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During FY 2015-2016, allocations were established to allow the Roundtable coordinator and interested Roundtable members to attend the UC Davis Noise Symposium, of which the Roundtable Coordinator nor members attended.

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 2015-2016, no funds were utilized from either contingency allocation.

**PROPOSED FY 2016-2017 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, manage 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 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 2016-2017 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 2015-2016.

As discussed earlier, San Mateo County and the City and County of San Francisco (Airport) entered a new three-year contract on July 1, 2016 to provide the same services agreed upon with the prior contract. The renewed contract maintains SFO contributions not to exceed \$220,000 per year. San Mateo County will invoice the Airport based on the financial needs of the Roundtable as outlined and approved in the annual budget.

Per the Roundtable's bylaws, the contributions for member cities and C/CAG ALUC is \$1,500, and \$12,000 for San Mateo County. In FY 2011-2012, the Roundtable had agreed on a temporary reduction of dues by 50% to allow financial relief during the years of recession recovery and encourage ongoing membership. Since, the Roundtable has continued to maintain the reduced amount on a year-by-year temporary basis. To maintain such for FY

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2016-2017, the Roundtable will need to approve the budget acknowledging the 50% reduction. The amounts below reflects the reduced amounts:

|                              |           |
|------------------------------|-----------|
| San Francisco Int'l Airport: | \$220,000 |
| 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 2015-2016 is \$220,000.

#### 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. Roundtable Fund Balance from the Prior Fiscal Year

The Roundtable fund balance from the previous fiscal year (FY 2015-2016) is \$42,435. This is the balance after closeout of all prior contract obligations from that fiscal year with the exception of the \$113,000 for Coordinator Services to San Mateo County (allocated and collected in FY 2016-2017), as well as contingencies funds that were not utilized.

#### Summary

| EXPECTED FUNDING |  | 2015-2016 |           | 2016-2017 |
|------------------|--|-----------|-----------|-----------|
| FUND SOURCE      |  | EXPECTED  | RECEIVED  | EXPECTED  |
| 1                | San Francisco Airport Commission       | \$175,000 | \$0       | \$220,000 |
| 2                | Roundtable Member Cities (18 Cities)   | \$13,500  | \$13,500  | \$13,500  |
| 3                | County of San Mateo                    | \$6,000   | \$6,000   | \$6,000   |
| 4                | C/CAG Airport Land Use Committee       | \$750     | \$750     | \$750     |
| 5                | Unused Fund Balance from Previous Year | \$88,809  | \$88,809  | \$42,435  |
|                  |  |           |           |           |
|                  | TOTAL:                                 | \$276,890 | \$109,059 | \$282,685 |

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### Potential Funding Allocations for FY 2016-2017

#### A. Staff and Consultant Support Services - \$269,000

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

1. **Roundtable Coordinator (\$113,000 per year, total \$226,000).** This amount represents a reimbursement to the County of San Mateo for both the prior FY 2015-2016 and current FY 2016-2017 to provide half-time Planner support to the Roundtable. This cost is the half-time loaded wage rate for a Planner III provided from San Mateo County that includes administrative support to the coordinator to conduct meetings and Roundtable business for one year. This amount allocated per year is unchanged from FY 2015-2016, however, as mentioned earlier in this report, the reimbursement for FY 2015-2016 was not drawn during that year, and will occur in the current FY 2016-2017. The amount reflected in the budget table is both fiscal years combined.
2. **Roundtable Aviation Consultant for Technical Support (\$42,000).** This allocation is to cover the work performed by the Roundtable's Aviation Technical Support. This amount reflects a reduction due to the end of BridgeNet's work midway through the current fiscal year, and anticipates work by a new consultant starting in spring 2017.

#### Summary

|                          |  |  | 2015-2016        |                 | 2016-2017        |
|--------------------------|--|--|------------------|-----------------|------------------|
| STAFF/CONSULTANT SUPPORT |  |  | ALLOCATED        | EXPENDED        | ALLOCATED        |
|                          |  |  | <b>\$183,000</b> | <b>\$62,934</b> | <b>\$269,000</b> |
| 1                        | Count of San Mateo Coordination Services |  | \$113,000        | \$0             | \$226,000        |
| 2                        | Roundtable Aviation Technical Consultant |  | \$70,000         | \$62,934        | \$43,000         |

#### B. Roundtable Administration/Operations - \$6,285

1. **Postage/Photocopying (\$600).** This amount represents a reimbursement to the County of San Mateo for costs associated with reproduction of meeting materials and postage. This amount is a reduction from FY 2015-2016, as staff has continued to reducing printed materials and encouraging use of the electronic version of the meeting packets.
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. This amount is unchanged from FY 2015-2016.

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3. **Data Storage and Conference Services (\$900).** This amount represents a reimbursement to the County of San Mateo for the cost associated with maintaining all of the Roundtable's email system, digital files and archives to Internet based storage. The Roundtable has also begin to offer online conference services at subcommittee meeting for remote members when the location logistics allow. This amount is an increase of \$100 from FY 2015-2016 to account for increased cost of services provided.
4. **Supplies/Equipment (\$1,585).** 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 an increase from FY 2015-2016 to allow additional funding for potential equipment upgrade and/or dedicated Roundtable laptop/mobile equipment for Coordinator/staff for meeting use.
5. **Video Services (\$3,000).** This amount represents a reimbursement to the County of San Mateo to contract video streaming services for Roundtable meetings for the remaining two meetings of the FY 2016-2017 if the Roundtable chooses to offer such. While cost and logistics are still being investigated, it should be expected that the estimated cost to provide video at Roundtable meetings is \$1,100 to \$1,300 per meeting.

*Summary*

|                                    |   |  | <b>2015-2016</b> |                 | <b>2016-2017</b> |
|------------------------------------|---|--|------------------|-----------------|------------------|
|                                    |   |  | <u>ALLOCATED</u> | <u>EXPENDED</u> | <u>ALLOCATED</u> |
| <b>ADMINISTRATION / OPERATIONS</b> |   |  | <b>\$3,500</b>   | <b>\$2,171</b>  | <b>\$6,285</b>   |
| 1                                  | Postage / Printing                      |  | \$1,500          | \$184           | \$600            |
| 2                                  | Website                                 |  | \$200            | \$107           | \$200            |
| 3                                  | Data Storage & Conference Services      |  | \$800            | \$806           | \$900            |
| 4                                  | Miscellaneous Office Expenses/Equipment |  | \$1,000          | \$1,074         | \$1,585          |
| 5                                  | Video Services                          |  |                  |                 | \$3,000          |

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**C. Projects, Programs, and Additional Allocations - \$7,400**

For FY 2015-2016, the Roundtable allocated additional funds to cover expenses associated with attendance at noise conferences, TRACON field trips, and subscription to aircraft noise publications. The Roundtable also allocated funds for the Roundtable's 35<sup>th</sup> Anniversary event, which is no longer needed in the current fiscal year. All other items will remain, however some of the allocations will reflect zero as its anticipated those allocations will not be required before the end of the fiscal year.

- 1. Noise Conference Attendance, Coordinator (\$1,800).** This amount represents a reimbursement to the Coordinator for attendance to Aircraft Noise related conferences such as the annual UC Davis Noise Symposium held in the spring. This amount is a reduction from FY 2015-2016 as its unlikely staff will attend additional conferences past the Noise Symposium.
- 2. Additional Noise Conferences Attendees (\$4,000).** This amount represents the cost associated with additional Roundtable member attendance to Aircraft Noise related conferences such as 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 should allow two to three members to attend one conference. This amount is unchanged from FY 2015-2016.
- 3. TRACON Field Trip (\$750).** 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 a reduction from FY 2015-2016, as past trends have shown the average cost to be below \$750.
- 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 2015-2016.
- 5. LAX Roundtable Attendance, Coordinator (\$0).** 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. At this time, the amount allocated is zero as the Roundtable Coordinator will not be attending an LAX Roundtable event before the end of the fiscal year.

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**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, allocations were not utilized to participate in that fiscal year. At this time the amount allocated is zero until the Roundtable has committed to participation with organization.

*Summary*

|  |  |  | <b>2015-2016</b> |                 | <b>2016-2017</b> |
|--|--|--|------------------|-----------------|------------------|
| <b>PROJECTS, PROGRAMS, &amp; ADDITIONAL ALLOCATION</b> |  |  | <u>ALLOCATED</u> | <u>EXPENDED</u> | <u>ALLOCATED</u> |
|  |  |  | <b>\$10,850</b>  | <b>\$1,518</b>  | <b>\$7,400</b>   |
| 1  | Noise Conferences Attendance, Coordinator    |  | \$3,000          | \$0             | \$1,800          |
| 2  | Noise Conferences Attendance, Members        |  | \$4,000          | \$0             | \$4,000          |
| 3  | TRACON Field Trip(s)                         |  | \$1,000          | \$0             | \$750            |
| 4  | Airport Noise Report subscription            |  | \$850            | \$850           | \$850            |
| 5  | N.O.I.S.E.                                   |  | \$0              | \$0             | \$0              |
| 6  | LAX Roundtable Attendance, Coordinator/Staff |  | \$1,000          | \$0             | \$0              |
| 7  | 35th Roundtable Anniversary Event            |  | \$1,000          | \$668           |                  |

**D. Contingency Funds - \$0**

Starting in FY 2012-2013, the Roundtable allocated the remaining uncommitted funds to be used as a contingency reserve for unanticipated work for either Roundtable staff or the Aviation consultant. However, since that time, none of the contingencies have been used, which has resulted a surplus that has grown year over year. Since it is unanticipated that any contingency reserve will be required before the end of the year, the amount reflects zero.

**Attachments:**

Expense Report and Proposed FY 2016-2017 Budget Allocations