

September 4, 2013

StopWaste.Org is the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board operating as one public agency.

Member Agencies
Alameda County
Alameda

Albany
Berkeley
Dublin
Emeryville
Fremont
Hayward
Livermore
Newark
Oakland
Piedmont
Pleasanton
San Leandro
Union City
Castro Valley
Sanitary District
Oro Loma
Sanitary District

Agency Programs
Bay Friendly Gardening & Landscaping
Green Building in Alameda County
StopWaste Business Partnership
iRecycle@School
Environmentally Preferable Purchasing
Food Scrap Recycling
Grants to Non-Profits
Household Hazardous Waste Recycling
Multifamily Recycling
Recycling Information Hotline

Subject: Quarterly Disbursement of Measure D Revenues April - June, 2013

Dear:

The Alameda County Waste Reduction and Recycling Initiative (Measure D), levies a surcharge on solid waste landfilled in unincorporated Alameda County. Fifty percent of Recycling Fund revenues are disbursed to cities and sanitary districts that meet criteria contained in the law. Funds disbursed to municipalities must be used "...for the continuation and expansion of municipal recycling programs." The quarterly Measure D disbursement for your jurisdiction, covering the period April - June 2013, is enclosed with the copy of this letter sent to your staff Technical Advisory Committee (TAC) representative or designee.

The Annual Measure D Programs Report Form for FY2012/2013 is also enclosed. The completion and return of the form on or before October 18, 2013 is requested. An electronic version of the report form is being emailed to TAC staff at each jurisdiction.

All policies and other information relevant to compliance with Measure D are available at: www.stopwaste.org/measured. Of particular importance this year is the 2006 Recycling Board policy stating the funding eligibility requirements for any municipality showing an unspent balance of Measure D funds at the end of any fiscal year exceeding the sum of their last eight quarterly allocations. Several member agencies were near this threshold last fiscal year and might be over it this fiscal year. *If your agency has exceeded the threshold, the policy requires some additional expenditure planning by your agency, and submittals to us.*

If you have any questions about the provisions of Measure D, please contact me or Tom Padia, Source Reduction & Recycling Director, at (510) 891-6500.

Sincerely,



Gary Wolff, Executive Director

Attachments:

Chart of Allocations, April-June 2013

Transmittal Memo -- Annual Measure D Programs Report Form

cc: Authority Representative
TAC Representative

DATE: September 4, 2013
TO: Municipalities Receiving Measure D Disbursements
FROM: Alameda County Recycling Board

SUBJECT: Transmittal Memo -- Annual Measure D Programs Report Form

The Alameda County Source Reduction and Recycling Board requests that cities and sanitary districts complete and submit the attached form as a tracking mechanism to ensure that the Recycling Fund municipal disbursements are appropriately applied to waste reduction efforts. Formal, independent audits of the Fund and of all municipal and countywide programs are conducted periodically, as required by Measure D. The attached form and all policies and other information relevant to compliance with Measure D are available at: www.stopwaste.org/measured

The attached form is for Fiscal Year 2012/2013 (July 2012 through June 2013). Please complete and return the form by October 18, 2013. If funds previously received were accrued pending some future spending action, please indicate that on the form. Of particular importance this year is the 2006 Recycling Board policy stating the funding eligibility requirements for any municipality showing an unspent balance of Measure D funds at the end of any fiscal year exceeding the sum of their last eight quarterly allocations. Several member agencies were near this threshold last fiscal year and might be over it this fiscal year, creating the need for some additional planning and submittals to us under the policy.

Please call Tom Padia, Source Reduction and Recycling Director, at 891-6525 with any questions or concerns. Please return completed forms to:

Tom Padia, Source Reduction and Recycling Director
Alameda County Source Reduction and Recycling Board
1537 Webster St.
Oakland, CA 94612

Or send by FAX to 510-893-2308 or by email to tpadia@stopwaste.org

Attached: Annual Measure D Programs Report Form

MEASURE D MUNICIPAL ALLOCATION

Tons disposed during the quarter ended: Jun-13

By law, 50% of tonnage revenue is allocated to qualifying municipalities.

Population is adjusted to reflect updated population figures (2012) per California Department of Finance.
 Population is adjusted to reflect Transfer of 40% from City of San Leandro to Oro Loma Sanitary District.

| MUNICIPALITY | ESTIMATED 2012 CENSUS POPULATION | PERCENT OF PARTICIPATING MUNICIPALITIES | 50% STATUTORY ALLOCATION |
|---------------------------------|---|--|---|
| City of Alameda | 74,640 | 4.8909 | \$ 53,172 |
| City of Albany | 18,488 | 1.2114 | 13,170 |
| City of Berkeley | 114,821 | 7.5238 | 81,795 |
| City of Dublin | 46,785 | 3.0656 | 33,328 |
| City of Emeryville | 10,200 | 0.6684 | 7,266 |
| City of Fremont | 217,700 | 14.2650 | 155,084 |
| City of Newark | 43,041 | 2.8203 | 30,661 |
| City of Union City | 70,646 | 4.6291 | 50,326 |
| City of Hayward | 147,113 | 9.6397 | 104,799 |
| City of Livermore | 82,400 | 5.3993 | 58,700 |
| City of Oakland | 395,341 | 25.9051 | 281,630 |
| City of Piedmont | 10,807 | 0.7081 | 7,699 |
| City of Pleasanton | 71,269 | 4.6700 | 50,770 |
| City of San Leandro | 51,632 | 3.3832 | 36,781 |
| Castro Valley Sanitary District | 53,166 | 3.4838 | 37,874 |
| Oro Loma Sanitary District | 118,064 | 7.7363 | 84,107 |
| Total | 1,526,113 | 100.0000 | \$ 1,087,162 |



ANNUAL MEASURE D PROGRAMS REPORT

Reporting Fiscal Year: Fiscal Year 2012/2013

Submittal Deadline for this Report: October 18, 2013

1. Municipality Contact Information

Program Contact Information:

| | |
|-------------------|------------|
| Municipality Name | |
| Contact Person | |
| Title | |
| Telephone Number | () |
| Email address | |

Municipality Payee Information:

| | |
|------------------|--|
| Payee Name | |
| Department | |
| Street Address 1 | |
| Street Address 2 | |
| City | |
| Zip Code | |

2. Measure D Payments Received for Fiscal Year 2012/2013

Choose One of the Following Methods for Reporting (Cash or Accrual Basis):

| Cash Basis | | |
|---------------------|---------------|--------|
| Quarter Ended | Date Received | Amount |
| June 30, _____ | | |
| September 30, _____ | | |
| December 31, _____ | | |
| March 31, _____ | | |
| June 30, _____ | Next Period | |

| Accrual Basis | | |
|---------------------|---------------|--------|
| Quarter Ended | Date Recorded | Amount |
| June 30, _____ | Prior Period | |
| September 30, _____ | | |
| December 31, _____ | | |
| March 31, _____ | | |
| June 30, _____ | | |

Total Measure D Funds Received: \$ _____

\$ _____

As the Chief Executive for _____, I hereby affirm that the revenues and expenditures described in this Annual Measure D Programs Report are true and correct.

City/Agency Manager

Date



ANNUAL MEASURE D PROGRAMS REPORT (continued)

3. Measure D Fund Balance Information for Fiscal Year 2012/2013

| | |
|---|----|
| Beginning Fund Balance: | \$ |
| Plus Adjustments to Beginning Fund Balance: | \$ |
| Equals Adjusted Beginning Fund Balance: | \$ |
| Plus Total Measure D Funds Received (From Page 1): | \$ |
| Plus Interest Earned on Measure D Fund Balance*: | \$ |
| *Required if fund balance exceeds \$300,000 or prior year's disbursements, whichever is greater | |
| Less Total Measure D Expenditures (From Pages 3 and 4): | \$ |
| Equals Ending Measure D Fund Balance: | \$ |

Explanation for Adjustments to the Beginning Fund Balance:

4. Program Expenditures for Fiscal Year 2012/2013

On the following pages, provide a brief description of activities financed by your program's Measure D allotments and costs incurred during this reporting period. Identify the cost category most closely describing the type of cost incurred. The table below identifies examples of costs in each of six (6) cost categories.

| Cost Category | Cost Examples |
|---------------------------------|---|
| Administrative Costs | |
| 1. Administrative | <ul style="list-style-type: none"> • Employee salaries • Employee benefits • Legal services • Insurances • Overhead expenses • Contract management |
| Direct Costs | |
| 2. Franchised Recycling Program | <ul style="list-style-type: none"> • Commercial route curbside recycling collection • Residential route curbside recycling collection • Christmas tree curbside collection • Food scrap and green waste collection |
| 3. Outreach and Education | <ul style="list-style-type: none"> • Promotional items • Earth Day events • Recycling education • Bay Area Recycling Outreach Coalition (BayROC) contributions • Contests/achievement awards • Green Schools outreach • Recycling drives |
| 4. Physical Assets | <ul style="list-style-type: none"> • Outdoor storage containers • Artificial turf football fields • Curbside recycling carts • Recycled content playground structures • Recycled content furniture |
| 5. Professional Services | <ul style="list-style-type: none"> • Rate review services • Collection hauler contract services • Base year composition study |
| 6. Other Expenses | <ul style="list-style-type: none"> • Paper supplies • Memberships • Subscriptions • Postage |

Notes:

Please provide supplemental documentation supporting the methodology used to allocate staff positions, equipment, supplies, services, or any other cost funded with Measure D monies (i.e., when a percentage of a cost is funded with Measure D monies).

For each employee that works on Measure D related activities, please provide the following supporting documentation for that employee:

- A complete description of the actual Measure D related activities that employee performed
- A description of the methodology used to allocate that employee's time to Measure D activities (when that employee spends time on other activities)
- Supporting documents that substantiate the allocation of an employee's time to Measure D activities (e.g., accounting system reports, summaries of employee timesheet records, or a current cost allocation plan that ties exact allocation percentages to those used in this Annual Report).

It is not sufficient to just estimate an employee's time spent on Measure D activities, without backup documentation.



ANNUAL MEASURE D PROGRAMS REPORT (continued)

4. Program Expenditures for Fiscal Year 2012/2013 (continued)

Item/Service: _____ Cost: \$ _____

Description of Cost:

Cost Category:

Administrative

Item/Service: _____ Cost: \$ _____

Description of Cost:

Cost Category:

Administrative

Item/Service: _____ Cost: \$ _____

Description of Cost:

Cost Category:

Item/Service: _____ Cost: \$ _____

Description of Cost:

Cost Category:

Item/Service: _____ Cost: \$ _____

Description of Cost:

Cost Category:

Subtotal: \$ _____



ANNUAL MEASURE D PROGRAMS REPORT (continued)

4. Program Expenditures for Fiscal Year _____ (continued)

Item/Service: _____ Cost: \$ _____

Description of Cost: Cost Category:

Item/Service: _____ Cost: \$ _____

Description of Cost: Cost Category:

Item/Service: _____ Cost: \$ _____

Description of Cost: Cost Category:

Item/Service: _____ Cost: \$ _____

Description of Cost: Cost Category:

Item/Service: _____ Cost: \$ _____

Description of Cost: Cost Category:

Subtotal: \$ _____