DATE: May 27, 2020

TO: Waste Management Authority Board (WMA)  
Energy Council (EC)  
Recycling Board (RB)

FROM: Wendy Sommer, Executive Director  
Pat Cabrera, Administrative Services Director

SUBJECT: FY 20-21 Budget Adoption

SUMMARY
At the May 27, 2020, WMA meeting, staff will ask the WMA Board, the Energy Council and the Recycling Board to adopt their respective FY 2020-21 budgets.

DISCUSSION
The proposed budget for FY 2020-21 was presented at a joint meeting of the WMA, EC and RB on April 22, 2020. The staff memo and PowerPoint presentation from the April 22 combined board meeting is available at: FY20-21 Budget-Presentation.pdf

The presentation at this meeting was well received, and there were no requests for changes to the budget. The proposed FY 20-21 budget totals approximately $34.0 million, with the following breakdown:

- WMA: $13,765,390
- Energy Council: $7,336,535
- Recycling Board: $12,864,595

Some projects are funded using both WMA and Recycling Board funds. The Agency’s core budget is approximately $10.9 million, which is approximately $400,000 lower than the projected core revenue of $11.3 million. Estimated total year-end core fund balances and reserves amount to $26.2 million (equivalent to over two years’ of a typical core budget). Therefore, even with the economic uncertainties due to the COVID-19 pandemic we are in a solid financial position. We will continue to meet our financial goals as well as our operational objectives through prudent spending, a team of resourceful and resilient staff and the ongoing support of our Boards.

RECOMMENDATION
That the WMA Board adopt the WMA FY 20-21 Budget Resolution (Attachment A), the Energy Council adopt the EC FY 20-21 Budget Resolution (Attachment B), and the Recycling Board adopt the RB FY 20-21 Budget Resolution (Attachment C).

Attachment A: WMA Budget Resolution  
Attachment B: EC Budget Resolution  
Attachment C: RB Budget Resolution  
Attachment D: Link to Annual Budget – FY20-21-Final-Budget.pdf
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ATTACHMENT A

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2020-

MOVED:
SECONDED:

AT THE MEETING HELD MAY 27, 2020
THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF
THE FISCAL YEAR 20-21 BUDGET; PROJECT CONTRACTS; AND AUTHORIZED POSITIONS AND SALARY SCHEDULE

WHEREAS, a preliminary budget for Fiscal Year 2020-21 has been developed that incorporates programs and projects based on the guiding principles and Countywide Integrated Waste Management Plan goals adopted by the Board; and

WHEREAS, this budget was presented at the joint meeting of the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board and the Energy Council, held on April 22, 2020 for review and comment; and,

WHEREAS, legal notice of the public hearing of the budget has been provided, and the matter scheduled on the May 27, 2020 Waste Management Authority (WMA) agenda for adoption.

NOW THEREFORE, BE IT RESOLVED that the Alameda County Waste Management Authority hereby:

1. Adopts the WMA’s portion of the Annual Budget, Fiscal Year 2020 -21 with expenditures totaling $13,765,390 and authorizes staff to proceed with Authority administration, programs and operations in accordance with the adopted budget, effective July 1, 2020.
2. Authorizes the attached salary schedule and authorized positions.
3. Authorizes the following new or augmented contracts and/or spending authority subject to approval as to form by Legal Counsel, and consistent with the WMA’s purchasing policy:

   **Packaging**
   - Cascadia Consulting Group: $15,000
   - Technical assistance for reusable transport packaging: $10,000
   - Gigantic Idea Studio: $10,000
   - Marketing and outreach support

   **Food Waste Reduction**
   - Zero Company: $70,000
   - Online media purchases including digital/mobile ads, facebook, gmail ads, etc.
   - Lamar: $25,000
AC Transit bus shelter ads
Outfront $ 50,000
BART Transit ads
Underground Advertising $ 75,000
Design and media consultant food waste reduction campaigns
Gigantic Idea Studio $ 20,000
To develop program content for the food waste reduction campaigns

**Mandatory Recycling Ordinance (MRO) Implementation**

Cascadia Consulting Group $ 500,300
Technical assistance to businesses and multi-family properties (note $150,300 will be externally funded pending agreements)
Gigantic Idea Studio $ 30,000
Marketing and outreach services
Starline Supply and/or Cole Supply $ 60,000
Indoor food scraps bins for businesses and multi-family properties

**Used Oil Recycling (externally funded)**

Zero Company $ 50,000
Online media purchases including digital/mobile ads, facebook, gmail ads, etc.
Lamar $ 11,000
AC Transit ads
Outfront $ 25,000
BART transit ads
Gigantic Idea Studio $ 18,000
To manage outreach campaign

**Household Hazardous Waste (HHW) Facilities**

Autumn Press $ 50,000
Printing and mailing services
Zero Company $ 100,000
Online media purchases including digital/mobile ads, facebook, gmail ads, etc.
Lamar $ 20,000
AC Transit ads
Alameda County Tax Collector $ 68,000
Service fee to collect HHW fee on property tax roll

**Administrative Overhead (OH) (includes general OH, accounting and budgeting and information systems)**

Shute, Mihaly and Weinberger, LLP $ 292,000
Authority counsel, charged against multiple projects as appropriate, includes $50,000 of prior year encumbered funds for litigation as needed
Alliance Insurance Services $ 153,000
Agency insurance
Tyler Technologies $ 55,000
Financial software upgrades, maintenance and support
USPS $ 56,000
Postage, charged against multiple projects as appropriate

**Legislation**
Shaw Yoder Antwih Schmelzer and Lange $ 51,000
Lobbying firm

**Reusable Food Ware**
Technical Assistance contract, $ 160,000
TBD pending bidding process and ED Approval
Pilot Projects, various vendors $ 400,000
TBD Funds encumbered in prior year
Gigantic Idea Studio $ 15,000
Outreach and messaging services

**Schools Based Community Outreach**
Accelar Inc, DBA Pronto Transportation $ 125,000
Bus services for transportation to the Ed Centers

Passed and adopted this 27th day of May 2029 by the following vote:

**AYES:**
**NOES:**
**ABTAIN:**
**ABSENT:**

______________________________
Arliss Dunn, Clerk of the Board
## Monthly Salary Ranges and Authorized Positions
### FY 20/21*

**Authorized Positions 50.0 FTE**

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* Salary increases for eligible employees occur on June 28, 2020
** Includes regular, limited term, and intermittent positions. Does not include any future positions that may be required due to grant/external funding. These positions will be approved as part of the grants/external funding process.
*** Serves as the Agency’s Treasurer pursuant to the Agency’s investment policy and applicable state law.
ATTACHMENT B

ENERGY COUNCIL
RESOLUTION #EC2020-

MOVED:
SECONDED:

AT THE MEETING HELD MAY 27, 2020
THE ENERGY COUNCIL AUTHORIZES ADOPTION OF THE FISCAL YEAR 2020-21 BUDGET

WHEREAS, a preliminary budget for Fiscal Year 2020-21 has been developed that incorporates program priorities adopted by the Energy Council and external funding agreements; and

WHEREAS, this budget was presented at the joint meeting of the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board and the Energy Council at the meeting held on April 22, 2020 for review and comment; and,

WHEREAS, legal notice of the budget hearing has been provided, and the matter scheduled on the May 27, 2020 Energy Council agenda for adoption.

NOW THEREFORE, BE IT RESOLVED, that the Energy Council hereby adopts the Energy Council’s portion of the Annual Budget Fiscal Year 2020-21 with expenditures totaling $7,336,535 and authorizes staff to proceed with Energy Council administration, programs and operations in accordance to the adopted budget, effective July 1, 2020.

Passed and adopted this 27th day of May 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____________________________
Arliss Dunn, Clerk of the Board
ATTACHMENT C

ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
RESOLUTION #RB 2020 -

MOVED:
SECONDED:

AT THE MEETING HELD May 27, 2020
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2020-21 BUDGET AND PROJECT CONTRACTS

WHEREAS, a preliminary budget for Fiscal Year 2020-21 has been developed that incorporates programs and projects based on the agency’s guiding principles and Countywide Integrated Waste Management Plan goals; and,

WHEREAS, this budget was presented at the joint meeting of the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council at the meeting held on April 22, 2020 for review and comment; and,

WHEREAS, legal notice of the public hearing of the budget has been provided, and the matter scheduled on the May 27, 2020 Recycling Board agenda for adoption.

NOW THEREFORE, BE IT RESOLVED that the Alameda County Source Reduction and Recycling Board hereby:

1. Adopts the Recycling Board's portion of the Fiscal Year 2020-2021 Budget with expenditures totaling $12,864,595, and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2020.
2. Authorizes the following contract subject to approval as to form by Legal Counsel

Recycling Board Five Year Audit
Crowe, LLP $ 89,683
Phase II of the five year audit

Passed and adopted this 27th day of May 2020 by the following vote:

AYES:
NOES:
ABTAIN:
ABSENT:

_____________________________
Arliss Dunn, Clerk of the Board