



DATE: May 22, 2019

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

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

SUBJECT: Proposed FY 2019-20 Budget

SUMMARY

At the May 22, 2019 WMA meeting, staff will ask the WMA Board and the Energy Council to adopt their respective FY 2019-20 budgets.

DISCUSSION

The proposed budget for FY 2019-20 was presented at a combined meeting of the WMA, Recycling Board and EC on April 24, 2019. The staff memo and PowerPoint presentation from the April 24 combined board meeting is available at: [FY-19-20-Budget-Presentation.pdf](#)

The presentation at this meeting was well received, and there were no requests for changes to the budget. However, under the fee section on page ii-3 there is a minor correction regarding the proposed HHW fee. The proposed fee should be \$6.64 per residential property unit (not \$6.60 as originally shown). The budget document has been corrected to reflect this amount.

The proposed FY 19-20 budget totals approximately \$32.5 million, with the following breakdown:

- WMA: \$12,167,128
- Energy Council: \$8,095,322
- Recycling Board: \$12,236,530

Some projects are funded using both WMA and Recycling Board funds. The Agency's core budget is approximately \$10.6 million, which is consistent with the FY 18-19 core budget. Estimated total year-end core fund balances and reserves amount to \$23.0 million.

RECOMMENDATION

That the WMA Board adopt the WMA FY 19-20 Budget Resolution (Attachment A) and the Energy Council adopt the EC FY 19-20 Budget Resolution (Attachment B)

Attachment A: WMA Budget Resolution

Attachment B: EC Budget Resolution

Attachment C: Salary Ranges and Steps, and Authorized Positions

Attachment D: Link to Annual Budget – [Fiscal Year 2019-20](#)

ATTACHMENT A

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2019 -**

**MOVED:
SECONDED:**

AT THE MEETING HELD MAY 22, 2019

**THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF
THE FISCAL YEAR 2019-20 BUDGET; PROJECT CONTRACTS; AND AUTHORIZED POSITIONS AND SALARY
SCHEDULE**

WHEREAS, a preliminary budget for Fiscal Year 2019-20 has been developed that incorporates programs and projects based on the guiding principles adopted by the Board; and

WHEREAS, this budget was presented at the joint meeting of the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board and the Energy Council, held on April 24, 2019 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 22, 2019 Authority agenda for adoption.

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

1. Adopts the WMA's portion of the Annual Budget, Fiscal Year 2019-20 (Attachment C) with expenditures totaling \$12,167,128 and authorizes staff to proceed with Authority administration, programs and operations in accordance with the adopted budget, effective July 1, 2019.
2. Authorizes the attached salary schedule and authorized positions (Attachment D).
3. Authorizes the following new or augmented contracts and/or spending authority subject to approval as to form by Legal Counsel, and consistent with the WMA's purchasing policy:

**Contracts/Spending Authority by Project:
FY 18-19**

MRO and General Overhead

Robert Half International: Office Team \$ 20,000
Additional temporary help due to unexpected support staff departures

FY 19-20

Packaging

Cascadia Consulting Group \$ 15,000

Technical assistance for reusable transport packaging

Gigantic Idea Studio \$ 25,000

Marketing and outreach support

Food Waste Reduction

Zero Company \$ 70,000

Online media purchases including digital/mobile ads, facebook, gmail ads, etc.	
<u>Lamar</u>	\$ 25,000
AC Transit bus shelter ads	
<u>Outfront</u>	\$ 45,000
BART Transit ads	
<u>Underground Advertising</u>	\$ 100,000
Creative development for the Stop Food Waste, Smart Cafeteria Initiative and Smart Kitchen Initiative campaigns	
<u>Gigantic Idea Studio</u>	\$ 20,000
To develop consumer facing and business tools for the Food Waste Reduction Smart Kitchen Initiative	
<u>Mandatory Recycling Ordinance (MRO) Implementation</u>	
<u>Cascadia Consulting Group</u>	\$ 350,000
Technical assistance to businesses and multi-family properties	
<u>Gigantic Idea Studio</u>	\$ 10,000
Marketing and outreach services	
<u>Used Oil Recycling (externally funded)</u>	
<u>Zero Company</u>	\$ 30,000
Online media purchases including digital/mobile ads, facebook, gmail ads, etc.	
<u>Lamar</u>	\$ 35,000
AC Transit ads	
<u>Outfront</u>	\$ 20,000
BART transit ads	
<u>Gigantic Idea Studio</u>	\$ 18,000
To manage outreach campaign	
<u>Household Hazardous Waste (HHW) Facilities</u>	
<u>Autumn Press</u>	\$ 80,000
Printing and mailing services	
<u>Zero Company</u>	\$ 109,000
Online media purchases including digital/mobile ads, facebook, gmail ads, etc.	
<u>USPS</u>	\$ 90,000
Postage for ordinance outreach	
<u>Alameda County Tax Collector</u>	\$ 81,000
Service fee to collect HHW fee on property tax roll	
<u>Business Assistance Supporting Activities</u>	
<u>Starline Supply Company/Cole Supply</u>	\$ 80,000
Suppliers of indoor food scrap bins (note: participants have a choice of either supplier; the amount listed is the total budgeted for this expense)	
<u>Administrative Overhead (OH) (includes general OH, accounting and budgeting and information systems)</u>	
<u>Shute, Mihaly and Weinberger, LLP</u>	\$ 208,000

Authority counsel, charged against multiple projects as appropriate	
<u>Driver Alliant Insurance</u>	\$ 152,500
Agency insurance	
<u>Tyler Technologies</u>	\$ 55,000
Financial software upgrades, maintenance and support	
<u>Robert Half International (covering both Account Temps and Office Team)</u>	\$ 75,000
Temporary help to cover vacancies or additional help as needed	
<u>Legislation</u>	
<u>Shaw Yoder Antwih</u>	\$ 55,000
Lobbying firm	
<u>Schools Based Community Outreach</u>	
<u>Versalar, DBA Pronto Transportation</u>	\$ 140,000
Bus services for transportation to the Ed Centers	

Passed and adopted this 22nd day of May 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Wendy Sommer, Executive Director

ATTACHMENT B

**ENERGY COUNCIL
RESOLUTION #EC2019-**

**MOVED:
SECONDED:**

**AT THE MEETING HELD MAY 22, 2019
THE ENERGY COUNCIL AUTHORIZES ADOPTION OF THE FISCAL YEAR 2019-20 BUDGET**

WHEREAS, a preliminary budget for Fiscal Year 2019-20 has been developed that incorporates program priorities adopted by the Energy Council and external funding agreements; and

WHEREAS, this budget was presented at the joint meeting of the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board and the Energy Council at the meeting held on April 24, 2019 for review and comment; and,

WHEREAS, legal notice of the budget hearing has been provided, and the matter scheduled on the May 22, 2019 Energy Council agenda for adoption.

NOW THEREFORE, BE IT RESOLVED, that the Energy Council hereby adopts the Energy Council's portion of the Annual Budget Fiscal Year 2019-20 (Attachment C) with expenditures totaling \$8,095,322 and authorizes staff to proceed with Energy Council administration, programs and operations in accordance to the adopted budget, effective July 1, 2019.

Passed and adopted this 22nd day of May 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Wendy Sommer, Executive Director

ATTACHMENT C

Monthly Salary Ranges and Steps and Authorized Positions

Fiscal Year 2019/20*

Authorized Positions: 50.0**

Grade	Classification Name	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
19	Executive Director	Per Contract: 20,968							
18	Vacant	16,414	16,907	17,414	19,924	18,475	19,028	19,600	20,188
17	Administrative Services Director, Deputy Executive Director	15,269	15,728	16,199	16,685	17,186	17,702	18,233	18,779
16	Vacant	14,204	14,630	15,069	15,521	15,987	16,466	16,961	17,469
15	Principal Program Manager	13,213	13,609	14,018	14,438	14,871	15,317	15,777	16,251
14	Vacant	12,292	12,660	13,040	13,431	13,834	14,249	14,676	15,116
13	Senior Program Manager, Senior Management Analyst	11,434	11,776	12,130	12,493	12,868	13,254	13,653	14,062
12	Information Systems (IS) Manager, Financial Services Manager, *** Legislative and Regulatory Affairs Mgr	10,636	10,955	11,284	11,622	11,971	12,330	12,699	13,081
11	Program Manager III, Management Analyst III	9,894	10,191	10,496	10,812	11,136	11,470	11,813	12,168
10	Program Manager II, Management Analyst II, Clerk of the Board	9,203	9,480	9,764	10,057	10,358	10,670	10,990	11,320
9	Webmaster	8,562	8,818	9,083	9,355	9,636	9,926	10,223	10,530
8	Program Manager I, Management Analyst I, Accountant	7,964	8,203	8,449	8,702	8,964	9,232	9,510	9,795
7	Executive Assistant	7,409	7,631	7,860	8,096	8,338	8,588	8,846	9,111
6	Vacant	6,892	7,098	7,311	7,531	7,756	7,989	8,229	8,476
5	Senior Program Services Specialist, Senior Administrative Assistant	6,411	6,603	6,801	7,005	7,215	7,432	7,655	7,885
4	Program Services Specialist II, Administrative Assistant II	5,964	6,143	6,327	6,516	6,712	6,914	7,121	7,334
3	Program Services Specialist I, Administrative Assistant I	5,548	5,714	5,885	6,062	6,244	6,431	6,624	6,823
2	Vacant	5,161	5,316	5,475	5,639	5,808	5,982	6,162	6,347
1	Inspector	4,801	4,945	5,093	5,246	5,403	5,565	5,732	5,904
N/A	Intermittent hourly rates	20.00							109.34

* Salary increases for eligible employees occur on July 1, 2019

** Includes regular, limited term, and intermittent positions. Does not include any future positions that may be required due to grant/external funding. These positions will be approved as part of the grants/external funding process.

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