



September 11, 2014

StopWaste is the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council 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

Subject: Quarterly Disbursement of Measure D Revenues April - June, 2014

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 2014, 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 FY2013/2014 is also enclosed. The completion and return of the form on or before October 17, 2014 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. The Recycling Board will be revisiting this policy in the next few months for possible modification to allow larger unspent balances than in the past. A draft document listing various revision options was emailed to your staff on August 22, asking for comments back on or before October 2nd. Your input and response is important and appreciated.

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

**ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD
MEASURE D MUNICIPAL ALLOCATION**

Tons disposed during the quarter ended: Jun-14

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

Population is adjusted to reflect updated population figures (2014) 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 2014 CENSUS POPULATION	PERCENT OF PARTICIPATING MUNICIPALITIES	50% STATUTORY ALLOCATION
City of Alameda	75,988	4.8489	\$ 52,458
City of Albany	18,472	1.1787	12,752
City of Berkeley	117,372	7.4897	81,027
City of Dublin	53,462	3.4115	36,907
City of Emeryville	10,491	0.6694	7,242
City of Fremont	223,972	14.2920	154,617
City of Newark	43,856	2.7985	30,276
City of Union City	72,155	4.6043	49,812
City of Hayward	151,037	9.6379	104,267
City of Livermore	84,852	5.4145	58,577
City of Oakland	404,355	25.8024	279,143
City of Piedmont	11,023	0.7034	7,610
City of Pleasanton	73,067	4.6625	50,441
City of San Leandro	52,615	3.3574	36,322
Castro Valley Sanitary District	54,144	3.4550	37,378
Oro Loma Sanitary District	120,258	7.6738	83,020
Total	1,567,119	100.0000	\$ 1,081,849



ANNUAL MEASURE D PROGRAMS REPORT

Reporting Fiscal Year: Fiscal Year 2013/2014

Submittal Deadline for this Report: October 17, 2014

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



 at home • at work • at school

ANNUAL MEASURE D PROGRAMS REPORT (continued)

3. Measure D Fund Balance Information for Fiscal Year 2013/2014

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 2013/2014

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"> <li style="width: 33%;">• Employee salaries <li style="width: 33%;">• Legal services <li style="width: 33%;">• Overhead expenses <li style="width: 33%;">• Employee benefits <li style="width: 33%;">• Insurances <li style="width: 33%;">• Contract management
Direct Costs	
2. Franchised Recycling Program	<ul style="list-style-type: none"> <li style="width: 50%;">• Commercial route curbside recycling collection <li style="width: 50%;">• Christmas tree curbside collection <li style="width: 50%;">• Residential route curbside recycling collection <li style="width: 50%;">• Food scrap and green waste collection
3. Outreach and Education	<ul style="list-style-type: none"> <li style="width: 50%;">• Promotional items <li style="width: 50%;">• Contests/achievement awards <li style="width: 50%;">• Earth Day events <li style="width: 50%;">• Green Schools outreach <li style="width: 50%;">• Recycling education <li style="width: 50%;">• Recycling drives <li style="width: 50%;">• Bay Area Recycling Outreach Coalition (BayROC) contributions
4. Physical Assets	<ul style="list-style-type: none"> <li style="width: 50%;">• Outdoor storage containers <li style="width: 50%;">• Recycled content playground structures <li style="width: 50%;">• Artificial turf football fields <li style="width: 50%;">• Recycled content furniture <li style="width: 50%;">• Curbside recycling carts
5. Professional Services	<ul style="list-style-type: none"> <li style="width: 50%;">• Rate review services <li style="width: 50%;">• Base year composition study <li style="width: 50%;">• Collection hauler contract services
6. Other Expenses	<ul style="list-style-type: none"> <li style="width: 50%;">• Paper supplies <li style="width: 50%;">• Subscriptions <li style="width: 50%;">• Memberships <li style="width: 50%;">• 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 2013/2014 (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: \$ _____



ANNUAL MEASURE D PROGRAMS REPORT (continued)

4. Program Expenditures for Fiscal Year _____ (continued)

Item/Service: _____ Cost: \$ _____

Description of Cost: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Cost Category: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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Item/Service: _____ Cost: \$ _____

Description of Cost: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Cost Category: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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Item/Service: _____ Cost: \$ _____

Description of Cost: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Cost Category: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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Item/Service: _____ Cost: \$ _____

Description of Cost: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Cost Category: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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Item/Service: _____ Cost: \$ _____

Description of Cost: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	Cost Category: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
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Subtotal: \$ _____

DATE: September 4, 2014
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 2013/2014 (July 2013 through June 2014). Please complete and return the form by October 17, 2014. 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 under the current policy. The Recycling Board will be revisiting this policy in the next few months for possible modification to allow larger unspent balances than in the past. A draft document listing various revision options was emailed to TAC reps on August 22, asking for comments back on or before October 2nd. Your input and response is important and appreciated.

A separate form requesting data on member agency franchise tons and accounts was distributed last year for the first time, and a revised version will be distributed soon pending feedback from TAC members. Completion and submittal by each member agency will be greatly appreciated. This form will be especially important to those jurisdictions that have opted out of one or both Phases of the County Mandatory Recycling Ordinance, as eligibility for continued Measure D funding will depend in part upon numbers of reported commercial accounts subscribing to different types of service.

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 email to tpadia@stopwaste.org

Attached: Annual Measure D Programs Report Form