

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Monday, March 12, 2018

4:30 PM

City Hall, Conference Room 2A

Council Sustainability Committee

CALL TO ORDER**ROLL CALL****PUBLIC COMMENTS:**

(The Public Comment section provides an opportunity to address the City Council Committee on items not listed on the agenda as well as items on the agenda. The Committee welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Committee is prohibited by State law from discussing items not listed on the agenda, any comments on items not on the agenda will be taken under consideration without Committee discussion and may be referred to staff.)

APPROVAL OF MINUTES

1. [MIN 18-032](#) Approval of Minutes of Council Sustainability Meeting on January 8, 2018

Attachments: [Attachment I Minutes of Council Sustainability Meeting on January 8, 2018](#)

REPORTS/ACTION ITEMS

2. [ACT 18-015](#) Bicycle and Pedestrian Master Plan Update

Attachments: [Attachment I Staff Report](#)
[Attachment II Scope of Work](#)
3. [ACT 18-012](#) Plastic Straws and Utensils

Attachments: [Attachment I Staff Report](#)
4. [RPT 18-058](#) Advanced Metering Infrastructure Project Update

Attachments: [Attachment I Staff Report](#)
5. [ACT 18-016](#) Update on City's Efforts to Reduce Litter from Disposable Food Packaging

Attachments: [Attachment I Staff Report](#)

6. [ACT 18-017](#) Sustainable Groundwater Management: Cooperating Agreement with East Bay Municipal Utility District to Jointly Develop a Groundwater Sustainability Plan for the East Bay Plain Subbasin

Attachments: [Attachment I Staff Report](#)

7. [ACT 18-013](#) California Youth Energy Services - 2017 Results

Attachments: [Attachment I Staff Report](#)
 [Attachment II 2017 CYES Summer Report](#)

FUTURE AGENDA ITEMS

8. [ACT 18-014](#) Proposed 2018 Agenda Planning Calendar

Attachments: [Attachment I Staff Report](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING, 4:30 P.M., MONDAY, MAY 14, 2018



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: MIN 18-032

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT

Approval of Minutes of Council Sustainability Meeting on January 8, 2018

RECOMMENDATION

That the Committee reviews and approves the minutes of the Council Sustainability Committee meeting on January 8, 2018.

ATTACHMENTS

Attachment I Minutes of Council Sustainability Meeting on January 8, 2018

CITY COUNCIL SUSTAINABILITY COMMITTEE MEETING
Hayward City Hall – Conference Room 2A
777 B Street, Hayward, CA 94541-5007

January 8, 2018
4:30 p.m. – 6:30 p.m.

MEETING MINUTES

CALL TO ORDER: Meeting called to order at 4:30 p.m. by Chair Mendall.

ROLL CALL:

Members

Present:

- Al Mendall, City Council Member/CSC Chair
- Elisa Márquez, City Council Member

Absent:

- Francisco Zermeño, City Council Member

Staff:

- Maria Hurtado, Assistant City Manager
- Alex Ameri, Director of Utilities & Environmental Services
- Jan Lee, Water Resources Manager
- Erik Pearson, Environmental Services Manager
- Michelle Tran, Development Review Specialist
- Ciaran Gallagher, CivicSpark AmeriCorps Fellow
- Carol Lee, Sustainability Specialist (Recorder)

Others:

- Shova Ale Magar, Waste Management of Alameda County (WMAC)
- Daisy Romero, Waste Management of Alameda County (WMAC)

PUBLIC COMMENTS

None.

1. Approval of Minutes of Council Sustainability Meeting on November 13, 2017.

It was moved by Council Member Márquez, seconded by Chair Mendall, and carried unanimously to approve the minutes of the Council Sustainability Committee meeting of November 13, 2017.

2. East Bay Energy Watch Paper: “Navigating the Changing Landscape of Energy Efficiency Programs in the East Bay”

Environmental Services Manager Erik Pearson provided an overview of five regional energy programs and shared a paper prepared by East Bay Energy Watch (EBEW).

The Committee and staff discussed the various energy programs and the seven scenarios presented in the EBEW paper. There was discussion regarding the likelihood that East Bay Community Energy would implement energy efficiency programs, and the timeline for planning the framework for such programs.

The Committee was in favor of scenario #7, in which EBEW splits into two partnerships that oversees the two respective counties. Chair Mendall was also in favor of consolidating programs with overlapping services. Council Member Márquez agreed, but felt strongly that services should not be eliminated as a result of it.

3. Lead Testing in Schools

Water Resources Manager Jan Lee presented the report. Ms. Lee updated the Committee on the City’s efforts in sampling and testing the drinking water at Hayward schools. She stated that four schools had already been tested and two additional locations are scheduled to be sampled and tested in January. She also reported that in addition to the City’s decision last year to test all schools, staff is currently preparing a comprehensive plan for lead testing at schools.

The Committee was in support of staff preparing a comprehensive plan and efforts. Chair Mendall requested that sampling and test results be reported to the Committee at a future meeting. Jan Lee confirmed that staff will include the findings in the annual water quality report, which will be brought before the Committee at a later date.

4. Review of 2017 Mountain Tunnel Shutdown and Regional Reliability Efforts

Water Resources Manager Jan Lee provided an overview of the 2017 Mountain Tunnel shutdown, and shared San Francisco Public Utilities Commission’s preliminary findings.

The Committee and staff discussed the overall assessment of the Mountain Tunnel, future repairs, and regional reliability efforts.

Chair Mendall acknowledged the importance of cooperative efforts to ensuring regional water supply reliability, but expressed concerns regarding efforts involving use of the Regional Intertie that could negatively affect Hayward’s water quality and operations.

Staff acknowledged the Committee's concerns and direction to make sure the City's interests are protected.

5. Semi-Annual Update on City's Waste Reduction and Recycling Programs

Solid Waste Program Manager Jeff Krump presented the report. Mr. Krump highlighted the fall compost giveaway event, which in response to the Committee's request to host the event at a new location, was successfully hosted at Tennyson High School.

Discussion ensued regarding Waste Management of Alameda County's (WMAC) failure to meet the Franchise Recovery Rate in 2017 and WMAC's efforts to move toward the contracted goal.

Chair Mendall expressed his concerns over WMAC's shortcomings as they pertain to some services outlined in the Franchise Agreement. Council Member Márquez expressed her concern over the issue of illegal dumping, and encouraged staff to continue to consider new ways to promote the bulky item collection service and focus efforts on hot spots for abandoned debris.

6. City of Hayward Comment Letter – Prohibiting Wasteful Water Use Practices

This was an informational report.

The Committee expressed support for the City's comment letter to the State Water Resources Control Board related to prohibiting wasteful water use practices. There were no additional comments.

7. Proposed CSC 2018 Agenda Planning Calendar

Environmental Services Manager Erik Pearson introduced the item and provided an overview of the suggested agenda topics.

The Committee requested that staff prepare to discuss Plastic Straws and Utensils in March as scheduled.

Discussion ensued regarding the AMI project. Council Member Márquez expressed her desire for staff to provide an update at the March meeting. Chair Mendall asked staff to periodically update the City Council regarding the meter replacement project, so they can respond to concerns posted on Nextdoor and other social media outlets.

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS:

Director Ameri shared with the Committee CWEA's January 2018 E-Bulletin, Clean Water, which featured a four-page article on the City's Green Power Production. Evolution of Green Power Production at the Water Pollution Control Facility was prepared by Suzan England, Senior Utilities Engineer, highlighting the City's leadership and commitment in the areas of environmental protection and sustainability.

The Committee commended staff for promoting the City's sustainability efforts, and expressed their excitement over the City's plans for additional green power.

A link to the [article](https://hayward.legistar.com/MeetingDetail.aspx?ID=583996&GUID=CAABE312-1379-44CD-B205-9C21B813E1EA&Search=&Refresh=1) can be found on the City's website (<https://hayward.legistar.com/MeetingDetail.aspx?ID=583996&GUID=CAABE312-1379-44CD-B205-9C21B813E1EA&Search=&Refresh=1>)

ADJOURNMENT: 5:54 p.m.

Attendance	Present 01/08/18 Meeting	MEETINGS		
		Present to Date This Fiscal Year	Excused to Date This Fiscal Year	Absent to Date This Fiscal Year
Elisa Márquez	✓	4	0	0
Al Mendall*	✓	4	0	0
Francisco Zermeño	X	3	1	0

✓ = Present O = absent X = excused

* Chair



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File #: ACT 18-015

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT

Bicycle and Pedestrian Master Plan Update

RECOMMENDATION

That the Committee reviews and provides feedback on the proposed Vision and Goals and stakeholder engagement plan for the Bicycle and Pedestrian Master Plan Update.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Scope of Work



DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Interim Director of Public Works

SUBJECT: Bicycle and Pedestrian Master Plan Update

RECOMMENDATION

That the Committee reviews and provides feedback on the proposed Vision and Goals and stakeholder engagement plan for the Bicycle and Pedestrian Master Plan Update.

SUMMARY

The proposed Citywide Bicycle and Pedestrian Master Plan Update will replace the City's 2007 Bicycle Master Plan, and set forth detailed goals and objectives that provide a universally accessible, safe, convenient, and integrated system that promotes walking and biking. Staff is requesting that the Committee provides feedback on the proposed Vision and Goals and stakeholder engagement plan.

BACKGROUND

The City of Hayward's current Bicycle Master Plan was last updated in 2007. Most of the bicycle facility improvements identified in the prior plan have been completed. Accordingly, now is the appropriate time to plan for future bicycle facilities. Additionally, the City lacks a pedestrian master plan. Although the City continues to implement multiple projects that enhance the pedestrian infrastructure, such as sidewalks and curb ramps, a pedestrian master plan will provide a blueprint for staff to implement projects as part of a coordinated strategy. The plan would also provide clear, implementable recommendations for development of safe and convenient transportation options that serve the needs of all residents and visitors to the City. The proposed plan will build upon the Complete Streets Policy adopted in 2013 and support the transportation and land use policies identified in the 2040 General Plan policy document. It will also recommend best ways to seamlessly incorporate and integrate the City's recent efforts, such as the Downtown Specific Plan and Alameda County Transportation Commission's Multimodal Arterial Plan.

Staff sent requests for proposals to three pre-qualified leading transportation consulting firms that are known to be at the forefront of critical areas, such as bicycle and pedestrian planning, engineering, and research, that will be essential to creating a successful plan. The three prequalified firms are: Alta Planning & Design (Alta Planning), Kittelson & Associates, Inc. (Kittelson), and Nelson\Nygaard Consulting Associates (Nelson\Nygaard). These firms have done similar work for the City of Hayward and other public agencies of comparable sizes. Alta Planning prepared the City's 2007 bicycle master plan update and Kittelson and Nelson\Nygaard are currently working together on Hayward's Downtown Specific Plan. Kittelson also prepared the transportation studies for the City's General Plan update. Kittelson submitted the sole proposal. The other firms indicated the reason for not submitting a proposal was that they did not have resources to undertake this work at the present time.

Kittelson brings significant experience and is at the forefront of applying state-of-the-art concepts in their work products. Kittelson's experience is set in a broader framework of multimodal transportation planning and engineering practice. With a long history of working with the City, Kittelson brings in-depth knowledge and understanding of the transportation and land use context. As part of the Downtown Specific Plan team, Kittelson has the knowledge of Hayward's needs and is well positioned to collaborate closely and help refine strategies and integrate concepts to improve the bicycle and pedestrian infrastructure in the downtown area. Within Alameda County, the team of Kittelson and TDG have authored multiple active transportation plans, including:

- Alameda Countywide Bicycle and Pedestrian Plans
- Alameda Unincorporated County Active Transportation Plan
- Pleasanton Bicycle and Pedestrian Master Plan
- Emeryville Bicycle and Pedestrian Master Plan
- Oakland Pedestrian Safety Strategy and Pedestrian Master Plan
- Oakland Bicyclist Level of Traffic Stress Analysis.

Staff believes that Kittelson can successfully deliver a Plan that meets the City's specific needs of integrating new practices, establishing a coordinated citywide network and program of improvements, and creating sound and relevant technical resources.

DISCUSSION

Vision & Goals

The City's 2040 General Plan provides the long-term vision and goals that serves as the foundation for updating the Bicycle and Pedestrian Master Plan. The update will specifically support the General Plan Guiding Principle 7: Hayward residents, workers, and students should have access to an interconnected network of safe, affordable, dependable, and convenient transportation options. The Mobility Element within the General Plan establishes goals and policies to improve the mobility of people and goods within and through the city of Hayward. Rather than focusing on automobile transportation, the Mobility Element seeks to create a balanced transportation network that supports and encourages walking, bicycling,

and transit ridership. The proposed Bicycle and Pedestrian Master Plan update supports and shares the goals identified in the Mobility Element, including:

- Goal M-1: Provide a comprehensive, integrated, and connected network of transportation facilities and services for all modes of travel.
- Goal M-2: Connect Hayward to regional and adjacent communities' transportation networks and reduce the impacts of regional through traffic in Hayward.
- Goal M-3: Provide complete streets that balance the diverse needs of users of the public right of-way.
- Goal M-5: Provide a universally accessible, safe, convenient, and integrated pedestrian system that promotes walking.
- Goal M-6: Create and maintain a safe, comprehensive, and integrated bicycle system and support facilities throughout the city that encourage bicycling that is accessible to all.

This Plan supports the purpose of the Complete Streets strategy to build streets that are safe, comfortable, and convenient for travel for everyone, regardless of age or ability, including motorists, pedestrians, bicyclists, and public transportation riders.

Project Approach

The overall approach and the proposed scope of work (Attachment II) has been structured into four phases by grouping similarly oriented tasks. These phases include:

1. Foundation: Create a foundation for the plan by understanding the existing conditions and establishing vision and goals. As part of this process, existing bicycle and pedestrian counts, accident data and facilities will be analyzed to identify gaps in the network. This phase will also establish and initiate a public engagement process that will provide an effective and efficient way of gathering community input. Additional information about the public engagement strategy can be found under the Public Contact section.
2. Needs Analysis: Create an updated inventory of existing, completed and proposed bicycle facilities in the City. Establish the updated bicycle/pedestrian network by building upon the existing conditions, level of traffic stress and collision analysis, and develop recommendations to address goals and needs of the existing network.
3. Project Prioritization and Implementation: Develop criterion to evaluate and prioritize the identified improvements. Prepare cost estimates and identify potential funding sources for the projects.
4. Documentation: Develop a concise, graphically rich, and user-friendly summary document for formal City approval.

ECONOMIC IMPACT

Active transportation options like bicycling and walking foster economic health by creating dynamic, connected communities with a high quality of life that helps support small business development, decreases transportation and healthcare costs and increases property values, employment and tourism. Providing alternate modes of travel reduces single occupancy vehicles, reduces congestion and costs related to automobile-oriented infrastructure maintenance and construction. It also makes overall transportation system more efficient.

FISCAL IMPACT

The adopted FY 2017 Capital Improvement Program's Measure B (Pedestrian – Bicycle) Fund 212 includes \$300,000 for this update. Kittelson's initial proposed project cost is \$290,000. However, in order to accommodate the modified scope of work based on CIC recommendations and staff time, an additional \$40,000 will be added through FY19 CIP process.

STRATEGIC INITIATIVES

This agenda item supports the Complete Streets Strategic Initiative. The purpose of the Complete Streets strategy is to build streets that are safe, comfortable, and convenient for travel for everyone, regardless of age or ability, including motorists, pedestrians, bicyclists, and public transportation riders. This item supports the following goal and objective:

Goal 2: Balance the diverse needs of users of the public right-of-way.

Objective 1: Increase walking, biking, transit usage, carpooling, and other sustainable modes of transportation by designing and retrofitting streets to accommodate all modes.

SUSTAINABILITY FEATURES

The plan will be a comprehensive effort that will guide, prioritize and implement a network of quality bicycle and pedestrian facilities to improve mobility, connectivity, public health, physical activity and recreational opportunities. By applying best practices, the plan will increase transportation options, reduce environmental impacts of the transportation system, and enhance the overall quality of life for residents. Overall, the goal of the project is to develop convenient transportation alternatives to motor vehicles for residents, visitors, shoppers and commuters. The resulting reduction in single occupancy vehicles will reduce vehicle miles of travel and greenhouse gas emissions.

PUBLIC CONTACT

A public engagement plan will be developed and initiated early in the development process. This will create a community driven approach to define the vision, goals, objectives, policies and recommended changes to the bicycle and pedestrian networks.

Staff requested Council Infrastructure Committee (CIC) to review and provide feedback on the proposed scope of work on October 25th, 2017. Per the recommendations of the Committee, staff has modified scope of work to include the following: development of an interactive project website that will enable staff to provide periodic updates and allow public to comment on specific locations/areas, up to four walk/bike tours to gather specific input and establishment of a Technical Advisory Committee (TAC), comprised of key stakeholders, and members of the community.

Key Stakeholder Groups:

1. Plan Technical Advisory Committee (Plan TAC): The Plan TAC will be comprised of staff from local jurisdictions and other partner agencies and organizations. The TAC's role is to review and advise on the Plan at key milestones throughout the project.
2. Bicycle and Pedestrian Advocacy Organizations: Countywide and local bicycle and pedestrian advocacy organizations such as Bike East Bay will be engaged to help identify major barriers, gaps in connectivity, and project opportunities.
3. General Public: The general public will be informed about the Plan and can review the key deliverables through the project website. Additionally, there will be an interactive map allowing ongoing feedback. Walk/bike tours will and events will be held at strategic points to engage community members during the development of the Plan. Because of the geographic scale and necessity for responsiveness, outreach for this Plan will include the following activities:

Engagement Activities:

1. Plan TAC meetings: Six meetings will be held throughout the course of the Plan development to get input and feedback that inform key project milestones.
2. Interactive Events & Meetings: Five on-site and interactive events and meetings will be held to provide opportunities designed for people of different ages, abilities, languages, and transportation preferences to provide feedback. The purposes of this and other engagement strategies are to get the input of populations that do not normally participate in this type of planning effort.
3. Walk & Bike Audits: Four walk and bike tour routes will be developed to engage members of the public and elected officials on a variety of existing conditions and proposed projects across the City. The tours would be structured to gather specific input on pedestrian and bicycle facilities, network gaps, and infrastructure needs.

4. Committee Presentations: Three presentations will be provided to existing standing committees (e.g., CSC, CIC) that will advise the Plan development at key milestones

NEXT STEPS

Below is the upcoming schedule.

TAC Formation	February 2018
Begin Data Collection	February 2018
Initial Webpage Content	April 2018
Baseline Analysis	May 2018
Interactive Map	June 2018

Prepared by: Fred Kelley, Transportation Manager

Recommended by: Alex Ameri, Interim Director of Public Works

Approved by:



Kelly McAdoo, City Manager

Scope of Work

Our proposed work plan includes:

1. Our approach for each task in the bicycle and pedestrian plan development
2. Activities to be undertaken and who will perform them
3. The technical and procedural innovations that we bring to this planning process

The City provided a comprehensive list of deliverables in the request for proposal, and therefore we have not repeated them in this proposal. We will provide all of the listed deliverables as part of this project.

Task 1 Project Management

Task Lead: Amanda Leahy, Kittelson

1.1 Project Work Plan and Schedule

Approach/Activities: Develop, refine project work plan and schedule at the onset of the project. Prepare for and conduct a kick-off meeting. Maintain the project schedule throughout the duration of work activities.

1.2 Project Kick-Off Meeting & Bi-Weekly Check-Ins

Approach/Activities: We will conduct bi-weekly project management meetings with the City. Prior to these meetings, we will identify discussion topics and provide a draft agenda to the City. We will provide summaries of action items and decisions made as part of these meetings.

Task 2 Baseline Mapping & Existing Conditions Analysis

Task Lead: Matthew Braughton, Kittelson

For this task, we will build on the data collection and processing conducted as part of the Alameda Countywide Bicycle and Pedestrian Plans Update.

2.1 Collect & Process GIS Data

Approach/Activities: We will review available GIS data provided by the City related to roadway infrastructure characteristics for bicyclist and pedestrian safety and comfort. This includes reviewing the datasets on the Open Data portal such as the Hayward Bicycle Map (see figure above), Public Works Capital Improvement Plan Fiscal Year 2016 Pavement Rehabilitation, and Hayward Street Centerlines.

We will identify data gaps and work with the City staff to develop an approach to collecting missing data. Missing data will be collected as part of Optional Task

11.A, if needed. Matthew will format and code all relevant data for consistency and use in the bikeway and pedestrian network mapping.

2.2 Low Stress Bicycling Network Coverage Analysis

Approach/Activities: We will utilize GIS data collected and cleaned in Task 2.1 to develop a LTS map for the City. We will leverage experience conducting several concurrent studies across Alameda County, including several at the local jurisdictional level, within the Multimodal Arterials Plan, and TDG's forthcoming analysis for the unincorporated county active transportation plan. We will review and integrate the methodologies used for these varied projects to develop an appropriate application for the City's context and data availability. The LTS analysis will provide a key input into the bicycle network development process.

2.4 Analysis of Count & Demographic Data

Approach/Activities: We will review existing bicycle and pedestrian count data from sources such as traffic impact studies, regional/countywide count programs, US Census data, the California Household Travel Survey, and Bay Area Rapid Transit Station Access Surveys. The data will be summarized to identify relative activity-levels for bicycling and walking throughout the city. Using this information, we will develop a strategy for bicycle and pedestrian data collection that will enable the City to measure baseline data and forecast benefits for grant applications.

2.5 Draft Existing Conditions Memo

Approach/Activities: We will prepare a draft existing conditions memo to summarize the approach and results for Tasks 2.2 through 2.4. The results will be summarized using maps, infographics, and concise, clear text to capture the state of current walking and biking in the city.

The City will review the draft memo and one consolidated set of comments will be incorporated into the final plan document (Task 10).

Task 3 Program & Policy Recommendations

Task Lead: Brooke DuBose, TDG

3.1: Assess Existing Program Status & Best Practice Scan

Approach/Activities: We will review current City programs and policies identified in the Hayward 2040 General Plan, 2007 Bicycle Master Plan, Complete Streets Policy, and other relevant documents to develop an inventory of existing bike- and pedestrian-related programs and policies.

Technical/Procedural Innovations: We will interview City staff and other City agency stakeholders to document and build from existing practices and programs in coordinating and implementing bicycle and pedestrian projects.

3.2: Develop Program & Policy Recommendations

Approach/Activities: We will use information from the interview and literature review (Task 3.1) to provide recommendations and develop targeted actions for implementing the bicycle and pedestrian plan. The recommendations will consist of improvements to existing programs and policies that should be continued, and identify programs and policies the City should initiate to achieve the project goals identified as part of Task 4.1 Vision & Goals.

Task 4 Vision, Goals & Public Engagement

Task co-Lead: Amanda Leahy, Kittelson and Brooke DuBose, TDG

4.1 Vision & Goals

Approach/Activities: We will establish the long-range vision and goal statement for the pedestrian and bicycle plan consistent with existing plans (e.g., Mobility Element of the General Plan) and policies (e.g., Complete Streets Policy). A key theme will be making walking and biking a safe and viable transportation option in areas of high activity and demand, such as the downtown, industrial areas with high concentrations of research & development employment, and near schools. We will also identify performance measures and feasible ways for the City to track their progress towards the established vision and goals set.

4.2 Public Engagement

Approach/Activities: The project's communications and public engagement strategy is central to ensuring broad community participation and establishing a community-driven approach to define the plan's vision, goals, objectives, policies, and recommended changes to the bicycle and pedestrian networks.

We will prepare a public engagement plan that will provide an effective and efficient way of gathering meaningful information. The budget assumes up to five in-person meetings/events and up to four walk and/or bike audits. These activities are supplemented by online, web-based opportunities for the community to provide input, as well as development of a project website (previously Optional Task 11.B). Translation and interpretation services will be provided, as needed. We will also

prepare up to two presentations for relevant City Council subcommittees (these are included under Task 5.3 and Task 6.3). Additional information about our public engagement strategy can be found in Section 8.

Technical/Procedural Innovations: The online mapping tool prepared by Kittelson for the Placer County Transportation Planning Agency Regional Bikeway Plan Update can be explored here: <http://maps.kittelson.com/PCTPA-BMP>

Task 5 Bikeway Network Recommendations

Task Lead: Brooke DuBose, TDG

Task 6 Pedestrian Network Recommendations

Task Lead: Erin Ferguson, Kittelson

Subtask Activity

5.1 Develop Bicycle Collision Profiles

6.1 Develop Pedestrian Collision Profiles

Work from Task 2.3 High Injury Network to develop specific collision profiles to inform projects, policies, and programs.

5.2 Update Proposed Bikeway Network Mapping

Build upon the 2007 Bicycle Plan network map to include bicycle facilities and trails completed since 2007. Use the goals identified in Task 4, and the LTS map created in Task 2.2 to create recommendations to address gaps or needs in the bikeway network.

6.2 Pedestrian Network Recommendations

Building upon the existing conditions analysis (Task 1) and detailed collision analysis (Task 6.1) and referencing pedestrian network goals identified in Task 4, develop recommendations to address needs in the existing pedestrian network.

5.3 Agency and Public Feedback

6.3 Agency and Public Feedback

In-person and online outreach with the public, key stakeholders, and agency staff. Specific engagement approach (e.g., location, format, timing) for these meetings will be defined in the public engagement strategy prepared in Task 4.2. For budgeting purposes, each task (Task 5.3 and 6.3) assumes preparation of meeting materials and presentation at one Council Infrastructure Committee meeting (two meetings/presentations total).

5.4 Finalize Bicycle Network Recommendations

6.4 Finalize Pedestrian Network

Recommendations

Review and catalog agency and public feedback and present a set of recommended network

changes to City staff, based on this feedback. Prepare a final proposed bikeways map and set of pedestrian network recommendations along with a summary of public and stakeholder feedback.

Task 7 Bicycle & Pedestrian Network Prioritization

Task Lead: Matthew Braughton, KAI

7.1 Define Prioritization Framework

Approach/Activities: Our team will tailor the lessons learned from other prioritization and performance measure guidebooks and apply them to the City's needs in developing a prioritization framework for the bicycle and pedestrian master plan.

Based on the plan's objectives, available data, and funding priorities, we will consider performance categories, such as safety, demand, connectivity, stakeholder input, existing conditions, opportunities and constraints, and compliance. Working with the City, we will identify the relevant factors and the criteria to be used for evaluating them. Particular attention will be paid to criteria that help inform projects relative to funding requirements and programming needs.

7.2 Draft Prioritization Analysis & Review

Approach/Activities: We will apply the prioritization factors and criteria defined in the prioritization framework (Task 7.1). Evaluation criteria results will be mapped individually for City review. Our team will work with City staff to establish initial weighting for the factors.

Based on these weightings, we will normalize the criteria scores and combine the factors to develop the draft combined prioritization scoring. We will determine high, medium, and low priority tiers. All prioritization criteria and combined scoring will be provided as spreadsheet results, individual and combined criteria maps, and mapped in ArcGIS Online.

7.3 Final Prioritization

Approach/Activities: We will gather feedback on the draft prioritized list of improvements from City staff. Based on this feedback, we will finalize evaluation criteria results and update the prioritized list of bicycle and pedestrian improvements. We will prepare a technical memorandum documenting the prioritization methodology and results.

Task 8 Engineering & Design Guidance

Lead: Robert Burchfield, TDG

8.1 Develop Design Guidance for Pedestrian & Bicycle Facilities

Approach/Activities: We will review the City's current design guidelines and work with the City staff to understand how the design guidelines and standards are currently used, where there are gaps, and what supplemental guidance and material would be most helpful.

8.2 Develop Guidance for Accommodating Bicycles & Pedestrians through Construction Zones

Approach/Activities: We will supplement guidance in Chapter 6 of the California Manual on Uniform Traffic Control Devices to specify when and where pedestrian and bicycle facilities may be relocated, detoured, modified and closed in the City. The guidance applies to any entity performing construction work that results in blockage of a sidewalk, bike lane, or travel lane and is intended to direct developing the traffic control plan.

Task 9 Cost & Revenue Estimates

Task Lead: Conor Semler, Kittelson

For this task, we will utilize the methodology developed for the Alameda Countywide Bicycle and Pedestrian Plans Update.

9.1 Cost Estimation Approach

Approach/Activities: Using current data and information (e.g., unit cost information from actual project bid documents provided by the City) and relevant references (e.g., ACTC Active Transportation Network Cost Estimating tool and Cost Estimating Guide), we will develop conceptual cost estimates for the proposed network improvements.

9.2 Cost & Revenue Estimates

Approach/Activities: We will review county, regional, state and federal funding sources and produce a technical memo that will provide the City with options to fund the updated programs and projects. We propose to provide ongoing support for grant applications and project funding and implementation as part of Optional Task 11.F.

Task 10 Final Plan Documents

Task Lead: Amanda Leahy, Kittelson

10.1 Draft Plan Document(s)

Approach/Activities: We will develop a concise, graphically rich, and user-friendly document(s) to summarize the relevant results of the preceding tasks. In addition to the plan document, we propose to create an executive summary overview of each section, and a technical appendix primarily

comprised of the technical memo from the previous tasks to keep the plan focused and brief. Topic areas extraneous to the City's primary effort but needed to meet ACTC's Bicycle Master Plan Guidelines will be moved to appendices.

10.2 Council Feedback

Approach/Activities: We will create a presentation of the draft plan for the City Council.

10.3 Final Plan Document(s)

Approach/Activities: We will finalize the plan based on received input and prepare written responses to comments for City records. We will submit the final plan and all supporting technical analysis and documentation for the City's records.

Tasks		
11.G	Environmental Documentation Support	Provide guidance on strategies for California Environmental Quality Act compliance for both adoption and implementation of the Citywide Bicycle and Pedestrian Master Plan.

Task 11 Optional Tasks

Tasks		
11.A	Additional Data Collection to Facilitate Network Analysis & Mapping	Allow for additional data collection to support GIS mapping and analysis (Task 2).
11.C	Additional Stakeholder Meetings & Public Engagement Efforts	Support enhanced/expanded public engagement efforts. Sample events are detailed in Section 8 Public Outreach of this proposal.
11.D	Community Survey	Preparation and execution of a citywide survey on walking and biking.
11.E	Concept Designs for Identified Bikeway & Pedestrian Network Improvements	Expedite plan implementation by completing the evaluation and design of priority projects.
11.F	Support for Grant Applications, Project Funding & Implementation	Expedite plan implementation by completing grant applications for priority projects.

List of Tasks and Milestones/Deliverables

Task (Task Lead/Firm)	Deliverables		City Role/ Responsibility
TASK 1 Project Management (Amanda Leahy, AICP / Kittelson)			
1.1 Project Work Plan and Schedule	1.1a	Detailed project work plan to be prepared prior to the project kick-off meeting	Review/Comment
	1.1b	Schedule and associated updates throughout project duration	Review/Comment
	1.1c	Action item log recording items completed, upcoming (including status), and deadlines	Review/Comment
1.2 Project Kick-Off Meeting and Bi-Weekly Check-Ins	1.2a	Project kick-off meeting (in-person)	Participate
	1.2b	Bi-weekly check-in calls or in-person meetings	Participate
	1.2c	Agendas and summary of action items and decisions made at the meetings	Review/Comment
TASK 2 Baseline Mapping and Existing Conditions Analysis (Matthew Braughton / Kittelson)			
2.1 Collect & Process GIS Data	2.1a	Updated, consistent database(s) for pedestrian and bicycle inventory data	Provide Data
2.2 Low Stress Bicycling Network Coverage Analysis	2.2a	Draft and Final LTS maps for the City of Hayward	Review/Comment
	2.2b	Technical memorandum documenting method and assumptions	Review/Approve
2.3 High-Injury Corridor Analysis	2.3a	Maps displaying the high-injury corridors for pedestrian and bicyclists	Review/Comment
	2.3b	Summarize collision data and analyze crash trends	Review/Comment
2.4 Analysis of Count Data and Demographic Data	2.4a	Description of walking and biking trends for existing conditions memorandum	
	2.4b	Description of relationship and coordination with other plans	
2.5 Draft Existing Conditions Memo	2.5a	Draft Existing Conditions Memo for City of Hayward Project Manager/Staff Review	Review/Comment
	2.5b	Final Existing Conditions Memo	Review/Approve
TASK 3 Program & Policy Recommendations (Brooke DuBose, AICP / TDG)			
3.1 Assess Existing Program Status and Best Practice Scan	3.1a	Supporting technical memo summarizing existing program status and best practices	Provide Data
3.2 Develop Program and Policy Recommendations	3.2a	Draft Program and Policy Recommendations for review by City staff	Review/Comment
	3.2b	Final Program and Policy Recommendations	Review/Approve
TASK 4 Vision & Goals / Public Engagement (Amanda Leahy, AICP / Kittelson & Brooke DuBose, AICP / TDG)			
4.1 Vision & Goals	4.1a	Updated vision and goals for the pedestrian and bicycle plan	Review/Comment
	4.1b	Performance measures for plan implementation	Review/Comment
	4.1c	Conduct community meetings (not included in RFP scope, optional task)	Participate
4.2 Public Engagement	4.2a	Draft and Final Public Engagement Plan	Review/Comment
	4.2b	Interactive Mapping Tool	Review/Comment
	4.2c	Project Website	Review/Comment
	4.2d	Up to 5 in-person meetings and events	Review Materials, Participate
	4.2e	Up to 4 walk and/or bike audits	Review Materials, Participate
	4.2f	Presentations to advisory committees/commissions	Help Form Advisory Committee, Review Materials, and Participate in Meetings
	4.2g	Public feedback documentation and summary	Review/Comment
TASK 5 Bikeway Network Recommendations (Jessica Zdeb, AICP / TDG)			
5.1 Develop Bicycle Collision Profiles	5.1a	Collision profile summary by City and by high-injury corridor	Review/Comment
	5.1b	Initial list of treatments/topics for engineering and design guidance	Review/Comment
	5.1c	Develop short-term and long-term strategies/projects	Review/Comment
	5.1d	Technical memo summarizing method	Review/Approve
5.2 Update Proposed Bikeway Network Mapping	5.2a	Draft 1 updated bikeway network map	Review/Comment
5.3 Agency & Public Feedback	5.3a	Up to three (3) in-person meetings to discuss draft bikeway mapping	Participate/Schedule
	5.3b	Prepare materials and presentation for Council Infrastructure Committee (or other committee)	Participate

Task (Task Lead/Firm)	Deliverables		City Role/ Responsibility
	5.3c	Summary of input received through public and stakeholder engagement process	Review/Comment
	5.3d	Draft 2 updated bikeway network map	Review/Comment
5.4 Finalize Proposed Bikeways Mapping	5.4a	Final proposed bikeways map	Review/Approve
	5.4b	Catalog of public and stakeholder feedback	Review/Comment
TASK 6 Pedestrian Network Recommendations (Erin Ferguson, PE / Kittelson)			
6.1 Develop Pedestrian Collision Profiles	6.1a	Collision profile summary by City and by high-injury corridor	Review/Comment
	6.1b	Initial list of treatments/topics for engineering and design guidance	Provide Input
	6.1c	Develop short-term and long-term strategies/projects	Provide Input
	6.1d	Technical memorandum summarizing method	Review/Approve
6.2 Pedestrian Network Recommendations	6.2a	Draft list of pedestrian improvement projects	Review/Comment
6.3 Agency and Public Feedback	6.3a	Up to three (3) in-person meetings to discuss draft pedestrian improvement projects	Participate/Schedule
	6.3b	Prepare materials and presentation for Council Infrastructure Committee (or other committee)	Participate
	6.3c	Summary of input received through the public and stakeholder engagement process	Review/Comment
	6.3d	Draft 2 updated pedestrian improvement project list	Review/Comment
6.4 Finalize Pedestrian Network Recommendations	6.4a	Final proposed pedestrian recommendations	Review/Approve
	6.4b	Catalog of public and stakeholder feedback	Review/Comment
TASK 7 Bicycle & Pedestrian Network Prioritization (Matthew Braughton / Kittelson)			
7.1 Define Prioritization Framework	7.1a	Draft technical memorandum documenting the prioritization framework to be used	Review/Comment
	7.1b	Final technical memorandum revised based on City staff comments	Review/Approve
7.2 Draft Prioritization Analysis and Review	7.2a	Draft prioritized list of bicycle and pedestrian improvements	Review/Comment
7.3 Final Prioritization	7.3a	Final prioritized list of bicycle and pedestrian improvements	Review/Approve
	7.3b	Supporting technical memorandum documenting prioritization methodology	Review/Approve
TASK 8 Engineering & Design Guidance (Robert Burchfield, PE / TDG)			
8.1 Develop Design Guidance for Pedestrian & Bicycle Facilities	8.1a	Draft design guidance for pedestrian and bicycle facilities for City review and comment	Review/Comment
	8.1b	Final design guidance for pedestrian and bicycle facilities	Review/Approve
8.2 Develop Guidance for Accommodating Bicycles & Pedestrians through Construction Zones	8.2a	Draft design guidance for accommodating pedestrians and bicyclists in construction zones	Review/Comment
	8.2b	Final design guidance for accommodating pedestrians and bicyclists in construction zones	Review/Approve
TASK 9 Cost & Revenue Estimates (Conor Semler, AICP / Kittelson)			
9.1 Cost Estimation Approach	9.1a	Technical memo documenting approach and assumptions in developing the costs	Review/Comment
	9.1b	Inventory proposed capital projects, programs and plans, associated cost estimate, timeline	Provide Info
9.2 Cost and Revenue Estimates	9.2a	Draft technical memorandum documenting cost and revenue estimates for City review and comment	Review/Comment
	9.2b	Final technical memorandum documenting cost and revenue estimates	Review/Approve
TASK 10 Final Plan Documents (Amanda Leahy, AICP / Kittelson)			
10.1 Draft Plan Document(s)	10.1a	Summary of input from agency stakeholders on desired format of Draft Plan(s)	Review/Comment
	10.1b	Annotated Outline(s) for Draft Plan(s)	Review/Comment
	10.1c	Draft Plan(s) for Review by City of Hayward Staff	Review/Comment
	10.1d	Draft Plan(s) for Council Feedback	Review/Comment
10.2 Council Feedback	10.2a	Presentations of Draft Plan(s)	Participate
	10.2b	Summary of input received from City Council	Review/Comment
10.3 Final Plan Document(s)	10.3a	Final Plan(s)	Review/Approve
	10.3b	Written response to comments received	Review/Approve
	10.3c	Electronic files, hard copies, GIS, etc.	Store/File

TASK 11 Optional Tasks (Kittelsohn & TDG)		
A	Additional data collection to facilitate network analysis and mapping	
	(relocated to Task 4.2, see deliverable 4.2c)	
C	Additional stakeholder meetings and public engagement efforts	
D	Community survey	
E	Concept designs for identified bikeway and pedestrian network improvements	
F	Support for grant applications, project funding, and implementation	
G	Environmental documentation support	



CITY OF HAYWARD

Hayward City Hall
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File #: ACT 18-012

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT

Plastic Straws and Utensils

RECOMMENDATION

That the Committee reviews and comments on this report, and recommends that Council submits a letter of support for AB 1884.

ATTACHMENTS

Attachment I Staff Report



DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT: Plastic Straws and Utensils

RECOMMENDATION

That the Committee reviews and comments on this report, and recommends that Council submits a letter of support for AB 1884.

SUMMARY

At the January 8, 2018, Council Sustainability Committee meeting, the Committee requested Staff to prepare and present a report regarding the possible regulation of the distribution of plastic straws and utensils by businesses in Hayward.

BACKGROUND

In response to growing concern from the general public, businesses, and governments about the impact of plastic pollution in the environment, several jurisdictions are exploring adopting regulations to reduce plastic pollution, including reducing the use of plastic straws and utensils. According to the National Park Service, Americans dispose of an estimated 500 million plastic straws every day. According to the California Coastal Commission's coastal clean-up days survey, plastic straws and stirrers ranked as the fifth most-common type of litter found on beaches in 2017. Single-use plastic bags ranked as the 10th most-common type of litter found, expanded polystyrene ranked 13th, and plastic utensils ranked 15th. To address plastic pollution, in July 2011, Council enacted a ban on the use of polystyrene packaging for take-out food and in 2012 Council voted to participate in the County-wide ban on single-use plastic bags. Phase 2 of the plastic bag ban became fully implemented in November 2017, to include all retail stores, eating establishments and food delivery services.

Plastic straws are of little economic value to recyclers, and straws captured for recycling often end up being landfilled. Because of their small size, straws fall through the recycling equipment commonly used at material recovery facilities and get mixed in with landfill debris. Straws not properly managed often end up as litter, polluting the environment. Like

single-use plastic bags, these items are used for a matter of minutes, but remain in the environment for many years.

General Plan Policies – Hayward’s General Plan, adopted on July 1, 2014, includes the following policies related to litter, solid waste, recycling and organics collection:

Economic Development, Policy 5.4 – Community Appearance Programs

The City shall maintain and implement programs that are specifically designed to address Hayward’s community appearance problems (graffiti, litter, abandoned vehicles, illegal dumping, weed abatement, property maintenance, illegal signs, etc.).

Public Facilities and Services, Policy 7.4 Solid Waste Diversion – The City shall comply with State goals regarding diversion from landfill, and strive to comply with the provisions approved by the Alameda County Waste Management Authority (ACWMA).

Public Facilities and Services, Policy 7.14 Commercial Recycling – The City shall encourage increased participation in commercial and industrial recycling programs, and strive to comply with the recycling provisions approved by the Alameda County Waste Management Authority Board. The City shall work with StopWaste.org to provide technical assistance to businesses to implement mandatory recycling

Public Facilities and Services, Policy 7.23 Consumption Reduction –The City shall education the community about the benefits of reducing overall consumption.

DISCUSSION

Staff has researched efforts by other jurisdictions to ban problematic materials, such as disposable plastic straws and utensils. A number of jurisdictions on the West Coast have been adopting or exploring regulations on the use of plastic straws and utensils. The City of Seattle, Washington enacted a city ordinance that will be effective July 18, 2018, banning plastic straws and utensils, and requiring all food establishments to offer compostable or paper straws and utensils. In Alameda County, the City of Alameda passed an ordinance effective January 1, 2018 that banned straws or utensils that are not recyclable, reusable, or compostable. The Alameda ordinance also requires restaurants to only offer straws upon specific request from a customer. The City of Berkeley’s Zero Waste Commission created a Foodware Subcommittee to look into banning plastic straws and utensils, but it is still in the discussion phase. The Cities of Manhattan Beach, Davis, and San Luis Obispo have also adopted regulations.

Information in the following table was presented in a January 24, 2018, [Stopwaste staff report](#) regarding plastic straws. It provides examples of straw-related regulations and the approaches taken by various jurisdictions.

Municipality	Scope	Status
Alameda	Prohibits food vendors from providing single-use drinking straws to customers, unless specifically requested. Straws or disposable food ware that are supplied must be reusable, recyclable (i.e. aluminum), or compostable (i.e. paper)	Sept. 19, 2017: Revised Ordinance Adopted January 1, 2018: Effective date of new requirements July 1, 2018: Commencement of Enforcement
Berkeley	The City is exploring creation of an ordinance prohibiting use of plastic straws in bars, restaurants and coffee shops	May 30, 2017: City Council directs Zero Waste Commission to explore issue Fall 2017: Zero Waste Commission Foodware Subcommittee discussing draft language
Davis	Requires dine-in restaurants to ask customers if they want beverage straws prior to providing them and to provide the straws only if explicitly requested	Ordinance Adopted: May 2017 Effective date: Sept. 1, 2017 Outreach to businesses: May 2017-Jan. 2018
Santa Cruz County (unincorporated areas)	All take-away food service ware provided to customers must be recyclable or compostable, as certified by the Biodegradable Products Institute	January 1, 2017: Effective date of ordinance
Manhattan Beach	Prohibits food providers from distributing or selling polystyrene food service ware, including polypropylene straws	April 1, 2014: Revised Ordinance
Seattle	Prohibits distribution of plastic straws and utensils, unless compostable or recyclable	July 1, 2018: Revised Seattle Public Utilities ordinance goes into effect

On January 17, 2018, California State Assemblymember Calderon introduced AB 1884, which would require sit-down restaurants in California to forgo the automatic distribution of straws in every drink, and instead only provide a straw when requested by the customer. The Bill could reach the Governor's desk in September 2018. The Committee may wish to recommend that the City submit a letter of support for AB1884.

In addition to government action, several non-governmental organizations have initiated voluntary efforts to curtail the use of plastic straws. Most of these efforts encourage residents to request no straw, or ask restaurants to either offer straws on request, or ask if customers would like a straw. Organizations such as the The Surfrider Foundation coordinates voluntary efforts in San Diego County, West Los Angeles, and Hawaii. Xanterra Parks and Resorts, which runs concessions at several national parks, operates a campaign where its concessions employees ask customers if they'd like a straw rather than providing one by default. Should AB1884 pass, or a local ordinance be enacted requiring food establishments to offer straws only on request, these voluntary efforts would be unnecessary in Hayward.

No jurisdiction or voluntary effort has attempted to enact an outright ban of all plastic straws because some members of society rely on plastics straws to be able to drink. Advocates for the disabled community have mentioned that straws assist some members of the public who do not have full use of their arms or hands, or who have other medical conditions. Overly restrictive regulations could hinder access to straws for those who need them.

STRATEGIC INITIATIVES

This agenda item supports steps toward a more sustainable community, however, it does not relate directly to any of the Strategic Initiatives.

SUSTAINABILITY FEATURES

Solid waste management involves the safe and responsible management of discarded material from generation through processing to disposal. Reducing waste landfilled by maximizing the reuse, recycling, and composting of materials increases diversion, conserves natural resources, and plays an important role in making a community sustainable. Reducing the amount of hard-to-manage solid waste also reduces the opportunity for material to enter waterways and the Bay.

FISCAL/ECONOMIC IMPACTS

Requiring restaurants to only offer straws on request would have no discernable fiscal impact to customers or businesses. Enacting an ordinance banning straws and utensils would require businesses to identify and purchase replacement products that would most likely cost more than plastics. Also, enacting some level of enforcement which would cost the City in staff time.

NEXT STEPS

Upon direction of the Committee, City staff will conduct further research, or work with Stopwaste on creating County-wide ordinances to offer straws only on request, or promote voluntary actions by business or non-governmental organizations.

Prepared by: Jeff Krump, Solid Waste Program Manager

Recommended by: Alex Ameri, Director of Utilities & Environmental Services

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

Kelly McAdoo, City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: RPT 18-058

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities and Environmental Services

SUBJECT

Advanced Metering Infrastructure Project Update

RECOMMENDATION

That the Committee reviews and comments upon this report.

ATTACHMENTS

Attachment I Staff Report



DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities and Environmental Services

SUBJECT Advanced Metering Infrastructure Project Update

RECOMMENDATION

That the Committee reviews and comments upon this report.

SUMMARY

In April 2016, the City Council authorized execution of a contract to purchase and install an Advanced Metering Infrastructure (AMI) Project. Project implementation began at the end of 2015 and approximately 24,100 meters or close to 70% have been replaced, as of the end of February. This report provides an update on the project and the development of a customer engagement web portal.

BACKGROUND

On March 13, 2017, Committee members reviewed [information](#) regarding the AMI Project. At that time, the Committee provided direction to staff on features to be included in the development of a customer engagement web portal.

DISCUSSION

Meter Replacement To-Date

As of the end of February, just over 24,100 meters have been installed and programmed in various areas of the City. The replaced meters are currently reading at a 99.2% reception rate. The reception rate is defined as the number of transmissions received over a thirty-day period. The City's system is programmed to provide hourly reads (i.e. twenty-four reads per day per meter, or 720 reads over a thirty-day period). The required reception standard in the contract is 98.5%.

Challenges with AMI

Like any other hi-tech system, an AMI system requires care and attention well beyond a mechanical system. Not only electrical system and wiring are included in each meter, but each meter's communications component is a small computer with programming software. As such the systems are at times prone to malfunction. While such malfunctions would typically affect the transmission of information and not registering the correct consumptions, any such anomaly requires a visit to the meter's location, checking the wiring, the data transmission device, and the programming. This is time consuming and requires trained and skilled staff. Staff will be looking into retraining our existing meter readers and other related staff to become "water customer service technicians" and be able to address these emerging needs and resolve issues.

Hayward is among the first water agencies in the Bay Area to migrate to AMI. It is not unusual for early adaptors to face more challenges since they don't have the benefit of learning from the experience of others. However, City's Field Services staff have shown great aptitude and made remarkable progress in the past few months adapting this new and emerging technology.

Customer Concerns with "High Reads"

A few customers have used social media and other means to express their concerns regarding potential "high reads" related to AMI. In each case staff reviews the specific concerns. In almost all cases staff has been able to show that the "high reads" are related to actual high consumptions and not a water meter or AMI malfunction. On occasion when the reason for the high read may be related to a leak, staff assists the customers to apply for a leak rebate.

Customer Web Portal

The interval consumption data generated from this project will populate a future customer engagement web portal, which would allow customers to see detailed water usage information and better understand and manage their water consumption. These portals, which can be accessed on a computer or smart phone, are becoming a popular tool to help AMI customers monitor their consumption and allow the utility to communicate directly and in a timely manner with their customers.

There are many vendors which provide this service, but each product's features can vary slightly. Preliminarily, staff is interested in requesting that the vendors provide the following features:

- Mobile and web-based customer engagement platform design
- Intuitive, functional, and customizable presentment of current and historical consumption data (graphs, charts, etc.)
- Ability for customer to customize alert thresholds (e.g. hours/days of continuous flow, water bill amount budgeting)

- Comparison tool between similar customers (i.e. how your usage compared to your “neighbors”)
- Real-time customer notifications (including text, email, IVR notification types) for outage, leak, and other communications
- Water waste reporting including ability to snap photo and geocode address
- Ability to view temperature and rainfall data on top of usage data
- Multi-language support allowing customer to choose language type

Staff had anticipated to release a Request for Proposals (RFP) for selection of a customer engagement web portal vendor last year, but staffing challenges within the department, along with the desire to obtain feedback and input from Hayward water customers on the features they would most like to see included in the portal, have pushed back the release of the RFP.

To gauge customer's needs, staff has been working with Moves the Needle to apply Lean Innovation techniques with Hayward water customers to get a better understanding of their water usage practices, challenges they face with the current layout of the City utility bill, and if they would be interested in participating in a focus group for the selection of the customer portal vendor. Staff began conducting customer interviews in early February and is currently working on a schedule to conduct additional interviews during non-business hours when more residential customers tend to be home, and possibly in other public places, such as the Revenue Center located in City Hall or local grocery stores. Once the research has been completed, staff will bring the results to the Committee for review.

ECONOMIC IMPACT

The economic benefits of AMI to customers include greater control over water consumption, given increased interval data and a future customer portal and smartphone application, including prompt water leak notification. Most customers will also benefit from having more accurate meters because they will not be subsidizing a small percentage of customers with water meters which may be reading low due to malfunction, and these customers will more equitably share their proportional cost of water. And, the system should aid in the community achieving greater water conservation results over time.

Over the next few years there will be moderate increases in water service costs for the wholesale replacement of all water meters in the City.

FISCAL IMPACT

This project will be entirely funded by the Water Enterprise and therefore has no impact on the General Fund.

STRATEGIC INITIATIVES

This agenda item supports the Complete Communities Initiative. The purpose of the Complete Communities Strategic Initiative is to create and support structures, services, and amenities to provide inclusive and equitable access with the goal of becoming a thriving and

promising place to live, work and play for all. This item supports the following goal and objective:

Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods.

Objective 4: Create resilient and sustainable neighborhoods.

SUSTAINABILITY FEATURES

Energy: Electricity/natural gas/other fossil fuels.

Leaks in the water distribution system or at customer sites represent not only lost water, but in some cases wasted energy to distribute it. With the timelier consumption information provided by AMI systems, the City can be proactive when it comes to leak detection. The DCU's for this project will also be solar powered.

Water: Efficiency and conservation.

The more frequent water consumption data made available as result of this project will provide detailed information to help measure the overall effectiveness of targeted conservation initiatives. This information can be used to inform customers about potential leaks or overly high consumption. Analyzing data by frequent time intervals could also enable the City to look at consumption profile data for education and awareness related to conservation. Customers will also be able to be notified of unusual increased or continuous water usage, which could be the result of a leak, because it will be easier to pinpoint the timing of the increased water usage with more frequent reads. Remote notification of leaks allows for the ability to alert customers to an issue before substantial water waste or excessive charges occur.

Air: Air emissions of pollutants.

Eliminating the requirement for manual meter reading also reduces the number of vehicle miles traveled by City staff, which is in support of the Climate Action Plan goals of reducing greenhouse gas emissions.

Solid Waste: Waste reduction and diversion.

This project will generate construction waste. However, given that most water meters are made of brass, much of the waste can be recycled. The concrete meter box lids that are being replaced with polymer lids as part of the project will also be recycled.

Purchasing: Consistent with the City's Environmentally Preferred Purchasing Policy.

The City's current meter stock is, on average, over forty years old, and needs replacement independent of how the meters are read. The new water meters are

expected to last for at least the life of the AMI system (twenty years) and are considered a long-term investment. This complies with the subject purchasing policy, as it states that the maximization of life cycle economics is a factor to consider when determining that a product or service has environmentally preferable attributes. The meters are also mostly made of brass, which is a recyclable material. Other vendors offer a plastic/composite body meter that was specifically not chosen for this project.

PUBLIC CONTACT

The AMI project is arguably one of the most visible and customer-centric projects that the Utilities and Environmental Services Department has implemented in many years. The project affects every customer of the Hayward water system, and therefore customer outreach is a key component to a successful implementation.

In addition to having information about the project on the City's webpage, <https://www.hayward-ca.gov/your-government/AMI>, in advance of having a meter replaced, each customer also receives a notification letter explaining the process and what to expect during and after the replacement has been completed. A typical meter replacement for a residential customer can take less than thirty minutes, during which time the water service to the customer is shut off. On the day of the replacement, the contractor will attempt to contact the customer by knocking on the door in advance of beginning work to inquire if it is a good time for them to complete the replacement. If the customer expresses that they would prefer another time, the contractor will work with them to find an agreeable alternative. If the customer is not present, or does not answer the door, the contractor will verify if the water is running by checking the meter for movement, which can indicate that someone may be using the water but cannot come to the door, before shutting off the water. To replace a large commercial meter, it can take a few hours or more, therefore appointments will be made to minimize any impact to operations.

As previously mentioned, staff is conducting interviews with water customers to determine the key features to be included in the customer portal and to form a focus group for the selection of the customer portal vendor.

NEXT STEPS

With an estimated average of 1,200 meters completed each month, the project was originally scheduled to be completed in December 2018. However, due to the continued success demonstrated during the project, the pace was increased last year to approximately 2,000 meters completed each month and the anticipated project completion has now been moved up to September 2018.

Once the Lean Innovation surveys have been completed, staff will bring the results to the Committee for review. The customer web portal RFP is tentatively scheduled to be released in late Spring with an anticipated award by the City Council in June. The focus group will have the opportunity to participate in the product demonstrations presented and will be involved in the selection of the vendor.

Prepared by: Alicia Sargiotto, Management Analyst I

Recommended by: Alex Ameri, Director of Utilities and Environmental Services

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

Kelly McAdoo, City Manager



CITY OF HAYWARD

Hayward City Hall
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File #: ACT 18-016

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT

Update on City's Efforts to Reduce Litter from Disposable Food Packaging

RECOMMENDATION

That the Committee reviews and comments on this report and makes a recommendation regarding the imposition of a litter fee.

ATTACHMENTS

Attachment I Staff Report



DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT: Update on City's Efforts to Reduce Litter from Disposable Food Packaging

RECOMMENDATION

That the Committee reviews and comments on this report and makes a recommendation regarding the imposition of a litter fee.

SUMMARY

This report provides an update on City Staff's efforts to solicit feedback from Hayward business owners and managers on how to reduce litter in Hayward. The report also provides more information about the possibility of implementing a litter fee in Hayward.

On August 15, 2017, staff solicited feedback from Hayward businesses by mailing letters to approximately 600 food-related businesses in Hayward, including restaurants, coffee shops, gas stations, liquor stores, and convenience stores. The letters invited businesses to participate in one of two special meetings hosted by the City on Wednesday, August 30, 2017, at City Hall to share ideas on how to reduce litter in Hayward. Three people representing two businesses attended the meetings. Two other businesses responded to the letters and shared their thoughts by way of email and a separate meeting.

In addition, staff analyzed the City of Oakland's litter fee and projected the financial and logistical issues of initiating a similar fee in Hayward. Staff also reviewed the City of Richmond's analysis of developing a litter tax to place on the ballot in 2016.

The Council reviewed this issue in 2016 and recommended against imposition of a litter fee. Nothing has changed since then to warrant staff recommending a fee at this time.

BACKGROUND

One of Council's primary priorities is to keep the City clean, and the City allocates significant resources to removing litter throughout the community and to conducting public education. Several full-time employees remove dumped trash, perform street sweeping, and clean storm drains. The City's Keep Hayward Clean and Green Task Force,

supported by City Staff, sponsors monthly weekend clean-up events, the annual clean-up day at Weekes Park, and the Adopt-a-Block program. In total, the City spends more than \$2 million per year on litter collection.

There is also a connection between trash and water quality. Some of the trash eventually enters the storm drains and makes its way to creeks and the shoreline. For this reason, litter control in Hayward is regulated by the Municipal Regional Stormwater Permit (MRP) for its stormwater discharge to the San Francisco Bay, which includes a trash reduction provision. Specifically, Provision C.10, Trash Load Reduction, requires an 80% reduction in trash by 2019, and a 100% reduction by 2022.

Litter reduction has been discussed by Council, the Sustainability Committee, and the Keep Hayward Clean and Green Task Force. Summaries of some of those discussions held since 2015 are provided below.

Council Sustainability Committee – On September 10, 2015, staff presented a [report](#) to the Committee, titled Options for Addressing Litter From Take Out Food & Beverage Establishments. The report provided a range of options to reduce litter, including a litter fee on businesses, as well as an ordinance requiring non-resident property owners to designate a resident agent to clean properties. Following that meeting in November of 2015, staff sent out 518 letters to restaurants, convenience stores, liquor stores, and gas stations requesting suggestions on how to reduce litter. No suggestions were received.

City Council – On September 20, 2016, staff presented a [report](#) to City Council titled, Options for Litter Reduction Strategies. The report discussed adopting a litter fee and included several alternatives to a litter fee that could be imposed on Hayward businesses. The litter fee was not adopted. The report also provided an overview of current efforts by Hayward to reduce litter. These efforts include placement and maintenance of public litter cans, operating trash capture devices in the storm drains, and performing and supporting litter clean up events in conjunction with the Keep Hayward Clean and Green Task Force.

DISCUSSION

As noted in the September 20, 2016, report to Council, litter from fast-food restaurants, convenience stores (including mini marts at gas stations), and tobacco products is a significant issue throughout the Bay Area and the country. A 2011 study by Clean Water Action (CWA), a non-profit that advocates for clean water and environmental protection¹, indicated that the largest source of litter collected from Oakland, Richmond, San Jose, and South San Francisco is fast-food, at 49%. The high percentage of litter emanating from fast-food prompted Staff to focus on soliciting feedback from fast-food establishments.

¹ <http://www.triplepundit.com/2011/06/fast-food-big-source-trash-pollution/>

Comments received from the two businesses attending the August 30, 2017, feedback meetings at Hayward City Hall include the following:

- There are not enough of public litter cans in Hayward.
- The City has mentioned possibly assessing a litter fee on businesses; is there any reward for businesses that do the right thing?
- Business owners are not the ones littering.
- Wind blows litter not generated by my business onto my property.
- We pick up litter on our property twice each day.
- The key to addressing litter is changing behavior.
- Public education is important and needs to be localized.
- Small litter is from people being lazy; large litter, like sofas, is more serious.
- Some cities offer a reward or bounty for reporting illegal dumping.
- We need more anti-littering signs.
- The homeless and illegal dumping, such as mattresses and sofas, are bigger issues.
- The City should publicize records of who has received a citation for littering.
- Charging my business an annual \$3,000 - \$4,000 litter fee would make me consider closing one of my restaurants.
- The City should recognize the shopping centers that do a good job of picking up litter.

An email received from a downtown coffee shop suggested that Hayward investigate implementing a program similar to those successfully run in Toronto, Portland, and Vancouver, BC to encourage the use of reusable coffee cups. This type of program is not something that can be easily implemented by a mid-sized city such as Hayward. However, the idea is gaining momentum nationally in that large chain coffee houses are considering similar programs.

Staff met with the owner of a downtown fast-food restaurant who recommended more City trash cans. He also suggested providing rewards or incentives for youth to pick up litter.

Requesting input from businesses by sending letters generated no responses in November 2015, and generated only five responses in August of 2017. More responses may be obtained by visiting businesses. Holding brief face-to-face discussions about litter may also generate more responses.

During the 2016/2017 school-year, Hayward partnered with Cal State East Bay as part of the Pioneers for Sustainable Communities Program. Hayward received a report on Attitudes Toward Littering from the university. The report offered several examples of anti-litter campaigns and recommended streamlining the Access Hayward tool to make it easier for residents to report illegal dumping. The report also noted that successful anti-litter campaigns often try to instill pride in the community and include a mix of both positive reinforcement and constructive feedback.

Litter Fees

The City of Oakland, in February of 2006, adopted an ordinance to assess an annual Excess Litter Fee on certain types of businesses known to generate large amounts of disposable material that ends up as trash and litter on the streets. Oakland is the only City in the Bay Area to adopt a litter fee. In general, the types of businesses included in Oakland's ordinance are:

- Fast food businesses
- Convenience stores
- Gasoline station markets
- Liquor stores

Funds collected through the Oakland ordinance pay for a contractor to provide three full-time and one part-time worker to remove trash and litter from near businesses that pay into the fee. These contract workers clear litter from about 35-50 locations each day and try to service each location every 30 days. From May 2016 to May 2017, the contractor collected 2,958 bags of litter.

Oakland's fee is charged based on the annual gross receipts of the business and varies from \$230 to \$3815 per year depending on the amount of a business' revenues. Businesses making less than \$4,999 per year are exempt. Oakland collects about \$400,000 annually through the fee.

Table 1. Oakland Litter Fee Annual Payment Amounts

Annual Gross Receipts	Business Size	Litter Fee
\$1 million or more	Large	\$3,815
\$500,000 to \$999,999	Medium	\$910
\$5,000 to \$499,999	Small	\$230
Less than \$4,999	Very Small	Exempt

In 2016, the City of Richmond, California, investigated taking a measure to the ballot to impose a litter tax similar to Oakland's Excess Litter Fee. A June 2016 Richmond staff report estimated that by using Oakland's method of collecting funds, Richmond would generate \$30,255 annually. Richmond did not place the item on the ballot.

In 2016, Hayward Staff conducted an estimate of the annual litter fees Hayward might collect based on a fee structure similar to Oakland's. Staff determined Hayward would collect about \$120,000 annually.

Other Issues

Oakland passed its Excess Litter Fee in 2006, before Proposition 26 was approved by voters in 2010. To reduce the potential for legal challenges, the City needs to carefully review the issues and proceed based on legal analysis and advice.

Based on preliminary reviews, the Hayward City Attorney's Office has advised that if Council were to consider adoption of a new fee upon specific business types as described above, the Constitutional limitations upon taxes, fees, charges and assessments created by Prop. 218 and Prop. 26 could apply. The fee would be subject to the voter approval requirements of Article XIII C, section 2, of the California Constitution. Upon direction from the Committee, the City Attorney's Office will conduct further research regarding the legal issues related to imposition of fees in this specific context.

ECONOMIC IMPACT

Impacted large and small businesses will be paying a new fee.

FISCAL IMPACT

The City will generate about \$120,000 per year.

STRATEGIC INITIATIVES

This agenda item supports the Complete Communities Strategic Initiative. The purpose of the Complete Communities strategy is to create and support structures, services, and amenities to provide inclusive and equitable access with the goal of becoming a thriving and promising place to live, work and play for all. This item supports the following goal and objectives:

- Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods.
- Objective 2: Foster a sense of place and support neighborhood pride.
- Objective 3: Increase collaboration with businesses, non-profits and neighborhood groups on placemaking projects.

SUSTAINABILITY FEATURES

Litter reduction can have the following sustainability features or benefits:

Water: Efficiency and conservation. Reducing litter will not minimize the use of water but will result cleaner water flowing to creeks and the Bay.

Solid Waste: Waste reduction and diversion. Reducing litter will not directly minimize the volume of material sent to a landfill.

NEXT STEPS

Upon direction from the Committee, staff may conduct additional research, or work with the Keep Hayward Clean and Green Task Force to do more public outreach to discourage littering, including assisting with the Task Force's #Hayward beautiful campaign.

Prepared by: Jeff Krump, Solid Waste Program Manager

Recommended by: Alex Ameri, Director of Utilities & Environmental Services

Approved by:



Kelly McAdoo, City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 18-017

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT

Sustainable Groundwater Management: Cooperating Agreement with East Bay Municipal Utility District to Jointly Develop a Groundwater Sustainability Plan for the East Bay Plain Subbasin

RECOMMENDATION

That the Committee reviews this report and recommends to the Council approval of the proposed Cooperating Agreement between the City of Hayward and East Bay Municipal Utility District to jointly develop a Groundwater Sustainability Plan for the East Bay Plain Subbasin.

ATTACHMENTS

Attachment I Staff Report



DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT Sustainable Groundwater Management: Cooperating Agreement with East Bay Municipal Utility District to Jointly Develop a Groundwater Sustainability Plan for the East Bay Plain Subbasin

RECOMMENDATION

That the Committee reviews this report and recommends to the Council approval of the proposed Cooperating Agreement between the City of Hayward and East Bay Municipal Utility District to jointly develop a Groundwater Sustainability Plan for the East Bay Plain Subbasin.

SUMMARY

The Sustainable Groundwater Management Act (SGMA) was signed into law in 2014 to provide for comprehensive and sustainable management of groundwater resources within the State. The legislation provides a framework for groundwater management at the local level through formation of Groundwater Sustainability Agencies (GSAs) and implementation of Groundwater Sustainability Plans (GSPs). Hayward became the GSA for the portion of the East Bay Plain Groundwater Subbasin underlying the City in June 2017. The East Bay Municipal Utility District (EBMUD) is the GSA for the remaining portion of the Subbasin. Staff has negotiated a Cooperating Agreement with EBMUD to work together to prepare a single GSP for the entire Subbasin. This report provides information on key terms and provisions of the draft Cooperating Agreement, as well as an update on grant funding that will help offset the cost of developing the GSP.

BACKGROUND

The Committee has received periodic updates on City activities related to implementation of SGMA, most recently at the July 10, 2017 meeting. A report was presented to the Council Sustainability Committee on [July 10, 2017](#) provides background on the legislation, local groundwater basins, the City's decision to become a Groundwater Sustainability Agency (GSA) for the portion of the East Bay Plain Subbasin that underlies Hayward's boundaries, and the roles and responsibilities of GSAs.

As the GSA for a portion of the East Bay Plain Subbasin, the City is responsible for developing and implementing a Groundwater Sustainability Plan (GSP) to sustainably manage and utilize groundwater within its management area without causing undesirable results. The remainder of the East Bay Plain Subbasin will be managed by East Bay Municipal Utility District (EBMUD). Based on direction from the Committee and with City Council approval, the City entered into a Memorandum of Understanding (MOU) with EBMUD in July 2017 to negotiate a Cooperating Agreement, under which the parties would jointly prepare a single GSP for the entire Subbasin. Working collaboratively with EBMUD will reduce duplication of technical work and thus the cost of preparing a GSP for both agencies.

DISCUSSION

Cooperating Agreement

The MOU between the City and EBMUD establishes a framework for the parties to negotiate in good faith the terms of a Cooperating Agreement for sustainable management of the East Bay Plain Subbasin in its entirety, incorporating principles of collaboration, a clear governance and decision-making structure, stakeholder involvement, equitable cost-sharing, and effective dispute resolution. Through regular communication and discussion over the last several months, staff from both entities have prepared a draft Cooperating Agreement setting forth roles, responsibilities, cost-sharing, and other commitments to jointly develop a single GSP for the East Bay Plain Subbasin in compliance with SGMA. Staff envisions that the Cooperating Agreement would be amended, or a new agreement would be negotiated to implement the GSP in the future.

Key provisions of the draft Cooperating Agreement include:

- **Development of the GSP.** The draft Cooperating Agreement acknowledges the parties' intent to develop a single GSP for the entire East Bay Plain Subbasin which meets all SGMA requirements and anticipates the use of outside technical consultants to complete some of the work. While EBMUD is expected to be the contracting entity, the draft Agreement defines contract procurement and administration procedures that provides both parties with representation in the selection of consultants and oversight of technical work products.
- **Collaborative Working Structure.** The draft Cooperating Agreement sets out a working structure for the GSAs that incorporates a Steering Committee to provide overall direction and management, and a Technical Team to oversee preparation of the GSP, including development of technical data and sustainability objectives. The Technical Team will also coordinate input from basin stakeholders and interested parties.
- **Stakeholder Communication and Engagement.** SGMA requires implementation of outreach and communication with groundwater basin stakeholders to ensure that their interests are considered in developing the GSP. The draft Cooperating Agreement commits the parties to implement a Stakeholder Communication and Engagement Plan

consistent with the State Department of Water Resources (DWR) Guidance Document. In addition to public meetings and web-based materials, the parties will jointly create a Technical Advisory Committee and Interbasin Working Group to provide input and share information.

- **Cost Sharing.** As noted earlier, there are advantages to both agencies in combining efforts and sharing the cost to develop a single GSP. It is estimated that development of the GSP will cost about \$2 million, including staff costs and consulting services. Each party has agreed to be responsible for paying for its own internal staff costs. The Parties have negotiated a cost allocation of 35 percent for the City and 65 percent for EBMUD for technical consulting services, based on benefits to each agency and relative Subbasin coverage. The City overlies some of the most productive portions of the East Bay Plain Subbasin. Therefore, even though Hayward's GSA coverage accounts for less than 20 percent of the total size of the East Bay Plain Subbasin, the City's proposed cost allocation of 35 percent for technical consulting services reflects that a significant amount of effort will be dedicated to studying and establishing sustainable management criteria for the southern portion of the East Bay Plain Subbasin, beneath the City. The proposed cost share allocation also considers EBMUD's added responsibilities for being the contracting entity and agreeing to administer the consultant contract and grant funding.

As discussed further below, in early February, staff received notification that the State is recommending awarding a \$1 million grant to Hayward and EBMUD to prepare a GSP for the East Bay Plain. The grant would help fund approximately half the cost to prepare the plan. With the grant funding, Hayward's share of the cost to prepare the GSP is estimated to be about \$350,000, with approximately \$200,000 being reimbursed to EBMUD to pay for technical consultant costs and the remaining \$150,000 in City staff costs. The actual consultant and staff costs to prepare the GSP will be better known after the consultant services are procured and staff has a better understanding of the required level of effort.

- **Dispute Resolution.** The parties have agreed to meet in good faith to resolve any disputes that may arise, and if necessary, process amendments to the Cooperating Agreement to implement terms of the resolution. In the unlikely event that a dispute cannot be resolved, provisions for cancelling the Cooperating Agreement are also included.

Grant Funding

Under Proposition 1, approved by voters in November 2014, DWR has established the Sustainable Groundwater Planning Grant Program to provide funds for GSP development and implementation. In September 2017, DWR released the Groundwater Sustainability Plans and Projects Proposal Solicitation Package for grant funding related to development of GSP, for which both Hayward and EBMUD were eligible. Since only one GSA per basin could apply, EBMUD was the lead agency, and with Hayward's support, submitted a grant application in

October 2017 for \$1 million. In February 2018, DWR announced its recommended awards for grants, which includes awarding the full \$1 million to EBMUD and the City for preparation a GSP for the East Bay Plain Subbasin. The grant would fund about one-half of the estimated cost of preparing the GSP.

ECONOMIC IMPACT

The City's cost to develop the GSP is estimated at \$350,000, if EBMUD and Hayward receive the full \$1 million in grant funding from DWR. Costs for implementing the GSP have not been fully evaluated and will largely depend on actions needed to sustainably manage the basin. SGMA provides mechanisms for GSAs to recover costs for groundwater management through water rates, pump and extraction fees, and grants. The City's costs are difficult to estimate at this time, but are not expected to significantly affect customer water rates.

FISCAL IMPACT

The Water Improvement Fund in the Capital Improvement Program (CIP) includes funds for groundwater-related activities such as preparation and implementation of a GSP. Based on an initial scope of work developed for the Cooperating Agreement, the City's share of the cost for developing the GSP is estimated at \$350,000, assuming that EBMUD and Hayward receive the full \$1 million in grant funding from DWR. Staff anticipates that the estimate will increase once work on the GSP begins and the internal resources needed to support development of the GSP are better understood. The existing allocation in the CIP is sufficient to fund the City's share of preparing the technical studies and investigations, along with developing a GSP that complies with SGMA requirements. Implementation costs will depend on the needed actions. There will be no impact on the General Fund.

STRATEGIC INITIATIVES

This agenda item does not directly relate to one of Council's Strategic Initiatives.

SUSTAINABILITY FEATURES

The City's emergency wells are an important part of Hayward's water supplies and critical to reliably delivering water in the event of an earthquake or other disruptions to imported surface water supplies. Hayward's role as a GSA and responsibility for developing a GSP provide the authority to ensure that the groundwater beneath the City is protected and sustainably managed for the future. A long-term commitment to groundwater sustainability increases Hayward's overall water supply reliability, maximizes local sources, and diversifies the City's water supplies, which will help the City respond to future water supply uncertainties and the effects of climate change.

PUBLIC CONTACT

As noted in the discussion, SGMA requires active stakeholder participation in development of GSPs to ensure common understanding and transparency throughout the process. Key

stakeholders include large groundwater users and neighboring agencies, such as the Hayward Area Park and Recreation District and Chabot College, Alameda County and Alameda County Water District.

Staff has developed an interested parties list to keep stakeholders apprised of the City's activities, and together with EBMUD, will be implementing a Stakeholder Communication and Engagement (C&E) Plan. The C&E Plan provides a roadmap for meeting SGMA's requirements for stakeholder outreach and incorporates a broad variety of communication methods, including stakeholder meetings, social media, and websites. The C&E Plan also calls for formation of a Technical Advisory Committee (TAC), comprised of individuals with relevant technical backgrounds, to review technical documents and provide comments and recommendations. The TAC will include professionals with diverse perspectives and experience.

City and EBMUD staff held a stakeholder meeting for the East Bay Plain Subbasin at the Hayward City Hall on February 27. During the meeting, stakeholders received information on the development of the GSP and opportunities for participation. The meeting also provided a forum for stakeholders to offer input into the process. Future meetings will be held as the GSP process moves forward. Both the City and EBMUD also maintain websites where interested parties can access information and updates. The City's website may be viewed at <https://www.hayward-ca.gov/content/sustainable-groundwater-management>.

NEXT STEPS

If the Committee concurs, staff will take the necessary actions to bring a resolution to the City Council authorizing execution of the Cooperating Agreement with EBMUD in late March. Staff will continue to update the Committee on the progress of sustainable groundwater management activities.

Prepared by: Jan Lee, Water Resources Manager

Recommended by: Alex Ameri, Director of Utilities & Environmental Services

Approved by:



Kelly McAdoo, City Manager



CITY OF HAYWARD

Hayward City Hall
777 B Street
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www.Hayward-CA.gov

File #: ACT 18-013

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT

California Youth Energy Services - 2017 Results

RECOMMENDATION

That the Committee reviews this report and provides direction regarding the City's participation in the 2018 California Youth Energy Services program.

ATTACHMENTS

Attachment I Staff Report
Attachment II 2017 CYES Summer Report



DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT: California Youth Energy Services – 2017 Results

RECOMMENDATION

That the Committee reviews this report and provides direction regarding the City's participation in the 2018 California Youth Energy Services program.

SUMMARY

California Youth Energy Services (CYES) is a program that trains and employs youths and young adults to provide energy and water conservation assessments and installations for residents in their community, at no cost to the customer. The City hosted CYES this past summer and this report provides an overview of the program structure and highlights the energy and water savings achieved because of the program.

BACKGROUND

Rising Sun Energy Center (Rising Sun), a Bay Area nonprofit established in 1994, has a mission to empower individuals to achieve environmental and economic sustainability for themselves and their communities. Through a partnership with the East Bay Energy Watch (EBEW) and the Pacific Gas & Electric Company (PG&E), Rising Sun operates the CYES program, which equips and employs young adults to provide no-cost energy and water conservation services to residents. This service, called a Green House Call, is offered to both homeowners and renters. CYES staff evaluates homes for efficiency, installs conservation equipment, and provides personalized recommendations for further savings. The City started hosting CYES in the summer of 2010, and most recently finished the seventh year of this partnership in 2017.

Rising Sun operates the CYES program by setting up local offices in partner cities. The program commences with Rising Sun, along with the partner city, conducting a community marketing and outreach campaign in the spring to generate an interest list of residents that can be served by the summer program.

In the spring, Rising Sun also conducts a youth and manager recruitment campaign to hire local Youth Energy Specialists (between fifteen and twenty-two-year olds) from the partner cities. The CYES program includes youth training, Green House Calls to residents, installation of energy and

water conservation fixtures, and distribution of education materials. Additional information pertaining to Green House Calls can be found in the last update presented to the Committee on [November 14, 2016](#).

DISCUSSION

2017 Program

Attachment II provides a summary of the accomplishments of the 2017 CYES program in Hayward. The 2017 CYES program in Hayward provided employment and training to nine young Hayward residents. CYES targets “hard-to-reach” populations. In 2017, they served 240 households, of which 32% were renters and 81% were low-moderate income households.

The annual water savings for Hayward residents who participated is estimated to be 1.89 million gallons. The installation of energy-saving devices resulted in an estimated annual reduction of 41,151 kilowatt hours of energy and 328 therms of natural gas, thereby preventing thirty-two metric tons of carbon dioxide from entering the atmosphere each year. As part of the outreach effort, the City of Hayward Guide to Recycling Services was distributed at each Green House Call to promote proper sorting of waste and to inform residents of available services provided by the City and Waste Management.

Youth Energy Specialists installed the following equipment in Hayward homes in 2017:

- 1,807 LED light bulbs
- 209 LED night lights
- 217 LED flood lights
- 234 efficient-flow showerheads and aerators (provided by the City at no cost)
- 145 Tier 2 advanced power strips (to reduce phantom power usage)

2018 Program

The City is working with Rising Sun to continue to operate in Hayward. The program guarantees deliverables of 200 homes served, and eight local youth hired, for a City contribution of \$20,000. An important aspect of this program is the community marketing and outreach, which occurs in the spring. This community engagement is used to generate interest in program. Compared to other cities served by CYES, Hayward is unique in that residents have responded very favorably in the past, and have elected to be on a waiting list for these services. Outreach efforts in the spring will continue to generate interest and can be focused on “hard-to reach” communities.

In early 2018, the City was selected as a Bay Area Integrated Regional Water Management outreach partner, and received a grant in the amount of \$50,000. The City intends to allocate \$20,000 of the grant funds to enhancing CYES program activities in the Tennyson Corridor.

City staff met with CYES representatives in January to discuss the potential impact of the grant. City and CYES staff envision directly engaging affected communities by hiring locally, with

focused effort to recruit youth from the Tennyson Corridor, to ensure that outreach is conducted by individuals that reflect the community they are serving.

As part of the expanded scope of work, staff intends to integrate a water needs assessment through CYES' post program survey data collection in disadvantaged communities within the City. Staff desires to gain insight from the community's feedback to understand their water needs and concerns, and to identify potential long-term watershed and habitat restoration projects that could benefit these communities. Staff is seeking the Committee's input regarding the questionnaire that will be utilized to gain insight to the needs identified by the community.

ECONOMIC IMPACT

CYES provides services to all community members, regardless of income, but the program is designed to serve "hard-to-reach" residents, including renters, low-moderate income households, and non-English speaking households. Youth Energy Specialists are also hired locally, providing professional training and employment opportunities to young adults while encouraging a sense of community pride. While the energy and water savings tend to be the focus of the program's highlights and accomplishments, the workforce development aspect is also an integral component of the program's success, as it adds value to the local community. Youth Energy Specialists also provide clients with a customized report with recommendations for further energy and water savings, including suggested changes in behavior which can have a substantial impact on lowering their monthly utility costs.

FISCAL IMPACT

CYES is part of the program offerings of the EBEW, which is a local government partnership with PG&E and cities in Alameda and Contra Costa Counties. A portion of Rising Sun's CYES program is funded by PG&E and grant funding. Rising Sun has reported that the average total cost of running of a CYES satellite office in 2017 was approximately \$150,000. This cost includes youth salaries, manager salaries, site set-up and breakdown, outreach and marketing, equipment and materials, transportation, planning, coordination, and all overhead costs. Rising Sun anticipates a slight increase to the overall program costs in 2018 due to the recent increase of minimum wage. This increase affects many of the seasonal employees as they earn either minimum wage or scaled up from minimum wage. In 2017, and in previous years, the cost share of the partner cities was \$20,000, which the City paid from the Water Enterprise Fund. In addition to hard costs, there is also an in-kind contribution request of office space (which has been provided by the Hayward Unified School District for the past four years), water conservation devices (i.e. aerators, showerheads), and staff assistance with marketing and outreach. In 2018, the City's contribution is expected to be \$20,000 from the Water Enterprise Fund, and \$20,000 in grant funding provided by IRWM.

STRATEGIC INITIATIVES

This agenda item supports the Complete Communities Strategic Initiative. The purpose of the Complete Communities strategy is to create and support structures, services, and amenities to provide inclusive and equitable access with the goal of becoming a thriving

and promising place to live, work and play for all. This item supports the following goal and objectives:

Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods.

Objective 2: Foster a sense of place and support neighborhood pride.

Objective 4: Create resilient and sustainable neighborhoods

Objective 5: Actively value diversity and promote inclusive activities

This agenda item supports the Tennyson Corridor Strategic Initiative. The purpose of the Tennyson Corridor strategy is to develop an attractive, cohesive, thriving Tennyson Corridor through thoughtful engagement of residents, businesses and community partnerships. This item supports the following goal and objectives:

Goal 5: Increase Community Resiliency.

Objective 1: Increase awareness of and access to City services

Objective 6: Reduce resident utility bills through efficiency

SUSTAINABILITY FEATURES

Energy

A key component of the CYES program is to assist Hayward residents with lowering energy use in their homes. To date, the program has saved more than 129 million lifetime kWh, more than 3 million lifetime therms, and 104,630 metric tons of CO2 emissions.

Water

A primary goal of the CYES program is to assess resident's water use, and install high efficiency water-saving devices to lower their water consumption. In 2017, the program enabled Hayward residents to save 1.89 million gallons of water.

NEXT STEPS

If directed by the Committee, staff will work with Rising Sun on a contract to host CYES in 2018. In addition, staff will utilize the Committee's input when planning the outreach component of the program. Upon completion of the program, staff will report back to the Committee with the results and accomplishments.

Prepared by: Carol Lee, Sustainability Specialist

Recommended by: Alex Ameri, Director of Utilities & Environmental Services

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager

2017 SUMMER REPORT



CALIFORNIA YOUTH ENERGY SERVICES



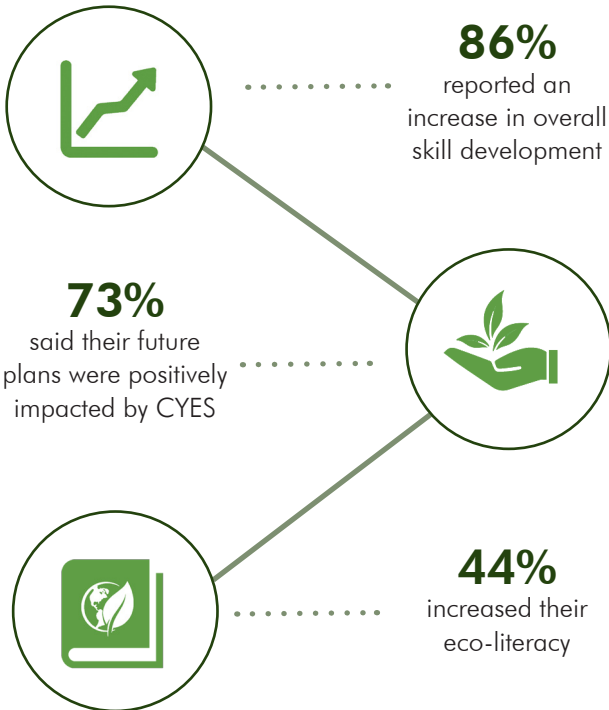
In the summer of 2017, Rising Sun partnered with the City of Hayward for the seventh year to host a CYES program. CYES employed 9 Hayward youth and served 240 Hayward City residences.

Rising Sun Energy Center, a local nonprofit, partners with cities and PG&E Energy Watch Partnerships to deliver the CYES program. CYES employs local youth to perform energy efficiency and water conservation assessments and installations in local homes – at no cost to the customer. Since 2000, CYES has served 42,667 customers and employed 1,688 young adults. To date, the program has saved over 129.2 million lifetime kWh, over 3.1 million lifetime therms, and 104,630 metric tons of CO² emissions.

CYES employs local young adults in a meaningful, positive work experience where they can make a difference in their community, help the environment, and shape their future success. Our youth Energy Specialists work in teams of two to provide their neighbors with no-cost Green House Calls. In addition to job training, Energy Specialists participate in weekly professional development workshops. CYES youth are empowered to take direct action to mitigate climate change, while also gaining valuable job experience.

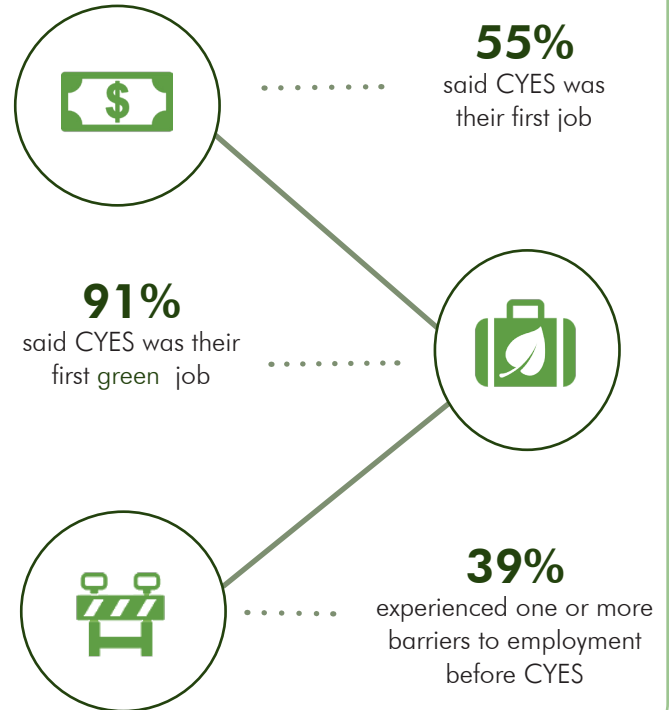
YOUTH IMPACT

2017 PROGRAM - WIDE



YOUTH DEMOGRAPHICS

2017 PROGRAM - WIDE



YOUTH TESTIMONIALS

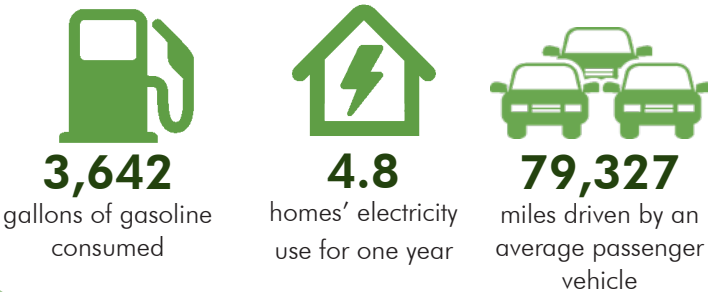
"Through CYES, I stepped out of my comfort zone and enhanced my leadership skills. It is a great program and a great first job for young people."

"Working for CYES this summer I learned new skills, like customer service, and was given the ability to work with diverse people."

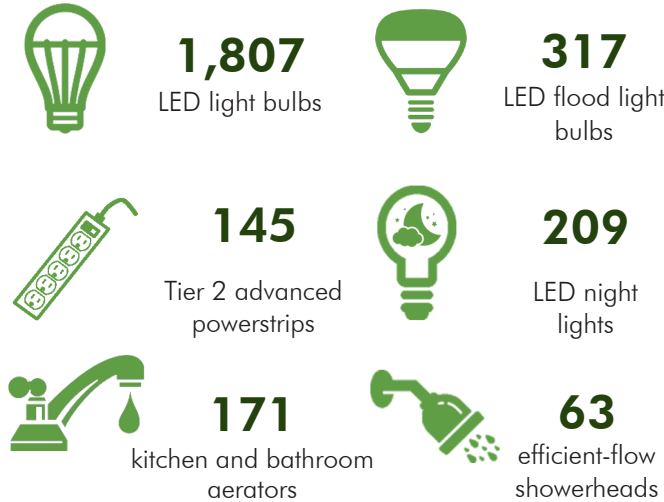
ENERGY AND WATER SAVINGS



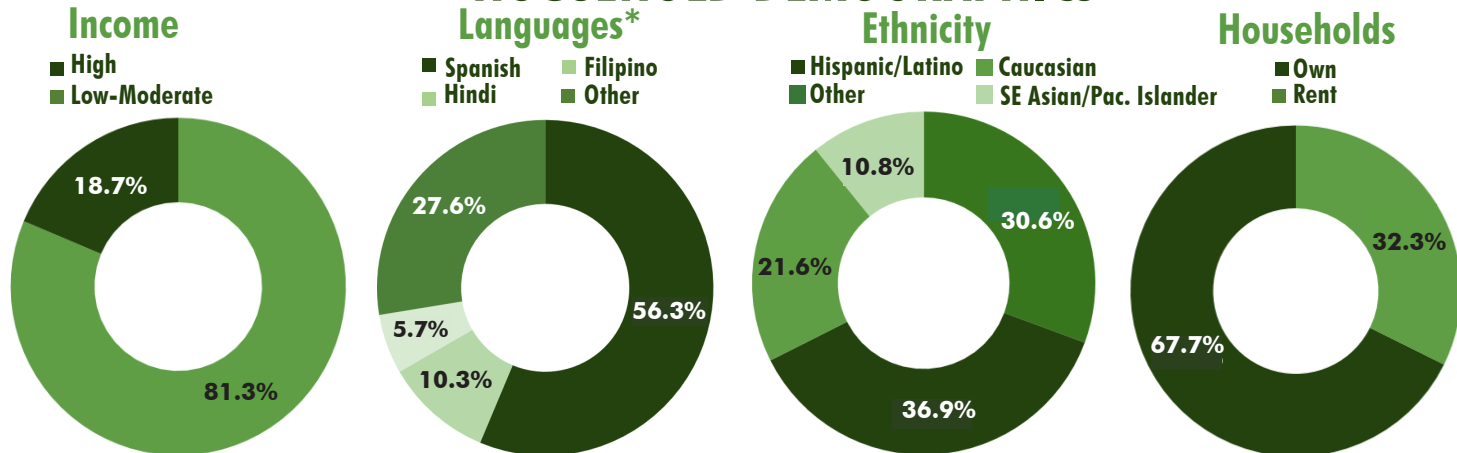
Youth Energy Specialists installed energy- and water-saving devices in local homes, which led to the annual reduction of 41,150.56 kWh, 328.34 therms, and 1.89 million gallons of water, preventing 32.4 metric tons of CO² from entering the atmosphere each year. This is equivalent to avoiding CO² greenhouse gas emissions from the following:



MATERIALS INSTALLED



HOUSEHOLD DEMOGRAPHICS



*Languages spoken at home other than English

CLIENT FEEDBACK



"I am very satisfied. The guys have lot of knowledge and showed us how to do everything. I give five stars out of 5. Very excellent!"

"Terrific information. Energy Specialists were knowledgeable and great teachers! Thanks for an excellent service."



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: ACT 18-014

DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT

Proposed 2018 Agenda Planning Calendar

RECOMMENDATION

That the Committee reviews and comments on this report.

ATTACHMENTS

Attachment I Staff Report



DATE: March 12, 2018

TO: Council Sustainability Committee

FROM: Director of Utilities & Environmental Services

SUBJECT Proposed 2018 Agenda Planning Calendar

RECOMMENDATION

That the Committee reviews and comments on this report.

DISCUSSION

The Committee's regular meeting schedule is the second Monday in January, March, May, July, September, and November. In 2018, this schedule conflicts with two City holidays. September 10 is Admission Day and Veterans Day will be observed on November 12. Staff suggests that the Committee meet on September 24 and November 26, 2018.

For the Committee's consideration, staff suggests the following tentative agenda topics.

May 12, 2018
Establishing 2025 and 2030 GHG Reduction Goals (Action)
Anti-Idling Programs (Action)
Progress Toward 2025 ZNE Goal (Action)
Bike Share Programs (Action)
July 9, 2018
Clean Cars 2040 Act (AB-1745) (Action)
Building Electrification & Reducing Natural Gas Use (Action)
WMAC Franchise Agreement Annual Report (Informational)
Car Sharing (Informational)

Unscheduled Items
Sustainable Groundwater Plan
Accelerating Multifamily Building Upgrades (California Energy Commission grant)
Stormwater Trash Reduction Requirements
Laundry to Landscape Ordinance
Tiny Homes
Electrify America's Investment Plan
Bulky Pickup Service & Illegal Dumping (What Works Cities)
Long Term Water Conservation Framework
Current Drinking Water Quality Testing

NEXT STEPS

Upon direction from the Committee, staff will revise the above list and schedule items accordingly for 2018.

Prepared by: Erik Pearson, Environmental Services Manager

Recommended by: Alex Ameri, Director of Utilities & Environmental Services

Approved by:



Kelly McAdoo, City Manager