



**WCCIWMA Draft FY24-25 Budget**

	<b>Operating Fund</b>	<b>Special Projects Fund</b>
<b>OPENING FUND BALANCE July 1, 2024 (Projected)</b>	346,721	1,446,656
Revenue		
Post-Collection Rates	1,070,337	
Grants	120,073	
Interest	7,500	7,500
<b>Total Revenue</b>	<b>1,197,910</b>	<b>7,500</b>
Expenditures		
Salaries & Benefits	1,006,595	
General Operating	360,134	
Program	339,443	
<b>Total Expenditures</b>	<b>1,706,172</b>	
Total Revenues less Expenditures	(508,262)	
Transfer Out		(878,667)
Transfer In	878,667	
<b>Projected Year-End Fund Balance 6/30/2025</b>	<b>\$ 717,126</b>	<b>\$ 575,489</b>
Board Policy	67% Revenue	662,000

**West Contra Costa Integrated Waste Management Authority  
July 1, 2024 Compensation Schedule Steps**

Class Title	Cola Assumption	FY 2024-25	3.5%	3.5%	3.5%	3.5%	3.5%
	Class	Salary Rate	Step A (1)	Step B (2)	Step C (3)	Step D (4)	Step E (5)
<b>Executive Director</b>	Exempt	Monthly	\$ 16,446	\$ -	\$ -	\$ -	\$ -
		Semi-Monthly	\$ 8,223	\$ -	\$ -	\$ -	\$ -
		Hourly	\$ 109.64	\$ -	\$ -	\$ -	\$ -
		<b>Annually</b>	<b>\$ 197,352</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Manager</b>	Exempt	Monthly	\$ 10,776	\$ 11,153	\$ 11,544	\$ 11,948	\$ 12,366
		Semi-Monthly	\$ 5,388	\$ 5,577	\$ 5,772	\$ 5,974	\$ 6,183
		Hourly	\$ 71.84	\$ 74.36	\$ 76.96	\$ 79.65	\$ 82.44
		<b>Annually</b>	<b>\$ 129,314</b>	<b>\$ 133,840</b>	<b>\$ 138,524</b>	<b>\$ 143,373</b>	<b>\$ 148,391</b>
<b>Program Manager</b>	Exempt	Monthly	\$ 10,776	\$ 11,153	\$ 11,544	\$ 11,948	\$ 12,366
		Semi-Monthly	\$ 5,388	\$ 5,577	\$ 5,772	\$ 5,974	\$ 6,183
		Hourly	\$ 71.84	\$ 74.36	\$ 76.96	\$ 79.65	\$ 82.44
		<b>Annually</b>	<b>\$ 129,314</b>	<b>\$ 133,840</b>	<b>\$ 138,524</b>	<b>\$ 143,373</b>	<b>\$ 148,391</b>
<b>Senior Coordinator (Office Adm.)</b>	Non-Exempt	Monthly	\$ 7,045	\$ 7,291	\$ 7,546	\$ 7,811	\$ 8,084
		Semi-Monthly	\$ 3,522	\$ 3,646	\$ 3,773	\$ 3,905	\$ 4,042
		Hourly	\$ 46.96	\$ 48.61	\$ 50.31	\$ 52.07	\$ 53.89
		<b>Annually</b>	<b>\$ 84,537</b>	<b>\$ 87,496</b>	<b>\$ 90,558</b>	<b>\$ 93,727</b>	<b>\$ 97,008</b>
<b>Program Coordinator</b>	Non-Exempt	Monthly	\$ 5,083	\$ 5,261	\$ 5,445	\$ 5,636	\$ 5,833
		Semi-Monthly	\$ 2,542	\$ 2,631	\$ 2,723	\$ 2,818	\$ 2,917
		Hourly	\$ 33.89	\$ 35.07	\$ 36.30	\$ 37.57	\$ 38.89
		<b>Annually</b>	<b>\$ 60,999</b>	<b>\$ 63,134</b>	<b>\$ 65,343</b>	<b>\$ 67,630</b>	<b>\$ 69,997</b>
<b>Program Coordinator (outreach)</b>	Non-Exempt	Monthly	\$ 5,083	\$ 5,261	\$ 5,445	\$ 5,636	\$ 5,833
		Semi-Monthly	\$ 2,542	\$ 2,631	\$ 2,723	\$ 2,818	\$ 2,917
		Hourly	\$ 33.89	\$ 35.07	\$ 36.30	\$ 37.57	\$ 38.89
		<b>Annually</b>	<b>\$ 60,999</b>	<b>\$ 63,134</b>	<b>\$ 65,343</b>	<b>\$ 67,630</b>	<b>\$ 69,997</b>
							<b>\$ 716,299</b>

**EXPENDITURES - EMPLOYEES & BENEFITS**

	<u>FY23-24</u>	<u>FY23-24 (Proj)</u>	<u>FY24-25</u>
Salary	721,192	752,533	716,299
CALPERS Retirement	136,759	140,556	149,277
Medical Insurance	88,062	84,384	96,694
Dental Insurance	5,580	6,029	5,980
VSP	-	2,149	2,148
All Other Insurance	19,085	33,861	36,198
	<hr/>	<hr/>	<hr/>
	\$ 970,678	\$ 1,019,512	\$ 1,006,596

EXPENDITURES - OPERATIONAL

	<u>FY23-24</u>	<u>FY23-24 (Proj)</u>	<u>FY24-25</u>	
Office Equipment and Supplies	44,650	15,781	16,387	
Professional Memberships & Dues	7,306	7,185	7,300	
Rent / Lease	47,509	47,509	50,000	
Automotive	-	7,812	14,790	
Technology and Communications	36,965	36,185	22,657	Phones, Internet, Applications, IT Equipment
Professional Services	168,500	129,840	180,000	Legal, Financial, Audit, IT, Nothing Wasted
Staff Training & Conferences	10,534	9,267	10,000	
Board Expenses	15,781	14,627	13,000	Stipends, Meeting Space Rental, Granicus, Minutes
Marketing	9,510	14,204	38,500	Website, Branding, Promo Materials, Sponsorships
Other General Expenses & Fees	12,155	8,515	7,500	
	<b>\$ 352,910</b>	<b>\$ 290,925</b>	<b>\$ 360,134</b>	

Legal	50,000
SAS - Financial	50,000
H&S - Audit	10,000
Nerd Crossings - IT	20,000
Nothing Wasted	50,000
	<b>180,000</b>

**EXPENDITURES - PROGRAMS**

	<b><u>FY23-24</u></b>	<b><u>FY23-24 (Proj)</u></b>	<b><u>FY24-25</u></b>	
Recycling & Organics Programs				
Program Expense			127,000	
				sb1383 Food Scrap Pails, Stickers, Edible Food Grant, sb1383
SB1383		14,250	17,000	Outreach & compliance materials, data tracker, Care-It
Mattresses	80,000	82,560	80,000	
Commercial	8,550	4,259	15,000	CCC Green Biz, Interior Recycling Containers
Composting		3,780	15,000	TriFormis, Workshops (hold)
Professional Services		28,450		
				Edible Food Inspections, Outreach & Compliance Consultants (all
SB1383				Compliance Fund)
School Programs				
Program Expense	30,250	5,670	25,000	No Tram, Bus Rental, Giveaways
HHW Programs				
Program Expense	48,050	18,760	25,000	Outreach for One-Day, General, Door2Door, Sharps/Pharm, Battery Boxes, Marine Flares
Professional Services		25,000	25,000	Sweetser Consulting
Outreach & Events Programs				
Program Expense	10,250	9,308	17,370	Earth Day, Pinole Car, Strolls, FixIt, Supplies, Software, Advertising
Grants - Programs				
Grant - Oil Payment Program (OPP) - Cycle 13	30,000	9,305		
Grant - Oil Payment Program (OPP) - Cycle 14	32,500		35,733	
Grant - HHW HD 37 (Reimbursable)	100,000	10,004	30,000	
Grant - SB 1383 Local Assistance			54,340	Hercules MFD Project Materials
	<hr/>			
	\$ 339,600	\$ 211,346	\$ 339,443	

**WCCIWMA Restricted 1826/1383 Compliance Fund**

**3/31/24 Compliance Fund Balance      \$            682,263**

**FY23-24 Projected Expenses**

Outreach	\$	50,000
Route Reviews	\$	94,000
Edible Food Inspections	\$	59,875
Edible Food Grants	\$	100,000
Recyclist/Data Tracker	\$	33,000

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**Subtotal            \$            336,875**

**FY24-25 Forecasted Expenses**

Outreach	\$	50,000
Data Trackers	\$	36,000
Edible Food Inspections	\$	35,000
Edible Food Consultants	\$	90,000
Care-it	\$	10,000
Route Reviews	\$	94,000
QCS	\$	45,000
Edible Food Grants	\$	100,000

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**Subtotal            \$            460,000**

**Projected Balance 1/1/25      \$            607,888**

Projected Balance takes 3/31 balance, subtracts FY23-24 expenses, adds in remaining CY2024 payments

**Blended Per Ton Rate and Components 2014 - Present**

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Material Specific	\$91.31	\$87.80	\$84.42	\$82.87	\$81.28	\$78.62	\$76.53	\$74.33	\$72.61	\$70.99	\$69.57
HHW	\$7.57	\$7.83	\$7.73	\$6.86	\$6.97	\$6.78	\$6.22	\$6.04	\$5.75	\$6.02	\$5.76
Authority Budget	\$6.83	\$6.74	\$6.70	\$5.36	\$7.86	\$6.44	\$6.16	\$6.12	\$5.43	\$5.37	\$7.28
Authority Regulatory Compliance	\$2.10	\$1.47	\$1.40	\$1.43	\$1.33	NA	NA	NA	NA	NA	NA
Recycling Rebate	(\$2.52)	(\$5.20)	(\$2.79)	(\$0.48)	(\$1.18)	(\$2.91)	(\$6.15)	(\$4.58)	(\$4.56)	(\$5.64)	(\$5.71)
Governmental Fee	\$10.55	\$10.48	\$10.14	\$10.10	\$10.00	\$9.64	\$9.27	\$9.18	\$10.54	\$11.10	\$11.51
Change In Law (SB 1383)	\$1.31	\$1.48	NA								
Total	\$117.15	\$110.60	\$107.60	\$106.14	\$106.26	\$98.57	\$92.03	\$91.08	\$89.77	\$87.84	\$88.41

# RecycleMore Board of Directors

Agenda Item #8.1

FY2024-25 Budget

7/18/2024

# 3 Points Bind the FY24-25 Budget Together

1. Our Agency's Mission:
  - Provide cost-effective compliance with state law;
  - Provide effective oversight of the privately-owned IRRF;
  - Protect rate-payer interest;
  - Provide cost-effective waste disposal and diversion while assisting member agencies to meet State mandates
2. The Budget fulfills the Agency's compliance responsibilities.
3. The Budget portrays a good-faith effort if our programs fail to meet State mandates.

# What is a Solid Waste Authority?

- Special District/JPA
- Hundreds of these in CA
- 30-40 Solid Waste Authorities in the State, 6 in the greater Bay Area

## Why Does it Exist?

- Efficiency
- Lower Rates/Bargaining power
- Compliance

# What RecycleMore Does

- Represents Richmond, Pinole, Hercules, San Pablo in a Post-Collection Agreement with Republic
- Main aspect of the PCA is setting post-collection rates
- Manages numerous programs associated with solid waste, recycling, composting, household hazardous waste, electronic waste, batteries, and mattresses
- Responsible for maintaining compliance with state law for Richmond, Pinole, Hercules, San Pablo, El Cerrito and Unincorporated County (represent for our member agencies with CalRecycle)

# Proposed FY24-25 Budget

- \$1,706,172 Total Expenditures
- Estimated Revenues of \$1,197,910 (will need rate increase in November)
- Use of Reserves totaling \$878,667

## Background

- Look at the Budget in coordination with Rates
- Rates are set each November for the calendar year
- Budget and Rates offer a check-in financially and operationally every six months.
- Budget and Rates also need to be viewed in the context of the Authority's Funds (Operating and Reserve) and their balance.

# Fund Balances (estimated)

	<u>6/30/2024</u>	<u>6/30/2025</u>
Operating Fund	\$ 346,721	\$ 717,126
Recycling/SP Fund*	\$ 1,446,656	\$ 575,489

- Fund Policies:
  - Operating Fund 67% of Revenues
  - Reserve/Special Project Fund \$662,000
- In June 2023, the Board approved \$785,250 to be transferred from the Recycling/SP Fund into the Operating Fund. That has not occurred as it was not needed (yet).

# Discussion: FY24-25 Budget Summary

			WCCIWMA Draft FY24-25 Budget	
			Operating Fund	Special Projects Fund
	<b>OPENING FUND BALANCE - July 1, 2024 (Projected)</b>		346,721	1,446,656
	Revenue			
	Post-Collection Rates		1,070,337	
	Grants		120,073	
	Interest		7,500	7,500
	<b>Total Revenue</b>		<b>1,197,910</b>	<b>7,500</b>
	Expenditures			
	Salaries & Benefits		1,006,595	
	General Operating Program		360,134 339,443	
	<b>Total Expenditures</b>		<b>1,706,172</b>	
	<b>Total Revenues less Expenditures</b>		<b>(508,262)</b>	
	Transfer Out			(878,667)
	Transfer In		878,667	
	<b>Projected Year-End Fund Balance 6/30/2025</b>	<b>\$</b>	<b>717,126</b>	<b>\$ 575,489</b>
	Board Policy		67% Revenue	662,000

# Discussion

## Summary of Operating Fund Budget Forecasted Revenues

### Three Sources of Revenue

	\$\$
1. Republic Services Payments	\$1,070,337
2. HHW & Oil Programs	\$ 120,073
3. Interest	<u>\$ 7,500</u>
Total	\$1,197,910

# Discussion

## Summary of Operating Fund Budget Forecasted Expenses

		<u>FY24-25</u>
Personnel	\$	1,006,595
General Expenses	\$	360,134
<u>Program Expenses</u>	\$	<u>339,443</u>
Total	\$	1,706,172

# Discussion: Salary & Benefit Expenses

<u>EXPENDITURES - EMPLOYEES &amp; BENEFITS</u>			
	<u>FY23-24</u>	<u>FY23-24 (Proj)</u>	<u>FY24-25</u>
Salary	721,192	752,533	716,299
CALPERS Retirement	136,759	140,556	149,277
Medical Insurance	88,062	84,384	96,694
Dental Insurance	5,580	6,029	5,980
VSP	-	2,149	2,148
All Other Insurance	19,085	33,861	36,198
	\$ 970,678	\$ 1,019,512	\$ 1,006,596

# Discussion: General Expenses

<u>EXPENDITURES - OPERATIONAL</u>									
				<u>FY23-24</u>	<u>FY23-24 (Proj)</u>	<u>FY24-25</u>			
Office Equipment and Supplies				44,650	15,781	16,387			
Professional Memberships & Dues				7,306	7,185	7,300			
		Rent / Lease		47,509	47,509	50,000			
		Automotive		-	7,812	14,790			
Technology and Communications				36,965	36,185	22,657	Phones, Internet, Applications, IT Equipment		
		Professional Services		168,500	168,512	180,000	Legal, Financial, Audit, IT, Nothing Wasted		
Staff Training & Conferences				10,534	9,267	10,000			
		Board Expenses		15,781	14,627	13,000	Stipends, Meeting Space Rental, Granicus, Minutes		
		Marketing		9,510	22,157	38,500	Website, Branding, Promo Materials, Sponsorships		
Other General Expenses & Fees				12,155	12,155	7,500			
				\$ 352,910	\$ 341,190	\$ 360,134			

# Discussion: Major Projects

- Website
- Mattresses
- Compost Bin Subsidy
- Edible Food (Grants, Compliance, Capacity-Building – all in Compliance Fund)
- Events:
  - Earth Day, Car Show, Compost Give-Aways, Fix-It Clinics
- MFD & Other Outreach
- School Programs

# Discussion: Program Expenses

EXPENDITURES - PROGRAMS			FY23-24	FY23-24 (Proj)	FY24-25	
	Recycling & Organics Programs					
	Program Expense				127,000	
	SB1383			14,250	17,000	sb1383 Food Scrap Pails, Stickers, Edible Food Grant, sb1383 Outreach & compliance materials, data tracker, Care-It
	Mattresses	80,000	82,560	80,000		
	Commercial	8,550	4,259	15,000		CCC Green Biz, Interior Recycling Containers
	Composting		3,780	15,000		TriFormis, Workshops (hold)
	Professional Services		28,450			
	SB1383					Edible Food Inspections, Outreach & Compliance Consultants (all Compliance Fund)
	School Programs					
	Program Expense	30,250	5,670	25,000		No Tram, Bus Rental, Giveaways
	HHW Programs					
	Program Expense	48,050	18,760	25,000		Outreach for One-Day, General, Door2Door, Sharps/Pharm, Battery Boxes, Marine Flares
	Professional Services		25,000	25,000		Sweetser Consulting
	Outreach & Events Programs					
	Program Expense	10,250	9,308	17,370		Earth Day, Pinole Car, Strolls, FixIt, Supplies, Software, Advertising
	Grants - Programs					
	Grant - Oil Payment Program (OPP) - Cycle 13	30,000	9,305			
	Grant - Oil Payment Program (OPP) - Cycle 14	32,500		35,733		
	Grant - HHW HD 37 (Reimbursable)	100,000	10,004	30,000		
	Grant - SB 1383 Local Assistance			54,340		Hercules MFD Project Materials
		\$ 339,600	\$ 211,346	\$ 339,443		

# Discussion: Compliance Fund

- Compliance activities can be discussed in greater detail during rate setting in October/November.
- 1383 Compliance activities:
  - Data Tracking Software
  - Outreach (MFD)
  - MOU Workplan
  - Enforcement/Tier 1 and Tier 2 Edible Food Inspections
  - Edible Food Grant Program
  - Edible Food Consultants
  - Route Monitoring
  - Quarterly Content Studies

# Discussion: Compliance Fund

WCCIWMA Restricted 1826/1383 Compliance Fund							
	<b>3/31/24 Compliance Fund Balance</b>	<b>\$ 682,263</b>					
	<b>FY23-24 Projected Expenses</b>			<b>FY24-25 Forecasted Expenses</b>			
	Outreach	\$ 50,000		Outreach	\$ 50,000		
	Route Reviews	\$ 94,000		Data Trackers	\$ 36,000		
	Edible Food Inspections	\$ 59,875		Edible Food Inspections	\$ 35,000		
	Edible Food Grants	\$ 100,000		Edible Food Consultants	\$ 90,000		
	Recyclist/Data Tracker	\$ 33,000		Care-it	\$ 10,000		
				Route Reviews	\$ 94,000		
	<b>Subtotal</b>	<b>\$ 336,875</b>		QCS	\$ 45,000		
				Edible Food Grants	\$ 100,000		
				<b>Subtotal</b>	<b>\$ 460,000</b>		
	<b>Projected Balance 1/1/25</b>	<b>\$ 607,888</b>					
	Projected Balance takes 3/31 balance, subtracts FY23-24 adds in remaining CY2024 payments						

# The Role of Rates

## Blended Per Ton Rate and Components 2014 - Present

	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Material Specific	\$91.31	\$87.80	\$84.42	\$82.87	\$81.28	\$78.62	\$76.53	\$74.33	\$72.61	\$70.99	\$69.57
HHW	\$7.57	\$7.83	\$7.73	\$6.86	\$6.97	\$6.78	\$6.22	\$6.04	\$5.75	\$6.02	\$5.76
Authority Budget	\$6.83	\$6.74	\$6.70	\$5.36	\$7.86	\$6.44	\$6.16	\$6.12	\$5.43	\$5.37	\$7.28
Authority Regulatory Compliance	\$2.10	\$1.47	\$1.40	\$1.43	\$1.33	NA	NA	NA	NA	NA	NA
Recycling Rebate	(\$2.52)	(\$5.20)	(\$2.79)	(\$0.48)	(\$1.18)	(\$2.91)	(\$6.15)	(\$4.58)	(\$4.56)	(\$5.64)	(\$5.71)
Governmental Fee	\$10.55	\$10.48	\$10.14	\$10.10	\$10.00	\$9.64	\$9.27	\$9.18	\$10.54	\$11.10	\$11.51
Change In Law (SB 1383)	\$1.31	\$1.48	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Total</b>	<b>\$117.15</b>	<b>\$110.60</b>	<b>\$107.60</b>	<b>\$106.14</b>	<b>\$106.26</b>	<b>\$98.57</b>	<b>\$92.03</b>	<b>\$91.08</b>	<b>\$89.77</b>	<b>\$87.84</b>	<b>\$88.41</b>

- With the anticipated budget shortfall, staff forecasts the Authority budget line item to increase later this year along with the Material Specific line item.

# Conclusion

- The budget focuses on meeting the challenge of SB1383 while keeping post-collection rates in check.
- The budget also can be seen, as a whole, as providing a Good Faith Effort for its member cities if the jurisdiction does not meet the diversion goals set and monitored by CalRecycle.

# Resolution 24-02 FY24-25 Budget 071824 - Signature

Final Audit Report

2024-07-24

Created:	2024-07-22
By:	Claudia Menjivar (claudiam@recyclemore.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwHv7xvi7BERFmzMrTCa1BgR6lqWLTnIV

## "Resolution 24-02 FY24-25 Budget 071824 - Signature" History

 Document created by Claudia Menjivar (claudiam@recyclemore.com)

2024-07-22 - 11:03:26 PM GMT

 Document emailed to atave@pinole.gov for signature

2024-07-22 - 11:04:26 PM GMT

 Email viewed by atave@pinole.gov

2024-07-24 - 4:18:45 PM GMT

 Signer atave@pinole.gov entered name at signing as Anthony Tave

2024-07-24 - 4:19:10 PM GMT

 Document e-signed by Anthony Tave (atave@pinole.gov)

Signature Date: 2024-07-24 - 4:19:12 PM GMT - Time Source: server

 Agreement completed.

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