




September 29, 2015

**TO:** Roundtable members and Interested Persons

**FROM:** James A. Castañeda, AICP, Roundtable Coordinator 

**SUBJECT:** Service Performance Report and Proposed Roundtable Budget for FY 2014-2015

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Staff has prepared a draft Roundtable Budget for the current FY 2015-2016 for the Roundtable to review and consider at the October 7, 2015 Regular Meeting.

On September 28, 2015, the Work Program Subcommittee reviewed and discussed the draft budget, and recommending the Roundtable consider and adopt the budget contained within this memorandum.

As part of preparing the draft budget, staff also has prepared a brief review of the work and services provided by staff during the previous fiscal year, as well as an overview of the expenditures incurred during that time.

## **COUNTY SERVICE REPORT**

### **BACKGROUND**

On July 1, 2012, the City and County of San Francisco and the County of San Mateo entered into a three year agreement to provide coordinating services for the SFO Airport/Community Roundtable (“Roundtable”) in their role to identify noise impacts and reduction measures. The agreement contract required the following from the County of San Mateo:

- Planner (half-time position) as Program Coordinator
- Retain qualified technical consultant for technical support
- Administrative Support to the Program Coordinator
- Roundtable Media Program, Media Support and Website Content
- Provide operating needs of the Roundtable (postage, photocopying, office equipment/supplies, website support, etc.)



San Mateo County ("County") is compensated for the aforementioned requirements from the Roundtable Trust Fund, which the funding is contributed partially from the City and County of San Francisco Airport Commission ("SFO") and the Roundtable membership's annual dues.

As part of this agreement, the County is to provide a report to SFO that generally describes the work performed for the Roundtable by County staff. That report is as follows:

## **SERVICE DETAILS**

### **A. Planner (half-time position) - Program Coordinator**

Per the established agreement, San Mateo County assigns a Planner from the Planning & Building Department to act as Program Coordinator at a half-time (20 hours/week, or 1,040 hours annually) position. The typical assigned Coordinator tasks performed and completed in FY 2013-2014 by the Coordinator include (but not limited) to the following:

- Maintain communications with Airport staff regarding Roundtable agenda items, Work Program items, noise complaints, monthly noise reports, quarterly reports, and related items.
- Retain and manage a technical consultant to provide technical support to the Roundtable (BridgeNet International).
- Coordinate, review, and approve the work products and monthly billing per the scopes of work of the technical consultant.
- Directs/assigns administrative assistance work to available County Planning & Building administrative staff when needed.
- Administrative support to Roundtable including preparation of materials for agenda items, annual draft budget, meeting summaries, and preparation and distribution of monthly agenda packets.
- Attend all Regular Roundtable Meetings, workshops and subcommittee meetings.
- Update website as necessary.

In addition to the listed tasks necessary for typical Roundtable operations, the following tasks have also have either been completed or ongoing:

- Implementation of an "eNews" email distribution general Roundtable announcements and aircraft noise related news and information
- Modernization of meeting packet presentation and distribution

**B. Retain qualified technical consultant for technical support**

This effort was conducted and completed in September 2012. On October 3, 2012, the Roundtable accepted a three-year agreement with BridgeNet International, who began technical support services to the Roundtable November 2012, and will continue to do so through January 31, 2016. At that time, staff will circulate a Request for Proposal to review and evaluate potential qualified technical consultants.

**C. Administrative Support to the Program Coordinator**

As part of the County service structure, the Program Coordinator has utilized County Planning administrative staff to assist the Roundtable when necessary.

**D. Roundtable Media Program, Media Support and Website Content**

During the course of the current fiscal year, staff has maintained and updated the Roundtable's website where necessary with agendas, minutes, published reports, and other relevant information. Staff has created an e-mail distribution to lists to cities and other interested parties for important noise impact announcements. Earlier this summer, staff implemented an "eNews" distribution designed to give periodic updates, news and information to Roundtable members and interested parties between meetings and other events. Staff will continue explore other media opportunities with resources available.

**E. Provide operating needs of the Roundtable (postage, photocopying, office equipment/supplies, website support, etc.)**

County staff over the course of the current fiscal year has provided all materials necessary for the Roundtable's operations. This includes expenses incurred related to the Fly Quiet Awards expenses, meeting supplies, as well as independent data services and storage.

**BUDGET EXPENDITURES FY 2014-2015**

**A. Income**

In the previous fiscal year, all excepted sources of funding with the exceptions of three cities were received (staff is following up with those outstanding dues). This included contributions from SFO, Roundtable member cities, County of San Mateo and C/CAG Airport Land Use Committee. A remaining balance of \$118,881 from FY 2013-2014 was carried over as a result of the allocated contingencies funds being utilized. Total funded balance in FY 2014-2015 was \$249,131.

As a result of the large surplus due to unused contingency funds and other allocations, SFO requested that staff evaluate options to reduce the surplus. Staff elected to collect half of SFO contributions for FY 2014-2015 only, resulting in a total contribution of \$110,000. All other contributions remained at half of the normal dues as practiced since FY 2011-2012 on a year-by-year temporary basis.

## **B. Expenditures**

At the end of FY 2014-2015, the Roundtable Trust Fund incurred approximately \$169,119 in expenditures.

The expenditures included the allocated staff and consulting support cost of \$163,529, which did not exceed allocated amounts as set from the adopted FY2014-2015 budget.

Roundtable administration/operational costs accounts for \$1,496 of the allocated \$4,300. Postage and printing did not meet or exceed the allocation, as no additional meetings were required, but also staff reduced cost by limiting printing of packets in black and white, limiting printed distribution, and encouraging use of the electronic version of the meeting packets. Website allocations were utilized to renew the Roundtable's domain, as well as pay the annual dues for webhosting. A total of \$633 was used for general supplies, equipment exclusive for Roundtable's use, mileage reimbursements, FlyQuiet Awards trophies, and meeting supplies.

During FY 2014-2015, allocations were established to allow the Roundtable coordinator and interested Roundtable members to attend the UC Davis Noise Symposium. This year, the Roundtable Chair and Vice-Chair attended the meeting, and funds were allocated for such. The Roundtable coordinator was not in attendance.

Starting with the adoption of the budget for FY 2012-2013, contingency funds were allocated in order to cover unanticipated costs associated with additional work required of the technical consultants or other expenses not originally accounted for with the adoption of the budget during the course of the upcoming fiscal year. During the FY 2014-2015, staff utilized funds from the General contingency to purchase a new projector to use at subcommittee meetings. No funds were utilized from the Aviation Consultant Contingency. All unused amounts will roll over as additional funds for FY 2015-2016.

## **PROPOSED FY 2015-2016 BUDGET**

### **BACKGROUND**

The Roundtable is funded by its membership. The annual membership contributions are maintained in a Roundtable Trust Fund. The County of San Mateo Planning and Building Department, on behalf of the Roundtable, administer the fund. All Roundtable expenses, such as staff support, technical support consultant contracts, office supplies/equipment, mailing/photocopying costs, etc. are paid from that Fund. Any monies that are not spent each year (Roundtable Fund Balance) are added as revenue to the budget for the following fiscal year. All staff support and professional consultant services are provided to the Roundtable through the County of San Mateo Planning and Building Department. The amounts for these support services are shown as budgeted expenditures in the annual Roundtable budget.

### **BUDGET DISCUSSION**

The expected funding sources for the FY 2015-2016 include the following: 1) the San Francisco Airport Commission, 2) Roundtable member cities (18 cities), 3) the County of San Mateo, and 4) the City/County Association of Governments of San Mateo County (C/CAG), for a representative of the C/CAG Airport Land Use Commission (ALUC), and 5) the estimated Roundtable fund balance from FY 2012-2013.

This summer, SFO and the County agreed on a new three year contract to provide the same services agreed upon with the 2012-2015 contract. As part of this new contract, the amounts contributed by SFO were reduced from \$220,000 per year, to \$175,000 in light of the Roundtable's large unallocated year-to-year surplus. SFO has supported the Roundtable through fiscally difficult years allowing for the Roundtable to temporarily reduce member cities' dues in order to provide financial relief to encourage ongoing participation. For FY 2015-2016, the Work Program Subcommittee is recommending that the dues remain at the temporary 50% dues for member cities, the County of San Mateo, and C/CAG. The contributions are as follows:

San Francisco Int'l Airport:	\$175,000
Member Cities (18 cities):	\$750
County of San Mateo:	\$6,000
C/CAG:	\$750

### **Expected Funding Sources**

#### **A. Annual Funding from the San Francisco Airport Commission**

The Commission's contribution for FY 2014-2015 is \$175,000.

**B. Annual Funding from Other Roundtable Members**

The annual funding amounts from the other Roundtable members (18 cities, the County of San Mateo, and C/CAG for the C/CAG Airport Land Use Committee (ALUC)) will be at the original normal fees, resulting in the following dues: Cities - \$750 each; County - \$6,000, and C/CAG - \$750.

**C. Estimated Roundtable Fund Balance from the Prior Fiscal Year**

The estimated Roundtable fund balance from the previous fiscal year (FY 2014-2015) is \$77,431. This is the balance after closeout of all prior contract obligations from that fiscal year, as well as contingencies funds that were not utilized.

**Potential Funding Allocations for FY 2015-2016**

**A. Staff and Consultant Support Services - \$183,000**

Funding for staff support to the Roundtable will consist of the following:

- 1. Roundtable Coordinator (\$113,000).** This amount represents a reimbursement to the County of San Mateo to provide half-time Planner support to the Roundtable. This fee is the half-time loaded wage rate for a Planner III provided from the county. This includes all administrative support to the coordinator. This amount is unchanged from FY 2014-2015.
- 2. Roundtable Aviation Consultant for Technical Support (\$70,000).** This is not to exceed contract amount to provide the Roundtable with Aviation Technical Support. This amount is unchanged from FY 2014-2015.

**B. Roundtable Administration/Operations - \$3,500**

- 1. Postage/Photocopying (\$2,500).** This amount represents a reimbursement to the County of San Mateo for costs associated with reproduction of meeting materials and postage. This amount is considerate of electronic distribution of materials to offset costs when possible. This amount is lowered from the allocated amount from FY 2014-2015, as cost for publication has been lower than expected. The proposed reduction still allows for packets for additional meetings the Roundtable may elect to have as necessary.
- 2. Website (\$200).** This amount represents a reimbursement to the County of San Mateo for costs associated with paying website hosting dues and renewal of domain registration. Maintenance of the website will be performed by the Roundtable Coordinator. This amount is unchanged from FY 2014-2015.

3. **Data Storage and Conference Services (\$800).** This amount represents a reimbursement to the County of San Mateo for the cost associated with maintaining all of the Roundtable's files and archives to Internet based storage. In the last year, the need for online conference services has risen due to expanding subcommittee meeting services for remote members. As a result, this amount is an increase of \$400 from FY 2014-2015 in order to offer expanded remote meeting services to members.
4. **Supplies/Equipment (\$1,200).** This amount represents a reimbursement to the County of San Mateo to provide supplies and equipment to the Roundtable Coordinator and administrative support staff when needed, as well as supplies used during meetings, including the FlyQuiet Awards in the spring. This amount is unchanged from FY 2014-2015.

**C. Projects, Programs, and Additional Allocations - \$13,850**

For FY 2014-2015, the Roundtable allocated additional funds to cover expenses associated with attendance at noise conferences, TRACON field trips, and subscription to aircraft noise publications. With the Roundtable's 35<sup>th</sup> Anniversary occurring in 2016, funds are also proposed for allocation to hold a special event as in the past for the 25<sup>th</sup> and 30<sup>th</sup> Anniversary's.

1. **Noise Conference Attendance, Coordinator (\$3,000).** This amount represents a reimbursement to the Coordinator for attendance to the annual UC Davis Noise Symposium held in the spring, National Organization to Insure a sound Control Environment (N.O.I.S.E.) legislative summit, and/or other aircraft noise related conferences that would be beneficial to the Roundtable. This amount is unchanged from FY 2014-2015.
2. **Additional Noise Conferences Attendees (\$4,000).** This amount represents the cost associated with additional Roundtable member attendance of the UC Davis Noise Symposium held in the spring, the National Organization to Insure a sound Control Environment (N.O.I.S.E.) legislative summit, and/or other aircraft noise related conferences that would be beneficial to the Roundtable. Estimated cost per person is \$2,000 and allows for up to two members to attend one conference. This amount is unchanged from FY 2014-2015.
3. **TRACON Field Trip (\$1,500).** This amount represents the estimated cost associated with providing transportation and lunch to members for a field trip to the NorCal TRACON facility, normally in conjunction with the Oakland Noise Forum. This amount is unchanged from FY 2014-2015.

4. **Airport Noise Report newsletter subscription (\$850).** This amount represents the annual subscription dues for the Roundtable to receive the Airport Noise Report to help keep Roundtable staff and members informed of news related to aircraft noise. This amount is unchanged from FY 2014-2015.
5. **LAX Roundtable Attendance, Coordinator (\$1,000).** This amount represents a reimbursement to the Coordinator to attend an LAX Roundtable meeting. In the past, the Roundtable has sent the Coordinator to observe their practices and exchange information with their staff. This item was introduced last year as part of the adopted Work Program for FY 2014-2015. This amount is unchanged from FY 2014-2015
6. **Join National Organization to Insure A Sound Control Environment (\$0).** This amount represents the cost associated with membership with National Organization to Insure a sound Control Environment (N.O.I.S.E.). While funds were allocated in FY 2014-2015 to joining pending investigation, allocations were not utilized to participate in that fiscal year. The Work Program Subcommittee recommended as part of the proposed Work Plan for FY 2015-2016 for staff to continue to investigate the benefits of the Roundtable's participation with the organization, and present to the Roundtable at a future date for their consideration. At this time the amount allocated is zero until the Roundtable has committed to participation with organization.
7. **Roundtable 35<sup>th</sup> Anniversary Event (\$1,000).** On June 1, 2016, the Roundtable will celebrate its 35<sup>th</sup> year since its first meeting held on June 1, 1981. The Roundtable has traditionally celebrated landmark years, such as the 25<sup>th</sup> and 30<sup>th</sup> anniversaries, during the June regular meeting by honoring the the accomplishments and diligent work the Roundtable has done over the years. The event normally includes guest speakers and other commemorative activities. The proposed allocation covers food and beverages to be provided, any associated venue cost, as well as publication materials to be distributed at the event.

**D. Contingency Funds - \$40,000**

This amount will be reserved as a contingency for any unforeseen costs associated with any work that is unanticipated/out-of-scope for Roundtable staff and Aviation consultants for Technical Support. The total estimated amount is \$40,000, which is split equally between a contingency for the Aviation Consultant and a General Contingency. This amount is unchanged from FY 2014-2015.

**Attachments:**

Proposed FY 2015-2016 Budget



## SFO Airport/Community Roundtable - Proposed Budget FY 2015-2016

<b>A EXPECTED FUNDING</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
<b>FUND SOURCE</b>				
1 San Francisco Airport Commission	\$222,000	\$220,000	\$110,000	\$175,000
2 Roundtable Member Cities (18 Cities)	\$13,500	\$13,500	\$13,500	\$13,500
3 County of San Mateo	\$6,000	\$6,000	\$6,000	\$6,000
4 C/CAG Airport Land Use Committee	\$750	\$750	\$750	\$750
5 Estimated Fund Balance from Previous Year	\$2,124	\$69,457	\$118,881	\$77,762
<b>TOTAL:</b>	<b>\$242,374</b>	<b>\$309,707</b>	<b>\$249,131</b>	<b>\$273,012</b>
<b>B POTENTIAL FUNDING ALLOCATIONS</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2015-2016</b>
<b>STAFF/CONSULTANT SUPPORT</b>	<b>\$190,016</b>	<b>\$183,000</b>	<b>\$183,000</b>	<b>\$183,000</b>
1 Count of San Mateo Coordination Services	\$120,016	\$113,000	\$113,000	\$113,000
2 Roundtable Aviation Technical Consultant	\$70,000	\$70,000	\$70,000	\$70,000
<b>ADMINISTRATION / OPERATIONS</b>	<b>\$4,800</b>	<b>\$4,100</b>	<b>\$4,300</b>	<b>\$3,500</b>
1 Postage / Printing	\$3,500	\$2,500	\$2,500	\$1,500
2 Website	\$200	\$200	\$200	\$200
3 Data Storage & Conference Services	\$300	\$400	\$400	\$800
4 Miscellaneous Office Expenses/Equipment	\$800	\$1,000	\$1,200	\$1,000
<b>PROJECTS, PROGRAMS, &amp; ADDITIONAL ALLOCATION</b>	<b>\$0</b>	<b>\$15,350</b>	<b>\$15,350</b>	<b>\$10,850</b>
1 Noise Conferences Attendance, Coordinator	\$0	\$2,000	\$3,000	\$3,000
2 Noise Conferences Attendance, Members	\$0	\$12,000	\$4,000	\$4,000
3 TRACON Field Trip(s)	\$0	\$500	\$1,500	\$1,000
4 Airport Noise Report subscription	\$0	\$850	\$850	\$850
5 N.O.I.S.E.			\$5,000	\$0
6 LAX Roundtable Attendance, Coordinator/Staff			\$1,000	\$1,000
7 35th Roundtable Anniversary Event				\$1,000
<b>CONTINGENCY FUND</b>	<b>\$47,558</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
1 Aviation Consultant Contingency	\$20,000	\$20,000	\$20,000	\$20,000
2 General Contingency	\$27,558	\$20,000	\$20,000	\$20,000
<b>SUBTOTAL</b>	<b>\$242,374</b>	<b>\$242,450</b>	<b>\$242,650</b>	<b>\$237,350</b>
<b>UNCOMMITTED FUNDS / YEAR END BALANCE</b>	<b>\$0</b>	<b>\$69,457</b>	<b>\$6,481</b>	<b>\$35,662</b>