



DATE: June 25, 2026
TO: Clean and Green Commission
FROM: Maintenance Services Director
SUBJECT: Clean and Green Commission Fiscal Year 2027 Budget and Financial Report for Keep Hayward Clean and Green Events

RECOMMENDATION

That the Clean and Green Commission review and discuss the Fiscal Year 2027 budget, as adopted by the City Council on June 2, 2026 and authorize staff to process expenditures from the budget to support the operation of the Keep Hayward Clean and Green Community Cleanup Events organized by the Commission.

SUMMARY

On June 2, 2026, as part of the Fiscal Year 2027 budget approval process, the Hayward City Council approved an allocation of \$10,000 from the General Fund to support the activities of the Clean and Green Commission and the Keep Hayward Clean and Green Community Cleanup Events.

BACKGROUND

The Hayward City Council has historically allocated \$15,000 annually to support the operations and activities of the Keep Hayward Clean and Green community events. Funding was reduced to \$5,000 during Fiscal Years 2021 and 2022, restored to \$15,000 in Fiscal Year 2023, and then reduced to \$10,000 in Fiscal Years 2024 and 2025. The current fiscal year budget allocation remains at \$10,000.

DISCUSSION

The proposed Fiscal Year 2027 budget includes funding for several recurring expenditures associated with cleanup event activities. Consistent with past practice, the Clean and Green Commission generally authorizes staff to approve expenditures of up to \$500 without prior Commission approval. Expenditures exceeding \$500 are presented to the Commission for review, discussion, and approval.

These recurring expenditures are identified in the attached Financial Report. A summary of anticipated standing expenditures, along with other items purchased on an as-needed basis, is

provided below. While this summary may not include every potential expenditure, it reflects the types of purchases typically authorized by the Commission in prior years.

This document is intended to serve as a planning tool and may be revised as needed based on Commission discussion, direction, and input.

Food and Beverage: This item is recurring expenditure and is reflected in the attached Financial Report. The Commission typically allocates \$300 per cleanup event for the purchase of snacks and refreshments for volunteers. Staff generally coordinates and facilitates these purchases. The final food-related expenses for each event are reported and updated in the monthly Financial Report presented at the Commission meeting following the event.

Portable Wash Stations & Restroom: This item is a recurring expenditure and is reflected in the attached Financial Report. The Commission budgets for the rental of portable handwashing stations and restroom facilities at event locations where permanent restroom amenities are unavailable.

Actual costs for this item are contingent upon the selection of cleanup event locations for calendar year 2027 and an assessment of the availability of existing restroom facilities at those sites. Staff are responsible for coordinating these services, as needed, and providing updates to the Commission through the monthly Financial Report.

Event Supplies: Event supplies are purchased on an as-needed basis and may include items such as safety vests, gloves, litter grabbers, paper towels, clipboards, pens, and other related materials. The Event Planning Subcommittee is typically responsible for monitoring inventory levels and coordinating with staff on expenditure under \$500. Proposed expenditures exceeding \$500 will be presented to the Commission for review and approval. Updates on expenditure will be provided through the Commission's monthly Financial Report.

Event Equipment: Event equipment is purchased on an as-needed basis and may include items such as tables, chairs, canopies, and other event-related equipment. The Event Planning Subcommittee is responsible for maintaining inventory records and identifying replenishment needs. The subcommittee coordinates with staff on expenditures under \$500, while expenditures exceeding \$500 are brought before the Commission for approval. Updates on expenditure will be provided through the Commission's monthly Financial Report.

SWAG (Promotional Items): Promotional items, including community giveaways, awards, prizes, and other branded materials, are purchased on an as-needed basis. The Event Planning Subcommittee determines appropriate items and coordinates purchases with staff. Expenditures under \$500 may be approved administratively, while expenditures over \$500 will be presented to the Commission for approval. Updates on expenditure will be provided through the Commission's monthly Financial Report.

Beautiful Yard Contest: This is an ongoing annual expenditure and is reflected in the attached Financial Report. The top three (3) winners of the Beautiful Yard Contest will receive Yiftee gift cards in the amounts of \$200, \$150, and \$100, respectively. These award amounts have been

increased from prior years. Expenditure updates will be provided through the Commission's monthly Financial Report.

Seed Packets: This is an ongoing expenditure and is reflected in the attached Financial Report. Seed packets are purchased for promotional and outreach purposes and are distributed to event volunteers and community members at various tabling events. The requested expenditure will support the purchase of materials needed to assemble approximately 500 wildflower seed packets. Updates on expenditure will be provided through the Commission's monthly Financial Report.

Verizon Wireless: This ongoing expenditure covers the annual data service plan for two Commission iPads and is reflected in the attached Financial Report.

Zoom: This expenditure covers the annual subscription cost for the Keep Hayward Clean & Green Zoom account. The account is used by Commission subcommittees to conduct virtual meetings. This annual charge is typically incurred in July and is reflected in the attached Financial Report.

FISCAL AND ECONOMIC IMPACT

This \$10,000 was appropriated in the General Fund as part of the Fiscal Year 2027 budget approval process.

NEXT STEPS

Upon final approval, staff will process all standing expenditures and will provide an updated monthly Financial Report at the Clean and Green Committee meetings.

Prepared by: Colleen Kamai, Administrative Supervisor

Recommended by: Armando Quintero, Streets Maintenance Manager

Approved by:



Todd Rullman, Maintenance Services Director