



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
August 26, 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 July 22, 2010 Task Force Meeting (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:25pm)
- VII. Presentations / Speakers (7:25pm – 7:35pm)
 - a. KHCG Priorities (Bowers)
- VIII. Clean Up (7:35pm – 7:55pm)
 - a. July 24, 2010 – Clean Up Status (Banks / Ong)
 - b. August 28, 2010 - John Muir Elementary School (Rich LaPlante)
 - c. September 25, 2010 – Tennyson High School (Horner)
 - d. Adopt-a-Street Process Status (Bowers / McGrath)
- IX. Education and Marketing (7:55pm - 8:05pm)
 - a. Tri-CED Funding (Super)
 - b. August 19, 2010 Street Party Status (Banks)
 - c. September 18, 2010 Street Party - Need Volunteers (Banks / Bowers)
 - d. Door Hangers / Flyers Update (Ong / McGee)
- X. Action Items and Issues (8:05pm – 8:35pm)
 - a. Action Items
 - a. TF Applicants (Bowers)
 - b. New Member Checklist (McGee)

- b. Chair Report - Agenda / City Manager Report / Recognition
- c. Roundtable

- XI. City Status Reports/Updates (8:35pm – 8:45)
 - a. Liability of Community Service Assignments (McGrath)
 - b. Sign Trailer (McGrath)

- XII. Review Future Agenda / Action Items (8:45pm – 8:50pm)
 - a. Partners in Education (Horner)
 - b. Brown Act (Bowers)
 - c. New Member Name Tags / Vests (Horner)
 - d. Bumper Stickers (Horner)

- XIII. Next Meeting September 26, 2010

- XIV. 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
July 22, 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: 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, William McGee, Laura Oliva, Jennifer Ong, Kathy Super, John White

Task Force Members Absent: Douglas Grandt, Doug Ligibel, Rob Simpson,

Guests: Anthony Le, Asma Malakzary

4. **Public Comments:**

Blytha Bowers reported that Doug Ligibel will be planting flowers in the library fountain the week of July 26; task force members interested in helping were encouraged to contact Mr. Ligibel.

Rich LaPlante reported that he and his neighbors were very pleased with the response of the Mayor, Matt McGrath, and City Staff, to their request for graffiti abatement in the Sorensdale neighborhood area.

John White acknowledged a recent newspaper article in the Daily Review, in which Mayor Sweeney commented on the economic downturn and its impact on the City, the challenges that the city faces, and the importance of working together, as a community, to improve our schools and raise expectations of young people.

Matt McGrath, Director of Maintenance Services, acknowledged Mayor Sweeney's participation during a recent Mayor's Conference.

At this time it was **motioned and seconded** to suspend all other business until after the nominations/elections of officers. The motion passed unanimously.

5. **Officer Nominations/Elections:** After the nomination process Blytha Bowers was elected Chair, and Lloyd Clifton was elected Co-Chair.

Task force members acknowledged Chuck Horner for his years of service serving as Chair, and commended him for his contribution to KHCG.

6. **Approval of Notes from Task Force Meeting of June 24, 2010:** It was unanimously accepted to approve the notes from the Task Force Meeting of June 24, 2010.

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

Blytha Bowers reported that the total cost of promotional items ordered was slightly over the previously approved budgeted amount. It was **motioned, seconded** and unanimously approved to increase the budget amount for promotional items by \$200, bringing the total to \$1200.

Chuck Horner reported that in response to Greg Galati's application for a Neighborhood Partnership Grant, staff evaluated and determined that \$3,500 of the remaining KHCG FY10 budget would be allocated to purchase clean-up supplies and materials in support of Greg Galati's neighborhood group clean-up efforts.

8. **Upcoming Clean-up / Graffiti Removal Events:**

July 24, 2010 – Upper Hayward, 2nd & B (Florine Banks & Jennifer Ong): Task Force members discussed logistics, safety and administrative procedures. Staff informed the group that a film crew will videotape the event; they will put together a clip to post to the City of Hayward's Public Educational Government (PEG) channel 15 KHRT.

Task force members discussed whether the event registration forms could be made available in an electronic fill-in format on the cities website. John White commented that this issue was previously discussed, and there are lingering questions regarding the acceptance of on-line signatures. Staff was asked to inquire with the City Attorney's Office.

August 19, 2010 Street Party: Task force members are hopeful that the promotional items ordered will be delivered in time. Florine Banks thanked Kathy and Carolina for their efforts with recycling education at the July street party.

August 28, 2010 - Soto Rd – Orchard Ave / Jackson St / Harder Rd: Rich LaPlante reported that he plans to canvas the clean-up area and distribute flyers to local businesses and churches.

Future Clean-Up Projects for 2011 – Rich LaPlante reported that the proposed 2011 clean-up schedule was drafted based on input from task force members at the July meeting, and in coordination with the Neighborhood Partnership Program meeting schedule. After some discussion it was **motioned, seconded** and unanimously passed to accept the schedule as proposed.

Chuck Horner commented that some of the marketing materials used to list the 2010 clean-up events caused confusion listing the boundaries of the clean-up, rather than the meeting/assembly

location. Mr. Horner proposed that all 2011 clean-up marketing materials focus on listing the meeting/assembly location so that volunteers know exactly where they should go to check-in.

Chuck Horner acknowledged residents of the Garin Park Neighborhood for their dedication and hard work in keeping their neighborhood clean. Mr. Horner remarked that it is exactly that kind of community commitment that KHCG would like to see emerge in other neighborhoods.

Kathy Super commented that the appearance of the Whitman Ave. area has greatly improved. Task force members remarked that it may be a result of the Hayward Community Gardens. John White suggested that the task force support the Hayward Community Gardens by making a donation. Mr. White would also like to explore the possibility of having a KHCG sign of support posted nearby the gardens.

9. City Status Reports:

Adopt-A-Street: After discussion it was **motioned, seconded** and unanimously passed to form an ad-hoc committee for the purpose of developing a draft process for an Adopt-a-Street/Block Program.

Liability of Community Service Assignments: Task force members asked staff to provide clarification regarding liability issues of task force members volunteering to supervise minors completing court appointed community service hours. Subsequently, staff reported that they are working with the City Attorney's Office to clarify, and will report back at a future meeting. It was noted by several task force members that this type of activity is not an official KHCG supported activity, thus they are concerned with the legality of participating as a task force representative. Chuck Horner reported that the Hayward Police Department has referred minors to him, to complete their community service hours.

Mobile Sign: Matt McGrath reported that the mobile sign is operational and that he will request funding from KHCG at the next meeting, to help pay for the cost of repairs.

At this time, Matt McGrath acknowledged Task Force Member John White for his enthusiasm, dedication and years of service, and presented him with a gift in recognition of his contribution to the KHCG task force. Task force members remarked that Mr. White will be greatly missed.

10. Member Reports and Issues:

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

Kathy Super reported that she, Blytha Bowers, Florine Banks, and Jennifer Ong visited the Tri-CED facility in Union City. Ms. Super and Ms. Ong provided information regarding a mobile educational program that Tri-CED is developing. Task force members would like to explore the opportunity to collaborate with Tri-CED. Chuck Horner suggested contacting Ed Mullins and the Partners with Education Committee, to explore the potential for collaboration between the Committee, KHCG, and Tri-CED. Task Force members were encouraged to visit the Tri-CED website for more information.

William McGee suggested that newly appointed members be given an orientation, and volunteered to create a check-list to help with the welcoming process. Mr. McGee also suggested that KHCG develop a more formal process for members exiting/retiring from the task force; perhaps a certificate of appreciation and official recognition by City Council.

Chuck Horner commented that name badges and vests will need to be ordered for newly appointed members. It was noted that Jennifer Ong and William McGee will also need a name badge and vest, as they did not receive them when they were first appointed.

Rich LaPlante requested an updated task force member email distribution list; a list of departments and city contacts, something that can be given to residents to help them identify the correct person/agency to call for specific issues; and that staff provide a map plotting geographic locations of task force members, as was previously done when the task force was first developed..

Lloyd Clifton reported that a list of agencies, city departments and staff is distributed by David Korth at Neighborhood Partnership Meetings.

Blytha Bowers provided a draft list of KHCG identified priorities; task force members were asked to review and provide input. Ms. Bowers proposed that the task force adopt the document as the official KHCG Priorities. Task force members elected to postpone any action on this item until the August meeting.

Chuck Horner suggested ordering KHCG bumper stickers as a promotional item. Mr. Horner proposed that they say "Keep Hayward Clean & Green" and refer to the cities website. Mr. Horner would like KHCG to have a dedicated web address and will contact appropriate city staff to coordinate.

Kathy Super cautioned that there have been reports of people putting a chemical inside soda cans and bottles which can cause the container to explode when picked-up. Mrs. Super also reminded task force members that residents can call the police department to report people scavenging through recycling containers.

10. **Future Agenda Items:** adopt KHCG priorities; Tri-CED Mobile Education Program; adopt-a-street/block program update; responsibility and duties of co-chair; graffiti abatement options; funding of mobile digital sign; member sign-up for 2011 clean-ups.
11. **Next Meeting:** August 26, 2010.
12. **Turn in volunteer contacts.**
13. **The meeting was adjourned at 8:50pm.**

Allocations Made for Specific Projects Fiscal Year 2011

Date	Individual/Organization	Amount	Comments
6/24/2010	Dee Dee & Doug Ligibel	\$ 200.00	As of 8/1 still pending (Mr. Ligibel will need to submit receipts for reimbursement). Funding Request - replacement plants for library fountain.
6/24/2010	Street Party "give-away" items	\$ 1,000.00	
7/22/2010	Increase Street Party "give-away" items	\$ 200.00	
TOTAL		\$ 1,400.00	