

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Thursday, January 24, 2019

7:00 PM

City Hall, Conference Room 2A

Keep Hayward Clean and Green Task Force

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Task Force on items not listed on the agenda. The Board 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 Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

APPROVAL OF MINUTES

1. [MIN 19-004](#) Meeting Minutes from November 15, 2018

Attachments: [Meeting Minutes 11-15-18](#)

PRESENTATIONS

TRI-CED - EILEEN RIENER

CITYWIDE CLEANUP DAY 04/27/18 - ERIK PEARSON

FINANCIAL REPORT - KIMBERLY DeLAND

ACTION ITEMS

BYLAW RECOMMENDATION TO COUNCIL FOR NAME CHANGE

PURCHASE CANOPY FOR \$1,875

DONATION OF \$1,000 TO DOWNTOWN STREETS TEAM

COMMUNITY CLEANUPS AND UPCOMING EVENTS

BIG 5 01/26/19 - VC GINNY DELANEY

LONGWOOD ELEMENTARY 02/23/19 - VC HAMAN

ANNOUNCEMENTS AND UPDATES

COUNCIL MEMBER UPDATES

STAFF UPDATES

CHAIR UPDATES

ADJOURNMENT

NEXT MEETING – To be announced

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



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777 B Street
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File #: MIN 19-004

DATE: January 24, 2019

TO: Keep Hayward Clean and Green Task Force

FROM: Director of Maintenance Services

SUBJECT

Meeting Minutes from November 15, 2018

RECOMMENDATION

Approve the November 15, 2018 Regular Meeting Minutes

ATTACHMENTS

Meeting Minutes from November 15, 2018



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Hayward City Hall, Room 2A
777 B Street, Hayward
November 15, 2018

I. Call to Order

Meeting called to order by Chair Divine at 7:00 p.m.

II. Pledge of Allegiance:

Pledge of Allegiance led by Task Force Member Lenora Taylor.

III. Roll Call:

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

Task Force Members Present: Blytha Bowers, Frederica Brewer, Lynne Clifton, Ginny Delaney, Alison Divine, Sharon Eva, Suzanne Gayle, Jeffrey Haman, Sarah Low, Bert Manzo, Anika Patterson, Tim Romano-Pugh, Scott Schroder, Lenora Taylor, and Jacquelyn Young

Task Force Members Absent: Chuck Horner, Hasieb Lemar, Adithya Naresh, Megha Salpekar, and Tawana Smith

Youth Commission Liaison: None

Guest (Visitor Sign-In): None

IV. Public Comments:

- a. **Task Force Member Bowers:** I want to provide an overview of the Task Force goals and accomplishments. Our goal is to preserve the environment and enhance the visual appearance of the City through the engagement of others. We accomplish this goal through our clean up and landscape events.

Make a Difference Day is one of our larger events and in 2014 we had over 400 participants. We support the Adopt A Block program and we established the annual Citywide Garage Sale.

We focus on three major areas:

- Community/Cleanup Events
- Community Engagement
- Policies that supports a clean and green environment

Discussion: We support and recommend policy?

Director Rullman: Yes, for example the Task Force supported the Illegal Dumping Policy that holds the property owners responsible for maintaining and keeping the public right-of-way fronting his/her property free of trash and debris. The Task Force advocated for this policy and gained Council's support for this policy.

Vice Chair Delaney: Council Member Mendall encourages the Task Force to support policy. We have a Policy Ad Hoc Committee where we discuss ideas like partnering with Waste Management or support banning plastic bags and plastic straws and we bring ideas to the Task Force.

- b. **Chair Divine:** East Bay Community Energy (EBCE) Community Presentation is Thursday, November 29th from 6:30 PM – 8:00 PM at City Hall, 777 B Street, Conf. Room 2A, Hayward. Representatives will present on the new, cleaner energy options available to Hayward community members. Representatives will also present on Clean Vehicle Rebate Project (CVRP), the state rebate program for electric vehicles, how to apply for rebate, rebate amounts, and eligibility.

V. Approval of Meeting Minutes from October 25, 2018

It was motioned/seconded by Task Force Members Delaney and Bowers and passed by majority vote to approve the October 25, 2018 meeting minutes with the amendment to show Council Member Mendall as present for the October meeting 15:0:0 (5 absent).

VI. Presentations

a. **Downtown Streets Team Update – Amanda Olson**

Amanda Olson: I am here to provide an update on the Downtown Streets Team (DST) and request a donation of \$1,000 to partner with the Task Force, which will include five team members at eight cleanup events in 2019 (?).

The DST started in Palo Alto in 2005. The homeless people feel that the worst thing about being homeless is “The way people look down on me.” DST is helping homeless people rebuild their lives through the dignity of work.

DST Model: (1) Homeless and low-income people volunteer with us and work collaboratively on beautification projects around the community; and (2) in return, Team Members receive a basic needs stipend while receiving case management and employment services. Basic Needs Stipends are (1) designed to eliminate panhandling and to prevent “survival mode” (2) tied to levels (participation); and (3) non-cash.

As a result, 90% of the DST participants reported improved self-esteem, pride, and/or a sense of self-worth. DST partners with several organizations and continues to grow.

DST has weekly meetings every Tuesday from 12:30 – 1:30 PM at the Hayward Area Historical Society, 22380 Foothill Blvd., Hayward.

b. **Financial Report**

Kimberly DeLand: Since the last meeting, there were two reimbursements, food/drink purchase for the last beautification event, a facility use fee at Tennyson High School, and the purchase of business cards.

Discussion: There was discussion on partnering with churches or renting a port-a-potty for the beautification events at the Hayward schools.

VII. Action Items

a. Discuss and Approve the Bylaw Recommendations

Director Rullman: I talked to the City Attorney about changing from a Task Force to a Commission and these are the highlights of our conversation:

- City Charter (Chapter 9) may limit the desire to change from Task Force to a Commission. The City Attorney Office previously determined that the Task Force is not a Charter-level advisory body, consequently term limits do not apply. City employees, residents, non-residents who are not registered to vote are eligible to be appointed (within the Council's discretion).
- Commissions do have term limits, City employees cannot serve on a commission, and commissioners must be registered voters.
- The Council will likely determine if the Task Force can be renamed a commission.
- A Council resolution renaming the Task Force could spell out that it is not a Chapter 9 advisory body.
- Recommendation: If desired, the Task Force should move forward with its list of recommendations to the Council (Name change and become a Commission) and get Council's concurrence in the form of a resolution. After the resolution, the bylaws should be updated.
- Alternatively, the Council could confirm that it is a Charter-level commission, in which case the restrictions (term limits, etc.) would apply

Chair Divine: My recommendation is to change the membership from 30 to 20; change from a Task Force to a Commission; and change our name to Clean & Green Commission.

Discussion: What is the advantage of changing from a Task Force to a Commission? Task Force sounds temporary, recruiting new members is difficult as a "Task Force" because it seems temporary, and there can be some branding issues.

Some members feel that the community is familiar with Keep Hayward Clean & Green as a Task Force and it is part of the Task Force's story with the community. Some members indicated that Task Force seem temporary or short-term.

During the recruitment process there needs to be a better description for Keep Hayward Clean & Green and more publicity for this group. The Community Engagement Fair at the Citywide Cleanup Event at Weekes Park provides an opportunity to reach out to the community and provide information about KHCG.

It was motioned/seconded by Task Force Members Romano-Pugh and Brewer and passed by majority vote to make recommendations to Council to change from a Task Force to a Commission 14:0:1 (5 absent).

It was motioned/seconded by Task Force Members Low and Taylor and passed by majority vote to make recommendations to Council to change the membership from 30 to 20 members 14:0:1 (5 absent).

It was motioned/seconded by Task Force Member Romano-Pugh and Vice Chair Haman and passed by majority vote to table the recommendation to change the name 15:0:0 (5 absent).

b. Approval of 2019 Meeting & Beautification Events

It was motioned/seconded by Task Force Member Manzo and Vice Chair Haman and passed by majority vote approve the 2019 Meeting & Beautification Events 15:0:0 (5 absent).

VIII. Community Cleanups and Upcoming Events

a. Tennyson High School 10/25/18 Task Force Members Bowers and Eva

Task Force Member Bowers: This event was Make A Difference Day and CSUEB usually provides many students. The event went well. We collected 191 items.

Discussion: We have participants who are dropped off at the event who are under 18 years old and they sign their own forms. Are we supposed to stop the parents and have them sign the form before they leave the event? Some of the students go with the adults. It is recommended that there should be at least two adults when taking students.

Does the form indicate that students will go with adults? The form says, "Please note: Adult supervision is NOT provided by the City of Hayward at this event. All volunteers under the age of 18 must be accompanied by a participating adult."

b. Palma Ceia Park 11/15/18 Chair Divine and Task Force Member Romano-Pugh

Chair Divine: I am proposing that we cancel the event at Palma Ceia Park on Saturday due to the poor air quality due to the Camp Fires.

Discussion: How will the pre-registered volunteers know that the event has been cancelled?

Director Rullman: Kimberly drafted an email and we will send the volunteers an email that the event has been cancelled. Our Media team is aware that the event may be cancelled, and they are ready to send out the message on social media. We will take our electronic message board to the event site on Friday and bring it back Saturday to let participants know that the event has been cancelled.

The Task Force agreed to cancel the event.

IX. Announcements/Updates

a. Council Member Updates – None

b. Staff Update

Director Rullman: We are planning to have the February meeting at the new library, so the Task Force can also get a tour of the new library.

- c. **Chair Updates:** Thank you to Amanda Olson for providing an update on the Downtown Streets Team.

X. Adjournment (8:53 PM)

FY2019 Financial Report as of January 2019

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
07/01/17	Credit: Budget Allocation			\$15,000.00	\$15,000.00
07/01/16	Verizon Wireless	Annual Charge for Data Service for iPad \$38/mon.	\$456.00		\$14,544.00
08/02/18	Hayward ACE Hardware	Duct Tape and rope	\$74.05		\$14,469.95
08/02/18	Angela Andrews	Food for KHCG Meeting on 07/26/18	\$43.42		\$14,426.53
08/02/18	Angela Andrews	Food for KHCG Event on 07/28/18	\$2.68		\$14,423.85
08/14/18	Maintenance Services - Streets Division	KHCG Cotton Bags	\$1,550.00		\$12,873.85
09/04/18	Staples	Science in the Park Supplies	\$40.00		\$12,833.85
09/20/18	Bay Area Barricade	Plastic barricades for signs	\$499.73		\$12,334.12
09/20/18	Tap Plastics	Plastic backing for signs	\$400.37		\$11,933.75
09/20/18	Lucky	Food for KHCG Meeting on 09/22/18	\$52.52		\$11,881.23
09/24/18	Abacus Products, Inc.	KHCG ballpoint pens with stylus	\$668.01		\$11,213.22
09/24/18	Abacus Products, Inc.	Window Clings	\$690.89		\$10,522.33
09/24/18	Hayward Rubber Stamp	Name Tags for new members	\$181.09		\$10,341.24
09/25/18	Kim's Kustom Embroidery	KHCG T-Shirts	\$479.34		\$9,861.90
09/26/18	Mallory Safety & Supply	Safety Vests	\$489.97		\$9,371.93
10/08/18	Ginny Delaney	Starbucks Coffee for Event on 09/22/18	\$16.95		\$9,354.98
10/26/18	Suzanne Gayle	Dollar Tree, Joann, Safeway (Science in the Park)	\$104.93		\$9,250.05
10/26/18	US Bank (VISA)	Lucky, Water for Beautification Event 10/27/18	\$39.90		\$9,210.15
10/26/18	US Bank (VISA)	Facility Use of Tennyson High for Event 10/27/18	\$353.00		\$8,857.15
10/29/18	CEC Print Solutions	Business Cards for Ali Divine	\$86.15		\$8,771.00
11/15/18	Grainger	N95 Masks	\$157.28		\$8,613.72
11/15/18	Safeway	Food for KHCG Meeting on 11/15/18	\$70.04		\$8,543.68
		Total Credits:		\$15,000.00	
		Total Expenses:	\$6,456.32		
		Total Remaining in Budget:			\$8,543.68

NOTE Expenditures do not include the following:
Purchases that have not yet been added to the system

FY2019 Financial Report as of January 2019

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
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Allocations Made for Specific Projects Fiscal Year 2018

Date	Individual/Organization	Amount	Comments
	Reimbursements for Coffee and Breakfast Items	\$600.00	\$100 a month max
	TOTAL	\$600.00	

Remaining Budget \$8,543.68

Allocations \$600.00

Balance \$7,943.68