



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Remote Participation  
June 24, 2021

**I. Call to Order**

Meeting called to order by Chair Manzo at 7:03 p.m.

**II. Pledge of Allegiance**

Pledge of Allegiance led by Task Force Member Yeates

**III. Roll Call**

*City Council & Staff:* Council Member Andrews; Todd Rullman, Rod Affonso, Streets Maintenance Manager; Kimberly DeLand, Administrative Supervisor; and Elizabeth Scott, Senior Secretary

*Task Force Members Present:* Blytha Bowers, Raul Chavez, Jeffrey Haman, Rodney Hankins, Chuck Horner, Ron Maldonado, Bert Manzo, Reanne Meighan, Edward Moore, Adithya Naresh, Debra Patton, Jessica Stanley, Jason Yeates, and Jean-Yee Yu

*Task Force Members Absent:* Danielle Dedrick, Wilfredo Hoffer, Esther Lopez, Melissa Milleman, Adam Murphy, Chiemeka Okoronkwo, Krysta Penfield, Alejandro Quezada, Gerald Sannebeck, and Scott Schroder

*Youth Commission Liaison:* None

*Guest (Visitor Sign-In):* Kailyn Klotz

**IV. Public Comments**

None

**V. Approval of Meeting Minutes from May 27, 2021**

It was motioned/seconded by Task Force Member Bowers and Vice Chair Haman and passed by majority vote to approve the May 27, 2021, meeting minutes 12:0:2 (10 absent).

**VI. Presentations**

**a. Financial Report**

**VII. Kimberly DeLand:** There are no additional purchases since your last month.

**a. Event Planning Update**

**Task Force Member Naresh:** I shared an email with the group the step that the Event Planning Subcommittee will take to prepare for the events. We will call for volunteers for the various roles. Do we typically complete this process the month prior to the event or at the meeting right before the event?

**Chair Manzo:** The month prior to the meeting we will go over the roles so everyone knows what to expect.

**Task Force Member Naresh:** The Event Planning Committee will order food for the events. Erik's Deli is one vendor we can use. We will determine how much food to order based on the registration in Eventbrite. We can place an order one week in advance. I will send an email for volunteers and create a spreadsheet of who wants to tackle these roles.

*Supplies:* We have our own trailer that stores our supplies for the volunteers, road signs, traffic cones, chairs, and tables.

*Mask:* Are masks available for those who do not bring their own mask? Yes

*Supplies:* gloves, grabbers, bags, and vests will be distributed to the volunteers.

*Map Routes:* Based on the location of the event, refer to a pre-existing map on KHCG google drive. Another map has garbage density so we can prioritize what areas to cover.

Step 2: A few days prior to the event, head to the staging site to check site and head to trailer to ensure that all is well there in terms of inventory.

Step 3: During the event, get to the site early to setup tent, grab breakfast, place signs to the event in intersections around the planning site.

Step 3A: Event starts, sign up and registration, hand out clean up supplies, create groups and hand out route assignments, ensure minors have adult escorts in the group assignments.

Kid Participation: One or two KHCG Task Force Members will be at the main tent in charge of handing out KHCG badges, stickers, pens, pencils, and other giveaways, community service credits, raffle tickets for end of the event drawing.

KHCG truck volunteers begin their rounds to pick up light to medium sized items from curbside. With walkie talkies and cell phones, they will coordinate pick up items on curbside from home base volunteers and coordinate with City staff on bulky items.

Task Force Member will pick up lunch from food vendor and setup once event is close to ending.

3B Winding Down Period: check back in supplies from volunteers (only the grabbers have numbers for tracking), final round for the KHCG truck, put all the items back into the trailer and KHCG truck; collapse the tent and store it back of the KHCG trailer.

## **b. Community Engagement Update**

**Task Force Member Patton:** Our goal is to engage the Hayward community to get more involved in keeping their communities clean. The pandemic made it more difficult to engage the community. Now that things are reopening, we will focus on engaging the community in the following way:

- Booth at the Farmers Market and attend once a month and rotate the week we attend.
- Adopt a School: we want to engage the schools, talk to the principals, and get the students involved. We will work with the HUSD and work with the schools once a month. We will provide them with information on who we are, what we are doing, and how it can benefit them. Adopt a School will engage the student body and the families. We will use the school site as a staging area. We would ask the school to promote the event by sending information home via email and social media. We also want to include the Hayward schools in more of our cleanup events. We want to use the school sites as a staging area. We want to start with Caesar Chavez Middle School and Tennyson High School. The cleanup events will allow students to fulfill their community service hours.
- Updates: The Community Engagement subcommittee will meet monthly to keep us on task to fulfill our goals. Task Force Member Bowers will be our point person for Make a Difference Day. I will take the lead on Freshmen Day of Service. Task Force Member Horner is working on a list of churches and pastors.
- After we work with the schools, we will focus on the churches. HOA's, and homeowners. We want to get more people in our community involved. Then we will reach out to local businesses.
- One of the challenges is that the Community Engagement Subcommittee is the smallest subcommittee. If you are interested in joining the Community Engagement Subcommittee, we can use your help.

#### **c. Adopt-A-Block Update**

**Vice Chair Haman:** We currently have a total of 145 Adopt-A-Block groups. In 2020 we recruited 36 new groups and in 2021 we have 24 new groups. We have about 500 streets in Hayward, so we have lots of streets that are available for adoption. If you received an email from Chair Manzo that you are on the Adopt-A-Block subcommittee, you will receive an invitation for a Zoom call on Thursday, July 1<sup>st</sup>. Councilmember Andrews mentioned something about planning commission requirements for adopting a block and I would like to talk about the requirements.

#### **d. Beautification Update**

**Vice Chair Stanley:** Our subcommittee will work on the Beautiful Yard contest. Fortunately, this is a program that is already in place, and we have the resources at our disposal. We have a general list of criteria that we will use to evaluate the space, porch, balcony, etc. As a group, we will take nominations. We will decide what we want to provide as prizes. We will reach out to City staff to promote on social media and in the two newsletters. We will also create informational flyers to announce the contest, post around the community, and provide information about drought tolerant plants. We will have a system in place to take submissions from the community as well as from Task Force.

**Chair Manzo:** Streets Manager Affonso may have some information about acquiring a tree through the City.

**Councilmember Andrews:** I am glad to see that you are bringing back the Beautiful Yard Contest.

### **VIII. Action Items**

#### **a. 2022 Meeting & Beatification Event Calendar**

**Chair Manzo:** It is that time where we determine the locations throughout the City for our beautification events. We had not had the opportunity in the last two years to make it to St.

Joachim's Catholic Church due to cancellations due to COVID. I recommend that we keep this location. We have other locations on the calendar. Some locations are more impacted than other locations and we try to avoid meeting at the same locations every year.

**Task Force Member Horner:** Are we sure Heritage Plaza will be open?

**Discussion:** Heritage Plaza is on the calendar for July of 2022. Tentatively, the opening date is July 1st. It will be open by next year. Part of the reason we moved the July 2021 event to Giuliani Plaza is because we are not sure if Heritage Plaza will be open for this event.

**Task Force Member Horner:** I want to encourage everyone to go by Tennyson Park. There is a new installation of play equipment for all abilities...the swings and other equipment have been installed for Mia's Dream. The park is open now. There is a nice pavilion in the park for events.

**Vice Chair Haman:** Are the Downtown Street Parties still scheduled for July and August?

**Discussion:** The Downtown Street Parties on the calendar should read 2022 and they are not for 2021.

**Task Force Member Bowers:** I recommend that we not finalize the 2022 calendar so we can verify when Freshman Day of Service will take place.

**Chair Manzo:** Yes, we spoke to Patrick of CSUEB for this year's event and we should reach out to him for next year.

**Task Force Member Bowers:** Patrick takes care of Make a Difference Day and there is another group that takes care of Freshman Day of Service.

**Councilmember Andrews:** I believe the Chamber is trying to do an event for August 2021.

**Task Force Member Patton:** I agree with Task Force Member Bowers to table this item, so we can implement the Community Engagement goals that we discussed earlier and to engage the schools.

**Chair Manzo:** We talked about going back to Heritage Plaza and I believe we want to do a downtown cleanup. We did a cleanup at Mt. Eden Park and maybe we can work with HUSD to have an event at Mt. Eden High School.

**Streets Maintenance Manager Affonso:** I would like to see us work around the waterways. For Downtown, City Center has the creek that runs across Second Street and there is a pathway to the creek.

**Chair Manzo:** We did some outreach with Friends of San Lorenzo Creek, and they expressed some interest in helping us clean up around waterways.

It was motioned/seconded by Task Force Members Bowers and Patton and passed by majority vote to table the 2022 Meeting & Beatification Event Calendar 14:0:0 (10 absent).

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

### **a. Giuliani Plaza – 07/24/21**

**Chair Manzo:** We went to the Giuliani Plaza yesterday to look at the area. One concern I had was navigating into the parking lot. Street signs will help direct volunteers to the site. We decided to stage in front of the old City Hall building. There is a platform that has an area for the tent. It is also ADA compliant with ramps on both sides. The way the area is shaped, we can have volunteers enter one side, pass through, and exit the other side, so we can keep everyone safely distanced.

Rod mapped out an area where we will have the trash dump. City staff will block off the parking stalls, so we have an area to place our trash.

The Farmers' Market is the same day, so it may be a busy in the area. There is, also, parking available on Main Street for our volunteers.

**b. Tennyson Rd & Patrick Av (Weekes Park) - 10/23/21**

**Chair Manzo:** The next event will be at Tennyson Road and Patrick Avenue, and we will stage at Weekes Park. We will have a beautification event at the Weekes Library.

**Announcements/Updates**

**a. Council Member Updates**

**Council Member Andrews:** I want to thank staff for their help at the event over the weekend. It was a successful event. At the Council meeting we had a presentation related to water conservation by Bay Area Water Supply and Conservation Agency. You may want to check out that meeting. They are encouraging people to conserve water and they are reviewing their landscaping recommendations. I recommended that they do a presentation for Keep Hayward Clean & Green and incorporate some training with us. I mentioned that Keep Hayward Clean & Green was considering bringing back the Beautiful Yard Contest. It will be nice if we can partner with them on some landscaping ideas.

For Adopt-A-Block, when I was on Planning Commission, I recommended that as part of their Condition of Approval that business Adopt-A-Block. This is a recommendation, but not a requirement. You may want to talk to the Planning Department.

I have some recommendation when you were talking about the Mt. Eden Area. If you need a backup staging location, Palma Ceia Park and elementary is in the area.

For the Community Engagement Subcommittee, the next HLAC meeting is July 15<sup>th</sup> at 4:30 PM and that is a meeting with HARD, HUSD, and City of Hayward. I mentioned that HARD should partner with KHCG TF, but it may be nice if someone can call in to make a public comment.

Beautiful Yard Contest: the final winners enjoyed getting a resolution from the Mayor, taking a picture with the Mayor, and receiving a Home Depot gift card. I look forward to the bigger and grander things you think of for this contest.

**b. Staff Update**

**Streets Maintenance Manager Affonso:** I appreciate you meeting us in the field, Bubba, to see the Giuliani Plaza site and I am sorry Jeff was unable to attend the field meeting. It means a lot to City staff and we want this event to be successful. It has been a long time since we had an event. If you need anything, please reach out to us and we will make sure you get the resources you need.

**c. Chair Updates:**

**Chair Manzo:** I know City Council has some concerns with some businesses within the City that have increase amount of trash/litter around their businesses. The Policy sub-committee is going to draft a letter asking the businesses keep the area around their businesses clean. We can supply the businesses with the tools needed. We will bring the letter to the Task Force for review/comments.

**X. Adjournment (8:15 pm)**