



SCSC ROUNDTABLE AGENDA REPORT

Department: Cities Association of Santa Clara County

Prepared by: Andi Jordan
Executive Director

TOPIC: BUDGET AMENDMENT

SUBJECT: APPROVE 6 MONTH OR 18 MONTH BUDGET AMENDMENT

EXECUTIVE SUMMARY:

The SCSC Roundtable must approve funding for the continuation of the SCSC Roundtable beyond December 2020. The bylaws stipulate funding and budget cycle for the Roundtable. Initial dues funded the 2019 calendar year funding. Therefore, the SCSC Roundtable should adopt a 6-month or 18-month FY Budget.

Initial Roundtable member jurisdiction dues funded the budget on a calendar year basis for 2019. To align the budget with the bylaws, which stipulate a Fiscal Year budget structure, the Roundtable should adopt either a 6-month or 18-month FY Budget. Adoption of either option will ensure the continuation of the SCSC Roundtable beyond December 2020.

RECOMMENDATION:

- Approve either a 6 month or 18-month budget amendment based on current SCSC Roundtable funding;
- Consider approval of a dues structure for possible new members that are either San Francisco International Airport or San José Minéta Airport per the MOU (page 5) *which allows the SCSC Roundtable to determine annual funding for new members.*

BACKGROUND:

The SCSC Roundtable created an initial year budget based on San Francisco Airport Roundtable's (SFO RT) budget. Initial budget income from member jurisdictions on a per capita basis totaled \$250,000. Budget for the Facilitator/Consultant was awarded for the calendar year at \$236,986.70. Currently the Cities Association is not charging the SCSC Roundtable for being the fiscal agent. The Scope of work for the Facilitator/Consultant services include:

Task 1: Facilitate Regular Roundtable Meetings

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

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

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

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

Task 6: Develop an FAA Advocacy Plan

Task 7: Prepare and Maintain the SCSC Roundtable Public Website

Environmental Science Associates is currently contracted through December 31, 2019 with option to extend up to 3 years.

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

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

- 1. The Roundtable shall be funded by its voting member agencies. Attached to the bylaws is the initial Funding allocation for each City and County. The Cities Association of Santa Clara County shall establish a Roundtable Fund that contains the funds from the member agencies and shall be the keeper of the Roundtable Fund. All Roundtable expenses shall be paid from the Roundtable Fund.*
- 2. The amount of the annual funding for each member shall be based on the approved per capita formula and may be increased or decreased on a percentage basis at a Regular or Special Meeting by a majority vote of those members present at that meeting.*
- 3. The Roundtable fiscal year shall be from July 1st to June 30th.*
- 4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for the Roundtable at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget and inform each member of their anticipated increase or decrease in funding amount.*
- 5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting to be held between February - April of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.*
- 6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.*
- 7. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.*

The Memorandum of Understanding also discuss the budget:

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

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

Per Capita Fee Structure

Large City \$ 0.50

Small City \$ 0.50

Medium City \$ 0.50

XL City \$ 0.10

County \$ 0.50

INCOME

For Calendar Year 2019, all expected funding was received from all jurisdictions. Cities Association Staff recommends that the current budget be amended for 6 months or 18 months to allow the SCSC Roundtable to convert the activities to the FY budget cycle as outlined in the Bylaws.

SCSC Roundtable Budget Amendment Income Options		
2019	6 months	18 months
\$250,000	\$125,000	\$375,000

Funding for the SCSC Roundtable is defined by population. Cities Association Staff recommends that a membership be defined in this budget amendment for airports to join as voting members. In Roundtables across the country, including SFO and LAX, airports are a voting member. In keeping with the agreements and principles establishing the SCSC Roundtable, Cities Association Staff recommends the airport membership be based on a metric of total airport traffic or passengers or population of their jurisdiction. For example, SFO Airport’s population would be the population of San Francisco’s city population at the most recent census.

Option 1. Airport membership by total passengers

Option 2. Airport membership by population

	Population: Census 2010	2018 Passengers
San Jose	945,942 x .10 = \$94,594	14,700,000
San Francisco	805,235 x .10 = \$80,524	57,793,313

If either of the airports chooses to join the Roundtable, dues and budget may be reconsidered for the entire membership.

PROPOSED ALLOCATIONS AND EXPENDITURES

Staff and Consultant Services

Cities Association Staff recommends that staffing and consultant services remain on the same budget levels. The effort of standing up a new organization on a topic that is so divisive to communities needs ample time allow the group success. (budget attached)

	2019 Calendar Budget	6 month Budget	18 month budget
Facilitation and Consultant Services	\$220,825.00	\$110,412.50	\$331,237.50
Revised Consultants reimbursable costs	\$16,161.70	\$8,080.85	\$24,242.55
Contingency	\$13,013.30	\$6,506.65	\$19,519.95
Subtotal	\$236,986.70	\$118,493.35	\$355,480.05
Total	\$250,000.00	\$125,000.00	\$375,000.00

OPTIONS:

Option 1: Amend current budget and approve a 6-month extension which will convert initial funding to a fiscal year budget (amend current budget). The SCSC Roundtable would then consider a FY 2020-2021 budget in February-April of 2020.

PROS	CONS
Aligns budget to FY cycle per bylaws	6-month budget requires another budget request in February – April 2020
Allows more time to review budget for 2020-2021	Don't approve anything, Roundtable disbands.
Budget may always be amended	
Aligns budget to all jurisdictions and Cities Association (fiscal agent)	

Option 2: Amend current budget and approve an 18-month extension which will convert initial funding to a fiscal year budget per the bylaws and provide funding through FY 2020-2021

PROS	CONS
Aligns budget to FY cycle per bylaws	
Allows more meeting time for issues of the Roundtable	
Budget may always be amended	
Aligns budget to member jurisdictions and Cities Association (fiscal agent)	

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

1. Cities Association Staff's recommended action adopt either a 6 month or a 18 month budget with a new income type membership for airports (see below).
2. Direct Cities Association Staff to return with more information.
3. Take no action.

RECOMMENDED ACTION:

Move to ADOPT the SCSC Roundtable Budget Amendment for (6 months budget of income of \$125,000 and expenses of 118,493.35) or (18 month budget with income of \$375,000 and expenses of 355,480.05; and adopt new income type of a membership dues for airports to join as a voting member with dues of a very large city (.10 x per capita)

ATTACHMENTS:

- Funding scenario
- Scope of Work – ESA
- SCSC Roundtable Budget Summary through June 2019

City Name	2010 Census			Final Budget	full participation	2010 Census		
	Population	.5/.1				Population	6 month	18 month
San Jose		\$ -	\$ -	\$ -	\$ 37,504.95	945,942	-	
Campbell		\$ -	\$ -	\$ -	\$ 7,682.20	39,349	-	
Cupertino	58,302	\$ 29,151.00	\$ 17,926.99	\$ -	\$ 10,719.29	58,302	8,963	26,890
Gilroy		\$ -	\$ -	\$ -	\$ 9,890.02	48,821	-	-
Milpitas		\$ -	\$ -	\$ -	\$ 13,911.64	66,790	-	-
Morgan Hill		\$ -	\$ -	\$ -	\$ 7,824.00	37,882	-	-
Mountain View	74,066	\$ 37,033.00	\$ 22,774.18	\$ -	\$ 13,969.18	74,066	11,387	34,161
Palo Alto	64,403	\$ 32,201.50	\$ 19,802.95	\$ -	\$ 11,998.53	64,403	9,901	29,704
Santa Clara	116,468	\$ 58,234.00	\$ 35,812.15	\$ -	\$ 22,225.74	116,468	17,906	53,718
Saratoga	29,926	\$ 14,963.00	\$ 9,201.79	\$ -	\$ 5,521.16	29,926	4,601	13,803
Sunnyvale	140,081	\$ 70,040.50	\$ 43,072.80	\$ -	\$ 26,859.37	140,081	21,536	64,609
Unincorporated Santa Clara county	89,960	\$ 44,980.00	\$ 27,661.34	\$ -	\$ 18,284.96	89,960	13,831	41,492
Santa Cruz	59,946	\$ 29,973.00	\$ 18,432.49	\$ -	\$ 11,556.28	59,946	9,216	27,649
Watsonville		\$ -	\$ -	\$ -	\$ 9,643.71	7,922	-	-
Los Altos	28,976	\$ 14,488.00	\$ 8,909.68	\$ -	\$ 5,629.26	28,976	4,455	13,365
Los Gatos		\$ -	\$ -	\$ -	\$ 5,468.46	29,413	-	-
Unincorporated Santa Cruz County	129,739	\$ 64,869.50	\$ 39,892.79	\$ -	\$ 25,097.02	129,739	19,946	59,839
Los Altos Hills	7,922	\$ 3,961.00	\$ 2,435.90	\$ -	\$ 1,552.07	7,922	1,218	3,654
Monte Sereno	3,341	\$ 1,670.50	\$ 1,027.31	\$ -	\$ 699.13	3,341	514	1,541
Capitola	9,918	\$ 4,959.00	\$ 3,049.64	\$ -	\$ 1,824.91	9,918	1,525	4,574
Scotts Valley		\$ -	\$ -	\$ -	\$ 2,138.27	11,580	-	-
		\$ 406,524.00	\$ 250,000.00	\$ -	\$ 250,000.15		125,000	\$ 375,000.00

SCSC 2019 Roundtable Budget Through June 2019

as of 8/12/19

	Budget	Spent	Remaining		
Labor	\$220,825	\$138,970	\$81,855		
Expenses	\$16,162	\$8,821	\$7,341		
Total	\$236,987	\$147,791	\$89,196		
Monthly Average	\$19,749			Average Monthly Budget	Variance Against Budget
Billing	Total	Labor	ODCs		
January					
February	\$11,792	\$10,678	\$1,114	\$19,749	\$7,957
March	\$14,414	\$13,948	\$467	\$19,749	\$5,334
April	\$22,223	\$17,238	\$4,986	\$19,749	-\$2,474
May	\$25,724	\$25,180	\$544	\$19,749	-\$5,975
June	\$32,298	\$31,950	\$348	\$19,749	-\$12,549
July	\$41,339	\$39,978	1,361.92		
August					
September					
October					
November					
December					
Total	\$147,791	\$138,970	\$8,821	\$98,745	-\$49,046

**Table 1: Santa Clara/Santa Cruz Community Roundtable
ESA Labor Detail and Expense Summary**



		<i>Employee Names</i>							<i>Subtotal</i>	<i>Total Hours</i>	<i>Labor Price</i>
		Steve Alverson	Chris Sequeira	Chris Jones	Jessica O'Dell	Web Development Manager	Senior Graphic Designer	Web Developer			
<i>Labor Category</i>		Senior Director III	Managing Associate III	Senior Managing Associate III	Associate II	Managing Associate II	Senior Associate II	Senior Associate I			
		<i>Task #</i>	<i>Task Name/Description</i>	\$ 300	\$ 195	\$ 205	\$ 105	\$ 190	\$ 160	\$ 150	
1.0	Facilitate Regular Roundtable Meetings								\$ -	-	\$ -
1.1	Prepare For Up To 17 Roundtable Meetings	102	17	16					\$ 37,195	135.00	\$ 37,195
1.2	Attend, Facilitate, and Interact with CASCC staff/ Roundtable Members at Up To 17 Roundtable Meetings	136			136				\$ 55,080	272.00	\$ 55,080
1.3	Prepare Up To 17 Meeting Recaps and Lists of Action Items/Actions Taken	51			102				\$ 26,010	153.00	\$ 26,010
2.0	Assist CASCC in Improving Roundtable Participation, Meeting Format, and Composition	17							\$ 5,100	17.00	\$ 5,100
3.0	Provide Support for Work Not Currently Before the Roundtable	40	80	100	24				\$ 50,620	244.00	\$ 50,620
4.0	Follow Up with FAA and SFO on the Select Committee Recommendations	24							\$ 7,200	24.00	\$ 7,200
5.0	Follow Up with FAA and SJC on the Southflow Recommendations	24							\$ 7,200	24.00	\$ 7,200
6.0	Develop an FAA Advocacy Plan	40	24	24					\$ 21,600	88.00	\$ 21,600
7.0	Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website	24	12			4	12	44	\$ 18,820	96.00	\$ 18,820
									\$ -	-	\$ -
									\$ -	-	\$ -
									\$ -	-	\$ -
Total Hours		458	133	140	262	4	12	44	1053	1,053	
Total Labor Costs		\$ 137,400.00	\$ 25,935.00	\$ 28,700.00	\$ 27,510.00	\$ 760.00	\$ 1,920.00	\$ 6,600.00	\$ 228,825.00		\$ 228,825.00

ESA Labor Cost	\$	228,825.00
ESA Non-Labor Expenses		
Reimbursable Expenses	\$	8,161.70
ESA Equipment Usage	\$	-
Subtotal ESA Non-Labor Expenses	\$	8,161.70
Subconsultant Costs	\$	-

PROJECT TOTAL	\$ 236,986.70
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**Table 2: Santa Clara/Santa Cruz Community Roundtable
Cost Proposal: ESA Non-Labor Expenses by Task**

Reimbursable Costs	Total	Subtotal	Task Number
			1
Project Supplies			
Printing/Reproduction			
Document and Map Reproductions (CD + Digital Photo)			
Postage and Deliveries			
Mileage (To/From Sacramento International Airport) 1/11-1/12/19	\$2,415.70	\$2,415.70	\$2,415.70
Vehicle Rental			\$0.00
Lodging (GSA Rate 17 nights @\$239/night excluding taxes)	\$4,063.00	\$4,063.00	\$4,063.00
Meals & Incidental Expenses (GSA Rate: 34 days @ \$49.50/day)	\$1,683.00	\$1,683.00	\$1,683.00
Total Reimbursable Costs (for all tasks)	\$8,161.70	\$8,161.70	\$8,161.70

Section 5

Work Plan

Santa Clara/Santa Cruz Community Roundtable Facilitator Proposed Services

ESA's proposed services for this assignment cover all nine items in Section III, Scope of Work, of CASCC's RFP. ESA has changed the order of the tasks to match the workflow as it relates to preparing for, facilitating, and following up on the Roundtable meetings. For ease of the Selection Committee's review, we have used parentheses in each task title to indicate the work items covered by that task. We have also provided additional detail regarding how ESA would carry out each task. Our proposed services are informed by both our staff's experience providing roundtable facilitation services over the past four decades and our work on NorCal and SoCal Metroplex issues.

Task 1. Facilitate Regular Roundtable Meetings

Task 1.1. Prepare for Up to 17 Roundtable and Subcommittee Meetings (Covers Item 3 and 5 of the Scope of Work in the RFP)

Prior to each scheduled Roundtable meeting, ESA shall secure travel arrangements as efficiently and cost-effectively as possible. ESA anticipates that the six (6) regular Roundtable meetings will be in the evening, which will require an overnight stay. Our Roundtable Facilitator, Steve Alverson, will travel by car or train from ESA's Sacramento Office to facilitate each regular Roundtable meeting. The

same approach will be used for the anticipated eleven (11) subcommittee meetings. However, it is possible that these meetings will be held during the day and will not require an overnight stay or may be conducted via a video conferencing system resulting in a lower cost than estimated herein.

ESA shall assist the CASCC and Roundtable Chair and Vice Chair with the preparation of each meeting agenda. ESA shall also assist CASCC to comply with Brown Act requirements regarding meeting notices and agendas. ESA shall also perform background research, prepare technical studies/memos and letters, and develop presentation materials (e.g., Microsoft PowerPoint presentations, presentation boards, etc.) as requested by the CASCC and/or Roundtable on a variety of topics of interest to the Roundtable. These topics may include technological advancements as well as updates on policy research taking place within the United States and other countries. Technological advancement topics may include, but will not be limited to, noise reducing technologies (e.g., electric aircraft, geared turbofan engines, vortex generators, shape-shifting wings, etc.) NextGen, Optimized Profile Descents, and Required Navigation Performance. Policy research topics may include, but will not be limited to, the FAA's National Airports Noise Survey, health risk studies, ACRP publications, state/federal legislation, and ICAO CAEP actions. ESA shall prepare these draft presentations/materials and submit them to CASCC for review/approval at least two weeks in advance of a scheduled regular Roundtable meeting.

ESA shall also assist the Roundtable with preparing letters to agencies, such as the FAA, as directed by the CASCC.

Deliverables

- Presentation materials (i.e., Microsoft PowerPoint presentations) for use at the Roundtable meetings. Under this task, ESA will prepare for up to 17 presentations (an average of one per meeting).
- Up to 17 (an average of one per meeting) draft and final memos/letters related to items on Roundtable meeting agendas and/or items included in the Roundtable work program for distribution to CASCC staff and other interested parties as needed.

Task Schedule

Draft presentation materials shall be provided to CASCC at least two weeks prior to each scheduled Roundtable meeting. Final presentation materials shall be provided to CASCC at least one week prior to each scheduled Roundtable meeting. Draft memos/letters shall be provided to CASCC at least two weeks prior to each scheduled regular Roundtable meeting. Final memos/letters shall be provided to CASCC at least one week prior to each scheduled Roundtable meeting.

Task 1.2. Attend, Facilitate, and Interact with CASCC staff/Roundtable Members at Up to 17 Roundtable and Subcommittee Meetings (Covers Items 1, 2, and 3 of the RFP Scope of Work)

ESA's Roundtable Facilitator shall travel to Los Altos to attend and facilitate up to 17 Roundtable meetings (including Subcommittee meetings). ESA shall ensure that the meetings stay on point, are conducted in an orderly fashion, and maximize participation by meeting attendees by applying Robert's Rules of Order Newly Revised, 11th edition. During the meetings, ESA shall interact with CASCC staff and Roundtable members to further define issues to be addressed by the Roundtable, address alternative action items for Roundtable

consideration, and provide expert information on the noise topics under consideration. CASCC and ESA may agree to meet at CASCC's offices prior to the Roundtable meeting to review and discuss the presentations, meeting materials, and expectations for the meeting.

Deliverable

- Attendance and facilitation of up to a total of 17 Roundtable and Subcommittee meetings.

Task Schedule

Attendance at Roundtable and Subcommittee meetings based on the published Roundtable meeting schedule.

Task 1.3. Prepare Up to 17 Meeting Recaps and Lists of Action Items/Actions Taken (Covers the remaining portion of Item 5 of the Scope of Work in the RFP)

ESA will utilize local, San Francisco Bay Area administrative support staff to prepare the action item lists and draft and final meeting recaps following each scheduled Roundtable meeting capturing the key points of discussion from the meeting and identifying any work items that need to be addressed. The action item list will capture action items, actions taken, and member requests for CASCC's review/use.

Deliverables

- Seventeen (17) Draft and seventeen (17) final meeting recaps and seventeen (17) draft and seventeen (17) final lists of Roundtable action items, actions taken, and member requests.

Task Schedule

Draft meeting recaps and lists of action items, actions taken, and member requests within one week following each scheduled Roundtable meeting. Final meeting recaps and lists of action items, actions taken, and member requests within one week of receipt of CASCC's comments/edits.

Task 2. Assist CASCC in Improving Roundtable Participation, Meeting Format, and Composition (Covers item 4 of the Scope of Work of the RFP)

ESA will assist CASCC in identifying methods to encourage participation by the FAA and key stakeholders. On an ongoing basis, ESA will work closely with CASCC to improve the format and composition of Roundtable meetings.

Deliverable

- Ongoing dialogue with CASCC regarding Roundtable participation, meeting format, and composition. Up to 17 one-hour telephone calls with CASCC prior to each Roundtable meeting to discuss the format of Roundtable meetings and methods to improve the FAA and key stakeholder participation in Roundtable meetings.

Task Schedule

This task shall be carried out on an ongoing basis throughout the term of the contract with up to 17 one-hour telephone calls per year at least four weeks prior to each scheduled Roundtable meeting.

Task 3. Provide Support for Work Not Currently Before the Roundtable (Covers Item 6 of the Scope of Work of the RFP)

As directed by CASCC, ESA shall provide support for work not currently before the Roundtable, but that may be added during the contract period. Under this task, ESA would provide a wide range of services not yet anticipated by CASCC including, but not limited to, aircraft noise analyses, aircraft noise modeling, noise measurements, airspace analyses, and aviation planning studies. The results of these efforts would be presented in white papers, reports, and/or technical memorandums as appropriate.

Deliverables

- Deliverables shall be defined by CASCC at the time the specified service is needed.

Task Schedule

The schedule shall be set for each effort under this task at the time the specified service is defined by CASCC.

Task 4. Follow Up with FAA and SFO on the Select Committee Recommendations (Covers Item 7.a. of the Scope of Work of the RFP)

ESA shall establish a routine follow-up schedule with the FAA and SFO on the Select Committee recommendations and report back to the Santa Clara/Santa Cruz Community Roundtable as appropriate.

Deliverables

- ESA shall plan for up to two (2) one-hour phone calls each month to the FAA and SFO for updates on the Select Committee recommendations and shall report back to the Santa Clara/Santa Cruz Community Roundtable as appropriate. The two calls may be combined into a single call upon agreement by the FAA and SFO.

Task Schedule

Up to two (2) one-hour phone calls once each month and at least four weeks prior to each regularly scheduled Roundtable meeting.

Task 5. Follow Up with FAA and SJC on the Southflow Recommendations (Covers Item 7.b. of the Scope of Work of the RFP)

ESA shall establish a routine follow-up schedule with the FAA and SJC on the Southflow recommendations and shall report back to the Santa Clara/Santa Cruz Community Roundtable as appropriate.

Deliverables

- ESA shall plan for two (2) one-hour phone calls each month to the FAA and SJC on the Southflow recommendations and report back to the Santa Clara/Santa Cruz Community Roundtable as appropriate. The two calls may be combined into a single call upon agreement by the FAA and SJC.

Task Schedule

Up to two (2) one-hour phone calls once each month and at least four weeks prior to each regularly scheduled Roundtable meeting.

Task 6. Develop an FAA Advocacy Plan (Covers Item 8 of the Scope of Work of the RFP)

ESA shall create a Draft FAA Advocacy Plan for the Roundtable’s consideration that will describe the steps that the Roundtable, CASCC, and/or its Facilitator will take during the course of the contract term to establish and maintain a positive working relationship with the key FAA representatives for the aircraft noise issues that affect the South Bay residents. The plan will focus on methods for addressing current concerns that have resulted from the implementation of the NorCal Metroplex procedures as well as establishing a process by which the FAA can inform the Roundtable about potential future procedure changes and establish a process by which the Roundtable can provide input into those plans.

Deliverables

- One (1) Draft FAA Advocacy Plan. One (1) Final FAA Advocacy Plan.

Task Schedule

The Draft FAA Advocacy Plan will be developed for the Santa Clara/Santa Cruz Community Roundtable 30 days prior to its second regular meeting. The CASCC shall review and comment on the Draft Plan at least two weeks prior to the second regular Roundtable meeting. ESA shall revise the Draft Plan and submit it for inclusion in the Roundtable

meeting packet one week prior to the scheduled meeting date. ESA shall revise the Draft Plan to create the Final Plan two weeks after the Roundtable’s approval.

Task 7. Prepare and Maintain the Santa Clara/Santa Cruz Community Roundtable Public Website (Covers Item 9 of the Scope of Work of the RFP)

ESA shall create and maintain the Santa Clara/Santa Cruz Community Roundtable public website for the term of the contract. The website shall be used to post meeting agendas/meeting notices, maps to the Roundtable meeting site, meeting recaps, technical reports, and other materials that are relevant to the Roundtable members and interested public (e.g., a link to the NorCal Metroplex EA, a link to the SFO Airport Community Roundtable, etc.). ESA shall be responsible for posting Roundtable meeting agendas at least 72-hours prior to the regular meetings as required by the Brown Act, meeting recaps with one business day of CASCC approval, and other materials in a timely manner.

Deliverables

- Establish, host, and maintain one (1) publicly-accessible Santa Clara/Santa Cruz Community Roundtable website.

Task Schedule

Draft Roundtable website for CASCC review/ approval within twenty-one (21) days of receipt of a fully executed contract and written notice to proceed. Deliver an operational, publicly accessible website within thirty (30) days of receipt of CASCC’s written approval of the website format and contents.