



May 20, 2022

TO: Work Plan Subcommittee & Interested Parties

FROM: Lisa Aozasa, County of San Mateo Planning & Building Deputy Director

SUBJECT: Background for Work Plan/Budget Discussion

Article VIII, of the Roundtable Bylaws requires the adoption of an annual budget between May 31 and October 31 of each calendar year. The fiscal year runs from July 1 to June 30. The Roundtable MOU, Objective 4, further requires the Roundtable to develop and implement an annual Work Program to analyze and evaluate the impacts of aircraft noise in affected communities and to make recommendations to appropriate agencies regarding implementation of effective noise mitigation actions. The annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members and the Airport.

BUDGET: The Roundtable approved at its October 7, 2020 meeting the Roundtable Budget for FY2020-21. Work completed at that time also included an audit and reconciliation of the Roundtable Trust Fund, and a four-year budget projection through FY2023-24. Projections through 2024, with unchanged Membership and Airport dues, along with increasing administration and operation costs, shows a dwindling revenue contingency and year-end balance. Adjustments in the FY2022-23 budget may be needed as membership meetings are likely to transition back to in-person attendance. Staff will provide more information on the FY2022-23 budget at the full Roundtable meeting in June.

WORK PLAN: At the October 7, 2020 Membership Meeting a Strategic Plan/Work Plan Ad-Hoc Committee was formed to develop and recommend to the Membership a four-year Strategic Plan and one-year Work Plan. The Committee members included the following Members:

- Ricardo Ortiz, Roundtable Chairman and Vice Chair, City of Burlingame
- Dave Pine, Supervisor, County of San Mateo
- Cecilia Taylor, Mayor, City of Menlo Park
- Ann Schneider, Vice Mayor, City of Millbrae
- Janet Borgens, Council Member, City of Redwood City (retired)
- Mike O'Neill, Council Member, City of Pacifica
- Terry O'Connell, Mayor, City of Brisbane

Prior to the initial meeting, a Membership survey, and public survey were distributed. The purpose of the Membership survey was to obtain feedback on Roundtable accomplishments, values, improvements, and priorities for the Ad-Hoc Committee to consider in developing the Strategic Plan, and Work Plan. The purpose of the public survey was to obtain



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recommendations on Strategic Plan goals or actions, and Work Plan tasks. The Ad-hoc Committee met three times (October 22, November 2, and November 9, 2020) to develop a draft Strategic Plan and Work Plan to recommend to the Membership. The Membership approved, at its December 2, 2020 meeting, the Strategic Plan (2020-2024) and Work Plan (2020-2021). At the April 7, 2021 meeting, the Membership agreed to carry-over the existing FY2020-21 Work Plan, as approved, to FY2021-22 , since it had been only recently adopted in December 2020.