



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Hayward City Hall, Room 2A
777 B Street, Hayward
April 26, 2018

I. Call to Order

Meeting called to order by Chair Andrews at 7:09 p.m.

II. Pledge of Allegiance:

Pledge of Allegiance led by Task Force Member Sharon Eva.

III. Roll Call:

City Council & Staff: Council Member Mendall; Todd Rullman, Director of Maintenance Services, Rod Affonso, Streets Maintenance Manager; and Kimberly DeLand, Administrative Supervisor

Task Force Members Present: Angela Andrews, Blytha Bowers, Lynne Clifton, Alison Divine, Sharon Eva, Arti Garg, Suzanne Gayle, Jeffrey Haman, Stephen Ochoa, Tim Romano-Pugh, and Megha Salpekar

Task Force Members Absent: Ginny Delaney, Jillian Hogan, Chuck Horner, Hasieb Lemar, Scott Schroder, Rick Solis, Tawana Smith, and Wandra Williams

Youth Commission Liaison: None

Guest (Visitor Sign-In): Jamie Delgadillo

IV. Public Comments:

a. None

V. Approval of Meeting Minutes from March 22, 2018

It was motioned/seconded by Task Force Members Tim Romano-Pugh and Arti Garg and passed by majority vote to approve the March 22, 2018 meeting minutes 11:0:0 (8 absent).

VI. Presentations

a. **Adopt A Block Update**

Chair Andrews: We will table this for next meeting.

b. **Community Engagement Ad Hoc Update**

Chair Angela Andrews: We will table this for next meeting.

c. Truck Loading Debrief

Chair Angela Andrews: We did a test run to have City staff load the truck, bring the truck to the event site, and return the truck and unload the item back into the shed. It was a pilot program to see what your thoughts are on this program and get Task Force Members' feedback. We had some questions from our last meeting that Todd can address related to the use of City resources to load the truck for the Task Force.

Director Rullman: Every weekend we have a Weekend Litter program where court referrals come in and they can complete community services hours. We do not get many court referrals, but every time there is a Keep Hayward Clean & Green event we schedule two full-time employees to work the event. Whether there is an event or not, we have two full-time employees scheduled and they get paid even if there is no cleanup event. I did not view it as additional impact on City resources to assist with the task of loading the truck. From the City's perspective, we do not have a preference one way or another. Our priority is to support the Task Force and the work that you do for the City. We will continue to support the group however we can. There is no additional impact to provide this service.

Chair Angela Andrews: Any additional questions? Any feedback? Maybe we can go around the table to get everyone's feedback.

Discussion: Based on what Todd is saying, since there is no additional impact on resources we should continue to have staff load/unload the truck.

I like the idea of City staff loading/unloading the truck because this task is outside the Task Force Members' commitment. This also sends a message that if someone has a physical disability and if he/she is unable to load/unload the truck then it sends the message that we do not want those individuals to be part of the Task Force.

Some appreciate the previous comment because some individuals are unable to help with the loading and unloading of the truck.

When the City staff loads/unloads the truck it seems less hectic.

When City staff loads/unloads the truck it seems that more Task Force members were involved in loading the truck at the end of the event. Whereas when Task Force Members were taking the truck back to the yard, members were disappearing. It seemed much smoother.

Some do not mind loading/unloading the truck. Some suggestions when loading the truck, there is a check list on the front door. We were missing a few items at the last event (i.e., broom).

Chair Angela Andrews: If we continue this process, we should be willing to do a run back to the shed if items are needed. There are lots of things to load and even when the Task Force Members load the truck, we forget items. The check list is new. When a veteran loaded the truck he/she knew what items to bring to the events, but when new members came aboard we created the checklist to ensure all the items were loaded into the truck.

Director Rullman: As City staff continues to load the truck, we will fine tune the process. The check list should be updated as needed.

Streets Manager Affonso: Prior to the last event, I personally loaded the truck. The last event I was in Chicago so staff loaded the vehicle. Also, Kimberly and I spent several hours cleaning out

the shed, organizing it, looking at your stock, and tossing items you did not need. I will feel better if we have the agreement that the Task Force will make a run to the shed if something is missing. Now that the shed is straightened, it will be easier to load all the items that are needed to avoid a run back to the shed. How many brooms are needed?

Feedback: We need a push broom and a kitchen broom.

At the last cleanup we had people stop by and they didn't know we had cleanup events with the City and they asked if the staff gets paid to do the cleanup events. Is it okay to say they are on scheduled time?

Director Rullman: Yes, absolutely.

Streets Manager Affonso: The best answer is to let them know that this is part of the litter program that operates on the weekend.

Feedback: Some appreciate that City staff provides this service. There may have been too hard of a push for every member to help load/unload the truck. Not everyone should have to do everything. There are some members who are better at some things than others and they can contribute using his/her strengths. We all have talents, we should use those talents, and not feel bad if we are not contributing in other areas. People may have felt bad because there was so much pressure to load the truck. Going forward we should be careful putting people in a position where they feel uncomfortable doing something that they cannot physically do. As far as supplies, we should discuss the events so we can communicate how much supplies are needed at the event. The larger events we will need more grabbers and other supplies.

Some felt that having the truck loaded/unloaded by City staff was one less responsibility that we have as a Task Force. However, if this is one less task that we do as Task Force Members, maybe we can take that time to dedicate toward other duties we have as a Task Force.

Some like that City staff loads/unloads the truck because it is difficult for some members to help with this task on Friday morning or Friday evenings.

Chair Angela Andrews: Generally, it sounds like you are in favor of having City staff continue to load/unload the truck. We have the Community Engagement Fair on May 12th and we only need to be at the event from 11:00 AM to 1:00 PM, maybe we can have others check out the shed and do an inventory on the supplies. We can have veterans and new members take notes, review the checklist, and provide feedback to the Task Force. I will add a section on the Community Engagement signup sheet for those who want to help with the shed. The new time frames for the event is 11:00 AM to 12:00 PM and 12:00 PM to 1:00 PM. Kimberly can elaborate why the hours changed.

Kimberly DeLand: Originally, I thought the Task Force had to be at the event from 8:00 AM to 4:00 PM. The volunteers who are participating in the actual clean up arrive at 8:00 AM. The Task Force will have a table setup from 11:00 AM to 1:00 PM.

Streets Manager Affonso: Are we missing one canopy? Do we need three canopies at every event?

Chair Angela Andrews: No we don't need three at each event. We only need three canopies for the big events.

d. Cleanup vs. Beautification Ad Hoc Committee

Chair Angela Andrews: Last month we discussed an Event Design Ad Hoc Committee so I wanted to bring this back for discussion. Instead of having leads for each event, we will have core group to organize all the cleanup events. Todd and I have been coordinating the beautification events and it has been time intensive. Arti, do you want to elaborate on the thoughts you had from the last meeting?

Task Force Member Garg: We have been incorporating more beautification events and murals as part of our events. There has been some discussion on how we design these events.

Chair Angela Andrews: For the large Earth Team project that was on the Chair, Vice Chairs, and a few other members. For the mural boxes, Suzanne has been our coordinator. As far as the beautification events, Todd has been checking in with me regarding the location.

Task Force Member Garg: We wanted to make sure that the beautification events did not overshadow the cleanup events. The Event Design Committee can determine what the next generation of events look like. This is a standing committee to do the pre-planning for the events. Like what Blytha was saying that we each have different talents. Right now, we are each assigned to an event; however, it happens to be the same individuals who do the same tasks. This committee can include some veteran and new members. Some people have the time to do the pre-planning and others do not.

Chair Angela Andrews: Do we have any feedback on the structure of these committee related to Event Design/Cleanup Committee vs. Beautification Committee vs. Team Leaders for each event?

The proposition is to have an Event Design/Cleanup Committee to plan all the events instead of having two leads in charge of each event. The Event Design/Cleanup Committee will be a core group of individuals who will plan all the cleanup events and make sure that everything is set up for each event.

Task Force Member Garg: You could have a person in charge the day of the event.

Task Force Member Bower: So, you will have a group/committee who will be responsible for all events. What kind of duties will the committee be responsible for?

Task Force Member Garg: There are two ways to structure this committee. I was thinking that the committee can be used for planning and take care of the tasks that take place the week before the event other than driving around the area. It makes sense to spread out the duties the day of the event. The pre-planning seems to be the same people but the day-of task works out better.

Task Force Member Clifton: That is a lot of work for a few people and I would not want to be on that committee.

Task Force Member Gayle: There is a lot more to the pre-planning. That is a lot to ask of one or two people from the Task Force to do the pre-planning every month. For the new members, it is beneficial to lead an event and you can learn so much by leading an event. You don't get the full appreciation for an event until you have lead an event.

Task Force Member Clifton: Leading an event and driving the area is a good way to get to know your area so you can direct the volunteers to an area that needs attention.

Task Force Member Gayle: As you gain experience, you can provide feedback on the mapping process. Also, the rest of the Task Force is relying on a few individuals to do the pre-planning and if those individuals cannot fulfil this task then we cannot proceed as smoothly with the event.

Task Force Member Clifton: The only ones who can go out to drive the areas every month are the ones who do not work and that is not fair that this task falls on a few individuals. There may be other ways to pre-plan an event by advertising our events. Maybe we can talk to the school principals, provide some flyers, and ask if they can help distribute them.

Task Force Member Garg: If you are going to have leads for each event, it takes a couple of hours to do this task and you really need two people to complete this task thoroughly and it should be in our bylaws. Some people join the Task Force and they don't realize the commitment.

Task Force Member Clifton: If you are unable to drive the area, you can partner with another member to help with this task. I partnered with Suzanne on an event even though I was not the second lead for the event and we help each other out with this task.

Task Force Member Bower: I thought this conversation began at the last meeting because of the issue with mapping and who is going to do the mapping before the day of the event. There were two thoughts: (1) if we continue with our current process, one of the two leads will be responsible for the mapping. Not necessarily do the mapping, but responsible for that process; or (2) there is a group of us that will map all the events. I thought this was in response to the mapping process and not all the other aspects of the event. We could map all the events for the year and they will be done. At the beginning, maps came with the package. They were not as extensive as they are now, but the packet included maps. I am open to either.

Chair Angela Andrews: Why did the maps become more extensive?

Task Force Member Bowers: It worked out better because the day of the event the maps only had streets...the process was not easy, it was cumbersome and that is why the mapping changed. Especially for the volunteers. Some of the volunteers knew the area and others did not know the area. I like the idea of people being responsible and we signed up as a commitment. We shouldn't be thinking of how to do less. We should be thinking of what is more efficient. Everyone should have an opportunity to get involved with the task. The bylaws do state we have cleanup events but the bylaws do not necessarily have to state that this includes pre-planning. If you are uncomfortable about planning an event, then don't raise your hand to volunteer for that task. In the past not everyone leads an event, but maybe you stepped up for something else. I don't believe we had a time where everyone had to lead an event. We should work as a team where we can call on each other for help.

Task Force Member Clifton: It is a good idea to sign up with a veteran. If you partner with a veteran it is not as intimidating, because it can be intimidating if both leads are new.

Task Force Member Gayle: We ask for signups, we can indicate veteran so the new members can partner with the veterans. This is intimidating, but it can also be rewarding. Those of us who have been around are happy to help and partner with the other members.

Task Force Member Haman: This is my first event that I am leading with Arti. I have taken it upon myself to do the driving, do the mapping, and looking at the forms. For me, I had a lot of questions and taking the lead helped me iron out those questions. I think it is a good idea for everyone to lead at least one event so you know what is going on with the task force.

Task Force Member Garg: I have been on the Task Force for four years and I have never known that it was an expectation to do one cleanup per year. There was discussion that people want to do stuff in addition to the cleanup events. I don't think it is a matter that people want to do less, but there have been some indications that individuals want to do other tasks or events. I prefer not planning an event and I rather focus on other tasks for the Task Force.

Chair Angela Andrews: I am not sure if want to bring it to a vote at the next meeting. We can go around to see what you think or add it as an agenda item for the next meeting to implement an Event Design Committee.

Task Force Member Bowers: Do we want to talk about mapping separate?

Chair Angela Andrews: I think that mapping is part of being a lead. At the last meeting we talked about reaching out and get training. Jeff took it upon himself to learn the mapping and drove around and that is what we want to see in leads. If you need training, you need to let us know. Since we already had one training, others can reach out for training as needed.

Task Force Member Clifton: I would like to consider mapping for the whole year next year. We can get three people together and we can talk to Todd to see if we have all the areas. We can try it and will be done for the year. The leads can still drive the areas.

Chair Angela Andrews: Kimberly, for the next agenda will you add: (1) Mapping for the year and (2) Event Design vs. every Task Force Member Leading an event.

Council Member Mendall: If there is something you do not want to do, like lead an event, Council expects you to lead in another area. I suggest that you find something that you want to lead. For example, Arti took on the Data Collection. Everyone needs to do something. If you do not want to lead an event, think about what you want to own for the next year.

Chair Angela Andrews: Ali has taken on technology.

e. Policy Update
i. Public Art

Chair Angela Andrews: The Policy Committee discussed drafting a letter. We spoke to Stacey in Development Services that we want to see more public art. There is not a lot of budget for public art, but we can write a letter of support of an impact fee when a large development comes into the community and the community will benefit. Two of the projects have a community benefit public art as part of their project.

Council Member Mendall: It is good to have guidelines that projects above a threshold must have public art.

Task Force Member Garg: You would like to see guidelines and a letter of support?

Council Member Mendall: Both will be helpful. Having guidelines with number associated with it will be helpful.

Chair Angela Andrews: If you have ideas, email me. Especially if you know what other cities have in place. For example, Oakland has public art requirement for certain projects. Email me your ideas that you would like us to consider, we will bring it back to the group for approval, and present

it to Todd and Stacey for their review. What is a good time frame for you to provide feedback? Two weeks?

Task Force Member Garg: The Policy Ad Hoc Committee meets the second Tuesday of each month so having the information before then will be helpful.

Chair Angela Andrews: The second Tuesday of May is May 8th, so we will request your feedback by May 7th. Kimberly, will you email the Task Force that we will take Public Art ideas for letter of support by May 7th. For example, I am working on a project and the City of Oakland requires us to have a certain percentage of the project to support public arts.

Task Force Member Gayle: Alameda County requires 2% of any construction project to go toward public art that can be seen from the street. The contractor can install the art themselves or give the money to the Alameda County Art Commission that will be publicly viewed.

ii. Slogan anti-littering policy effort incl. enforcement, education, awareness campaign

Chair Angela Andrews: We want to get some ideas on slogans we can incorporate into the monthly event flyers.

Task Force Member Garg: Let's take five minutes to write down slogan ideas for advertising campaigns.

f. Financial Report

Kimberly DeLand: There was one reimbursement. Next month you will find a Facilities fee from HUSD for the use of their facilities and to cover the cost of the custodian to open the facility.

Director Rullman: This is a usage fee for the use of the restrooms. We have an in-kind agreement with the school district, but because this event falls outside of their normal hours so there is a fee of \$144. The direction that we got from the Task Force is that we did not want portable restrooms.

Discussion: There was discussion about the Task Force doing work on the school property so why are they charging a fee. Chair Angela Andrews and Director Rullman indicated that in general the Task Force will not do work on the school property going forward. Moving forward this will be probably be a fee that HUSD will continue to collect from the Task Force.

VII. Action Items

a. Canvas Bags

Chair Andrews: We will table this for next meeting.

VIII. Community Cleanups and Upcoming Events

a. Ruus Park 03/24/18 – Task Force Member Horner & Clifton

Chair Angela Andrews: Any feedback from Task Force Member Clifton on the Ruus Park event?

Task Force Member Clifton: There were several people from the Downtown Street Team at the event. They congregated near the registration desk and some of the conversations were not appropriate. A few people asked them to move to another area.

Chair Angela Andrews: I called Downtown Streets Team and I believe this is the first time they did not have a lead person. I will remind them that they need a lead.

b. Longwood Elementary 04/28/18 – Task Force Members Garg & Haman

Chair Angela Andrews: The next event is at Longwood Elementary. Arti and Jeff are the leads for this event and we are good on the mapping.

Discussion: The Task Force reviewed the individual tasks for this event.

There was discussion if there are organizations that will pick up shopping carts the day of the event. Many organization will not show up the day of the event to pick up carts especially if they do not know who the carts belong to because they may make a trip to the location and they carts do not belong to them. Task Force Member Ochoa spoke to a statewide non-profit who put him in touch with a local company and they were reluctant to pick up the day of the event and the best estimate to pick up the carts was later that week.

There is metal mixed with the trash. When the trash is brought back to the yard, any sizable pieces of metal will get separated from the trash and get recycled.

c. Community Engagement Fair 05/12/18

Chair Angela Andrews: May 12th is the Community Engagement Fair. I have the signup sheet for the Community Engagement Fair. Steve and Jeff will do the Inventory/Supplies at the shed.

IX. Announcements/Updates

Council Member Mendall Update: None

Director Rullman Updates: None

Chair Andrews Updates: I will not be at the event this Saturday. All American Festival is coming up. We have an Ad Hoc Committee in charge of the summer events and if this is an event that you'd like to have table please look at the information.

There is a flyer from Litteratti; they did a presentation with the Task Force. They have a campaign to where students can win cash for their school.

Kimberly DeLand: There are Task Force business cards and tent cards on the back cabinet. Please take some to distribute.

X. Adjournment (8:24 PM)