



DATE: December 13, 2018
TO: Programs and Administration Committee
FROM: Pat Cabrera, Administrative Services Director
SUBJECT: Contract/Vendor Authorization

SUMMARY

At the December 13, 2018 Programs and Administration (P&A) Committee meeting, staff will recommend approving the following new or augmented contracts and/or service agreements.

DISCUSSION

All expenditures listed below were approved by the Board as part of the FY 18-19 budget or through a budget amendment. However, since the Executive Director only has authority to approve contracts, purchase orders or other expenditures of funds to any one vendor or consultant up to \$50,000 per fiscal year, expenditures in excess of this amount require Board approval. The request for this approval is generally included during the budget and mid-year budget revision process. However, staff will not be presenting a mid-year revision this fiscal year as there is no proposed change to the total core budget at this time and as previously mentioned, other changes to the budget were previously adopted by the Board.

Staff is requesting that the P&A Committee review and advance to the Waste Management Authority for approval the following contracts, contract augmentations and/or spending authority. Vendors/contractors that are less than \$50,000 have been included in the list below if previous expenditures to that contractor could exceed the Executive Director’s authorization threshold.

Mandatory Recycling Implementation

Stealth Marketing \$45,000

Increased inspection services associated with the City of Oakland’s request for increased enforcement. The City of Oakland provided additional funding to the Agency for this increase.

Legislation

Shaw Yoder Antwih \$55,000

New lobbyist (consultant firm)

Accounting and Budgeting (administrative overhead)

Account Temps \$ 85,000

Temporary financial services to cover vacancies

RECOMMENDATION

That the Programs and Administration Committee recommend that the WMA Board approve the contracts, vendors and/or spending authority as listed above.