

# **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, October 25, 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 18-128](#) Meeting Minutes from September 20, 2018

**Attachments:** [Meeting Minutes 09-20-18](#)

**PRESENTATIONS**

FINANCIAL REPORT - KIMBERLY DeLAND

DISCUSS KHCG BYLAWS - ARTICLE III MEMBERSHIP - CHAIR DIVINE

2019 MEETING & BEAUTIFICATION EVENT CALENDAR - CHAIR DIVINE

**ACTION ITEMS**

**COMMUNITY CLEANUPS AND UPCOMING EVENTS**

LEIDIG CT 09/20/18 - TFM SMITH & GAYLE

TENNYSON HIGH SCHOOL 10/25/18 - TFM BOWERS & ROMANO-PUGH

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

**ANNOUNCEMENTS AND UPDATES**

COUCIL 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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**File #:** MIN 18-128

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**DATE:** October 25, 2018

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

**FROM:** Director of Maintenance Services

**SUBJECT**

Meeting Minutes from September 20, 2018

**RECOMMENDATION**

Approve the September 20, 2018 Regular Meeting Minutes

**ATTACHMENTS**

Meeting Minutes from September 20, 2018



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 2A  
777 B Street, Hayward  
September 20, 2018

**I. Call to Order**

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

**II. Pledge of Allegiance:**

Pledge of Allegiance led by Task Force Member Ginny Delaney.

**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:* Frederica Brewer, Lynne Clifton, Ginny Delaney, Alison Divine, Suzanne Gayle, Jeffrey Haman, Sarah Low, Bert Manzo, Adithya Naresh, Anika Patterson, Tim Romano-Pugh, Lenora Taylor, and Jacquelyn Young

*Task Force Members Absent:* Blytha Bowers, Sharon Eva, Chuck Horner, Hasieb Lemar, Megha Salpekar, Scott Schroder, and Tawana Smith

*Youth Commission Liaison:* None

*Guest (Visitor Sign-In):* None

**IV. Public Comments:**

- a. **Task Force Member Gayle:** The Hayward Volunteer recognition Awards Dinner is Tuesday, October 9, 2018 at the St. Rose Hospital's Grand White Tent, 27200 Calaroga Ave, Hayward. Social Hour is 5:45 PM, Buffet Dinner is 7:00 PM, and Presentation of Awards is 7:30 PM. If anyone is interested in attending this event and sitting at the Keep Hayward Clean & Green table, please let me know. I also have extra invitations with the details
- b. **Task Force Member Gayle:** Science in the Park is October 6, 2018, from 9:00 AM to 2:00 PM at the Alden E. Oliver Sports Park, 2580 Eden Park Place, Hayward. The Task Force will have a table at this event where the children will make a paper airplane with decorative paper, they can place stickers on the plane, and try to make the plane fly by pulling on a rubber band from a Keep Hayward Clean & Green pencil.

**V. Approval of Meeting Minutes from July 26, 2018**

It was motioned/seconded by Task Force Members Delaney and Romano-Pugh and passed by majority vote to approve the July 26, 2018 meeting minutes 12:0:1 (7 absent).

**VI. Presentations**

**a. Introduction of New Members**

**Vice Chair Ali Divine:** We will go around the room and have each member introduce themselves.

The members introduced themselves and provided some background.

**b. 2019 KHCG Meeting & Event Calendar**

**Vice Chair Ali Divine:** In October, we will dedicate the meeting to discuss and set the dates and locations for our 2019 Meeting/Beautification events. We will finalize the calendar in November.

**c. Discuss Updating Article III (Membership) of Bylaws**

**Vice Chair Ali Divine:** At a future meeting the Task Force will discuss if we want to update Article III (Membership) of the Keep Hayward Clean & Green Task Force Bylaws to reduce the number of members appointed to the Task Force.

**Task Force Member Young:** Why is there a need to reduce the number of members? Has there been a decrease in participation?

**Director Rullman:** The Task Force has never had 30 members and we have been averaging about 20 members. The Task Force may want to consider lowering the membership so there are not as many vacancies.

**Vice Chair Delaney:** What is the difference between a Task Force vs. Commission?

**Director Rullman:** A task force is usually organized to handle a specific task and disbands upon completion of the task.

**Task Force Member Taylor:** What is needed to change the bylaws?

**Director Rullman:** A majority vote from the Task Force.

**d. Inventory Training**

**Vice Chair Ali Divine:** The KHCG Clean Up Tracking Sheet is in the Google Drive under *KHCG/iPad/Inventory Tracking Sheets/KHCG Clean Up Tracking Sheet Blank*. We save it in the folder for the appropriate year and name the document using the clean-up date (i.e., MM-DD-YY KHCG Clean Up Tracking Sheet).

In the past, the leads for the event were provided with a hard- copy of this document and someone will fill in the number of items collected for each topic. I created an electronic version where you can enter the number in the cell to the right of the item. Or you may click on the (+) or (-) button and the number will increase or decrease for that item. The “Total Items Collected” will automatically calculate as you enter the quantity for each item.

The Task Force has an iPad that is used at the clean up events to access this document from the Google drive. We are in the process of getting a Surface Pro.

**Discussion:** There was discussion on how the cleanup events organized.

**e. Financial Report**

**Kimberly DeLand:** Since your last meeting there are two reimbursements and the Task Force authorized the transfer of \$1,550 to reimburse the Streets Division for the purchase of Cotton Bags with KHCG logo printed on the bags.

**Discussion:** What are the cotton bags used for?

**Vice Chair Ali Divine:** The Task Force will fill the bags with KHCG swag (pencil, pens, window cling, seeds, etc.) and use them as give-away items.

**VII. Action Items**

**a. Nominations of Chair**

It was motioned/seconded by Task Force Members Delaney and Romano-Pugh and passed by majority vote to nominate Ali Divine as Chair 13:0:0 (7 absent).

**b. Nominations for Vice Chairs**

It was motioned/seconded by Task Force Member Gayle and Vice Chair Haman and passed by majority vote to nominate Ginny Delaney as Vice Chair 13:0:0 (7 absent).

**Discussion:** What is the role of the Chair and Vice Chair?

**Chair Ali Divine:** The Chair sets the agenda before it is sent to the Task Force and published for the public. I will meet with Todd and Kimberly and we will discuss the topics that will be placed on the agenda.

The Vice Chairs will step in when the Chair is not available. We have two Vice Chair positions. Jeff and Ginny will figure out who will take on which responsibilities. There was originally one Vice Chair to assist the Chair in supporting the goals of the Task Force and fill-in for the Chair as needed. The second Vice Chair was created to head the Adopt-A-Block program. Jeff has done a great job initiating the Adopt-A-Block program.

**Discussion:** When we begin discussing the Cleanup Events, there will be different roles and responsibilities for all Task Force Members.

**c. Ball Point Pens w-Stylus Green, Qty 500 for \$670**

It was motioned/seconded by Task Force Members Romano-Pugh and Patterson and passed by majority vote to purchase Ball Point Pens w-Stylus Green, Qty 500 for \$670 13:0:0 (7 absent).

**Discussion:** How do we receive our budget? From the City? How much do we get per year? Are we voting to allocate our budget for these purchases?

**Chair Ali Divine:** At the end of our agenda packet, we have our Financial Report. Our year just started in July and we were given \$15,000 this year.

**Director Rullman:** When the Task Force first started, the budget was \$20,000. Since the funds were not spent completely, the budget was reduced to \$10,000. As we have grown the events, added beautification events, more volunteers have been attending and we provide food. This year we increased the budget to \$15,000. The additional \$5,000 covers food and some other miscellaneous items.

**Discussion:** The cotton bags and gloves come out of our budget?

**Director Rullman:** The items used by the Task Force comes out of your budget. The City has a separate budget to cover the Adopt-A-Block supplies.

**Discussion:** The supplies that are used for events is purchased from our budget? We buy the supplies from the City?

**Director Rullman:** Yes, you will let Kimberly know the supplies you need for your events and she will get a quote and the Task Force will vote to purchase the items or not purchase the items.

**d. KHCG Window Clings, Qty 1000 for \$694**

It was motioned/seconded by Vice Chair Delaney and Task Force Member Brewer and passed by majority vote to purchase KHCG Window Clings, Qty 1000 for \$694 13:0:0 (7 absent).

**Discussion:** There was discussion on how to use the window clings. The clings are used on the inside of a window. For example, a business can place the cling on the inside of their business window to advertise. There are vinyl stickers that can be placed on the exterior of the window.

**e. EZ Up w-Logo, Sidewalls, 10 x 20**

**Kimberly DeLand:** I have a couple of canopy options to show the Task Force with different print designs.

**EZUP4Less.com:** EZ Up Canopy Tent, Eclipse III, Aluminum 10' x 20', Sidewall Set 10' x 20' Duralon Eclipse

- Option 1 – Two Peaks: Logo and “Keep Hayward Clean & Green” printed on two peaks, long side for \$2,543 with sidewalls
- Option 2 – Two Peaks, Two Valances: Logo printed on two peaks, long side and “Keep Hayward Clean & Green” printed on two valances, long side for \$2,770 with sidewalls
- Option 3 – Full Bleed Digital, Four Peaks, Four Valances: Logo printed on four peaks, “Keep Hayward Clean & Green” printed on four valances for \$3,144 with sidewalls

**Stay Tooned Print:** 10' x 20' Canopy, 10' x 10' full wall, 10' x 20' full wall

- Option 1: 10' x 20 Canopy (including graphic design, deliver, and tax), one 10' x 20' wall, two 10' x 10' wall for \$1,875

The Task Force wants clarification from Stay Tooned Print on the following items:

- Is the canopy is made of vinyl?



- Cost to print the logo on two peaks (long side), “Keep Hayward Clean & Green” on two valances (long sides), and #HaywardBeautiful on two valances (short sides).

## **VIII. Community Cleanups and Upcoming Events**

### **a. Downtown Street Party 08/16/18**

**Chair Ali Divine:** The Downtown Street Party went well. The children enjoyed the game where they tried to retrieve the rubber duck from the pool with a small grabber and to win a prize. The Downtown Street Party is intended for children, so we had an activity for the children. When Suzanne and I discussed the activities for this event, we wanted something that was fun and interactive for the children and we can talk to the parents. Suzanne received questions about Adopt-A-Block and other topics. The Street Part was a success and the children were excited for the duckie game.

**Discussion:** Are there smaller grabbers for the kids? The grabber we have are too big for the children.

### **b. Bay Hill Community Church 07/28/18**

**Chair Ali Divine:** Hasieb and I were the leads for this event. We had a lower turn out at this event, but the summer events usually get a lower participant turnout.

We also had a few Beautiful Yard contest nominations from this event. The Beautiful Yard contest is a program the Task Force established where a couple of the Task Force Members will walk the neighborhood and we look for homes with a beautiful yard. We define a beautiful yard as one that is nice, well-maintained, and drought resistant. If we find a home with a beautiful yard, we will talk to the homeowner that we want to nominate him/her for the Beautiful Yard contest, we get them in contact with Kimberly, we take photos of the home/yard. At one of our future meetings, we will display the photos and vote on the most beautiful yard. We are trying to find other ways to nominate other people. Last year the first, second, and third place winner received a certificate, a gift card, and they were acknowledged at a City Council meeting.

### **c. Leidig Court 09/22/18**

**Chair Ali Divine:** Suzanne is one of our leads for the Leidig Court event.

**Director Rullman:** This event is a beautification event, which includes planting. There will be trash pickup also. Todd showed an aerial map of Leidig Court where the Task Force will have their staging area. Council has three strategic initiatives: Complete Communities, Complete Streets, and Tennyson Corridor. As part of the Tennyson Corridor Initiative, Maintenances Service will be replacing the landscaping on Tennyson Road starting at the east end near BART and continue west to complete the project in two years.

The beautification portion of this event will be in the median near Leidig Court from Whitman Street to the railroad tracks. We pulled the old landscape out, we took some dirt and soil out to level the grade, and we brought in some mature trees which have already been planted. On Saturday we will do planting. The plants are color coded and laid out. We usually pre-dig the holes for the plants. City staff will have the inside lanes blocked off with cones and City vehicles at each end of the median to make the area safe for staff and volunteers to work in the median. When directing the volunteers to the median, have them walk to the crosswalk to access the median. Do not have the volunteers jay walk.

The second map is the median design. City staff installed paver at each end of the median and various plant material will be planted in the middle area of the median. This is the first median we started on the Tennyson Corridor Initiative. Since this is a two-year project, my plan is to have the Task Force do the first median and do the last median in year and half or so.

**Discussion:** Do you have an estimate of how many volunteers are needed to do the beautification portion of this event, so the leads can direct the volunteers to the beautification or litter portion of the events. If we do not have enough volunteers who are interested in the beautification portion of the event, we have staff available to complete the project.

What is the event time?

**Chair Ali Divine:** The Task Force usually arrives at the site about 7:30 AM to setup tables, grabbers, and canopies. The volunteers arrive about 8:00 AM and we ask everyone to return about 11:30 AM so we can load the truck and return it to the Corp Yard. We have the walkie-talkies to communicate with the person driving the truck.

We ask that the Task Force member try to stay the whole time from 7:30 AM to 12:00 PM. However, we understand if you have plans and you need to leave early but ask that you try to stay for the whole event.

**Kimberly DeLand:** If you are unable to make the meeting or event, please email me so I can indicate your absence as “excused.”

**Director Rullman:** We try to be flexible, but we do report to Council on an annual basis the Task Force’s attendance.

**Discussion:** Can you provide an overview of how the events works? The Roles & Responsibilities was displayed, and Chair Ali Divine went through the list to who was interested in taking the lead for each task.

The Mapping Committee has each event mapped out of the immediate area around the event. A map will be provided to the volunteer to indicate where he/she is assigned to pick up trash. The volunteer will mark on the map where they left the bag of trash. When the volunteers return, the maps are given to the Task Force Member driving the truck to pick up the bags. We use the maps so send volunteers to different areas to clean. If there are families with small children, we will assign them to an area that is close to the staging area.

The leads will also use the maps to drive the area the day before the event to see if there are streets that need more attention than other streets, so we know where to send the volunteers. We do not want to send volunteers to a street that is clean.

Someone mentioned that there was lots of trash by the creek on Industrial and Huntwood, which is south of where we are staging. If there are older volunteers who can drive, we will send them to areas that are a bit further away from the staging area. We can also note this area for next year’s calendar. Keep in mind that there is a railroad track near Huntwood and volunteers need to be careful in that area. It can be dangerous to go down the creek also.

**Director Rullman:** If you see something that is dangerous, let us know or submit an Access Hayward request and we will take care of these items. Don’t put yourself in a dangerous situation trying to get items out of a creek.

**Streets Manager Affonso:** There will be two City staff at the event to assist at the clean up event. The day before City staff will do a sweep in the area and take the knuckle truck to pick up the large items.

**Discussion:** Where do we get our volunteer from?

**Chair Ali Divine:** The City's Public Information Office will promote our events. Their staff go to the businesses, churches, and community groups in the area to let them know that KHCG is having a clean up event. He will recruit them to come out to join KHCG Task Force.

For next year's events, Kimberly and I are going promote the events on Eventbrite, so we can promote it on Facebook, Twitter, and social media. On the flyers we can have a QR code so individuals can scan the QR code with their phone. We are looking at different ways to reach out to get more volunteers. Right now, we are relying on the PIO's office to promote the events and send emails.

**Discussion:** Some of the sororities and fraternities need service credits so they will come out to our events. We will get small groups like Girl Scouts, some parents bring their children every month, and some schools require service credits.

**Director Rullman:** The Task Force has a relationship with CSUEB. Freshmen Day of Service and Make a Difference Day you will get 100 volunteers. When we build the calendar, we will target areas that really need

## **IX. Announcements/Updates**

### **a. Staff Updates**

**Director Rullman:** I want to welcome the new members to the Task Force.

**Streets Manager Affonso:** Access Hayward is a nice tool to use to get information to us, so we can assist with any concern you see in Hayward.

### **b. VC Updates**

**Vice Chair Haman:** Scott and I are in the process of contacting the Adopt-A-Block groups that we have not heard from in a while to see how we can support them and to find out if they need any supplies.

I am also trying to find ways to advertise to the Adopt-A-Block groups the Stack and the City's cable TV channel. We can send weekly reminder to the groups.

## **X. Adjournment (8:35 PM)**

# FY2019 Financial Report as of October 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 Hardward	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	\$466.52		\$12,367.33
09/20/18	Tap Plastics	Plastic backing for signs	\$400.37		\$11,966.96
09/20/18	Lucky	Food for KHCG Meeting on 09/22/18	\$52.52		\$11,914.44
09/24/18	Abacus Products, Inc.	KHCG ballpoint pens with stylus	\$668.01		\$11,246.43
09/24/18	Abacus Products, Inc.	Window Clings	\$690.89		\$10,555.54
09/24/18	Hayward Rubber Stamp	Name Tags for new members	\$164.63		\$10,390.91
09/25/18	Kim's Kustom Embroidery	KHCG T-Shirts	\$479.34		\$9,911.57
09/26/18	Mallory Safety & Supply	Safety Vests	\$489.97		\$9,421.60
10/08/18	Ginny Delaney	Starbucks Coffee for Event on 09/22/18	\$16.95		\$9,404.65
		Total Credits:		\$15,000.00	
		Total Expenses:	\$5,595.35		
		<b>Total Remaining in Budget:</b>			<b>\$9,404.65</b>

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

## Allocations Made for Specific Projects Fiscal Year 2018

Date	Individual/Organization	Amount	Comments
	Reimbursements for Coffee and Breakfast Items	\$800.00	\$100 a month max
	<b>TOTAL</b>	<b>\$800.00</b>	

Remaining Budget      \$9,404.65

Allocations              \$800.00

**Balance      \$8,604.65**