



Agenda Item No: _____

Meeting Date: February 26, 2020

SCSC ROUNDTABLE AGENDA REPORT

Department: Cities Association of Santa Clara County

Prepared by: Andi Jordan
Executive Director

TOPIC: 2021 FY Budget

SUBJECT: RECEIVE 2021 FY BUDGET PROPOSAL

EXECUTIVE SUMMARY:

Per the bylaws, the SCSC Roundtable must approve an annual fiscal year budget for the FY 2021 (July 1, 2020-June 30, 2021). Members receive the proposed budget 60 days prior to budget adoption to allow ample notification to each jurisdiction and the public.

RECOMMENDATION:

Receive budget recommendation of FY 2021 budget based on current SCSC Roundtable funding. At the April 2020 SCSC Roundtable Meeting, adopt the FY 2021 Budget Proposal.

BACKGROUND:

The initial SCSC Roundtable budget was based on the approximate San Francisco Airport Roundtable's (SFO RT) budget. Initial budget funding from member jurisdiction dues on a per capita basis totaled \$250,000. Contract for the Facilitator/Consultant was awarded for the 2019 calendar year at \$236,986.70. This initial budget was approved by the Cities Association of Santa Clara County. Each member jurisdiction voted to join based on the Bylaws and MOU. In August 2019, SCSC Roundtable members approved a budget amendment of 6 months, with member dues totaling \$125,000. Currently the Cities Association of Santa Clara county (CASCC) is not charging the SCSC Roundtable for being the fiscal agent.

The Scope of work for the Facilitator/Consultant services include:

Task 1: Facilitate Regular Roundtable Meetings

Task 2: Assist CASCC in improving Roundtable Participation (meeting format and composition)

Task 3: Provide Support for Work Not Currently Before the Roundtable

Task 4: Follow up with FAA and SFO on the Select Committee Recommendations

Task 5: Follow up with the FAA and SJC on the South Flow Recommendations

Task 6: Develop an FAA Advocacy Plan

Task 7: Prepare and Maintain the SCSC Roundtable Public Website

Environmental Science Associates is currently under contract through June 30, 2020 with an option to extend up to an additional two and a half years (or 30 months).

FIRST YEAR (CALENDAR YEAR 2019) EXPENDITURE REVIEW:

- ESA was \$14,521 under budget for the year (Note: only 11 months under last year's authorization. So, close to target.)
- SCSC Roundtable moved to every other month schedule starting in late summer, which helped reduce the costs related to the monthly meetings.
- Budget included 17 meetings, ESA supported 9.
- ESA budgeted about \$6,958 per meeting and spent about \$21,408 per meeting.
 - This is a brand new Roundtable and it takes time for it to get up to speed. For example, weekly check-in meetings were held initially.
 - Part of the high per meeting cost is attributable to the fact that the community now has a platform to voice their concerns and the volume of email and, as a result, the monthly agenda packets are quite large.
 - It is important to note that we have not had any subcommittee meetings yet, which must be noticed under the Brown Act, which will add to future meeting costs.
 - CASC, ESA and other city staff are discussing options to reduce the per meeting expense such as providing less technical staff and more administrative staff.

BYLAWS and BUDGET ADOPTION:

The approved SCSC Bylaws outline the member dues funding formula at .50 per capita (all jurisdictions except very large cities such as San José). If San José elected to join, its maximum is established at .10 per capita.

Article VIII. Funding/Budget (Bylaws approved March 27, page 7)

1. The Roundtable shall be funded by its voting member agencies. Attached to the bylaws is the initial Funding allocation for each City and County. The Cities Association of Santa Clara County shall establish a Roundtable Fund that contains the funds from the member agencies and shall be the keeper of the Roundtable Fund. All Roundtable expenses shall be paid from the Roundtable Fund.

2. The amount of the annual funding for each member shall be based on the approved per capita formula and may be increased or decreased on a percentage basis at a Regular or Special Meeting by a majority vote of those members present at that meeting.

3. The Roundtable fiscal year shall be from July 1st to June 30th.

4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for the Roundtable at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget and inform each member of their anticipated increase or decrease in funding amount.

5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting to be held between February - April of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.

6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.

7. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

The Memorandum of Understanding also discusses the budget:

Memorandum of Understanding (MOU, Article II, page 4)

The Roundtable shall establish a budget for each fiscal year. Each Roundtable voting member jurisdiction shall contribute to the budget based on a per capita formula: the population of each jurisdiction (most recent available census numbers) times the following per capita fee structure. This formula is the maximum contribution a jurisdiction will make:

Per Capita Fee Structure

Large City \$ 0.50

Small City \$ 0.50

Medium City \$ 0.50

XL City \$ 0.10

County \$ 0.50

INCOME:

For Calendar Year 2019 through June 30, 2020, all expected funding was received from all jurisdictions. CASC Staff recommends that the current budget be continued for FY 2021.

	SCSC Roundtable Budget Amendment Income Options	
2019 - approved	Jan – June 2020 - approved	FY 2021 - proposed
\$250,000	\$125,000	\$250,000

PROPOSED ALLOCATIONS AND EXPENDITURES:

Staff and consultant Services

	2019 Calendar Budget	6 month Budget extension (through June 30, 2020)	FY 2021 (July 1, 2020 - June 30, 2021)
Facilitation and Consultant Services	\$220,825.00	\$110,412.50	\$220,825.00
Revised Consultants reimbursable costs – shall not exceed	\$16,161.70	\$8,080.85	\$16,161.70
Contingency	\$13,013.30	\$6,506.65	\$13,013.30
Total:	\$250,000.00	\$125,000.00	\$250,000.00

OPTIONS:

SCSC Roundtable has the following options to consider on this matter:

1. Receive CASC Staff's recommended action and agendaize and adopt at the April 2020 SCSC Roundtable Meeting.
2. Provide specific direction to staff regarding changes to the budget.
3. Take no action.

RECOMMENDED ACTION:

Place on agenda for April 22, 2020 for adoption of the SCSC Roundtable FY 2021 Budget.

ATTACHMENTS:

- Calculations for the SCSC Roundtable
- SCSC Roundtable Agenda Review Calendar Year 2019

Calculations for funding the SCSC Roundtable:

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