



DATE: December 9, 2021
TO: Recycling Board
FROM: Meri Soll, Senior Program Manager
SUBJECT: Expenditure Plan Approvals for Accumulated Measure D Funds

SUMMARY

The Recycling Board has adopted rules for municipal eligibility to receive further disbursements of Measure D revenues once a specified unspent fund balance threshold is exceeded. The municipality must submit, and the Recycling Board must approve, an expenditure plan explaining how the accumulated funds will be spent down below the threshold before the municipality will be eligible to receive further Measure D per-capita monies. The Cities of Albany, Dublin and Pleasanton reported an unspent fund balance at the end of FY 20-21 that exceeds the current policy threshold, and each has submitted an expenditure plan for FY 21-22 and 22-23 for Board consideration. Staff reviewed these plans and recommends Recycling Board approval.

DISCUSSION

The County Charter (Measure D) directs that 50% of Recycling Fund revenues generated from the \$8.23 per ton landfill surcharge "...shall be disbursed on a per-capita basis to municipalities for the continuation and expansion of municipal recycling programs." (Subsection 64.060(B)(1)).

In June 2021, the Recycling Board adopted Resolution #RB 2021-2 (Attachment A) which revised the 2006 adopted policy containing rules and procedures regarding the accumulation of unspent fund balances, plans for the use of such accumulated funds, and the eligibility to receive further per-capita disbursements in order to meet Measure D goals. The purpose of this adopted policy is to encourage the use of Measure D funds to help achieve countywide waste reduction goals, and to discourage accumulating funds without a plan for their use. Specifically, the policy states:

Any municipality receiving per capita disbursements of Recycling Fund monies under the Alameda County Waste Reduction and Recycling Act, Section 64.060, shall present to the Board for its approval a written expenditure plan if, at the end of any fiscal year, that municipality has an unspent balance of such monies that exceeds the amount of \$8.00 (eight dollars) multiplied by the population basis used for the first quarterly disbursement of that fiscal year. (This policy utilizes the same threshold formula found in Resolution 2014-2). Municipality must submit, for the approval of the Recycling Board, an expenditure plan for that municipality to continue to receive future quarterly disbursements. A municipality's proposed expenditure plan must include the following:

- The scope of work and amount of funds proposed for expenditure to reduce the municipality's Measure D fund balance to 25% below the allowable threshold of \$8.00 (eight dollars) multiplied by the population basis formula
- An expenditure plan and scope of work allocated by fiscal year and designed to expend the required amount within two (2) fiscal years from submittal date of the expenditure plan
- Member agency's manager (City Manager, General Manager, or equivalent) signature

The cities of Albany, Dublin and Pleasanton have submitted plans (Attachments B, C and D) that have been reviewed by staff to ensure they meet the above policy requirements and are reasonable approaches to draw down fund balances to 25% below the allowable threshold.

This is the second expenditure plan for review and approval by the Recycling Board from the cities of Dublin and Pleasanton. City staff have shared with StopWaste that they were unable to meet the goals set for their FY 19-20 and 20-21 expenditure plans (approved by the Recycling Board in February 2020) as a result of work reductions due to Shelter in Place/COVID-19 pandemic restrictions. Pandemic restrictions eliminated or put on hold many planned Measure D expenses such as hiring staff, outreach and education, and in-person events such as Earth Day festivals and compost giveaway events.

Starting January 2022, municipalities will begin activities relating to SB 1383 implementation, which are included in eligible Measure D expenditures, including consultant contracts and additional staff time needed for SB 1383 technical assistance and outreach to the community. These expenses can be covered by Measure D and will further reduce the Measure D fund balances.

At the December 2021 Board meeting, staff will provide an overview of the attached Expenditure Plans. Representatives from Albany, Dublin and Pleasanton will be available to respond to any questions related to the expenditure plan details.

RECOMMENDATION

Staff recommends that the Recycling Board approve the Expenditure Plans submitted by the cities of Albany, Dublin and Pleasanton and find that they are eligible to continue receiving quarterly per-capita disbursements from the Recycling Fund through June 30, 2024, while they spend their Measure D funds according to their latest Expenditure Plans.

Attachments:

[Attachment A](#) – Recycling Board Resolution #2021-2

[Attachment B](#) – City of Albany FY 2020-21 and 2021-22 Measure D Expenditure Plan

[Attachment C](#) – City of Dublin FY 2020-21 and 2021-22 Measure D Expenditure Plan

[Attachment D](#) – City of Pleasanton FY 2020-21 and 2021-22 Measure D Expenditure Plan

ATTACHMENT A

ALAMEDA COUNTY SOURCE REDUCTION AND RECYCLING BOARD

RESOLUTION #RB 2021-02

MOVED: Zermeño

SECONDED: Cox

AT THE MEETING HELD JUNE 10, 2021

**RECYCLING BOARD RESOLUTION REGARDING FUND BALANCES OF
RECYCLING FUND PER CAPITA ALLOCATIONS**

WHEREAS, the Alameda County Charter Section 64 (the Alameda County Waste Reduction and Recycling Act of 1990, hereinafter the “Act”) states that “The Recycling Board shall formulate rules for its own procedures and other rules as necessary to facilitate the implementation of the provisions of this Act,” (Subsection 64.130(J)); and

WHEREAS, the Act states that fifty percent of the monies from the Recycling Fund shall be disbursed on a per capita basis to municipalities for the continuation and expansion of municipal recycling programs (Subsection 64.060 (B)(1)); and

WHEREAS, the Recycling Board has concluded “Phase One” of the current 5-Year Financial and Compliance Audit for the period FY 2016/17 through FY 2018/19; and

WHEREAS, the Recycling Board has reviewed audit recommendations to consider further revising Resolution 2014-2, the policy addressing accumulated Measure D fund balances held by the municipalities; and

WHEREAS, the Recycling Board discussed the issues and concerns with the current policy at the February 11, 2021 meeting and based on that discussion requested a revised policy for final consideration and adoption; and

WHEREAS, the Recycling Board hereby finds that this policy of rules and procedures regarding the accumulation of unspent fund balances, plans for the use of such accumulated funds, and eligibility to receive further per capita disbursements will facilitate implementation of the Act; and

WHEREAS, this policy supersedes Resolution 2014-2 and any other policy or practice addressing this issue.

NOW THEREFORE, BE IT RESOLVED, that the Alameda County Source Reduction and Recycling Board hereby adopts the policy which revises and replaces “Rule 2” from Resolution #RB 2014-2 with the following:

Rule 2: Any municipality receiving per capita disbursements of Recycling Fund monies under the Alameda County Waste Reduction and Recycling Act, Section 64.060, shall present to the Board for its approval a written expenditure plan if, at the end of any fiscal year, that municipality has an unspent balance of such monies that exceeds the amount of \$8.00 (eight dollars) multiplied by the population

basis used for the first quarterly disbursement of that fiscal year. (Utilizing same threshold formula identified in Resolution 2014-2).

Municipality must submit, for the approval of the Recycling Board, the plan for municipality to continue to receive future quarterly disbursements. A municipality's proposed expenditure plan must include the following:

- The scope of work and amount of funds proposed for expenditure to reduce the municipality's Measure D fund balance to 25% below the allowable threshold of \$8.00 (eight dollars) multiplied by the population basis formula.
- An expenditure plan and scope of work allocated by fiscal year and designed to expend the required amount within two (2) fiscal years from submittal date of the expenditure plan
- Member agency's manager (City Manager, General Manager, or equivalent) signature

The municipality is required to provide updates on plan implementation and progress relating to expenditures to reduce fund balance in the following manner:

- Conduct quarterly check in meetings with assigned Recycling Board staff.
- Provide yearly updates to the Recycling Board that include expenditure plan compliance, expenditures and progress of expenditure plan deliverables.

After two (2) years from submittal of approved expenditure plan, if the municipality's yearly Measure D report identifies that the municipality's end of fiscal year fund balance has not been reduced to 25% below the allowable threshold, the following will occur:

- Municipality will no longer be eligible for quarterly Measure D disbursements for an entire fiscal year, using the start date of Q1 of the fiscal year in which the municipal Measure D report was submitted.
- Quarterly disbursements will be retained by Recycling Board in a dedicated Measure D fund liability account; interest earned on liability account will be retained by Recycling Board.
- Quarterly check in with Recycling Board staff and yearly updates to Recycling Board will continue.
- The municipality's Measure D annual report will be reviewed to assess if municipality has successfully reduced fund balance to 25% below allowable threshold.
- When municipality has reduced fund balance as required, it will be eligible to receive future quarterly disbursements, effective Q1 of the fiscal year the municipal Measure D report was submitted.
- When municipality has reduced fund balance as required, municipality will also be eligible to receive funds held in the dedicated liability account. Funds will be released to municipality in alignment with the quarterly disbursement schedule. Withheld funds will be disbursed in amounts equivalent to the normal quarterly disbursement amounts, until the account balance has been reduced to \$0.
- If municipality has not adequately reduced the fund balance per policy, funds will continue to be withheld for an entire fiscal year until it can demonstrate reduction in fund balance to 25% below allowable threshold.

A municipality may request approval from the Recycling Board to access its Measure D funds held in the dedicated liability account if it can demonstrate the need for funds to pay for a pending expenditure that is an approved Measure D expense.

Rule 2 will be applied to the municipality's end of fiscal year fund balance utilizing the Measure D Annual Report submitted for FY 2020/21 and each year thereafter.

Passed and adopted this June 10, 2021 by the following vote:

AYES: Carling, Cox, Hoover, Kalb, Lee, McKaughan, Sadoff, Zermeño

NOES: None

ABSTAIN: None

ABSENT: Havel, Nourot, Vacant: Recycling Materials Processing Industry



Arliss Dunn, Clerk of the Board

ALBANY CALIFORNIA



CITY OF ALBANY
 1000 SAN PABLO AVENUE
 ALBANY, CA 94706
www.AlbanyCA.org

December 09, 2021

StopWaste
 Timothy Burroughs, Executive Director
 1537 Webster Street
 Oakland, CA 94612

RE: City of Albany FY2021-22 and FY2022-23 Measure D Expenditure Plan

Dear Mr. Burroughs:

This letter serves as the City of Albany's Measure D Expenditure Plan for the two-year period beginning July 1, 2021 through June 30, 2023. At the close of FY 2020-21, the City was over the allowable Measure D fund balance threshold by \$50,677. Per [Measure D Resolution 2021-02](#), the City must submit a Two Year Expenditure Plan explaining how the City will draw down the current fund balance of \$202,173 to 25% below the allowable threshold of \$151,496 to continue receiving quarterly Measure D disbursements.

In the coming fiscal year, the City will begin allocating Measure D monies toward staff time spent working on Measure D-related activities. Previously, the City was using General Fund monies to cover this staff time. In early 2022, the City will execute a lease agreement with Bigbelly, Inc. to cover the costs of a leasing contract for four new Bigbelly systems to be installed at the Albany Waterfront and Albany Hill Park. Although not noted in the table below, if the leasing agreement is deemed successful, the City may expend additional Measure D funds to cover leases for additional Bigbelly units, which will further draw down the fund balance. Measure D funds will also be allocated towards the one-time installation costs associated with the new Bigbelly units. The City anticipates using a significant portion of Measure D funds to cover costs associated with SB 1383 implementation, which officially takes effect on January 1, 2022. Such costs may include additional staff time, outreach and education to the community, technical assistance for compliance, and an SB 1383 implementation plan. The City also anticipates around \$10,000 annually being allocated toward miscellaneous annual expenses, many of which (events, household hazardous waste drop-offs, conference attendance for staff) were on pause due to the COVID-19 pandemic.

The combination of these expenses over the next two years should bring Albany down to 25% below its allowable threshold before the close of FY2022-23, and bring Albany back into compliance with #RB 2014-2, Rule 2.

Thank you for your consideration of Albany’s Expenditure Plan. If you have any questions regarding the Expenditure Plan, please contact Sustainability Coordinator Elizabeth Carrade at ecarrade@albanyca.org.

Sincerely,

Nicole Almaguer
City Manager

Fiscal Year 2021-22		
Beginning Balance July 1, 2021		\$202,174
Expected Revenues	StopWaste Measure D	\$60,000
Expected Expenses	Staffing Costs	\$40,000
	Bigbelly Lease FY2021-22	\$7,000
	Bigbelly installation (staff time and materials)	\$6,000
	Misc. Annual Expenses (City hazardous waste drop-offs, City staff professional development/conferences, physical assets, special events, Green Business Program membership, etc.)	\$10,000
	SB 1383 Implementation (technical assistance, procurement, outreach)	\$45,000
Anticipated Ending Balance June 30, 2022		\$154,174
Fiscal Year 2022-23		
Expected Revenues	StopWaste Measure D	\$60,000
Expected Expenses	Staffing Costs	\$40,000
	Big Belly Lease FY2022-23	\$14,000
	Misc. Annual Expenses (City hazardous waste drop-offs, City staff professional development/conferences, physical assets, special events, Green Business Program membership, etc.)	\$10,000
	SB 1383 Implementation (technical assistance, procurement, outreach)	\$45,000
Anticipated Ending Balance June 30, 2023		\$105,174

ATTACHMENT C



November 29, 2021

Mr. Timothy Burroughs
 Executive Director
 StopWaste
 1537 Webster Street
 Oakland, CA 94612

Re: City of Dublin Measure D Expenditure Plan for Fiscal Year 2021-2022 and Fiscal Year 2022-2023

Dear Mr. Burroughs:

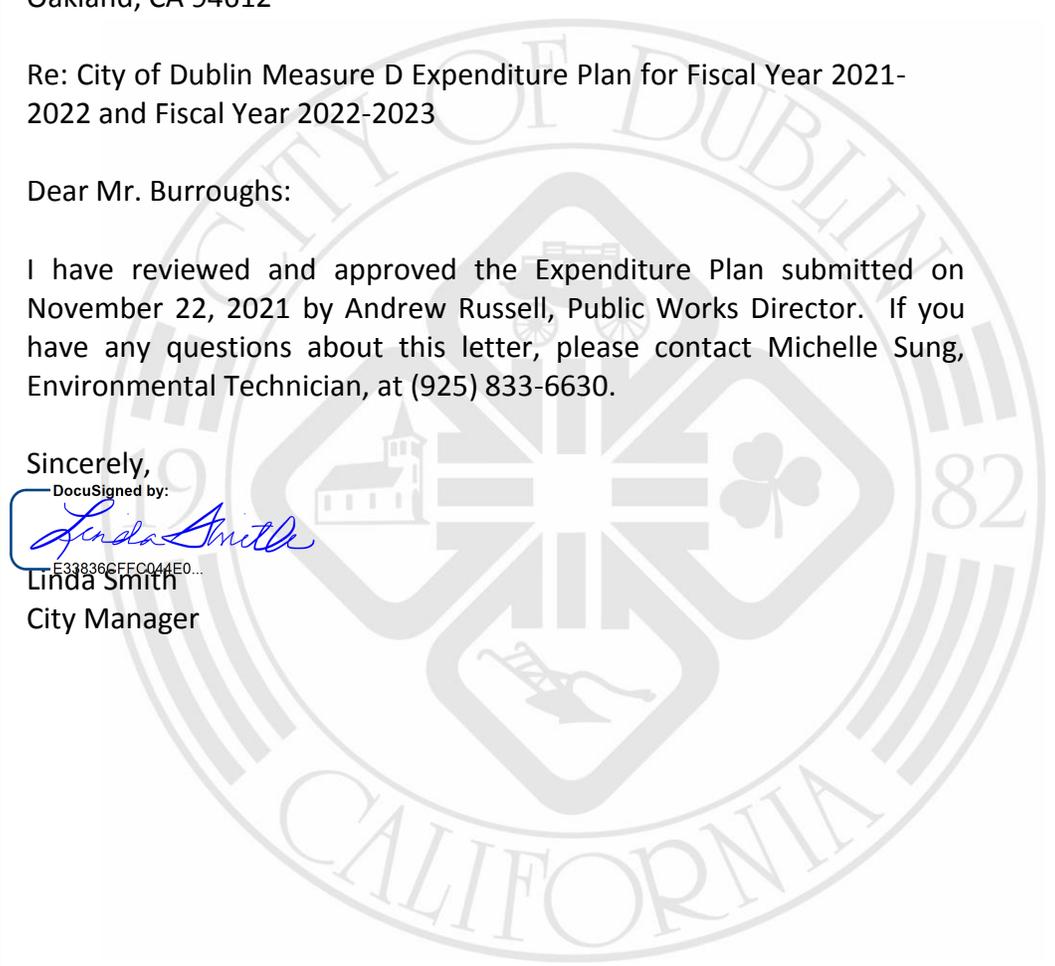
I have reviewed and approved the Expenditure Plan submitted on November 22, 2021 by Andrew Russell, Public Works Director. If you have any questions about this letter, please contact Michelle Sung, Environmental Technician, at (925) 833-6630.

Sincerely,

DocuSigned by:

Linda Smith

City Manager



- City Council**
925.833.6650
- City Manager**
925.833.6650
- Community Development**
925.833.6610
- Economic Development**
925.833.6650
- Finance/IT**
925.833.6640
- Fire Prevention**
925.833.6606
- Human Resources**
925.833.6605
- Parks & Community Services**
925.833.6645
- Police**
925.833.6670
- Public Works**
925.833.6630

100 Civic Plaza
 Dublin, CA 94568
 P 925.833.6650
 F 925.833.6651
 www.dublin.ca.gov



November 22, 2021

Mr. Timothy Burroughs
Executive Director
StopWaste
1537 Webster Street
Oakland, CA 94612

Re: City of Dublin Measure D Expenditure Plan for Fiscal Year 2021-2022 and Fiscal Year 2022-2023

Dear Mr. Burroughs:

The City of Dublin's Measure D fund balance has exceeded the allowable balance by \$214,328 as established by Rule 2 of the Alameda County Source Reduction and Recycling Board (Board) Resolution #2021-2. As a result, the City of Dublin is submitting for the Board's consideration, a Measure D Expenditure Plan for Fiscal Year 2021-22 and Fiscal Year 2022-23 to detail how Dublin will reduce the Measure D fund balance to 25% below the allowable threshold.

Rule 2 established the formula for calculating the Measure D threshold for unspent funds ($\$8 \times \text{population} = \text{threshold}$). Inserting Dublin's population, as shown in the StopWaste quarterly disbursement payment, into this formula ($\$8 \times 65,716$) establishes a maximum balance of \$525,728 for the City of Dublin Measure D fund. The annual Measure D spending report submitted for Fiscal Year 2020-21 reported a fund balance of \$740,056 which equates to an exceedance of \$214,328.

Dublin City Council adopted Resolution No. 65-21 on June 1, 2021 adopting a budget for the City of Dublin for Fiscal Year 2021-22 which approved a Measure D budget of \$492,870. A summary of the City's Measure D Fund balance for Fiscal Year 2021-22 and Fiscal Year 2022-23 is shown in Table 1 below. Planned Measure D spending for the next two fiscal years will return the City of Dublin's Measure D fund balance to 25% below the allowable fund balance as established by Board Resolution #2021-2. Fiscal Year 2021-22 planned spending is shown in Table 2, and planned spending for Fiscal Year 2022-23 is in Table 3 below.

City Council
925.833.6650
City Manager
925.833.6650
Community Development
925.833.6610
Economic Development
925.833.6650
Finance/IT
925.833.6640
Fire Prevention
925.833.6606
Human Resources
925.833.6605
Parks & Community Services
925.833.6645
Police
925.833.6670
Public Works
925.833.6630

100 Civic Plaza
Dublin, CA 94568
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Table 1: City of Dublin Measure D Fund FY 2021-22 and FY 2022-23	
Fiscal Year 2020-21 Carryover	\$740,056.42
Fiscal Year 2021-22 Estimated Quarterly Disbursements	\$192,601.88
Fiscal Year 2021-22 Estimated Interest	\$10,000.00
Estimated Total Fiscal Year 2021-22 Funds	\$942,658.30
Estimated Fiscal Year 2021-22 Spending	\$496,753.00
Estimated Fiscal Year 2021-22 Carryover	\$445,905.30
Fiscal Year 2022-23 Estimated Quarterly Disbursements	\$192,601.88
Fiscal Year 2022-23 Estimated Interest	\$10,000.00
Estimated Total Fiscal Year 2022-23 Funds	\$648,507.18
Estimated Fiscal Year 2022-23 Spending	\$290,630.00
Estimated Fiscal Year 2022-23 Carryover	\$357,877.18
Allowable Fiscal Year 2022-23 Carryover (25% below threshold)	\$394,296.00

Table 2: Fiscal Year 2021-22 Planned Measure D Spending	
Consultant support for SB 1383 related franchise agreement contract amendments and negotiations.	\$109,313
Consultant support for SB 1383 implementation assistance.	\$89,540
Green Halo database for construction and demolition debris waste tracking.	\$6,000
Recyclist or similar database for SB 1383 recordkeeping.	\$30,000
2 nd installment for ECube solar compacting three stream waste receptacles.	\$23,494
Three stream sorting containers for parks and public litter containers. Additional public compost and recycling containers to pair with trash only locations.	\$30,000
Labels and signage for public litter receptacles.	\$2,000
CivicSpark Fellow to support solid waste and recycling programs (half of the cost of the CivicSpark Fellowship).	\$14,500
Memberships, conferences, travel, mileage.	\$3,000
Disaster Debris Management Plan.	\$18,899
Carbon Sequestration Pilot Project. Cost to procure compost for the project.	\$50,000

Thirty percent or more post-consumer recycled content playground and building material for Don Biddle Community Park.	\$100,000
Reusable kits (serve ware and dishware) for new and current City employees.	\$2,000
Reusable face masks for City employees.	\$2,000
Reusable cup giveaways for Creek Cleanup Day.	\$1,570
Reusable giveaways for Dublin Pride.	\$4,000
Three stream signage for events.	\$4,119
Alameda County Green Business Program assistance.	\$2,000
EcoHero assemblies for schools to engage students in waste reduction, composting and recycling.	\$4,318
Total FY 2021-22	\$496,753

Table 4: Fiscal Year 2022-23 Planned Measure D Spending	
Consultant support for SB 1383 implementation assistance.	\$92,130
Green Halo database for construction and demolition debris waste tracking.	\$3,000
Recyclist or similar database for SB 1383 recordkeeping.	\$25,000
Three stream sorting containers for parks and public litter containers. Additional public compost and recycling containers to pair with trash only locations.	\$30,000
CivicSpark Fellow to support solid waste and recycling programs (half of the cost of the CivicSpark Fellowship).	\$14,500
Memberships, conferences, travel, mileage.	\$3,000
Carbon Sequestration Pilot Project. Cost to procure compost for the project.	\$50,000
Reusable giveaways for Creek Cleanup Day.	\$2,000
Reusable giveaways for Dublin Pride.	\$4,000

Fix It Clinic programming and technical assistance.	\$10,000
Alameda County Green Business Program assistance.	\$2,000
ReScape Rated Landscape.	\$50,000
EcoHero assemblies for schools to engage students in waste reduction, composting and recycling.	\$5,000
Total FY 2022-23	\$290,630

The City of Dublin also anticipates additional spending in Fiscal Years 2021-22, 2022-23 and thereafter as part of implementation of SB 1383. The City of Dublin’s Measure D Fund balance is projected to be 25% below the allowable threshold by the end of Fiscal Year 2022-23 and remain under the threshold in future budget cycles due to new implementation requirements of SB 1383.

Thank you for your consideration of the City of Dublin’s Expenditure Plan for Fiscal Year 2021-22. If you have any questions regarding this Expenditure Plan, please contact Environmental Technician Michelle Sung at Michelle.Sung@dublin.ca.gov or 925-452-2150.

Sincerely,



Andrew C. Russell,
Public Works Director

THE CITY OF



November 23, 2021

Alameda County Waste Management Authority (StopWaste)
 Timothy Burroughs, Executive Director
 1537 Webster Street
 Oakland, CA 94612

RE: City of Pleasanton FY 2021-2022 and FY 2022-2023 Measure D Expenditure Plan

Dear Mr. Burroughs:

This letter serves as the City of Pleasanton's Measure D Expenditure Plan for the two-year period beginning July 1, 2021 through June 30, 2023 and is submitted in accordance with Rule 2 of the Alameda County Source Reduction and Recycling Board Resolution #RB 2014-2. Rule 2 limits any agency's Measure D fund balance not to exceed the amount of \$8.00 multiplied by the population basis used for the first quarterly disbursement of that fiscal year. If this amount is exceeded, the agency must submit an Expenditure Plan and their Measure D funds are temporarily suspended until the Expenditure Plan is approved. At this point, the City of Pleasanton's Measure D fund balance has grown to exceed the allowable balance by \$104,964.

During fiscal year 2020/21 the impact of Covid 19 caused delays to the implementation of the prior Measure D expenditure plan. The City staff assigned to manage Measure D oversight was assigned as the staff Liaison Officer for the Emergency Operations Center (EOC) and had to prioritize workload to oversee emergency operations. While there was some progress in Measure D programming and expenditures, some of the program planning, outreach and education were put on hold and the spending goals were not met due to Covid 19.

This fiscal year, the City has an even more intentional spending plan and added a Management Analyst position and 60% of the position's time will be focused on sustainability efforts allowable by Measure D. The portion of expense to be charged to Measure D will be \$126,200 annually. In addition, over the next two years, the City will work on implementing the City's Adopted SB 1383 Action Plan. The City has retained HF&H Consultants, LLC to provide assistance in implementation efforts. The City has also procured Recyclist, the Cloud based SB1383 record keeping and reporting software. To date, \$200,000 dollars annually from Measure D has been budgeted for these contracts. The attached Expenditure Plan outlines this in more detail. With these three expenses totaling \$326,200 in addition to our currently budgeted annual Measure D expenditures of \$136,000 this will bring the City back into compliance with #RB 2014-2, Rule2.

Thank you for your consideration of Pleasanton's Measure D Expenditure Plan. If you have any questions regarding the Expenditure Plan, please contact Management Analyst, ZeeLaura Page at zpage@cityofpleasantonca.gov or 925-931-5012.

P. O. Box 520, Pleasanton, CA 94566-0802

123 Main Street

City Manager
 (925) 931-5002
 Fax: 931-5482

City Attorney
 (925) 931-5015
 Fax: 931-5482

Economic Development
 200 Old Bernal Avenue
 (925) 931-5038
 Fax: 931-5476

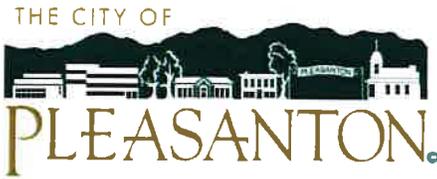
City Clerk
 (925) 931-5027
 Fax: 931-5492

Sincerely,



Nelson Fialho
City Manager

Attachment: City of Pleasanton Measure D Expenditure Plan FY 21-22 through 2021-23



Measure D Expenditure Plan

Fiscal Years 2021-22 through 2021-23

Fiscal Year	Expenses	Measure D Revenue*	Fund Balance Reduction	Remining Fund Balance
2021-22	\$462,200	\$240,000	\$222,200	\$518,476
2022-23	\$462,200	\$240,000	\$222,200	\$296,276

* Estimated Revenue

Fiscal Year 2021-22 Status Update

Fund Balance: \$740,676

Total Budgeted: \$462,200

Actual expended as of 11/10/21: \$166,713

Estimated Measure D Revenues: \$240,000

Target Fund Balance (25% below threshold): \$476,786

The anticipated Measure D revenue for this fiscal year 2021-22 is \$240,000 and expenses are at 36% of the anticipated revenue. There is \$295,487 remaining to be expended this fiscal year and with the remaining 7 months and the projects planned, we believe the funds will be expended. We expect to exceed the requirement in FY2022-23 by reducing the fund balance to \$296,276 which is below the target threshold.

Below in table 1 is a description of expenses, what was budgeted for each expenditure, and the amount that has currently been expended as of November 10, 2021.

Table 1.

Description	Budgeted	Expended as of 11/10/21
Contracts with HF&H – Organics Disposal contract procurement, SB 1383 Implementation Project, as needed technical assistance and a contract with Recyclist for record keeping	\$200,000	\$108,138
SB 1383 Implementation – This project is underway. City Staff and Hf&H created SB 1383 Action Plan which was adopted by the Pleasanton City Council in July 2021. Staff and HF&H are working on implementing the Action Plan. Items include: SB 1383 Ordinance, Purchasing Policy, and Franchise Negotiations related to SB 1383. In addition, HF&H provides Technical assistance as need as it relates to the Franchise Agreement and Rate adjustments.		
Description	Budgeted	Expended as of 11/10/21
Contract with Go Green Initiative	\$50,000	\$50,000
Local Leaders of the 21 st Century Program – offered at both high schools in Pleasanton, the students learn about 4 key systems: energy, water, waste, and food. Students learn where our resources come from and where they go, infrastructure: current and future needs, and how public policy affects our resources.		

SB 1383 Implementation efforts – students from the Local Leaders and the Summer Intern program along with Go Green staff are assisting the City in implementation efforts for SB 1383. They are assisting with outreach and education with a focus on Single Family customers and the community at large through providing workshops, tabling at the farmers market, social media and print campaign.		
Description	Budgeted	Expended as of 11/10/21
Misc. Supplies and Equipment	\$50,000	\$1,567
Events - Earth Day, HHW event at fairgrounds, Outreach Event for Commercial Clients Internal City recycling efforts - k-cup recycling, water lab equipment recycling, pen recycling, and Reusable coffee cups Pilot Project at Pleasanton Senior Center.		
Description	Budgeted	Expended as of 11/10/21
Advertising and Printing	\$36,000	\$0
We will be incurring costs for Advertising in the spring for Earth Day, HHW event and ad to inform residents about recycling. We are also planning to create new residential and commercial brochure for recycling.		
Description	Budgeted	Expended as of 11/10/21
Staffing	\$126,200	\$44,602
60% of a full time Management Analyst		

Table 2.

Fiscal Year 2021-22 and Fiscal Year 2022-23

Total Budgeted: \$462,200 each year

Description	Budgeted
60% of a Management Analyst Position	\$126,200
Description	Budgeted
Contracts HF&H – SB 1383 Implementation Project, as needed technical assistance and Recyclist for record keeping	\$200,000
Description	Budgeted
Contract with Go Green Initiative	\$50,000
Description	Budgeted
Misc. Supplies and Equipment	\$50,000
Description	Budgeted
Advertising and Printing	\$36,000

In summary, for fiscal year, 2021-22 and 2022-23 the City will be allocating 60% of a full time Management Analyst to Measure D. In addition, the City is working with consultant HF&H on the SB 1383 implementation plan and anticipate that some additional staffing may be hired and portions of their salary, as appropriate, may be charged to Measure D.

As demonstrated in the tables above, if the estimated Measure D Revenue for each year is about \$240,000, the City is planning to spend \$462,200, which will reduce the fund balance by \$444,400 over the two-year period.