



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
Media services for transition from UseReuseables.org to Stopwaste.org

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

<u>EffecTV (Comcast)</u>	\$ 25,000
Digital TV advertising	
<u>Underground Advertising</u>	\$ 65,000
Design and media consultant for food waste reduction campaigns	
<u>Gigantic Idea Studio</u>	\$ 10,000
Program content for food waste reduction campaigns	

SB 1383 Implementation Support

<u>Gigantic Idea Studio</u>	\$ 40,000
Marketing and outreach services	
<u>Sourcing Group</u>	\$ 56,000
Printing and postage services including business and multi-family properties	

Resources for Upstream Projects

<u>Gigantic Idea Studio</u>	\$ 35,000
Marketing and outreach services	

Used Oil Recycling (externally funded)

<u>Zero Company</u>	\$ 35,000
Online media purchases including digital/mobile ads, Facebook, Gmail ads, etc.	
<u>Lamar</u>	\$ 35,000
AC Transit ads	
<u>EffecTV</u>	\$ 15,000
Digital TV advertising	
<u>Gigantic Idea Studio</u>	\$ 18,000
Marketing services focusing on motorcycle outreach	

Household Hazardous Waste (HHW) Facilities

<u>Autumn Press</u>	\$ 51,000
Printing and mailing services	
<u>Zero Company</u>	\$ 65,000
Online media purchases including digital/mobile ads, Facebook, Gmail ads, etc.	
<u>Lamar</u>	\$ 15,000
AC Transit ads	
<u>Alameda County Tax Collector</u>	\$ 67,000
Service fee to collect HHW fee on property tax roll	
<u>EffecTV</u>	\$ 15,000
Digital TV advertising	

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

<u>Shute, Mihaly and Weinberger, LLP</u>	\$ 220,000
Authority counsel, charged against multiple projects as appropriate, includes \$50,000 of prior year encumbered funds for litigation as needed	

<u>Alliance Insurance Services</u>	\$ 158,500
Agency insurance	
<u>Tyler Technologies</u>	\$ 56,000
Financial software upgrades, maintenance and support	
<u>USPS</u>	\$ 51,600
Postage, charged against multiple projects as appropriat	
<u>Legislation</u>	
<u>Shaw Yoder Antwih Schmelzer and Lange</u>	\$ 51,000
Lobbying firm	
<u>Reusable Food Ware</u>	
<u>Clean Water Fund</u>	\$ 100,000
Technical assistance for the Rethink Disposable campaign	
<u>Gigantic Idea Studio</u>	\$ 20,000
Outreach and messaging services	
<u>Waste Prevention Tools & Messaging</u>	
<u>Zero Company</u>	\$ 20,000
Online media purchases including digital/mobile ads	
<u>EffecTV</u>	\$ 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**

Grade	Classification Name	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
19	Executive Director	Per Contract: 21,667								
18	vacant	17,160	17,675	18,206	18,752	19,315	19,894	20,491	21,105	
17	Administrative Services Director Deputy Executive Director	15,964	16,443	16,935	17,444	17,968	18,506	19,061	19,633	
16	vacant	14,850	15,295	15,754	16,227	16,713	17,214	17,732	18,263	
15	Operations Manager Principal Program Manager	13,814	14,228	14,655	15,095	15,547	16,013	16,494	16,989	
14	vacant	12,850	13,236	13,633	14,042	14,463	14,897	15,344	15,803	
13	Senior Management Analyst Senior Program Manager	11,953	12,312	12,682	13,061	13,453	13,857	14,273	14,702	
12	Financial Systems Manager *** Information Systems (IS) Manager Legislative and Regulatory Affairs	11,119	11,454	11,797	12,150	12,515	12,891	13,277	13,675	
11	Management Analyst III Program Manager III	10,343	10,654	10,973	11,303	11,642	11,991	12,351	12,722	
10	Clerk of the Board Management Analyst II Program Manager II	9,622	9,911	10,208	10,514	10,829	11,155	11,489	11,834	
9	Webmaster	8,951	9,219	9,496	9,781	10,074	10,377	10,687	11,009	
8	Accountant Management Analyst I Program Manager I	8,326	8,576	8,833	9,098	9,372	9,652	9,942	10,241	
7	Executive Assistant/Assistant Clerk of the Board	7,745	7,978	8,217	8,464	8,717	8,979	9,248	9,525	
6	vacant	7,205	7,421	7,644	7,873	8,109	8,352	8,603	8,862	
5	Senior Administrative Assistant Senior Program Services Specialist	6,702	6,904	7,110	7,323	7,543	7,770	8,003	8,243	
4	Administrative Assistant II Program Services Specialist II	6,235	6,422	6,615	6,813	7,017	7,228	7,445	7,667	
3	Administrative Assistant I Program Services Specialist I	5,800	5,974	6,153	6,338	6,528	6,724	6,925	7,133	
2	vacant	5,396	5,558	5,724	5,895	6,072	6,254	6,442	6,635	
1	Inspector	5,019	5,170	5,325	5,485	5,649	5,818	5,993	6,172	
N/A	Intermittent hourly rates	20.00							114.31	

* 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.

ATTACHMENT B

**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