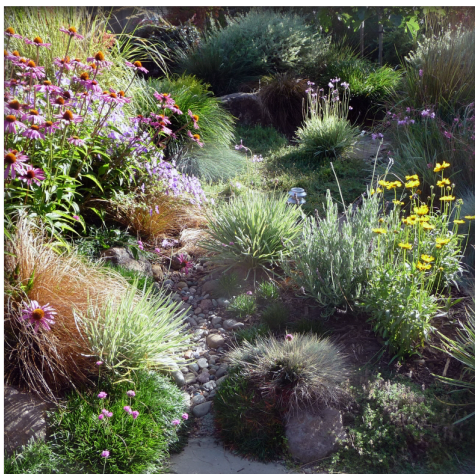


STOPWASTE



ANNUAL BUDGET

Fiscal Year 2016-17

ADOPTED BY:

- Alameda County Waste Management Authority - May 25, 2016
- Energy Council - May 25, 2016
- Source Reduction and Recycling Board - June 9, 2016

ABOUT THE AGENCY

StopWaste is a public agency responsible for reducing waste in Alameda County. We help local governments, businesses, schools and residents with projects and initiatives that:

- Increase recycling and reduce waste
- Develop and expand markets for recycled materials
- Provide technical and implementation assistance to increase recycling
- Motivate people to make recycling and waste reduction part of their everyday routines
- Reduce energy wastes and increase community resilience to climate change

We are governed by three Boards: the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

BOARD MEMBER ROSTER

WASTE MANAGEMENT AUTHORITY

County of Alameda	Keith Carson
City of Alameda	Jim Oddie
City of Albany	Peter Maass
City of Berkeley	Susan Wengraf
Castro Valley Sanitary District	Dave Sadoff
City of Dublin	Don Biddle
City of Emeryville	Dianne Martinez
City of Fremont	Suzanne Lee Chan
City of Hayward	Greg Jones, Second Vice President
City of Livermore	Laureen Turner
City of Newark	Michael Hannon
City of Oakland	Dan Kalb, First Vice President
Oro Loma Sanitary District.	Shelia Young
City of Piedmont	Tim Rood
City of Pleasanton	Jerry Pentin, President
City of San Leandro.	Deborah Cox
City of Union City	Lorrin Ellis

SOURCE REDUCTION AND RECYCLING BOARD

City of Albany	Peter Maass
City of Hayward	Greg Jones
City of Emeryville	Dianne Martinez, Second Vice President
City of Piedmont	Tim Rood, President
City of Pleasanton	Jerry Pentin
Environmental Organization	Daniel O'Donnell
Environmental Educator	Toni Stein, First Vice President
Recycling Materials Processing Industry	Bernie Larrabe
Recycling Programs	Adan Alonzo
Solid Waste Industry Representative	Michael Peltz
Source Reduction Specialist	Steve Sherman

ENERGY COUNCIL

County of Alameda	Keith Carson
City of Alameda	Jim Oddie
City of Albany	Peter Maass
City of Berkeley	Susan Wengraf
City of Dublin	Don Biddle
City of Emeryville	Dianne Martinez
City of Fremont	Suzanne Lee Chan
City of Hayward	Greg Jones, First Vice President
City of Newark	Michael Hannon
City of Oakland	Dan Kalb, President
City of Piedmont	Tim Rood
City of San Leandro	Deborah Cox
City of Union City	Lorrin Ellis, Second Vice President

TRANSMITTAL LETTER

Board Members & Constituents:

This document is the Integrated Budget for the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board and the Energy Council for FY16/17.

I'm pleased to report that we remain in a fiscally sound and stable position, despite declining tonnages (which for us means a reduction in revenue). Staff's priority in preparing this budget has been to maintain the full range of quality programs that we offer to our member agencies and constituents, balanced against our financial means.

An essential practice for a budget is to establish and maintain financial reserves that provide a minimum of two months of operating expenses. This budget includes core fund balances and reserves that total \$20.3 million, which is equivalent to almost two years of our core budget. We continue to live within our means with a goal to match core expenditures with core revenues, minimizing the need to increase fees in the near future.

Another important component is to recognize and reduce unfunded liabilities. When the wind power conservation easement agreement is finalized, we will be able to make a lump sum payment to CalPERS in FY16/17 to achieve the 90% funded status level that was adopted by the WMA Board.

In the area of programs, staff performed a mid-term review and recalibration of Strategic Workplan 2020 to assess our progress, taking a thorough look at the project portfolio to determine the need to modify or course-correct programs based on results, current needs and conditions. We used the Board-approved criteria to verify whether a project aligns with Agency priorities and is an effective use of our limited resources. We value collaboration with member agencies, and we strive to reflect that in our programs by offering policy support and technical assistance. We continue to work towards our "less than 10% good stuff in landfill" aspirational goal, while adapting our day-to-day activities based on achievable goals and meaningful impacts.

We have been successful in diversifying our funding sources, and will continue to leverage our resources by pursuing external funding and strengthening our strategic partnerships.

A good budget builds on the agency's values and reflects the priorities of the organization. A priority setting session is planned in 2016, to help inform development of the FY17/18 budget.

I am very fortunate to belong to an organization charged with a laudable mission, staffed with a talented workforce and led by forward thinking Board members. Together, we can make a difference for the betterment of our community and environment.

A handwritten signature in black ink that reads "Wendy Sommer". The signature is fluid and cursive, with the first name "Wendy" and last name "Sommer" clearly distinguishable.

Wendy Sommer, Executive Director



ACKNOWLEDGEMENTS - FY 16/17 INTEGRATED BUDGET

SUBMITTED BY:

Wendy Sommer, Executive Director

Pat Cabrera, Administrative Services Director

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DOCUMENT PREPARED BY:

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Jeff Becerra, Communications Manager

Meghan Starkey, Sr. Program Manager

Chris Ross, Designer/Developer

This budget reflects the hard work of every team member, and they all deserve recognition and gratitude for their efforts.

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FINANCIAL INFORMATION

FINANCIAL INFORMATION

Agency expenditures for all projects in FY16/17 total \$38,406,436. This includes:

1. Core Budget: spending over which the Boards have significant discretion. Projects are funded by fees (see p. I-3)
2. HHW Program: implemented through Memoranda of Understanding with the County of Alameda and the City of Fremont
3. Externally funded projects: funded by grants and contracts
4. Reserve funded projects
5. Pass through projects: including mandated Measure D disbursements to member agencies, and the Recycling Board Recycled Product Purchase Preference Program (RPPP)
6. Revolving Loan Fund (RLF)

TABLE 1: AGENCY BUDGET BY CATEGORY

Category	Cost
Core Budget	\$11,444,555
HHW Program	\$6,467,992
Externally funded projects	\$14,205,230
Reserve funded projects	\$1,354,333
Pass through projects	\$4,246,857
Revolving Loan Fund	\$687,469
Total	\$38,406,436

The core budget for FY16/17 is approximately \$11.4 million, which is similar to the FY15/16 budget.

Core revenues are estimated to total approximately \$9.4 million. This amount does not include repayment to the Revolving Loan Fund, revenues equal to the County Charter mandated Measure D disbursements to member agencies and the County Charter mandated Recycled Product Purchasing Program, revenues to support the countywide HHW program, and grant and other external revenues. Solid fiscal management practices align ongoing expenditures with ongoing revenue, which should be the Agency's long-term objective. However, with the loss of San Francisco mitigation revenue we anticipate using fund balance and, as appropriate, reserves to assist us in attaining our diversion goal, while working systematically towards matching expenditures with revenues.

Based on revenue projections that we will update at least annually, we don't anticipate the need for a fee increase in the near future. Through very prudent spending these past years we have accumulated a healthy fund balance in addition to our reserves, which will provide a solid funding contingency as we work towards achieving our goals.

REVENUE

REVENUE ESTIMATES

Estimated revenue from all sources totals \$35,185,410. Revenues by source are shown in Figure 1.

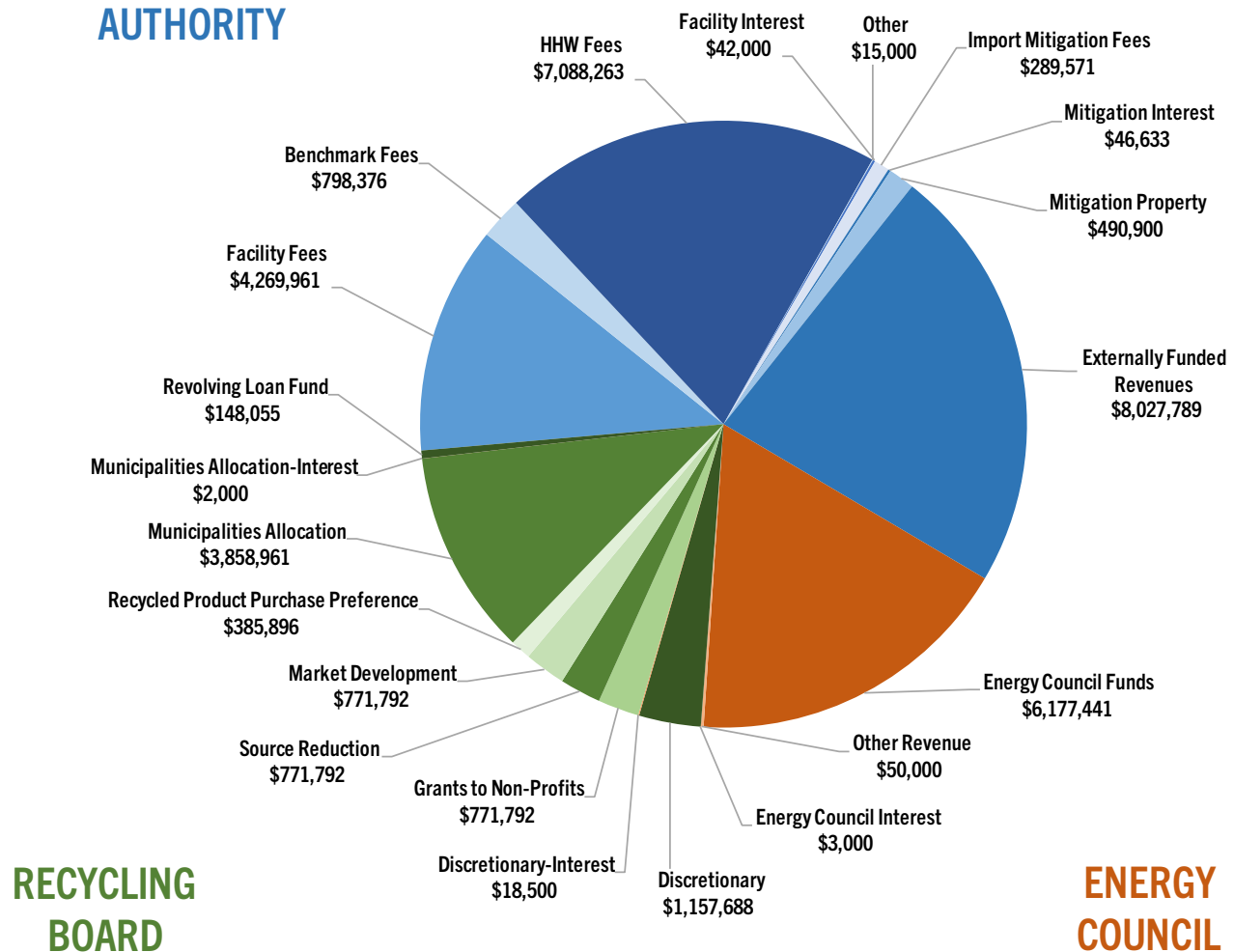
The Agency continues to supplement declining core revenues by securing external funding, which is estimated to total \$14,208,230 in FY16/17. Of this amount, \$6,180,441 is Energy Council funding. The remaining \$8,027,789 are grants to the Authority or pass-through funds, including the Used Oil Recycling and BayROC (Regional Outreach Coalition) media campaigns at \$155,000 and \$100,000 respectively; \$100,741 from the Alameda County Clean Water Program to assist with the implementation of the reusable bag ordinance; Prop. 84 grant funding for Bay-Friendly Water Efficient Landscapes Rounds II and III (\$5,965,100); Drought Response Outreach Program for Schools (DROPS) (\$1,406,948); and miscellaneous grants (\$300,000). The miscellaneous grants project is a "placeholder" appropriation which implements the grants policy allowing the Executive Director to accept grant awards and authorize corresponding expenditures of up to \$50,000 per grant. This appropriation is an upper-end estimate of what these smaller grants might total in the upcoming fiscal year. These sources of revenue are (or in the case of the miscellaneous grants will be) tied to specific spending and although many are multiple year projects, they are not considered part of the core budget.

Not included in the budget at this time is the proposed payment from NextEra for the conservation easement at our property at the Altamont hills that we estimate will total \$1.9 million. Should an agreement be reached, this payment will occur in late fall and will be included in the mid-year budget along with our recommendation to use it to pay a significant portion of the Agency's unfunded pension liability.

Revenue estimates factor in a projected 3% decline in tonnages, which is a reasonable assumption based on tonnage reductions going back to 1999. As always, staff will continue to monitor disposal trends carefully and apprise the Board of any issues or concerns at mid-year or sooner if necessary.

FIGURE 1: REVENUE BY FUNDING SOURCE

WASTE MANAGEMENT AUTHORITY



FEES

StopWaste levies various fees that help fund compliance with state and local waste reduction mandates. These fees (with the exception of the HHW fees) fund over 77% of the core budget for FY16/17.

- **Facility Fee** - \$4.34 per ton on all Alameda County solid waste landfilled within California. Funds countywide recycling, waste prevention and planning efforts.
- **HHW Fee** - \$2.15 per ton disposed. Levied, pursuant to AB 939, on wastes disposed in Alameda County and all wastes generated in Alameda County transferred through an in-county solid waste facility for out-of-county disposal. Additionally, in 2014 the Authority Board adopted a separate HHW annual fee (currently \$8.60 per residential property unit) paid via property taxes to fund program continuation and expansion.

- **Measure D Landfill Surcharge** - \$8.23 per ton is collected on waste disposed at the Vasco Road and Altamont Landfills. About 55% is allocated to participating Alameda County municipalities for waste reduction efforts and about 45% for specified countywide waste reduction programs including grants to nonprofit organizations, administered by StopWaste.
- **Import Mitigation Fee** - \$4.53 per ton is collected on all wastes landfilled in Alameda County that originate out-of-county.
- **Benchmark Fee** - Ranges from \$1.78 to \$21.19 per solid waste collection account per year depending on account size. Funds collection of waste composition data and a report to each account holder at least once per year.

EXPENDITURES

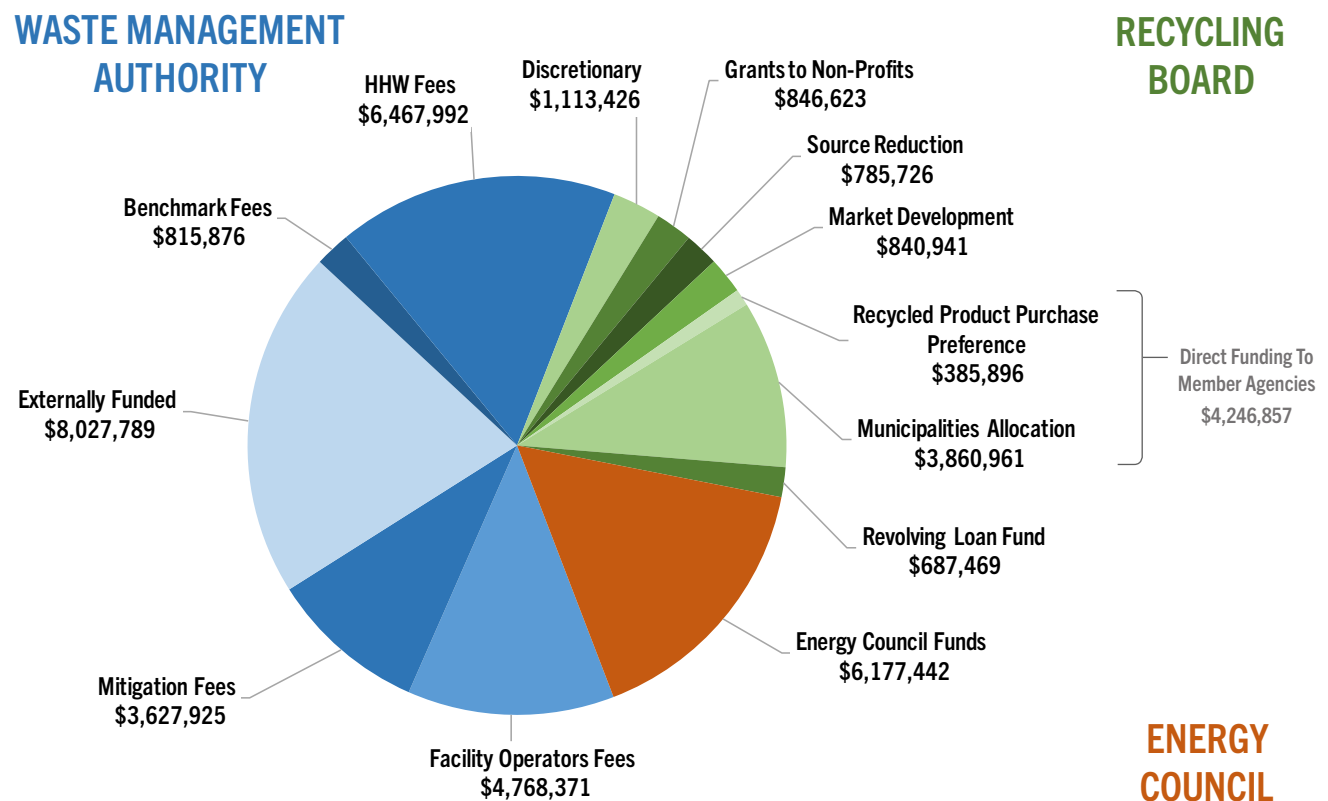
Total expenditures for all projects in FY16/17 are \$38,406,436 (WMA portion \$23,707,953; RB portion \$8,521,041, EC portion \$6,177,442). Expenditures, excluding the RLF, the Measure D disbursement and RPPP, but including reserve and externally funded projects, total \$33,472,110. Core expenditures total \$11,444,555. Direct funding to member agencies total \$4,246,857. Refer to Table 1.

Some projects are funded either entirely or in part from two specific reserves: the Organics Processing Development reserve and Product Decisions reserve. Only hard costs and temporary labor (intermittent staff) are funded from reserves. Unlike past practice, labor hours for regular employees are now fully funded from core. Had we continued the practice of funding labor hours from reserve funding (for projects funded from reserves), our core budget would have dropped to approximately \$10.9 million. However, since the reserve funded projects are only scheduled to continue for one to two years, it is more accurate to reflect ongoing labor in the core budget.

Figure 2 shows expenditures by funding source.

A listing of projects by funding source is also shown in the Financial Attachments section of the budget (pages II-1 – II-5). In addition, projects funded by the core budget are shown in Table 3 (page I-8). A breakdown of hard costs and staff (labor and overhead) is shown in the individual project charters.

FIGURE 2: EXPENDITURES BY FUNDING SOURCE



WORKFORCE RELATED

In October, 2015 the Authority Board approved postponing the employee compensation study (which is scheduled to occur every three years per the Agency's human resources manual) and instead to adjust the salary ranges based on the most current consumer price index (CPI) as done in the past two years. This change was authorized to allow the new Executive Director the opportunity to evaluate current classification and assignments as well as to consider new or reclassified positions. To assist with this evaluation, an organizational analysis of the administrative support and finance positions was conducted as a first step in determining how to allow for greater capacity of the administrative and finance functions, provide for a more equitable distribution of workload, and increase overall efficiency.

One recommendation as a result for FY16/17 is to eliminate the .75 FTE administrative aide position (currently vacant) and replace it with a full-time administrative assistant position. This change will allow for a more diversified skill set than what was previously required of the administrative aide position and will allow for assignment of administrative support tasks such as managing correspondence, assisting with mailings, handling receptionist duties, etc. This change will create more staffing flexibility and address the Agency's need for more clerical support.

Another workforce issue pertains to Mandatory Recycling Ordinance (MRO) implementation. This project has relied on the assistance of two intermittent positions to help with data processing of information relating to inspections and enforcement. However, continued use of intermittent positions is not the most effective way of managing these specific duties. These positions have been part of the Agency's associates program but the incumbents left once they found full-time positions elsewhere.

The work performed does require some specialized training and attention to detail. Given this turnover and the time involved to train staff for one of the Agency's core programs, hiring a full-time limited term administrative assistant would be more efficient and practical. Therefore, we are proposing approval of a three-year limited term administrative assistant position to support the MRO project and the elimination of the two intermittent positions previously assigned to the project. This three year time frame is consistent with our previous recommendation to review the site inspector positions (e.g. in-house versus contractors).

The budget includes a CPI adjustment of 3.0% to the salary ranges; however, actual salary increases are subject to approval of the budget by the Board. The incremental amount of salary and associated benefit increases in the budget (excluding the Executive Director, whose salary increase is determined independently of the budget) totals approximately \$163,000 (\$218,000 annualized). This amount is comprised of the adjusted salary range and the amount that would have been available under a traditional "step increase" plan.

Staff salaries and benefits total \$7,147,864 (\$4,815,568 salary and \$2,332,296 benefits) and represent about 18.6% of the Agency's total budget and about 62.5% of the core budget. (Some staff salaries are paid from revenue outside the core, so this percentage is provided for comparison only.)

UNFUNDED PENSION LIABILITY

At the February 17, 2016 WMA Board meeting the Board approved establishing a pension funded status of 90 percent. Should the conservation easement agreement with NextEra materialize, staff will request using this one-time revenue source to pay a substantial part of the unfunded liability towards the 90 percent goal. Furthermore, earlier this year the Agency made a \$600,000 payment towards its unfunded liability (UL) and in doing so reduced its annual UL payment by approximately \$45,000. The Board requested ongoing information regarding the pension UL including projected annual payments. Given that we anticipate making a substantial payment in the fall, staff will provide this information either as part of the mid-year budget or when the next CalPERS actuarial report is issued.

NON-PROJECT COSTS

We allocate overhead across all projects in proportion to labor costs rather than labor hours. We have been doing this for three years to avoid skewing total project costs by burdening those projects that may have higher hours overall, but are at a lower hourly rate. For example, in the past, projects that have a significant number of hours allocated for entry level positions would get a larger portion of overhead allocated to the project, while projects that may have larger hard costs and higher salaries, but less hours overall, would get a smaller portion of the overhead portion. This year's calculation of non-project costs is summarized in the following table.

TABLE 2: NON-PROJECT COSTS

Non Project Category	Cost
General Overhead (includes IT, HR, Accounting and Finance, contract administration, general legal assistance, insurance, facility management, etc.)	\$2,263,259
Recycling Board Administration	\$84,550
Waste Management Authority Administration	\$155,760
Leave (vacation, sick leave, holiday, etc.)	\$646,318
Other non-project hours (non-project staff meetings, time spent on general activities such as preparing evaluations, reviewing contracts, etc.)	\$186,151
Total	\$3,336,038

Labor costs in all the project charters include the non-project costs (overhead distribution) in Table 2.

TABLE 3: CORE BUDGET

	Hard Costs	Labor	Total
001020 - Landscape Services and Partnerships	\$96,000	\$429,771	\$525,771
001030 - BayROC (Bay Area Regional Recycling Outreach Coalition)	15,000	10,011	25,011
001140 - Regionalizing Bay-Friendly	13,000	30,188	43,188
001150 - Bay-Friendly Water Efficient Landscape Prop 84		72,107	72,107
001200 - Packaging	182,500	366,314	548,814
001220 - Waste Prevention: Institutional/Food Service	118,300	352,579	470,879
001250 - Waste Prevention: Reusable Bag Ordinance Implementation	51,000	69,205	120,205
001260 - Recycled Content: Compost and Mulch	256,500	441,404	697,904
001350 - Building Services and Partnerships	115,000	240,849	355,849
002020 - Schools Transfer Station Tours	206,000	396,436	602,436
002040 - Competitive Grants	273,000	131,973	404,973
002050 - Ready, Set, Recycle	579,930	747,275	1,327,205
002070 - Benchmark Report Production and Distribution	127,800	93,978	221,778
002080 - Benchmark Data and Analysis	370,000	172,969	542,969
002090 - Mandatory Recycling Implementation	937,200	1,217,938	2,155,138
002110 - Construction & Demolition Debris Recycling	31,000	160,828	191,828
002310 - Hazardous Waste	13,000	4,805	17,805
002420 - Business Assistance Supporting Activities	52,700	245,240	297,940
003210 - Property Management	90,500	70,582	161,082
003220 - Disposal Reporting	15,000	58,041	73,041
003230 - Technical Advisory Committee	2,000	42,967	44,967
003240 - Fee Enforcement	168,200	248,847	417,047
003410 - General Planning		132,089	132,089
003420 - Residential Organics Recovery Pilots		78,198	78,198
003430 - ColWMP Amendments Application		9,610	9,610
003440 - Waste Characterization Study		87,030	87,030
003460 - Five Year Audit	181,000	63,520	244,520
003470 - Standards Development	10,000	153,219	163,219
003510 - General Agency Communication	159,450	1,032,895	1,192,345
003530 - Legislation	71,500	148,107	219,607
Total	\$4,135,580	\$7,308,975	\$11,444,555

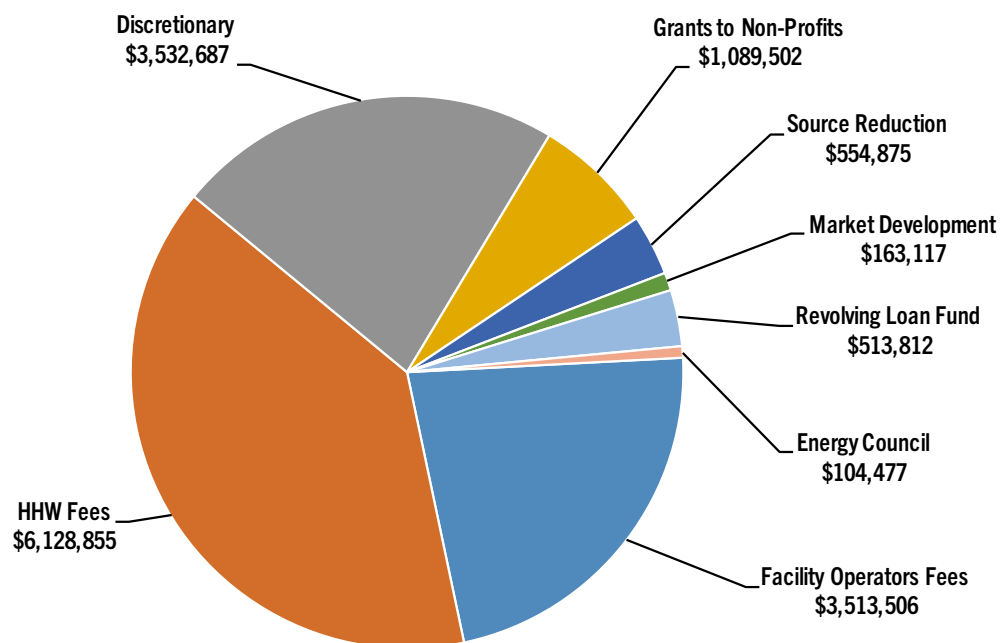
FUND BALANCES AND RESERVES

The Agency's available resources consist of both fund balances and reserves. Core fund balances are generally discretionary and can be used to help balance the budget. Reserves are funds that are set aside for specific purposes although they can also be used to fund projects particularly if those projects have a nexus to that reserve (e.g. the OPD reserve). At the end of FY 16/17 we estimate that core fund balances and reserves will total approximately \$20.3 million, which is equivalent to almost two years of our core budget.

FUND BALANCE

The Agency's fund balances available at year end (excluding the RLF) are projected to total \$15,087,020. Of this amount, the Authority fund balance is projected to total \$9,642,361 (of which \$6,128,855 are HHW fees), the Recycling Board fund balance (excluding RLF) is projected to total \$5,340,182 and the Energy Council fund balance is projected to total \$104,477. These fund balances should allow the Agency to fund core operations for the next several years as we continue to address both our programmatic and long-term fiscal goals.

FIGURE 3: FUND BALANCES AS OF JUNE 30, 2017



RESERVES

Agency reserves will total approximately \$11.4 million at the end of FY16/17. Agency reserves, including the fiscal reserve, are categorized as either contractually committed or designated and are as follows:

TABLE 4: PROPOSED RESERVES FY16/17

Contractually Committed Reserves:	
WMAC Transportation Improvement Program	\$3,441,987
Designated Reserves:	
Organics Processing Development	\$5,776,058
Pension Liability Reserve	\$100,000
Fiscal Reserve	\$2,100,000
Total	\$11,418,045

WMAC TRANSPORTATION IMPROVEMENT PROGRAM RESERVE

The Transportation Improvement Program Reserve funds contractually obligated improvements and repairs to Altamont Pass Road (as a result of waste imports from San Francisco).

ORGANICS PROCESSING DEVELOPMENT RESERVE

The Organics Processing Development (OPD) Reserve, established in 1998 for the development or advancement of in-county organics processing capacity or facilities, has a balance of \$7.1 million at the end of FY15/16. Multiple efforts to fund a facility (or partner with either a public or private entity) in Alameda County have not been successful. Given that, the Agency will allocate some portion of the OPD funds (approximately \$1.3 million) toward projects that promote increased participation in existing residential and commercial organics collection programs and to meet new laws related to organics diversion and processing capacity.

Focusing more on organics diversion is consistent with the Agency's waste reduction goals, since approximately 30% by weight of Alameda County's residential and commercial garbage is compostable organics. Additionally, there are several statewide and national initiatives focused on getting organics out of the landfill, creating additional synergies for our increased efforts on organics related projects in FY16/17.

PENSION LIABILITY RESERVE

The Pension Liability Reserve was established in 2015 to offset the Agency's unfunded pension liability

FISCAL RESERVE

The Fiscal Reserve was established to offset any declines in revenue that could occur during the year.

PRODUCT DECISIONS RESERVE

The Product Decisions Reserve, which was a designated reserve, has been closed out since the remaining funds (approximately \$23K) will be spent in FY16/17 to fund a portion of the Regionalizing Bay-Friendly project, which was previously approved by the Boards for funding through FY16/17.

MRF CAPACITY RESERVE

The Materials Recovery Facility (MRF) Capacity Reserve for Davis Street Transfer Station has been closed out as the Agency has met its contractual commitment with Waste Management, Inc. The remaining funds totaling approximately \$458,400 have been allocated to fund balance.

Estimated fund balances available and schedules of reserves are shown on pages II-6 – II-10.

FINANCIAL ATTACHMENTS

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Budget FY 16/17

	Total Cost	-----Waste Management Authority-----				Energy Council Board				-----Recycling Board-----			
		Facility Fee	Mitigation Fee	Externally Funded	Benchmark Fee	HHW Fees	Energy Council	RB Discretionary	RB Grants to Non-Profit	RB Source Reduction	RB Market Development		
1000-PRODUCT DECISION:													
EXPENDITURES													
1020 Landscape Services and Partnerships	\$ 575,771		\$ 50,000					\$ 175,292		\$ 175,239	\$ 175,239		
1030 BayROC (Bay Area Regional Recycling Outreach Coalition)	25,011							25,011					
1031 BayROC External Contributions	100,000			\$ 100,000									
Sub-total	700,782	-	50,000	100,000	-	-		200,303	-	175,239	175,239		
1100 Bay Friendly													
1140 Regionalizing Bay Friendly	66,044												
1150 Bay-Friendly Water Efficient Landscape Prop 84 WMA	72,107	22,856		-				30,188	13,000	45,991	15,295		
1152 Bay-Friendly Water Efficient Landscape Prop 84 Round II	81,292	5,411	5,411										
1153 Bay-Friendly Water Efficient Landscape Prop 84 Round III	5,883,808			81,292									
1154 Drought Response Outreach Program for Schools (DROPS)	1,406,948			5,883,808									
Sub-total	7,510,199	28,267	5,411	1,406,948	-	-		30,188	13,000	45,991	15,295		
1200 Product Purchasing and Manufacturing													
1200 Packaging	548,814	180,141											
1220 Waste Prevention: Institutional/Food Service	931,279	235,440	480,400						8,500	180,087	180,087		
1250 Waste Prevention: Reusable Bag Ordinance Implementation	120,205	120,205								235,440			
1251 Waste Prevention: Reusable Bag Ordinance External Contributions	100,741			100,741									
1260 Recycled Content: Compost and Mulch	732,904	232,681	35,000								465,223		
Sub-total	2,433,943	768,466	495,400	100,741	-	-		-	8,500	415,526	645,309		
1300 Buildings													
1347 BayREN (Bay Regional Energy Network)	5,933,314												
1348 PG&E Local Government Partnership	96,230												
1349 Energy Council Incubator	147,898												
1350 Building Services and Partnerships	355,849	323,349							32,500				
Sub-total	6,533,291	323,349	-	-	-	-			32,500	-	-		
Total Product Decisions	\$ 17,178,215	1,120,082	550,811	7,572,769	-	-	6,177,442	230,491	54,000	636,757	\$ 835,844		

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Budget FY 16/17

	Total Cost	Waste Management Authority					Energy Council Board	Recycling Board							
		Facility Fee	Mitigation Fee	Externally Funded	Benchmark Fee	HHW Fees		RB Discretionary	RB Grants to Non-Profit	RB Source Reduction	RB Market Development				
2000-DISCARD MANAGEMENT															
2020 Schools Transfer Station Tours	\$ 602,436	301,218						301,218							
2040 Competitive Grants	404,973	10,000													
2050 Ready, Set, Recycle	1,327,205	581,717	163,772										394,973		
2070 Benchmark Report Production and Distribution	221,778							221,778							
2080 Benchmark Data and Analysis	542,969							542,969							
2090 Mandatory Recycling Implementation	2,155,138	375,687	1,779,451												
Sub-total	5,254,499	1,288,622	1,943,223	-				764,747	-				394,973	-	-
2100 Processing Facilities															
2110 Construction & Demolition Debris Recycling	191,828		186,731												5,097
Sub-total	191,828	-	186,731	-				-	-				-	-	5,097
2300 Hazardous Waste															
2310 Hazardous Waste	17,805	17,805													
2311 Used Oil Recycling Grant	155,000			155,000						6,467,992					
2312 Household Hazardous Waste Facilities	6,467,992														
Sub-total	6,640,797	17,805	-	155,000	-			-		6,467,992			-	-	-
2400 C/I/I Collections (Commercial/Industrial/Institutional)															
2420 Business Assistance Supporting Activities	553,517	148,970	255,578										-	148,970	-
Sub-total	553,517	148,970	255,578	-				-					-	148,970	-
Total Discard Management															
\$	12,640,641	1,435,396	2,385,532	155,000	764,747	6,467,992	-						882,935	394,973	148,970 \$ 5,097

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Budget FY 16/17

	Waste Management Authority					Energy Council Board		Recycling Board			
	Total Cost	Facility Fee	Mitigation Fee	Externally Funded	Benchmark Fee	HHW Fees	Energy Council Board	RB Discretionary	RB Grants to Non-Profit	RB Source Reduction	RB Market Development
3000-COMMUNICATION, ADMINISTRATION, PLANNING											
3021 Miscellaneous Small Grants Administration	\$ 300,000	-	-	300,000	-	-					
Sub-total	300,000	-	-	300,000	-	-					
3200 Other General Activities											
3210 Property Management	161,082		161,082								
3220 Disposal Reporting	73,041	21,912			51,129						
3230 Technical Advisory Committee	44,967	44,967									
3240 Fee Enforcement	417,047	417,047									
Sub-total	696,137	483,926	161,082	-	51,129	-					
3400 Planning											
3410 General Planning	162,089	132,089	30,000								
3420 Residential Organics Recovery Pilots	178,198	78,198	100,000								
3430 ColWMP Amendments Application	9,610	9,610									
3440 Waste Characterization Study	487,530		400,500						87,030		
3460 Five Year Audit	244,520								244,520		
3470 Standards Development	163,219	163,219									
Sub-total	1,245,166	383,116	530,500	-	-	-			331,550	-	
3500 Agency Communications											
3510 General Agency Communication	1,192,344	1,156,244							36,100		
3530 Legislation	219,607	189,607							30,000		
Sub-total	1,411,951	1,345,851	-	-					66,100	-	
Total Communication, Administration, Planning	\$ 3,653,254	2,212,893	691,582	300,000	51,129	-			397,650	-	
Total Project Expenditures**	\$ 33,472,110	4,768,371	3,627,925	8,027,789	815,876	6,467,992	6,177,442	1,113,426	846,623	785,726	\$ 840,941
** Total Project expenditures include:											
Salaries \$4,815,568											
Benefits \$2,332,296											
Core Budget \$11,444,555											
AND Core Revenues equal \$9,432,005											

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Budget FY 16/17

	Total Cost	Waste Management Authority				Energy Council	Recycling Board						
		Facility Fee	Mitigation Fee	Externally Funded	Benchmark Fee		HHW Fees	RB Discretionary	RB Grants to Non-Profit	RB Source Reduction	RB Market Development		
REVENUES													
Benchmark Fees	\$ 798,376				798,376	7,088,263	6,177,441						
HHW Fees	7,088,263												
Energy Council	6,177,441												
Tonnage revenues	8,032,596	4,269,961	289,571										
Interest	110,133	30,000	46,633										
Externally funded revenues	8,027,789			8,027,789									
Property and Other revenues	555,900	15,000	490,900										
Total revenues	\$ 30,790,498	4,314,961	827,104	8,027,789	798,376	7,100,263	6,230,441	1,176,188	771,792	771,792	771,792	\$ 771,792	
TRANSFERS													
Transfer remaining MRF reserve to fund balance(close out)	\$ 93,401		93,401										
From OPD Reserve to fund Landscape Serv. & Partnership project (1020)	50,000		50,000										
From OPD Reserve to fund Wst. Prevent-Inst./Food Service (1220)	460,400		460,400										
From OPD Reserve to fund Recycl. Content/Compost and Mulch (1260)	35,000		35,000										
From OPD Reserve to fund Bus. Assistance Supporting Activities (2420)	255,578		255,578										
From OPD Reserve to fund General Planning (3410)	30,000		30,000										
From OPD Reserve to fund Residential Organics Recovery Pilots (3420)	100,000		100,000										
From OPD Reserve to fund Waste Characterization Study (3440)	400,500		400,500										
From Product Decisions Reserve to fund Region. Bay-Friendly (1140)	22,856	22,856											
Total Net Transfers	\$ 1,447,735	\$ 22,856	\$ 1,424,879	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCE													
Beginning fund balance 7/1/16	\$ 15,594,598	\$ 3,812,966	\$ 889,854		\$ -	\$ 5,496,584	\$ 51,478	\$ 3,449,145	\$ 1,135,178	\$ 551,081	\$ 208,312		
Closed contracts	361,299	131,094	121,088		17,500			20,780	29,155	17,728	23,954		
Estimated unspent FY 15/16 MRF allocation	365,000		365,000										
Adjusted Beginning fund balance 7/1/16	\$ 16,320,897	\$ 3,944,060	\$ 1,375,942	\$ -	\$ 17,500	\$ 5,496,584	\$ 51,478	\$ 3,469,925	\$ 1,164,333	\$ 568,809	\$ 232,266		
AVAILABLE FUNDING	\$ 48,559,130	\$ 8,281,877	\$ 3,627,925	\$ 8,027,789	\$ 815,876	\$ 12,596,847	\$ 6,281,919	\$ 4,646,113	\$ 1,936,125	\$ 1,340,601	\$ 1,004,058		
Less: Project Expenditures	\$ (33,472,110)	\$ (4,768,371)	\$ (3,627,925)	\$ (8,027,789)	\$ (815,876)	\$ (6,467,992)	\$ (6,177,442)	\$ (1,113,426)	\$ (846,623)	\$ (785,726)	\$ (840,941)		
ENDING FUND BALANCE	\$ 15,087,020	\$ 3,513,506	\$ 0	\$ -	\$ 0	\$ 6,128,855	\$ 104,477	\$ 3,532,687	\$ 1,089,502	\$ 554,875	\$ 163,117		

WASTE MANAGEMENT AUTHORITY & SOURCE REDUCTION AND RECYCLING BOARD & ENERGY COUNCIL
Projects by Funding Source- Budget FY 16/17

	Waste Management Authority				Energy Council Board		Recycling Board			
	Facility Fee	Mitigation Fee	Externally Funded	Benchmark Fee	HHW Fees	Energy Council	RB Discretionary	RB Grants to Non-Profit	RB Source Reduction	RB Market Development
ADJUSTED ENDING FUND BALANCE	\$ 3,513,506	\$ 0	\$ 0	\$ 0	\$ 6,128,855	\$ 104,477	\$ 3,532,687	\$ 1,089,502	\$ 554,875	\$ 163,117
OTHER PROJECTS:										
Revolving Loan (RLF): (Project 2030)										
Beginning fund balance	\$ 1,053,226									
Revenues	21,667									
Loan Repayment	126,388									
Project cost (loans and expenses)	(687,469)									
Ending fund balance	\$ 513,812									
RB Municipalities (Measure D 50%) (Project 2220)										
Beginning fund balance	\$ -									
Revenues	3,860,961									
Project cost	(3,860,961)									
Ending fund balance	\$ -									
Recycled Product Purchase Preference Meas. D 5% (proj. 1210)										
Beginning fund balance	\$ -									
Revenues	385,896									
Project cost	(385,896)									
Ending fund balance	\$ -									
Total project cost including other projects	\$ 38,406,436									
Total revenues including other projects	\$ 35,185,410									

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.
 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
 HHW= HHW fees of \$2.15 per ton and \$8.60 per residential unit.

**WASTE MANAGEMENT AUTHORITY
FUND BALANCES AVAILABLE
FISCAL YEAR 2016-2017 BUDGET**

<i>FUND NAME</i>	<i>WMA</i>	<i>BEG. FUND BALANCE JULY 1, 2016</i>	<i>ADJUST- MENTS</i>	<i>BEG. FUND BALANCE JULY 1, 2016</i>	<i>PROJECTED REVENUES</i>	<i>PROJECTED EXPENDITURES</i>	<i>TRANSFERS</i>	<i>FUND BALANCE JUNE 30, 2017</i>
Facility Operators Fee		\$ 3,812,966	\$ 131,094 (a)	\$ 3,944,060	\$ 4,314,961	\$ (4,768,371)	\$ 22,856 (b)	\$ 3,513,506
Bench Mark Fees		-	17,500 (a)	17,500	798,376	(815,876)		-
Externally Funded		-			8,027,789	(8,027,789)		-
Mitigation		889,854	121,088 (a) 365,000 (c)	1,375,942	827,104	(3,627,925)	1,331,478 (d) 93,401 (e)	-
HHW Fees		5,496,584		5,496,584	7,100,263	(6,467,992)		6,128,855
Authority Total		<u>\$ 10,199,404</u>	<u>\$ 634,682</u>	<u>\$ 10,834,086</u>	<u>\$ 21,068,493</u>	<u>\$ (23,707,953)</u>	<u>\$ 1,447,735</u>	<u>\$ 9,642,361</u>

- (a) Closed contracts.
(b) Transfer from Product Decisions Reserves (close out reserves).
(c) Estimated unspent FY 15/16 MRF allocation.
(d) Transfer from Organics Processing Development (OPD) reserves.
(e) Transfer from MRF Capacity Expansion-Davis Street (MRF) Reserves (close out MRF reserves).

ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
FUND BALANCES AVAILABLE
FISCAL YEAR 2016-2017 BUDGET

<i>FUND NAME</i>	<i>RB</i>	<i>BEG. FUND BALANCE JULY 1, 2016</i>	<i>ADJUST- MENTS</i>	<i>BEG. FUND BALANCE JULY 1, 2016</i>	<i>PROJECTED REVENUES</i>	<i>PROJECTED EXPENDITURES</i>	<i>TRANSFERS</i>	<i>ESTIMATED FUND BALANCE JUNE 30, 2017</i>
RECYCLING BOARD								
	% **							
Discretionary****	15%	\$ 3,449,145	20,780 (a)	3,469,925	1,176,188	(1,113,426)		\$ 3,532,687
Grants to Non-Profits	10%	1,135,178	29,155 (a)	1,164,333	771,792	(846,623)		1,089,502
Source Reduction	10%	551,081	17,728 (a)	568,809	771,792	(785,726)		554,875
Market Development	10%	208,312	23,954 (a)	232,266	771,792	(840,941)		163,117
Recycled Prod. Purch. Prefer.	5%	-		-	385,896	(385,896)		0
Municipalities Allocation	50%	-		-	3,860,961	(3,860,961)		0
Recycling Board Total		\$ 5,343,716	91,617	5,435,333	7,738,421	(7,833,573)	-	\$ 5,340,181
Revolving Loan		\$ 1,053,226		1,053,226	148,055	(687,469)		\$ 513,812

** 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.

(a) Closed contracts.

**ENERGY COUNCIL
FUND BALANCES AVAILABLE
FISCAL YEAR 2016-2017 BUDGET**

	BEG. FUND BALANCE JULY 1, 2016	ADJUST- MENTS	BEG. FUND BALANCE JULY 1, 2016	PROJECTED REVENUES	PROJECTED EXPENDITURES	TRANSFERS	FUND BALANCE JUNE 30, 2017
Energy Council	\$ 51,478		\$ 51,478	6,230,441	(6,177,442)		\$ 104,477
<i>Energy Council Total</i>	<u>\$ 51,478</u>	<u>0</u>	<u>51478</u>	<u>\$ 6,230,441</u>	<u>\$ (6,177,442)</u>	<u>-</u>	<u>\$ 104,477</u>

WASTE MANAGEMENT AUTHORITY
SCHEDULE OF RESERVES
FISCAL YEAR 2016-2017 BUDGET

<i>DESCRIPTION</i>	WMA			
	<i>BALANCE JULY 1, 2016</i>	<i>TRANSFERS IN</i>	<i>TRANSFERS OUT</i>	<i>BALANCE JUNE 30, 2017</i>
DESIGNATED RESERVES				
ORGANICS PROCESSING DEVELOPMENT	\$ 7,107,536		\$ (1,331,478)	\$ 5,776,058
DIVERSION PROJECT: PRODUCT DECISIONS	22,856		(22,856)	-
PENSION LIABILITY RESERVE	100,000			100,000
FISCAL RESERVE	1,405,019			1,405,019
<i>Sub-total</i>	8,635,411	-	(1,354,334)	7,281,077
CONTRACTUALLY COMMITTED RESERVES				
DIVERSION PROJECT: MRF CAPACITY EXPANSION-DAVIS STREET	93,401		(93,401) (a)	-
WMAAC TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	3,441,987			3,441,987
<i>Sub-total</i>	3,535,388	-	(93,401)	3,441,987
Total	\$ 12,170,799	\$ -	\$ (1,447,735)	\$ 10,723,064

(a) Close out -transferred to fund balance.

ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
SCHEDULE OF RESERVES
FISCAL YEAR 2016-2017 BUDGET

	RB			
<i>DESCRIPTION</i>	<i>BALANCE JULY 1, 2016</i>	<i>TRANSFERS IN</i>	<i>TRANSFERS OUT</i>	<i>BALANCE JUNE 30, 2017</i>
FISCAL RESERVE	\$ 694,981			\$ 694,981
Total	<u>\$ 694,981</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 694,981</u>

PROGRAM OVERVIEW

PROGRAM OVERVIEW

We call the fee funded projects over which the Boards have significant discretion the “core,” and report both core spending and core revenues as a subset of this budget. Table 3 provides a list of projects included in the core (page I-8). The core excludes projects over which we do not have significant spending discretion: the Revolving Loan Fund (RLF), Measure D disbursements, the Recycling Board Recycled Product Purchase Preference Program (RPPP), about \$14.2 million of grant or other external funding that we expect to receive, and the countywide household hazardous waste (HHW) program.

Internally, the Agency is organized into three program groups. Some highlights of activities within these program groups are listed below.

PRODUCT DECISIONS

Following the mid-point assessment of the Agency’s Strategic Plan 2020, some changes are being made to Product Decisions (PD) projects in order to maximize efficiency and continue to pursue the most effective strategies to influence decisions about what to manufacture, offer for sale, or purchase in Alameda County. PD emphasizes strategies at the top of the reduce, reuse, recycle and rot hierarchy, preventing generation of waste and supporting markets for products developed with recycled content materials. Highlights for FY16/17 are as follows:

ORGANICS PRIORITY

This is an area of increased emphasis given the high concentration of organics in the waste stream. Projects under this priority are broken out into two areas: food waste, and compost and mulch.

FOOD WASTE

- Support food waste prevention and recovery in commercial and institutional food service operations through food waste tracking technology, prevention tools and training, and recovery of surplus food for donation.
- Work with school districts to pilot and/or launch districtwide food share and food donation programs to recover and redistribute K-12 edible surplus food.
- Develop a countywide consumer education campaign to increase awareness and engagement with food waste reduction strategies and tools, leveraging regional and national efforts to change social norms. This campaign builds on EPA’s research for the “Food Too Good To Waste” toolkit, and leverages the Ad Council’s recently launched national food waste prevention campaign.

- Evaluate where the gaps and infrastructure needs exist in recovering and redistributing edible surplus food in Alameda County. This builds on a successful food rescue capacity project in Santa Clara County.

COMPOST & MULCH

- Improve the market for local recycled bulk compost and mulch among landscape professionals, member agency staff, schools, and home gardeners by providing education and incentives for sheet mulching and other compost applications.
- Continue the review and support of codes and standards that promote or fund the use of organics to help sequester carbon and improve soil and watershed health.
- Support landscape professionals and member agency staff implementation of the new Water Efficient Landscape Ordinance (WELO) via trainings and technical assistance.
- Support ReScape California, which is the statewide non-profit organization based on Bay-Friendly principles and materials.

PACKAGING PRIORITY

In order to improve internal efficiency, three projects—Reusable Transport Packaging, Food Service Ware, and Packaging Life Cycle Analysis and Labeling—will be combined into one new Packaging project offering education, technical assistance, and financial support to organizations for their efforts to prevent, reuse, and improve the recyclability of packaging materials manufactured, sold, and discarded in Alameda County. This priority area also includes the Reusable Bag Ordinance project.

- Amend the Reusable Bag Ordinance to include all retail stores and restaurants and implement the expanded ordinance, with a phase-in approach for restaurants.
- Promote and incentivize reusable packaging as a preferable alternative to single-use disposables for both food service ware and commercial transport packaging.

BUILT-ENVIRONMENT PRIORITY

This priority area addresses the impacts of materials management by influencing the design, construction and maintenance of the built environment. This includes green building, climate-action planning, and Energy Council activities. The majority of projects in the Built Environment priority area are funded by external grants and contracts. Core-funded Agency activities are shifting away from a retail focus towards upstream standard-setting and market development opportunities.

- Continue codes and standards development and technical advocacy efforts, to support policy changes that result in increased recycling of materials and resources throughout the built environment.

- Partner with building industry organizations to ensure that materials management issues are addressed in current research, rating systems and other market transformation tools.
- Provide technical and policy assistance to member agencies and support local climate action planning/implementation.
- Continue existing energy efficiency programs and pursue new funding opportunities and pilot projects in overcoming barriers to fuel switching and developing community-scale grid solutions, consistent with the Energy Council priority program areas for 2016-18.

DISCARDS MANAGEMENT

Discards Management includes projects that influence decisions about what to do with products at the end of their useful lives – how to collect, process, recycle, reuse, dispose, or otherwise manage them. These projects include Ready Set Recycle, the Agency’s primary means of improving recycling in the residential sector, and Mandatory Recycling Ordinance implementation for the commercial sector.

- Offer free indoor food scrap bins to eligible businesses and multi-family properties, and develop new tools/toolkits for selected high-organics generating business sectors. Continue business recognition activities and work with priority partner school districts.
- Produce organics-related communication resources for specific commercial and MF sectors. Work will include development of flyers, signage, videos, guides, etc.
- Provide no-cost tours for school children at the Davis Street and Fremont Recycling and Transfer Stations.
- Continue the Ready, Set, Recycle campaign with an emphasis on food scrap recycling. This project also includes the elementary school 4R’s Student Action Projects and middle/high school Service Learning projects.
- Conduct data collection and analysis to assess recycling performance of single family, multi-family and commercial accounts in Alameda County. Produce a report that tracks community and business type progress toward the goal of having less than 10 percent readily recoverable material in the garbage by 2020. Report to be delivered in July 2017.
- Provide outreach, technical assistance and enforcement to promote compliance with both Phase I and Phase II of the commercial and multi-family mandatory recycling ordinance. Continue enforcement of the plant debris landfill ban adopted in January 2009.
- Promote increased participation at HHW facilities and public drop-off events, and partner with Our Water Our World and PaintCare to promote HHW alternatives messaging.
- Continue other member agency support activities such as the Measure D disbursements.
- Offer low-interest loans and grants to qualified nonprofit entities and businesses that promote diversion and/or the development of recycled content products.

COMMUNICATIONS, ADMINISTRATION AND PLANNING

The CAP Group supports the organization through Agencywide and broad audience communication programs such as the Agency website and the RecycleWhere search tool. It includes legislation and planning functions, and special projects (some of which are described below). The CAP Group provides functions that help the Agency run smoothly such as Human Resources, Information Technology and Finance.

- Conduct a study to help determine countywide organics processing capacity to assist member agencies in complying with AB 876.
- Assist one or more member agencies with residential organics recovery pilots, which test alternate week residential garbage collection and other means to increase diversion of compostables in the green cart. Design of any new pilots will await results from ones currently underway.
- Conduct a waste characterization study. While benchmark audits to date have provided good data on residential trash, data for commercial business types has not been adequate to extrapolate to the entire commercial, industrial, institutional and self-haul sectors. The study will examine solid waste disposal in the county, including an understanding of generators and their behaviors. Results will be used to evaluate progress towards agency goals, guide programmatic efforts and, to the extent possible, measure the effect of programs.
- Produce quarterly electronic newsletters to keep stakeholders up to date on key Agency activities.
- Represent Agency priorities at the state level via legislative and regulatory processes. Continue to monitor and analyze legislation with an emphasis on extended producer responsibility, organics processing, environmentally preferable purchasing, actions that amend the California Integrated Waste Management Act, and other legislation affecting residents, businesses and partners in Alameda County (e.g., member agencies).
- Provide member agency support through disposal tracking and reporting.
- Oversee the Authority owned parcels in the Altamont Hills, including managing and negotiating leases, licenses and wind power agreements.
- Continue enforcement of facility fee collection.

The project charters (Section IV) provide details for each project, including prior year accomplishments, objectives and targets for FY16/17, and project budgets.

PROJECT CHARTERS

001020 - LANDSCAPE SERVICES AND PARTNERSHIPS

Project #: 001020
Project Manager: Teresa Eade

DESCRIPTION

Supports sustainable landscape implementation countywide in partnership with member agencies. Provides technical assistance, grants, and trainings to member agencies and partners. Supports innovative sustainable landscaping policies and standards. Implements strategic workplan goal that 90% of permitted projects in the county meet Bay-Friendly Landscape standards. Also supports Product Decisions material targets of compost and mulch.

FY15/16 ACCOMPLISHMENTS

- Increased Bay-Friendly Rated Landscapes to 56 within Alameda County, covering 248 acres and using approximately 11,500 tons of recycled compost and mulch.
- Provided technical assistance to 22 landscape projects.
- Awarded three grants for approximately \$20,000 to member agencies.
- Provided 42 scholarships to member agency staff to become Bay-Friendly Qualified Professionals, for a total of 320 agency staff trained to date.
- Sent four landscape e-news updates to 300+ member agency staff contacts.
- Created two new case studies on landscape success stories.
- Monitored and commented on the New Model Water Efficient Landscape Ordinance (WELO) for the State of California.
- Updated the Bay-Friendly Landscape Scorecard and Rating Manual Version 4 to align with new WELO requirements in water budgeting and compost incorporation, affecting 20 practices and 12 tools.
- Worked in partnership with the Governor's office, the California Department of General Services, Californians Against Waste, the California Compost Coalition and others to demonstrate sheet mulch lawn conversion on the East Lawn of the State Capitol.
- Developed resources for comparing the California Green Building code and green rating systems, and provided guidance and recommendations on codes that reference green building criteria.

FY16/17 ACTIVITIES

- Provide member agencies or partners a total of four grants for sheet mulch or Bay-Friendly Rated landscape projects.
- Provide technical assistance to 15 landscape projects seeking to use sheet mulch or to meet the Bay-Friendly landscape standard.
- Support member agency implementation of WELO.
- Create two new landscape case studies and update webpages.
- Provide Bay-Friendly and sustainable landscape training opportunities, scholarships and memberships to member agency staff.
- Create menu of comprehensive member agency services for building and landscapes for easier access and promotion.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$146,000	\$429,771	\$575,771	1.45

FUNDING SOURCE, FY16/17

<u>(24) Mitigation</u>	<u>(31) RB Discretionary</u>	<u>(33) RB Source Reduction</u>	<u>(34) RB Market Development</u>
\$50,000	\$175,292	\$175,239	\$175,239

001030 - BAYROC (BAY AREA REGIONAL RECYCLING OUTREACH COALITION)

Project #: 001030

Project Manager: Robin Plutchok

DESCRIPTION

The Bay Area Regional Recycling Outreach Coalition is a collaboration of more than 40 Bay Area cities, counties and other public agencies working together on media campaigns that promote personal action to reduce waste. By working together, BayROC member agencies are able to provide consistent messaging, avoid duplication and leverage funding.

FY15/16 ACCOMPLISHMENTS

- Participated in the BayROC working group to plan regional media campaigns promoting source reduction.
- Assisted with hiring of new project coordinator for BayROC relaunch.
- Served as BayROC's fiscal agent.

FY16/17 ACTIVITIES

- Coordinate with Project 2050 Ready Set Recycle and Project 1220 Food Waste Prevention on integrating food waste prevention messages.
- Participate in the BayROC working group to plan regional media campaigns promoting source reduction.
- Serve as BayROC's fiscal agent.
- Support new campaign on food waste prevention.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$15,000	\$10,011	\$25,011	0.04

FUNDING SOURCE, FY16/17

(31) RB Discretionary
\$25,011

001031 - BAYROC EXTERNAL CONTRIBUTIONS

Project #: 001031

Project Manager: Robin Plutchok

DESCRIPTION

The Bay Area Regional Recycling Outreach Coalition (BayROC) is a collaboration of more than 40 Bay Area cities, counties and other public agencies working together on media campaigns that promote personal action to reduce waste. By working together, BayROC member agencies are able to provide consistent messaging, avoid duplication and leverage funding. This project tracks the externally funded portions of Project 1030, BayROC.

FY15/16 ACCOMPLISHMENTS

- Covered under Project 1030, Bay Area Regional Recycling Outreach Coalition (BayROC).

FY16/17 ACTIVITIES

- Covered under Project 1030, Bay Area Regional Recycling Outreach Coalition (BayROC).

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$100,000	\$0	\$100,000	0.00

FUNDING SOURCE, FY16/17

(22) Externally Funded

\$100,000

001140 - REGIONALIZING BAY-FRIENDLY

Project #: 001140

Project Manager: Wendy Sommer

DESCRIPTION

Supports the regional use of Bay-Friendly materials, trainings, standards and model policies throughout the Bay Area in order to achieve better economies of scale locally as well as greater participation by landscape professionals. This project supports both the Bay-Friendly Landscape and Garden Coalition and ReScape California, the statewide outreach based on Bay-Friendly principles and materials.

FY15/16 ACCOMPLISHMENTS

- Served on the Bay-Friendly Coalition's Board of Directors and Advisory Committee as part of the Board approved three year implementation plan.
- Promoted Bay-Friendly through participation in regional strategic partnerships including the Bay Area Integrated Regional Water Management Planning Group, which includes 12 water agencies.

FY16/17 ACTIVITIES

- Support the Sustainable Landscaping Council and Bay-Friendly Coalition through sponsorships.
- Serve on the Bay-Friendly Coalition Advisory Council.
- Serve on the advisory board of the Bay-Friendly Coalition.
- Provide technical assistance as needed to the Bay-Friendly Coalition to regionalize the Bay-Friendly landscape standard, tools and trainings.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$35,000	\$31,044	\$66,044	0.09

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(31) RB Discretionary</u>	<u>(32) RB Grant to Non Profit</u>
\$22,856	\$30,188	\$13,000

001150 - BAY-FRIENDLY WATER EFFICIENT LANDSCAPE PROP 84

Project #: 001150
Project Manager: Teresa Eade

DESCRIPTION

Provides administrative support for Prop 84 grant funded projects related to Agency goals in regionalizing Bay-Friendly landscape standards and trainings and Product Decisions Targets for Compost and Mulch. Supports the Energy Council's goal for water and energy nexus projects. Participates in the Bay Area Integrated Regional Planning group with water agencies, flood control agencies, watershed, habitat based non-profits and resource conservation districts.

FY15/16 ACCOMPLISHMENTS

- Leveraged Prop 84 funds to conduct a Bay-Friendly Professional training in Alameda County.
- Successfully completed Round I of Prop 84, delivering 36 "Lose Your Lawn" talks to home gardeners and eight professional Bay-Friendly Qualified trainings throughout the Bay Area.
- Received Prop 84 Round II grant funding for more Bay-Friendly trainings in Alameda County and the Bay Area. Implemented contract with the Bay-Friendly Coalition and submitted quarterly reports to ABAG per grant requirements.
- Began implementation of Prop 84, Round III funds. Includes funding for a Healthy Soils Lawn to Garden Marketplace and for administering the regional water rebates with 12 partner water agencies Bay Area wide.

FY16/17 ACTIVITIES

- Seek Prop 1 funding for sustainable landscaping programs as appropriate, in support of agency priorities for compost and mulch targets and for the Energy Council's priorities on the energy and water nexus.
- Serve on the Bay Area Integrated Regional Water Management Planning Coordinating Committee to seek out external funding and to leverage Agency projects Bay Area wide with other key stakeholders.
- Support implementation of Prop 84 Rounds II and III (see Projects 1152 and 1153 for more detail).

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$0	\$72,107	\$72,107	0.28

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>	<u>(33) RB Source Reduction</u>	<u>(34) RB Market Development</u>
\$5,411	\$5,411	\$45,991	\$15,295

001152 - BAY-FRIENDLY WATER EFFICIENT LANDSCAPE PROP 84 ROUND II

Project #: 001152

Project Manager: Lisa Pontecorvo

DESCRIPTION

Prop 84 Round II implementation grant in partnership with ten water agencies in the Bay Area and with the Bay-Friendly Landscape and Garden Coalition. This is a multi-year grant to provide Bay-Friendly Landscape professional and home gardener trainings that promote lawn removal rebates provided by water agencies. This project directly supports Product Decisions targets for compost and mulch.

FY15/16 ACCOMPLISHMENTS

- Submitted quarterly progress reports and invoices to ABAG detailing the Coalition work completed to date.
- Contracted with the Bay-Friendly Coalition to deliver 15 Home Gardener Lose Your Lawn events and six Landscape Professional Trainings.

FY16/17 ACTIVITIES

- Contract with Bay-Friendly Coalition to deliver 20 Home Gardener events, ten Professional trainings, five staff trainings at nurseries and 2,000 plant pocket guides.
- Manage contract with the Bay-Friendly Coalition and provide quarterly reporting, invoicing and program evaluation of Round II grant funding.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$65,500	\$15,792	\$81,292	0.10

FUNDING SOURCE, FY16/17

(22) Externally Funded

\$81,292

001153 - BAY-FRIENDLY WATER EFFICIENT LANDSCAPE PROP 84 ROUND III

Project #: 001153

Project Manager: Lisa Pontecorvo

DESCRIPTION

Administers the Prop 84 Bay Area Regional Drought Relief Conservation Program on behalf of a team of 12 participating agencies. ABAG received a total of \$32 million, of which the Bay Area Regional Drought Relief Conservation Program will receive \$6.0 million, of which \$5.7 million is pass through to water agencies for rebates.

FY15/16 ACCOMPLISHMENTS

- Reviewed Local Project Sponsor Agreement between ABAG and WMA.
- Executed Memorandum of Understanding (MOU) with eleven participating water agencies in the Conservation Project.
- Executed contract with BKi for grant administration services.
- Met with ABAG and other local project sponsors in the IRWM Drought Round (Round III).
- Communicated with all water agencies and convened in-person meeting on grant reporting requirements and invoicing.

FY16/17 ACTIVITIES

- Administer DWR Prop 84 IRWM Drought Round (Round 3) Grant and reporting on behalf of 12 participating agencies.
- Implement a regional Healthy Soils Lawn to Garden Marketplace by working with stakeholders and retailers to promote consumer resources and rebates for sheet mulching lawns. Install retail displays in eight stores regionally.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$5,826,500	\$57,308	\$5,883,808	0.34

FUNDING SOURCE, FY16/17

(22) Externally Funded

\$5,883,808

001154 - DROPS (DROUGHT RESPONSE OUTREACH PROGRAM FOR SCHOOLS)

Project #: 001154

Project Manager: Cassie Bartholomew

DESCRIPTION

The Drought Response Outreach Program for Schools (DROPS) grant will focus on implementing stormwater measures at four campuses in Oakland and Piedmont Unified School Districts. K-12 Students, teachers, parents, volunteers and landscape professionals will collaborate to design and implement Low Impact Design (LID) strategies to reduce stormwater entering the San Francisco Bay watershed, while improving school grounds and building opportunities for teaching and learning in the schoolyard.

FY15/16 ACCOMPLISHMENTS

This is a new project.

FY16/17 ACTIVITIES

- Develop stormwater curriculum for Kindergarten-5th grade Student Action Project and 6th-12th grade StopWaste Ambassador Program.
- Engage Castlemont High, Piedmont High, Manzanita Seed & Community and Melrose Leadership Academy school stakeholders in planning and design activities.
- Provide ongoing reporting and other related DROPS grant management requirements.
- Manage contracting process for design and construction of stormwater renovations across four school sites.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$1,323,873	\$83,075	\$1,406,948	0.46

FUNDING SOURCE, FY16/17

(22) Externally Funded

\$1,406,948

001200 - PACKAGING

Project #: 001200
Project Manager: Justin Lehrer

DESCRIPTION

Focuses on waste prevention, reuse, and improved recyclability of packaging materials manufactured, sold, and discarded in Alameda County. Provides education, technical assistance, and financial support to businesses and institutions, as well as engagement with industry and other stakeholders to support policy and standards development in support of sustainable packaging. Specific areas of emphasis include increasing the use of reusable transport packaging, reducing the use of single use disposables at food service establishments and supporting the adoption of package labeling best practices for recyclability by Alameda County brand owners.

FY15/16 ACCOMPLISHMENTS

The Packaging Project is new for FY 16/17, and combines activities from three distinct projects:

Project 1230, Reusable Transport Packaging: Reached over 200 businesses to offer education about the benefits of reusables and provide implementation assistance as needed. Awarded \$25,000 to five qualified reusables projects. Developed eight new success stories, expanding case study library to include more than 30 businesses.

Project 1280, Food Service Ware & Packaging: Implemented "Rethink Disposable" campaign reaching 53 businesses which led to 25 sites that reduced 4.4 tons of single use disposable food ware products. Produced four videos with Clean Water Fund highlighting business and school success stories.

Project 1290, Package Labeling & Life Cycle Analysis: Provided technical assistance and training, and offered financial assistance to a local consumer goods manufacturer for adoption of the How2Recycle label. Conducted packaging life cycle analysis for local consumer goods manufacturer. Published and promoted guidance on recyclability labeling at <http://guides.stopwaste.org/packaging>.

FY16/17 ACTIVITIES

- Provide consulting, technical assistance and/or training to 40 businesses for reusable food service ware, reusable transport packaging, recyclability labeling and other sustainable packaging decisions.
- Promote and expand packaging resources and success stories on the Agency's web pages to build awareness, provide resources and increase social norming of packaging reuse and reduction.
- Provide grants, rebates, and incentives to up to 20 organizations for increasing use of reusable food service ware, reusable transport packaging and adoption of the How2Recycle label.
- Follow and participate in industry, legislative, and policy development activities relating to reusable packaging, food service ware, package labeling and other sustainable packaging issues.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$182,500	\$366,314	\$548,814	1.31

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(32) RB Grant to Non Profit</u>	<u>(33) RB Source Reduction</u>	<u>(34) RB Market Development</u>
\$180,141	\$8,500	\$180,087	\$180,087

001210 - RECYCLED PRODUCT PURCHASE PREFERENCE

Project #: 001210

Project Manager: Rachel Balsley

DESCRIPTION

Provides technical assistance and oversight to the Alameda County General Services Agency (GSA) to implement Measure D-required programs and Memorandum of Understanding (MOU). Also provides technical expertise and resources on recycled content and Environmentally Preferable Purchasing (EPP) to member agencies and other interested public agencies.

FY15/16 ACCOMPLISHMENTS

- Worked with Alameda County GSA to implement the MOU and provided Measure D Recycled Product Price Preference funds to undertake recycled product and EPP activities.
- Worked with Alameda County GSA on the Alameda County Public Agencies Green Purchasing Roundtable to develop tools, resources and host periodic meetings. Topics and assistance to member agencies, school districts and other public agencies in FY15/16 included: Climate Friendly Purchasing; Green Office Strategies: Buy Less & Buy Better; and Green Events Strategies and Resources.
- Updated several EPP resources, including Green Contract Piggybacking Resources for Alameda County jurisdictions, and Janitorial Cleaning Products, Paper Office Products, Nonpaper Office Products, and Park and Recreation Products Fact Sheets.
- Assisted the City of Alameda, the City of Emeryville and the Livermore Valley Joint Unified School District with development of a proposed EPP policy.
- GSA researched and developed green and recycled-content bid specifications, and supported implementation of the following County contracts valued at \$37 million: office supplies, print services, janitorial chemicals and papers, multi-function device (copier/printer) and Probation and Santa Rita Jail food services.
- GSA contributed significantly to the content development of the West Coast Climate and Materials Management Forum's Climate Friendly Purchasing toolkit, an online resource targeting public agencies to help them understand, and take action to address, the climate impacts of government purchasing.
- GSA participated in the Sustainable Purchasing Leadership Council's work groups for Professional Services and Food to develop a national standard for measuring leadership in sustainable purchasing.

FY16/17 ACTIVITIES

- Assist member agencies with EPP Policy adoption and implementation and update EPP resources, as needed.
- Support the Alameda County Green Purchasing Roundtable meetings.
- Provide funding, assistance, and oversight for Alameda County GSA staffing to undertake recycled product and EPP activities in the county and to assist member agencies with the same, as per the MOU.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$351,546	\$34,350	\$385,896	0.12

FUNDING SOURCE, FY16/17

(35) RB RPP
\$385,896

001220 - WASTE PREVENTION: INSTITUTIONAL/FOOD SERVICE

Project #: 001220

Project Manager: Cassie Bartholomew

DESCRIPTION

Focuses on preventing food waste and donating edible food generated in institutional kitchens and other high-volume food service operations. Works with food service providers to reduce pre-consumer food waste through tracking technology and training. Provides grant funding and technical assistance for food donation programs that divert surplus edible food to feed animals and/or people, in order to reduce the overall volume of food waste generated in Alameda County. Supports Product Decision Target Institutional Food Service.

FY15/16 ACCOMPLISHMENTS

- Developed “Food Too Good To Waste” tools and outreach pilot reaching 300 multi-family residents and 200 5th-8th grade students and their households (Student Action Project and Stop Waste Ambassador Program).
- Developed and evaluated food service contract management cohort learning network model using behavior change strategies and tools to build site commitment and engagement in food waste tracking.
- Recruited 15 new kitchens through two food service providers that collectively tracked 38,456 pounds of food waste, of which 18 percent was edible wasted food.
- Completed food waste tracking with two pilot sites tracking over 7,300 pounds of food waste.
- Developed partnership with Livermore Valley Joint Unified School District and trained 65 Nutrition Services staff on new food donation, food share and organics recycling cafeteria programs.

FY16/17 ACTIVITIES

- Oversee development of countywide food waste prevention outreach campaign leveraging Ad Council media with on the ground tactics engaging schools, families and residents.
- Identify food recovery organizations and high-volume surplus food waste generators. Assess current efforts, barriers and opportunities to strengthen the recovery of edible surplus food to feed people or animals in Alameda County.
- Manage and track existing food waste prevention grantees, and oversee new grant funded food waste prevention and donation projects.
- Engage up to ten new kitchens with an emphasis on food service management companies through Smart Kitchen Initiative while providing ongoing support and technical assistance for existing sites and school districts.
- Provide marketing, onsite training, ongoing coaching and data analysis for the Smart Kitchen Initiative program.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$578,700	\$352,579	\$931,279	1.83

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>	<u>(33) RB Source Reduction</u>
\$235,440	\$460,400	\$235,440

001250 - WASTE PREVENTION: REUSABLE BAG ORDINANCE IMPLEMENTATION

Project #: 001250

Project Manager: Meri Soll

DESCRIPTION

Implements the reusable bag ordinance adopted by the WMA Board in 2012. Inspects covered stores to ensure compliance with ordinance. Provides stores with technical assistance to help them comply with the ordinance and maintains website and outreach materials.

FY15/16 ACCOMPLISHMENTS

- Inspected all affected stores, determining that 84% of inspected stores were compliant.
- Provided technical assistance and follow up inspections to non-compliant stores.
- Conducted post-ordinance parking lot surveys at 17 stores to assess the impact of ordinance, finding a 69% decrease in both paper and plastic bags after one year of ordinance implementation.
- Partnered with the Alameda County Clean Water program to conduct an Alameda countywide storm drain trash monitoring and characterization study to assess the effectiveness of the ordinance. Study shows that single use plastic bags have decreased by 44% from pre-ordinance levels.
- Conducted purchasing study from five different large and small chain stores in Alameda County to assess bag purchasing activities due to ordinance. Bag purchasing records for 69 stores show an 85% decrease in both paper and plastic bag purchasing, extrapolating to a countywide decrease of almost 40 million bags per year.
- Measured impact of ordinance on Greenhouse Gas (GHG) emissions. Results show about 539 metric tons of carbon dioxide equivalent were reduced due to the change in bag purchasing activities.
- Provided grant funding to two non-profits to manufacture reusable bags for sale in Alameda County, resulting in 1,000 reusable bags.
- Developed baseline data by conducting visual observations of customers to track types and amounts of bags used at 48 retail stores not covered by the ordinance.
- Provided options for Board consideration regarding ordinance expansion opportunities.

FY16/17 ACTIVITIES

- Notify new stores affected under expanded ordinance. Restaurants phased in six months after retail stores.
- Bring amended ordinance to WMA for 1st and 2nd reading September and October 2016
- Manage bag compliance issues, including working with bag vendors and manufacturers.
- Manage store inspection activities, including oversight of in-field inspectors. Provide direct technical assistance to stores starting April 2017.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$51,000	\$69,205	\$120,205	0.28

FUNDING SOURCE, FY16/17

(21) Facilities

\$120,205

001251 - WASTE PREVENTION: REUSABLE BAG ORDINANCE EXTERNAL CONTRIBUTIONS

Project #: 001251
Project Manager: Meri Soll

DESCRIPTION

Implements the reusable bag ordinance adopted by the WMA Board in 2012. Inspects covered stores to ensure compliance with ordinance. Provides stores with technical assistance to help them comply with the ordinance and maintains website and outreach materials. Funds to come from the Alameda County Clean Water Program.

FY15/16 ACCOMPLISHMENTS

- Covered under Project 1250, Waste Prevention: Reusable Bag Ordinance.

FY16/17 ACTIVITIES

- Covered under Project 1250, Waste Prevention: Reusable Bag Ordinance.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$40,000	\$60,741	\$100,741	0.29

FUNDING SOURCE, FY16/17

(22) Externally Funded
\$100,741

001260 - RECYCLED CONTENT: COMPOST AND MULCH

Project #: 001260

Project Manager: Kelly Schoonmaker

DESCRIPTION

Focuses on increasing the availability, access and quality of local, recycled bulk compost and mulch. Through a combination of strategic partnerships and in-house efforts, this project provides education to landscape professionals, public agencies, residents, and schools; promotes local compost and mulch vendors and producers; and works to create, support and enforce policies that increase the availability and use of quality compost and mulch.

FY15/16 ACCOMPLISHMENTS

- Directly reached a projected 300 people through eight mini-grant funded lawn-to-garden parties in Hayward, Alameda, Fremont, Livermore, San Lorenzo and Albany.
- Converted over 20,000 square feet of lawn directly at grantee lawn parties, using 75 cubic yards of compost and 150 cubic yards of mulch. Diverted 40 tons of green waste from landfill and up to four tons per year, also saving over 500,000 gallons of water per year.
- Trained an anticipated 150 landscape professionals on the use of compost and mulch.
- Expanded the number of sheet mulch supply vendors to 21, and provided eight briefings and in-store displays to new vendors on sheet mulching and lawn rebates.
- Reached 2,400 students, family members, and residents directly and indirectly through ten Sheet Mulch Action Projects, the distribution of 300 Bay-Friendly Family Action Kits and surveys and schoolwide initiatives including posters, infrastructure support, brochures, flyers and newsletters.
- Created new Lawn to Garden website, leveraging existing content and Proposition 84 funding.

FY16/17 ACTIVITIES

- Provide educational resources, trainings, and talks on compost and mulch for landscape professionals.
- Provide 18 lawn conversions and six educational events for landscape professionals, and promote sheet mulch resources.
- Implement, promote and evaluate residential education and outreach about compost and mulch (including lawn-to-garden parties) with up to eight grantees.
- Build strategic partnerships to promote the use of compost and mulch, with groups such as professional organizations, non-profits, water suppliers and other public agencies such as school districts.
- Coordinate up to ten school Sheet Mulch Action Projects and additional school-to-neighbor sheet mulching events with the support of two Classroom Sustainability Associates.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$291,500	\$441,404	\$732,904	3.03

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>	<u>(34) RB Market Development</u>
\$232,681	\$35,000	\$465,223

001347 - BAYREN (BAY REGIONAL ENERGY NETWORK)

Project #: 001347

Project Manager: Karen Kho

DESCRIPTION

The Bay Area Regional Energy Network is a collaboration between the Agency, ABAG and the other eight Bay Area counties to continue Energy Upgrade California activities, and launch new energy efficiency programs with ratepayer funding. Offers energy audits, rebates, technical assistance and contractor trainings. This is a multi-year project that is contracted through December 2016 and expected to be renewed in 2017.

FY15/16 ACCOMPLISHMENTS

- Implemented regional multifamily program, with average project energy savings of 15%. Served 2,800 units in Alameda County and a total of 15,850 in the Bay Area region.
- Secured approval for \$3.0 million expansion to the multifamily rebate program.
- Conducted single family outreach throughout Alameda County, including 25 homeowner outreach events and seven realtor/contractor events.
- Scheduled four trainings on new energy code and promoted bi-monthly forums on green building and energy policy.
- Supported Berkeley Energy Savings Ordinance launch and development of regional policy toolkit.
- Closed three multi-family loans, including projects in San Leandro and Oakland, totaling \$879,000 in program capital and leveraging \$1.3 million in private capital.

FY16/17 ACTIVITIES

- Act as technical lead in BayREN codes and standards activities.
- Conduct single family outreach throughout Alameda County.
- Manage the BayREN multi-family subprogram and financing pilot.
- Manage the Home Energy Score program and support local governments in the Bay Area.
- Serve as a liaison between BayREN and Alameda County water suppliers participating in the PAYS on-water bill financing program

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$5,330,041	\$603,273	\$5,933,314	3.53

FUNDING SOURCE, FY16/17

(40) Energy Council

\$5,933,314

001348 - PG&E LOCAL GOVERNMENT PARTNERSHIP

Project #: 001348

Project Manager: Heather Larson

DESCRIPTION

Convenes the East Bay Energy Watch Strategic Advisory Committee (EBEW SAC), which is the advisory body of a two-county Local Government Partnership funded by PG&E. Supports strategic planning, tracks and provides updates on CPUC and CEC regulatory activities, and administers stipends and pass-through funding to local governments. Helps ensure policy coordination, equitable resource allocation and communication among Alameda County local governments. Works with co-administrator to ensure equitable resource distribution and decision-making between Alameda and Contra Costa Counties. Provides recommendations to the SAC on how to enrich programmatic offerings to small-medium businesses, municipalities and residential sectors operating in both Alameda and Contra Costa Counties. Identifies opportunities for Green Business Certification program to be leveraged with the small medium business energy incentive programs in both Alameda and Contra Costa Counties. Supports and delivers programmatic outreach.

FY15/16 ACCOMPLISHMENTS

- Sponsored multi-family property management training.
- Supported businesses in pursuing green business certification, promoted early compliance with state energy benchmarking policy and provided staffing support for member agencies.

FY16/17 ACTIVITIES

- Participate in CPUC regulatory proceedings.
- Execute agreements and administer pass-through funding from PG&E to local governments in Alameda and Contra Costa Counties.
- Coordinate EBEW programs with other countywide energy efficiency activities.
- Provide recommendations on enhancing existing program offerings and leveraging the Green Business Certification program.
- Convene East Bay Energy Watch (EBEW) Strategic Advisory Committee.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$5,000	\$91,230	\$96,230	0.46

FUNDING SOURCE, FY16/17

(40) Energy Council
\$96,230

001349 - ENERGY COUNCIL INCUBATOR

Project #: 001349

Project Manager: Miya Kitahara

DESCRIPTION

This project covers proposal development expenses and pilot projects for Energy Council priority areas. It is funded from the charge rate on hard costs that is being billed to external contracts and grants.

FY15/16 ACCOMPLISHMENTS

- Monitored CPUC, CEC, Prop 1, Cap and Trade and other funding opportunities.
- Supported member agencies by developing Climate Action Planning templates for hazard mitigation.
- Updated Energy Council priority areas for 2016-18 in consultation with Technical Advisory Group.

FY16/17 ACTIVITIES

- Develop new strategic partnerships in areas of high priority for Energy Council funding.
- Prepare concepts aligned with Energy Council priorities for potential external funding and submit funding applications as appropriate opportunities arise.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$80,000	\$67,898	\$147,898	0.33

FUNDING SOURCE, FY16/17

(40) Energy Council

\$147,898

001350 - BUILDING SERVICES AND PARTNERSHIPS

Project #: 001350

Project Manager: Heather Larson

DESCRIPTION

Addresses the impacts of materials management by influencing the design, construction and maintenance of the built environment. Continues codes and standards development and technical advocacy efforts, to support policy changes that result in increased use of recycled content and broader green criteria. Partners with building industry organizations to ensure that materials management issues are addressed in current research, rating systems and other market transformation tools. Provides technical and policy assistance to member agencies and supports local climate action planning and implementation.

FY15/16 ACCOMPLISHMENTS

This is a new project for FY 16/17, and continues elements of Projects 1220 and 1270.

- Identified request for member agency technical assistance through the Energy Council Technical Advisory Group. Developed concept, consultant scope of work and budget for the following two new member agency service offerings that launched in 2016: climate Adaptation Planning services and Municipal Zero Net Energy Engineering Analysis reach code policy recommendations.
- Coordinated Energy Council TAG with ACWMA projects, including landscape program through joint delivery of a Local Government Water Policy Forum.
- Issued \$20,000 of scholarships to Member Agencies for attendance at pre-approved green building conferences and memberships.
- Updated ICLEI's Clear Path climate action planning tool with waste metrics.
- Completed green building materials research in partnership with Healthy Building Network.
- Re-launched Quantity Quotes green building materials bulk purchasing platform in partnership with Department of Energy, and transitioned platform to Architecture 2030.

FY16/17 ACTIVITIES

- Coordinate Energy Council Technical Advisory Group with Member Agency Services.
- Create menu of comprehensive member agency services in coordination with the Landscaping Services and partnerships project.
- Provide assistance to member agencies on policies, financing, municipal project analysis and climate mitigation/adaptation.
- Issue scholarships to member agencies for approved conferences and memberships.
- Establish partnership with Ellen MacArthur Foundation.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$115,000	\$240,849	\$355,849	0.86

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(32) RB Grant to Non Profit</u>
\$323,349	\$32,500

002020 - SCHOOLS TRANSFER STATION TOURS

Project #: 002020

Project Manager: Roberta Miller

DESCRIPTION

Provide tours for school children at the Davis Street and Fremont Recycling and Transfer Stations. Teaches students, teachers and parents about the 4Rs (Reduce, Reuse, Recycle and Rot) and provides walking tours of a transfer station.

FY15/16 ACCOMPLISHMENTS

- Provided 250 tours to 9,000 students, 250 teachers and 2,000 parent/chaperones.
- Implemented revised 4th grade tour, stressing Common Core and Next Generation Science Standards.
- Sponsored America Recycles Day event in partnership with Waste Management.
- Hosted 35 StopWaste Ambassador Program teachers for tour and training.
- Hosted three teacher workshops.
- Developed new tour for middle and high school for StopWaste Ambassador Program classes.
- Conducted survey of teachers, which provided feedback for recruitment, tour revision and communication.

FY16/17 ACTIVITIES

- Provide tours at Fremont BLT and Davis Street transfer station sites.
- Manage the operations and maintenance of two education centers and supervise intern hiring and training.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$206,000	\$396,436	\$602,436	4.19

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(31) RB Discretionary</u>
\$301,218	\$301,218

002030 - REVOLVING LOAN FUND

Project #: 002030

Project Manager: Meri Soll

DESCRIPTION

Provides capital to non-profit groups and businesses in Alameda County and contiguous counties in the form of low-interest loans. The loan fund invests in local recycling, reuse and recycled content product enterprises, with the goal of using economic development to build local recycling and reuse capacity.

FY15/16 ACCOMPLISHMENTS

- Financed \$300,000 loan to AHG recycling to expand their operation.
- Received and processed additional loan inquiries.
- Monitored outstanding loan payments and deliverables.

FY16/17 ACTIVITIES

- Develop outreach strategies to coordinate with Agency's core programs and targets.
- Monitor SAFE-BIDCO's performance in underwriting and servicing of loans.
- Work with strategic partners such as community banks, OBDC, East Bay Economic Development Agency, Clean Tech and others to promote loan fund.
- Track diversion, cost per ton and jobs created due to loans made.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$635,000	\$52,469	\$687,469	0.16

FUNDING SOURCE, FY16/17

(29) RB Revolving Loans

\$687,469

002040 - COMPETITIVE GRANTS

Project #: 002040
Project Manager: Meri Soll

DESCRIPTION

Provides funding for qualified organizations to implement programs with diversion impacts in Alameda County. Grants offered include:

Reuse Operating Grants of up to \$15,000 to support ongoing reuse activities by non-profits.

Mini-Grants of up to \$5,000 to all types of businesses, municipalities, and non-profits for projects incorporating the 4Rs.

Community Outreach Grants to assist the Agency in reaching non-English speaking communities to promote food-scrap recycling.

Lawn to Garden Grants to non-profits interested in converting their lawns to sustainable landscapes using sheet mulching techniques.

Charity Thrift Grants of up to \$15,000 to thrift stores operating in Alameda County (to offset the cost of illegal dumping at their facilities).

FY15/16 ACCOMPLISHMENTS

- Received, processed and reviewed 28 competitive, reuse and food waste prevention grant applications requesting over \$770,000 in funding.
- Anticipate distributing \$300,000 of available funding towards grant requests.
- Expanded outreach for both Lawn to Garden Conversion Grants and Community Outreach grants, resulting in award of \$65,000 to 13 grantees throughout the county.
- Developed and implemented grant assessment matrix.

FY16/17 ACTIVITIES

- Promote grant program via mailing lists, grassroots outreach and social marketing websites.
- Increase engagement and activities with hard-to-reach communities to promote food scrap composting, recycling and lawn conversion activities.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$273,000	\$131,973	\$404,973	0.48

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(32) RB Grant to Non Profit</u>
\$10,000	\$394,973

002050 - READY, SET, RECYCLE

Project #: 002050

Project Manager: Judi Ettlinger

DESCRIPTION

Outreach program to increase diversion of recyclables and compostables through the existing collection system. Provides a range of channels to effectively communicate recycling messages and actions to broad sectors including single family and multi-family residents.

The 4Rs Student Action Project leverages Ready Set Recycle and engages 5th grade classrooms through action-based learning curriculum and teacher training. Students conduct waste audits, design and implement action projects, and participate in events, workdays and outreach activities.

The StopWaste Ambassador Program (SWAP) provides middle and high school teams of students and teachers with the training and resources to design and implement programs to divert materials from their school and community waste streams, and engage the broader community through outreach events.

FY15/16 ACCOMPLISHMENTS

Ready Set Recycle: Continued year-round version of Ready Set Recycle (RSR) campaign with focus on food scrap and food soiled paper recycling. Added new features to RSR website. Partnered with community based organizations to promote food scrap composting in hard-to-reach communities. Partnered with Cal Athletics leveraging the campus Zero Waste initiative. Conducted presentations on food scrap recycling at workshops and community events.

Student Action Projects: 4Rs. Approximately 1,480 new 5th grade students in 51 classes learned about Alameda County's watershed and foodsheds, conducted waste audits at home and school, and identified ways to take action to reduce waste through outreach projects. Reached 8500 students, family members and residents indirectly through school-wide discard action project initiatives including RSR School Challenges, posters, infrastructure support, brochures, flyers, newsletters, and buddy books. Five schools in Alameda, Fremont, Oakland, and San Leandro implemented the RSR School Challenge.

SWAP: 12,000 students and teachers participated in the middle and high school service learning program. Middle and high school students participated in eight community outreach events. One hundred and ten student leaders participated in the annual SWAP conference hosted at Camp Arroyo.

FY16/17 ACTIVITIES

- Increase participation among Alameda County residents in existing recycling programs with an emphasis on food scrap composting.
- Coordinate school on-site and classroom RSR and 4Rs engagement. Provide orientation, on-going supervision and performance evaluation of three Classroom Sustainability Associates.
- Promote residential composting of food scraps and food soiled paper through community outreach and presentations.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$579,930	\$747,275	\$1,327,205	6.76

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>	<u>(31) RB Discretionary</u>
\$581,717	\$163,772	\$581,717

002070 - BENCHMARK REPORT PRODUCTION AND DISTRIBUTION

Project #: 002070

Project Manager: Jeff Becerra

DESCRIPTION

Produce and distribute at least one benchmark report to all garbage account holders who have not opted out of the service. Respond to customer inquiries, including fulfilling opt-out requests from new account holders.

FY15/16 ACCOMPLISHMENTS

- Produced and distributed second benchmark report in January, 2015. Developed web-based benchmark resources and responded to customer inquiries, including processing opt-out requests.

FY16/17 ACTIVITIES

- Produce and distribute one benchmark report to all garbage account holders who have not opted-out of the service; secure hauler mail lists; provide haulers with timely lists of opt-outs at end of each opt-out period (new accounts only).

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$127,800	\$93,978	\$221,778	0.30

FUNDING SOURCE, FY16/17

(23) Benchmark Fees

\$221,778

002080 - BENCHMARK DATA AND ANALYSIS

Project #: 002080

Project Manager: Mark Spencer

DESCRIPTION

Provides data collection, management and analysis for recycling performance of single family, multi-family and commercial rate payers in Alameda County. Tracks progress toward Agency goal of less than 10% readily recyclable materials in the garbage by 2020.

FY15/16 ACCOMPLISHMENTS

- Collected approximately 2,000 single family, 550 multi family resident and 1,100 commercial account samples.
- Provided data analysis and metrics results for annual Benchmark report.

FY16/17 ACTIVITIES

- Manage contractor performing data collection, supervise development of database structure, conduct analysis and report results as directed by Project 2070 Benchmark Report team and coordinate with member agency staff and franchisees on data collection.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$370,000	\$172,969	\$542,969	0.55

FUNDING SOURCE, FY16/17

(23) Benchmark Fees

\$542,969

002090 - MANDATORY RECYCLING IMPLEMENTATION

Project #: 002090
Project Manager: Tom Padia

DESCRIPTION

Implements Mandatory Recycling Ordinance 2012-01 in “opt-in” jurisdictions representing 90+% of the county. Ordinance covers multi-family buildings with five or more units, commercial accounts with 4+ cubic yards/week of garbage service (Phase 1, eff. 7/1/12) or all commercial accounts (Phase 2), and in-county transfer stations and landfills. Also implements WMA Ordinance 2008-01 (Plant Debris Landfill Ban) countywide. Outreach, technical assistance and progressive enforcement all support Agency goal of landfilled refuse in 2020 comprised of less than 10% readily recoverable material. Phase 2 of ordinance began July 1, 2014 in seven jurisdictions, extending coverage to all commercial accounts and adding organics to list of required divertable materials. One member agency is opted out of both phases, one is currently opted in to Phase 1 and opted out of Phase 2, and fifteen opted in to both Phases either fully or on a Compliance Schedule Waiver (i.e. delayed coverage for some accounts and/or materials, but resulting in full coverage).

FY15/16 ACCOMPLISHMENTS

- Continued initial enforcement of Phase 2 of the Ordinance, expanding to commercial accounts of all sizes and including organics as covered materials in participating jurisdictions.
- Conducted over 9,000 inspections of covered multi-family and commercial accounts for those opted in to Phases 1 and 2 of the Ordinance.
- Sent out over 1,700 enforcement letters (Notifications and Warnings) to covered account holders based on inspection results.
- Sent out Notifications to 6,000 Multi-Family accounts that had not yet been officially notified of the MRO requirements (over 11,500 letters).
- Issued 200 Citations to covered account holders based upon inspection results and with concurrence of jurisdictions’ Primary Enforcement Representatives.
- Reached out to over 1,200 commercial accounts with waste reduction and compliance assistance. Top priority given to accounts receiving enforcement letters.
- Provided assistance to multi-family properties implementing organics collection upon request.
- Continued outreach regarding Phase 2 requirements including direct mail to newly covered accounts and those with new requirements as of 7/1/15 and 7/1/16 (Hayward, Oakland, Newark and San Leandro).

FY16/17 ACTIVITIES

- Continue enforcement inspections, follow up with subsequent re-inspections of all violations.
- Engage in ongoing outreach to covered multi-family and commercial accounts, haulers, cities, chambers, trade associations, and the press regarding compliance and progress towards the ordinance goals.
- Manage the technical assistance consulting contract for mandatory recycling ordinance compliance to reach at least 1,000 businesses and oversee outreach activities related to the ordinance.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$937,200	\$1,217,938	\$2,155,138	5.44

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>
\$375,687	\$1,779,451

002110 - CONSTRUCTION & DEMOLITION DEBRIS RECYCLING

Project #: 002110

Project Manager: Meri Soll

DESCRIPTION

Offers technical assistance to member agencies to support Construction & Demolition Debris (C&D) ordinance implementation and revisions, including incorporating Green Halo (a web based C&D tracking tool) into permit system. Acts as a liaison to provide input on third party certification protocol and programs for nationwide rollout. Works with local C&D facilities regarding diversion reporting and coordination with ordinances. Provides technical assistance and outreach to the construction industry to increase jobsite recycling and deconstruction activities. Works with the building material reuse industry to promote reuse. Maintains reporting system to assess diversion rates for mixed C&D recycling facilities.

FY15/16 ACCOMPLISHMENTS

- Coordinated with regional municipalities to create Bay Area pilot of third party C&D recycling facility rating system to calculate accurate recycling rates.
- Hosted Bay Area C&D Facility Certification summit for Bay Area recycling facility and municipal staff.
- Worked with Recycling Certification Institute (RCI) and staff to develop and pass a Pilot Credit with the US Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system, which recognizes facilities certified by the RCI.
- Hosted C&D working group to discuss local and regional issues relating to C&D.
- Co-Chaired California Resource and Recycling Association's C&D Technical Council.
- Worked with Green Halo to improve systems in cities, as well as provide subsidies for cities to use Green Halo.
- Advocated for increasing C&D recycling rates in the 2016 California building code.

FY16/17 ACTIVITIES

- Chair the CRRRA C&D Technical Council.
- Continue to work with member agencies to incorporate Green Halo tracking tool for third party reporting and ordinance implementation.
- Monitor and update C&D recycling data for recycling databases (both RecycleWhere and Green Halo).
- Provide technical assistance and financial incentives to C&D recycling facilities to become third-party certified.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$31,000	\$160,828	\$191,828	0.55

FUNDING SOURCE, FY16/17

<u>(24) Mitigation</u>	<u>(34) RB Market Development</u>
\$186,731	\$5,097

002220 - MEASURE D DISBURSEMENT

Project #: 002220

Project Manager: Tom Padia

DESCRIPTION

Provides appropriations from the Recycling Fund to qualifying municipalities. As per County Charter requirements, 50 percent of fund revenues are disbursed quarterly to participating agencies based on population. Funds are designated for the continuation and expansion of municipal recycling programs.

FY15/16 ACCOMPLISHMENTS

- All disbursements made in a timely manner.
- All 16 member agencies filed Annual Measure D expenditure reports.
- Implemented Recycling Board policy regarding adequate commercial recycling and municipal funding eligibility.
- Updated web page for member agency staff with all quarterly payment correspondence, Recycling Board policies, Annual Report forms and relevant reports and documents in one place.

FY16/17 ACTIVITIES

- Solicit and receive Measure D Annual Expenditure reports from all participating agencies, and evaluate reports for compliance with eligibility, spending and fund accumulation policies adopted by the Recycling Board.
- Make all quarterly disbursements in a timely manner.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$3,860,961	\$0	\$3,860,961	0.00

FUNDING SOURCE, FY16/17

(27) RB Municipalities

\$3,860,961

002310 - HAZARDOUS WASTE

Project #: 002310

Project Manager: Debra Kaufman

DESCRIPTION

Addresses non-household hazardous waste issues and service on the ABAG Hazardous Waste Allocation Committee.

FY15/16 ACCOMPLISHMENTS

- Participated in ABAGs Hazardous Waste Allocation Committee.

FY16/17 ACTIVITIES

- Serve on ABAG Hazardous Waste Management Allocation Committee.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$13,000	\$4,805	\$17,805	0.01

FUNDING SOURCE, FY16/17

(21) Facilities

\$17,805

002311 - USED OIL RECYCLING GRANT

Project #: 002311

Project Manager: Jeanne Nader

DESCRIPTION

Coordinate countywide media campaign to promote recycling and proper disposal of used motor oil and filters. Member agencies contribute a percentage of their CalRecycle Used Oil Block Grant funds towards a countywide effort. By working together, member agencies are able to provide consistent messaging, avoid duplication and leverage funding.

FY15/16 ACCOMPLISHMENTS

- Coordinated member agency working group to plan and implement campaign.
- Implemented countywide media campaign promoting recycling and proper disposal of used motor oil and filters with funds from member agency CalRecycle block grants.
- Coordinated efforts with Contra Costa County.
- Participated in regional Rider's Recycle program, promoting motor oil recycling to motorcycle riders.
- Increased web traffic during campaign period from an average of 150 visitors per month to over 8,000.

FY16/17 ACTIVITIES

- Coordinate with member agencies to ensure receipt of block grant contributions.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$155,000	\$0	\$155,000	0.00

FUNDING SOURCE, FY16/17

(22) Externally Funded

\$155,000

002312 - HOUSEHOLD HAZARDOUS WASTE FACILITIES

Project #: 002312

Project Manager: Debra Kaufman

DESCRIPTION

Provides administration of the Memorandum of Understanding (MOU) between the Authority and the Alameda County Department of Environmental Health for the operation of the countywide Household Hazardous Waste (HHW) and Small Quantity Generator Program, which includes drop-off facilities in Oakland, Hayward and Livermore. Provides promotional and marketing support for the Countywide Household Hazardous Waste Program including facilities and one day events. Also provides for administration of the MOU between the Authority and the City of Fremont for funding for their HHW facility.

FY15/16 ACCOMPLISHMENTS

- All three County-run facilities were open every Thursday, Friday and Saturday except for holidays.
- Promoted program through mailers, website and phonebook and Google ads.
- Conducted outreach to underserved areas.
- In conjunction with member agencies, collected batteries from sites throughout Alameda County (typically libraries, city halls, fire stations and hardware stores).
- Worked with County Assessor to implement HHW fee on property taxes, and sent bills to property owners who are exempt from property taxes.
- Promoted expanded hours of operation for the Livermore, Oakland and Hayward facilities.
- Served 4,000 residents at one day HHW events.
- Recruited sites around the county for future one-day events.
- Increased facility participation by 26%.

FY16/17 ACTIVITIES

- Continue to support promotion of one day events and expanded hours/days through online, traditional and social media, as well as community based outreach.
- Ensure the timely delivery of data to the assessor's office for HHW fee to properly appear on property tax bills.
- Manage the legal and operational relationships with the four HHW facilities as per the terms of the MOUs.
- Continue to partner with Our Water Our World and Paint Care to include HHW disposal messaging with their respective waste prevention messaging at retail outlets.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$6,275,318	\$192,674	\$6,467,992	0.63

FUNDING SOURCE, FY16/17

(28) HHW Fees

\$6,467,992

002420 - BUSINESS ASSISTANCE SUPPORTING ACTIVITIES

Project #: 002420

Project Manager: Rachel Balsley

DESCRIPTION

Provides technical assistance and partnering efforts for business associations such as Building Owners and Managers Association (BOMA) and the Green Business Program. Promotes high-performing business waste reduction efforts with recognition. Provides support for waste stream diversion infrastructure projects and planning for school district administrators and facilities, maintenance and operations staff. New for FY 16/17, this project will also house the Free Indoor Food Scraps Bin program (moved from Mandatory Recycling Ordinance project 2090) and the New Tools Development for high organics-generating business sectors.

FY15/16 ACCOMPLISHMENTS

- Business recognition for selected high-performing businesses at a Board meeting and through advertising.
- Maintained relationships with Chambers of Commerce and continued participation in East Bay BOMA Environment Committee.
- Acted as a liaison with the Green Business Program via their steering/advisory committee.
- Solicited school districts for the Agency's Priority Partner Program under Board's guidance. Worked with San Leandro, San Lorenzo and Livermore school districts to develop plan for resolution adoption.
- Continued working with existing priority partner districts (Alameda, Albany, Berkeley, Castro Valley, Emery, Fremont, Oakland and Sunol).
- Planned and implemented "Green Gloves" (waste diversion) symposia for Oakland and Alameda USDs custodians.
- Worked extensively with San Lorenzo and San Leandro Unified School District to implement organics separation at school sites throughout the district.

FY16/17 ACTIVITIES

- Coordinate business recognition that features outstanding businesses for their significant achievements in waste reduction.
- Provide free indoor food scraps bins to eligible businesses and multi-family properties.
- Provide priority partner school districts with annual report on diversion rates when requested.
- Work with staff at non-priority partner school districts to develop plans for achieving adoption of school board "Priority Partner" resolution.
- Coordinate the development of new tools/toolkits for selected high-organics generating business sectors.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$287,700	\$265,818	\$553,518	1.01

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>	<u>(33) RB Source Reduction</u>
\$148,970	\$255,578	\$148,970

003021 - MISCELLANEOUS SMALL GRANTS ADMINISTRATION

Project #: 003021

Project Manager: Patricia Cabrera

DESCRIPTION

Allows for the expenditure of miscellaneous grants that are less than \$50,000. In 2010, the Authority Board adopted a policy that allows the Executive Director or designee to accept individual grants up to \$50,000 without board approval. The policy also allows the Executive Director to expend up to the individual grant amount (not to exceed \$50,000) provided that an appropriation to expend miscellaneous grants is budgeted. This appropriation of \$300,000 is an estimate of what these smaller grants may total in the upcoming fiscal year, and will be adjusted in subsequent fiscal years as needed.

FY15/16 ACCOMPLISHMENTS

- No grants received in FY15/16.

FY16/17 ACTIVITIES

- Allocate grant funds as needed and report to the Authority Board as required by the policy.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$300,000	\$0	\$300,000	0.00

FUNDING SOURCE, FY16/17

(22) Externally Funded

\$300,000

003110 - GENERAL OVERHEAD

Project #: 003110

Project Manager: Pat Cabrera

DESCRIPTION

Provides for overall administrative operations of the Agency, including property and facilities maintenance; equipment purchases; risk management; records retention; personnel administration; budget development; accounting and fiscal management; information technology; and general administrative support in accordance with Generally Accepted Accounting Practices (GAAP), applicable federal, state and local laws and public agency best practices. These functions (along with Waste Management Authority and Recycling Board meetings and other non-project related hours) are part of the Charge Rate applied to labor costs, which are then allocated to Agency projects.

FY15/16 ACCOMPLISHMENTS

- Performed all routine administrative support of Agency under the areas noted above, including facility management, clerical support, and general office management.
- Performed routine review of information technology environment and upgraded hardware and software as needed.
- Prepared the annual budget and mid-year budget adjustments. Monitored revenue and expenditures, and revised long-term revenue forecasts. Augmented and/or adjusted reserves as needed for long-term projects. Performed Agency annual financial audit and addressed recommendations.

FY16/17 ACTIVITIES

- Continue providing staff trainings and career development opportunities as appropriate, ensure that the annual performance evaluation system and mid-year review are conducted as scheduled, recruit and hire annual associates and other vacancies as needed.
- Continue overseeing all administrative operations including risk and contract management, facility and human resources management and finance and budgeting. Oversee production of the annual and mid-year budgets and review of the annual audit.
- Prepare annual and mid-year budget, oversee annual audit and address any issues, if necessary.

003150 - RECYCLING BOARD

Project #: 003150

Project Manager: Wendy Sommer

DESCRIPTION

Provides support to the Recycling Board (RB) and committees, including agenda preparation, minutes, follow-up on board member requests, and board member compensation. Provides overall governance review for the Recycling Board. Along with General Overhead, the Waste Management Authority (WMA) and non-project related labor hours, the RB function is part of the “non project” costs that make up the Agency’s Charge Rate. This rate is applied to labor costs and allocated among Agency projects.

FY15/16 ACCOMPLISHMENTS

- Facilitated monthly meetings of the Recycling Board.

FY16/17 ACTIVITIES

- Facilitate monthly meetings of the Recycling Board.

003160 - WASTE MANAGEMENT AUTHORITY

Project #: 003160

Project Manager: Wendy Sommer

DESCRIPTION

Provides support to the WMA Board and committees, including agenda preparation, minutes, follow-up on board member requests, and board member compensation. Provides overall governance review for the Authority. Manages land acquisition and litigation, or the threat of litigation. Along with General Overhead, the Recycling Board Meetings, and non-project related labor costs, the WMA function is part of the “non project” costs that make up the Charge Rate. This rate is applied to labor costs and allocated among Agency projects.

FY15/16 ACCOMPLISHMENTS

- Facilitated monthly meetings of the WMA Board and committees.

FY16/17 ACTIVITIES

- Facilitate monthly meetings of the Waste Management Authority.

003210 - PROPERTY MANAGEMENT

Project #: 003210

Project Manager: Mark Spencer

DESCRIPTION

Provides property management services for Authority-owned parcels in the Altamont Hills in eastern Alameda County. Participates in the East Alameda County Conservation Strategy Steering Committee (EACCS) to prioritize habitat for conservation through project mitigation from new development projects in the Tri-Valley area and for repowering efforts. Other services include property maintenance, lease development, cattle grazing licensing, revenue enhancement and other land-related activities.

FY15/16 ACCOMPLISHMENTS

- Maintained property and managed leases and cattle grazing licenses.
- Negotiated wind easement repowering.
- Initiated lease renewal for all six leases on property.
- Updated title reports and property appraisal.

FY16/17 ACTIVITIES

- Complete lease renewals for all six leases on property.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$90,500	\$70,582	\$161,082	0.22

FUNDING SOURCE, FY16/17

(24) Mitigation

\$161,082

003220 - DISPOSAL REPORTING

Project #: 003220
Project Manager: Gina Peters

DESCRIPTION

Monitors, analyzes and reports on amounts of material being landfilled, used as alternative daily cover (ADC) or diverted by Alameda County jurisdictions. Reports are provided on a timely basis to member agency jurisdictions that dispose materials in Alameda County and other public agencies as required by law.

FY15/16 ACCOMPLISHMENTS

- Monitored, analyzed and reported on amounts of material being landfilled, used as ADC or diverted by Alameda County jurisdictions for the four quarters of 2015.
- Reviewed data with member agencies.
- Tracked issues and followed up with member agencies, disposal sites and CalRecycle as needed.

FY16/17 ACTIVITIES

- Implement new disposal data collection software system.
- Assist member agency staff with CalRecycle related issues regarding disposal and diversion numbers, diversion programs and annual reports.
- Collect, compile, update and report on disposal, diversion and ADC trends. Ensure that data is accurate, identify and correct discrepancies.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$15,000	\$58,041	\$73,041	0.23

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(23) Benchmark Fees</u>
\$21,912	\$51,129

003230 - TECHNICAL ADVISORY COMMITTEE

Project #: 003230

Project Manager: Meghan Starkey

DESCRIPTION

Provides staffing and coordination for the Technical Advisory Committee (TAC), comprised of staff from the Waste Management Authority's member agencies. Provides information to member agencies on franchise terms and contracts.

FY15/16 ACCOMPLISHMENTS

- Held monthly meetings of the TAC.
- Solicited input on implementation of Agency projects, including the reusable bag ordinance, mandatory recycling ordinance and benchmark report.
- Provided regular updates to TAC on agency programs of interest.

FY16/17 ACTIVITIES

- Provide regular updates to TAC on Agency programs of interest.
- Solicit input on major initiatives of the agency, including reusable bag ordinance, mandatory recycling ordinance and other Strategic Plan objectives.
- Facilitate monthly TAC meetings.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$2,000	\$42,967	\$44,967	0.14

FUNDING SOURCE, FY16/17

(21) Facilities

\$44,967

003240 - FEE ENFORCEMENT

Project #: 003240

Project Manager: Brian Mathews

DESCRIPTION

This project implements ACWMA Ordinance 2009-01 (Facility Fee), and other fee related ACWMA ordinances.

FY15/16 ACCOMPLISHMENTS

- Processed reports and payments from haulers reporting out-of-Alameda-County disposal.
- Conducted investigations and initiated enforcement against haulers not reporting or remitting Facility Fees.

FY16/17 ACTIVITIES

- Positively and appropriately represent the Authority policies on statutory fee authorization to regulated parties, government entities, law enforcement, District Attorneys, legal counsels, CalRecycle or others as needed.
- Plan, budget, implement and manage ACWMA Ord 2009-01 so that there are no large, preventable gaps in revenue collection.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$168,200	\$248,847	\$417,047	0.94

FUNDING SOURCE, FY16/17

(21) Facilities

\$417,047

003410 - GENERAL PLANNING

Project #: 003410

Project Manager: Debra Kaufman

DESCRIPTION

Provides general planning assistance to the Agency, including researching issues, developing positions on solid-waste related planning documents, responding to waste-related Environmental Impact Reports (EIRs), assisting with climate work related to solid waste, and providing planning assistance on other topics. Develops projections for Alameda County waste stream to guide future fiscal planning efforts.

FY15/16 ACCOMPLISHMENTS

- Provided feedback on California Air Resources Board short-lived climate pollutant plan.
- Provided feedback to Bay Area Air Quality Management District on their clean air plan.
- Developed multi-family space guidelines document.
- Developed projection for FY15/16 waste stream.

FY16/17 ACTIVITIES

- Produce disposal and revenue projection for FY 16/17 budget planning.
- Address planning issues of regional importance such as responding to EIRs and providing input on other regional or state solid waste planning documents, as needed.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$30,000	\$132,089	\$162,089	0.42

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>
\$132,089	\$30,000

003420 - RESIDENTIAL ORGANICS RECOVERY PILOTS

Project #: 003420
Project Manager: Tom Padia

DESCRIPTION

Supports one or more member agencies with piloting approaches to increase residential organics diversion. Pilot projects require the active cooperation of the jurisdiction and their hauler. StopWaste funding may be used in any mutually agreed upon way to help the project move forward (e.g. funding focus groups, surveys, design/printing of outreach materials, measurement studies, etc). Potential pilots may include Less Than Weekly garbage collection, various modes of direct messaging and feedback to residents, testing of kitchen pail liners or other means of increasing residential food scrap capture rates and overcoming the «ick factor.» Design of pilots for FY 16/17 will wait upon results from the pilots begun in FY15/16.

FY15/16 ACCOMPLISHMENTS

- Funded a seven month “Less Than Weekly” garbage collection pilot on selected routes in the Castro Valley Sanitary District, through calendar year 2016.
- With the active support of city staff, designed and implemented several small scale, short-term pilots in Fremont testing the impacts of distributing kitchen pails with compostable plastic pail liners and multiple forms of direct messaging.

FY16/17 ACTIVITIES

- Design and implement pilot in at least one member agency to refine and expand on lessons learned in Fremont and the Castro Valley Sanitary District.
- Follow up on Fremont pilot on ways to increase single family residential food scraps capture, possibly including pail liners, specific messaging and feedback loops.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$100,000	\$78,198	\$178,198	0.22

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(24) Mitigation</u>
\$78,198	\$100,000

003430 - COIWMP AMENDMENTS APPLICATION

Project #: 003430

Project Manager: Debra Kaufman

DESCRIPTION

Considers and makes recommendations on amendments to the Countywide Integrated Waste Management Plan (CoIWMP), as proposed by private industry and others.

FY15/16 ACCOMPLISHMENTS

- Worked with EBMUD, Vision Recycling, and Waste Management on CoIWMP amendment requirements. Those applications not yet filed.

FY16/17 ACTIVITIES

- Submit non-disposal facility element amendments to the Recycling Board for review.
- Submit proposed amendments to the Authority Board for review and approval.
- Process applications for amendments to the CoIWMP in accordance with adopted procedures and legal requirements.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$0	\$9,610	\$9,610	0.03

FUNDING SOURCE, FY16/17

(21) Facilities

\$9,610

003440 - WASTE CHARACTERIZATION STUDY

Project #: 003440

Project Manager: Meghan Starkey

DESCRIPTION

Conduct studies to examine solid waste disposal in the County, including an understanding of generators and their behavior. Results will be used to evaluate progress to the less than 10% goal, guide existing programmatic efforts, and, to the extent possible, measure the effect of previously implemented waste reduction programs.

Updated waste studies are important because of evolving local and Countywide waste management programs and policies, improvements in diversion activities, new solid waste infrastructure, changes to recyclable/reusable materials markets, and changes in materials generated and discarded.

FY15/16 ACCOMPLISHMENTS

This is a new project.

FY16/17 ACTIVITIES

- Begin field work and data analysis. Study year anticipated to be calendar year 2017.
- Define studies, issue RFP and execute contract.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$400,500	\$87,030	\$487,530	0.26

FUNDING SOURCE, FY16/17

<u>(24) Mitigation</u>	<u>(32) RB Grant to Non Profit</u>
\$400,500	\$87,030

003460 - FIVE YEAR AUDIT

Project #: 003460

Project Manager: Tom Padia

DESCRIPTION

Provides for a five-year financial, compliance and programmatic Recycling Board Audit, as per Measure D. Financial audit occurs in two phases (three years/two years intervals). Programmatic audit conducted separately covering all five years. Audit covers both StopWaste and the member agencies. After round of stakeholder input, RFP for Program Audit will be released in Summer of 2016, contract awarded by end of 2016 and work should be substantially done by end of FY 16/17. Program Audit typically profiles and compares local recycling programs to each other and to model programs elsewhere, and researches specific issues and topics relevant to current waste reduction efforts. Phase Two of the Financial and Compliance Audit, covering FY 14/15 and 15/16, will begin in the Fall of 2016 and should be complete by the end of FY 16/17.

FY15/16 ACCOMPLISHMENTS

- Presented Phase One (FY 2011/12 - 13/14) Financial and Compliance Audit findings and recommendations from the contracted auditor, Crowe Horwath, to the Recycling Board.
- Began implementation of recommendations adopted by the Recycling Board.
- Initiated process of stakeholder input on the scope of work for the Five Year Program Audit.

FY16/17 ACTIVITIES

- Crowe Horwath will execute Phase 2 Financial Audit scope, after end of FY15/16. Staff to provide support as needed.
- Wrap up Phase 2 of Financial & Compliance Audit. Present to Recycling Board, circulate findings and recommendations and implement as per direction of the Board.
- Issue RFP for Five-Year Program Review after collecting stakeholder input on elements of scope.
- Evaluate RFP responses, recommended contract award to RB, execute contract.
- Manage substantial completion of Program Review scope of work.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$181,000	\$63,520	\$244,520	0.18

FUNDING SOURCE, FY16/17

(32) RB Grant to Non Profit

\$244,520

003470 - STANDARDS DEVELOPMENT

Project #: 003470

Project Manager: Wes Sullens

DESCRIPTION

To promote agency priorities, leverage opportunities, build stronger networks, codify best practice, and escalate our agency's impact through strategic regional, state and national standards development and technical advocacy. This project is new, but is consolidating activities from projects 1270 (recycled content building materials) and 3530 (legislation) from the past fiscal year, as well as clarifying overall standards development activities at the agency.

FY15/16 ACCOMPLISHMENTS

- In project 3530 and 1270, conducted successful standards development and advocacy on select standards and rating systems, including: UL Zero Waste, Cradle to Cradle v4, LEED v4, GreenPoint Rated, CALGreen code, Health Product Declaration v2.0, and ASHRAE 189.1 International Green Construction Code.

FY16/17 ACTIVITIES

- Collaborate with project teams to develop strategic plan for advocacy.
- Communicate internally on activities and impact.
- Participate on technical codes, standards and rating systems development that affect built environment, organics/food and packaging.
- Promote leadership activities in rating systems and standards.
- Advocate for greater adoption of Agency priority areas in strategic external networks.
- Partner with manufacturers, nonprofits and environmental groups in advocacy, research and policy.
- Identify opportunities for funding.
- Promote financing standards (buildings, lawns, etc.).

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$10,000	\$153,219	\$163,219	0.55

FUNDING SOURCE, FY16/17

(21) Facilities

\$163,219

003510 - GENERAL AGENCY COMMUNICATION

Project #: 003510

Project Manager: Jeff Beccera

DESCRIPTION

Provides general oversight, coordination and technical assistance to Agency in areas of public relations, advertising, customer research and communications.

FY15/16 ACCOMPLISHMENTS

- Responded to approximately 150 requests per month for recycling assistance via phone and email.
- Produced Agency brochure and presentation materials.
- Launched mobile-friendly version of Agency website, and electronic newsletter for stakeholders.

FY16/17 ACTIVITIES

- Produce four issues of web-based Agency Update.
- Provide residents, businesses and schools with easy-to-access waste reduction information via website and phone hotline.
- Plan and implement countywide used oil recycling media campaign, including reporting outcomes to member agencies and CalRecycle.
- Respond to all general recycling inquiries (phone and email) within 48 hours under normal call volume circumstances. Maintain recycling information database.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$159,450	\$1,032,895	\$1,192,345	3.94

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(32) RB Grant to Non Profit</u>
\$1,156,244	\$36,100

003530 - LEGISLATION

Project #: 003530

Project Manager: Debra Kaufman

DESCRIPTION

Promotes Agency priorities at state level through legislative and regulatory processes. Promotes Agency programmatic priorities via strategic advocacy efforts.

FY15/16 ACCOMPLISHMENTS

- Provided timely status reports and recommendations on legislation to Board, staff, member agencies and interested parties.
- Continued to support AB 901 through signing by the Governor.
- Monitored implementation of AB 901.
- Provided input on cap and trade revenues for recycling and compost infrastructure.
- Successful advocacy in CALGreen code to increase C&D recycling to 65% and add organics to waste planning for new buildings.
- Continued partnership with HBN on recycled content feedstock evaluations and produced reports, presented at conferences, and began outside stakeholder collaboration.
- Continued participation on select green building standards, codes, and rating system development (note: this task moved to project 3470 for FY16/17).
- Advocated for best practices via leadership positions on the LEED M&R TAG, and ASHRAE/International Green Construction Code (vice-chair) (note: this task moved to project 3470 for FY16/17).

FY16/17 ACTIVITIES

- Monitor and analyze, then develop and implement Agency responses to legislation, regulations and related activities affecting the Agency. Provide timely updates to the board based on the agreed upon schedule.
- Continue and expand working relationships with established state and/or national organizations such as California State Association of Counties, League of California Cities, California Product Stewardship Council, Californians Against Waste and others.

PROJECT COST, FY16/17

<u>Hard Costs</u>	<u>Labor Plus Overhead Costs</u>	<u>Total Cost</u>	<u>FTEs</u>
\$71,500	\$148,107	\$219,607	0.46

FUNDING SOURCE, FY16/17

<u>(21) Facilities</u>	<u>(32) RB Grant to Non Profit</u>
\$189,607	\$30,000

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2016 - 2**

**MOVED: TURNER
SECONDED: ROOD**

AT THE MEETING HELD MAY 25, 2016

THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF THE FISCAL YEAR 2016-17 BUDGET; PROJECT CONTRACTS; AUTHORIZED POSITIONS AND SALARY SCHEDULE

WHEREAS, a preliminary budget for Fiscal Year 2016-17 has been developed which incorporates programs and projects recommended by the Executive Director; 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 27, 2016 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 25, 2016 Authority agenda for adoption.

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

1. Adopts the Authority's portion of the Fiscal Year 2016-17 Budget (Attachment C, pages C-1 through C-6 and page C-8) with expenditures totaling \$23,707,953 and authorizes staff to proceed with Authority administration, programs and operations in accordance with the adopted budget, effective July 1, 2016.
2. Authorizes the attached positions and the salary schedule which includes a 3.0% increase in the salary ranges with the exception of the Executive Director's salary.
3. Authorizes the following new or augmented contracts and/or spending authority for fiscal year 16/17 subject to approval as to form by Legal Counsel, and consistent with the Authority's purchasing policy:

Contracts/Spending Authority:

Product Decisions Program Group

Technical Assistance & Services

ReScape California	\$ 15,000
Placeworks	\$ 50,000

Bay Area Regional Recycling Out Reach Coalition (BayROC)

Media service for regional campaign, TBD pending BayROC working group evaluation (externally funded)	\$100,000
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Drought Response Outreach Program for Schools (DROPS) (externally funded)

Trevor Probert	\$ 20,000
Oakland Unified School District (pass through funds)	\$897,000
Piedmont Unified School District (pass through funds)	\$590,000
ReScape California	\$ 10,000

Packaging

Cascadia Consulting Group	\$ 22,000
Gigantic Idea Studio	\$ 38,000

Waste Prevention Institutional Food Service

Gigantic Idea Studio	\$ 60,000
Underground Advertising	\$ 75,000
Online Media vendor: TBD pending bid outcome and ED or designee approval. Not to exceed	\$ 75,000
Food Waste Prevention Media Campaign: TBD pending bid outcome and ED or designee approval. Not to exceed	\$ 75,000
Food Recovery Gap Analysis TBD pending bid outcome and ED or designee approval. Not to exceed	\$ 60,000

Compost and Mulch

ReScape California	\$ 25,000
Zero Company	\$ 25,000
Trevor Probert	\$ 35,000
Placeworks	\$ 10,000
Pandora	\$ 20,000
Online Media vendor: TBD pending bid outcome and ED or designee approval. Not to exceed	\$ 30,000

Discards Management Program Group

Schools Transfer Station Tours

El Camino Charters	\$130,000
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Ready, Set, Recycle

Alameda County Office of Education	\$180,000
Underground Advertising	\$ 75,000
Spitfire	\$ 35,000
Zero Company	\$ 10,000
Intersection Media, LLC	\$ 60,000
Online Media vendor: TBD pending bid outcome and ED or designee approval. Not to exceed	\$ 75,000

Benchmark Report Production

U.S. Postal Service	\$ 80,000
AMP Printing & Graphics	\$ 80,000
Office Team	\$ 6,800

Benchmark Data and Analysis

Stealth Marketing	\$355,000
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Mandatory Recycling

Cascadia Consulting Group	\$400,000
Stealth Marketing	\$327,000
Alameda County Sheriff's Office	\$ 89,100
Gigantic Idea Studio	\$ 15,000

Used Oil Recycling (externally funded)

Pandora	\$ 20,000
Zero Company	\$ 5,000
Intersection Media, LLC	\$ 60,000
Online Media vendor: TBD pending bid outcome and ED or designee approval. Not to exceed	\$ 40,000

HHW Facilities

Autumn Press	\$127,000
Pandora	\$ 20,000
Zero Company	\$ 10,000
8 Locks Consulting	\$ 5,000
Online Media vendor: TBD pending bid outcome and ED or designee approval. Not to exceed	\$ 50,000

Business Assistance

Gigantic Idea Studio	\$ 73,500
Cascadia Consulting Group	\$ 5,000

Communications Administration and Planning(CAP) Program Group

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

Shute, Mihaly and Weinberger, LLP	\$175,000
(Authority counsel which is charged against multiple projects as appropriate)	
Driver Alliant Insurance	\$165,000
Office Team	\$ 50,000
Ryals and Associates (temporary accounting services)	\$ 75,000
8 Locks Consulting (IT support)	\$205,000

Fee Enforcement

Alameda County Sheriff's Office	\$ 89,100
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General Agency Communications

Spitfire	\$ 15,000
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Passed and adopted this 25th day of May, 2016 by the following vote:

AYES: Akagi, Biddle, Chan, Cox, Ellis, Hannon, Kalb, Maass, Martinez, Oddie, Pentin, Rood, Turner, Wengraf, Young

NOES: None

ABSTAIN: None

ABSENT: Carson, Jones



Wendy Sommer, Executive Director

Alameda County Waste Management Authority and Source Reduction & Recycling Board and Energy Council

Authorized Positions – Fiscal Year 2016/2017 Effective July 1, 2016

Classification Title	Number of Positions
Accountant	1
Administrative Assistant Series (Administrative Assistant and Senior Administrative Assistant)	4*
Administrative Services Director	1
Chief Financial Officer**	1
Executive Assistant	2
Executive Director	1
Deputy Executive Director	1
Principal Program Manager	1
Program Manager Series (I, II and Senior)	23
Program Services Specialist Series (Program Services Specialist and Senior Program Services Specialist)	2
Supervising Executive Assistant	1
Webmaster/Graphic Designer	1
Intermittent (FTEs)***	8.5

* Includes one (1) Limited-Term Administrative Assistant position thru FY18/19

** Serves as the Agency's Treasurer pursuant to the Agency's investment policy and applicable state law.

*** Budgeted intermittent staff is 7.0 FTE (mostly interns) however, additional authorization needed for short time assignments and/or to cover employee leave.

Alameda County Waste Management Authority and Source Reduction & Recycling Board and Energy Council

Monthly Salary Ranges - FY 2016/17*

Classification Title	Entry	Top
Accountant	7,225	8,779
Administrative Assistant	5,422	6,588
Administrative Service Director	13,663	16,597
Chief Financial Officer	9,598	11,661
Deputy Executive Director	13,663	16,597
Executive Assistant	6,681	8,118
Executive Director (per current contract)*		18,334
Principal Program Manager	12,236	14,866
Program Manager I	7,389	8,977
Program Manager II	8,866	10,773
Program Services Specialist	5,353	6,501
Senior Administrative Assistant	5,965	7,247
Senior Program Manager	10,640	12,927
Senior Program Services Specialist	5,940	7,217
Supervising Executive Assistant	7,350	8,929
Webmaster/Graphic Designer	7,978	9,695
Intermittent (Hourly)	18.87	99.38

*Salary increases occur on September 25, 2016 except for the Executive Director.

As outlined in the Agency's Human Resources Manual (section 2.2.1), annual step increases are awarded pursuant to the Annual Salary Increase Policy (Attachment A). Additionally, as outlined in the Section 2.1.1 of the Human Resources Manual, temporary pay differentials (generally 5%) outside of the incumbent's salary range maybe granted for out of classification assignments, with the approval of the Administrative Services Director and the Executive Director.

ENERGY COUNCIL RESOLUTION #EC2016 - 2

MOVED: TURNER

SECONDED: ROOD

AT THE MEETING HELD MAY 25, 2016 FISCAL YEAR 2016-17 BUDGET ADOPTION

WHEREAS, a preliminary budget for Fiscal Year 2016-17 has been developed which incorporates programs and projects recommended by the Executive Director; 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 27, 2016 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 25, 2016 Energy Council agenda for adoption.

WHEREAS, staff has prepared the proposed budget for Fiscal Year 2016-17 which includes previously approved Council action, and

NOW THEREFORE, BE IT RESOLVED, that the Energy Council hereby Approves the budget as it pertains to the Energy Council operations and as shown on (Attachment C, pages C-1 through C-5 and page C-7) with expenditures totaling \$6,177,442 effective July 1, 2016.

Passed and adopted this 25th day of May, 2016 by the following vote:

AYES:	Biddle, Chan, Cox, Ellis, Hannon, Kalb, Maass, Martinez, Oddie, Pentin, Rood, Turner, Wengraf
NOES:	None
ABSTAIN:	None
ABSENT:	Carson, Jones



Wendy Sommer, Executive Director

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
RESOLUTION #RB 2016 - 1**

**MOVED: PENTIN
SECONDED: MAASS**

**AT THE MEETING HELD JUNE 9, 2016
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD AUTHORIZES
ADOPTION OF THE FISCAL YEAR 2016-17 BUDGET AND
PROJECT CONTRACTS**

WHEREAS, a preliminary budget for Fiscal Year 2016-17 has been developed which incorporates programs and projects recommended by the Executive Director; 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 27, 2016 for review and comment; and,

WHEREAS, legal notice of the public hearing on the budget has been provided, and the matter scheduled on the June 9, 2016 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 2016-17 Budget (see Attachment B, pages B1 through B7), with expenditures totaling \$8,521,042 and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2016.
2. Authorizes the following new or augmented contracts and/or spending authority for Fiscal Year 2016/17 subject to approval as to form by Legal Counsel and consistent with the Agency's purchasing policy.

Contracts/Spending Authority

Product Decisions Program Group

Regionalizing Bay- Friendly

ReScape California \$ 35,000

Passed and adopted this 9th day of June, 2016 by the following vote:

AYES:	Alonzo, Larrabe, Martinez, Maass, O'Donnell, Pentin, Sherman, Young
NOES:	None
ABTAIN:	None
ABSENT:	Jones, Peltz, Stein



Wendy Sommer, Executive Director