DATE: May 26, 2021

TO: Waste Management Authority Board
    Energy Council

FROM: Wendy Sommer, Executive Director
      Timothy Burroughs, Deputy Executive Director
      Pat Cabrera, Administrative Services Director

SUBJECT: FY 21-22 Budget Adoption

SUMMARY
At its May 26, 2021 meeting, staff will ask the Waste Management Authority (WMA) and the Energy Council (EC) to adopt their respective FY 2021-22 budgets.

DISCUSSION
The proposed budgets for FY 2021-22 were presented at a joint meeting of the Waste Management Authority, Energy Council and Recycling Board on April 28, 2021. The staff memo and PowerPoint presentation from the April 28 joint board meeting is available at: FY-21-22-Budget-Presentation.pdf

The presentation at April 28 meeting was well received, and there were no requests for changes to the budgeted amounts. The combined proposed FY 21-22 budget totals approximately $32.7 million, with the following breakdown:

- WMA: $13,922,656
- Energy Council: $6,748,766
- Recycling Board: $12,018,705

As outlined in the budget document, some projects are funded using both WMA and Recycling Board funds. The Agency’s core budget is approximately $10.8 million, which is approximately $100,000 lower than the current year’s budget and $68,000 lower than projected core revenues of $10.87 million. Estimated total year-end core fund balances and reserves amount to $25.6 million (equivalent to over two years’ of a typical core budget). We continue to meet our financial goals as well as our operational objectives through prudent spending, a team of resourceful and resilient staff, and the ongoing support of our Boards.

The Recycling Board adopted its FY 21-22 budget at its May 13, 2021 meeting.

RECOMMENDATION
That the WMA Board adopt the WMA FY 21-22 Budget Resolution (Attachment A) and the Energy Council adopt the EC FY 21-22 Budget Resolution (Attachment B).

Attachment A: WMA Budget Resolution
Attachment B: EC Budget Resolution
Attachment C: Link to Annual Budget – FY-21-22-Annual-Budget
ATTACHMENT A

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2021-

MOVED:
SECONDED:

AT THE MEETING HELD MAY 26, 2021
THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF
THE FISCAL YEAR 21-22 BUDGET; PROJECT CONTRACTS; AND AUTHORIZED POSITIONS AND SALARY
SCHEDULE

WHEREAS, a preliminary budget for Fiscal Year 2021-22 has been developed that incorporates programs and projects based on the aims and guiding principles developed by the Board and consistent with the Countywide Integrated Waste Management Plan and Recycling Plan; 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 28, 2021 for review and comment; and,

WHEREAS, legal notice of the public hearing on the budget has been provided, and the matter scheduled on the May 26, 2021 Alameda County Waste Management Authority Board agenda for adoption.

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

1. Adopts the WMA’s portion of the Fiscal Year 2021-2022 Budget with expenditures totaling $13,922,656 and authorizes staff to proceed with its administration, programs and operations in accordance with the adopted budget, effective July 1, 2021.
2. Authorizes the attached salary schedule and authorized positions.
3. Authorizes the following new or augmented contracts and/or spending authority subject to approval as to form by Legal Counsel, and consistent with the WMA’s purchasing policy:

**Packaging**
- Gigantic Idea Studio $5,000

**Food Waste Reduction**
- Zero Company $60,000
  - Online media purchases including digital/mobile ads, Facebook, Gmail ads, etc.
- Lamar $25,000
  - AC Transit bus shelter ads
**EffecTV (Comcast)**
Digital TV advertising  
**Underground Advertising**  
Design and media consultant for food waste reduction campaigns

**Gigantic Idea Studio**  
Program content for food waste reduction campaigns

**SB 1383 Implementation Support**

**Gigantic Idea Studio**  
Marketing and outreach services  
**Sourcing Group**  
Printing and postage services including business and multi-family properties

**Resources for Upstream Projects**

**Gigantic Idea Studio**  
Marketing and outreach services

**Used Oil Recycling (externally funded)**

**Zero Company**  
Online media purchases including digital/mobile ads, Facebook, Gmail ads, etc.

**Lamar**  
AC Transit ads  
**EffecTV**  
Digital TV advertising  
**Gigantic Idea Studio**  
Marketing services focusing on motorcycle outreach

**Household Hazardous Waste (HHW) Facilities**

**Autumn Press**  
Printing and mailing services  
**Zero Company**  
Online media purchases including digital/mobile ads, Facebook, Gmail ads, etc.

**Lamar**  
AC Transit ads  
**Alameda County Tax Collector**  
Service fee to collect HHW fee on property tax roll  
**EffecTV**  
Digital TV advertising

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

**Shute, Mihaly and Weinberger, LLP**  
Authority counsel, charged against multiple projects as appropriate, includes $50,000 of prior year encumbered funds for litigation as needed
Alliance Insurance Services $158,500
Agency insurance

Tyler Technologies $56,000
Financial software upgrades, maintenance and support

USPS $51,600
Postage, charged against multiple projects as appropriate

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

Reusable Food Ware
Clean Water Fund $100,000
Technical assistance for the Rethink Disposable campaign

Gigantic Idea Studio $20,000
Outreach and messaging services

Waste Prevention Tools & Messaging
Zero Company $20,000
Online media purchases including digital/mobile ads

EffecTV $10,000
Digital TV advertising

Passed and adopted this 26th day of May 2021 by the following vote:

AYES:
NOES:
ABTAIN:
ABSENT:

________________________
Arliss Dunn, Clerk of the Board
## Monthly Salary Ranges and Authorized Positions

**FY 21/22**

**Authorized Positions 50.0 FTE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Classification Name</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
<th>Step 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Executive Director</td>
<td>17,160</td>
<td>17,675</td>
<td>18,206</td>
<td>18,752</td>
<td>19,315</td>
<td>19,894</td>
<td>20,491</td>
<td>21,105</td>
</tr>
<tr>
<td>18</td>
<td>vacant</td>
<td>16,860</td>
<td>17,351</td>
<td>17,888</td>
<td>18,457</td>
<td>18,956</td>
<td>19,474</td>
<td>20,019</td>
<td>20,605</td>
</tr>
<tr>
<td>17</td>
<td>Administrative Services Director</td>
<td>15,964</td>
<td>16,443</td>
<td>16,935</td>
<td>17,444</td>
<td>17,968</td>
<td>18,506</td>
<td>19,061</td>
<td>19,633</td>
</tr>
<tr>
<td></td>
<td>Deputy Executive Director</td>
<td>14,850</td>
<td>15,295</td>
<td>15,754</td>
<td>16,227</td>
<td>16,713</td>
<td>17,214</td>
<td>17,732</td>
<td>18,263</td>
</tr>
<tr>
<td>16</td>
<td>Operations Manager</td>
<td>13,814</td>
<td>14,228</td>
<td>14,655</td>
<td>15,095</td>
<td>15,547</td>
<td>16,013</td>
<td>16,494</td>
<td>16,989</td>
</tr>
<tr>
<td>15</td>
<td>Financial Systems Manager ***</td>
<td>11,119</td>
<td>11,454</td>
<td>11,797</td>
<td>12,150</td>
<td>12,515</td>
<td>12,891</td>
<td>13,277</td>
<td>13,675</td>
</tr>
<tr>
<td>14</td>
<td>Administrative Assistant I</td>
<td>7,745</td>
<td>7,978</td>
<td>8,217</td>
<td>8,464</td>
<td>8,717</td>
<td>8,979</td>
<td>9,248</td>
<td>9,525</td>
</tr>
<tr>
<td>13</td>
<td>Administrative Assistant II</td>
<td>6,235</td>
<td>6,422</td>
<td>6,615</td>
<td>6,813</td>
<td>7,017</td>
<td>7,228</td>
<td>7,445</td>
<td>7,667</td>
</tr>
<tr>
<td>12</td>
<td>Administrative Assistant III</td>
<td>5,396</td>
<td>5,558</td>
<td>5,724</td>
<td>5,895</td>
<td>6,072</td>
<td>6,254</td>
<td>6,442</td>
<td>6,635</td>
</tr>
<tr>
<td>11</td>
<td>Management Analyst I</td>
<td>8,326</td>
<td>8,576</td>
<td>8,833</td>
<td>9,098</td>
<td>9,372</td>
<td>9,652</td>
<td>9,942</td>
<td>10,241</td>
</tr>
<tr>
<td>10</td>
<td>Management Analyst II</td>
<td>5,800</td>
<td>5,974</td>
<td>6,153</td>
<td>6,338</td>
<td>6,528</td>
<td>6,724</td>
<td>6,925</td>
<td>7,133</td>
</tr>
<tr>
<td>9</td>
<td>Management Analyst III</td>
<td>4,951</td>
<td>5,219</td>
<td>5,496</td>
<td>5,781</td>
<td>6,074</td>
<td>6,377</td>
<td>6,687</td>
<td>6,999</td>
</tr>
<tr>
<td>8</td>
<td>Management Analyst IV</td>
<td>8,951</td>
<td>9,219</td>
<td>9,496</td>
<td>9,781</td>
<td>10,074</td>
<td>10,377</td>
<td>10,687</td>
<td>11,009</td>
</tr>
<tr>
<td>7</td>
<td>Management Analyst V</td>
<td>8,326</td>
<td>8,576</td>
<td>8,833</td>
<td>9,098</td>
<td>9,372</td>
<td>9,652</td>
<td>9,942</td>
<td>10,241</td>
</tr>
<tr>
<td>6</td>
<td>Management Analyst VI</td>
<td>5,396</td>
<td>5,558</td>
<td>5,724</td>
<td>5,895</td>
<td>6,072</td>
<td>6,254</td>
<td>6,442</td>
<td>6,635</td>
</tr>
<tr>
<td>5</td>
<td>Management Analyst VII</td>
<td>4,951</td>
<td>5,219</td>
<td>5,496</td>
<td>5,781</td>
<td>6,074</td>
<td>6,377</td>
<td>6,687</td>
<td>6,999</td>
</tr>
<tr>
<td>4</td>
<td>Management Analyst VIII</td>
<td>8,951</td>
<td>9,219</td>
<td>9,496</td>
<td>9,781</td>
<td>10,074</td>
<td>10,377</td>
<td>10,687</td>
<td>11,009</td>
</tr>
<tr>
<td>3</td>
<td>Management Analyst IX</td>
<td>8,326</td>
<td>8,576</td>
<td>8,833</td>
<td>9,098</td>
<td>9,372</td>
<td>9,652</td>
<td>9,942</td>
<td>10,241</td>
</tr>
<tr>
<td>2</td>
<td>Management Analyst X</td>
<td>5,396</td>
<td>5,558</td>
<td>5,724</td>
<td>5,895</td>
<td>6,072</td>
<td>6,254</td>
<td>6,442</td>
<td>6,635</td>
</tr>
<tr>
<td>1</td>
<td>Management Analyst XI</td>
<td>4,951</td>
<td>5,219</td>
<td>5,496</td>
<td>5,781</td>
<td>6,074</td>
<td>6,377</td>
<td>6,687</td>
<td>6,999</td>
</tr>
</tbody>
</table>

* Salary increases for eligible employees occur on June 27, 2021

** 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.
ENERGY COUNCIL
RESOLUTION #EC 2021 -

MOVED:
SECONDED:

AT THE MEETING HELD MAY 26, 2021
THE ENERGY COUNCIL AUTHORIZES ADOPTION OF THE FISCAL YEAR 2021-22 BUDGET

WHEREAS, a preliminary budget for Fiscal Year 2021-22 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 held on April 28, 2021 for review and comment; and,

WHEREAS, legal notice of the budget hearing has been provided, and the matter scheduled on the May 26, 2021 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 for Fiscal Year 2021-22 with expenditures totaling $6,748,766 and authorizes staff to proceed with Energy Council administration, programs and operations in accordance with the adopted budget, effective July 1, 2021.

Passed and adopted this 26th day of May 2021 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

______________________
Arliss Dunn, Clerk of the Board