



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
July 22, 2010

Agenda

- I. Call to Order (7:00pm)
- II. Pledge of Allegiance (7:02pm)
- III. Roll Call (7:05pm)
- IV. Public Comments: *(The Public Comments section provides an opportunity to address the Task Force on items not listed on the agenda. The Task Force welcomes your comments and requests that speakers present their remarks in a respectful manner, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Task Force is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff).* (7:05pm – 7:15pm)
- V. Approval of the Summary Notes from June 24, 2010 Task Force Meeting (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:25pm)
- VII. Upcoming Events (7:25pm – 7:50pm)
 - a. July 24, 2010 - Upper Hayward, 2nd & B St (Florine Banks & Jennifer Ong)
 - b. August 19, 2010 – Street Party (Street Party “give-away” update – Florine Banks)
 - c. August 28, 2010 - John Muir Elementary School (Rich LaPlante)
 - d. Future Clean-Up Projects for 2011
- VIII. City Status Reports/Updates (7:50pm – 8:00pm)
 - a. Adopt-A-Street/Neighborhood – Ad Hoc team process/proposal (Matt McGrath/Florine Bowers)
 - b. Parking Restrictions for RV’s, Boats and Trailers (Matt McGrath)
 - c. Liability of Community Service Assignments (Matt McGrath)
 - d. PEG Channel 15 (Stacey Sorensen)
- IX. Member Reports and Issues (8:00pm – 8:30pm)
 - a. July 15, 2010 – Street Party
 - b. Chair and Vice Chair Election
 - c. Roundtable
- X. Chair Report (8:30pm – 8:40pm)

- XI. Future Agenda Items (8:40pm – 8:45pm)
- XII. Next Meeting August 26, 2010
- XIII. Adjournment



Please do not wear scented products to this meeting.

People who have environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in accordance with the Americans with Disabilities Act of 1990. Please request needed accommodations at least 72 hours in advance of the meeting by calling (510) 583-4248, or by calling the TDD line for those with speech and/or hearing disabilities at (510) 247-3340



Keep Hayward Clean and Green (KHCG)

Task Force Meeting Notes
Hayward City Hall, Room 2A
777 B Street, Hayward
June 24, 2010

1. **Call to Order:** Meeting called to order at 7:00 PM by Chair Chuck Horner

2. **Pledge of Allegiance**

3. **Roll Call**

City Council & Staff: Mayor Michael Sweeney; Lawrence McGrath, Director of Maintenance Services; Stacey Sorensen, Neighborhood Partnership Manager

Task Force Members Present: Carolina Abatayo, Florine Banks, Blytha Bowers, Lloyd Clifton, Chuck Horner, Rich LaPlante, Laura Oliva, Jennifer Ong, Kathy Super, John White

Task Force Members Absent: Douglas Grandt, Doug Ligibel, William McGee, Rob Simpson, Kevin Thompson

Guests: Dee Dee Ligibel

4. **Public Comments:**

Dee Dee Ligibel commented that people with disabilities, should be encouraged to volunteer at clean-up events, regardless of their disability. Mrs. Ligibel remarked that persons with disabilities can contribute in other ways than physical work; they can assist with the checking in process, by welcoming other volunteers.

5. **Approval of Notes from Task Force Meeting of May 27, 2010:** It was unanimously accepted to approve the notes from the Task Force Meeting of May 27, 2010.

6. **Financial Report:** The financial report was reviewed.

Lloyd Clifton reported that the Financial Committee received a financial request in the amount of \$200.00 to purchase replacement plants for the Library Fountain Project. The Financial Committee recommends funding this request.

TF members commented that they have observed children playing in the fountain/flower bed; Matt McGrath remarked that he will have staff make a "keep out" sign to post near the fountain.

After a vote the financial request was approved unanimously.

7. **Upcoming Clean-up / Graffiti removal events:**

June 26, 2010 Birchfield Park (Blytha Bowers): Task Force members discussed logistics, safety, and administrative procedures. Blytha requested additional copies of the Clean-up schedule; subsequent to the meeting staff provided copies as requested.

Task Force members reported that they recently canvassed the Birchfield Park Neighborhood, and commented that they observed many boats, RV's, and trailers parked in and around the neighborhood. Task Force members asked staff if there are any parking restrictions.

Staff reported that there are permit parking restrictions on several streets in that area; in terms of restrictions on boats, RV's, and trailers staff will follow up and report at the next meeting.

July 15, 2010 Street Party: Blytha Bowers reported that twenty-four people signed up to be contacted for future clean-up events.

Florine Banks reported that promotional items will need to be purchased for future street parties.

Staff provided information on suggested promotional items, such as a personalized, recycled coloring books.

At this time, it was **motioned** and seconded (Clifton/Banks) to allocate \$1,000 for the purchase of promotional items for future Street Parties. After a vote the motion passed unanimously.

Subsequent to this meeting staff worked with Blytha Bowers and Florine Banks to place an order for promotional items; the order is expected to arrive in time for the August Street Party.

Task Force Members remarked that they would like to have recycling reciprocals at future street parties. Staff suggested contacting Vera Dahle-Lacaze, Solid Waste Manager for City of Hayward. Matt McGrath commented that his staff can work with Vera regarding the logistics involved.

July 24, 2010 – Upper Hayward, 2nd & B (Florine Banks & Jennifer Ong): Task Force members discussed logistics, safety and administrative procedures.

Future Clean-Up Projects for 2011 – Task Force members were encouraged to email proposed clean-up locations to Rich LaPlante, for consideration at the July meeting.

Suggested areas: A Street South; South Garden; Mission Blvd (South to North; Industrial to Tennyson; Harder to Jackson); Tennyson/Huntwood; Industrial (Home Depot); Neighborhood in and around Bowman Elementary (staff commented that Bowman Elementary recently received a grant for a mural project); Neighborhood in and around Glass Brook Elementary.

Rich LaPlante commented that the Neighborhood Partnership Meeting schedule and existing neighborhood groups should be taken into consideration when identifying clean-up locations and activities.

Lloyd Clifton suggested that he and Chuck Horner meet with David Korth and Matt McGrath in order to identify future clean-up areas that coordinate with the Neighborhood Partnership Program.

NPP Meeting Assignments - Matt McGrath suggested that KHCG come up with a short two to three minute presentation for Neighborhood Partnership meetings. Blytha Bowers volunteered to put a presentation together; she asked Stacey to forward the KHCG description that was used for the volunteer open house on May 24th.

Upcoming Neighborhood Partnership Meetings:

July 12, 2010 Skyview – Lloyd Clifton; Kathy Super

July 19, 2010 – Laura Oliva; Lloyd Clifton; Jennifer Ong

8. City Status Reports:

The following updates were provided by Stacey Sorensen, Neighborhood Partnership manager:

- News rack update: In the fall staff will order new, news racks and news racks stands for five locations in the downtown loop area; they will have mosaic tiles on them.
- KHCG Budget: As of June 31, 2010, at the end of the current fiscal year, the budget balance will be zeroed out and the new budget beginning July1, 2010 for fiscal year 2011 will be \$10,000.
- Mileage Reimbursement: Request for mileage reimbursement must be submitted within ninety days.
- Volunteer Registration Forms: Volunteer registration forms should to be turned in to staff monthly, along with event statistics.
- Recruitment process: Ends July 16, interviews with Council are tentatively scheduled for Tuesday, July 27th.
- Reference Binders: Staff put together a draft “reference binder” for new and/or existing task force members. Task force members remarked that they would rather have it available on the cities website than have hard copies. It was noted that most of the items in the reference book are already available on the cities website.
- Publicity and Marketing: KHCG are encouraged to request the cities camera crew to film future clean-up events and activities to post on the public education network cable Chanel 15.

Electronic Mobile HPD Sign: Matt McGrath advised the group that staff is working to restore the sign to working condition; staff will also replace the HPD insignia with KHCG insignia.

9. **Member Reports and Issues:**

Blytha Bowers advised the group that the September Street Party will be held on a Saturday.

Chair/Vice Chair elections: Nominations and elections will be held at the July meeting.

Secretary Duties: Chuck suggested that the group nominate a Secretary who will be responsible for keeping track of action items and to draft a meeting summary to be emailed to task force members within a week or so of their meeting. The meeting summary is to serve as a reminder of task force member and/or staff tasks.

Community service assignments: Chuck reported that to date, he has worked with six minors to complete community service hours (forty hours each); two additional minors are waiting to complete their hours. Chuck asked that task force members speak to him if they are interested in volunteering to help with this project.

Task force members expressed their concern with liability issues; Community Service assignments are not an official task or responsibility of the KHCG task force, therefore, who is held liable. Matt McGrath stated that he will follow-up on the legal responsibilities and logistics and report back in July.

Self Storage: Chuck reported that Hayward Self Storage has offered to rent a 10x10 space for \$49.00 per month. It was noted that you cannot store paint or hazardous materials (graffiti removal products) in a storage unit.

Round table: Task Force Members were given an opportunity to comment on any suggestions/ideas they may have.

Jennifer Ong presented a draft letter on the subject of poor attendance of task force members. Chuck suggested that she check with the City Clerk's Office to confirm what steps they are taking to address attendance issues. Also, Jennifer commented that she and Will are working on an informational flyer/brochure.

Discussion took place regarding the graffiti problem on the sound wall and under pass located on Harder road. Staff confirmed that there is a Home Owners Association and staff is working with them to address the issue.

Katy Super reported that she, Blytha Bowers and Florine Banks will meet with Tri-Ced on Friday morning regarding their mobile educational training.

Chair Report: Chuck provided the following updates:

- Reviewed KHCG "teams" that have been established through neighborhood groups
- Resignation of Task Force Member Kevin Thompson
- Volunteer needed to help update KHCG data base, specifically emails that are undeliverable; Laura Oliva volunteered to help make follow-up phone calls.
- Electronic Message Board; covered in previous discussion under City Status Reports.

10. **Future Agenda Items:** Annual Chair & Co-Chair Election, Future Clean-Up suggestions for 2011; Attendance Letter; Task Force Member expectations; Hard Copy of the language of the Mission Statement; Tri-Ced information report.
11. **Next Meeting:** July 22, 2010.
12. **Turn in volunteer contacts.**
13. **The meeting was adjourned at 8:53pm.**

Allocations Made for Specific Projects Fiscal Year 2011

Date	Individual/Organization	Amount	Comments
6/24/2010	Dee Dee & Doug Ligibel	\$ 200.00	Funding Request - replacement plants for library fountain.
6/24/2010	Street Party "give-away" items	\$ 1,000.00	
	TOTAL	\$ 1,200.00	