

Committee Members

Dave Sadoff, *Chair*
Castro Valley Sanitary District
Jennifer West, *Vice Chair*
City of Emeryville
Lena Tam, City of Alameda
Keith Carson, Alameda County
Peter Maass, City of Albany
Luis Freitas, City of Newark
Dan Kalb, City of Oakland
Laython Landis, Oro Loma Sanitary District
Garrett Keating, City of Piedmont
Jerry Pentin, City of Pleasanton
Pauline Cutter, City of San Leandro
Lorin Ellis, City of Union City

AGENDA

**ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION
COMMITTEE**

**Thursday, December 12, 2013
9:00 A.M.**

**StopWaste Offices
1537 Webster Street
Oakland Ca 94612
510-891-6500**

- 1. Convene Meeting**
- 2. Public Comments**
An opportunity is provided for any member of the public wishing to speak on any matter within the jurisdiction of the Programs & Administration Committee, but not listed on the agenda. Each speaker is limited to three minutes.
- 3. Approval of the Draft Minutes of November 14, 2013 (Pat Cabrera) **Action****
- 4. Mid-Year Budget Adjustments (Pat Cabrera & Gina Peters) **Action****
- 5. 2014 Proposed Calendar of Meetings (Pat Cabrera) **Action****
Recommendation that the P&A Committee adopt the attached Regular Meeting schedule for 2014.
- 6. Member Comments**
- 7. Adjournment**

The Programs & Administration Committee is a Committee that contains more than a quorum of the Board. However, all items considered by the Committee requiring approval of the Board will be forwarded to the Board for consideration at a regularly noticed board meeting.

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**ALAMEDA COUNTY WASTE
MANAGEMENT AUTHORITY MEETING
OF THE
PROGRAMS AND ADMINISTRATION COMMITTEE**

MINUTES

**Thursday, November 14, 2013
9:00 A.M.**

**StopWaste Offices
1537 Webster Street
Oakland CA 94612
510-891-6500**

**And Teleconference:
Cheryl Cook-Kallio
Irvington High School
41800 Blacow Road, Room 217
Fremont, CA 94538
925-918-2665**

Members Present:

Lena Tam, City of Alameda (arrived 9:15 a.m.)
Dave Sadoff, Castro Valley Sanitary District
Jennifer West, City of Emeryville
Dan Kalb, City of Oakland (left 10:20 a.m.)
Robert Marshall, City of Newark
Laython Landis, Oro Loma Sanitary District (left 10:15 a.m.)
Garrett Keating, City of Piedmont
Cheryl Cook-Kallio, City of Pleasanton (via teleconference)
Pauline Cutter, City of San Leandro

Members Absent:

Keith Carson, Alameda County
Lorrin Ellis, City of Union City
Peter Maass, City of Albany

Staff Present:

Gary Wolff, Executive Director
Jeff Becerra, Communications Manager
Arliss Dunn, Clerk of the Board

1. Convene Meeting

Dave Sadoff, Chair, called the meeting to order at 9:05 a.m.

2. Public Comments

There were none.

3. Approval of the Draft Minutes of June 13, 2013 (Gary Wolff)

Action

Ms. West made the motion to approve the draft minutes of June 13, 2013. Mr. Marshall seconded and the motion was carried 8-0 (Carson, Ellis, Maass, and Tam absent).

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4. Legislative Planning for 2014 (Gary Wolff & Jeff Becerra) Action

Staff recommends that the Boards confirm the above priorities for the upcoming legislative session.

Mr. Becerra provided an overview of the staff report. The report is available here:

<http://www.stopwaste.org/docs/11-14-13-pa-leg.pdf>

Ms. West asked for clarification on implementation of the mattress bill with respect to similarities to the bottle bill. Mr. Becerra stated the mechanics of the bill are not set, because the bill requires a stewardship plan be prepared by the mattress industry. The Governor requested clean-up legislation with respect to the review and associated expenses of CalRecycle work related to the stewardship plan, in the future.

Mr. Kalb inquired if the agency has considered a countywide ban on Styrofoam food service containers (styrofoam). Mr. Wolff stated that StopWaste has not considered a countywide ban as a high priority because approximately 8-10 member jurisdictions have already adopted ordinances to this effect, and the jurisdictions that have not adopted ordinances can model the existing ordinances. Mr. Wolff will provide the committee with an updated list of the jurisdictions that have adopted such ordinances.

Ms. West inquired about the benefits of having other state agencies propose green building standards for AB 341. Mr. Becerra stated the California Buildings Standards Commission does not have environmental expertise and StopWaste preferred that organizations such as Cal/EPA weigh in on the proposed green building standards. Mr. Keating inquired about any regulations coming forward with respect to organics processing. Mr. Becerra stated Cal Recycle is looking at how to implement AB32 and its effects. Mr. Wolff stated there are regional air & water boards such as BAAQMD that periodically propose various rules but is unaware of any proposals right now affecting our region.

Mr. Sadoff inquired about the amount of funding given to Californians Against Waste and The California Product Stewardship Council. Mr. Becerra said the agency gives \$15,000 per organization. This amount is based on the size of our agency.

Ms. Cutter made the motion to confirm the priorities for the upcoming legislative year. Ms. Tam seconded and the motion carried 9-0 (Carson, Ellis, and

5. Benchmark Report Draft Review (Gary Wolff & Jeff Becerra) Information

Mr. Becerra provided an overview of the staff report. The report is available here:

<http://www.stopwaste.org/docs/11-14-13-pa-benchmark.pdf>

Mr. Becerra distributed a draft of the Benchmark Report for the Boards review. Board members supported the design of the report, which will catch reader's attention, and provided the following comments and suggestions:

Cutter: Need to make clear that the color stripes represent recyclables and compostables. Remove the word "initial" before "annual fee" to only say "annual fee". Ms. Cutter commended staff on a "great job" on the brochure design as it will capture attention.

West: Concurred with Ms. Cutter on commending staff for a well designed brochure and suggested using simple language in larger print that "we're still throwing away recyclables and compostables into the garbage," and "can you do better." Need to figure out how to provide the report or access to information to multi-family residents and not just property owners.

Keating: Agree with Ms. West on stating the action "throwing away good stuff" in addition to using percentages. Utilize thermometer graphic to illustrate where each city stands with respect to 2020 goal. Include footnote or web citation for economic message.

Ms. Cutter asked if the \$1.81 fee includes two reports per year. Mr. Wolff affirmed that is our intention, although only one is required legally. Because this is the first year, we could not provide

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two reports within the fiscal year, but would like to have two in the next fiscal year and thereafter. Reinforcing the 'we can recycle more' message frequently is important.

Ms. West inquired about the printing cost. Mr. Becerra stated the cost was \$0.27 per piece. Staff will provide an annual expense report for the benchmark service after the fiscal year books are closed. Mr. Kalb asked if people choose to opt-out will they continue to receive the report. Mr. Wolff stated no.

Mr. Wolff thanked the committee for their input.

Adjourned to Closed Session

6. Closed Session: Government Code Section: 54957.6(a)

Conference with Labor Negotiator

Agency Negotiator: Gary Wolff

Employee Organization: Unrepresented employees (all Agency employees; position titles available upon request) (confidential materials mailed separately)

There was nothing to report from closed session.

7. Member Comments

There were none.

8. Adjournment

The meeting adjourned at 10:25 a.m.

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December 2, 2013

To: Programs and Administration Committee
Recycling Board/ Planning and Organization Committee

From: Pat Cabrera, Administrative Services Director
Gina Peters, Chief Finance Officer

Subject: Mid-Year Budget Adjustments

MID-YEAR SUMMARY

As a result of our mid-year revenue and expenditure review, staff is recommending adjustments to the adopted FY 2013/14 budget. The revised budget for FY2013/14 (including the Revolving Loan Fund and the Measure D distribution to Municipalities and the Energy Council) totals \$26,472,598. The originally adopted FY 2013/14 budget totaled \$22,494,930. The Energy Council and WMA Board subsequently approved accepting and spending additional funds for energy-related work. It is our custom to re-adopt the entire budget at mid-year, so that complete and up-to date budget spreadsheets will exist.

Mid-year core budget revenue projections (about \$11.5 million) and expenditures (approximately \$11.0 million) remain unchanged compared to the originally adopted budget*. Core revenue is fee revenue which the Boards may spend within the limits of our governing documents. Core revenues in turn fund core expenditures.

Actual (unaudited) available fund balances beginning July 1, 2013 were higher than estimated at the time the budget was developed (March-April 2013) by approximately \$1.6 million due to higher than expected revenues (about \$1.1 million) and expenditures lower than were budgeted (approximately \$500,000), in FY 2012/13. Therefore, the new projected ending fund balance for FY 2013/14 is approximately \$5.0 million.

While the net increase should be viewed positively as it will make our future fiscal challenges easier to address, the increase is not a result of projected ongoing revenue or lower budgets. Long-term financial planning and decisions take place during the regular budget cycle in the spring. That planning will include long-range estimates of revenue and spending, as is typical.

REVENUES

During the 09/10 budget development process an in-depth statistical analysis was conducted to help determine tonnage related revenue. We determined that state-wide unemployment and variables denoting the month of the year or the passage of time created the strongest explanations

* Note the originally adopted budget erroneously listed the core budget as \$10,921,108 in the text and graphics; but the core budget approved by Board Resolutions and documented in the attachments to the Resolutions was actually \$10,969,647.

for variations of tonnages disposed for Alameda County jurisdictions and San Francisco, respectively. The accuracy of this model was quite impressive for projecting revenue in FY09/10; the tonnage related revenue estimate was \$10,234,000 and the actual tonnage related revenue was \$10,196,000 (less than a 1% difference). The model was not as precise in FY 2010/11 where the estimate was \$12,476,000 and actual tonnage related revenue was \$13,024,000 (less than a 5% difference). Actual tonnage related revenue in FY 11/12 was even further different than our projection (approximately \$1,060,000 million higher). However, approximately \$370,000 of that was due to diligent enforcement and collection of the out of county fee, a revenue source that was difficult to estimate in advance since such a fee had not been collected in the past, and approximately \$360,000 was a result of using San Francisco staff projections of "Zero Waste Plan" tonnage which were substantially lower than reality. (We have adjusted our estimates of SF waste upward in subsequent fiscal years, based on historical statistics, not their Zero Waste Plan). The remaining \$328,000 of increased tonnage related revenue was due to higher than estimated tonnages from Alameda County disposed at landfills in County. That is, actual tonnages of this type in FY11/12 were about 3.9% higher than estimated. However, more than half of this variance was due to actual unemployment lower than the UCLA Anderson school projection on which our projections are based.

Similar results occurred in fiscal year 12/13 where collection efforts for tons hauled out-of-County resulted in \$154,000 more in revenue than was budgeted. Furthermore, while SF annual tonnage projections were adjusted as mentioned above, actual tonnages were still 12% higher than the projection and Alameda County tonnages were 8% higher than the projection, resulting in those revenues exceeding projections by approximately \$1.1 million. Of the 8% more tons from Alameda County, the actual drop in unemployment compared to the UCLA projection accounts for 5 percentage points of this increase which indicates that our model for Alameda County tons is off by only 3 percentage points. However, of the 12% more tons from SF, almost none of the increased tons are explained by the actual versus the UCLA projected unemployment. These results indicate that model used to project San Francisco tonnages was not as accurate last fiscal year. This is not surprising since with all statistical models there is variability which at times can significantly impact outcomes. However, while far from perfect, the model still provides a scientific approach to projecting tonnages.

The models do not fully account for policy decisions designed to reduce landfill disposal that will affect FY2013/14 and future revenue. These include the plant debris ban, the cooperative agreements with Waste Management and Republic Services which require new material recovery sorting lines, the impacts from the Ready, Set, Recycle contest, implementation of mandatory recycling, etc. As such, we manually adjust the statistical tonnage projection downward every year when we prepare the budget.

The manual adjustment in the original FY 2013/14 budget was 159,000 fewer tons than the "mid-range" statistical model projected. Actual tonnages in Alameda County landfills (excluding SF waste), are approximately 7.8% higher than budget estimates so far this budget year, which is mostly explained by the economy recovering more rapidly than UCLA projected (specifically the changes in unemployment as discussed above). However, given that we have only collected four months of actual tonnage data this fiscal year, and enforcement of mandatory commercial recycling is just beginning, we feel it is prudent to not to revise tonnage based revenue at mid-year. As always, we will continue to closely monitor disposal trends.

Interest, wind and other property related revenues also remain unchanged compared to the original budget.

EXPENDITURES

Mid-year changes will increase the total budget by approximately \$4.0 million of which \$3.8 million is grant or external funding related (and of that amount approximately \$3.5 million is Energy Council funding), in addition to changes in prior year revenue which needs to be disbursed to the member agencies (\$4,156), as well as approximately \$192,000 of “pass through” monies for the Recycled Product Purchase Preference project. There are no changes to the overall core budget which totals approximately \$11.0 million. However, shifts in hours and hard costs were made within the programs as needed. These changes are shown in attachment 1.

Attachment 2 shows all projects by funding source.

FUND BALANCES AND RESERVES

As previously mentioned, the Agency’s beginning fund balances (not including the RLF and Measure D) were higher by approximately \$1.6 million. Agency fund balances are currently projected to total approximately \$5.0 million at fiscal year end. Attachment 3 updates the “Estimated Fund Balances Available” schedule.

Agency reserves are categorized as “designated” which require Board action to create, spend or dissolve and “contractually committed” for which the Agency has a current contractual obligation to spend the funds for a specific purpose or project. Funds from reserves are transferred to the operating budget as necessary; and upon completion of the project any remaining funds are transferred back to the original reserves.

As shown in attachment 4, Designated Reserves include the following:

- ❖ Organics Processing Development
- ❖ East Bay MUD Commercial Food Waste Digester Project
- ❖ Diversion Project: Product Decisions
- ❖ Fiscal Reserves (Both WMA and RB)

The Contractually Committed Reserves are as follows:

- ❖ Diversion Project: MRF Capacity Expansion – Davis St
- ❖ WMAC Transportation Improvement Program

As of the mid-year review, the reserves are projected to total approximately \$13.7 million at the end of FY2013/14.

CONTRACT AMENDMENTS

In addition to the expenditure changes, authorization is also requested to augment or execute the following contracts; the funds for these contacts are budgeted.

Overhead (General, Accounting, MIS support)

8 Locks Consulting

\$ 50,000

Additional IT and programming support

Technical Assistance and Services

BF Coalition \$ 35,000
Contract for Technical Assistance

Regionalizing BF

BF Coalition \$ 80,000
Funding to assist with transitioning Bay Friendly Tools to a regional organization and to provide partial operational support for the BF Coalition

Household Hazardous Product Alternatives

Underground Advertising \$ 60,000
Cox Media \$ 50,000
Advertising services

The Contest

Image X \$125,000
Contest and benchmark report printing
US Postal Services \$110,000
Benchmark report mailing
Titan \$ 55,000
KTVU/Cox Media \$ 30,000
Advertising and promotional purchases

Mandatory Recycling Implementation

Image X \$ 35,000
MR Ordinance 2 outreach, design and mailings
KTVU/Cox Media \$ 20,000
MR Ordinance Phase 2 digital/online outreach

Household Hazardous Waste Facilities

Image X \$ 36,000
HHW fee proposal mailer printing and fulfillment
US Postal Services \$100,000
HHW fee proposal mailer postage
Vendors: TBD and not to exceed \$ 64,000
Miscellaneous services related to the fee proposal mailer
Subject to approval by the Executive Director

General Agency Communications

Waste Management \$ 50,000
Republic Services \$ 30,000
Customer service related to the benchmark fee

RECOMMENDATION

Staff recommends that the Recycling Board adopt the proposed mid-year budget revisions as they pertain to the Recycling Board's operations and as outlined in the attached resolution (Attachment A). Staff further recommends that the Programs and Administration Committee and the Planning and Organization Committee recommend to the Authority Board to adopt the

proposed mid-year budget revisions as they pertain to the Authority Board's operations and as outlined in the attached draft resolution (Attachment B). Also included in this report as information only, is the draft resolution for the Energy Council which will be presented to the Council at the December 18, 2013 meeting.

- Attachment A: Draft Recycling Board resolution
- Attachment B: Draft WMA resolution
- Attachment C: Draft Energy Council resolution (information only)
- Attachment 1: Expenditure Change Detail
- Attachment 2: Projects by Funding Source
- Attachment 3: WMA, EC and RB Fund Balances Available
- Attachment 4: WMA and RB Schedule of Reserves

Attachment A
ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD

RESOLUTION #RB 2013-

MOVED:
SECONDED:

AT THE MEETING HELD DECEMBER 12, 2013

FISCAL YEAR 2013/14 MID-YEAR BUDGET ADJUSTMENT

WHEREAS, the Alameda County Source Reduction and Recycling Board approved the Fiscal Year 2013/14 Budget by Resolution #RB 2013-1, and

WHEREAS, staff has reviewed the budgetary activity from July 1, 2013 and made adjustments as appropriate, and

WHEREAS, these changes were presented to the Recycling Board for review and approval.

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

1. Approves the adjusted budget as it pertains to Recycling Board operations as shown on attachments 2, 3, and 4.
2. Authorizes the execution of or augmentation to the following contracts:

Technical Assistance and Services

BF Coalition \$ 35,000

Regionalizing BF

BF Coalition \$ 80,000

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Gary Wolff, Executive Director

Attachment B
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY BOARD

RESOLUTION #WMA 2013-

MOVED:
SECONDED:

AT THE MEETING HELD DECEMBER 18, 2013

FISCAL YEAR 2013/14 MID-YEAR BUDGET ADJUSTMENT

WHEREAS, the Alameda County Waste Management Authority Board approved the Fiscal Year 2013/14 Budget by Resolution #WMA 2013-3, and

WHEREAS, staff has reviewed the budgetary activity from July 1, 2013 and made adjustments as appropriate, and

WHEREAS, these changes were reviewed and approved by the by the Agency's Programs and Administration Committee and the Planning and Organization Committee on December 12, 2013, and

WHEREAS, the Committees approved forwarding these changes to the Authority Board for adoption.

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

1. Approves the adjusted budget as it pertains to Authority Board operations and as shown on attachments 2, 3, and 4.
2. Authorizes the execution of or augmentation to the following contracts:

Overhead (General, Accounting, MIS support, etc.)	
<u>8 Locks Consulting</u>	\$ 50,000
Household Hazardous Product Alternatives	
<u>Underground Advertising</u>	\$ 60,000
<u>Cox Media</u>	\$ 50,000
The Contest	
<u>Image X</u>	\$125,000
<u>US Postal Services</u>	\$110,000
<u>Titan</u>	\$ 55,000
<u>KTVU/Cox Media</u>	\$ 30,000
Mandatory Recycling Implementation	
<u>Image X</u>	\$ 35,000
<u>KTVU/Cox Media</u>	\$ 20,000

Household Hazardous Waste Facilities

<u>Image X</u>	\$ 36,000
<u>US Postal Services</u>	\$100,000
<u>Vendors: TBD and not to exceed</u>	\$ 64,000

General Agency Communications

<u>Waste Management</u>	\$ 50,000
<u>Republic Services</u>	\$ 30,000

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Gary Wolff, Executive Director

**Attachment C
ENERGY COUNCIL**

RESOLUTION #EC2013-

**MOVED:
SECONDED:**

AT THE MEETING HELD DECEMBER 18, 2013

FISCAL YEAR 2013/14 MID-YEAR BUDGET ADJUSTMENT

WHEREAS, the Energy Council approved the Fiscal Year 2013-15 Budget by Resolution #EC 2013-01, and

WHEREAS, staff has reviewed the budgetary activity from July 1, 2013 and made adjustments as appropriate, and

WHEREAS, staff has also incorporated previously approved Council action as part of the mid-year budget adjustment, and

WHEREAS, these changes were presented to the Energy Council for review and approval.

NOW THEREFORE, BE IT RESOLVED, that the Energy Council hereby approves the budget adjustments as they pertain to Energy Council operations and as shown on attachments 2, and 3.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Gary Wolff, Executive Director

Attachment 2

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL Projects by Funding Source- Midyear Budget FY 13/14

	Total Cost	-----Waste Management Authority-----				Energy	-----Recycling Board-----			
		Facility Fees	Mitigation Fees	Externally Funded	Benchmark Fees	Council Board Energy Council	RB Discretionary**	RB Grants to Non-Profit	RB Source Reduction	RB Market Development
EXPENDITURES										
1000 -PRODUCT DECISION:										
1020 Technical Assistance and Services	\$ 499,844	\$ 24,992					\$ 454,852	\$ 20,000		
1030 BayROC (Bay Area Regional Recycling Outreach Coalition)	26,571	26,571								
1031 BayROC External Contributions	100,000			\$ 100,000						
Sub-total	626,415	51,563	-	100,000	-		454,852	20,000	-	-
1100 Bay Friendly										
1110 Bay-Friendly Schoolyards	32,032	4,805	17,618				4,805		4,805	
1111 Bay-Friendly Schoolyards (Prop. 84 Funding)	76,121			76,121						
1140 Regionalizing BF	479,485	23,974	23,974				61,794	130,000	119,871	119,871
1150 BF Water Eff. Landscape Prop 84 WMA	23,696	2,370	2,370				3,554		15,402	
1151 BF Water Eff. Landscape Prop 84 DWR	159,961			159,961						
Sub-total	771,295	31,149	43,961	236,082	-		70,153	130,000	140,078	119,871
1200 Product Purchasing and Manufacturing										
1220 Waste Prevention: Institutional Food Service/Commercial Cafeterias	193,388		29,008				48,347		116,033	
1230 Waste Prevention; Reusable Transport Packaging	244,962	24,496					73,489		97,985	48,992
1231 Reusable Transport Packaging (EPA Funding)	228,395			228,395						
1240 Household Hazardous Product Alternatives	300,835		150,417							150,417
1250 Single Use Bag Ordinance Implementation	479,776		143,933				143,933		191,910	
1260 Recycled Content: Compost and Mulch	706,774		212,032				120,152		231,732	142,858
1270 Recycled Content: Building Materials	452,424		90,485	22,621			130,970	70,000		138,348
1280 Hard to Recycle: Institutional and Commercial Food Service Ware & Packaging	150,952		22,643	63,024			22,643	20,000	22,643	
1290 Hard to Recycle: Packaging Life Cycle Analysis and Recyclability Labeling	203,110		30,467	111,711			30,467		30,467	
Sub-total	2,960,616	674,473	226,364	228,395	-		570,000	90,000	690,769	480,616
1300 Green Building										
1344 PG&E Innovator Pilot	332,066			332,066						
1347 BayREN (Bay Regional Energy Network)	6,983,318					\$ 6,983,318				
1348 PG&E Energy Programs	412,874					412,874				
Sub-total	7,728,258	-	-	332,066	-	7,396,192	-	-	-	-
Total Product Decisions	12,086,584	757,184	270,325	896,543	-	7,396,192	1,095,005	240,000	830,848	600,487

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Midyear Budget FY 13/14

	Total Cost	-----Waste Management Authority-----				Energy	-----Recycling Board-----			
		Facility Fees	Mitigation Fees	Externally Funded	Benchmark Fees	Council Board Energy Council	RB Discretionary**	RB Grants to Non-Profit	RB Source Reduction	RB Market Development
2000-DISCARD MANAGEMENT										
2020 Schools Transfer Station Tours	583,393	58,339	525,054							
2040 Competitive Grants	386,565							386,565		
2050 The Contest (will include Student Action Project and SLWRP deliverables; metrics and communication costs for residential Benchmark Fee)	1,787,034	17,938	1,608,331		160,765					
2061 Commission Green Star Schools Activities	7,884			7,884						
2080 Benchmark Data and Analysis Project	434,031				434,031					
2090 Mandatory Recycling Implementation	1,788,083	1,788,083								
Sub-total	4,986,990	1,864,361	2,133,384	7,884	594,796		-	386,565	-	-
2100 Processing Facilities										
2110 Construction & Demolition Debris Recycling	118,986		5,949							113,037
2120 Materials Recovery Facility Operations & Monitoring	493,822		493,822							
Sub-total	612,808	-	499,771	-	-		-	-	-	113,037
2300 Hazardous Waste										
2310 Hazardous Waste	16,981	16,981								
2311 Used Oil Recycling Grant	125,000			125,000						
2312 Household Hazardous Waste Facilities	338,399			338,399						
Sub-total	480,380	16,981	-	463,399	-		-	-	-	-
2400 C/I/I Collections (Commercial /Industrial/Institutional)										
2420 Business Assistance (will include Schools Infrastructure; metrics and communications costs for Commercial Benchmark Fee)	519,926	207,970			45,392		110,586		155,978	
Sub-total	519,926	207,970	-	-	45,392		110,586	-	155,978	-
Total Discard Management	6,600,104	2,089,312	2,633,156	471,283	640,188		110,586	386,565	155,978	113,037

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Midyear Budget FY 13/14

	Total Cost	-----Waste Management Authority-----				Energy	-----Recycling Board-----			
		Facility Fees	Mitigation Fees	Externally Funded	Benchmark Fees	Council Board Energy Council	RB Discretionary**	RB Grants to Non-Profit	RB Source Reduction	RB Market Development
3000-COMMUNICATION, ADMINISTRATION, PLANNING										
3020 Misc Small Grants Administration	300,000			300,000						
Sub-total	300,000	-	-	300,000	-		-	-	-	-
3200 Other General Activities										
3210 Property Management	148,858		148,858							
3220 Disposal Reporting	167,757	51,656			116,101					
3230 TAC - now includes 3470 (Franchise Assistance Agency Planning Data as deliverable)	48,552	48,552								
3240 Fee Enforcement	409,541	409,541								
Sub-total	774,708	509,749	148,858	-	116,101		-	-	-	-
3400 Planning										
3410 General Planning	48,942	24,471	24,471							
3430 ColWMP Amendments Application	9,257	9,257								
3460 Five Year Audit (no hard cost budget next year)	9,215							9,215		
3490 Diversion Facility Planning (at least one more year)	114,730	114,730								
Sub-total	182,144	148,458	24,471	-	-		-	9,215	-	-
3500 Agency Communications										
3510 General Agency Communication (Includes RIS and website maintenance activities)	782,580	782,580								
3520 4Rs Education	122,604	71,110	51,494							
3530 Legislation	137,475	137,475								
Sub-total	1,042,659	991,165	51,494	-			-	-	-	-
Total Communication, Administration, Planning	2,299,511	1,649,372	224,823	300,000	116,101		-	9,215	-	-
Total Project Expenditures	20,986,199	4,495,869	3,128,303	1,667,826	756,289	7,396,192	1,205,590	635,780	986,826	713,524

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Midyear Budget FY 13/14

	Total Cost	-----Waste Management Authority-----				Energy	-----Recycling Board-----			
		Facility Fees	Mitigation Fees	Externally Funded	Benchmark Fees	Energy Council	RB Discretionary**	RB Grants to Non-Profit	RB Source Reduction	RB Market Development
REVENUES										
Benchmark Fees	656,250				656,250					
Energy Council	7,396,192					7,396,192				
Tonnage revenues	10,222,877	4,284,515	2,367,538				1,190,276	793,516	793,516	793,516
Interest	70,500	7,500	51,000				12,000			
Externally funded revenues	1,667,826			1,667,826						
Property and Other revenues	530,092		530,092							
Total revenues	20,543,737	4,292,015	2,948,630	1,667,826	656,250	7,396,192	1,202,276	793,516	793,516	793,516
TRANSFERS TO/FROM RESERVES										
From RB Administration to RB Discretionary	-									
From Reserves to fund MRF Operations Monitoring	493,822		493,822							
Return Unused FY 2013 MRF allocation to MRF Reserve	(288,148)		(288,148)							
From Reserve to fund Single Use Bag Ordinance Implementation	108,660	108,660								
From Reserve to fund Regionalizing Bay Friendly	200,000	200,000								
From Reserve to fund Mandatory Recycling Implementation ****	150,000	150,000								
Total Net Transfers	664,334	458,660	205,674	-	-	-	-	-	-	-
FUND BALANCE										
Beginning fund balance 7/1/13	4,763,198	1,455,567	618,784	-	-	-	867,547	1,108,618	495,642	217,040
Closed contracts	46,173	20,906	3,690				1,840	17,590	875	1,272
Adjusted Beginning Fund Balance 7/1/14	4,809,371	1,476,473	622,474	-	-	-	869,387	1,126,208	496,517	218,312
AVAILABLE FUNDING	26,017,442	6,227,148	3,776,778	1,667,826	656,250	7,396,192	2,071,663	1,919,724	1,290,033	1,011,828
Less: Project Expenditures	(20,986,199)	(4,495,869)	(3,128,303)	(1,667,826)	(756,289)	(7,396,192)	(1,205,590)	(635,780)	(986,826)	(713,524)
From Facilities Fees to fund Benchmark related costs**		(100,039)			100,039					
ENDING FUND BALANCE	\$ 5,031,243	\$ 1,631,240	\$ 648,475	0	0	\$ -	\$ 866,073	\$ 1,283,944	\$ 303,207	\$ 298,304

OTHER PROJECTS:

Revolving Loan (RLF): (Project 2030)	
Beginning fund balance	\$ 1,748,844
Revenues	24,000
Loan Repayment	378,000
Project cost (loans and expenses)	(914,460)
Ending fund balance	\$ 1,236,384

RB Municipalities (Measure D 50%) (Project 2220)	
Beginning fund balance	\$ 4,158
Revenues	3,969,085
Project cost	(3,973,243)
Ending fund balance	\$ -

Public Agency Environ. Pref. Purch. Measure D 5% (proj. 1210)	
Beginning fund balance	\$ 191,642
Revenues	396,805
Project cost	(598,696)
Closed contracts	10,249
Ending fund balance	\$ -

Total project cost including other projects **\$ 26,472,598**

Total revenues including other projects **\$ 25,311,627**

NOTE

Facility Fees=Authority user fee of \$4.34 per ton.
Mitigation Fees= Import Mitigation Fee of \$4.53 per ton collected on all other wastes landfilled in Alameda County that originate out-of-county except San Francisco waste fee is currently \$6.00 per ton.
RB Discretionary=Recycling Board Discretionary Fund - 15% of Measure D fees, of which 3% may be used to cover expenses necessary to administer the recycling fund.
RB Grants to Non-Profit = Recycling Board Grants to Non-Profit Fund - 10% of Measure D fees.
RB Source Reduction= Recycling Board Source Reduction Fund - 10% of Measure D fees.
RB Market Development = Recycling Board Market Development Fund - 10% of Measure D fees.
RB Recycled Prod. Pref. = Recycling Board Recycled Product Price Preference Fund - 5% of Measure D fees.
RB Municipalities = Recycling Board Municipalities Fund - 50% of Measure D fees.
RLF = Revolving Loan Fund

**dollars of estimated benchmark related costs are budgeted from the facility fee revenue source rather than benchmark fee revenue source, but will be charged to the benchmark fee revenue source if its' revenues are higher than estimated.

****This action was approved at the July 24, 2013 WMA board meeting.

Attachment 3

**WASTE MANAGEMENT AUTHORITY
FUND BALANCES AVAILABLE
FISCAL YEAR 2013/2014 MID-YEAR BUDGET**

<i>FUND NAME</i>								
WMA	<i>BEG. FUND BALANCE JULY 1, 2013</i>	<i>ADJUST- MENTS</i>	<i>BEG. FUND BALANCE JULY 1, 2013</i>	<i>PROJECTED REVENUE</i>	<i>PROJECTED APPROPRIA- TIONS</i>	<i>TRANSFERS</i>	<i>FUND BALANCE JUNE 30, 2014</i>	
Facility Operators Fee	\$ 1,455,567	\$ 20,906	\$ 1,476,473	\$ 4,292,015	\$ (4,495,869)	\$ 458,660	\$ 1,631,240	
** Transfer from Facilities fees to fund Benchmark related costs						(100,039)		
Bench Mark Fees				656,250	(756,289)	100,039 **	0	
Externally Funded				1,667,826	(1,667,826)		0	
Mitigation	618,784	3,689	\$ 622,473	2,948,631	(3,128,302)	(288,148) (a)	648,476	
Transfer from MRF-Davis St. reserve						493,822		
 Authority Total	<hr/>							
	\$ 2,074,351	\$ 24,595	\$ 2,098,946	\$ 9,564,722	\$ (10,048,286)	\$ 664,334	\$ 2,279,716	

**** Transfer from Facilities fees to fund Benchmark related costs, but will be charged to the benchmark fee revenue source if its' revenues are higher than estimated.

(a) Transfer to MRF reserve-unused FY 12/13 allocation.

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
FUND BALANCES AVAILABLE
FISCAL YEAR 2013/2014 MID-YEAR BUDGET**

<i>FUND NAME</i>	<i>RB</i>	<i>BEG. FUND BALANCE JULY 1, 2013</i>	<i>ADJUST- MENTS</i>	<i>ADJUSTED BEG. FUND BALANCE JULY 1, 2013</i>	<i>PROJECTED REVENUE</i>	<i>PROJECTED APPROPRIA- TIONS</i>	<i>TRANSFERS</i>	<i>ESTIMATED FUND BALANCE JUNE 30, 2014</i>	
RECYCLING BOARD		% **							
Discretionary**** Transfer from RB Administration		15%	867,547	1,840	869,387	1,202,276	(1,205,590)	866,073	
Grants to Non-Profits		10%	1,108,618	17,590	1,126,208	793,516	(635,780)	1,283,944	
Source Reduction		10%	495,642	875	496,517	793,516	(986,826)	303,207	
Market Development		10%	217,040	1,272	218,312	793,516	(713,524)	298,304	
Recycled Product Price Pref.		5%	191,642	10,249	201,891	396,805	(598,696)	0	
Municipalities Allocation		50%	4,158	0	4,158	3,969,085	(3,973,243)	0	
<i>Recycling Board Total</i>			<u>2,884,647</u>	<u>31,826</u>	<u>2,916,473</u>	<u>7,948,714</u>	<u>(8,113,659)</u>	<u>-</u>	<u>2,751,528</u>
<i>Revolving Loan</i>			<u>1,748,844</u>		<u>1,748,844</u>	<u>402,000</u>	<u>(914,460)</u>		<u>1,236,384</u>

** Mandated percentage apportionment of revenue. Discretionary and Municipalities allocation includes interest.

**** 3% of Discretionary funds may be used to cover expenses necessary to administer the recycling fund.

**ENERGY COUNCIL
 FUND BALANCES AVAILABLE
 FISCAL YEAR 2013/2014 MID-YEAR BUDGET**

FUND NAME

	<i>BEG. FUND BALANCE JULY 1, 2013</i>	<i>ADJUST- MENTS</i>	<i>BEG. FUND BALANCE JULY 1, 2013</i>	<i>PROJECTED REVENUE</i>	<i>PROJECTED APPROPRIA- TIONS</i>	<i>TRANSFERS</i>	<i>FUND BALANCE JUNE 30, 2014</i>
WMA							
Energy Council				7,396,192	(7,396,192)		0
Energy Council Total	0	0	0	\$ 7,396,192	\$ (7,396,192)	0	0

**WASTE MANAGEMENT AUTHORITY
SCHEDULE OF RESERVES
FISCAL YEAR 2013/2014 MID-YEAR BUDGET**

DESCRIPTION

WMA

	BALANCE JULY 1, 2013	TRANSFERS IN	TRANSFERS OUT	BALANCE JUNE 30, 2014
DESIGNATED RESERVES				
ORGANICS PROCESSING DEVELOPMENT	5,779,074		\$ (150,000)	5,629,074
EAST BAY MUD COMMERCIAL FOOD WASTE DIGESTER PROJECT	1,000,000			1,000,000
DIVERSION PROJECT: PRODUCT DECISIONS	514,517		(308,660)	205,857
FISCAL RESERVE	2,105,019			2,105,019
<i>Sub-total</i>	<u>9,398,610</u>	<u>-</u>	<u>(458,660)</u>	<u>8,939,950</u>
CONTRACTUALLY COMMITTED RESERVES				
DIVERSION PROJECT: MRF CAPACITY EXPANSION-DAVIS STREET	796,522	288,148	(493,822)	590,848
WMA TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	3,441,987			3,441,987
<i>Sub-total</i>	<u>4,238,509</u>	<u>288,148</u>	<u>(493,822)</u>	<u>4,032,835</u>
Total	<u>\$ 13,637,119</u>	<u>\$ 288,148</u>	<u>\$ (952,482)</u>	<u>\$ 12,972,785</u>

ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
SCHEDULE OF RESERVES
FISCAL YEAR 2013/2014 MID-YEAR BUDGET

	RB			
<i>DESCRIPTION</i>	<i>BALANCE JULY 1, 2013</i>	<i>TRANSFERS IN</i>	<i>TRANSFERS OUT</i>	<i>BALANCE JUNE 30, 2014</i>
FISCAL RESERVE	\$ 694,981			\$ 694,981
Total	<u>\$ 694,981</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 694,981</u>

December 5, 2013

TO: Programs and Administration Committee

FROM: Pat Cabrera, Administrative Services Director

SUBJECT: 2014 Proposed Calendar of Meetings

Programs & Administration Committee (2nd Thursday each month)

The regular meeting schedule for the Programs & Administration Committee is the second Thursday of each month at 9:00 a.m., except where noted differently (*). The meetings are held at 1537 Webster St., Oakland.

The 2014 meeting dates for the Programs & Administration Committee are as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 9	9:00 a.m.	1537 Webster Street
February 13	9:00 a.m.	1537 Webster Street
March 13 *Offsite Joint Meeting P&A/P&O/RB - Business Awards Event	8:00 a.m.	Zero Net Energy Center 14600 Catalina Street San Leandro, CA 94577
April 10	9:00 a.m.	1537 Webster Street
May 8	9:00 a.m.	1537 Webster Street
June 12	9:00 a.m.	1537 Webster Street
July 10	9:00 a.m.	1537 Webster Street
August 14 - Cancelled	AUGUST RECESS	
September 11	9:00 a.m.	1537 Webster Street
October 9	9:00 a.m.	1537 Webster Street
November 13	9:00 a.m.	1537 Webster Street
December 11	9:00 a.m.	1537 Webster Street

RECOMMENDATION

Adopt the attached meeting schedule for 2014.