



August 31, 2015

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.

Subject: Quarterly Disbursement of Measure D Revenues April - June, 2015

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 2015, 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 FY2014/2015 and the Annual Measure D Data Report are also enclosed. Please complete and return the forms on or before October 16, 2015. Electronic versions of these reports are being emailed to TAC staff at each jurisdiction.

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

All policies and other information relevant to compliance with Measure D are available at: www.stopwaste.org/about/measure-d/policies-disbursements. At the August 13, 2015 meeting the Recycling Board received and approved the Phase One Five Year Financial & Compliance Audit by the firm of Crowe Horwath, covering FY 2011/12 – 13/14. The Audit included various recommendations aimed at strengthening Board internal controls, clarifying Board policies regarding eligible expenditures of Measure D funds, clarifying and tightening documentation supporting pro-rated funding of staff positions with Measure D funds, and streamlining future audits through electronic filing of reports and supporting documentation. Our staff will work with member agency staff over the next year to develop specific guidelines and procedures to implement these recommendations. At this point, guidelines and policies for completing the enclosed annual reports *remain unchanged* from prior years.

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 and Data Report

cc: Authority Representative
TAC Representative

DATE: August 31, 2015

TO: Municipalities Receiving Measure D Disbursements

FROM: Alameda County Recycling Board

SUBJECT: Transmittal Memo -- Annual Measure D Programs Report and Data Report

The Alameda County Source Reduction and Recycling Board requests that cities and sanitary districts complete and submit the attached forms as a way to monitor and confirm compliance with County Charter requirements and Board policies. Formal, independent audits of the Fund and of all municipal and countywide programs are conducted periodically, as required by Measure D. The attached reports and all policies and other information relevant to compliance with Measure D are available at: www.stopwaste.org/about/measure-d/policies-disbursements .

The attached Programs Report is for Fiscal Year 2014/2015 (July 2014 through June 2015). Please complete and return the form by October 16, 2015. If funds previously received were accrued pending some future spending action, please indicate that on the form. At the November 13, 2014 meeting the Recycling Board revised its policy regarding the threshold of accumulated unspent funds by a member agency that would trigger potential ineligibility to receive further disbursements, pending Board approval of a proposed spending plan. The prior threshold was the sum of the previous eight quarterly allocations received by the jurisdiction. The new, higher threshold is \$8.00 times the population of the agency. Please pay attention to this threshold. An electronic file of this report will be emailed to TAC reps.

A separate form requesting data on member agency franchise tons and accounts is also enclosed. Data may be for FY 14/15 or for Calendar Year 2014, whichever is easier to compile. Completion and submittal by October 16, 2015 is requested. 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 may depend in part upon numbers of reported commercial accounts subscribing to different types of service. A customized electronic version of this report, pre-populated with some data from the prior year report for each jurisdiction, will be emailed to TAC representatives.

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
Email to tpadia@stopwaste.org

Attached: Annual Measure D Programs Report

Measure D Data Report

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

Tons disposed during the quarter ended: Jun-15

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	\$ 51,770
City of Albany	18,472	1.1787	12,585
City of Berkeley	117,372	7.4897	79,964
City of Dublin	53,462	3.4115	36,423
City of Emeryville	10,491	0.6694	7,147
City of Fremont	223,972	14.2920	152,589
City of Newark	43,856	2.7985	29,879
City of Union City	72,155	4.6043	49,158
City of Hayward	151,037	9.6379	102,900
City of Livermore	84,852	5.4145	57,809
City of Oakland	404,355	25.8024	275,482
City of Piedmont	11,023	0.7034	7,510
City of Pleasanton	73,067	4.6625	49,780
City of San Leandro	52,615	3.3574	35,846
Castro Valley Sanitary District	54,144	3.4550	36,886
Oro Loma Sanitary District	120,258	7.6738	81,930
Total	1,567,119	100.0000	\$ 1,067,658



ANNUAL MEASURE D PROGRAMS REPORT

Reporting Fiscal Year: Fiscal Year 2014/2015

Submittal Deadline for this Report: October 16, 2015

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 2014/2015

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

Cash Basis			OR	Accrual Basis		
Quarter Ended	Date Received	Amount		Quarter Ended	Date Recorded	Amount
June 30,			June 30,	Prior Period		
September 30,			September 30,			
December 31,			December 31,			
March 31,			March 31,			
June 30,	Next Period		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



STOP WASTE
at home • at work • at school
ANNUAL MEASURE D PROGRAMS REPORT (continued)

3. Measure D Fund Balance Information for Fiscal Year 2014/2015

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 2014/2015

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 furnitur
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 2014/2015 (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: \$ _____



4. Program Expenditures for Fiscal Year 2014/2015

(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: \$ _____

2015 Measure D Data Request

Member Agency Name	
Person Submitting Report	
Population Served - 2015	
Franchise Fee (% of gross)	
Franchise Fee, other	

CalRecycle Total Disposal
 CalRecycle Adjusted Disposal
 Target Disposal Rate**
 Calculated Disposal Rate**
 **(lbs/person/day or lbs/employee/day).

2014

REFUSE COLLECTION

Garbage Hauler	
Mode of Refuse Collection	
Transfer Station	
Landfill	

UPDATES ONLY

RESIDENTIAL RECYCLING

Recycling Contractor	
Contract Expires	
Frequency of Collection	
Mode of Collection	
Processing Facility	

UPDATES ONLY

RESIDENTIAL ORGANICS DIVERSION

Organics Contractor	
Contract Expires	
Frequency of collection	
Mode of collection	
Transfer Station	
Processing Facility	

UPDATES ONLY

BULKY MATERIALS RECYCLING

Collection Contractor	
Frequency of Collection	
Mode of Collection	
Source Separated Materials Recycled	
Sorting Facility (if any)	
Materials sorted for recycling	

UPDATES ONLY

COMMERCIAL RECYCLING - municipally sponsored

Recycling Contractor	
Contract Expires	
Mode of collection	
Materials Collected	
Processing Facility	

UPDATES ONLY

COMMERCIAL ORGANICS DIVERSION- municipally sponsored

Organics Contractor	
Contract Expires	
Mode of collection	
Materials Collected	
Transfer Station	
Processing Facility	

UPDATES ONLY

Member Agency:

Year: Calendar or Fiscal

Route Type	Collection Method	Annual Tons	Total # of Accounts	# SF Accts	# MF Accts	# Commercial
Refuse						
Refuse						
Refuse						
Refuse						
<i>Subtotal Refuse</i>		0	0	0	0	0
Recycling						
Recycling						
Recycling						
Recycling						
<i>Subtotal Recycling</i>		0	0	0	0	0
Organics						
Organics						
Organics						
Organics						
<i>Subtotal Organics</i>		0	0	0	0	0
Grand Total		0	0	0	0	0
Bulky Waste Collection						

Type	Collected Tons	Residual Tons	Net Tons
Residential Refuse			
Residential Recycling			
Residential Organics			

Notes:

Member Agency

As Of Date

Single Family Residential

(Defined as 1-4 Units)

Weekly Refuse Volume	# Refuse Accounts	# with recycling	# with organics
<30 Gallons/Mini-Can			
30-32 Gallons			
60-64 Gallons			
90-96 Gallons			
>96 Gallons			

Multifamily Residential Customers

(Defined as 5+ Units)

Weekly Refuse Volume	# Refuse Accounts	# with recycling	# with organics
<1 Cubic Yards			
1-3.9 Cubic Yards			
4+ Cubic Yards			

MF Accounts by Number of Units on Property

Size	# Refuse Accounts	# with recycling	# with organics
5-15 Units			
16-60 Units			
61-100 Units			
100+ Units			

Commercial Customers

(Defined as Non-Residential)

Regular Weekly Refuse Volume	# Refuse Accounts	# with recycling	# with organics
<1 Cubic Yards			
1-3.9 Cubic Yards			
4+ Cubic Yards			

On Call Refuse Volume	# Refuse Accounts	# with recycling	# with organics
1-3.9 Cubic Yards			
4+ Cubic Yards			

Notes:

--

Measure D Data Request August 2015: Instructions

Cover Tab

- 1 Review and update information in lines 2-6.
- 2 Data from last year's report is prepopulated for information on haulers and processing facilities.
- 3 Use Column D to update pre-populated information in B9-B51. Do not overwrite cells B9-B51.

Tonnages Tab

- 1 Please report tonnage data by route types (unique combination of material & mode of collection).
- 2 In Column D, indicate the total number of accounts, regardless of sector, for this material/mode of collection.
- 3 In Columns E-G, please indicate the number of accounts by sector. Do not distribute tonnage data by sector.
- 4 If you are using assumptions for number of accounts by sector (e.g., you don't track the difference between commercial and multifamily bin service in the data) then please include that assumption in the notes field.
- 5 Sector Definitions:
 - Single Family: 1-4 units
 - Multifamily: 5+ units
 - Commercial: All non-residential accounts.
- 6 Please use the notes field to explain anomalies, especially if there are issues with how the data was collected.

Subscriptions Tab

- 1 "As of date" refers to the date the subscription data was collected. Please try to present account subscription data as of June 30, 2014, or December 31, 2015, to the extent possible.
- 2 Please distribute accounts **solely** by the volume of refuse containers regardless of size of organics/recycling containers. Use Columns C and D to indicate of those refuse accounts in that line, how many of those accounts also have recycling and/or organics service.
Example: If a commercial account with 1 CY weekly refuse has a weekly 96 G recycling cart, that account would appear in both the refuse and recycling cells on the same line (e.g., B28 and C28, not B28 and C27)
- 4 For the commercial sector, data is split out between whether an account has regular weekly service, or if service is on call.
- 5 Please use the notes field to explain anomalies, especially if there are issues with how the data was collected.