



**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
OCTOBER 11, 2018 | 7PM  
SUNNYVALE CITY HALL | WEST CONFERENCE ROOM  
456 WEST OLIVE AVE | SUNNYVALE, CA 94088**

1. Call to order 7 PM
2. Consent Agenda
  - a. Board Meeting Minutes: September 2018
  - b. Website Update & Redesign
3. Committee Reports
  - a. Smart Cities 7:05-7:50 PM
    - i. Kip Harkness, City of San José
    - ii. SVLG: Paul Escobar
    - iii. Nominating Committee Report (Sinks, Showalter, Klein) 7:50 PM
4. Old Business
  - a. RHNA 7:55-8:15 PM
  - b. Roundtable update 8:15-8:45 PM
5. Cities Selection Committee Report (Jeanne Bruins, MTC) 8:45 PM
6. City Manager Report – Amy Chan (SCCCMA, Cupertino Interim CM) 8:55 PM
7. Executive Director Report – Andi Jordan
8. Public Comment
9. Adjournment until November 8, 2018, 7PM, Sunnyvale City Hall 9 PM  
\*\* Cities Selection Committee will meet on November 8, 2018 at 6:30PM



## Board of Directors Meeting – Agenda Report

**Meeting Date:** October 11, 2018

**Subject:** **Consent**  
**2a consent:** September 6, 2018 Draft Meeting Minutes  
**2b consent: Website update**

**Attachments:** **September Draft Meeting Minutes**  
**Proud City proposal for new website**

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2b. Website – The Executive Director had previously contact multiple vendors about providing website services. The Executive Board and Executive Director are proposing a contract with ProudCity for \$2000. And then a \$50/month subscription fee.

Subscription for their website would cost \$50/month or \$600/year.

Having a subscription service allows:

- https renewal
- backups are automated
- updates
- bug fixes
- maintenance and support

In return for the reduced fees, they are asking that we co-sponsor a few workshops that would give exposure to our member cities. (example: 10 best practices in City Websites)

This expense was budgeted in the 2018-2019 budget.



**BOARD OF DIRECTORS REGULAR MEETING – DRAFT MINUTES  
SEPTEMBER 6, 2018 | 7PM  
456 WEST OLIVE AVENUE | WEST CONFERENCE ROOM  
SUNNYVALE, CA 94088**

Rod Sinks called the meeting to order at 7PM.

Present:

Campbell – Jeffrey Cristina	Aarti Shrivastava, City of Cupertino
Cupertino – Rod Sinks	Senator Bob Wieckowski and staff member
Gilroy – Peter Leroé-Muñoz	Rocky Fernandez, Office of Senator Bob Wieckowski
Los Altos Hills – Gary Waldeck	Diana Castillo, Santa Clara County Office of
Los Gatos – Rob Rennie	Supportive Housing
Milpitas – Marsha Grilli	Tom Avvakumovits, Asst. Superintendent, Fremont
Monte Sereno – Burton Craig	Union High School
Morgan Hill – Steve Tate	Gian Martire, City of Cupertino, Planning
Mountain View – Pat Showalter 8:10PM	Department
Saratoga – Manny Cappello	Steven McHarris, City of Milpitas
Sunnyvale – Larry Klein	Ned Thomas, City of Milpitas
	Donald Larkin, City Attorney, City of Morgan Hill
	Andi Jordan, Executive Director

Steve Tate motioned to approve the Consent Agenda containing the Board Meeting Minutes from August 2018. Gary Waldeck seconded the motion and the motioned passed unanimously.

AYES: 10 (Cristina, Sinks, Leroé-Muñoz, Waldeck, Rennie, Grilli, Craig, Tate, Cappello, Klein)

NAYES: 0

Absent 5 (Showalter, Scharff, Davis, Pepper, Jones)

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**Accessory Dwelling Units** On behalf of the ADU Committee (Pat Showalter, Larry Klein, Marsha Grilli), Rod Sinks introduced and welcomed guests:

- **Senator Bob Wieckowski** (Fremont) author of SB 1069 (2016) and SB 831, a bill on ADUs.
- **Representing Santa Clara Association of Planning Officials (SCAPO):**
  - City of Cupertino staff: Aarti Shrivastava, Gian Martine
  - City of Milpitas staff: Steven McHarris, Ned Thomas.
- **Tom Avvakumovits**, Asst. Superintendent, Fremont Union High School

Senator Wieckowski discussed SB 1069 and the impact on ADU production since 2017. He will be reintroducing SB 831 next year and would like input from cities, as well as enabling credit for the ADUs in RHNA.

Gian Martine presented short presentation on ADUs including benefits, recent legislation and the effects on local jurisdictions, issues impeding ADU development, incentives beyond state law, and resources. ([presentation found on webpage under presentations](#))

SCCAPO suggests these changes to increase production:

1. Floor Area Ratio (FAR)
2. eliminate minimum lot size
3. Impact Fees
4. Amnesty program (safety)
5. Give an incentive for ADU production (10% bonus for FAR if the unit is rented as BMR/city gets RHNA credit, deed restriction)
6. Partner with someone that does modular design
7. One size doesn't fit all.

Senator Wieckowski is looking for how to improve SB 831 and welcomes feedback.

Rod Sinks proposed that the Cities Association committee on ADUs reconvene to discuss possible next steps for the Cities Association and bring back suggestions. Rod invited others interested to join the committee. Suggestions included sending letter to Senator Wieckowski, engaging in similar effort as San Mateo County's "A Home for All" (website, promoting effort).

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**Census 2020 – David Campos**, Deputy County Executive, Santa Clara County provided a report and strategic plan for the **2020 Census Project**.

If the count isn't done correctly, the state could lose one congressional seat and federal dollars that are allocated funding based on census numbers. California receives \$1950/person or \$76 Billion per year. Issues: Federal government is underfunding the effort and 80% of the effort is being done online.

What Cities Can Do

- Continue partnering with the County to conduct public outreach and education about the importance of achieving a full census count
- Participate in the complete count committee to create a complete census count plan appropriate to your city and its at-risk residents
- Identify your city's points of contact with the public, how they can help promote a complete census count, and how to resource them.

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**District Elections – Donald Larkin**, City Attorney, City of Morgan Hill gave an overview of the California Voting Rights Act (CVRA) and the Impact on Local Elections. Under the Voting Rights Act of 1965, the method for electing local officials can be challenged if:

- There was a discriminatory intent in creating the election system
- The election system has a disparate effect on a protected class of voters
- One type of disparate effect is vote dilution
  - At-large elections dilute the vote of minorities, by limiting their electoral influence
  - But, a plaintiff needs to show that it is possible to create a

geographically compact majority-minority district.

The CVRA is modelled after the Voting Rights Act of 1965 but makes it easier for anyone to challenge at-large elections for local agencies

- There is no requirement to show that there was a discriminatory intent
- There is no requirement to show that a change to district elections will result in a majority-minority district
- A proponent of district elections only has to show that there is a “difference . . . in the choice of candidates or other electoral choices that are preferred by voters in a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate.” Elections Code § 14026 (e)

There is Safe Harbor Legislation, Cities that voluntarily change to district elections cannot be sued.

If city receives demand for district elections, this is the calendar:

- Within 45 days of receiving a demand for district elections, the City Council must adopt a resolution of intent
- 90 days after adopting the resolution, the City must adopt an ordinance establishing the districts.
- 4 public hearings
- Publish proposed maps 1 week in advance of Council discussion
- If an ordinance is adopted, the proponents may recover up to
- \$30,000 from the agency for the work spent preparing the demand

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### **New Business**

- **Nominating Committee:** The nominating committee will be Larry Klein (Sunnyvale), Rod Sinks (Cupertino), Pat Showalter (Mountain View). If you are interested in serving on the Executive Board, please contact one of them.
- **Audit:** The Board received the Audit which was completed by City of San José’s Auditor’s Office. All funds accounted for, however issues software. Discussion by Rod Sinks and Larry Klein about challenges and efforts of improving the administrative functions of the organization.

**Executive Director Report** – Andi Jordan gave an update to the Roundtable discussions and votes.

JURISDICTION	Date	Action
Campbell	18-Sep	
Cupertino	21-Aug	passed unanimously
Gilroy		not agendized
Los Altos	28-Aug	passed unanimously
Los Altos Hills		passed unanimously
Los Gatos	18-Sep	
Milpitas	4-Sep	voted on by-laws changes Milpitas needs before joining. Mirrors San José's action
Monte Sereno	7-Aug	passed unanimously
Morgan Hill	5-Sep	NO
Mountain View	25-Sep	
Palo Alto	13-Aug	passed unanimously
San Jose	1-Aug	rules committee 1-Aug
	14-Aug	Council Agenda - voted on changes needed for SJ to participate
Santa Clara	17-Jul	approved unanimously
Saratoga	15-Aug	passed unanimously
Sunnyvale	14-Aug	passed unanimously
Santa Clara County		
Santa Cruz County	18-Sep	
Capitola		
Santa Cruz		
Watsonville		
Scotts Valley		

The Board adjourned at 9:10 PM until the next meeting scheduled for October 11, 2018, 7PM, Sunnyvale City Hall.

**Subject:** ProudCity + Cities Association of Santa Clara County Quote  
**Date:** Friday, August 17, 2018 at 10:30:06 AM Pacific Daylight Time  
**From:** Kevin Herman  
**To:** Andi Jordan

Andi,  
great catching up with you this week.

Here's  
how we can get the [citiesassociation.org](http://citiesassociation.org) website launched using a modified onboarding process given the budget for this.

- Project  
planning and training once a week (rather than twice)
- Launch  
in 60 days (rather than 90)

Relative  
to the cities we onboard, your site is much less complex (and you're more technically advanced than the typical onboardee), so this modified process will be more suited to getting it launched in a more streamline fashion.

Cost:

- Year  
1: \$2,000
  - Onboarding
  - Hosting
- Ongoing:
  - \$600

annual subscription

Fortunately

for us, Fall is starting to get busy, but we'll need to get you started on the recommended date to get you launched before you have to worry about the second website project.

What

else do you need from us? All we need from you is a green light and start date, and I'll get things moving on our end.

Kevin

--

Kevin Herman

ProudCity

917.873.4666

[ProudCity.com](http://ProudCity.com)





## **Board of Directors Meeting – Agenda Report**

**Meeting Date: October 11, 2018**

**Subject: Committee Reports**

**Smart Cities Committee (Chair: Peter Leroé-Muñoz; Members: Rod Sinks, Gary Waldeck, Chappie Jones, Jeffrey Cristina, Greg Scharff)**

- a. Kip Harkness, City of San José
- b. SVLG: Paul Escobar

**Nominating Committee Report (Chair Rod Sinks; Members: Pat Showalter, Larry Klein)**

Attachments: no attachments available at this time

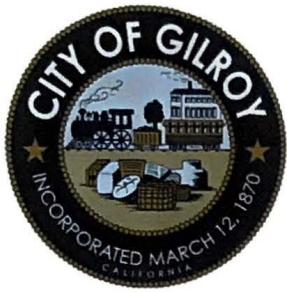
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## Board of Directors Meeting – Agenda Report

- Meeting Date: October 11, 2018
- Subject: 4a RHNA Sub-Region Update
- Initiated by: Board Priority since 2015
- Previous Consideration: discussions in 2015 and June 2018
- Fiscal Impact: per the by-laws, any costs associated with creating a sub-region would be shared. The recommendation is for a low-cost approach by accepting ABAG’s methodology, utilizing existing structures (SCCCMA, SCCAPO).
- Attachments: RHNA Sub-Region Overview  
Pros/Cons  
Guiding Principles  
Resolution  
By-laws  
Responses from jurisdictions
- Summary: As an effort to improve the implementation of housing across the region, the Cities Association continues to address and consider the Regional Housing Needs Allocation (RHNA) sub-region option and providing our cities and the county more flexibility to ensure that the state mandated housing allocations make sense regionally.
- The board adopted RHNA sub-region as a priority to continue exploration for the next cycle (2023-2031) in which our region can own the responsibility of preparing a sub-regional housing need allocation for the geographic area of Santa Clara County. RHNA is the state mandated process used to identify the total number of housing units that each jurisdiction must accommodate in its Housing Element. For the current cycle (2014-2022) the counties of San Mateo, Napa, and Solano have formed sub-regions. A sub-region is required to meet its statutory requirements in the regional allocation process but it can develop its own methodology, issue draft allocations to member jurisdictions, conduct the revision and appeals processes, and issue final allocations. Generally, the cities and the county within the sub region have more flexibility to ensure that the allocations make sense.
- Per the Board’s approval in 2015, a Regional Housing Task Force/Subcommittee was formed. Subcommittee is tasked with:
- a) Developing the framework and process needed to form and implement a Sub-region in Santa Clara County in the next RHNA cycle (2023-2031); and
  - b) Reviewing potential options for further regional response.

**Recommendation:** The Committee is asking the Board to approve and begin formation of a RHNA sub-region.



# City of Gilroy Mayor's Office

City Hall  
7351 Rosanna Street  
Gilroy, California  
95020-6197

Roland Velasco, Mayor  
[roland.velasco@cityofgilroy.org](mailto:roland.velasco@cityofgilroy.org)  
City Hall Office (408) 846-0227  
Cell Phone (408) 710-8508  
[www.cityofgilroy.org](http://www.cityofgilroy.org)

*received 10/2/2018.*

September 24, 2018

Andi Jordan, Executive Director  
Cities Association of Santa Clara County  
P.O. Box 3144  
Los Altos, CA 94024  
(408) 766-9534

Dear Ms. Jordan:

**SUBJECT: City of Gilroy Participation in Proposed Santa Clara County Sub-Regional RHNA Process**

On September 10, 2018, the City of Gilroy City Council considered a proposal to participate in the proposed Santa Clara County Sub-Regional RHNA Process. The City Council voted 4-2-1 to approve Gilroy's participation in the process. The City Council action reflects the following key points:

- It is important for cities in the County to participate in the Sub-region to provide opportunities for greater local control of the RHNA process.
- The Sub-regional RHNA allocation methodology should be based on the goals of Plan Bay Area to locate new housing in proximity to employment centers and transportation and transit infrastructure.
- All cities must accept equitable shares of the regional RHNA allocation and no city should be forced to accept a disproportionately greater allocation.

The City of Gilroy looks forward to participating in this innovative effort to strengthen delivery of affordable housing in Santa Clara County.

Sincerely,

Roland Velasco  
Mayor, City of Gilroy

cc: City Council Members

**RESOLUTION 54A-18**

**RESOLUTION OF INTENT TO SUPPORT FORMATION OF A HOUSING  
SUBREGION OF SANTA CLARA COUNTY LOCAL AND COUNTY GOVERNMENTS  
TO FACILITATE AND IMPLEMENT COUNTYWIDE HOUSING PRODUCTION  
CONSISTENT WITH THE REGIONAL HOUSING NEEDS ALLOCATION (RHNA)  
FORMULA CURRENTLY ASSIGNED BY THE ASSOCIATION OF BAY AREA  
GOVERNMENTS (ABAG)**

**WHEREAS**, Housing Element Law (Gov. Code Sections 65580 – 65589.8) provides for a Regional Housing Need Allocation process (RHNA); and

**WHEREAS**, to implement such RHNA process in the San Francisco Bay Area, the State of California has delegated to the Association of Bay Area Governments (ABAG) responsibility to adopt an allocation methodology, then use the adopted methodology to assign to each jurisdiction in the Bay Area the obligation to zone enough housing development capacity to accommodate production of a specific number of housing units during the period from 2021 through 2029; and

**WHEREAS**, Government Code Section 65584.03 provides that certain combinations of local governments may form a subregion to perform RHNA for themselves in order to allocate among themselves the total number of housing units assigned to them collectively by ABAG; and

**WHEREAS**, the Town of Los Altos Hills is interested in exploring the formation of a Regional Housing Needs Allocation (RHNA) subregion consistent with the California Government Code Section 65584 *et seq* and acceptable to the Association of Bay Area Governments (ABAG) and the California Department of Housing and Community Development (HCD) to facilitate collaboration with the county and all cities in the County of Santa Clara, to efficiently and effectively deliver housing production goals; and

**WHEREAS**, the Board of the Cities Association of Santa Clara County has directed the review of the benefits of such a subregion and subsequently representatives of the Cities Association of Santa Clara County (CASCC) have formed a committee to evaluate and make recommendations regarding the importance of and opportunities for success through shared housing strategies which could be facilitated by a subregional effort; and

**WHEREAS**, housing is a countywide challenge, and housing production types, numbers, density, appropriateness and affordability levels can vary in different communities, and the Cities' recognize all production types are important to the housing supply of the County and its related economic and social health; and

**WHEREAS**, Cities are individually accountable for, and retain full local authority for, identifying sites for housing development and for adopting and implementing housing policies intended to facilitate production of housing to meet local, regional and state policy objectives embodied in the numbers prescribed by ABAG the Sustainable Community Strategy that will be adopted by ABAG and the Metropolitan Transportation Commission (MTC) in 2021; and

**WHEREAS**, through mutual cooperation and planning, the production of these housing units may be enhanced through collective efforts and resources, therefore creating a forum for developing countywide policy consensus on matters related to the Sustainable Community Strategy;

**NOW, THEREFORE** the Town of Los Altos Hills does hereby find, determine, resolve and order as follows:

*Section 1:* That it is in the best interest of the City to join with other cities in Santa Clara County to explore creation of the RHNA subregion and that by working together to plan for housing growth, the stage is set for implementing housing and more housing will ultimately be built to meet the needs of the entire County and its residents.

*Section 2:* That the City Manager is hereby authorized and directed to enter into discussions regarding the formation of a RHNA subregion and the development of a workplan and budget, and schedule of actions leading to the countywide, self-administration of the housing needs allocation process, allocating the countywide total housing needs allocation among all the Cities and unincorporated County by consensus; and to bring back a recommendation and resolution for action to join a RHNA subregion, or in the alternative, an explanation detailing the decision not to participate in the RHNA subregion.

The above and foregoing Resolution was passed and adopted by the City Council of the Town of Los Altos Hills at a regular meeting held on the 21<sup>st</sup> day of June, 2018 by the following vote:

AYES: Radford, Spreen, Corrigan, Waldeck, Wu

NOES: None

ABSTAIN: None

ABSENT: None

BY:   
John Radford, Mayor

ATTEST:

  
Deborah Padovan, City Clerk

**RESOLUTION NO. 18-8602**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA OF INTENT TO SUPPORT FORMATION OF A HOUSING SUBREGION OF SANTA CLARA COUNTY LOCAL AND COUNTY GOVERNMENTS TO FACILITATE AND IMPLEMENT COUNTYWIDE HOUSING PRODUCTION CONSISTENT WITH THE REGIONAL HOUSING NEEDS ALLOCATION (RHNA) FORMULA CURRENTLY ASSIGNED BY THE ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, Housing Element Law (Gov. Code Sections 65580— 65589.8) provides for a Regional Housing Need Allocation (RHNA) process; and

**WHEREAS**, to implement such RHNA process in the San Francisco Bay Area, the State of California has delegated to the Association of Bay Area Governments (ABAG) responsibility to adopt an allocation methodology, then use the adopted methodology to assign to each jurisdiction in the Bay Area the obligation to zone enough housing development capacity to accommodate production of a specific number of housing units during the next RHNA period from 2023 through 2031; and

**WHEREAS**, Government Code Section 65584.03 provides that certain combinations of local governments may form a sub-region to perform RHNA for themselves in order to allocate among themselves the total number of housing units assigned to them collectively by ABAG; and

**WHEREAS**, the City of Santa Clara is interested in exploring the formation of a Regional Housing Needs Allocation (RHNA) sub-region consistent with California Government Code Section 65580 et seq. and acceptable to the Association of Bay Area Governments (ABAG) and the California Department of Housing and Community Development (HCD) to facilitate collaboration with the County and all cities in the County of Santa Clara, to efficiently and effectively deliver housing production goals; and

**WHEREAS**, the Board of the Cities Association of Santa Clara County has directed the review of the benefits of such a sub-region and subsequently representatives of the Cities Association of Santa Clara County (CASCC) have formed a committee to evaluate and make recommendations regarding the importance of and opportunities for success through shared housing strategies which could be facilitated by a sub-regional effort; and

**WHEREAS**, housing is a countywide challenge, and housing production types, numbers, density, appropriateness and affordability levels can vary in different communities, and the City recognizes that all production types are important to the housing supply of the County and its related economic and social health; and

**WHEREAS**, cities are individually accountable for, and retain full local authority for, identifying sites for housing development and for adopting and implementing housing policies intended to facilitate production of housing to meet local, regional and state policy objectives embodied in the numbers prescribed by ABAG in the Sustainable Community Strategy that will be adopted by ABAG and the Metropolitan Transportation Commission (MTC) in 2021; and

**WHEREAS**, through mutual cooperation and planning, the production of these housing units may be enhanced through collective efforts and resources, therefore creating a forum for developing countywide policy consensus on matters related to the Sustainable Community Strategy.

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That it is in the best interest of the City to join with other cities in Santa Clara County to explore creation of the RHNA sub-region and that by working together to plan for housing growth, the stage is set for implementing housing and more housing will ultimately be built to meet the needs of the entire County and its residents.
2. That the City Manager is hereby authorized and directed to enter into discussions regarding the formation of a RHNA sub-region and the development of a work plan and budget,



and schedule of actions leading to the countywide, self-administration of the housing needs allocation process, allocating the countywide total housing needs allocation among all the cities and unincorporated County by consensus; and to bring back a recommendation and resolution for action to join a RHNA sub-region, or in the alternative, an explanation detailing the decision not to participate in the RHNA sub-region.

3. Effective Date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 18<sup>th</sup> DAY OF SEPTEMBER, 2018, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Kolstad, Mahan, O'Neill, and Watanabe and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: Davis

ABSTAINED: COUNCILORS: None

ATTEST:



JENNIFER YAMAGUMA  
ACTING CITY CLERK  
CITY OF SANTA CLARA

**RESOLUTION 54A-18**

**RESOLUTION OF INTENT TO SUPPORT FORMATION OF A HOUSING  
SUBREGION OF SANTA CLARA COUNTY LOCAL AND COUNTY GOVERNMENTS  
TO FACILITATE AND IMPLEMENT COUNTYWIDE HOUSING PRODUCTION  
CONSISTENT WITH THE REGIONAL HOUSING NEEDS ALLOCATION (RHNA)  
FORMULA CURRENTLY ASSIGNED BY THE ASSOCIATION OF BAY AREA  
GOVERNMENTS (ABAG)**

**WHEREAS**, Housing Element Law (Gov. Code Sections 65580 – 65589.8) provides for a Regional Housing Need Allocation process (RHNA); and

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**WHEREAS**, the Town of Los Altos Hills is interested in exploring the formation of a Regional Housing Needs Allocation (RHNA) subregion consistent with the California Government Code Section 65584 *et seq* and acceptable to the Association of Bay Area Governments (ABAG) and the California Department of Housing and Community Development (HCD) to facilitate collaboration with the county and all cities in the County of Santa Clara, to efficiently and effectively deliver housing production goals; and

**WHEREAS**, the Board of the Cities Association of Santa Clara County has directed the review of the benefits of such a subregion and subsequently representatives of the Cities Association of Santa Clara County (CASCC) have formed a committee to evaluate and make recommendations regarding the importance of and opportunities for success through shared housing strategies which could be facilitated by a subregional effort; and

**WHEREAS**, housing is a countywide challenge, and housing production types, numbers, density, appropriateness and affordability levels can vary in different communities, and the Cities' recognize all production types are important to the housing supply of the County and its related economic and social health; and

**WHEREAS**, Cities are individually accountable for, and retain full local authority for, identifying sites for housing development and for adopting and implementing housing policies intended to facilitate production of housing to meet local, regional and state policy objectives embodied in the numbers prescribed by ABAG the Sustainable Community Strategy that will be adopted by ABAG and the Metropolitan Transportation Commission (MTC) in 2021; and

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*Section 2:* That the City Manager is hereby authorized and directed to enter into discussions regarding the formation of a RHNA subregion and the development of a workplan and budget, and schedule of actions leading to the countywide, self-administration of the housing needs allocation process, allocating the countywide total housing needs allocation among all the Cities and unincorporated County by consensus; and to bring back a recommendation and resolution for action to join a RHNA subregion, or in the alternative, an explanation detailing the decision not to participate in the RHNA subregion.

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AYES: Radford, Spreen, Corrigan, Waldeck, Wu

NOES: None

ABSTAIN: None

ABSENT: None

BY:   
John Radford, Mayor

ATTEST:

  
Deborah Padovan, City Clerk



To: Board of Directors  
 From: Andi Jordan, Executive Director  
 Date: October 8, 2018  
 RE: RHNA Sub-region update

At the June 14, 2018 Board of Directors (BOD) meeting, the BOD voted to send the RHNA Sub-region Task Force's recommendation and packet on forming a sub-region to the 15 cities and county of Santa Clara County for feedback and comments by September 28, 2018 and discuss and vote at the October 11<sup>th</sup> Board of Directors meeting.

Cities and County Actions:

Jurisdiction	Action	Notes
Campbell	Yes	
Cupertino	Split	
Gilroy	Yes	<ul style="list-style-type: none"> <li>Methodology should be based on the goals of plan bay area</li> <li>All cities must accept equitable share of the allocation</li> </ul>
Los Altos	Yes	
Los Altos Hill	Yes	Signed resolution
Los Gatos	Yes	
Milpitas	n/a	will discuss in maybe November
Monte Sereno	Yes	
Morgan Hill	Yes	
Mountain View	Yes	
Palo Alto	Yes	
San Jose	Yes	
Santa Clara	Yes	Signed resolution
Saratoga	Yes	
Sunnyvale	N/A	<ul style="list-style-type: none"> <li>Did not agendize.</li> <li>CM says they are open to conversation</li> <li>In response to grand jury, said sub-region would not be implemented &amp; is unrealistic by end of 2019.</li> <li>Supports the Cities Association's role in pursuing the formation of a sub-region.</li> </ul>
Santa Clara County	N/A	On record as supporting formation of a sub-region.



## Board of Directors Meeting – Agenda Report

Meeting Date: October 11, 2018

Subject: 4b Santa Clara/Santa Cruz Roundtable

Initiated by: Board of Directors per Congressional Request, August 2017  
Board of Directors per Ad Hoc Roundtable Committee Members:  
Mary-Lynne Bernald, Larry Klein, Greg Scharff, Pat Showalter, Steve Tate, Savita Vaidhyanathan, Gary Waldeck

Previous Consideration: August 2017 – created Ad Hoc Committee  
June 2018 – supported formation of Roundtable (14-1with San José opposing)

Fiscal Impact: first year budget is \$250,000 to be shared by cities choosing to participate

Attachments: Resolutions  
By-laws  
MOU  
Cities & County Resolutions/communications  
Memo from Executive Director

Summary: At the June 2018 Board of Directors meeting, the Board adopted a resolution, MOU, By-laws for the proposed Santa Clara/Santa Cruz Roundtable. With this action, the 21 jurisdictions of Santa Clara County and Santa Cruz County were invited to participate in the Roundtable and requested to respond by September 28, 2018.

**Joining:** Cupertino, Los Altos, Los Altos Hills, Monte Sereno, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale, Santa Cruz County

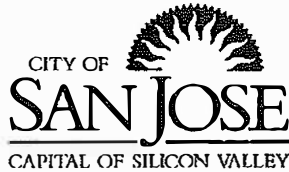
**Expected to join in next few weeks:** Santa Clara County, Santa Cruz, Capitola

**Requesting changes before joining and awaiting FAA report on South Flow Arrivals:**  
San José and Milpitas

**NO:** Campbell, Gilroy, Las Gatos, Morgan Hill,  
Did not respond: Scotts Valley, Watsonville

Recommendation: Accept the report and direct staff to initiate efforts to hire consultant or staff to manage the roundtable.

Other options: Reject report and direct staff.



## Memorandum

**To: RULES AND OPEN  
GOVERNMENT COMMITTEE**

**From: Councilmember Chappie Jones**

**Subject: SEE BELOW**

**Date: July 18, 2018**

**Approved:**

**SUBJECT: CITIES ASSOCIATION OF SANTA CLARA COUNTY – SANTA CLARA / SANTA CRUZ AIRPORT ROUNDTABLE**

### **RECOMMENDATION**

Schedule a Council discussion, with possible action, on the recommendations from the Santa Clara County Cities Association to form a Santa Clara / Santa Cruz Airport Roundtable.

### **BACKGROUND**

At its June 2018 meeting, the Board of Directors of the Cities Association of Santa Clara County (CASCC) recommended the formation of a Santa Clara / Santa Cruz Airport Roundtable. The mission of this roundtable would be to address community noise concerns and make recommendations to the regional airports and FAA on noise related issues. In 2017, CASCC received a Congressional request from Representatives Eshoo, Khanna, and Panetta to form a regional aircraft noise roundtable. Following this request, an ad hoc committee was setup by CASCC to build a framework for forming the roundtable.

The roundtable outlined in the CASCC recommendations would include participation by the 21 local jurisdictions in Santa Clara and Santa Cruz Counties and would address noise issues from both SFO and SJC. Included in the CASCC recommendations is a draft MOU, draft resolution, and bylaws. There are several key points to highlight from recommendations for the Council consideration:

- Each jurisdiction receives one vote regardless of population
- Self-funded by member jurisdictions with contributions based on population (*San Jose contribution set at \$37,504, the largest contribution of all jurisdictions*)
- Participation by SJC Airport Staff, SFO staff, FAA as non-voting members
- Simple majority (50% +1) vote to take action or amend bylaws

These recommendations come shortly after the Ad Hoc Advisory Committee on South Flow Arrivals concluded and forwarded its report and recommendations to the FAA for its review on May 18, 2018. This committee was established in October 2017 by the City Council to specifically address issues surrounding south flow arrivals. The list of recommendations from this ad hoc

Rules Committee:

Item:

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committee was extensive and it is unknown how long it will take for the FAA to review and respond to the report.

I was the lone dissenting vote representing San Jose at the Board of Directors meeting. I had concerns with the governance model created, i.e., one vote per jurisdiction, the added staff time from our airport staff that would be required, the attempt by some jurisdictions during the Ad Hoc Committee process to move noise to an Eastern Approach over communities in East San Jose, and the associated financial contribution from the City. However, I believe this item and recommendation should be discussed by the City Council.



# CITY OF MILPITAS

## OFFICE OF THE CITY MANAGER

455 EAST CALAVERAS BOULEVARD, MILPITAS, CALIFORNIA 95035-5479  
PHONE: 408-586-3050, FAX: 408-586-3056, [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)

September 5, 2018

Ms. Andi Jordan  
Executive Director  
Cities Association of Santa Clara County  
P.O. Box 3144  
Los Altos, CA 94024

**Re: Aircraft Noise Roundtable**

Dear Ms. Jordan:

On September 4, 2018, the City of Milpitas City Council agendaed the CASCC request for consideration of a Santa Clara / Santa Cruz Airport Noise Roundtable Draft Resolution, by-laws, MOU and associated informational material. The Council directed staff to forward specific concerns in joining the Airport Noise Roundtable while providing specific recommendations that would ultimately enable the City of Milpitas to participate in such a committee.

Overall, the City of Milpitas is concerned with the formation of a committee whose focus duplicates the same issues extensively studied by the multi-agency Ad Hoc Committee on South Flows whose detailed recommendations have been forwarded to the FAA for formal consideration. We understand that the FAA will respond to the 26 recommended mitigations of this committee, which will provide all jurisdictions a better understanding of possible solutions to the present challenge. The Council's more specific concerns with the proposed Airport Noise Roundtable are as follows:

- Representation not based on population for member jurisdictions;
- Simple majority vote would not provide sufficient consensus over a 2/3 majority vote;
- Bylaws do not exclude future recommendations that shift noise to another community; and
- Voting membership excludes Unincorporated Alameda County and the City of Fremont.

While the City of Milpitas concurs with the growing community concern of regional aircraft noise, we must defer consideration of joining the Santa Clara / Santa Cruz

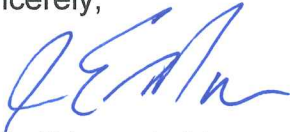


Airport Noise Roundtable being formed by the CASCC until the FAA has responded to the recommended mitigations of the Airport Ad Hoc Advisory Committee on South Flow Arrivals. After this time, if the Committee is considered warranted, the City of Milpitas requests the following changes to the governance and structure of the body:

- 1) Proportional representation based on population for member jurisdictions;
- 2) Recommendations from the Roundtable require a 2/3 majority to ensure consensus;
- 3) Amend Roundtable bylaws so that no recommendations will be made that would only result in shifting noise to another community; and
- 4) Extend an offer of Roundtable voting membership to Unincorporated Alameda County and the City of Fremont.

Due to the request disallowing changes to the proposed by-laws, MOU or resolutions, City of Milpitas must decline the CASCC proposal at this time.

Sincerely,



Julie Edmonds-Mares  
City Manager

c: Milpitas City Council

## **RESOLUTION 54-18**

### **A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF LOS ALTOS HILLS TO JOIN THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE**

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected

city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

**WHEREAS**, the FAA's November 2017 Phase Two Report, the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the City of Los Altos Hills does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the Town of Los Altos Hills.

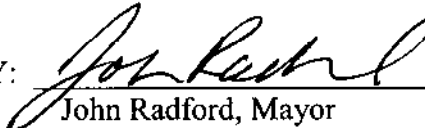
The above and foregoing Resolution was passed and adopted by the City Council of the Town of Los Altos Hills at a regular meeting held on the 21<sup>st</sup> day of June, 2018 by the following vote:

AYES: Radford, Spreen, Corrigan, Waldeck, Wu

NOES: None

ABSTAIN: None

ABSENT: None

BY:   
John Radford, Mayor

ATTEST:

  
Deborah Padovan, City Clerk

## RESOLUTION NO. 3705

### A RESOLUTION OF THE MONTE SERENO CITY COUNCIL SUPPORTING THE FORMATION OF AN INTERGOVERNMENTAL PARTNERSHIP BETWEEN THE CITIES AND COUNTIES OF SANTA CLARA AND SANTA CRUZ COUNTIES, NORMAN Y. MINÉTA SAN JOSE INTERNATIONAL AIRPORT (SJC), SAN FRANCISCO INTERNATIONAL AIRPORT (SFO), AND THE FEDERAL AVIATION ADMINISTRATION

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, in July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, and Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County.

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the Ad Hoc Advisory Committee on South Flow Arrivals have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand exists for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

**WHEREAS**, in the FAA's November 2017 Phase Two Report, the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the City of Monte Sereno does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in Santa

Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the City of Monte Sereno.

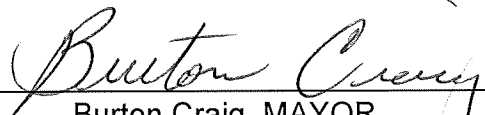
REGULARLY PASSED AND ADOPTED on this 7th day of August, 2018, by the following vote:

AYES: Council Members Anstandig, Rogers, Turner, Wolsheimer and Mayor Craig

NOES: None

ABSTAIN: None

ABSENT: None

  
Burton Craig, MAYOR

ATTEST:

  
Andrea M. Chelemengos, CITY CLERK

**RESOLUTION NO. 18-8581**

**A RESOLUTION OF THE CITY OF SANTA CLARA, CALIFORNIA  
TO JOIN THE SANTA CLARA/SANTA CRUZ COMMUNITY  
ROUNDTABLE**

**BE IT RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties;

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County;

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System;

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable;



**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a “south flow” configuration (when aircraft land from the north of the Airport instead of the usual landing from the south);

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports;

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region;

**WHEREAS**, the FAA’s November 2017 Phase Two Report, the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances;

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations “until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable;”

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of

any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited;

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration;

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula; and,

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA);

**NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY OF SANTA CLARA AS FOLLOWS:**

1. That the City of Santa Clara does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and
2. That the City Council directs the City Manager to enter into a Memorandum of Understanding on behalf of the City of Santa Clara.

3. Effective date. This resolution shall become effective immediately.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE COPY OF A RESOLUTION PASSED AND ADOPTED BY THE CITY OF SANTA CLARA, CALIFORNIA, AT A REGULAR MEETING THEREOF HELD ON THE 17<sup>th</sup> DAY OF JULY, 2018, BY THE FOLLOWING VOTE:

AYES: COUNCILORS: Davis, Kolstad, Mahan, O'Neill, and Watanabe and Mayor Gillmor

NOES: COUNCILORS: None

ABSENT: COUNCILORS: None

ABSTAINED: COUNCILORS: None

ATTEST: *Jennifer Yamaguma*  
FOR JENNIFER YAMAGUMA  
ACTING CITY CLERK  
CITY OF SANTA CLARA

Attachments incorporated by reference:

1. Congressional Request Dated June 28, 2017
2. Santa Clara/Santa Cruz Counties Airport/Community Roundtable Purpose & Bylaws
3. Memorandum of Understanding for the Santa Clara/Santa Cruz Counties Airport/Community Roundtable

**Congress of the United States**  
Washington, DC 20515

June 28, 2017

Ms. Joanne Benjamin, Interim Executive Director  
Cities Association of Santa Clara County  
Post Office Box 1079  
Los Gatos, California 95031

Dear Ms. Benjamin,

We write to request your assistance with the establishment of a long term forum for aircraft noise concerns in the South Bay. There is a critical need in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and we think it is essential that this body include all currently unrepresented cities in our Congressional Districts. Because you represent each of the 15 cities within Santa Clara County, we respectfully request your assistance with developing an intergovernmental partnership between the cities in Santa Clara and Santa Cruz Counties, Norman Y. Mineta San José International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County.

Between May and November, 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System. Among the many recommendations that received unanimous approval by the former Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

Recently, the SJC Airport Commission voted unanimously to recommend that the San José City Council approve the establishment of a roundtable forum at SJC to address the noise impacts of the Airport's South Flow operations. While we agree with the Commission that there is a significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. Although the participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

We've enclosed a copy of the SFO Airport/Community Roundtable's Purpose and Bylaws which can serve as a model in the South Bay. We would like the Cities Association to collect input from your membership, provide suggestions from each of the cities within your jurisdiction, and to work with the County of Santa Cruz and the Directors of SJC and SFO to develop an intergovernmental partnership modeled after the SFO Airport/Community Roundtable and referred to as the South Bay Airport Roundtable. This body should serve as the permanent

aircraft noise mitigation entity representing each city within each county, and with jurisdiction spanning aircraft noise issues including but not limited to those related to either SJC or SFO. We recommend that the FAA agree to provide technical assistance as needed, and that like the SFO Airport/Community Roundtable, SJC would be responsible for hosting and staffing meetings. To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

We understand that developing solutions to aircraft noise issues is a complicated and sensitive endeavor that requires extensive engagement with constituents living in affected communities facing sometimes separate but ultimately interrelated issues. Because of this, any proposed changes to our complex airspace should not be the burden of one single city and can only be achieved fairly and effectively with a foundation of regional consensus. The establishment of a permanent South Bay entity is the fundamental prerequisite to ensuring that there is a platform to develop regional consensus upon and thereby ensure any current and future aircraft noise concerns of our mutual constituents can be adequately addressed.

We hope you will accept our request to adopt a leadership role in helping to meet this important regional need. Thank you in advance for your attention to our request and we look forward to your timely response and assistance.

Sincerely, and gratefully,



Anna G. Eshoo  
Member of Congress



Jimmy Panetta  
Member of Congress



Ro Khanna  
Member of Congress

- cc: Members, Santa Clara County Board of Supervisors  
Members, Santa Cruz County Board of Supervisors  
The Honorable Liz Gibbons, Mayor, City of Campbell  
The Honorable Savita Vaidhyanathan, Mayor, City of Cupertino  
The Honorable Roland Velasco, Mayor, City of Gilroy  
The Honorable Mary Prochnow, Mayor, City of Los Altos  
The Honorable Gary Waldeck, Mayor, Town of Los Altos Hills  
The Honorable Marico Sayoc, Mayor, Town of Los Gatos  
The Honorable Rich Tran, Mayor, City of Milpitas  
The Honorable Marshall Anstandig, Mayor, City of Monte Sereno  
The Honorable Steve Tate, Mayor, City of Morgan Hill  
The Honorable Ken Rosenberg, Mayor, City of Mountain View  
The Honorable Gregory Scharff, Mayor, City of Palo Alto  
The Honorable Sam Liccardo, Mayor, City of San José  
The Honorable Lisa Gillmor, Mayor, City of Santa Clara  
The Honorable Emily Lo, Mayor, City of Saratoga  
The Honorable Glenn Hendricks, Mayor, City of Sunnyvale  
The Honorable Stephanie Harlan, Mayor, City of Capitola  
The Honorable Cynthia Chase, Mayor, City of Santa Cruz

The Honorable Randy Johnson, Mayor, City of Scotts Valley  
The Honorable Oscar Rios, Mayor, City of Watsonville  
The Honorable Elizabeth Lewis, Chair, San Francisco International Airport/Community  
Roundtable  
Mr. John Aitken, Interim Director of Aviation, Norman Y. Mineta San José International  
Airport  
Ms. Julie Riera Matsushima, Chair, Norman Y. Mineta San José International Airport  
Commission  
Mr. Ivar C. Satero, Director, San Francisco International Airport  
Mr. Dennis Roberts, Western Pacific Regional Administrator, Federal Aviation  
Administration  
Members and Alternates, Former Select Committee on South Bay Arrivals  
The Honorable Jackie Speier, Member of Congress  
The Honorable Zoe Lofgren, Member of Congress

Enclosure

**SAN FRANCISCO INTERNATIONAL  
AIRPORT/COMMUNITY ROUNDTABLE  
PURPOSE AND BYLAWS**

Adopted on June 5, 2005 (Ver. 1)  
Amended on December 2, 2009 (Ver. 2)  
Amended on December 1, 2010 (Ver. 3)  
Amended on April 3, 2013 (Ver. 4)  
Amended on February 4, 2015 (Ver. 5)

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**A. PURPOSE**

**B. BYLAWS**

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# SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

## A. PURPOSE

The San Francisco International Airport/Community Roundtable was established in 1981 to address community concerns related to noise from aircraft operating to and from San Francisco International Airport (SFO). This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

## B. BYLAWS

### *Article I. Organization Name*

The name of the independent public body established by a 1981 Memorandum of Understanding (MOU), as amended, to carry out the purpose stated above, is the "San Francisco International Airport/Community Roundtable" and may be commonly referred to as the "Roundtable."

### *Article II. Current Roundtable Memorandum of Understanding (MOU)*

The purpose and objectives of the Roundtable are stated in an adopted document entitled, "Memorandum of Understanding (MOU) Providing for the Continuing Operation of the San Francisco International Airport/Community Roundtable," as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

### ***Article III. Membership/Representation***

1. As of the adoption date of this version of the Bylaws, the following agencies/bodies are Roundtable Regular Members:

City and County of San Francisco Board of Supervisors  
City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
County of San Mateo Board of Supervisors  
C/CAG\* Airport Land Use Committee (ALUC)  
Town of Atherton  
City of Belmont  
City of Brisbane  
City of Burlingame  
City of Daly City  
City of Foster City  
City of Half Moon Bay  
Town of Hillsborough  
City of Menlo Park  
City of Millbrae  
City of Pacifica  
Town of Portola Valley  
City of Redwood City  
City of San Bruno  
City of San Carlos  
City of San Mateo  
City of South San Francisco  
Town of Woodside

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. Section 1 above.

3. All Representatives and their Alternates shall be elected officials from the agencies/bodies they represent, except those from the following:

City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
City/County Association of Governments of San Mateo County (C/CAG) Airport Land Use Committee (ALUC)

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\*City/County Association of Governments of San Mateo County

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:  
  
Chief pilots of airlines operating at San Francisco International Airport  
Federal Aviation Administration (FAA) Staff
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
6. All appointed and elected officials who serve on the Roundtable can be removed/replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable, preferably in writing, at least two days before the meeting, of that designation.
9. Any city or town in San Mateo County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
10. Any member may withdraw from the Roundtable by filing a written notice of *Intent to Withdraw from the Roundtable* with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in San Mateo County must follow to request membership in the Roundtable as described in Article III. Section 9 above.

#### ***Article IV. Officers/Elections***

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.
2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members present at the meeting that such action is to be taken.

#### ***Article V. Staff Support***

1. Roundtable staff support shall be provided by the County of San Mateo and by the San Francisco Airport Commission. Staff support provided by the County of San Mateo may include County staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the County of San Mateo shall be specified and approved as part of the Roundtable's annual budget process.

#### ***Article VI. Meetings***

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for Regular Roundtable Meetings. Such resolution shall be adopted at the February Regular Meeting or at the first Regular Meeting held thereafter.
2. A majority of the voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting. Regular or Special Meetings cannot be held if a quorum is not present.

3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
  - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened,  

or
  - b. delay the start of the official meeting as a means to achieve a quorum, if possible,  

and
  - c. if the Chairperson chooses to delay the meeting the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.
6. A paper copy of the Meeting Agenda packet shall be provided at no charge to anyone who requests a copy.

### ***Article VII. Subcommittees***

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
  - a. Standing Subcommittees shall include, but not be limited to the following:
    1. Work Program Subcommittee
    2. Operations and Efficiency Subcommittee
    3. Legislative Subcommittee
    4. Departures Technical Working Group
    5. Arrivals Technical Working Group
  - b. Ad Hoc Subcommittee(s) may be created, as needed, to address specific issues.
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. The Chairperson shall have the discretion to propose the formation of a subcommittee.

3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
  - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
  - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Sub-committee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
  - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.
  - d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph. In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.
4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

### ***Article VIII. Funding/Budget***

1. The Roundtable shall be funded by its voting member agencies. The County of San Mateo shall establish a Roundtable Trust Fund that contains the funds from the member agencies and shall be the keeper of the Trust Fund. All Roundtable expenses shall be paid from the Roundtable Trust Fund.
2. The amount of the annual funding contribution for the various categories of membership may be revised by the Roundtable 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 1<sup>st</sup> to June 30<sup>th</sup>.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for each Roundtable member at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting held between May 31 and October 31 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. The City and County of San Francisco shall provide an annual funding contribution for representation on the Roundtable by the representatives from the San Francisco Board of Supervisors, the San Francisco Mayor's Office, and the San Francisco Airport Commission. The Airport Commission, being a department of the City and County of San Francisco, shall provide one funding source for all three of these representatives. The amount of the annual contribution may be determined at the discretion of the Airport Director, with approval by the Airport Commission and shall be the subject of an agreement between the City and County of San Francisco and the County of San Mateo.
8. 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.

#### ***Article IX. Conduct of Business/Voting***

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. All Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.

4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with *Robert's Rules of Order*. Approval of an action item shall require a majority of the membership present.
5. Except as described in Section 6 below, each agency/body represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. The City and County of San Francisco has three (3) representatives on the Roundtable (Board of Supervisor's Representative, Mayor's Office Representative, and Airport Commission Representative). In the event all three are present at a Roundtable Regular or Special Meeting, only two of the three may vote on any action item on the meeting agenda.
7. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.



**Article X. Amendments/Effective Date**

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

\* \* \* \* \*

Signed By:



Date:

4/1/15

Cliff Lentz  
Roundtable Chairperson  
Councilmember  
City of Brisbane



Date:

4/1/15

Elizabeth Lewis  
Roundtable Vice-Chairperson  
Councilmember  
Town of Atherton

DRAFT

**RESOLUTION NO. 18-002**

A RESOLUTION  
OF THE  
BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY  
TO FORM THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

# DRAFT

**WHEREAS**, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Cities Association of Santa Clara County does hereby support and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

The above and foregoing resolution was passed and adopted at a regular meeting of the Cities Association of Santa Clara County Board of Directors Meeting held on the 14th day of June 2018 by the following vote:

AYES:

NOES:

# DRAFT

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Rod Sinks, President

ATTEST:

\_\_\_\_\_  
Andi Jordan, Executive Director

DATE: \_\_\_\_\_

# DRAFT

## RESOLUTION NO. 18-002

### A RESOLUTION OF THE City/County TO JOIN THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

# DRAFT

**WHEREAS**, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the City/County of [ NAME ] does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the [Name of City/County].

The above and foregoing resolution was passed and adopted at a regular meeting of the City Council held on the (DAY) of MONTH YEAR by the following vote:

AYES:

NOES:

ABSENT:

# DRAFT

ABSTAIN:

\_\_\_\_\_  
NAME, Mayor

ATTEST:

\_\_\_\_\_  
NAME, Clerk

DATE: \_\_\_\_\_



SANTA CLARA/SANTA CRUZ  
COUNTIES AIRPORT/COMMUNITY  
ROUNDTABLE  
PURPOSE & BYLAWS

ESTABLISHED & APPROVED (INSERT DATE)

To address community noise concerns and make recommendations to the Regional  
Airports and FAA on noise related issues.

CITIES ASSOCIATION OF SANTA CLARA COUNTY  
[WWW.CITIESASSOCIATION.ORG](http://WWW.CITIESASSOCIATION.ORG)



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# Santa Clara/Santa Cruz Counties Airport/Community Roundtable Purpose & Bylaws

## MISSION

Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.

## PURPOSE

The Santa Clara/Santa Cruz Counties Airport/Community Roundtable was established in 2018 to address community concerns related to noise from aircraft operating to and from, and not limited to San Francisco International Airport (SFO) and San Jose International Airport. This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

## BYLAWS

### Article I. Organization Name

The name of the independent public body established by a 2018 Memorandum of Understanding (MOU), (as amended) to carry out the purpose stated above, is the "Santa Clara/Santa Cruz Counties /Community Roundtable" and may be commonly referred to as the "Roundtable."

### Article II. Current Roundtable Memorandum of Understanding (MOU)

The purpose and objectives of the Roundtable are stated in an adopted document entitled, "Memorandum of Understanding (MOU) Providing for the Continuing Operation of the Santa Clara/Santa Cruz Counties/Community Roundtable," as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

### Article III. Membership/Representation

1. Any City/County in Santa Clara or Santa Cruz County is eligible to be a member of the Roundtable. The following Cities and Counties are founding members of Roundtable:

City of Campbell  
City of Capitola  
City of Cupertino  
City of Gilroy  
City of Los Altos  
City of Los Altos Hills  
City of Los Gatos  
City of Milpitas  
City of Monte Sereno  
City of Morgan Hill  
City of Mountain View  
City of Palo Alto  
City of San Jose  
City of Santa Clara  
City of Santa Cruz  
City of Saratoga  
City of Scotts Valley  
City of Sunnyvale  
City of Watsonville  
County of Santa Clara  
County of Santa Cruz

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. above.
3. The City and County representatives shall be elected officials from the Cities and Counties. Each City and County representative shall also have one Alternative which is also an elected official. The following agencies may also have a non-voting representative and an alternate to the roundtable who shall not be an elected official:
  - Minéta San Jose International Airport
  - San Francisco International Airport
  - Other organizations as determined
4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:

- Knowledgeable airline representatives operating at San Francisco International Airport & Minéta San Jose International Airport,
  - Federal Aviation Administration (FAA) Staff
  - Other organizations as determined by the Roundtable
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
  6. All appointed and elected officials who serve on the Roundtable can be removed/replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
  7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
  8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable of that designation, preferably in writing, at least two days before the meeting.
  9. Any city or town in Santa Clara County or Santa Cruz County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
  10. Any member may withdraw from the Roundtable by filing a written notice of Intent to Withdraw from the Roundtable with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
  11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
  12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in Santa Clara County or Santa Cruz County must follow to request membership in the Roundtable as described in Article III. Section 9 above.

#### Article IV. Officers/Elections

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.

2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members.

#### Article V. Staff Support

1. Roundtable staff support shall be directed by the Cities Association of Santa Clara County may include staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the Cities Association of Santa Clara County shall be specified and approved as part of the Roundtable's annual budget process.

#### Article VI. Meetings

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for regular Roundtable meetings. Such resolution shall be adopted at the first regular meeting.
2. A majority of all voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting.
3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
  - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened, or

- b. delay the start of the official meeting as a means to achieve a quorum, if possible, and
  - c. if the Chairperson chooses to delay the meeting, the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.

#### Article VII. Subcommittees

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee which may be created, as needed, to address specific issues. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. Any Member may propose the formation of a subcommittee.
3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
  - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
  - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Subcommittee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
  - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.

- d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph.

In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.

4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

#### Article VIII. Funding/Budget

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.

#### Article IX. Conduct of Business/Voting

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with Robert's Rules of Order. Approval of an action item shall require a majority of the membership.
5. Each City and County represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

#### Article X. Amendments/Effective Date

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.



2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

\_\_\_\_\_  
Roundtable Chairperson  
City/County of

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roundtable Vice-Chairperson  
City/County of

\_\_\_\_\_  
Date



# MEMORANDUM OF UNDERSTANDING

PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA  
CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

Cities Association of Santa Clara County  
[www.citiesassociation.org](http://www.citiesassociation.org)

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## MEMORANDUM OF UNDERSTANDING (MOU)

### PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

#### *Preamble*

A critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

Between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

Among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

On October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

Both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

A significant demand exists for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented

communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

The [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

The FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

Each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

The impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues.

The Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

The Board of Directors of the Cities Association of Santa Clara County supports and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

*ARTICLE I: Statement of Purpose and Objectives*

Purpose

The overall purpose of the Santa Clara/Santa Cruz Counties Community Roundtable (Roundtable) is to continue to foster and enhance this cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

Objectives

*Objective 1:* Continue to organize, administer, and operate the Roundtable as a public forum for discussion, study, analysis, and evaluation of policies, procedures and mitigation actions that will minimize aircraft noise impacts to help improve the quality of life of residents in Santa Clara and Santa Cruz Counties.

*Objective 2:* Provide a framework of understanding as to the history and operation of the Roundtable.

*Objective 3:* Maintain the Roundtable as a focal point of information and discussion between local, state, and federal legislators and policy makers, as it applies to noise impacts from airport/aircraft operations in local communities.

*Objective 4:* Develop and implement an annual Roundtable 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.

*Objective 5:* Maintain communication and cooperation between Airport management and local governments, regarding: (1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions and (2) decisions/actions that affect current and future on-airport development, while recognizing the Airport Commission's autonomy to make those decisions.

*ARTICLE II: Agreement*

Signatory agencies/bodies to this Memorandum of Understanding (MOU) agree as follows:

Accept the operation of the Roundtable as described in the "Statement of Purpose and Objectives," as stated in Article I.

Work cooperatively to reduce noise and environmental impacts, from aircraft operations at, but not limited to, SFO and SJC, in affected neighborhoods and communities.

Provide the necessary means (i.e., funding, staff support, supplies, etc.) to enable the Roundtable to achieve a reduction and mitigation of aircraft noise impacts, as addressed in this agreement.

Represent and inform the respective constituencies of the Roundtable members of the Roundtable's activities and actions to reduce aircraft impacts, as address in this agreement. Initial funding will be shared by jurisdictions, and thereafter it is expected the airport will contribute.

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 as follows: the population of each jurisdiction (most recent available census numbers) times the following per capita fee structure:

Per Capita Fee Structure	
Large City	\$ 0.50
Small City	\$ 0.50
Medium City	\$ 0.50
XL City	\$ 0.10
County	\$ 0.50

*ARTICLE III: Roundtable Membership*

Voting membership – The Roundtable voting membership consists of one designated Representative and one designated Alternate from the following agencies/bodies:

- City of Campbell
- City of Capitola
- City of Cupertino
- City of Gilroy
- City of Los Altos
- City of Los Altos Hills
- City of Los Gatos
- City of Milpitas
- City of Monte Sereno
- City of Morgan Hill
- City of Mountain View
- City of Palo Alto
- City of San Jose
- City of Santa Clara
- City of Santa Cruz
- City of Saratoga
- City of Scotts Valley
- City of Sunnyvale
- City of Watsonville
- County of Santa Clara
- County of Santa Cruz

*ARTICLE III: Roundtable Membership - continued*

**Non-Voting Membership** - Roundtable non-voting membership shall consist of Advisory Members who represent the following:

- Relevant subject matter experts from airlines operating at SFO or SJC
- Federal Aviation Administration (FAA) staff
- Other representatives as deemed necessary

**Additional Voting Membership** - Other incorporated towns and/or cities located within Santa Clara or Santa Cruz Counties may request voting membership on the Roundtable by adopting a resolution:

- Authorizing two members of the city/town council (a Representative and Alternate) to represent the city/town on the Roundtable.
- Agreeing to comply with this Memorandum of Understanding (MOU) and all related amendments and any bylaws approved in accordance with this MOU.
- Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of the membership request, or such annual funding as approved by the Roundtable for new members.

**Withdrawal of a Voting Member** - Any voting member may withdraw from the Roundtable by filing a written Notice of Intent to Withdraw from the Roundtable, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of the withdrawal.

*ARTICLE IV: Roundtable Operations and Support*

Roundtable operations shall be guided by a set of comprehensive bylaws that govern the operation, administration, funding, and management of the Roundtable and its activities.

Initial Roundtable staff support shall be provided by the Cities Association of Santa Clara County. The Roundtable is expected to hire additional technical staff support as needed.

*ARTICLE V: Amending This Memorandum of Understanding (MOU)*

This Memorandum of Understanding (MOU) may be amended as follows:

Step 1: Roundtable consideration of a proposed MOU amendment

Any voting member of the Roundtable may propose an amendment to this MOU. The proposal shall be made at a Roundtable Regular Meeting. Once proposed and seconded by another voting member, at least two-thirds of the voting membership must approve the proposed amendment. If the proposed amendment receives at least the necessary two-thirds votes for approval, the amendment shall then be forwarded to the respective councils/boards of the Roundtable membership agencies/bodies for consideration/action.

Step 2: Roundtable member agency/body consideration of a proposed MOU amendment

The proposed MOU amendment must be approved by at least two-thirds of the respective councils/boards of the Roundtable member agencies/bodies by a majority vote of each of those bodies. If at least two-thirds of the member agencies/bodies approve the proposed amendment, the amendment becomes effective. If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.

This MOU may not be amended more than once in a calendar year.



*ARTICLE VI: Status of Prior Memorandums of Understanding (MOU) and Related Amendments*

Adoption of this Memorandum of Understanding (MOU) shall supersede and replace all prior MOU agreements and related amendments.

*ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date*

This Memorandum of Understanding (MOU) shall be deemed adopted and effective upon adoption by at least two thirds of the jurisdictions listed in Article III.

The effective date of this Memorandum of Understanding (MOU) shall be the date of approval by at least two-thirds of the member agencies/bodies.

*ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date*

This MOU shall remain in effect so long as all of the voting following membership conditions are met:

This Memorandum of Understanding (MOU) and any subsequent amendments to this document shall remain in effect indefinitely,

1. as long as the membership conditions of Item No. 3 of this Article are met,
2. until it is replaced or superseded by another Memorandum of Understanding (MOU), or
3. until the Roundtable is disbanded.

Santa Clara/Santa Cruz Community Roundtable Funding Scenerio

City Name	Population	.5/.1	Target Budget
San Jose	1,046,079	\$ 104,607.90	\$ 37,504.95
Campbell	42,854	\$ 21,427.00	\$ 7,682.20
Cupertino	59,796	\$ 29,898.00	\$ 10,719.29
Gilroy	55,170	\$ 27,585.00	\$ 9,890.02
Milpitas	77,604	\$ 38,802.00	\$ 13,911.64
Morgan Hill	43,645	\$ 21,822.50	\$ 7,824.00
Mountain View	77,925	\$ 38,962.50	\$ 13,969.18
Palo Alto	66,932	\$ 33,466.00	\$ 11,998.53
Santa Clara	123,983	\$ 61,991.50	\$ 22,225.74
Saratoga	30,799	\$ 15,399.50	\$ 5,521.16
Sunnyvale	149,831	\$ 74,915.50	\$ 26,859.37
Unincorporated Santa Clara county	102,000	\$ 51,000.00	\$ 18,284.97
Santa Cruz County	64,465	\$ 32,232.50	\$ 11,556.28
Watsonville	53,796	\$ 26,898.00	\$ 9,643.71
Los Altos	31,402	\$ 15,701.00	\$ 5,629.26
Los Gatos	30,505	\$ 15,252.50	\$ 5,468.46
Unincorporated Santa Cruz County	140,000	\$ 70,000.00	\$ 25,097.02
Los Altos Hills	8,658	\$ 4,329.00	\$ 1,552.07
Monte Sereno	3,900	\$ 1,950.00	\$ 699.13
Capitola	10,180	\$ 5,090.00	\$ 1,824.91
Scotts Valley	11,928	\$ 5,964.00	\$ 2,138.27
		\$ 697,294.40	\$ 250,000.00

	per capita fee structure	
Santa Clara, Sunnyvale, Santa Cruz, Watsonville	Large City	\$ 0.50
Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	Medium City	\$ 0.50
Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga, Scotts Valley, Capitola	Small City	\$ 0.50
San José	XL City	\$ 0.10
Santa Clara County, Santa Cruz County (unincorporated)	County	\$ 0.50



P.O. Box 3144  
Los Altos, CA 94024  
408-766-9534  
www.citiesassociation.org

June 19, 2018

Dear City Managers and County Executives of Santa Clara and Santa Cruz Counties:

In June 2017, the Cities Association of Santa Clara County (CASCC) received a Congressional request from Representatives Eshoo, Khanna, & Panetta asking the CASCC to take a leadership role in forming a regional aircraft noise roundtable. The CASCC formed an Ad Hoc Committee to build the framework of forming a roundtable that works for the region. The roundtable, conceived to include the 21 local jurisdictions of Santa Clara and Santa Cruz Counties, will work together with San Francisco Airport, Minéta San José Airport, and the FAA, and address the growing concern of aircraft noise in one of the busiest metroplex in the country.

On June 14, 2018, the Board of Directors of the CASCC, concurred that there is a critical need for an organization that convenes all of the stakeholders and has jurisdiction for citizens to be heard and approved a resolution 2018-002 "Providing for the Continuing Operation of the Santa Clara/Santa Cruz Counties Airport/Community Roundtable" which is attached.

Therefore, the CASCC is formally requesting that your jurisdiction join our effort to create the Santa Clara/Santa Cruz Airport/Community Roundtable to serve as a venue which facilitates regional collaboration regarding aircraft noise and serves our communities and constituents.

Attached for the consideration of your council or board:

- Congressional Request
- CASCC adopted Resolution 2018-002
- Roundtable FAQ
- City/County draft resolution
- MOU
- By-laws
- Funding allocation draft
- SFO Budget

The adoption of the City/County Draft Resolution is requested as well as the by-laws and MOU.

Please note: there are no changes allowed to the by-laws, MOU or resolutions as all jurisdictions are approving the same documents.

Please let us know when this will be placed on your agenda so that the CASCC may have a committee member available to assist with any possible questions.

The deadline for a response is September 28th, 2018.

Cities Association of Santa Clara County

Re: Formation of the Santa Clara/Santa Cruz Airport/Community Roundtable

Page 2 of 2

If you have questions, please feel free to contact me at 408.766.9534 or [andi@citiesassociation.org](mailto:andi@citiesassociation.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Andi Jordan", enclosed in a thin black rectangular border.

Andi Jordan

Executive Director

cc: Cities Association Board of Directors  
Honorable Anna Eshoo  
Honorable Rho Khanna  
Honorable Jimmy Panetta  
Dennis Roberts, Western Regional Director, FAA

**Congress of the United States**  
**Washington, DC 20515**

June 28, 2017

Ms. Joanne Benjamin, Interim Executive Director  
Cities Association of Santa Clara County  
Post Office Box 1079  
Los Gatos, California 95031

Dear Ms. Benjamin,

We write to request your assistance with the establishment of a long term forum for aircraft noise concerns in the South Bay. There is a critical need in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and we think it is essential that this body include all currently unrepresented cities in our Congressional Districts. Because you represent each of the 15 cities within Santa Clara County, we respectfully request your assistance with developing an intergovernmental partnership between the cities in Santa Clara and Santa Cruz Counties, Norman Y. Mineta San José International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County.

Between May and November, 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System. Among the many recommendations that received unanimous approval by the former Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

Recently, the SJC Airport Commission voted unanimously to recommend that the San José City Council approve the establishment of a roundtable forum at SJC to address the noise impacts of the Airport's South Flow operations. While we agree with the Commission that there is a significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. Although the participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

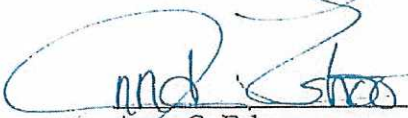
We've enclosed a copy of the SFO Airport/Community Roundtable's Purpose and Bylaws which can serve as a model in the South Bay. We would like the Cities Association to collect input from your membership, provide suggestions from each of the cities within your jurisdiction, and to work with the County of Santa Cruz and the Directors of SJC and SFO to develop an intergovernmental partnership modeled after the SFO Airport/Community Roundtable and referred to as the South Bay Airport Roundtable. This body should serve as the permanent

aircraft noise mitigation entity representing each city within each county, and with jurisdiction spanning aircraft noise issues including but not limited to those related to either SJC or SFO. We recommend that the FAA agree to provide technical assistance as needed, and that like the SFO Airport/Community Roundtable, SJC would be responsible for hosting and staffing meetings. To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.


We understand that developing solutions to aircraft noise issues is a complicated and sensitive endeavor that requires extensive engagement with constituents living in affected communities facing sometimes separate but ultimately interrelated issues. Because of this, any proposed changes to our complex airspace should not be the burden of one single city and can only be achieved fairly and effectively with a foundation of regional consensus. The establishment of a permanent South Bay entity is the fundamental prerequisite to ensuring that there is a platform to develop regional consensus upon and thereby ensure any current and future aircraft noise concerns of our mutual constituents can be adequately addressed.

We hope you will accept our request to adopt a leadership role in helping to meet this important regional need. Thank you in advance for your attention to our request and we look forward to your timely response and assistance.

Sincerely, *and gratefully,*

  
Anna G. Eshoo  
Member of Congress

  
Jimmy Panetta  
Member of Congress

  
Ro Khanna  
Member of Congress

- cc: Members, Santa Clara County Board of Supervisors  
Members, Santa Cruz County Board of Supervisors  
The Honorable Liz Gibbons, Mayor, City of Campbell  
The Honorable Savita Vaidhyanathan, Mayor, City of Cupertino  
The Honorable Roland Velasco, Mayor, City of Gilroy  
The Honorable Mary Prochnow, Mayor, City of Los Altos  
The Honorable Gary Waldeck, Mayor, Town of Los Altos Hills  
The Honorable Marico Sayoc, Mayor, Town of Los Gatos  
The Honorable Rich Tran, Mayor, City of Milpitas  
The Honorable Marshall Anstandig, Mayor, City of Monte Sereno  
The Honorable Steve Tate, Mayor, City of Morgan Hill  
The Honorable Ken Rosenberg, Mayor, City of Mountain View  
The Honorable Gregory Scharff, Mayor, City of Palo Alto  
The Honorable Sam Liccardo, Mayor, City of San José  
The Honorable Lisa Gillmor, Mayor, City of Santa Clara  
The Honorable Emily Lo, Mayor, City of Saratoga  
The Honorable Glenn Hendricks, Mayor, City of Sunnyvale  
The Honorable Stephanie Harlan, Mayor, City of Capitola  
The Honorable Cynthia Chase, Mayor, City of Santa Cruz

The Honorable Randy Johnson, Mayor, City of Scotts Valley  
The Honorable Oscar Rios, Mayor, City of Watsonville  
The Honorable Elizabeth Lewis, Chair, San Francisco International Airport/Community  
Roundtable  
Mr. John Aitken, Interim Director of Aviation, Norman Y. Mineta San José International  
Airport  
Ms. Julie Riera Matsushima, Chair, Norman Y. Mineta San José International Airport  
Commission  
Mr. Ivar C. Satero, Director, San Francisco International Airport  
Mr. Dennis Roberts, Western Pacific Regional Administrator, Federal Aviation  
Administration  
Members and Alternates, Former Select Committee on South Bay Arrivals  
The Honorable Jackie Speier, Member of Congress  
The Honorable Zoe Lofgren, Member of Congress

Enclosure

# SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

Adopted on June 5, 2005 (Ver. 1)  
Amended on December 2, 2009 (Ver. 2)  
Amended on December 1, 2010 (Ver. 3)  
Amended on April 3, 2013 (Ver. 4)  
Amended on February 4, 2015 (Ver. 5)

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**A. PURPOSE**

**B. BYLAWS**

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Airport/Community Roundtable  
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# SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

## A. PURPOSE

The San Francisco International Airport/Community Roundtable was established in 1981 to address community concerns related to noise from aircraft operating to and from San Francisco International Airport (SFO). This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

## B. BYLAWS

### *Article I. Organization Name*

The name of the independent public body established by a 1981 Memorandum of Understanding (MOU), as amended, to carry out the purpose stated above, is the "San Francisco International Airport/Community Roundtable" and may be commonly referred to as the "Roundtable."

### *Article II. Current Roundtable Memorandum of Understanding (MOU)*

The purpose and objectives of the Roundtable are stated in an adopted document entitled, "Memorandum of Understanding (MOU) Providing for the Continuing Operation of the San Francisco International Airport/Community Roundtable," as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

### ***Article III. Membership/Representation***

1. As of the adoption date of this version of the Bylaws, the following agencies/bodies are Roundtable Regular Members:

City and County of San Francisco Board of Supervisors  
City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
County of San Mateo Board of Supervisors  
C/CAG\* Airport Land Use Committee (ALUC)  
Town of Atherton  
City of Belmont  
City of Brisbane  
City of Burlingame  
City of Daly City  
City of Foster City  
City of Half Moon Bay  
Town of Hillsborough  
City of Menlo Park  
City of Millbrae  
City of Pacifica  
Town of Portola Valley  
City of Redwood City  
City of San Bruno  
City of San Carlos  
City of San Mateo  
City of South San Francisco  
Town of Woodside

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. Section 1 above.
3. All Representatives and their Alternates shall be elected officials from the agencies/bodies they represent, except those from the following:

City and County of San Francisco Mayor's Office  
City and County of San Francisco Airport Commission  
City/County Association of Governments of San Mateo County (C/CAG) Airport Land Use Committee (ALUC)

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\*City/County Association of Governments of San Mateo County

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:  
  
Chief pilots of airlines operating at San Francisco International Airport  
Federal Aviation Administration (FAA) Staff
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
6. All appointed and elected officials who serve on the Roundtable can be removed/ replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable, preferably in writing, at least two days before the meeting, of that designation.
9. Any city or town in San Mateo County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
10. Any member may withdraw from the Roundtable by filing a written notice of *Intent to Withdraw from the Roundtable* with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in San Mateo County must follow to request membership in the Roundtable as described in Article III, Section 9 above.

#### ***Article IV. Officers/Elections***

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.
2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members present at the meeting that such action is to be taken.

#### ***Article V. Staff Support***

1. Roundtable staff support shall be provided by the County of San Mateo and by the San Francisco Airport Commission. Staff support provided by the County of San Mateo may include County staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the County of San Mateo shall be specified and approved as part of the Roundtable's annual budget process.

#### ***Article VI. Meetings***

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for Regular Roundtable Meetings. Such resolution shall be adopted at the February Regular Meeting or at the first Regular Meeting held thereafter.
2. A majority of the voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting. Regular or Special Meetings cannot be held if a quorum is not present.

3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
  - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened,  

or
  - b. delay the start of the official meeting as a means to achieve a quorum, if possible,  

and
  - c. if the Chairperson chooses to delay the meeting the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.
6. A paper copy of the Meeting Agenda packet shall be provided at no charge to anyone who requests a copy.

### ***Article VII. Subcommittees***

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
  - a. Standing Subcommittees shall include, but not be limited to the following:
    1. Work Program Subcommittee
    2. Operations and Efficiency Subcommittee
    3. Legislative Subcommittee
    4. Departures Technical Working Group
    5. Arrivals Technical Working Group
  - b. Ad Hoc Subcommittee(s) may be created, as needed, to address specific issues.
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. The Chairperson shall have the discretion to propose the formation of a subcommittee.

3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
  - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
  - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Sub-committee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
  - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.
  - d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph. In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.
4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

### ***Article VIII. Funding/Budget***

1. The Roundtable shall be funded by its voting member agencies. The County of San Mateo shall establish a Roundtable Trust Fund that contains the funds from the member agencies and shall be the keeper of the Trust Fund. All Roundtable expenses shall be paid from the Roundtable Trust Fund.
2. The amount of the annual funding contribution for the various categories of membership may be revised by the Roundtable 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 1<sup>st</sup> to June 30<sup>th</sup>.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for each Roundtable member at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting held between May 31 and October 31 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. The City and County of San Francisco shall provide an annual funding contribution for representation on the Roundtable by the representatives from the San Francisco Board of Supervisors, the San Francisco Mayor's Office, and the San Francisco Airport Commission. The Airport Commission, being a department of the City and County of San Francisco, shall provide one funding source for all three of these representatives. The amount of the annual contribution may be determined at the discretion of the Airport Director, with approval by the Airport Commission and shall be the subject of an agreement between the City and County of San Francisco and the County of San Mateo.
8. 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.

### ***Article IX. Conduct of Business/Voting***

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. All Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.




4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with *Robert's Rules of Order*. Approval of an action item shall require a majority of the membership present.
5. Except as described in Section 6 below, each agency/body represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. The City and County of San Francisco has three (3) representatives on the Roundtable (Board of Supervisor's Representative, Mayor's Office Representative, and Airport Commission Representative). In the event all three are present at a Roundtable Regular or Special Meeting, only two of the three may vote on any action item on the meeting agenda.
7. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

**Article X. Amendments/Effective Date**

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

\* \* \* \* \*

Signed By:   
\_\_\_\_\_

Date: 4/1/15

Cliff Lentz  
Roundtable Chairperson  
Councilmember  
City of Brisbane

  
\_\_\_\_\_

Date: 4/1/15

Elizabeth Lewis  
Roundtable Vice-Chairperson  
Councilmember  
Town of Atherton



## RESOLUTION NO. 2018-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITIES ASSOCIATION OF SANTA CLARA COUNTY TO FORM THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa

Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

**WHEREAS**, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Cities Association of Santa Clara County does hereby support and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

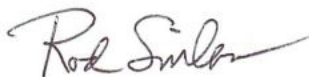
The above and foregoing resolution was passed and adopted at a regular meeting of the Cities Association of Santa Clara County Board of Directors Meeting held on the 14th day of June 2018 by the following vote:

**AYES:** Christina (Campbell), Sinks (Cupertino), Leroe-Muñoz (Gilroy), Pepper (Los Altos), Waldeck (Los Altos Hills), Sayoc (Los Gatos), Grilli (Milpitas), Craig (Monte Sereno), Tate (Morgan Hill), Showalter (Mountain View), Davis (Santa Clara), Cappello (Saratoga), Klein (Sunnyvale)

**NOES:** Jones (San José)

**ABSENT:** none

**ABSTAIN:** none



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Rod Sinks, President

ATTEST:



DATE: June 14, 2018

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Andi Jordan, Executive Director

## SANTA CLARA/SANTA CRUZ COUNTIES COMMUNITY ROUNDTABLE FAQ

### WHAT IS A ROUNDTABLE?

Roundtables function as a clearinghouse of sorts where varying interests, local through national, can be heard with the decision maker, the FAA, at the table. Per the FAA, Roundtables or advisory committees may be established by the FAA or formed by a local or state government, airport authority, or other body. Advisory committees and roundtables can bring structure to discussions of specific challenges or issues and provide a more neutral forum that can enhance the credibility and transparency of FAA's activities.

### WHY IS THE CITIES ASSOCIATION OF SANTA CLARA COUNTY INVOLVED?

In July 2017, the Cities Association of Santa Clara County (CASCC) received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in forming a South Bay/South Peninsula Roundtable for Santa Clara and Santa Cruz Counties which was a recommendation from the Select Committee's work on SFO arrivals. The Board of the CASCC created an Ad Hoc Committee to consider how a new, permanent roundtable may function and operate by considering bylaws, memorandum of understandings, resolutions, and budget. CASCC Board of Directors will act on any recommendations before other jurisdictions are invited to attend.

### WHY NOT JOIN THE SFO ROUNDTABLE?

SFO Roundtable is unwilling to expand their Roundtable to include members of Santa Clara and Santa Cruz Counties. Additionally, not all of the aircraft noise issues for Santa Clara and Santa Cruz Counties are related to SFO.

### WHY IS THE ESTABLISHMENT OF A ROUNDTABLE IMPORTANT?

While the Select Committee and the South Flow Ad Hoc Committee have disbanded, the South Bay Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable and Minéta San José Airport.

### EFFECTIVE COLLABORATION IS NEEDED TO WORK WITH THE FAA

Each jurisdiction in Santa Clara County and Santa Cruz County is just one of over 100 municipalities in the Bay Area. The ability of any single community, to influence the complex operations of a federal agency serving a region of 8 million people is limited. In addition, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

### CITIES ASSOCIATION AD HOC COMMITTEE RECOMMENDATIONS

The CASCC Ad Hoc Committee is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations.

### WHAT DOES THE FAA SAY ABOUT LOCAL GOVERNMENTS FORMING A ROUNDTABLE?

The FAA welcomes community groups initiated by local communities or governments. And believe they may serve different functions, for example, they can provide views and advice on alternatives/issues; build consensus on controversial issues; coordinate with technical groups; review/monitor agency activities; provide independent, credible feedback; and/or build a constituency around a specific need or requirement.

## SANTA CLARA/SANTA CRUZ COUNTIES COMMUNITY ROUNDTABLE FAQ

### WILL THE FAA PARTICIPATE?

The FAA has stated they will participate if the region forms a roundtable.

### WHAT IS THE CITIES ASSOCIATION'S AD HOC COMMITTEE'S PROPOSAL?

- Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.
- MOU to form organization
- Organization is similar to SFO Roundtable
- Self-fund from member jurisdictions
- Work with both SFO & San Jose Airports
- SFO Airport and Roundtable willing to collaborate
- Hire consultant or to run the organization
- Initial staff support to be supported by Cities Association of Santa Clara County
- Each member jurisdiction receives 1 vote
- Changes to bylaws require majority of members
- Non-voting members include airport, FAA, pilots' organization
- Any member may withdraw at any time with notice of intent, but forfeit their dues
- Serves as a forum for public

### WHY IS THE RECOMMENDATION TO SELF-FUND THE ROUNDTABLE?

The CASCC believes there is a critical need for the formation of the Roundtable and the complexity of the metro-plex further complicates bringing all of the players to the table. By evidence, none of the airports are willingly coming forward to help with the formation. CASCC believes that formation and self-funding is just a step in the process of bringing the players to the table. The budget will be reviewed annually, and the roundtable will be able to reevaluate revenue. It is also necessary to fund the Roundtable to hire staff to professionally support the group.

### WHAT IS THE BUDGET?

The Roundtable Budget is based on SFO Roundtable budget with a part-time planner/manager of the roundtable, and various consultants. After year 1, the Roundtable will re-evaluate and establish its own annual budget.

### HOW WAS THE FUNDING FORMULA CREATED?

The funding formula that was originally created was similar to the Cities Association dues structure, dues in categories of city size. An elected official in Santa Cruz County proposed a dues structure based on per capita formula which is the basis for the current formula. Note: current funding allocation is a best estimate if all 21 jurisdictions participate. The table will be adjusted accordingly if not all of the jurisdictions choose to participate.

# DRAFT

## RESOLUTION NO. 18-002

### A RESOLUTION OF THE City/County TO JOIN THE SANTA CLARA/SANTA CRUZ COMMUNITY ROUNDTABLE

**WHEREAS**, a critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

**WHEREAS**, In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

**WHEREAS**, between May and November 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials (Select Committee) appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System.

**WHEREAS**, among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

**WHEREAS**, on October 3, 2017, the San José City Council authorized the Ad Hoc Advisory Committee on South Flow Arrivals to explore possible solutions to address the noise impacts on residents when weather conditions over the airfield require the Airport to operate in a "south flow" configuration (when aircraft land from the north of the Airport instead of the usual landing from the south).

**WHEREAS**, both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

**WHEREAS**, significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.



# DRAFT

**WHEREAS**, the [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

**WHEREAS**, the FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

**WHEREAS**, each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

**WHEREAS**, the impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

**WHEREAS**, to ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

**WHEREAS**, the Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtables to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

**NOW, THEREFORE BE IT RESOLVED**, that the City/County of [ NAME ] does hereby support formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties; and directs the City Manager to enter into a Memorandum of Understanding on behalf of the [Name of City/County].

The above and foregoing resolution was passed and adopted at a regular meeting of the City Council held on the (DAY) of MONTH YEAR by the following vote:

AYES:

NOES:

ABSENT:

# DRAFT

ABSTAIN:

\_\_\_\_\_  
NAME, Mayor

ATTEST:

\_\_\_\_\_  
NAME, Clerk

DATE: \_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA  
CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

## MEMORANDUM OF UNDERSTANDING (MOU)

### PROVIDING FOR THE CONTINUING OPERATION OF THE SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

#### *Preamble*

A critical need exists in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and it is essential to include all unrepresented cities in these counties.

In July 2017, the Cities Association of Santa Clara County received a Congressional request by Representatives Eshoo, Khanna, Panetta to take a leadership role in developing an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County

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Among the many recommendations that received unanimous approval by the Select Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

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Both the Select Committee and the South Flow Ad Hoc Roundtable have disbanded, the Santa Clara/Santa Cruz Roundtable envisioned by the Cities Association would likely be viewed as an appropriate surrogate for this function in partnership with the SFO Roundtable, SFO and San Jose Minéta Airports.

A significant demand exists for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. While participation by elected officials

in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

The [FAA's November 2017 Phase Two Report](#), the FAA reiterates it will not support solutions that result in shifting the problem of noise from one community to another. It also repeatedly identifies increased flying distance as an unacceptable outcome of many community-proposed solutions that conflict with the economic, environmental, and operational efficiency benefits gained from shorter flying distances.

The FAA repeatedly points to the anticipated inevitability of increases in congestion as airports increase their number of flight operations. The report explicitly states it will not move forward on certain feasible recommendations "until issues of congestion, noise shifting and flying distance have been addressed with the airline stakeholders and the affected communities by the Select Committee and/or SFO Roundtable."

Each jurisdiction is just one of over 100 municipalities in the Bay Area. The ability of any single community, whether 30,000 or 60,000, to influence the complex operations of a federal agency serving a region of 8 million people is limited.

The impacts of airplane noise must be considered amid the competing interests of the flying public, airline industry priorities, airport operational requirements, broader economic and environmental impacts and, above all else, safety. The successful navigation of these public interest challenges requires effective collaboration.

To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues.

The Cities Association of Santa Clara County is seeking each jurisdiction of Santa Clara County and Santa Cruz County to collaborate with neighboring jurisdictions through the formation of a community roundtable to most effectively address the community impacts of aircraft operations and work with the Federal Aviation Association (FAA).

The Board of Directors of the Cities Association of Santa Clara County supports and will initiate formation of an intergovernmental partnership between the cities and counties of Santa Clara and Santa Cruz Counties, Norman Y. Minéta San Jose International Airport (SJC), San Francisco International Airport (SFO), and the FAA, that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the Santa Clara and Santa Cruz Counties, and invite the jurisdictions, cities and counties within Santa Clara County and Santa Cruz County, to partner in the formation of the Santa Clara/Santa Cruz Roundtable.

*ARTICLE I: Statement of Purpose and Objectives*

Purpose

The overall purpose of the Santa Clara/Santa Cruz Counties Community Roundtable (Roundtable) is to continue to foster and enhance this cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

Objectives

*Objective 1:* Continue to organize, administer, and operate the Roundtable as a public forum for discussion, study, analysis, and evaluation of policies, procedures and mitigation actions that will minimize aircraft noise impacts to help improve the quality of life of residents in Santa Clara and Santa Cruz Counties.

*Objective 2:* Provide a framework of understanding as to the history and operation of the Roundtable.

*Objective 3:* Maintain the Roundtable as a focal point of information and discussion between local, state, and federal legislators and policy makers, as it applies to noise impacts from airport/aircraft operations in local communities.

*Objective 4:* Develop and implement an annual Roundtable 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.

*Objective 5:* Maintain communication and cooperation between Airport management and local governments, regarding: (1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions and (2) decisions/actions that affect current and future on-airport development, while recognizing the Airport's autonomy to make those decisions.

*ARTICLE II: Agreement*

Signatory agencies/bodies to this Memorandum of Understanding (MOU) agree as follows:

Accept the operation of the Roundtable as described in the "Statement of Purpose and Objectives," as stated in Article I.

Work cooperatively to reduce noise and environmental impacts, from aircraft operations at, but not limited to, SFO and SJC, in affected neighborhoods and communities.

Provide the necessary means (i.e., funding, staff support, supplies, etc.) to enable the Roundtable to achieve a reduction and mitigation of aircraft noise impacts, as addressed in this agreement.

Represent and inform the respective constituencies of the Roundtable members of the Roundtable’s activities and actions to reduce aircraft impacts, as addressed in this agreement. Initial funding will be shared by jurisdictions, and thereafter it is expected the airport will contribute.

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 as follows: the population of each jurisdiction (most recent available census numbers) times the following per capita fee structure:

Per Capita Fee Structure	
Large City	\$ 0.50
Small City	\$ 0.50
Medium City	\$ 0.50
XL City	\$ 0.10
County	\$ 0.50

*ARTICLE III: Roundtable Membership*

Voting membership – The Roundtable voting membership consists of one designated Representative and one designated Alternate from the following agencies/bodies:

- City of Campbell
- City of Capitola
- City of Cupertino
- City of Gilroy
- City of Los Altos
- Town of Los Altos Hills
- Town of Los Gatos
- City of Milpitas
- City of Monte Sereno
- City of Morgan Hill
- City of Mountain View
- City of Palo Alto
- City of San Jose
- City of Santa Clara
- City of Santa Cruz
- City of Saratoga
- City of Scotts Valley
- City of Sunnyvale
- City of Watsonville
- County of Santa Clara
- County of Santa Cruz

*ARTICLE III: Roundtable Membership - continued*

**Non-Voting Membership** - Roundtable non-voting membership shall consist of Advisory Members who represent the following:

- Relevant subject matter experts from airlines operating at SFO or SJC
- Federal Aviation Administration (FAA) staff
- Other representatives as deemed necessary

**Additional Voting Membership** - Other incorporated towns and/or cities located within Santa Clara or Santa Cruz Counties may request voting membership on the Roundtable by adopting a resolution:

- Authorizing two members of the city/town council (a Representative and Alternate) to represent the city/town on the Roundtable.
- Agreeing to comply with this Memorandum of Understanding (MOU) and all related amendments and any bylaws approved in accordance with this MOU.
- Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of the membership request, or such annual funding as approved by the Roundtable for new members.

**Withdrawal of a Voting Member** - Any voting member may withdraw from the Roundtable by filing a written Notice of Intent to Withdraw from the Roundtable, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of the withdrawal.

#### *ARTICLE IV: Roundtable Operations and Support*

Roundtable operations shall be guided by a set of comprehensive bylaws that govern the operation, administration, funding, and management of the Roundtable and its activities.

Initial Roundtable staff support shall be provided by the Cities Association of Santa Clara County. The Roundtable is expected to hire additional technical staff support as needed.

#### *ARTICLE V: Amending This Memorandum of Understanding (MOU)*

This Memorandum of Understanding (MOU) may be amended as follows:

Step 1: Roundtable consideration of a proposed MOU amendment

Any voting member of the Roundtable may propose an amendment to this MOU. The proposal shall be made at a Roundtable Regular Meeting. Once proposed and seconded by another voting member, at least two-thirds of the voting membership must approve the proposed amendment. If the proposed amendment receives at least the necessary two-thirds votes for approval, the amendment shall then be forwarded to the respective councils/boards of the Roundtable membership agencies/bodies for consideration/action.

Step 2: Roundtable member agency/body consideration of a proposed MOU amendment

The proposed MOU amendment must be approved by at least two-thirds of the respective councils/boards of the Roundtable member agencies/bodies by a majority vote of each of those bodies. If at least two-thirds of the member agencies/bodies approve the proposed amendment, the amendment becomes effective. If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.

This MOU may not be amended more than once in a calendar year.



*ARTICLE VI: Status of Prior Memorandums of Understanding (MOU) and Related Amendments*

Adoption of this Memorandum of Understanding (MOU) shall supersede and replace all prior MOU agreements and related amendments.

*ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date*

This Memorandum of Understanding (MOU) shall be deemed adopted and effective upon adoption by at least two thirds of the jurisdictions listed in Article III.

The effective date of this Memorandum of Understanding (MOU) shall be the date of approval by at least two-thirds of the member agencies/bodies.

*ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date*

This MOU shall remain in effect so long as all of the voting following membership conditions are met:

This Memorandum of Understanding (MOU) and any subsequent amendments to this document shall remain in effect indefinitely,

1. as long as the membership conditions of Item No. 3 of this Article are met,
2. until it is replaced or superseded by another Memorandum of Understanding (MOU), or
3. until the Roundtable is disbanded.

# SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE PURPOSE & BYLAWS

ESTABLISHED & APPROVED (INSERT DATE)

To address community noise concerns and make recommendations to the Regional  
Airports and FAA on noise related issues.

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# Santa Clara/Santa Cruz Counties Airport/Community Roundtable Purpose & Bylaws

## MISSION

Mission Statement: To Address Community noise concerns and make recommendations to the Regional Airports and FAA on noise related issues.

## PURPOSE

The Santa Clara/Santa Cruz Counties Airport/Community Roundtable was established in 2018 to address community concerns related to noise from aircraft operating to and from, and not limited to San Francisco International Airport (SFO) and San Jose International Airport. This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

## BYLAWS

### Article I. Organization Name

The name of the independent public body established by a 2018 Memorandum of Understanding (MOU), (as amended) to carry out the purpose stated above, is the “Santa Clara/Santa Cruz Counties /Community Roundtable” and may be commonly referred to as the “Roundtable.”

### Article II. Current Roundtable Memorandum of Understanding (MOU)

The purpose and objectives of the Roundtable are stated in an adopted document entitled, “Memorandum of Understanding (MOU) Providing for the Continuing Operation of the Santa Clara/Santa Cruz Counties/Community Roundtable,” as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

### Article III. Membership/Representation

1. Any City/County in Santa Clara or Santa Cruz County is eligible to be a member of the Roundtable. The following Cities and Counties are founding members of Roundtable:

City of Campbell  
City of Capitola  
City of Cupertino  
City of Gilroy  
City of Los Altos  
City of Los Altos Hills  
City of Los Gatos  
City of Milpitas  
City of Monte Sereno  
City of Morgan Hill  
City of Mountain View  
City of Palo Alto  
City of San Jose  
City of Santa Clara  
City of Santa Cruz  
City of Saratoga  
City of Scotts Valley  
City of Sunnyvale  
City of Watsonville  
County of Santa Clara  
County of Santa Cruz

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. above.

3. The City and County representatives shall be elected officials from the Cities and Counties. Each City and County representative shall also have one Alternative which is also an elected official. The following agencies may also have a non-voting representative and an alternate to the roundtable who shall not be an elected official:

- Minéta San Jose International Airport
- San Francisco International Airport
- Other organizations as determined

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:

- Knowledgeable airline representatives operating at San Francisco International Airport & Minéta San Jose International Airport,
  - Federal Aviation Administration (FAA) Staff
  - Other organizations as determined by the Roundtable
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
  6. All appointed and elected officials who serve on the Roundtable can be removed/replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
  7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
  8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable of that designation, preferably in writing, at least two days before the meeting.
  9. Any city or town in Santa Clara County or Santa Cruz County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
  10. Any member may withdraw from the Roundtable by filing a written notice of Intent to Withdraw from the Roundtable with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
  11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
  12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in Santa Clara County or Santa Cruz County must follow to request membership in the Roundtable as described in Article III. Section 9 above.

#### Article IV. Officers/Elections

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.

2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members.

#### Article V. Staff Support

1. Roundtable staff support shall be directed by the Cities Association of Santa Clara County may include staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the Cities Association of Santa Clara County shall be specified and approved as part of the Roundtable's annual budget process.

#### Article VI. Meetings

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for regular Roundtable meetings. Such resolution shall be adopted at the first regular meeting.
2. A majority of all voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting.
3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
  - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened, or

- b. delay the start of the official meeting as a means to achieve a quorum, if possible, and
  - c. if the Chairperson chooses to delay the meeting, the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.

#### Article VII. Subcommittees

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee which may be created, as needed, to address specific issues. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI. Section 2, re: quorum).
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. Any Member may propose the formation of a subcommittee.
3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
  - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
  - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Subcommittee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
  - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.



- d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph.

In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.

4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

#### Article VIII. Funding/Budget

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.

#### Article IX. Conduct of Business/Voting

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with Robert's Rules of Order. Approval of an action item shall require a majority of the membership.
5. Each City and County represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

#### Article X. Amendments/Effective Date

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.

2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

\_\_\_\_\_  
Roundtable Chairperson  
City/County of

\_\_\_\_\_  
Date

\_\_\_\_\_  
Roundtable Vice-Chairperson  
City/County of

\_\_\_\_\_  
Date

Santa Clara/Santa Cruz Community Roundtable Funding Scenerio

City Name	Population	.5/.1	Target Budget
San Jose	1,046,079	\$ 104,607.90	\$ 37,504.95
Campbell	42,854	\$ 21,427.00	\$ 7,682.20
Cupertino	59,796	\$ 29,898.00	\$ 10,719.29
Gilroy	55,170	\$ 27,585.00	\$ 9,890.02
Milpitas	77,604	\$ 38,802.00	\$ 13,911.64
Morgan Hill	43,645	\$ 21,822.50	\$ 7,824.00
Mountain View	77,925	\$ 38,962.50	\$ 13,969.18
Palo Alto	66,932	\$ 33,466.00	\$ 11,998.53
Santa Clara	123,983	\$ 61,991.50	\$ 22,225.74
Saratoga	30,799	\$ 15,399.50	\$ 5,521.16
Sunnyvale	149,831	\$ 74,915.50	\$ 26,859.37
Unincorporated Santa Clara county	102,000	\$ 51,000.00	\$ 18,284.97
Santa Cruz	64,465	\$ 32,232.50	\$ 11,556.28
Watsonville	53,796	\$ 26,898.00	\$ 9,643.71
Los Altos	31,402	\$ 15,701.00	\$ 5,629.26
Los Gatos	30,505	\$ 15,252.50	\$ 5,468.46
Unincorporated Santa Cruz County	140,000	\$ 70,000.00	\$ 25,097.02
Los Altos Hills	8,658	\$ 4,329.00	\$ 1,552.07
Monte Sereno	3,900	\$ 1,950.00	\$ 699.13
Capitola	10,180	\$ 5,090.00	\$ 1,824.91
Scotts Valley	11,928	\$ 5,964.00	\$ 2,138.27
		\$ 697,294.40	\$ 250,000.00

	per capita fee structure	
Santa Clara, Sunnyvale, Santa Cruz, Watsonville	Large City	\$ 0.50
Cupertino, Gilroy, Milpitas, Mountain View, Palo Alto	Medium City	\$ 0.50
Campbell, Los Altos, Los Gatos, Morgan Hill, Saratoga, Scotts Valley, Capitola	Small City	\$ 0.50
San José	XL City	\$ 0.10
Santa Clara County, Santa Cruz County (unincorporated)	County	\$ 0.50

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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*

<b>EXPECTED FUNDING</b>		<b>2015-2016</b>		<b>2016-2017</b>
		<u>EXPECTED</u>	<u>RECEIVED</u>	<u>EXPECTED</u>
<b>FUND SOURCE</b>				
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
	<b>TOTAL:</b>	<b>\$276,890</b>	<b>\$109,059</b>	<b>\$282,685</b>

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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>
<b>ADMINISTRATION / OPERATIONS</b>		<u>ALLOCATED</u>	<u>EXPENDED</u>	<u>ALLOCATED</u>
		<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*

		2015-2016		2016-2017
PROJECTS, PROGRAMS, & ADDITIONAL ALLOCATION		<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, Cooridnator/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