



DATE: May 27, 2020

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

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

SUBJECT: FY 20-21 Budget Adoption

SUMMARY

At the May 27, 2020, WMA meeting, staff will ask the WMA Board, the Energy Council and the Recycling Board to adopt their respective FY 2020 -21 budgets.

DISCUSSION

The proposed budget for FY 2020-21 was presented at a joint meeting of the WMA, EC and RB on April 22, 2020. The staff memo and PowerPoint presentation from the April 22 combined board meeting is available at: [FY20-21 Budget-Presentation.pdf](#)

The presentation at this meeting was well received, and there were no requests for changes to the budget. The proposed FY 20-21 budget totals approximately \$34.0 million, with the following breakdown:

- WMA: \$ 13,765,390
- Energy Council: \$ 7,336,535
- Recycling Board: \$ 12,864,595

Some projects are funded using both WMA and Recycling Board funds. The Agency's core budget is approximately \$10.9 million, which is approximately \$400,000 lower than the projected core revenue of \$11.3 million. Estimated total year-end core fund balances and reserves amount to \$26.2 million (equivalent to over two years' of a typical core budget). Therefore, even with the economic uncertainties due to the COVID- 19 pandemic we are in a solid financial position. We will 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 the WMA Board adopt the WMA FY 20-21 Budget Resolution (Attachment A), the Energy Council adopt the EC FY 20-21 Budget Resolution (Attachment B), and the Recycling Board adopt the RB FY 20-21 Budget Resolution (Attachment C).

Attachment A: WMA Budget Resolution

Attachment B: EC Budget Resolution

Attachment C: RB Budget Resolution

Attachment D: Link to Annual Budget – [FY20-21-Final-Budget.pdf](#)

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ATTACHMENT A

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2020-**

**MOVED:
SECONDED:**

AT THE MEETING HELD MAY 27, 2020

**THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF
THE FISCAL YEAR 20-21 BUDGET; PROJECT CONTRACTS; AND AUTHORIZED POSITIONS AND SALARY
SCHEDULE**

WHEREAS, a preliminary budget for Fiscal Year 2020-21 has been developed that incorporates programs and projects based on the guiding principles and Countywide Integrated Waste Management Plan goals 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 22, 2020 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 27, 2020 Waste Management Authority (WMA) 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 2020 -21 with expenditures totaling \$13,765,390 and authorizes staff to proceed with Authority administration, programs and operations in accordance with the adopted budget, effective July 1, 2020.
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

Cascadia Consulting Group \$ 15,000

Technical assistance for reusable transport packaging

Gigantic Idea Studio \$ 10,000

Marketing and outreach support

Food Waste Reduction

Zero Company \$ 70,000

Online media purchases including digital/mobile ads, facebook, gmail ads, etc.

Lamar \$ 25,000

AC Transit bus shelter ads	
<u>Outfront</u>	\$ 50,000
BART Transit ads	
<u>Underground Advertising</u>	\$ 75,000
Design and media consultant food waste reduction campaigns	
<u>Gigantic Idea Studio</u>	\$ 20,000
To develop program content for the food waste reduction campaigns	

Mandatory Recycling Ordinance (MRO) Implementation

<u>Cascadia Consulting Group</u>	\$ 500,300
Technical assistance to businesses and multi-family properties (note \$150,300 will be externally funded pending agreements)	
<u>Gigantic Idea Studio</u>	\$ 30,000
Marketing and outreach services	
<u>Starline Supply and/or Cole Supply</u>	\$ 60,000
Indoor food scraps bins for businesses and multi-family properties	

Used Oil Recycling (externally funded)

<u>Zero Company</u>	\$ 50,000
Online media purchases including digital/mobile ads, facebook, gmail ads, etc.	
<u>Lamar</u>	\$ 11,000
AC Transit ads	
<u>Outfront</u>	\$ 25,000
BART transit ads	
<u>Gigantic Idea Studio</u>	\$ 18,000
To manage outreach campaign	

Household Hazardous Waste (HHW) Facilities

<u>Autumn Press</u>	\$ 50,000
Printing and mailing services	
<u>Zero Company</u>	\$ 100,000
Online media purchases including digital/mobile ads, facebook, gmail ads, etc.	
<u>Lamar</u>	\$ 20,000
AC Transit ads	
<u>Alameda County Tax Collector</u>	\$ 68,000
Service fee to collect HHW fee on property tax roll	

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

<u>Shute, Mihaly and Weinberger, LLP</u>	\$ 292,000
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>	\$ 153,000
Agency insurance	
<u>Tyler Technologies</u>	\$ 55,000

Financial software upgrades, maintenance and support
USPS \$ 56,000
Postage, charged against multiple projects as appropriate

Legislation

Shaw Yoder Antwih Schmelzer and Lange \$ 51,000
Lobbying firm

Reusable Food Ware

Technical Assistance contract, \$ 160,000
TBD pending bidding process and ED Approval

Pilot Projects, various vendors \$ 400,000
TBD Funds encumbered in prior year

Gigantic Idea Studio \$ 15,000
Outreach and messaging services

Schools Based Community Outreach

Accelar Inc, DBA Pronto Transportation \$ 125,000
Bus services for transportation to the Ed Centers

Passed and adopted this 27th day of May 2029 by the following vote:

AYES:

NOES:

ABTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

Monthly Salary Ranges and Authorized Positions

FY 20/21*

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: 22,016								
18	vacant	16,890	17,397	17,919	18,457	19,011	19,580	20,168	20,773	
17	Administrative Services Director Deputy Executive Director	15,712	16,184	16,669	17,169	17,685	18,215	18,761	19,324	
16	vacant	14,616	15,054	15,506	15,971	16,450	16,943	17,452	17,975	
15	Operations Manager Principal Program Manager	13,596	14,004	14,425	14,857	15,302	15,761	16,234	16,722	
14	vacant	12,648	13,027	13,418	13,821	14,235	14,662	15,102	15,555	
13	Senior Management Analyst Senior Program Manager	11,765	12,118	12,482	12,856	13,241	13,639	14,049	14,470	
12	Financial Systems Manager *** Information Systems (IS) Manager Legislative and Regulatory Affairs Manager	10,944	11,273	11,611	11,959	12,318	12,688	13,068	13,460	
11	Management Analyst III Program Manager III	10,180	10,486	10,800	11,125	11,458	11,802	12,156	12,521	
10	Clerk of the Board Management Analyst II Program Manager II	9,470	9,754	10,047	10,349	10,659	10,979	11,308	11,648	
9	Webmaster	8,810	9,074	9,347	9,627	9,915	10,213	10,519	10,835	
8	Accountant Management Analyst I Program Manager I	8,195	8,441	8,694	8,955	9,224	9,500	9,785	10,079	
7	Executive Assistant	7,623	7,852	8,088	8,331	8,580	8,837	9,103	9,375	
6	vacant	7,092	7,304	7,523	7,749	7,981	8,221	8,468	8,722	
5	Senior Administrative Assistant Senior Program Services Specialist	6,597	6,795	6,998	7,208	7,424	7,648	7,877	8,113	
4	Administrative Assistant II Program Services Specialist II	6,137	6,321	6,510	6,705	6,907	7,114	7,327	7,547	
3	Administrative Assistant I Program Services Specialist I	5,708	5,880	6,056	6,238	6,425	6,618	6,816	7,021	
2	vacant	5,311	5,470	5,634	5,803	5,977	6,156	6,341	6,531	
1	Inspector	4,940	5,088	5,241	5,398	5,560	5,726	5,898	6,075	
N/A	Intermittent hourly rates	20.00							112.51	

* Salary increases for eligible employees occur on June 28, 2020

** 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 #EC2020-**

**MOVED:
SECONDED:**

**AT THE MEETING HELD MAY 27, 2020
THE ENERGY COUNCIL AUTHORIZES ADOPTION OF THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, a preliminary budget for Fiscal Year 2020-21 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 22, 2020 for review and comment; and,

WHEREAS, legal notice of the budget hearing has been provided, and the matter scheduled on the May 27, 2020 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 2020-21 with expenditures totaling \$7,336,535 and authorizes staff to proceed with Energy Council administration, programs and operations in accordance to the adopted budget, effective July 1, 2020.

Passed and adopted this 27th day of May 2020 by the following vote:

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

Arliss Dunn, Clerk of the Board

ATTACHMENT C

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
RESOLUTION #RB 2020 -**

**MOVED:
SECONDED:**

**AT THE MEETING HELD May 27, 2020
THE ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
AUTHORIZES ADOPTION OF THE FISCAL YEAR 2020-21 BUDGET AND PROJECT CONTRACTS**

WHEREAS, a preliminary budget for Fiscal Year 2020-21 has been developed that incorporates programs and projects based on the agency's guiding principles and Countywide Integrated Waste Management Plan goals; 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 22, 2020 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 27, 2020 Recycling Board agenda for adoption.

NOW THEREFORE, BE IT RESOLVED that the Alameda County Source Reduction and Recycling Board hereby:

1. Adopts the Recycling Board's portion of the Fiscal Year 2020-2021 Budget with expenditures totaling \$12,864,595, and authorizes staff to proceed with Recycling Board administration, programs and operations in accordance with the adopted budget, effective July 1, 2020.
2. Authorizes the following contract subject to approval as to form by Legal Counsel

Recycling Board Five Year Audit

Crowe, LLP

\$ 89,683

Phase II of the five year audit

Passed and adopted this 27th day of May 2020 by the following vote:

AYES:

NOES:

ABTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board