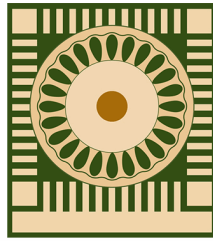


# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Thursday, November 15, 2018**

**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 18-148](#) Meeting Minutes from October 25, 2018

**Attachments:** [Meeting Minutes 10-25-18](#)

**PRESENTATIONS**

DOWNTOWN STREETS TEAM UPDATE - AMANDA OLSON

FINANCIAL REPORT - KIMBERLY DeLAND

**ACTION ITEMS**

DISCUSS AND APPROVE BYLAW RECOMMENDATIONS

*MEMBERSHIP CHANGE FROM 30 MEMBERS TO 20 MEMBERS*

*CHANGE FROM "TASK FORCE" TO "COMMISSION"*

*UPDATE NAME*

APPROVAL OF 2019 MEETING & BEAUTIFICATION EVENTS

**COMMUNITY CLEANUPS AND UPCOMING EVENTS**

TENNYSON HIGH SCHOOL 10/25/18 - TFM BOWERS & EVA

PALMA CEIA PARK 11/15/18 CHAIR DIVINE & TFM ROMANO-PUGH

**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.*



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** MIN 18-148

---

**DATE:** November 15, 2018

**TO:** Keep Hayward Clean and Green Task Force

**FROM:** Director of Maintenance Services

**SUBJECT**

Meeting Minutes from October 25, 2018

**RECOMMENDATION**

Approve the October 25, 2018 Regular Meeting Minutes

**ATTACHMENTS**

Meeting Minutes from October 25, 2018



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 2A  
777 B Street, Hayward  
October 25, 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 Sarah Low.

**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, Hasieb Lemar, Sarah Low, Bert Manzo, Adithya Naresh, Anika Patterson, Tim Romano-Pugh, Scott Schroder, Lenora Taylor, and Jacquelyn Young

*Task Force Members Absent:* Chuck Horner, Megha Salpekar, and Tawana Smith

*Youth Commission Liaison:* None

*Guest (Visitor Sign-In):* Veronica Noard, Monique Martin, Christine Peterson, Whit Guenther, Claudia Wong, Sarah Li, and Andrew Koo

**IV. Public Comments:**

- a. **Kimberly DeLand:** The Task Force requested new signs that are lighter for the cleanup events. The Traffic Division made one sign and a photo was presented to show the Task Force what the new sign will look like. The sign reads:

Keep Hayward Clean & Green  
Citizens Cleaning & Greening Hayward  
#HaywardBeautiful

**Streets Manager Affonso:** In the past we had the “arrow” at the bottom of the sign mounted in a way, so you can change the direction of the arrow. We installed the arrow with Velcro, so you can turn the arrow in any direction. Since the barricade will have the sign and arrow on both sides, do you want the arrows facing the same direction and permanently fixed to the barricade?

The group decided to have the arrow Velcro’s to the sign to have the flexibility to change the direction of the arrows.

- b. **Task Force Member Delaney:** Suzanne Gayle did a wonderful job of organizing Science in the Park. Suzanne had some creative ideas and did lots of work to prepare for the event.
- c. **Chair Ali Divine:** We have a mockup design of our canopy. We will not have the canopy for our next event. We still need to approve the purchase of the canopy, but we wanted to get feedback on the design. We did not get the information in time to approve it for this meeting, but we plan to approve the purchase at the November meeting.

**Kimberly DeLand:** Stayed Toon Print is the organization in Hayward and they provided a design for the 10' x 20' canopy. The company explained that this is an exhibit canopy and they felt it was stronger than some of the other canopy on the market.

**Discussion:** There was discussion on how easy this canopy is to setup. Kimberly will confirm the ease of setting up the canopy.

Some asked how the side panel attach and if you can leave them off the canopy. The panels are separate from the canopy and do not have to be attached to the top.

There was discussion on a white canopy vs. having the black canopy. Stay Tooned Print suggested black because it will not show the dirt as much when you are setting up the tent from place to place.

- d. **Chair Ali Divine:** We have special guest tonight. We have two women who are practicing interpreting for sign language classes.

## V. Approval of Meeting Minutes from September 20, 2018

It was motioned/seconded by Task Force Members Delaney and Clifton and passed by majority vote to approve the September 20, 2018 meeting minutes 16:0:1 (3 absent).

## VI. Presentations

- a. **Financial Report – Kimberly DeLand:** Since your last meeting we received the ball point pens and window clings and they are in the shed. I ordered name tags, t-shirts, and safety vests for the new members with extra shirts and vest to store in the shed as needed. There was a reimbursement for food for the last cleanup event.
- b. **Task Force Member Bowers** suggested that the Task Force members approve to purchase a table for the next St. Rose Volunteer Dinner in October. It will be nice if Keep Hayward Clean & Green had a table and we can designate how many seats will be for our honoree and guest(s).
- c. **Discuss KHCG Bylaws – Article III Membership**

**Chair Ali Divine:** We discussed changing Article III of our Bylaws from 30 members to 20 members. We also discussed changing our name from Keep Hayward Clean & Green

Task Force to the Clean & Green Commission. Todd spoke to the City Attorney to get more information about these changes.

**Director Rullman:** There was concern that changing the group to a Commission will evoke term limits. After talking to our City Attorney, he felt comfortable allowing the group to recommend changing from a Task Force to a Commission as long as the scope of work for the group will not change and he is supportive of the recommendation.

**Chair Ali Divine:** There are two reasons I am in favor of changing to a Commission: (1) it will help with our recruitment for new members and (2) Task Force suggests a short-term assignment. I want to stay active in the community and “Commission” will suggest long-term commitment.

**Discussion:** Some agreed that Task Force suggests short-term assignment. When the new member applied for a Board & Commission, this Task Force was not listed as a group to join. Are there other Task Force groups?

**Council Member Mendall:** This is the only permanent standing group. The City had other short-term Task Force groups.

**Discussion:** Do we have material that is printed with “Task Force” and will we have to spend money to re-print the material? Yes. Maybe we can use the material that we have in stock and when we need to make new purchases, we can have the new name printed.

Can we make a motion today to make the changes?

**Director Rullman:** I don’t think we are able to make a motion today. I want to have further discussion with the City Attorney’s office about the language in the Bylaws. We will make a change to the membership and we will need to take it to Council for approval. If we want to move on this soon, I will try to have it ready for the November meeting.

**Discussion:** If any of the Task Force members become a City employee, the employee can stay on the Task Force, but cannot be on a Commission.

**Council Member Mendall:** If you are thinking of changing the name of the group, you may want to consider a shorter name.

**Discussion:** Is there any other issues we need to consider (i.e., term limits)?

**Director Rullman:** The City Attorney and I discussed term-limits because that was the concern the group had when we talked about this last time.

**Discussion:** The one disadvantage of moving to a Commission is that any member who becomes City of Hayward employee will need to resign from the Commission.

The bylaws indicate that the members who miss meetings/events can make up absences by attending another Hayward sponsored event. It seems that this is not enforced and this may be an area we can discuss changing if it is not enforced.

**Chair Ali Divine:** Have we allowed make up absences in the past?

**Kimberly DeLand:** Yes, we allowed members to work at Science in the Park, Downtown Street Party, or other events to make up for unexcused absences.

**Discussion:** If we change to a Commission will this still apply?

**Council Member Mendall:** Ultimately it is up to Council to decide if members are meeting the threshold. If you fall below the threshold, you risk the chance of being removed from the Task Force. Council is looking for active members.

**Discussion:** Other Commission have a requirement for their members to attend 75% of the meetings. Does that apply to the Task Force? Yes

There are times when our event conflicts with another event. For example, our October event is the same day as the Library Grand Opening.

**Chair Ali Divine:** We are going to discuss the 2019 Calendar and part of the reason we take the time to set our schedule is to hopefully avoid conflicts. We will outline our schedule tonight. We will not vote or finalize it tonight, but we want to talk about the location we want to focus on for 2019. For the next 30 day we can look at the other events in the area and we can adjust our schedule in November.

**Discussion:** What is the timeline to complete the bylaws? Where do we want to be in three months?

**Chair Ali Divine:** Hopefully after Director Rullman talks to the City Attorney, we can have the changes done by November; otherwise by January.

**Discussion:** At that point we will be voting on the membership change, name change, and Commission change? Yes

**Council Member Mendall:** You are voting on a recommendation to Council to make these changes.

#### **d. 2019 Meeting & Beautification Events Calendar (26:09)**

**Chair Ali Divine:** There is a spreadsheet in our packet, so we can set our 2019 Meeting and Beautification events. This spreadsheet also shows where we did our 2018 events for each month.

There is a map showing the 2017 Trash & Debris CRM's by Code Enforcement. This map will show the hot spots in Hayward to guide us when we are deciding on location for next year.

**Discussion:** Who generated the map?

**Kimberly DeLand:** I worked with our Technology Services Department and we generated a report from Access Hayward of our Trash & Debris – Public Property requests. Technology Services created the map showing the location of the request for each Code Enforcement Area. In the lower left corner of the map, there is a summary showing the total requests for each Code Enforcement Area and the breakdown by quarter.

**Discussion:** Does Code Enforcement Area 4 include the Bay?

**Director Rullman:** Yes, it does. Area 4 has lots of Industrial Park and there is not much activity in those areas. We have more activity in the smaller area that is detached, along Huntwood, and the railroad tracks.

**Discussion:** We considered changing one of our cleanup events to coordinate with Coastal Cleanup Day, so we can partner with the Shoreline Interpretive Center.

**Discussion:** There was discussion about various location the Task Force can have their Beautification events.

The heavy areas on the map are many of the area where the Task Force has their cleanup events.

Based on Code Enforcement Area 8, there seems to be a cluster of requests near Foothill and Mission Boulevards, maybe close to Downtown. We may want to consider a cleanup near Downtown

There seems to be a cluster of requests in Area 1, maybe in the Burbank area.

**Director Rullman:** Staff is recommending Mt. Eden High School, which is scheduled in January, but this is flexible, and we can move it to a different month. The reason we chose Mt. Eden High School there is an area on Hesperian Boulevard, across from Mt. Eden and we can do a beautification event. The second recommendation is scheduled in July on Tennyson Road. The Task Force helped with the Tennyson Corridor project and we will be on Tennyson near Ruus Road, so we wanted to recommend this area as a beautification event.

**Chair Ali Divine:** Historically, July has been our lowest turnout, so having a beautification event may encourage more volunteers to attend.

**Discussion:** Is the Mt. Eden event on Hesperian? Yes, on the westside of Hesperian along the soundwall and we can plant trees. It will be nice if we can do some painting.

We talked about adding an education event. Tri-Ced is willing to come to a meeting to give us information to share and we can advertise as a partnership.

**Chair Ali Divine:** We can have Tri-Ced set up a table at one of our events and provide information to the volunteers.

**Discussion:** We can add an educational component to one of our events. Tri-Ced wants to do a presentation at one of our meetings and provide ideas for us to present to the public.

We can combine Tri-Ced ideas with the Downtown Street Fairs and all our events.

World Clean Up Day September 15, 2019 and Earth Day is April 22, 2019.

We can move our April event one week earlier, which will be closer to Earth Day. We are at the Community Engagement Fair at Weekes Park in April. We can incorporate Earth Day into our display at the Community Engagement Fair.

If Freshmen Day of Service is in April, we are missing out on a wonderful cleanup opportunity. We can reach out to the CSU to see if when their Freshmen Day of Service is scheduled.

**Council Member Mendall:** The City has a citywide cleanup that day.

**Discussion:** There was a suggestion to partner with various business or parks for 2019 events. If there are cleanup events in Downtown, we can partner with the Downtown businesses or Chamber of Commerce. This will be a good opportunity to reach out the businesses and promote “Certified Task Force Business” and provide the business with a window cling.

Are we going to get more of the Downtown Streets Team members to help next year? Downtown Streets Team will be presenting at the November meeting.

Some want to explore different area and partner with some of the businesses. Some businesses allow their employees to donate hours for public service. Some employees get paid-time off for volunteer opportunities.

**Tentative Meeting/Beautification Schedule:**

Meeting Date	Beautification Event	Location
01/24/19	01/26/19	Big 5
02/21/19	02/23/19	Longwood Elementary
03/21/19	03/23/19	Mt. Eden High School
04/25/19	04/27/19	Community Engagement Fair at Weekes Park
05/23/19	05/25/19	Southgate Community Ctr
06/20/19	06/22/19	Jackson St
07/25/19	07/27/19	Tennyson Rd @ Ruus Rd
August 2019 – No Meeting or Beautification Event Scheduled		
09/26/19	09/28/19	Shoreline Interpretive Ctr*
10/24/19	10/29/19	Industrial
11/21/19	11/23/19	Tennyson Rd or Community Gardens
December 2019 – No Meeting or Beautification Event Scheduled		

\* Dates may change based on when the Coastal Cleanup Day is scheduled

**VII. Action Items**

- a. None

**VIII. Community Cleanups and Upcoming Events**

- a. **Leidig Court 09/20/18**

**Chair Ali Divine:** We can talk about our September event on Leidig Court with Task Force Members Smith and Gayle.

**Task Force Member Gayle:** The planting portion of the event was completed quickly. We had lots of volunteers show up the day of the event to register.

**Discussion:** There was discussion about the lack of restrooms in the area.

The other issue is the proximity to the railroad track. Some of the volunteer want to clean along the railroad track and the volunteers are encouraged not to clean along the railroad tracks.

**b. Tennyson High School 10/25/18**

**Task Force Member Bowers:** The October event is Make a Difference Day. Zach Ebadi is here, and he helps us with Community Engagement. I'll let him introduce himself.

**Zach Ebadi:** I share my time with the City of Hayward and Hayward Area Recreation & Park District. I meet with Blytha every month about six weeks prior to your event. We met about two weeks ago to start planning for your November event. October is Make a Different Day which is a national event and we work with the students at Cal State University East Bay. As of today, you have 237 participants.

The morning of the event, I will be at Cal State East Bay. We already provided them with the waivers and we will have the students complete the waivers before arriving at the event site. Most of the students will have a wristband, which indicates that he/she is already registered, checked in, and signed the waiver. Our goal is to have most of the students checked-in before arriving at the event. For those who do not have a wrist band he/she should be directed a different area to complete the check-in process.

For the other events, Blytha and I meet six weeks prior to the event and we look at a five-mile radius around the event site. Within that five-mile radius we begin reaching out to the community, businesses, and organization encouraging them to come out to event.

For the 2019 schedule your planning looks good. My suggestion and one issue we found this year was we had three cleanups in a row that fit that five-mile radius, so by the time we reached the third event we were visiting the same organizations three times. Looks like you did a good job for 2019, but if there are events in the same area you may want to visit the area several months apart.

**Discussion:** Tim Romano-Pugh and Sharon Eva switched events. Sharon will co-lead the October event and Tim will co-lead the November event.

**Task Force Member Bowers:** The table setup was distributed so the Task Force Member can look at the layout. The Roles and Responsibilities were divided between the Task Force Members for the October event at Tennyson High School.

**c. Palma Ceia Park 11/17/18**

**Chair Ali Divine:** Tim and I will be the leads at the Palma Ceia Park event. We will collect can foods at this event.

**Discussion:** South Hayward Parish or the Fire Department will accept the can foods.

**IX. Announcements/Updates**

**a. Council Member Updates – None**

**b. Staff Updates – None**

**c. Chair Updates:** Thank you for going through this process and setting the schedule.

**Discussion:** Some of the Task Force Members did not get the notifications for the events starting in September. Some received notification from the Leaflet.

**X.     Adjournment (8:53 PM)**

# FY2019 Financial Report as of November 2018

## KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
07/01/17	<b>Credit:</b> 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
		Total Credits:		\$15,000.00	
		Total Expenses:	\$6,229.00		
		<b>Total Remaining in Budget:</b>			<b>\$8,771.00</b>

**NOTE** Expenditures do not include the following:

Purchases that have not yet been added to the system

\* Oct Financial Report shows \$469.73; final invoice of \$499.73 includes freight

\*\*Oct Financial Report shows \$164.63; additional invoice for \$16.46 for corrected name tag

# FY2019 Financial Report as of November 2018

## KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
------	-------------------------	-------	----------	---------	----------------

### Allocations Made for Specific Projects Fiscal Year 2018

Date	Individual/Organization	Amount	Comments
	Reimbursements for Coffee and Breakfast Items	\$700.00	\$100 a month max
	TOTAL	\$700.00	

Remaining Budget	\$8,771.00
Allocations	\$700.00
Balance	\$8,071.00