

# **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, June 13, 2019**

**7:00 PM**

**City Hall, Conference Room 2A**

**Keep Hayward Clean and Green Task Force**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS:**

*The Public Comment section provides an opportunity to address the Task Force on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

**APPROVAL OF MINUTES**

1. [MIN 19-049](#) Meeting Minutes from March 21, 2019

**Attachments:** [Meeting Minutes 03-21-19](#)

2. [MIN 19-065](#) Meeting Minutes from April 25, 2019

**Attachments:** [Meeting Minutes 04-25-19](#)

3. [MIN 19-078](#) MEETING MINUTES FROM 05/23/19

**Attachments:** [Meeting Minutes 05-23-19](#)

**PRESENTATIONS**

FINANCIAL REPORT - KIMBERLY DeLAND

**ACTION ITEMS**

ALUMINUM WATER BOTTLE, 250 QTY

IZZY JUTE BAGS, QTY 250 FOR \$1,508.25

2020 MEETING & EVENT CALENDAR - CHAIR DIVINE

**COMMUNITY CLEANUPS AND UPCOMING EVENTS**

SOUTHGATE COMMUNITY CENTER 05/25/19 - TFM LOW & PATTERSON

JACKSON ST @ BARNES CT (ANIMAL CONTROL) 06/22/19 - CHAIR DIVINE

DOWNTOWN STREET PARTY 06/20/19

DOWNTOWN STREET PARTY 07/18/19

MATT JIMENEZ COMMUNITY CENTER 07/27/19 - VC HAMAN

**ANNOUNCEMENTS AND UPDATES**

COUNCIL MEMBER UPDATES

STAFF UPDATES

*COUNCIL WORKSESSION*

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 19-049

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**DATE:** April 25, 2019

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

**FROM:** Director of Maintenance Services

**SUBJECT**

Meeting Minutes from March 21, 2019

**RECOMMENDATION**

Approve the March 21, 2019 Regular Meeting Minutes

**ATTACHMENTS**

Meeting Minutes from March 21, 2019



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 1C  
777 B Street, Hayward  
March 21, 2019

**I. Call to Order**

Meeting called to order by Chair Divine at 7:01 p.m.

**II. Pledge of Allegiance:**

Pledge of Allegiance led by Task Force Member Patterson.

**III. Roll Call:**

*City Council & Staff:* Council Member Márquez; Todd Rullman, Director of Maintenance Services; Rod Affonso, Streets Maintenance Manager; Kimberly DeLand, Administrative Supervisor; and Cecilia Melero, Senior Secretary

*Task Force Members Present:* Ginny Delaney, Alison Divine, Suzanne Gayle, Jeffrey Haman, Chuck Horner, Sarah Low, Bert Manzo, Anika Patterson, Tim Romano-Pugh, Scott Schroder, Lenora Taylor, and Jacquelyn Young

*Task Force Members Absent:* Blytha Bowers, Sharon Eva, Hasieb Lemar, Adithya Naresh, Megha Salpekar, and Tawana Smith

*Youth Commission Liaison:* None

*Guest (Visitor Sign-In):* None

**IV. Public Comments:**

- A. **Task Force Member Gayle:** I will have back surgery the first week of May and I will be out for eight weeks. I can partner with other members to show them how to do the maps.
- B. **Task Force Member Horner:** Tennyson Road looking great. I will have surgery April 2<sup>nd</sup> and I will be out for couple weeks.
- C. **Task Force Member Romano-Pugh:** The Hayward Coalition for Healthy Youth will have their first coalition on April 1<sup>st</sup> from 6:00 PM – 7:30 PM at the Eden Youth & Family Center, 680 W. Tennyson Rd., Building B, Hayward. The coalitions are the first Monday of each month. The coalition will primarily focus on two substances: Opioids and Cannabis. I would like to invite Keep Hayward Clean & Green to the coalition meetings. If anyone is interested in becoming a member, please contact me.

**V. Approval of Meeting Minutes from February 21, 2019**

It was motioned/seconded by Task Force Member Manzo and Vice Chair Haman and passed by majority vote to approve the February 21, 2018 meeting minutes with spelling correction of Task Force Member Patterson's name 10:0:2 (6 absent).

## **VI. Presentations**

### **a. Financial Report**

**Kimberly DeLand:** The most recent purchases since the last meeting were the canopy bag for the new 10 x 20 canopy and a food purchase for the last meeting.

### **b. Hayward Recognition & Award Dinner 10/08/19 at 6 PM**

**Chair Divine:** The Hayward Recognition & Award Dinner will be on October 8, 2019 at 6:00 PM at St. Rose Hospital. I wanted to let you know about the dinner so you can add it to your calendar. For those who are unfamiliar with this dinner, the various organizations nominate a volunteer who will be honored at the reception dinner. I want to let the group know about this event, so we will have enough members at the KHCG table to support our nominee.

How many are at a table? 10.

Later in the meeting KHCG will nominate someone to honor him/her at the dinner.

### **c. Ad Hoc Committees**

#### **i. Community Engagement Ad Hoc Committee**

**Chair Divine:** The Community Engagement Ad Hoc Committee was established to come up with ideas on how to engage the community for our events. Task Force Member Bowers and Vice Chair Delaney are the leads for this committee. They work with the City to figure out the best way to advertise our events, recruit volunteers, and get our name out into the community.

Is there anyone else who is interested in joining this committee? Task Force Member Low volunteered for this committee.

#### **ii. Policy – Data Ad Hoc Committee**

**Chair Divine:** The Policy -Data Ad Hoc Committee will speak at Council meetings or write a letter to Council to support certain policies. For example, KHCG supported the plastic straw ban.

We will also look at our data. For example, we look at the number of volunteers registered for our events vs. number of volunteers who attended the event; the volume of trash we pick up at each event. Based on the Access Hayward requests, we created a map that plotted the locations and number of trash & debris requests throughout Hayward.

Vice Chair Delaney and I are the leads for this committee. Task Force Members Manzo, Taylor, and Vice Chair Haman joined this committee.

#### **iii. Spring-Summer Ad Hoc Committee**

**Chair Divine:** The Spring-Summer Ad Hoc Committee will decide which events KHCG will participate in during the spring and summer. Last year we participated in the Downtown Street Parties and decided on give-away items for these events.

Task Force Member Gayle and I are leads for this committee. Task Force Member Romano-Pugh joined this committee.

## **VII. Action Items**

### **a. Hayward Recognition & Award Dinner Nomination**

**Vice Chair Delaney:** I would like to nominate Al Thompson who has an Instagram account called AdoptAWalkHayward and she spoke at one of our meetings. She walks past the courthouse to BART and she will pick up trash and post the pictures on her Instagram account.

**Task Force Member Romano-Pugh:** I would like to nominate Vice Chair Haman. He always jumps in to help outside of regular hours and he oversees the Adopt A Block program.

**Vice Chair Haman:** I am honored to be nominated, but I would like to honor someone from the community.

It was motioned/seconded by Vice Chair Delaney and Chair Divine and passed by majority vote to nominate Al Thompson as the Hayward Recognition & Award Dinner Nominee 12:0:0 (6 absent).

### **b. Citywide Garage Sale 08/10/19 and Purchases for Garage Sale Participants**

**Director Rullman:** The Citywide Garage Sale has been run by KHCG. We allow the community to sign up for this event. Before the day of the event, the City will have a map available showing all the garage sale participants. KHCG usually provides a swag bag to the garage sale participants. Last year was the first year we offered a coupon that allowed the garage sale participants to dump their remaining garage sale items at our Enterprise site the following day.

**Vice Chair Haman:** Any suggestions for the bags?

**Kimberly DeLand:** Some of the items we discussed placing in the swag bag are water bottle, wild flowers seeds, vegetable seeds, poppy flower seeds, metal straws.

**Discussion:** The event is in the new fiscal year so we will have a new budget starting in July, right?

**Director Rullman:** Yes, the event is in the new fiscal year, but we want to give Kimberly some ideas on what to purchase so she can get quotes and get approval from the group at the next meeting.

**Discussion:** Is this the first year we have given out bags? We have given out bags in the past and filled them with a pen, pencil, window cling, bumper sticker, color book, leaf logo, plant and vegetable seeds.

How many bags do we need? We had about 150 participants last year.

Maybe we can provide visors for the garage sale participants.

It was motioned/seconded by Task Force Member Taylor and Vice Chair Haman and passed by majority vote to participate in the Citywide Garage Sale on 08/10/19 and to seek quotes to purchase give-away items 12:0:0 (6 absent).

**c. Drawing for Gift Cards at Beautification Events**

**Chair Divine:** After we use the pre-purchased gift card, do we want to continue giving out a gift card at the beautification events? If we continue with the drawing, we can promote “Shop Hayward” by purchasing gift cards from local businesses. We have pre-purchased cards through the October event. We have time to establish a relationship with the local businesses and we can promote “Shop Hayward.”

**Discussion:** At the last event, we had a group that picked up lots of trash. It would have been nice to have extra gift cards to give to the volunteers to acknowledge their hard work. We can have a contest to see who picks up the most bags and give the contest winner a gift card. This can be done through observation. We can have a drawing and have extras gift cards to give away. We can have multiple gift cards; one for a drawing and the others are discretionary.

We should have a standard way of completing the drawing form. Maybe we can have the volunteer provide his/her name and phone number so we can contact the person if they are unable to stay for the drawing. The drawing tickets currently have the event date and a space for the volunteer name. We should make the drawing ticket more generic, do not have the event date, and have a space to write the name and phone number so we can use the drawing tickets at any event. Let’s wrap the drawing slip with the gift card, return it to Kimberly, and she can contact the volunteer to mail the gift card.

It was motioned/seconded by Task Force Member Low and Horner and passed by majority vote to continue to have gift card drawings at the Beautification Events 12:0:0 (6 absent).

**VIII. Community Cleanups and Upcoming Events**

**a. Longwood Elementary 02/23/19– Vice Chair Haman and Task Force Member Bowers**

**Vice Chair Haman:** The event at Longwood Elementary went well and we had a good turnout of volunteers. I would like to see more cleanup on Hesperian Boulevard.

**b. Mt. Eden High School 03/23/19 – Task Force Members Schroder and Patterson**

**Discussion:** Did anyone contact the school to ask if the students will participate at the event? If we have a contact at the school, we can reach out to the school. We can utilize the officers assigned to the school to help promote the event.

**Vice Chair Delaney:** The event in November will be at a school. We have some time to reach out to the HUSD.

**Vice Chair Haman:** Did any of the Adopt-A-Block group we reached out to return our call?

**Kimberly DeLand:** No.



**Discussion:** We can reach out to the leadership teachers, PTA, or parent groups to connect with the students. We can have the Community Engagement Ad Hoc Committee discuss further. We can go door-to-door to drop to encourage neighborhood participates.

We can contact the HOA's for our events, send an email blast to invite the HOA and the community.

**Task Force Member Gayle:** I can help with the school contacts. We can create a challenge for the students. For example, we can give double community service hours if the student brings a parent to the event.

**c. Community Engagement Fair 04/27/19 – Utilities & Environmental Services**

**Nicole Grucky, Utilities & Environmental Services:** The Community Engagement Fair will be at Weekes Park on 04/27/19 and it will have an Earth Day theme. We will have local non-profit groups: Stop Waste, Cal State East Bay, Chabot College, and other organization at the event. Does KHCG want a booth at the event from 11:00 AM – 1:00 PM? We will have a DJ and he/she can do announcements.

**Chair Divine:** If we have a booth, will it be inside the community center as part of the Board & Commission Fair?

**Nicole Grucky:** The fair will be an Earth Day event and the organization will be set up outside. We are using the community center as a gallery to display the Earth Day posters and essays.

**Discussion:** We can use our new canopy and stage like an event with two tables, advertise KHCG events, recruit new members, have swag bags, and have a scavenger hunt.

**IX. Announcements/Updates**

**a. Council Member Updates**

**Council Member Márquez:** I want to thank KHCG for all that you do, you have amazing ideas, it is exciting and refreshing. Thank you for your positivity and focusing on our community.

I am on the HSLAC Committee. If there is anything you want me to work with Hayward Unified School District, please let me know. We tabled the topic of using HUSD's restroom when we are at their sites for events.

I am on the Sustainability Committee. We are looking at drafting the ordinance on the single use straw and condiment packets. The ordinance will come back in a draft format so we can get public comment. This ordinance will be rolled out over time to allow business to phase in the adopted ordinance.

There may be an opportunity to add a representative from KHCG to the Sustainability Committee. We can collaborate on policy and data items. We meet 4:30 PM on the second Monday, every other month on the odd months. The last meeting earlier this month.

**Vice Chair Delaney:** I received an email from Council Member Márquez from Greg Galati who lives in the Huntwood Corridor/Leidig Area and asked if he can get more grabbers. I suggested maybe a more sustainable means of addressing the issue by having more garbage cans installed. The other idea was around street cleaning.

**Council Member Márquez:** One proposal for Measure T funds that I support is setting aside \$1 million for Maintenance Services and extending the Library hours. Greg Galaiti's ideas have been discussed.

East Bay Clean Energy is holding a "Understand Your Bill" meeting at Matt Jimenez Community Center on 03/28/19. The English presentation is from 5:30 – 6:30 PM and the Spanish presentation is 7:00 – 8:00 PM.

**b. Staff Update**

**Director Rullman:** We are looking at purchasing an enclosed trailer for KHCG and have it wrapped with your logo. We want to have your event items stored in the trailer, so we are not loading and unloading the items each month. I would like the lead to check supplies in the trailer.

I also want to thank Council Member Márquez for all you do.

**c. Chair Updates:**

**Chair Divine:** The Tennyson All American Festival will be 06/29/19. I will give the information to the Community Engagement and Spring/Summer Ad Hoc Committees to discuss if we want to participate at this event and engage the community.

**Task Force Member Romano-Pugh:** Reach for a Better Community, non-profit, focuses on healthy environment strategies to reduce stress for High School/Middle School students. There will be performers, workshops, and resource area. I want to invite KHCG on 05/18/19 at Matt Jimenez Community Center from 12:00 PM – 3:00 PM.

**Vice Chair Delaney:** Kimberly sent an email to the Chair and Vice Chairs that a journalist student from San Francisco State University will be at our event on Saturday to feature KHCG's event.

**X. Adjournment (8:23 PM)**



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**File #:** MIN 19-065

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**DATE:** May 23, 2019

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

**FROM:** Director of Maintenance Services

**SUBJECT**

Meeting Minutes from April 25, 2019

**RECOMMENDATION**

Approve the April 25, 2019 Regular Meeting Minutes

**ATTACHMENTS**

Meeting Minutes from April 25, 2019



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 1C  
777 B Street, Hayward  
April 25, 2019

**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 Low.

**III. Roll Call:**

*City Council & Staff:* Rod Affonso, Streets Maintenance Manager and Kimberly DeLand, Administrative Supervisor

*Task Force Members Present:* Ginny Delaney, Alison Divine, Jeffrey Haman, Chuck Horner, Sarah Low, Bert Manzo, Adithya Naresh, and Anika Patterson,

*Task Force Members Absent:* Blytha Bowers, Suzanne Gayle, Sharon Eva, Megha Salpekar, Tawana Smith, Tim Romano-Pugh, Scott Schroder, Lenora Taylor, and Jacquelyn Young

*Youth Commission Liaison:* Kimberly Babasa

*Guest (Visitor Sign-In):* William Rodrick, Luis Munde, and Yadwinder Singh

**IV. Public Comments:**

- A. **William Rodrick:** I live on Second Street and I have been a citizen here for 13 years. I go through town (walking, riding a bike, public transit) and I have never seen Hayward such a pig sty. The whole area from one end to the other is devastated. This is because the people not enforced by the law and the schools are not communicating that you can get fined for littering. I feel that everyone here who has an influence should start at the schools, bring photos, and let the students know they need to help themselves for the future.

**Vice Chair Delaney:** I believe I heard you say that you are concerned about the litter and the illegal dumping that is occurring in Hayward and in your life time you have not seen it as “trashed” as you have seen it now.

**William Rodrick:** In the 60’s and early 70’s it was clean. From 1985 to now, everything has gotten worse. Many people cannot afford to get rid of their trash. The City should work with Waste Management to allow citizens to get rid of their trash for free once a month. Otherwise, you need to teach the students from elementary through high school that they are part of the solution and they should not litter. I was taught to be respectful and clean up after myself and not litter.

**Task Force Member Horner:** May I suggest that you join us on Saturday as we clean up our City?

**V. Approval of Meeting Minutes from March 21, 2019**

The vote to approve the minutes was tabled until next meeting. Quorum was not established.

**VI. Presentations**

**a. Financial Report**

**Kimberly DeLand:** There were a couple of totes in the shed that were cracked, so I purchased two storage totes purchased from Staples. The other purchase was for the Porta Potty and wash station for your March event.

**VII. Action Items**

**a. Approval of Purchase for Garage Sale Items**

**Kimberly DeLand:** The first item I want to present is the plastic 20 oz. water bottle with a Push Cap. For 200 bottles it will cost \$893.39 and for 250 bottles it will cost \$1,016.50. The second item is an aluminum 24 oz. water bottle and it will cost \$1,688.12 for 250 bottles.

The next item I want to show you is the cotton bag with your logo. They are the same bags we previously purchased for the group. The cost will be \$987.75 for 250 bags.

The last item I am presenting are the vegetable and flower seed packets. For 200 seed packets it will cost \$108.00 and for 500 seed packets it will cost \$203.00. However, I am going to recommend purchasing 1,000 seed packets because we may want to place two seed packets in the garage sale bags, which will cost \$406.00 for 1,000 packets.

The vote to approve the garage sale items was tabled until next meeting. Quorum was not established.

**VIII. Community Cleanups and Upcoming Events**

**a. Mt. Eden High School 03/23/19 – Task Force Members Schroder and Patterson**

**Chair Ali Divine:** The event at Mt. Eden went well. I like our new canopy, it looks amazing. A sergeant from the Police Department commented on how nice the canopy looked. I think our new canopy brought in lots of new people. There was a flea market in their parking lot on the other side of the school and our canopy caught the eye of some individuals. We had the largest number of individuals waiting to register while we were setting up out items.

**Discussion:** Staff was late bringing the truck to the site. Chair Divine has Todd and Rod's phone numbers and she can contact either to reach out to staff. This was the time when they had troubles with the grabber truck that morning.

**Streets Maintenance Manager Affonso:** The truck broke down, we had to wait for the mechanics to arrive, we had to go back to get our truck and loader, take it back and get the KHCG truck.

**Chair Ali Divine:** At the end of the event they arrived late to pick up the truck, so we left the truck at the site and send a photo/description where we hid the keys.

Task Force Member Horner offered to bring the truck to the site and return the truck to the Corp Yard if needed.

Once we get our trailer, this will be less of an issue since everything will be all together. Chuck, we like having you at the events because you are a great community connector and you know lots of people in Hayward. Overall, the event went well, and it was nice to have the porta potty and wash station.

**b. Community Engagement Fair 04/27/19 – Utilities & Environmental Services**

**Chair Divine:** This weekend is the Community Engagement Fair at Weekes Park. Everyone should have a copy of the layout for the event and we will be at booth #24. City staff will bring the canopy, boxes of swag, and table cloths to the event site. They will leave the items at booth #24, we will setup, interact with the community, put away everything at the end of the event, and City staff will take the items back to the shed.

**Discussion:** The event is from 11 AM – 1 PM? Yes, 11 AM – 1 PM, but we need to arrive at 10 AM. Do we need to take names of who will be at the event or will there be shifts?

**Chair Ali Divine:** I assume everyone will be there since this is in lieu of our cleanup event. However, since there is a desire to also organize the shed, we will need a couple of people to commit to being at the table for the duration of the event and a couple of people to organize the shed. Vice Chair Haman and Task Force Horner volunteered to be at the event for the duration of the event.

Chair Divine and Vice Chair Delaney will organize the shed. Vice Chair Haman mentioned that the shed is organized, the upper level needs organization, and we should look at the items we need to purchase for the Downtown Street Parties.

**Discussion:** What happens at the booth?

**Chair Ali Divine:** We are there as the face of KHCG. We are talking about our events and advertising the events. There will be a DJ at the Weekes Park who will read off when and where our next events take place and direct the volunteers to our booth for more information. Since we have vacancies on the Task Force, we can talk to the community about becoming a Task Force member.

**Task Force Member Horner:** We should hand out the business cards with the clean up dates printed on the back. We should keep the event interactive for the children who attend the event.

**William Rodrick:** How much will it cost to clean up the site after this event?

**Chair Ali Divine:** This is an event that is hosted by the City for many years. The purpose of this event is a “cleanup” so we will make sure the site is clean before everyone leaves.

**Discussion:** We have been doing this event for 39 years.

If anyone has any talents related to recycling, you may want to interact with the community about recycling. There are some Waste Management brochures about recycling, and we should have those available at the event.

**Kimberly DeLand:** I will email the group to remind everyone to attend the event and provide the logistics.

**c. Southgate Community Center 05/25/19 – Task Force Member Low**

**Task Force Member Low:** Does anyone want to co-lead this event with me?

**Task Force Member Patterson:** I will co-lead the event.

**Discussion:** This may be our first event at Southgate, so we may need to check the site for a setup location.

**Task Force Member Low:** I will check the site for setup locations.

**Discussion:** When you check the site, you can let Todd, Rodney or Kimberly know the location and they will provide feedback on the location.

**Kimberly DeLand:** I will confirm that H.A.R.D. will be open the restrooms for this event.

**IX. Announcements/Updates**

**a. Council Member Updates**

**Chair Ali Divine:** Council Member Márquez was unable to attend our meeting since she had another meeting to attend; nor will she will not be at the Saturday she is attending the Budget Workshop.

**Vice Chair Delaney:** Council Member Márquez wanted me to announce that the 37<sup>th</sup> Annual Cinco De Mayo Festival and Car Show will be on May 4<sup>th</sup> from 10 AM – 5 PM at B Street and Main Street. There will be live music, food and vendors, and mariachi bands.

**b. Staff Update**

**Streets Manager Affonso:** For those who may not know the history of the Citywide Cleanup Event at Weekes Park, it started as an Earth Day Event. Volunteers gathered at Weekes Park, we sent the volunteers to the neighboring areas, some drove to other areas, and they cleaned up the neighborhoods. The volunteers will return to the park for a lunch and talked to the vendors/businesses who participated at the Community Fair.

**Task Force Member Horner:** The Boy Scouts used to cook breakfast for the volunteers. Now they serve lunch to the volunteers. The City is using social media a lot to advertise the various events. There are some individuals who do not have social media, so there needs to be other forms of communication to reach this segment of the population.

**Discussion:** Why is KHCG showing at 10:00 AM when the cleanup portion begins at 8:30 AM? This is a City sponsored event, not a KHCG cleanup event. KHCG is participating in the Community Fair portion of the event and we will be at our booth when the volunteers return from the cleanup portion of the event. However, we encourage those who want to participate in the

cleanup portion to arrive early to do so and we can meet our table for the Community Fair portion of the event.

**Vice Chair Delaney:** If you are looking for other opportunities to cleanup, I adopted my block. The City staff will pickup the bags of trash after your cleanup event by entering a request on Access Hayward.

**Streets Maintenance Manager Affonso:** If your shed needs any structural attention, please bring it to our attention and we will address the issue. I will shore up the section of the floor that is starting to wear. I will place a ladder near the shed so you can access the upper level inside the shed.

**c. Chair Updates:**

**Chair Divine:** In June we will discuss our 2020 Meeting/Event calendar. If you have any recommendations on event locations, please bring your ideas to the June meeting.

**X. Adjournment (7:34 PM)**





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**File #:** MIN 19-078

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**DATE:** June 13, 2019

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

**FROM:** Director of Maintenance Services

**SUBJECT**

Meeting Minutes from May 23, 2019

**RECOMMENDATION**

Approve the May 23, 2019 Regular Meeting Minutes

**ATTACHMENTS**

Meeting Minute from May 23, 2019



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 2A  
777 B Street, Hayward  
May 23, 2019

**I. Call to Order**

Meeting called to order by Chair Divine at 7:02 p.m.

**II. Pledge of Allegiance:**

Pledge of Allegiance led by Task Force Member Manzo.

**III. Roll Call:**

*City Council & Staff:* Council Member Márquez; Todd Rullman, Director of Maintenance Services; and Kimberly DeLand, Administrative Supervisor

*Task Force Members Present:* Blytha Bowers, Ginny Delaney, Alison Divine, Jeffrey Haman, Sarah Low, Bert Manzo, Anika Patterson, Scott Schroder, and Lenora Taylor

*Task Force Members Absent:* Suzanne Gayle, Sharon Eva, Chuck Horner, Adithya Naresh, Megha Salpekar, Tawana Smith, Tim Romano-Pugh, and Jacquelyn Young

*Youth Commission Liaison:* Kimberly Babasa

*Guest (Visitor Sign-In):* None

**IV. Public Comments:**

None

**V. Approval of Meeting Minutes from March 21, 2019**

The vote to approve the minutes was tabled until next meeting. Quorum was not established.

**VI. Approval of Meeting Minutes from April 25, 2019**

The vote to approve the minutes was tabled until next meeting. Quorum was not established.

**VII. Presentations**

**a. Financial Report**

**Kimberly DeLand:** The last purchase that was made since the last meeting was the KHCG Leaf Logo decal that will be used for the A-Frame signs. You will have the new signs for this weekend's event.

## **VIII. Action Items**

### **a. Approval of Purchase for Garage Sale Items**

**Chair Divine:** Since we do not have quorum to approve the purchases, we will have Kimberly provide an overview of items.

**Kimberly DeLand:** The first item I want to present are the water bottles. The plastic water bottles that I presented last month are no longer available. However, I believe you wanted the aluminum water bottles and the cost is \$1,468.35 for 250 aluminum water bottles.

**Bags:** Last month I presented the cotton bags, which are the same ones we purchased last time for the Garage Sale participants and the cost is \$987.75 for 250 bags.

I was asked to look into the natural fabric bags. The Jute Bag with black trim is like the Spare the Air bag given out at the Community Engagement Fair last month. I have a couple of samples I will pass around for you to look at. The cost of these bags is \$2,362.01 for 250 bags. However, the vendor does not recommend printing your multi-color logo on this fabric because image clarity will not be crisp. The vendor recommends printing one color on this bag.

The Izzy Jute Bag is an alternative to the Jute Bag and the multi-color logo will print better on the cotton fabric on the front of the Izzy Jute Bag. Again, I will pass around a sample of the bag. The cost of this bag is \$1,508.25 for 250 bags.

Keep in mind that the fabric bags will use a big portion of your remaining budget.

**Discussion:** The current budget is good through June and we will get another \$15,000 in July?

Yes, the remaining budget is good through June 30<sup>th</sup> and you will get a new budget on July 1<sup>st</sup>.

**Seeds:** The last item I want to present is the seed packets. The cost for 200 packets is \$108 and the cost for 500 packets is \$203. If you want to provide two packets to each garage sale participant, we can consider purchasing 1,000 packets for \$406.

**Discussion:** How much did we spend last year on the garage sale?

Last year we purchased 500 of the cotton bags. You had the other items that we placed inside, like the pen, pencil, bumper sticker, window cling, color book, and the seeds. This year you have most of the items in stock, but we do not have enough bags and we used up the seed packets last year.

**Chair Divine:** The reason we looked into a water bottle this year is because we want to give the garage sale participants something else in addition to the items we give away at our regular events. We want to thank the participants for their efforts. This is a newer item we are looking into for this year's garage sale event and we did not have this expense in the past

The vote to approve the purchase of water bottles, bags, and/or seed packets was tabled until next meeting. Quorum was not established.

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

### **a. Community Engagement Fair 04/27/19**

**Chair Divine:** The event went well, and the canopy looked amazing. The City did a wonderful job putting everything together. City staff put up and took down the canopy, which helped a great deal.

**Discussion:** We had some people stop by who were interested in Adopting-A-Block. Did we get some groups to adopt-a-block after the event? Yes, there were a few applications to adopt-a-block. Having the large Adopt-A-Block map at the event was helpful to show the areas that are already adopted and the areas that are available to adopt. Having the “hot spot” map was nice to have at the event to explain what we do and why we are in the community.

**Chair Divine:** I am excited to bring the same maps to the Downtown Street Parties. With the increased attendance at the Downtown Street Parties, we can have an impact on getting more streets adopted.

**Council Member Márquez:** Don’t forget to recruit members, also.

**Discussion:** We saw some sustainable products like biodegradable pens at the Community Engagement Fair. We giveaway lots of things, but the way our climate is shifting it is shifting away from plastic. Lots of items like pens, pencils, and bags are biodegradable and it is something we should promote. As we run out of the current items, we can switch to the biodegradable products.

Some of the items were from Cal State East Bay. We should invite them to our events; even if they are only there to educate the community.

**Chair Divine:** We did get a request from a group to see if they can table at our event to give out information. The reason we don’t really want groups set up at our event is because the purpose of our events is to encourage the volunteers to get the supplies and go out to clean the area. My fear is if we allow others to table at our events, it will encourage the volunteers to stay at the staging area instead of going out to clean the area. However, I will be open to having groups come to our meeting to provide us with information so we can provide hand-outs at our events.

**Discussion:** if we have groups table at our event maybe we can ask them to set up toward the end of the event.

**Vice Chair Delaney:** During the Community Fair a few of us organized the shed. We put the vests in the large rolling bin. We are using the smaller bins for setup items, swag, and admin items.

When the trailer arrives, our items will be in the trailer. Any update on the trailer?

**Director Rullman:** The trailer arrived about two weeks ago. We are installing two jack stands to the rear of the trailer, so when it is disconnected from the truck and people are walking the rear of the trailer it will not tip over. We have the graphics finalized and we will get the trailer to the vendor next week. Rod and Kimberly identified space and shelving needs based on the items that are in the shed. We anticipate that the trailer will be ready for the June event.

**b. Southgate Community Center 05/25/19 – Task Force Member Low & Patterson**

**Chair Divine:** Task Force Members Low and Patterson are co-leading the event at Southgate Community Center.

**Task Force Member Low:** I am not sure where we should setup at the location. There is one flat area between the park and community center that is flat; otherwise there is lots of grassy areas at this site.

**Discussion:** Will we have access to the restroom? Yes, you will have access to the exterior restroom. There is a dog park across the street with a big open area and we can block off the area for the trash.

**Director Rullman:** We can post some NO PARKING signs fronting the dog park on Chiplay.

**c. Jackson St @ Barnes Court (Animal Control) 06/22/19 – Chair Divine**

**Chair Divine:** Next month is our first caravan style event on Jackson Street and we will stage at Animal Control. It will run like our other events. The idea behind this style of event is that it will look like a caravan of people walked down Jackson and cleaned it all together. We will start at Animal Control, have pre-designated routes to send the volunteers. For example, we may send volunteers down Jackson and have clean a side street.

**Council Member Márquez:** My concern is the parking at Animal Control. The parking may be limited at Animal Control.

**Director Rullman:** We can post NO PARKING along Barnes Court and we can open the Corporation Yard for parking.

**Chair Divine:** For the families we send to Santa Clara, we can have them drive to the area and park at the Safeway lot to clean and drive back to the staging area.

As the lead for this event, I will map out our routes, send the information to mapping committee to put together the maps.

**Discussion:** When is the Garage Sale? If we order the items in June, will we have enough time to get the products?

The Garage Sale is August 10<sup>th</sup>. I will have to order in June to get the items in time for the garage sale.

**X. Announcements/Updates**

**a. Council Member Updates**

**Council Member Márquez:** I am on the committee for the Cinco de Mayo Festival. A week and half before the festival we had lots of logistics to work out. If anyone is interested in joining this committee next year, we can use your help organizing the event. The event had dances, horses, and music.

**Discussion:** What sort of help do you need for this event?

**Council Member Márquez:** Volunteer committee/coordinator, setup, cleanup, and there is a car show component. You may email and I can provide more specifics. This event is put on by a local non-profit and this was the 37<sup>th</sup> Annual.

Last night we approved our budget. We had a surplus of almost \$400,000, which will go into our reserves. Our priority is to bring down our unfunded liabilities and pay down our post employee benefits. Once we pay these down, it will free up more funds, and we can provide more services. I am concerned about our growing population and we are not keeping up with our services.

In addition to approving the budget, we approved four new positions in Maintenance Services and these positions will be paid for through Measure C funds, which was approved in June 2014. When I am done, I will have Todd elaborate on these positions because it ties into the goals of this group.

The Mayor, City Manager, and Chief of Police are interviewing applicants for the Police Advisory Panel. They will decide in the next couple of months. We had over 80 applicants, but the panel will consist of 8 to 10 members. This is a big step in getting community input and strengthen the relationship between the community and the Police Department.

Anyone who is interested in participating on another Board or Commission, the application is due at the end of June.

#### **b. Staff Update**

**Director Rullman:** Maintenance Services has five positions dedicated out of the Measure C fund. We have three staff in Streets who handles: graffiti abatement, trash abatement, and illegal dumping. We have two staff in Landscape that handle all loose litter. The crew from Landscape are out on a defined schedule and a bulk of their work is in South Hayward: Tennyson, Harder, Whitman, and the Jackson Triangle.

Greg Galati, from the community, has helped us define the schedule. Greg has been an advocate of expanding the Measure C crews. The crews are going to these locations to address the issues, but they are not able to address the issues in the frequency that is needed. By adding the additional positions, we can schedule crews to address these issues on a weekly basis. We will have six staff dedicated to Measure C and they will go out in three crews with two staff per crew. I will take input on area that we need to address.

The positions will post July 1<sup>st</sup>, we have an eligibility list for that classification, and I anticipate that we will have them in the community by the end of July.

#### **c. Chair Updates:**

**Chair Divine:** We sent out information about the Fairview Walk-A-Thon and they asked if we were interested in a table at their event. We did not get a response from anyone, so we RSVP'd that we are unable to table at their event.

For those on the Spring/Summer Ad Hoc Committee, I will send an email about the Downtown Street Party and decide what activities we will have at the event so we can purchase the items.

**Director Rullman:** Do you want the large canopy at the Downtown Street Party?

Yes, the Chamber will allow the 10 x 20 canopy

**Chair Divine:** Since we will have the large canopy, we will have a table designated for Adopt a Block map and community outreach information. We can have another table for the games with the children.

**Discussion:** How does the Downtown Street party work? Is it like our regular events?

Members arrive early, City staff will bring the canopy and leave the trailer near the tent.

**Council Member Márquez:** Has Chuck emailed the group about tabling at the All-American Festival on June 29th? The event is from 11 AM – 3 PM at Mt. Eden Mansion at the corner of Hesperian & Tennyson?

**Chair Divine:** Yes, we received a flyer about the All-American Festival, and I brought it up at one of our previous meetings.

The first Downtown Street party is June 20<sup>th</sup>, the same night as our meeting. We will need two to three people at the booth during the meeting and you will get credit for the meeting.

**Discussion:** Will we have enough people at the meeting to meet quorum?

**Council Member Márquez:** You should reschedule the meeting in June.

**Discussion:** Are we cancelling the meeting or rescheduling the meeting? The group decided to reschedule since it is the last meeting before the fiscal year ends, and we plan to start the 2020 calendar. It was decided to reschedule the meeting for June 13, 2019.

**Discussion:** For the members whose term ends this year, how does that work? Is there a process?

**Council Member Márquez:** The City Clerk will contact you to see if you are interested in being reappointed.

**XI.     Adjournment (7:45 PM)**

# FY2019 Financial Report as of June 2019

## 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
11/15/18	Grainger	N95 Masks	\$157.28		\$8,613.72
11/15/18	Safeway	Food for KHCG Meeting on 11/15/18	\$70.04		\$8,543.68
01/17/19	National	Porta Potty & Wash Station for 01/26/19 Event	\$307.31		\$8,236.37
01/24/19	Stay Tooned Print	10 x 20 Canopy w/KHCG Logo	\$1,875.00		\$6,361.37
01/24/19	Downtown Streets Team	Donation	\$1,000.00		\$5,361.37
01/28/19	Sharon Eva	Food for KHCG Event on 01/26/19	\$37.40		\$5,323.97
01/29/19	Plastic Place	Orange bags	\$499.00		\$4,824.97
02/07/19	CEC Print Solutions	Business Cards for KHCG w/Event Calendar on back	\$86.15		\$4,738.82
02/07/19	Stay Tooned Print	KHCG Logo, die cut stickers, 1000 quantity	\$295.35		\$4,443.47
02/13/19	Grainger	Sharps Container, 1/4 Gal., Slide Top	\$31.53		\$4,411.94
02/21/19	Lucky	Food for KHCG Meeting on 02/21/19	\$51.17		\$4,360.77
02/28/19	Amazon	Heavy Duty Wheeled Canopy Case	\$74.26		\$4,286.51
03/14/19	Staples	Wing Lid Storage Tote, 48 Qt. (2)	\$74.61		\$4,211.90
03/23/19	United Site Services	Porta Potty & Wash Station for 03/23/19 Event	\$437.80		\$3,774.10



# FY2019 Financial Report as of June 2019

## *KHCG expenditures*

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
04/25/19	Dolphin Graphics	KHCG Leaf Logo for A-frame Signs	\$229.02		\$3,545.08
05/29/19	American Meadows	Seed Packets (1,000 qty)	\$270.00		\$3,275.08
05/29/19	Amazon	6-Pack Sand Bags	\$30.72		\$3,244.36
		Total Credits:		\$15,000.00	
		Total Expenses:	\$11,755.64		
		<b>Total Remaining in Budget:</b>			<b>\$3,244.36</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	\$0.00	\$100 a month max
	<b>TOTAL</b>	<b>\$0.00</b>	

Remaining Budget      \$3,244.36

Allocations              \$0.00

**Balance      \$3,244.36**