

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, April 26, 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 18-056](#) Meeting Minutes from March 22, 2018

Attachments: [Meeting Minutes 03-22-18](#)

PRESENTATIONS

AD HOC COMMITTEE (NEW)

Adopt A Block

TRUCK LOADING DEBRIEF

CLEAN UP VS. BEAUTIFICATION AD HOC COMMITTEE

Policy Update

Public Art

Slogans: Anti-littering policy effort incl. enforcement, education, awareness campaign

FINANCIAL REPORT

ACTION ITEMS

CANVAS BAG DESIGN

COMMUNITY CLEANUPS AND UPCOMING EVENTS

RUUS PARK 03/24/18 - TF MEMBERS HORNER & CLIFTON

LONGWOOD ELEMENTARY SCHOOL 04/28/18 - TFM GARG & HAMAN

COMMUNITY ENGAGEMENT FAIR 05/12/18

Community Engagement Fair - TF Member Sign Up

ANNOUNCEMENTS AND UPDATES

COUNCIL MEMBER MENDALL - UPDATES

DIRECTOR RULLMAN - UPDATES

CHAIR ANDREWS - 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 18-056

DATE: April 26, 2018

TO: Keep Hayward Clean and Green Task Force

FROM: Director of Maintenance Services

SUBJECT

Meeting Minutes from March 22, 2018

RECOMMENDATION

Approve the March 22, 2018 Regular Meeting Minutes

ATTACHMENTS

Meeting Minute from March 22, 2018



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Hayward City Hall, Room 2A
777 B Street, Hayward
March 22, 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 Alison Divine.

III. Roll Call:

City Council & Staff: Council Member Mendall; Rich Nield, Landscape 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, Chuck Horner; Stephen Ochoa, Tim Romano-Pugh, Scott Schroder, and Tawana Smith

Task Force Members Absent: Ginny Delaney, Jillian Hogan, Hasieb Lemar, Megha Salpekar, Rick Solis, and Wandra Williams

Youth Commission Liaison: None

Guest (Visitor Sign-In): None

IV. Public Comments:

a. None

V. Approval of Meeting Minutes from February 22, 2018

It was motioned/seconded by Task Force Members Chuck Horner and Blytha Bowers and passed by majority vote to approve the February 22, 2018 meeting minutes 13:0:0 (6 absent).

VI. Presentations

a. Adopt A Block Update

Chair Andrews: We will table this for next meeting.

b. Community Engagement Ad Hoc Update

Task Force Member Bowers: At the last meeting we decided to dissolve this Ad Hoc Committee. If there are any groups or partnerships that you want to invite to the cleanups, please let me know and I will be the liaison to provide Zach Ebadi with the information.

Chair Angela Andrews: We can talk about what Zach is doing for this cleanup event later.

c. Policy Ad Hoc Committee Update

Task Force Member Garg: I will give a quick update and talk about the Sustainability Committee. The Sustainability committee met on March 12th. I read the letter during Public Comments that the Task Force agreed to support the City of Hayward's efforts to pursue policies to reduce and eliminate the use of plastic drinking straws in restaurants and other food-service venues.

Chair Angela Andrews: Sounds like there is going to be more research and staff will report back to Committee on recommendations for next steps. Council Member Mendall was there if he wants to provide more details. We are waiting to see what happens with the County to see if they will adopt legislation first. If it takes too long then the City of Hayward will draft something to adopt a ban on plastic drinking straws. I was there to give firsthand account on what we experience at cleanup events and how the ban can help us at the events.

Council Member Mendall: If the County is going to do something through Stop Waste we will wait a few months to jump on that ban. If County takes another year, staff is recommending that we move forward with our own ban on plastic drinking straws.

Chair Angela Andrews: We had many students from CSUEB speak out in support of the ban. It was nice to see students take the time to get involved.

d. Task Force Member Priority Activity: Next Steps

Task Force Member Garg: Last month we kicked off this exercise to see what we want to focus on as a Task Force. I have a presentation of the results from our exercise from last month and we will have another exercise today based on the outcome from last month.

Last month we asked the question, "What should the Task Force focus on in 2018?" Everyone had a set of post-its and each member was encouraged to use the post-it's to write each of their ideas (existing practices or new practices).

Slide 1 - Keep Hayward Clean & Green Strategic Planning

Slide 2 – February Meeting Brainstorming

- What should the Task Force focus on in 2018?
- 46 responses received
- 10 groupings
- 4 main categories
 - Events
 - Outreach
 - Policy
 - KHCG Organization Development

Slide 3 – Events

- Groupings
 - Beautification (9 responses)

- Legacy Art (4 responses)
- Cleanups (4 responses)
- Sample Responses
 - More landscaping & beautification projects
 - One mural at each cleanup
 - Interactive art
 - Maintain monthly cleanup events

Slide 4 – Outreach

- Grouping
 - Building a community (4 responses)
 - Community education (4 responses)
 - Anti-littering campaign (3 responses)
 - Student outreach (3 responses)
 - Partnerships (3 responses)
- Sample responses
 - Build a community of regular volunteers
 - Community outreach & teaching (e.g., how to recycle)
 - Educate students about litter issues
 - Partner with other sustainability-minded organizations

Slide 5 – Policy

- 7 responses
- Sample responses
 - Policy & ordinances
 - Push Waste Management into being responsible for cleaning their part
 - Clean energy & efficiency

Discussion: There was discussion on what it means to “push Waste Management into being responsible for cleaning their part.” Is it because Waste Management is not covering their trucks and debris is falling from their trucks?

Chair Angela Andrews: I did not write this response, but maybe it is related to education, educating the public about services they provide, or outreach on the bulky pickup.

Discussion: Sometimes people may be concerned about the trash and recycle bins that are overflowing. Sometimes there are large trash bags sitting next to the trash cans in the South Hayward. However, we should have targeted discussions with Waste Management regarding the items they need to address versus a broad topic on better service. It will be important to know Waste Management’s responsibility before having those discussions.

Task Force Member Garg: This is a brainstorming exercise and individuals are writing down what is on their mind. If we pursue any of these ideas, we will discuss what the exercise entails before we pursue it further.

Slide 6 – KHCG Organization Development

- 5 responses
- Sample responses
 - Hoodies
 - Events/gifts/recognition for Adopt-A-block Groups
 - Update website content

Task Force Member Garg: We are not obligated to do any of these activities; nor are we obligated to choose an activity that has the most votes. If there is an activity with a few votes, but the activity is something Task Forces wants to pursue, we can move forward with the activity.

We have an exercise for today. Everyone has three dot stickers. We posted the groupings on the wall and you may place your dot stickers on any of the groupings that you feel are the most important priorities for the Task Force. You can vote on the groupings in green font. The categories in black font are the general topics. (Five to ten minutes was given to the Task Force to place his/her dots on the topic).

Slide 7 - Next Steps

- Dot voting on suggestions raised at February meeting.

The results of the Dot Voting suggestions from February meeting: Outreach & Education (1); Beautification (12); Legacy Art (5); Cleanups (9); Build a Community (5); Community Education (4); Anti-Littering Campaign (2); Student Outreach (1); Partnerships (3); and Policy (6).

Chair Angela Andrews: Sounds like beautification is the most popular. Kudos to Richard Nield and your staff does for our main events. What are our next steps?

Task Force Member Garg: Are there any reactions to the outcome of the votes?

Discussion: The outcome is in line with the mission/goals of the Task Force. The brainstorming exercise is a good process for a large group because it helps to bring everyone together so we are all on the same page.

Some voted for beautification over cleanup projects because the beautification projects (i.e., planting) is funnier and easier to get families involved and the cleanup events are not as exciting. The beautification events have a bigger visual impact than the cleanup events. With the legacy art, it is very time intensive and you do not see the impact in one day.

Maybe artists can oversee smaller art projects throughout the years where we can get the community involved.

It is nice to see families join our events. Some fathers ask their kids to put away the phone while they are helping at the events. There was a suggestion to have a family testimony and post it on the website to encourage other families to join the Task Force at the events.

Council Member Mendall: My family and I enjoy the events with a beautification component versus a cleanup event. It is important to have a beautification event, as often as we can, instead of a mural at the events. The beautification and cleanup components together provides the best of both worlds. I am happy to see the number of votes on the policy category. I have been encouraging the Task Force to take more of a role in policy and exercise the voice you have. I was excited to see the Task Force at the Sustainability Committee. It makes it easier to implement policy if there are multiple voices supporting the same goal.

Chair Angela Andrews: One last comment on the legacy art. Since this is a popular category, I do not want to dismiss it. However, maybe we can couple it with policy where the Task Force is not directly involved with the mural because it does take a long time to prepare and see the mural through to the end. We did a presentation on the preparation of a utility box to get it ready for a mural. The Policy Committee is discussing how we can establish policy around art.

Task Force Member Garg: I was surprised about that there was more interest in building partnerships over outreach and education. I suggest we that have a Policy Ad Hoc Committee and a Community Engagement liaison we have lots information on the spreadsheet about what people are interested in so I suggest that the Policy Ad Hoc Committee use this information and maybe the Community Engagement liaison can work on partnerships for fixed period to make recommendations. Maybe we can have a temporary Event Design Ad Hoc Committee to propose methods on how we can incorporate beautification, cleanups, and art.

Discussion: We should ask Todd for guidelines on what projects are appropriate for Task Force and the financial resources that are available and include the Adopt-A-Block in our projects.

Chair Angela Andrews: Do we need to have an action item on the next agenda to form an Ad Hoc Committee?

Council Member Mendall: Typically, the Chair has the authority to form an Ad Hoc Committee. You can have an action item, but you do not need an action item.

Chair Angela Andrews: It will be a good idea to talk to Todd and Zach before we move forward with the Ad Hoc Committee and further plans. There is some overlap with the Event Design Ad Hoc Committee, Zach, the PIO, and Todd. We should have that discussion first and we will bring it back in April.

e. Review Ad Hoc Committee Members

Chair Andrews: We want to review the current Ad Hoc Committees so you know who are members.

Policy Ad Hoc Committee: Angela Andrews, Ginny Delaney, Ali Divine, and Arti Garg

2018 Spring/Summer Ad Hoc Committee: Alison Divine, Suzanne Gayle, and Scott Schroder. This group is focused on the Downtown Street Parties.

Discussion: We may want an Event Design Ad Hoc Committee that is broader and focused on how to redesign our events.

Chair Angela Andrews: Todd is going to reach out to Rich Nield about the events with beautification component and the locations; then we can form the Event Design Ad Hoc Committee.

If you are interested in joining the Policy Ad Hoc or Spring/Summer Ad Hoc committee, raise your hand so we can invite you to the meetings. For the Policy Ad Hoc, we have been using Google docs and it has helped us to communicate with each other and reduce the number of times we should meet.

The Spring/Summer Ad Hoc Committee will focus on the Downtown Street Parties and the Citywide garage sale.

You can email Kimberly if you are interested in these Ad Hoc Committees.

f. Beautiful Yard Contest

Vice Chair Ochoa: The Beautiful Yard Contest Ad Hoc Committee was formed a year or year and a half ago. I want to open it up the entire Task Force to see if anyone is interested in joining this Ad Hoc Committee. We can talk about new ideas and our process for the next contest. I would like to go from April to August to coincide with the August Downtown Street Party and our winner can be chosen at that event. We can meet at our cleanup event or another time before our next meeting to discuss some details.

The current Beautiful Yard Contest Ad Hoc Committee members are: Steve Ochoa, Angela Andrews, Suzanne Gayle, Hasieb Lemar, Arti Garg and Tim Romano-Pugh.

Chair Angela Andrews: Have the new members seen the Beautiful Yard Contest in action?

Task Force Member Ochoa: If anyone is interested, see me on Saturday and we will go over the Beautiful Yard program.

Council Member Mendall: You mentioned six members on this Ad Hoc Committee. Are all six interested in continuing with this Ad Hoc Committee?

Task Force Member Ochoa: We took a break from our last contest because of the holidays. I wanted to start the program again now that we are heading into spring.

Council Member Mendall: Are you looking at starting fresh with a new set of Ad Hoc Committee members?

Task Force Member Ochoa: Not necessarily, but I wanted to give other Task Force Members the opportunity to join this committee if they are interested. I always saw the Task Force and this committee as an evolving program. I understand if the members want to focus on other committees. With that said, I want to open the committee up to new members to get fresh ideas.

Council Member Mendall: I don't disagree with you. However, how many of the existing Ad Hoc Committee members want to continue? If you already have five members, maybe you do not have to add new members. However, if you only have one member who wants to continue, then recruiting for new members is a good idea. Maybe the first question to ask, "Who wants to continue with this Ad Hoc Committee?"

Task Force Member Ochoa: Is there anyone who does not want to continue with the committee or would prefer to dedicate his/her time to something else?

Task Force Member Garg: I will continue with the Beautiful Yard Ad Hoc Committee, but I will dedicate my time toward the Policy Ad Hoc Committee. I would like to help at the cleanup events and walk around the neighborhoods to nominate Beautiful Yard recipients.

Discussion: How are the Ad Hoc Committees formed? Who brings them together? How much extra time is required to be on an Ad Hoc Committee?

Chair Angela Andrews: The Chair or Vice Chairs will announce that we are forming Ad Hoc Committees on Policy, Beautiful Yard, Community Engagement or whatever the committee is. We are finding that we need to dedicate more time on planning versus focusing just on the cleanup events. If you want to do other initiatives, it takes a bit more time for planning. The time commitment varies based on the Ad Hoc Committee. For example, the Policy Ad Hoc Committee we meet once between meetings. However, if Arti is drafting a letter, we are reviewing the letter or researching ideas on our own time. For the yard signs, that was a bit more time intensive because

we had to order materials, draft letters, create some criteria for when we nominate a recipient for a beautiful yard. I believe we met a couple times per month. Now that we have worked through those items, now we want to fine tune the program.

Council Member Mendall: The other suggestion I have is that you already have three committees and you probably should have three to five members per committee. I suggest that you don't have individuals serving on multiple committees. It is unfair to have member serving on two or three committees and there are other members who are not serving on any committees. My suggestion to everyone is to find a committee that most interests you and seriously consider volunteering for that committee, so there will be a solid three to four people on each sub-committee. That does not mean that everyone must be on a sub-committee. If you are not, I would hope that you sit back and consider if there is one that interests you.

Task Force Member Ochoa: If we can get a few members to commit to meet a few times for this committee that will be nice.

Task Force Member Garg: Maybe we can send the criteria of each sub-committee to all the Task Force Members.

Chair Angela Andrews: We have lots of information on the iPad already. Maybe we can go over the information about 10:30 AM at the cleanup event.

Task Force Member Haman: What is happening with the Adopt-A-Block program?

Chair Angela Andrews: The Adopt-a-Block program is still in transition. If you are interested in assisting with the Adopt-a-Block program we would love your assistance. We are in transition for the planning of the program. We have letters going out to the Adopt-A-Block groups asking for updates.

Kimberly DeLand: The letter I drafted is with our media team. I am asking for an update on: how many cleanups you did last year; do you need supplies; do you want a sign if you do not already have one; and do you want to continue with the program?

Task Force Member Haman: I will volunteer for the Adopt-a-block program.

Task Force Member Clifton: When we are putting together plans for better programs, I will assist with that task.

Council Member Mendall: We have four committees, so I would suggest that we send an email to the entire group with the names of who are on the sub-committees with blank spaces for the committees that need additional members. I would have members respond with a "yes" or "no thank you." It is okay to say "no" to a sub-committee, but hopefully individuals will sign up for a sub-committee.

g. Mapping

Chair Angela Andrews: We have been emailing the Task Force asking for assistance with the mapping. I am sure the new members are wondering what "mapping" is. Based on our event location, Blytha volunteers to map out where the number of volunteers go on each street for each clean up. We are trying to re-think this process because it seems that if Blytha doesn't do the mapping then no one does this task. For members who have received the training for mapping, is anyone interested in mapping for events? Or are there ideas on how we can complete the mapping

for each event? Blytha, if you want to respond that is fine, but I want to open this up to others. We need some organization before we arrive at the event site and start distributing volunteers in neighboring areas.

Discussion: I thought it was the event leaders who mapped out the area and drove around the area to determine what streets need attention the day of the event.

Chair Angela Andrews: I understand that is a task that someone volunteers for...

Discussion: It should be the leads who drive around to see what areas need attention the day of the event. However, someone else can hand out the assignment the day of the event.

Task Force Member Bowers: In the past, I have done the maps. They are not that difficult now, because we are going back to the same sites we have visited in the past. Ideally, we have the map from the previous visit, but you may need to make some adjustments. In some cases, some members have done the mapping in addition to the site visit. The mapping has made it more efficient when we are giving assignments the day of the event. The mapping that Chuck put together has made a difference in the map assignments.

Chair Angela Andrews: The map assignments, you look at the number of volunteers and apply the number of volunteers to the map areas. This task is the component that is missing.

Discussion: It has been the lead's responsibility to drive the area in advance to determine where to send the volunteers the day of the event. Some of the experienced leaders know the areas well enough and know where to send the volunteers. When it comes to printing the maps, it is difficult for the Task Force members to print the maps.

Chair Angela Andrews: Kimberly always prints the map.

Discussion: It is probably best if the area evaluation is done the week of the events. If Task Force Member are working during the day, it is difficult to drive through an area to do a site evaluation. However, if there are two leads maybe the leads should coordinate that task to determine if there are sofa or other trash that needs to be addressed the day of the event. Some members are comfortable doing the site visit the day of the event.

Council Member Mendall: There are probably only three people who can say they are comfortable with mapping the day of the event. Most people on this committee have not been around long enough to say they can do the map coordination the day of the event.

Discussion: If you are the lead, do you coordinate with Kimberly to get a map of the area?

Kimberly DeLand: When I send the email to the group asking if anyone is willing to do the mapping, I am asking if anyone willing to go to the maps on PowerPoint, identify the areas that are needed for the event, and provide me with the area maps so I can print them for the leads.

Task Force Member Bowers: Everyone is the lead of an event. I suggest that the leads are responsible, not necessarily do the mapping, but are responsible for the mapping. If you have two people who have never done mapping, then the leads should reach out to someone who has done maps to complete this task. Whoever is responsible for the event is responsible for getting the mapping to Kimberly. You can reach out to other Task Force Member for help with mapping, like we do with other tasks.

Chair Angela Andrews: The leads are responsible for getting the mapping to Kimberly. If you are new at mapping, then you can reach out to Kimberly (and 'cc' Angela) so we can make sure you get trained on looking at the maps and preparing the maps.

Task Force Member Bowers: Leads can reach out to me also.

Discussion: Can we do the mapping at the monthly meeting which is prior to the event so we know the areas that needs targeting? Some have not worked with the map quadrant, but have given map assignments the day of the event.

Task Force Member Bowers: The map assignments that are given the day of the event is prepared in advance.

Chair Angela Andrews: We know the area where we are going for each event. Some are saying that you should visit the site area in advance because some streets may be clean and you will not need volunteers going to a street that is clean versus another street that has lots of trash.

Discussion: Some are hesitant to volunteer for things because the process is confusing. There was a suggestion that everyone has a master map to become familiar with the event location sites. Task Force Members can look at the segments (quadrants) and ask Kimberly for the areas you need. If you know the next cleanup event location, you will have a whole month to get the segments.

Task Force Member Horner: The maps are designed so you do not have to cross over the water shed, freeways, and that type of stuff. I always published the general map on the back of each segment map so volunteers can find their way back to the event site.

Discussion: Some wanted to do the mapping at the Thursday night meeting, but this will not be enough time for staff to print and provide in the packet. Some liked the large map that was provided at the last event. The large map will be provided at each of the cleanup events. City staff will bring the large map to the monthly meetings for the Task Force to reference the area for the upcoming cleanup site.

Council Member Mendall: If you cannot do the mapping at the April meeting for the April cleanup event, can you do the mapping for the next event? For the new members, they will get mapping training.

Task Force Member Bowers: When we did the mapping training before, everyone was excited to try to do the mapping. We need to do something different if we expect a different outcome. We had four groups that went through the mapping training and everyone was enthusiastic about the mapping. If we are going to spend the effort in training we need to carry the enthusiasm and have the commitment to do the mapping after the training is provided. I am suggesting that the leads are responsible for the mapping and this will push members into doing the mapping for the events. It doesn't mean the leads must do the mapping but the leads should be responsible for making sure this task is done.

Discussion: There was discussion on map assignment on the day of the event versus pre-planning and identifying map quadrants and printing the map prior to the event. Some felt that pre-planning is driving in the area to identify the streets that need volunteers to clean up the street.

Council Member Mendall: For some of the veterans, it is that simple. For others, it is not that simple. Let's acknowledge that fact.

Discussion: Some Task Force Members took the quadrant map and highlighted areas with trash in one color and highlighted the clean areas in another color. When you have two people, one can drive the other can take notes on where the trash is located.

Chair Angela Andrews: That is lots of steps to outline to a group that has never done mapping. I suggest that next month we take the time to delineate between mapping assignments and pre-planning mapping. The conversation keeps getting blurred together. I want to outline these steps for the new people. I want it clearly outlined what you need to do. Second, we will go through what a mapping session looks like when you hand it off to a volunteer and process before we start handing out the maps to the volunteers. We need to define what tasks are done prior to the event and what tasks can be done the day before or the morning of the event. We need to keep these tasks separate because they are separate tasks.

Discussion: Many of the members commit to the meeting and the cleanup events. It seems that the participation drops when we are asked to do tasks outside of these time frames. For some members, it is difficult to commit to other activities when there are family commitments. The suggestion is that members should pair up with other members who can fill the voids.

VII. Action Items

a. Nomination for Volunteer Recognition & Award Dinner

Chair Angela Andrews: Suzanne, do you want to explain what this event is before we begin the nomination process?

Task Force Member Gayle: Every year there is a Volunteer Award Dinner. It is sponsored by the City and our County representative. There is a committee that runs it, but it is sponsored by every non-profit organization throughout the City. Every organization can have one nominee that is honored that night and there are four main award recipients that also get recognized that night. We want to select someone who represents who we are as volunteers. Last year we nominated the Galindo's who attend our cleanup events and they are excited to be at the events. The year before it was our Youth Commissioner volunteer because he and his father were always at our events. We talked about a few people who are regular volunteers. Our nomination is a person that represents what we embody and getting their personal phone number, address, and a small biography.

Task Force Member Horner: How many here have been recognized?

Chair Angela Andrews: We want to take nominations now. We talked about one volunteer who shows up at our events, but he is a Firefighter.

Task Force Member Gayle: I want to nominate a volunteer by the name of Zach.

Task Force Member Smith: Can we nominate a group like Downtown Streets Team?

Council Member Mendall: Something to keep in mind, they may have their own table at this event.

Task Force Member Bowers: There was a motion to nominate Suzanne and I want to second that motion. For Science in the Park, it is Suzanne who is almost all responsible for our presence, what we do, how we do things, the project we use for that event. It is totally Suzanne that brings it together.

Task Force Member Horner: I want to third that motion to nominate Suzanne.

Task Force Member Eva: I am not nominating anyone, but I want to expand on Tawana's idea. We have lots of school organizations come out. This is a perfect opportunity to recognize them, so we can continue to build these partnerships. My daughter attends LPS and there have been LPS teachers and students attending our events. If we recognize them at a known event such as this Award Dinner, it will bring attention to KHCG Task Force and to the school. Hopefully it will encourage other to come out to join us at our events.

Task Force Member Clifton: This event is to recognize individuals who stand out within those committees, but we should recognize organization and let the City know.

Task Force Member Horner: We should have our own recognition event in the rotunda with hors d'oeuvres and invite the Mayor. We can recognize the Adopt-A-Block groups, CSUEB sororities and fraternities, and teachers.

It was motioned/seconded by Task Force Members Lynne Clifton and Blytha Bowers to nominate Suzanne Gayle as the volunteer of the year and passed by majority vote 13:0:0 (6 absent).

Council Member Mendall: Please remember Downtown Streets Team and Cal State East Bay as nominees for next year.

b. Financial Report

Kimberly DeLand: I am ordered the table tents with the KHCG Beautification events printed on the back, an easel for the large map, there is a reimbursement, and the Home Depot gift cards for the Beautiful Yard Contest.

Council Member Mendall: Is there a budget discussion at your next meeting for 2018/19 fiscal year?

Chair Angela Andrews: Todd submitted a request for Keep Hayward Clean & Green Task Force.

VIII. Community Cleanups and Upcoming Events

a. Tyrrell Elementary School 02/24/18 – Task Force Members Salpekar, Delaney, and Chair Andrews

Chair Angela Andrews: One topic that came up for this event was restrooms. We have confirmation that restrooms will be available at our next event at Ruus Park. This is the first time we tested having City staff load the truck and have them bring it to the event. We will try it again at this event. After our next event, we will evaluate if we need City staff to continue to load and bring the truck to the events.

Task Force Member Clifton: Do we pick up the truck on Saturday morning?

Chair Angela Andrews: City staff loaded the truck and brought it to the event at 7:30 AM. We unload the truck and City staff will return the truck to the shed. There are a couple of reasons we tried it this way. There have only been a few people to load/unload the truck. Many of the Task Force Member only attend the event, but they do not want to do the loading/unloading of the truck.

We tested this method because we have some issue with physical labor for some members. City staff volunteered to load the truck for the Task Force.

Discussion: City staff is paid for their time, right? Yes, they are paid overtime. Is City staff paid out of the Task Force's budget? No.

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

Chair Angela Andrews: We are supposed to have an Easter egg hunt at the Ruus Park event. Zach Ebadi is providing eggs filled with goodies. He will block off an area for the kids to hunt for the eggs. The person who finds the golden egg will win an Easter basket.

c. **Longwood Elementary 04/28/18 – Task Force Member Garg & Haman**

Chair Angela Andrews: We have Arti and Jeff for the April event. Brianne reached out to us to see if we wanted to do a special theme for April because she is drafting flyers now. She wanted to test out the theme with the Task Force, "Team Up to Clean Up." The group agreed to this theme. If there is a special theme, send an email to Angela.

Discussion: Are restroom available for Longwood Elementary? Suzanne will call Longwood to confirm the use of the restrooms.

There was a suggestion to have Earth Day as the theme for this event.

Chair Angela Andrews: Adopt-a-Block was led by Jillian. She decided to take a leave of absence due to a medical emergency. We will have to revisit the Adopt-A-Block program.

IX. Announcements/Updates

Council Member Mendall Update: First, please accept my apologies for not attending the cleanup events as I am healing from a medical issue.

The second item is there was an item that was supposed to come to the Sustainability Committee last month, but it was pulled for more work. We are talking about a litter tax fee. We are exploring this as part of Business Fee license rewrite that is on the books for a year or two from now, then it will have to go to the voters for approval. We are considering having certain types of businesses (i.e., fast food restaurants with drive -through) charged extra to recoup costs of their business model in term of litter (i.e., liquor stores, cigarettes, fast food, and convenient stores). This will come to the Sustainability Committee at the next meeting or the one after. I mention this because under Policy, this will be a good one for you to discuss, if you want to take a position.

What meeting?

I'm not sure, but maybe the next meeting.

Director Rullman Updates: N/A

Chair Andrews Updates: The artist, Debbie, who did the mural at Palma Ceia Park is having a reception. Kimberly emailed the invitation to the Task Force. It is on Saturday, April 21st from 2:00 PM to 4:00 PM.

May 12th is the Citywide Cleanup Event. We do not have a cleanup event that day, but the City is sponsoring this event. We have a table where we have our representatives there to invite people to join the Task Force. Kimberly created a signup sheet. We do not need all the Task Force Members there at the same time for this event. So, we can break up the event into different hours. I will pass this schedule around for you to sign up and we will send this out to everyone as a reminder.

X. Adjournment (8:42 PM)

FY2018 Financial Report as of April 2018

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
07/01/17	Credit: Budget Allocation			\$10,000.00	\$10,000.00
07/01/16	Verizon Wireless	Annual Charge for Data Service for iPad \$38/mon.	\$456.00		\$9,544.00
07/12/17	Kim's Kustom Embroidery	T-Shirts for Councilmembers	\$368.10		\$9,175.90
08/02/17	Linda Dobb	Coffee/Food for 07/22/17 Cleanup Event	\$32.72		\$9,143.18
08/14/17	Target	Fitbit Alta for Raffle at Cleanup Event 08/26/17	\$109.70		\$9,033.48
08/15/17	EZ Office Inventory	Silver Plan Annual Fee	\$320.00		\$8,713.48
08/17/17	Angela Andrews	Speakers for KHCG Events	\$104.25		\$8,609.23
09/01/17	Angela Andrews	Food for Cleanup Event 08/26/17	\$30.95		\$8,578.28
09/15/17	Stay Tooned Print	Bumper Stickers w/Logo & #HaywardBeautiful	\$225.00		\$8,353.28
09/20/17	Stay Tooned Print	Bumper Stickers of Logo (Die Cut) 3" x 3"	\$300.00		\$8,053.28
09/26/17	Staples	Various Supplies	\$144.95		\$7,908.33
09/26/17	Hayward Rubber Stamp	Name Tags - New Members	\$98.78		\$7,809.55
09/27/17	Angela Andrews	Food for Meeting on 09/21/17	\$18.98		\$7,790.57
09/29/17	Stay Tooned Print	Pencils with logo & #HaywardBeautiful	\$319.74		\$7,470.83
09/29/17	Stay Tooned Print	1.5" Round Badges with Logo & #HaywardBeautiful	\$235.78		\$7,235.05
10/02/17	Staples	Green Wristbands	\$32.69		\$7,202.36
10/27/17	Mallory Safety & Supply	Vests for New Members + Extra Vests	\$415.16		\$6,787.20
10/27/17	Angela Andrews	Food for Meeting 08/24/17 and Beautification Event 08/26/17	\$32.68		\$6,754.52
10/27/17	Angela Andrews	Food for Beautification Event 09/23/17	\$47.01		\$6,707.51
10/27/17	Angela Andrews	Food for Meeting 10/26/17	\$30.51		\$6,677.00
10/27/17	US Bank	Drinks from Safeway for Beautification Event 10/28/17	\$64.26		\$6,612.74
11/01/17	Staples	Flash Drive (Maps for New Members)	\$76.80		\$6,535.94
11/16/17	Downtown Streets Team	Donation for Streets Team to assist @ Events	\$1,000.00		\$5,535.94
11/16/17	Bronco Billy's	Pizza for Beautification Event on 10/28/17	\$1,328.52		\$4,207.42
11/28/17	Ginny Delaney	Food for Beautification Event 11/18/17	\$48.42		\$4,159.00
11/29/17	Staples	Pencil Markers (Wax Pencils)	\$10.96		\$4,148.04
12/11/17	Angela Andrews	Food for Oct & Nov 2017 Meeting/Cleanup Event	\$66.98		\$4,081.06
12/27/17	Plastic Place	Orange and Clear Bags	\$499.00		\$3,582.06
01/29/18	Grainger	Walkie Talkies	\$101.77		\$3,480.29
01/29/18	Angela Andrews	Food for Jan 2018 Meeting/Cleanup Event	\$53.86		\$3,426.43
01/29/18	Sharon Eva	Donuts & Coffee for Jan 2018 Cleanup Event	\$38.48		\$3,387.95
01/29/18	Ginny Delaney	Bottled Water for Jan 2018 Cleanup Event	\$23.60		\$3,364.35
01/29/18	Dwight Turner	Fuel for KHCG Vehicle	\$35.00		\$3,329.35

FY2018 Financial Report as of April 2018

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
01/30/18	CEC Print Solutions	Business Cards w/calendar on back	\$86.15		\$3,243.20
01/30/18	CEC Print Solutions	Business Cards for Angela	\$86.15		\$3,157.05
Pending	CEC Print Solutions	Business Cards (generic)	\$86.15		\$3,070.90
02/05/18	Staples	Supplies for Shed (Water, Wipes, Lysol, Ink)	\$53.21		\$3,017.69
02/16/18	Stay Tooned Print	4" x 6" Table Tents w/KHCG Beautification Schedule	\$155.00		\$2,862.69
02/16/18	Staples	Easel & Poster Board	\$159.30		\$2,703.38
02/28/18	Scott Schroder	Food for Feb 2018 Cleanup Event on 02/24/18	\$21.97		\$2,681.41
02/22/18	Safeway	Food for Feb 2018 Meeting on 02/22/18	\$48.30		\$2,633.11
03/02/18	Home Depot	2017 Beautiful Yard Contest Prizes	\$175.00		\$2,458.11
03/27/18	Sharon Eva	Food for Mar 2018 Cleanup Event on 03/24/18	\$49.85		\$2,408.26
		Total Credits:		\$10,000.00	
		Total Expenses:	\$7,591.74		
		Total Remaining in Budget:			\$2,408.26

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	\$300.00	\$100 a month max until new budget in July
	TOTAL	\$300.00	

Remaining Budget	\$2,408.26
Allocations	\$300.00
Balance	\$2,108.26