



DATE: May 25, 2022

TO: Waste Management Authority Board
Energy Council

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

SUBJECT: FY 22-23 Budget Adoption

SUMMARY

At its May 25, 2022, meeting, staff will recommend that the WMA and the Energy Council adopt their respective FY 2022-23 budgets. The WMA budget adoption resolution also authorizes the FY 22-23 salary schedule and authorized staff positions as well as new or augmented contracts.

DISCUSSION

The proposed budget for FY 2022-23 was presented at a joint meeting of the Waste Management Authority, Energy Council and Recycling Board on April 27, 2022. The staff memo and PowerPoint presentation from the April 27 combined board meeting is available at [FY-22-23-Budget-Presentation.pdf](#)

The presentation at the April 27 meeting was well received, and there were no requests for changes to the budgeted amounts. The combined proposed FY 22-23 budget totals approximately \$36 million, with the following breakdown:

- WMA: \$ 14,482,393
- Energy Council: \$ 8,784,435
- Recycling Board: \$ 12,770,652

As outlined in the budget document, some projects are funded using both WMA and Recycling Board funds. At its May 12, 2022, meeting, the Recycling Board unanimously approved its budget.

The Agency's discretionary budget is approximately \$13.2 million, funded by core revenue (\$11.4 million) and fund balance (\$1.8 million, mainly for one-time expenses). The recent fund balance and reserve analysis concluded that the Agency could draw on its fund balance in FY 22-23 and still maintain an appropriate contingency. The Agency's FY 22-23 contingency, which includes both core fund balances and reserves, is projected to total \$24.5 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 the WMA and Energy Council hold a public hearing and adopt their respective budget resolutions (Attachment A and B).

Attachment A: WMA Budget Resolution

Attachment B: Energy Council Budget Resolution

Attachment C: Link to Annual Budget – [FY-22-23-Annual-Budget](#)

ATTACHMENT A

ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY
RESOLUTION #WMA 2022-

MOVED:
SECONDED:

AT THE MEETING HELD MAY 25, 2022

THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AUTHORIZES ADOPTION OF
THE FISCAL YEAR 22-23 BUDGET; PROJECT CONTRACTS; AND AUTHORIZED POSITIONS AND SALARY
SCHEDULE

WHEREAS, a preliminary budget for Fiscal Year 2022-23 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 27, 2022, 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 25, 2022 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 2022-2023 Budget with expenditures totaling \$14,482,393, and authorizes staff to proceed with its administration, programs and operations in accordance with the adopted budget, effective July 1, 2022.
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 \$ 10,000

Marketing and outreach services

SB 1383 Implementation Support

Gigantic Idea Studio \$ 50,000

Marketing and outreach services

TBD pending results of bid process and Executive Director or designee approval not to exceed \$ 225,000

Contract to provide business and multifamily technical assistance

Used Oil Recycling (externally funded)

Zero Company Performance Marketing, Inc. \$ 35,000

Online media buy – including digital/mobile ads, facebook/gmail ads and Search Engine Marketing

Gigantic Idea Studio \$ 18,000

Marketing and outreach services

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 \$ 155,000

Authority counsel, charged against multiple projects as appropriate.

Alliance Insurance Services \$ 173,500

Agency insurance

Reusable Food Ware and Bags

Clean Water Fund \$ 200,000

Technical assistance for the Rethink Disposable campaign

Gigantic Idea Studio \$ 85,000

Outreach and messaging services

Agency Communications

Zero Company Performance Marketing, Inc. \$ 40,000

Online media buy – including digital/mobile ads, facebook/gmail ads and Search Engine Marketing

Schools Outreach

TBD pending results of bid process and Executive Director or designee

approval not to exceed \$ 140,000

Bus service for field trips

Passed and adopted this 25th day of May, 2022 by the following vote of the WMA Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Arliss Dunn, Clerk of the Board

Monthly Salary Ranges and Authorized Positions
 FY22/23*
 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	\$18,054	\$18,596	\$19,150	\$19,726	\$20,319	\$20,928	\$21,557	\$22,204	
	Administrative Services Director									
17	Deputy Executive Director	\$16,792	\$17,297	\$17,815	\$18,350	\$18,902	\$19,467	\$20,053	\$20,654	
16	Vacant	\$15,623	\$16,090	\$16,572	\$17,069	\$17,582	\$18,111	\$18,654	\$19,212	
	Operations Manager									
15	Principal Program Manager	\$14,533	\$14,967	\$15,417	\$15,881	\$16,355	\$16,845	\$17,352	\$17,872	
14	Senior Technology Manager	\$13,519	\$13,924	\$14,342	\$14,774	\$15,213	\$15,669	\$16,141	\$16,626	
	Communications Manager									
	Senior Management Analyst									
13	Senior Program Manager	\$12,575	\$12,952	\$13,340	\$13,742	\$14,152	\$14,579	\$15,016	\$15,467	
	Financial Services Manager***									
12	Legislative and Regulatory Affairs	\$11,698	\$12,048	\$12,411	\$12,781	\$13,167	\$13,559	\$13,968	\$14,387	
	Management Analyst III									
11	Program Manager III	\$10,882	\$11,207	\$11,544	\$11,891	\$12,246	\$12,615	\$12,992	\$13,384	
	Clerk of the Board									
	Management Analyst II									
10	Program Manager II	\$10,122	\$10,427	\$10,738	\$11,061	\$11,393	\$11,734	\$12,086	\$12,451	
9	Webmaster	\$9,415	\$9,699	\$9,989	\$10,290	\$10,598	\$10,915	\$11,243	\$11,581	
	Accountant									
	Management Analyst I									
8	Program Manager I	\$8,760	\$9,023	\$9,291	\$9,573	\$9,859	\$10,153	\$10,458	\$10,773	
	Executive Assistant/Assistant Clerk									
7	of the Board	\$8,147	\$8,393	\$8,643	\$8,904	\$9,168	\$9,447	\$9,730	\$10,022	
6	Vacant	\$7,578	\$7,806	\$8,040	\$8,284	\$8,532	\$8,787	\$9,052	\$9,323	
	Senior Administrative Assistant									
5	Senior Program Services Specialist	\$7,051	\$7,263	\$7,482	\$7,704	\$7,936	\$8,175	\$8,419	\$8,672	
	Administrative Assistant II									
4	Program Services Specialist II	\$6,561	\$6,756	\$6,958	\$7,166	\$7,383	\$7,604	\$7,832	\$8,067	
	Administrative Assistant I									
3	Program Services Specialist I	\$6,101	\$6,284	\$6,471	\$6,667	\$6,867	\$7,073	\$7,287	\$7,504	
2	Vacant	\$5,676	\$5,846	\$6,023	\$6,202	\$6,388	\$6,579	\$6,778	\$6,980	
1	Inspector	\$5,281	\$5,438	\$5,600	\$5,771	\$5,941	\$6,121	\$6,304	\$6,493	
Intermittent Hourly Rates		\$20.00							\$120.25	

* Salary increase effective June 26, 2022

** Includes regular, limited term, and intermitten 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 2022-**

**MOVED:
SECONDED:**

**AT THE MEETING HELD MAY 25, 2022
THE ENERGY COUNCIL AUTHORIZES ADOPTION OF THE FISCAL YEAR 2022-23 BUDGET**

WHEREAS, a preliminary budget for Fiscal Year 2022-23 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 27, 2022 for review and comment; and,

WHEREAS, legal notice of the budget hearing has been provided, and the matter scheduled on the May 25, 2022 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 2022-23 with expenditures totaling \$8,784,435 and authorizes staff to proceed with Energy Council administration, programs and operations in accordance with the adopted budget, effective July 1, 2022.

Passed and adopted this 25th day of May 2022 by the following vote:

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

Arliss Dunn, Clerk of the Board