



DATE: May 24, 2023

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

FROM: Timothy Burroughs, Executive Director
Pat Cabrera, Administrative Services Director

SUBJECT: Fiscal Year 2024 Budget Adoption

SUMMARY

At the May 24, 2023, meeting, staff will recommend that the WMA and EC adopt their respective FY 2024 budgets.

DISCUSSION

The proposed budget for FY 2024 was presented at a joint meeting of the Waste Management Authority, Energy Council and Recycling Board on April 26, 2023. The staff memo and PowerPoint presentation from the April 26 board meeting is available at [FY-2024-Budget-Presentation.pdf](#)

The presentation at the April 26 meeting was well received and there were no requests for changes to the budgeted amounts. The combined proposed FY 2024 budget totals approximately \$38.3 million, with the following breakdown:

- WMA: \$ 16,676,284
- Energy Council: \$ 10,751,160
- Recycling Board: \$ 10,871,915

As outlined in the budget document, some projects are funded using both WMA and Recycling Board funds. The Agency’s discretionary budget is approximately \$13.2 million, funded by core revenue (\$11.2 million) and fund balance (\$2.0 million, of which approximately \$671,000 is for one-time expenses). Based on the forecasting models developed as part of the comprehensive fund balance and reserve analysis, the Agency can draw on its fund balance in FY 2024 and still maintain an appropriate contingency. The Agency’s FY 2024 contingency, which includes both core fund balances and reserves, is projected to total \$22.8 million. As such, 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.

RECOMMENDATION

That both the Waste Management Authority and the Energy Council hold public hearings and adopt their respective budget resolutions (Attachments A and B).

- Attachment A: WMA Budget Resolution
- Attachment B: EC Budget Resolution
- Attachment C: Link to Annual Budget – [FY-23-24-Annual-Budget](#)

ATTACHMENT A

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2023-05

MOVED:
SECONDED:

AT THE MEETING HELD MAY 24, 2023

THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF
THE FISCAL YEAR 2024 BUDGET; PROJECT CONTRACTS; AND AUTHORIZED POSITIONS AND SALARY
SCHEDULE

WHEREAS, a preliminary budget for Fiscal Year 2024 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 26, 2023, 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 24, 2023, 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 2024 Budget with expenditures totaling \$16,676,284, and authorizes staff to proceed with its administration, programs and operations in accordance with the adopted budget, effective July 1, 2023.
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:

Food Waste Prevention

Zero Company Performance Marketing, Inc. \$ 40,000
Online media buy – including digital/mobile ads, facebook/gmail ads and Search Engine Marketing

Gigantic Idea Studio \$ 15,000
Marketing and outreach services

SB 1383 Implementation Support

Gigantic Idea Studio \$ 25,000
Marketing and outreach services

Cascadia Consulting Group \$ 150,000
Business and multifamily technical assistance

Used Oil Recycling (externally funded)

Zero Company Performance Marketing, Inc. \$ 50,000
Online media buy – including digital/mobile ads, facebook/gmail ads and Search Engine Marketing

Gigantic Idea Studio \$ 15,000
Rider’s Recycle Motor Cycle Outreach

Household Hazardous Waste (HHW) Facilities

Zero Company Performance Marketing, Inc. \$ 45,000
Online media buy – including digital/mobile ads, facebook/gmail ads and Search Engine Marketing pre-roll video to drive residents to the HHW website.

Administrative Overhead (OH) (includes general OH, accounting and budgeting, Information systems and board administration)

Shute, Mihaly and Weinberger, LLP \$ 166,000
Authority counsel, charged against multiple projects as appropriate.

Alliance Insurance Services \$ 184,000
Agency insurance

TBD pending results of bid process and Executive Director or designee approval not to exceed \$ 275,000
HVAC system upgrade/replacement: note funding coming from combination of prior year encumbrances and FY 2024 allocation

Reusable Food Ware and Bags

Clean Water Fund \$ 340,000
Technical assistance to help businesses switch to reusables. This is possible amendment to the current contract which in addition to an Agency increase of \$100,000 includes participation by the city of Berkeley (\$100,000), City Fremont (\$50,000) and City of Dublin (\$50,000)

Gigantic Idea Studio \$ 75,000
Outreach strategy and content development

Agency Communications

Zero Company Performance Marketing, Inc. \$ 40,000
Online media buy – including digital/mobile ads, facebook/gmail ads and Search Engine Marketing

Gigantic Idea Studio \$ 15,000
Content development for business awards

Schools Outreach

TBD pending results of bid process and Executive Director or designee approval not to exceed \$ 120,000
Bus service for field trips

Passed and adopted this 24th day of May, 2023 by the following vote of the WMA Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

Monthly Salary Ranges and Authorized Positions
FY24*
Authorized Positions 50.0 FTE**

| Grade | Classification | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | |
|---------------------------|------------------------------------|---|----------|----------|----------|----------|----------|----------|----------|--|
| 19 | Executive Director | Per Contract: \$22,793 Approved WMA 6/22/22 | | | | | | | | |
| 18 | Vacant | \$19,011 | \$19,581 | \$20,165 | \$20,772 | \$21,396 | \$22,037 | \$22,700 | \$23,381 | |
| | Administrative Services Director | | | | | | | | | |
| 17 | Deputy Executive Director | \$17,682 | \$18,214 | \$18,759 | \$19,322 | \$19,904 | \$20,499 | \$21,115 | \$21,749 | |
| 16 | Vacant | \$16,452 | \$16,943 | \$17,450 | \$17,974 | \$18,514 | \$19,071 | \$19,643 | \$20,230 | |
| | Operations Manager | | | | | | | | | |
| 15 | Principal Program Manager | \$15,303 | \$15,760 | \$16,235 | \$16,722 | \$17,221 | \$17,738 | \$18,272 | \$18,819 | |
| 14 | Information Systems Manager | \$14,236 | \$14,662 | \$15,102 | \$15,557 | \$16,019 | \$16,500 | \$16,997 | \$17,508 | |
| | Communications Manager | | | | | | | | | |
| | Senior Management Analyst | | | | | | | | | |
| 13 | Senior Program Manager | \$13,241 | \$13,639 | \$14,048 | \$14,470 | \$14,902 | \$15,351 | \$15,812 | \$16,286 | |
| | Financial Services Manager*** | | | | | | | | | |
| 12 | Legislative and Regulatory Affairs | \$12,318 | \$12,686 | \$13,068 | \$13,458 | \$13,865 | \$14,278 | \$14,708 | \$15,150 | |
| | Management Analyst III | | | | | | | | | |
| 11 | Program Manager III | \$11,459 | \$11,801 | \$12,156 | \$12,521 | \$12,895 | \$13,283 | \$13,681 | \$14,094 | |
| | Clerk of the Board | | | | | | | | | |
| | Management Analyst II | | | | | | | | | |
| 10 | Program Manager II | \$10,659 | \$10,979 | \$11,308 | \$11,647 | \$11,997 | \$12,356 | \$12,726 | \$13,111 | |
| 9 | Webmaster | \$9,914 | \$10,213 | \$10,518 | \$10,835 | \$11,160 | \$11,494 | \$11,839 | \$12,195 | |
| | Accountant | | | | | | | | | |
| | Management Analyst I | | | | | | | | | |
| 8 | Program Manager I | \$9,224 | \$9,501 | \$9,783 | \$10,081 | \$10,382 | \$10,691 | \$11,012 | \$11,344 | |
| 7 | Executive Assistant/Assistant | \$8,579 | \$8,838 | \$9,101 | \$9,376 | \$9,654 | \$9,948 | \$10,246 | \$10,553 | |
| 6 | Vacant | \$7,980 | \$8,220 | \$8,466 | \$8,723 | \$8,984 | \$9,253 | \$9,531 | \$9,818 | |
| | Senior Administrative Assistant | | | | | | | | | |
| 5 | Senior Program Services Specialist | \$7,425 | \$7,648 | \$7,878 | \$8,112 | \$8,356 | \$8,608 | \$8,865 | \$9,132 | |
| | Administrative Assistant II | | | | | | | | | |
| 4 | Program Services Specialist II | \$6,909 | \$7,114 | \$7,327 | \$7,546 | \$7,775 | \$8,007 | \$8,247 | \$8,495 | |
| | Administrative Assistant I | | | | | | | | | |
| 3 | Program Services Specialist I | \$6,425 | \$6,617 | \$6,814 | \$7,020 | \$7,231 | \$7,448 | \$7,673 | \$7,901 | |
| 2 | Vacant | \$5,977 | \$6,156 | \$6,342 | \$6,530 | \$6,726 | \$6,928 | \$7,137 | \$7,350 | |
| 1 | Inspector | \$5,561 | \$5,726 | \$5,897 | \$6,077 | \$6,256 | \$6,446 | \$6,638 | \$6,838 | |
| Intermittent Hourly Rates | | \$21.06 | | | | | | | \$126.62 | |

* Salary increase effective June 25, 2023

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

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

ATTACHMENT B

**ENERGY COUNCIL
RESOLUTION #EC 2023-04**

**MOVED:
SECONDED:**

**AT THE MEETING HELD MAY 24, 2023
THE ENERGY COUNCIL AUTHORIZES ADOPTION OF THE FISCAL YEAR 2024 BUDGET**

WHEREAS, a preliminary budget for Fiscal Year 2024 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 26, 2023 for review and comment; and,

WHEREAS, legal notice of the budget hearing has been provided, and the matter scheduled on the May 24, 2023 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 2024 with expenditures totaling \$10,751,160 and authorizes staff to proceed with Energy Council administration, programs and operations in accordance with the adopted budget, effective July 1, 2023.

Passed and adopted this 24th day of May 2023 by the following vote:

**AYES:
NOES:
ABSTAIN:
ABSENT:**

Arliss Dunn, Clerk of the Board