



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Hayward City Hall, Room 2A
777 B Street, Hayward
February 20, 2020

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 Stanley.

III. Roll Call:

City Council & Staff: Todd Rullman, Director of Maintenance Services; Rod Affonso, Streets Manager; and Kimberly DeLand, Administrative Supervisor

Task Force Members Present: Blytha Bowers, Alison Divine, Jeffrey Haman, Esther Lopez, Ly Mac, Bert Manzo, Adam Murphy, Adithya Naresh, Chiemeka Okoronkwo, Debra Patton, Scott Schroder, and Jessica Stanley,

Task Force Members Absent: Carrie Conover, Suzanne Gayle, Rodney Hankins, Chuck Horner, Patrick Kariuki, Christopher Lopez, Lenora Taylor, and Jacquelyn Young, and Kenny Wong Many

Youth Commission Liaison: N/A

Guest (Visitor Sign-In): Jack Steinmann, City of Hayward; Erik Pearson, City of Hayward

IV. Public Comments:

Jack Steinmann, City of Hayward: Utilities & Environmental Services will have Electrify Everything Events and EV 101 Workshops. The Electrify Everything Event is designed to inform community members about actions they can take to reduce their carbon footprint by replacing their fossil-fuel-burning appliances and equipment with electric alternatives.

The EV 101 Workshops are designed to inform community members about Electric Vehicles including EV range and charging, buying and leasing an EV, rebates, and other resources to help pick the right car and find charging stations. The EV 101 Workshop will have one English workshop and one Spanish workshop. Both workshops will be at the new library. There are flyers on the counter.

The City is offering an online platform to help community members track their water usage. The City is trying to decide between two different platforms. Community members are encouraged to try both platforms to determine which platform you prefer. Customers can view their hourly water usage and receive alerts when their property shows signs of a leak. If you are interested in participating in this pilot program, please complete the Participant Application.

V. Approval of Meeting Minutes from January 23, 2020

It was motioned/seconded by Vice Chair Manzo and Task Force Member Naresh and passed by majority vote to approve the January 23, 2020 meeting minutes 10:0:2 (9 absent).

VI. Presentations

a. Attendance (Excused vs Unexcused) – Director Rullman

Director Rullman: I provide everyone with a copy of the resolution establishing the policy about Board & Commission Attendance. In the past we allowed Task Force Members to call and/or email when unable to attend a meeting and we excused the absence and it did not go against your attendance. This is not how any of the other Boards & Commission operate. We talked to leadership and decided that we will conform to what the other Boards and Commission are doing starting at the being of the fiscal year (July 1st).

Based on City Council Resolution No. 87-323, item 5 explains excusable absences. An excused absence is either an illness of yourself, illness of family member, taking care of a family member who is ill. Although you have an excused absence, the absence will be reflected in your overall attendance. When absentees are reported to Council, they will consider excused absences when reviewing attendance.

Discussion: How about travel for work? And what are the repercussion of going below 75% attendance? Traveling for work is not considered “excused” per the resolution.

Chair Ali Divine: Weather the absence is excused or not, it will still reflect in your overall total. It will be at the discretion of Council to remove or not reappoint any board or commission member has failed to attend at least 75% of all meetings.

Director Rullman: The Task Force has always been supportive in finding other events for Members to attend to make up for absences. We are trying to create consistency among the Boards & Commission.

Chair Ali Divine: Our bylaws states that Members can makeup absences by attending another community event.

Kimberly DeLand: I ask that if you attend another event to make up for an excused absence, please let me know so I can make a notation on the attendance records.

Discussion: There was discussion on which outside events are considered “approved” for a makeup event.

Chair Ali Divine: At one of our meetings we discussed New Enhanced Accountability and we would come up with a list of pre-approved events that will allow members to make up absences. If there as specific events/meeting you will attend as a makeup event, please include me in the conversation via email prior to attending so we can discuss the purpose of attending the meeting and the specifics about using the event as a makeup event.

Discussion: The policy also discusses conflict with another board or commission meeting, such as the Planning Commission meeting which occurs the same night and time as the Task Force meeting. As an example, if the Planning Commission is discussing a topic that relates KHCG Task Force goals/objective and we attend that meeting, our absence will be excused. We may want to

consider City of Hayward sponsored meetings and Boards/Commissions meetings as a makeup event, especially if it relates to community engagement, KHCG topics, or to bring back information to the Task Force.

Chair Ali Divine: We can certainly consider these other meeting. However, we do not have as many events, so we are not asking for as much time commitment from the Task Force. We need to evaluate on a case-by-case situation.

Discussion: How does tardiness affect our attendance? Tardiness does not affect overall attendance. However, the other Boards/Commissions follow the rule that members should be in attendance of 75% of each meeting. The minutes indicate when we begin and end the meetings and if you are at the meeting for 75% of the time, you are considered present.

Is there a list of events that are approved for Task Force Members to attend to make up for absences? Yes, the Community Events Committee will discuss events to consider for KHCG's participation. If we decide to participate, these events will allow Task Force Members to make up events.

b. Community Engagement Update – Task Force Member Patton

Task Force Member Patton: Blytha and I have been meeting to come up with strategies to engage the community to reach our mission. We are considering property owners, HOA's, property managers, business owners, faith-based organizations, non-profits, and educational sector. We will break up the community engagement into phases.

The first stage is to meet with the educational sector and faith-based organizations. We compiled a list of middle schools and high schools to help support our mission. We are collaborating with CSUEB, Chabot College, Life Chiropractic, and Hayward Adult School to enlist their students for involvement. We are refining incentive to get the students involved to participate.

We are trying to get enrolled with Community Service lists. For example, if someone gets a citation and needs community service hours, we want KHCG to appear as an option to fulfill those hours. We also want to work with the high schools who require students to fulfill community services hours. We can expand this to the surrounding cities and not limit it to Hayward schools.

For the faith-based organizations, I am meeting with South Hayward Parish next week.

The next phase is working with the property owners, HOA's, and apartment managers. If we can get the HOA's involved, then they can get their communities involved and come out to our events.

CSUEB committed to our April and October events. They will have 150 students at the April event and 100+ at the October event. CSUEB will provide their students with t-shirts. I am hoping to get similar support form Chabot College. CSUEB asked if KHCG can submit our 2021 schedule by October.

Some of the challenges for the students is with transportation beyond the Tennyson corridor. CSUEB is bussing the students to the larger event but sending the students further out is a challenge. Is there an opportunity to get bus passes for the students?

Chair Ali Divine: I guess we can spend our budget on bus passed, but will there be a bus stop close to where our event is staged and one near where we are sending the students?

Discussion: How do you know that the student is using the bus pass to go to our event? How do you track who has the bus pass, so it gets returned to the Task Force?

Director Rullman: If CSUEB can guarantee a certain number of students, will CSUEB be willing to split the cost of a charter bus?

Discussion: CSUEB has busses and maybe they can use their bus to bring the students to our events. The CSUEB buses are contracted for specific bus runs.

Chair Ali Divine: We should see what type of bus passes that are available to offer to the volunteers.

We can consider the rental of the First Student buses and check with CSUEB to see if they will split the cost. This bus can be used to transport students from the campus to our event and then to the cleanup locations.

Vice Chair Haman: If we plan to have 150 students from CSUEB, we should plan our events within the Tennyson Corridor.

Director Rullman: When you say it is difficult to get transportation beyond the Tennyson Corridor, is that south of Tennyson Road?

Yes, students are unable to get to location south of Tennyson Road. However, this affects more of the students participating in Freshmen Day of Service.

Chair Ali Divine: Let's investigate the bus passes that are available, the cost of a charter bus, and if CSUEB is willing to split the cost of the charter bus.

Task Force Member Patton: The other challenge for CSUEB is refreshments. Are we providing refreshments at all the events? Yes.

We would like a separate table setup for CSUEB at the events.

We also talked about pre-assigning mapping to the large groups to keep the registration lines moving.

Can we provide bottled water for the students?

Chair Ali Divine: We are trying to phase away from bottle water. We want to encourage everyone to bring their own reusable bottle and the volunteers can fill up their bottle with water from the igloos. We also have the KHCG water bottles in the shed to give to the volunteers.

Discussion: Freshmen Day of Service is a bit different than Make a Difference Day because the students at Freshmen Day of Service are younger and may not have transportation to cleanup locations.

Task Force Member Patton: We are meeting with Chuck Finnie to discuss media plans to give us more visibility.

We will contact some of the schools like Chabot College to get them involved in the April event. We will meet with CSUEB regarding Adopt-A-Block.

We are looking at Business Engagement to keep store fronts and strip malls clean. We will meet with Code Enforcement and have them do a presentation for KHCG.

We received the City newsletter and it discussed the City's Roadmap. Blytha and I would like to attend the meeting to see if we can have a partnership or find out how we can get involved. The meeting is March 18th.

c. Event Procedures – Chair Divine

Chair Divine: I provided a sheet with the slides of the Event Procedures. There will be full sheet of some of the slides in the Lead packet. Some of the individual slides will be printed and laminated so they can be used at each station.

This outlines the roles at the cleanup events in the following areas:

- Registration
- Line Control/Vest & Wristbands
- Grabber or Beautification Assignment
- Map Assignments
- Truck
- Collection Inventory
- Traffic & Unaccompanied Minor Control
- Event & Volunteer Photos
- Trash Pickup & Youth Chaperones
- Lunch Tables
- Stock Trailer

Discussion: We should go over the rules with the volunteers. We should have the Safety Sheet posted at the events.

Maybe several Task Force Members do line control, hand out bags, vests, and remind volunteers about the rules.

d. Financial Report

Kimberly DeLand: We purchased two folding tables from Amazon; napkins and facial tissue from Staples; non-latex Gloves from NBC Supply; portable restroom and wash station for the March event from Hanson & Fitch; and table throws from Stay Tooned Print.

Chair Ali Divine: The new table throws will be used for our registration tables and the old one will be used for the catering tables.

VII. Action Items

a. Community Events – Vice Chair Haman & Task Force Member Lopez

Vice Chair Haman: KHCG can participate in the following events and we can vote on which ones we will participate. The community engagement events are different than our regular events. Our regular event we will have the trailer, grabbers, bags, and vests. We will not have these items at the community engagement events, but we may have the recycle game and the adopt-a-block map.

Hayward Youth Commission Fair @ City Hall 03/14/20

Vice Chair Haman: We will set up a table at this event to give out information about KHCG, the recycle game, and educate the community.

It was motioned/seconded by Chair Ali Divine and Task Force Member Lopez and passed by majority vote to participate at the Hayward Youth Commission Fair 9:2:1 (9 absent).

Citywide Cleanup @ Weekes Park 04/25/20 – Erik Pearson

Erik Pearson, City of Hayward, Utilities & Environmental Services: The Citywide Cleanup is April 25th at Weekes Park. Registration begins at 8:00 AM, we will send volunteers to various areas to pick up trash, and volunteers will return a few hours later for lunch. This is the 50th Anniversary of Earth Day. We will have a few more groups with informational tables. How does the Task Force want to be involved with this event? Do you have any ideas of how to get community members further away from Weekes Park to pick up trash? In the past, we worked with some groups and provided them with supplies in advance to clean their area, so we could expand in this area and get supplies to group before the actual event and the group can show up at Weekes Park later in the day for the lunch.

Streets Maintenance Manager Affonso: we have worked with community members in the Bunker Hill areas and provide supplies before the event.

Vice Chair Haman: We can be a help with the registration and provide the grabbers, bags, vests since we have the supplies in our trailer.

Chair Ali Divine: We can run this event like our regular events.

Erik Pearson: Utilities & Environmental Services can focus on the Community Fair portion of the event and order the food for the volunteers.

Discussion: Are we having the other Boards and Commission at this event?

Chair Ali Divine: The City Clerk's office will not have their own recruitment table, but they will share part of KHCG's table with recruitment flyers and applications. The community can apply for any Board and Commissions or Task Force, but our table will only have KCHG Task Force Members engaging with the community.

As far as increasing the radius, we have multiple areas throughout Hayward that are mapped out. Are the volunteers registering through Utilities & Environmental Services or through our Eventbrite site?

Erik Pearson: We are using Eventbrite.

Chair Ali Divine: We can have something on the registration asking if the volunteers want to cleanup a specific area. We can work with City staff to get supplies to the volunteers in advance. On the day of the event, the volunteers who have cars and are willing to come back, we have spare maps in our trailer for the different areas in Hayward.

Director Rullman: When does registration end? If it is one week before, that allows us time to deliver the supplies to the volunteer.

Discussion: What is Earth Day all about? Do you need KHCG to provide feedback on how many volunteers we anticipate so you can order enough food? CSUEB will bring a large group to this event.

Chair Ali Divine: CSUEB should register online through Eventbrite so Erik has an accurate count for the food order.

Discussion: We should ask Brianne to add the field on the registration asking which area the volunteer wants to clean.

Utilities & Environmental Services will have access to the registration for the event to coordinate the food order.

What are the hours of this event?

Streets Maintenance Manager Affonso: The event runs from 8:00 AM to 12:00 PM. Most of the volunteers are from CSUEB. There are some drop-ins and families with their children. Most volunteers do not want to drive in their cars. Most will go to the area where they live. Only a few will go to areas we suggest. Registration begins about 8:00 AM and will return to Weekes Park about 10:30 or 11:00 AM. Lunch is usually served about 11:30 AM

Erik Pearson: Back to Task Force Member Patton's question about the Earth Day Fair component of the event We will have various groups at the event with a booth? East Bay Community Energy and they have a campaign for the month of April to encourage people to opt up to their 100% renewable product.

The Library is working with Chabot and CSUEB on a Book to Action event. This year's book is "Sea Level Rise." We are working on a Shoreline Master Plan and we are hoping to incorporate this into the Citywide Cleanup Event. Stop Waste and California Youth Energy Services will be at the event.

The next planning meeting is next week Thursday and it will be nice to have KHCG members at the meeting.

Discussion: Utilities & Environment Services will create a poster size of the flyer with the QR code to provide to Task Force Member Lopez for her office. The Media Team should create a QR code for the day of registration.

Street Parties 3rd Thursday of June, July, August

Vice Chair Haman: There are three Street Parties in June, July, and August. We will have the recycle game, swag, gave out seed bombs, and the adopt-a-block map.

All Task Force Member will be expected to attend one Street Party.

All American Festival @ Mt. Eden Park 06/27/20

Vice Chair Haman: Task Force Member Horner and Council Member Marquez recommended this event to KHCG. This event will allow KHCG to enlist new volunteers, raise community awareness of our issues, answers questions, educate community, provide Waste Management vouchers, and build community relationships.

The vote to participate at the All-American Festival @ Mt. Eden Park on 06/27/20 was tabled until next meeting.

Citywide Garage Sale 08/08/20

Vice Chair Haman: I am not sure of KHCG's involvement in the Citywide Garage Sale. Traditionally we have given out thank you bags to the participants.

Director Rullman: Historically, the Task Force provided the thank you bags. In the past, the participants would pick up their bag at City Hall. Couple of years ago, we had City staff deliver the bags to the registered participants. It took staff several days to deliver the bags. Last year went back to having the bags picked up at City Hall and we only had a few people stop by for their bag.

Vice Chair Haman: The Task Force will deliver the bags if we want to participate in this event.

Director Rullman: The background behind the Citywide Garage Sale is to promote recycle and reuse of items instead of potentially have the items thrown away or show up as trash on the streets and the Task Force provide thank you bags.

Discussion: The thank you bag is our KHCG bag? Yes, and we placed a water bottle and other KHCG items inside. It is the same bag the Task Force members received.

The vote to participate in the Citywide Garage Sale on 08/08/20 was tabled until next meeting.

Coastal Cleanup @ Hayward Shoreline 09/26/20

Vice Chair Haman: We participated in this event last year and should participate again this year. I don't think the Interpretive Center will be opposed to having KHCG more of a hands-on role at this event.

It was motioned/seconded by Task Force Member Mac and Chair Ali Divine and passed by majority vote to participate in the Coastal Cleanup @ Hayward Shoreline 10:1:1 (9 absent).

Science in the Park in October

Vice Chair Haman: This event is every other year. I went to this event two years ago and we had the participants make paper airplanes. If we participate this year, we should have an activity that promotes our clean and green mission.

It was motioned/seconded by Task Force Member Mac and Vice Chair Manzo and passed by majority vote to participate at Science in the Park 12:0:0 (9 absent).

California Conservation Corps – 05/16/20

Director Rullman: Maintenance Services has a collaborative effort with the California Conservation Corps at Huntwood Avenue and Schafer Road to improve the pedestrian walk path behind Tennyson High School. We are partnering with California Conservation Corps and Union Pacific Railroad to improve the crossing to increase signage, cleanup vegetation, and planting. This event is 05/16/20 from 8:00 AM – 12:00 PM. The Task Force will have an opportunity to participate in the improvements or setup canopy and table at this event. We anticipate staging at the parking lot of the church at Huntwood Avenue and Schafer Road.

A bulk of the volunteers will come from the California Conservation Corps. This may be an opportunity for KCHG to make connection with this group. There will about 40 – 60 volunteers from this group.

The vote to participate in the California Conservation Corps on 05/16/20 was tabled until next meeting.

Reuse and Recycle Event – 04/18/20

Director Rullman: Assembly Member Bill Quirk will have a Recycle and Reuse Event at City Hall Plaza on 04/18/20 from 12:00 PM – 2:00 PM. There will be some E-Waste recyclers.

Half will be on the plaza the other half will be a conversation about recycling and reuse in the Council Chambers. KHCG would not have to table at this event, but Task Force Member can attend this event.

b. Purchase Generator \$1,254 – Kimberly DeLand

Chair Ali Divine: This is a gas-powered generator to allow KHCG to use at the events to power the PA system and charge tablets. This is City staff's recommendation.

Discussion: Are there other options beside gas-powered generators?

Streets Maintenance Manager Affonso: I am not aware of generators using other sources of power and the concern is the reliability of the generator.

The vote to purchase a generator was tabled until next meeting.

c. Purchase Surface Pro \$1,147 and Verizon Wireless Data Service \$456 annual (\$38/month)– Kimberly DeLand

Chair Ali Divine: Purchasing another Surface Pro will be integral to our registration process.

Discussion: Do we need to purchase a Surface Pro? Can we purchase other devices and get more devices? Yes, the device will need to have capability to support the Google documents.

Chromebook can be an option to consider. Do Chromebooks have the capability to have data service? Yes, you can insert a SIM card.

The vote to purchase a Surface Pro was tabled until next meeting.

VIII. Community Cleanups and Upcoming Events

a. Mt. Eden Park 01/25/20 - Chair Divine, Vice Chairs Haman and Manzo

Chair Divine: We collected 144 items; 64 items were bags; 350 plants were planted at Tennyson Corridor, and we had over 80 volunteers.

b. St. Joachim Catholic Church 03/28/20 - Chair Divine, Vice Chairs Haman and Manzo

Director Rullman: We identified a beautification project for this event at the corner of Hesperian Boulevard and Sueirro Road. The Airport owns the property at this corner, and they are responsible for maintaining that property. We will strip the area, insert a landscaping band around the back of the Home Depot sign, install irrigation, plant low plant material and spread bark mulch. This site is across from the staging area.

c. Citywide Cleanup 04/25/20 - Chair Divine, Vice Chairs Haman and Manzo

Chair Divine: We will discuss the March event next month and the Citywide cleanup is in April.

Announcements/Updates

a. Council Member Updates

Council Member Márquez: N/A

b. Staff Update

Director Rullman: None

c. Chair Updates

Chair Ali Divine: We created a partnership with Corporate E-waste Solutions. It is a business that will collect E-Waste material. They will table at our events and they will talk about the services they provide.

IX. Adjournment (9:28 PM)