), and Jenti Vandertuig (Stadium Authority)

1. Active Shared Stadium Expense and CapEx agreements and purchase orders were uploaded to Egnyte
2. Egnyte access for Stadium Authority staff
3. Demo of Stadium Manager's Procurement Intranet
4. Identical or similar procurement information, as seen on the Procurement Intranet, will be shared in the future (goal is end of October 2023)

SBLX – NFL Security Meeting

Date: 09/25/2023; 11:00 a.m. – 12:00 p.m.

Zoom Meeting: Jōvan D. Grogan, Ruth Mizobe Shikada, Christine Jung; Ruben Torres, Derek Rush, Wahid Kazem, Richard Fitting, Matt Queen (City/SCSA); Francine Melendez Hughes (49ers/Stadium Manager); Zailen Janmohamed, Becca Smith (Bay Area Host Committee); Cathy Lanier, Billy Langenstein, Kelsey Pietrangelo, Katie Keenan, Helen Roddey, Chukwuma Obiora (NFL)

1. Introductions
2. Review NFL security planning process, timelines and key learnings
3. Overview of Santa Clara's Public Safety Steering Committee

Date: 9/25/2023, 5:00 p.m.
Phone Call:

For Santa Clara Stadium Authority:
Sujata Reuter, Chief Assistant City Attorney

For Stadium Manager:
Jihad Beauchman

1. July 2, 2023 Soccer Event – Security and litigation related questions

Weekly Accounting Status Meeting

Date: 09/27/2023; 2:30pm to 2:33pm

Teams Meeting: Linh Lam (SCSA), Brenda Lee (SCSA), Brent Ghan (ManCo) and Caitlin Ritchie (ManCo)

1. Non-NFL Event Ticket Surcharge
2. Stadium Builder License Transfer for 2nd Quarter