

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, September 20, 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 18-105](#) Meeting Minutes from July 26, 2018

Attachments: [Meeting Minutes 07-26-18](#)

PRESENTATIONS

INTRODUCTION OF NEW MEMBERS - VC DIVINE

2019 KHCG MEETINGS & EVENT CALENDAR - VC DIVINE

DISCUSS UPDATING ARTICLE III (MEMBERSHIP) OF BYLAWS - VC DIVINE

INVENTROY TRAINING - VC DIVINE

FINANCIAL REPORT - KIMBERLY DeLAND

ACTION ITEMS

NOMINATION OF CHAIR - VC DIVINE

NOMINATION OF VICE CHAIRS - VC DIVINE

BALL POINT PENS W-STYLUS GREEN, QTY 500 FOR \$670

KHCG WINDOW CLINGS, QTY 1000 FOR \$694

EZ UP W-LOGO, SIDEWALLS, 10x20

COMMUNITY CLEANUPS AND UPCOMING EVENTS

DOWNTOWN STREET PARTY 08/16/18 - VC DIVINE

BAY HILLS COMMUNITY CHURCH 07/28/18 - TFM LEMAR & VC DIVINE

LEIDIG CT 09/22/18 - TFM SMITH & GAYLE

ANNOUNCEMENTS AND UPDATES

STAFF UPDATES

VC 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

File #: MIN 18-105

DATE: September 20, 2018

TO: Keep Hayward Clean and Green Task Force

FROM: Director of Maintenance Services

SUBJECT

Meeting Minutes from July 26, 2018

RECOMMENDATION

Approve the July 26, 2018 Regular Meeting Minutes

ATTACHMENTS

Meeting Minutes from July 26, 2018



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

I. Call to Order

Meeting called to order by Chair Andrews at 7:04 p.m.

II. Pledge of Allegiance:

Pledge of Allegiance led by Task Force Member Arti Garg.

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, Alison Divine, Ginny Delaney, Arti Garg, Suzanne Gayle, Jeffrey Haman, Chuck Horner, Hasieb Lemar, and Tim Romano-Pugh

Task Force Members Absent: Blytha Bowers, Lynne Clifton, Sharon Eva, Megha Salpekar, Scott Schroder, and Tawana Smith

Youth Commission Liaison: None

Guest (Visitor Sign-In): Erik Pearson, Jeff Krump

IV. Public Comments:

- a. **Director Rullman:** Two Task Force Members applied for other Boards and Commissions and have successfully been appointed. Angela Andrews will be on the Planning Commission and Arti Garg will be on the Community Services Commission.

Chair Angela Andrews: I want to thank the group for nominating me as the Task Force Chair and being patient as the group as we went through some transition. The group gained some momentum and gained some excitement at the events. I want to thank the group and the policy team for the letter supporting the ban on the plastic straw ordinance and the Task Force's mission statement. It has been a rewarding experience.

Task Force Member Garg: I also want to say thank you. I learned a lot about Hayward. It has been a really good experience for me to engage with the community. I wanted to do something a bit different, but it has been great.

V. Approval of Meeting Minutes from May 24, 2018

It was motioned/seconded by Task Force Members Ginny Delaney and Ali Divine and passed by majority vote to approve the May 24, 2018 meeting minutes 8:0:1 (6 absent).

VI. Presentations

a. 2019 Citywide Cleanup Event – Erik Pearson

Chair Angela Andrews: Erik Pearson is here to talk about the Citywide Cleanup Event.

Erik Pearson: I am from Environmental Services Manager and this is Jeff Krump from our Solid Waste Program Manager. We work closely on the Citywide Cleanup Event and we want to begin thinking about when we want to host the 2019 event.

Background on the Event: We have been hosting this event for 35 years at Weekes Park. Volunteers check-in at 8 AM, we give them bags, grabbers, vests, and gloves and send them to different locations throughout the City. We have the volunteers return to Weekes Park for a free BBQ lunch.

This year's event was on May 12, 2018 and we thought the Saturday before Mother's Day may not be best day to have the event. We started looking at the calendar there are spring breaks, there is the Cinco de Mayo festival, and we have compost give away. I know the Task Force does events on the fourth Saturday of the month and we are looking at the fourth Saturday of April 2019 and it will be right after Earth Day and the annual school poster contest awards will be given at the Council Meeting a few days before the Citywide cleanup event. We can promote the Citywide cleanup event at the compost give away event and at the school poster contest awards.

Chair Angela Andrews: Is the City having an event on Earth Day? Can we have this event on Earth Day or are there too many other events that may conflict on Earth Day?

Erik Pearson: No, this can be our Earth Day event. We can plan an event close to Earth Day (April 20), but the schools are on Spring Break April 13-19. We are targeting April 27 for the Citywide Cleanup Event.

Discussion: The weekend before Earth Day is Passover so that may conflict with some volunteer schedules. It is nice to have the event near Earth Day, but it seems that we had an event in the past that conflicted with other City events. Is there a reason we have it at Weekes Park? Can we consider having the event at Tennyson High School?

Director Rullman: Based on the amount of litter we pick up in the area, Weekes Park is central to where we pick up trash. I am not sure if Tennyson High will work logistically.

Rod Affonso: Weekes Park offers restrooms, refrigeration for the food, water. There is a group from central Bunker Hill area that participates in this event where we dropped off supplies prior to the event and we try to accommodate groups who are unable to attend the event at Weekes Park, so they can participate in the Citywide cleanup event.

Chair Angela Andrews: It seems that April 27, 2019 will work for the Citywide Cleanup Event. We have not set our calendar for 2019, so we will need to remind the Task Force that we are changing our event from May to April.

Erik Pearson: I neglected to mention that the fourth Saturday in May is Memorial Day weekend, which may indicate that there will likely not be cleanup event in May.

Chair Angela Andrews: It will be up to the Task Force, but we have shifted our events to the third Saturday when there are conflicts.

Director Rullman: Do you anticipate that there will be Boards and Commissions recruitment at next year's event?

Erik Pearson: It may happen. It will be up to the City Clerk's Office if they want to have the Boards and Commissions recruitment at the cleanup event.

Chair Angela Andrews: Inside the community center was a nice setup, but we did not get many visitors. I don't know if we can move outside, but it seemed that most of the volunteers stayed outside to eat and they never came inside the community center.

Discussion: The Boards and Commission recruitment was held at City Hall in the years past. If you have recruitment the cleanup event you may get more volunteers, but if you have it at City Hall it feels like you are more connected to City government.

For the compost giveaway, maybe the Task Force can get more involved with this event and form a partnership.

Council Member Mendall: This may create a nice schedule for the Task Force where there are break every few months.

Erik Pearson: We'll be happy to attend other meetings leading up to the Citywide Cleanup Event to discuss the details.

Chair Angela Andrews: We would love for you to come back to discuss how the Task Force can advertise the Task Force's schedule on the Big Belly bins or we can submit the schedule to you to promote our events.

Erik Pearson: The Task Force is interested in the ban of plastic straw ordinance. This will be considered by the Sustainability Committee on the fourth Monday of September.

Council Member Mendall: We are looking for a ban on plastic straws from restaurants and moving to the use of paper straws, as well as the plastic utensils. We can add language that if there is no substitute, we will grant an exception.

Erik Pearson: We are going to have discussions with restaurants. If anyone is interested in helping with this outreach and conduct short interviews, please let us know.

Chair Angela Andrews: Maybe next time we are on Tennyson Road you can set up a booth and we can deploy individuals to talk to the restaurants in the area.

b. Financial Report FY18 and FY19

Kimberly DeLand: There are two reports. The first report is for last fiscal year, ending June 2018. There were a few reimbursements in June and you had a balance of \$220.14. The next report is for the new fiscal year beginning July 2018 with a beginning balance of \$15,000 and I added a line item for the data service for the iPad.

Director Rullman: On your financial report you will notice an increase from \$10,000 for FY18 to \$15,000 in FY19 to help accommodate larger events and pay for food.

VII. Action Items

a. KHCG Cotton Bags w/Logo, Qty 500 for \$1,550

Chair Angela Andrews: We will need a motion from the Task Force to transfer \$1,550 to the Maintenance Services to cover the cost of the cotton bags with KHCG Logo. The purchase was made so we can get the bags in time to get them filled for the garage sale participants

It was motioned/seconded by Task Force Members Chuck Horner and Ginny Delaney and passed by majority vote to transfer \$1,550 to the Streets Division for the cost of the cotton bags with the KHCG logo printed on the bags 9:0:0 (6 absent).

b. Nominations for Vice Chairs

Chair Angela Andrews: We have two vacancies for the two Vice Chair positions. Part of the responsibilities of the Vice Chairs will be to work with the Ad Hoc Committees to make sure they are running smoothly. The Ad Hoc committees include: yard signs, adopt-a-block, community engagement, and outreach events (Science if the Park and Street Patties). The Vice Chair will be the point contact for the Ad Hoc Committees. The other Vice Chair was responsible for the Adopt-A-Block program. The duties have shifted to mapping and administrative, so this position will assist the chair. However, the duties can get redistributed. I would like to open the floor for nominations.

Director Rullman: With Angela moving to Planning Commission, we will have a Chair vacancy. If someone is nominated and accepts a Vice Chair position, it would not exclude them from becoming the Chair when we meet again in September.

It was motioned/seconded by Task Force Members Delaney and Garg and passed by majority vote to nominate Ali Divine as Vice Chair 9:0:0 (6 absent).

Task Force Delaney nominated herself for Vice Chair and then withdrew her nomination.

It was motioned/seconded by Task Force Members Divine and Romano-Pugh and passed by majority vote to nominate Jeff Haman as Vice Chair 9:0:0 (6 absent).

c. Community Outreach

Chair Angela Andrews: Task Force Member Bowers is working with Zach Ebadi for community outreach for our events. He has been reaching out to the churches.

d. Adopt-A-Block Next Steps

Chair Angela Andrews: If you have groups that would like to become an Adopt-A-Block group, please forward the information to Vice Chair Jeff Haman.

The Task Force wants to become the Adopt-A-Block group for Whitman Street near the Community Gardens.

e. Yard Signs Next Steps

Chair Angela Andrews: We want to continue the Beautiful Yard sign contest. We can start this Saturday to nominating two recipients for their beautiful yard.

Discussion: There was discussion if the Task Force can have their own Instagram account and advertising the Beautiful Yard contest through various medias. Todd will ask the PIO's Office.

Chair Angela Andrews: I know that the City is active on Twitter. We can add it to the Stack.

f. Science in the Park

Task Force Member Gayle: Science in the Park is Saturday, October 6, 2018 and we will need about four or five volunteers for this event.

There was a suggestion to create a kaleidoscope or a paper airplane using a band and pencil to make it fly. Task Force Member Delaney suggested a watershed activity.

Task Force Member Gayle and a few other Task Force Members will discuss which ideas to submit for the events.

It was motioned/seconded by Task Force Member Horner and Vice Chair Jeff Haman and passed by majority vote to budget \$500 for Science in the Park 9:0:0 (6 absent).

VIII. Community Cleanups and Upcoming Events

a. Downtown Street Party 06/21/18

Having prizes at the Downtown Street Party went well where the kids tried to grab a rubber duck from the pool. Some suggested having the KHCG logo printed on the rubber duck to keep the Task Force's name out in the community. There was a suggestion to have a coloring contest.

b. Hayward Community Gardens 06/23/18

Director Rullman: Use of an old Fire truck will be used as a play structure.

c. Bay Hills Community Gardens 07/28/18

Chair Angela Andrews: Task Force Member Lemar is the lead for this event. Vice Chair Ali Divine will be the co-lead for this event. Kimberly De Land confirmed that the restrooms will be available.

d. Leidig Ct 09/22/18

Director Rullman: The September event will be a beautification and cleanup event. The City is working on beautifying the median on Tennyson from South Hayward BART going westbound on Tennyson. Volunteers can help with the medians or cleanup the area.

IX. Announcements/Updates

Council Member Mendall Update: Greenhouse gas, get us to our 2020 goal of 20% reduction. By 2030 our goal is 40% reduction.

The new library will open in the Fall.

Council approved that drive-through restaurants will be banned in Hayward unless there is not already one in Hayward.

Director Rullman Updates

- a. Process for Reimbursements: if you want to get reimbursed by the City for events, conferences, or other items please talk to staff prior to making the purchase; otherwise you run the risk of not getting reimbursed.

I want to thank Angela for all her help on the Task Force.

Chair Andrews Updates: The Palma Celia Fest is Saturday, July 28, 2018, from 11:00 AM – 2:00 PM

X. Adjournment (8:22 PM)

FY2019 Financial Report as of September 2018

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 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
		Total Credits:		\$15,000.00	
		Total Expenses:	\$2,126.15		
		Total Remaining in Budget:			\$12,873.85

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	\$1,100.00	\$100 a month max
	TOTAL	\$1,100.00	

Remaining Budget	\$12,873.85
Allocations	\$1,100.00
Balance	\$11,773.85