



## PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force  
**Hayward City Hall, Room 2A**  
**Regular Meeting - 7:00 PM**  
**June 28, 2012**

### 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 [May 24, 2012](#) (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:25pm)
- VII. Attendance Report (7:25pm – 7:30pm)
- VIII. Presentation (7:30pm – 8:00pm)
  - a. Tri-CED Community Recycling (Richard Valle)
- IX. [Clean Up Events](#) (8:00pm – 8:20pm)
  - a. June 23, 2012 South Hayward Neighborhood (Enders / Bowers)
  - b. Revisions to KHCG Safety Sheet (Bowers / Horner / Clifton)
  - c. July 28, 2012 Longwood Neighborhood (Banks / LaPlante)
  - d. Adopt-a-Block Program Updates (Bowers)
- X. Education and Marketing (8:20pm – 8:35pm)
  - a. Anti-litter Campaign (Bowers)
  - b. Hayward Street Parties (Bowers / Banks)
  - c. Youth Commission (Beltran)
  - d. Environmental Education (Oliva / Bowers)
  - e. Sustainability (Oliva)
- XI. Clean and Green Policy (8:30pm – 8:40pm)
  - a. Strengthen Penalties for Graffiti Vandalism (Bristow / Horner)
- XII. Action Items and Issues (8:35pm – 8:50pm)

- a. City-Wide Garage Sale – Update (Bristow / Enders)
- b. Registration Cost & Process for Stop Urban Blight Events (Up to \$500)
- c. Chair Report (Bowers)
- d. Roundtable (all)

XIII. City Status Reports/Updates (8:50pm– 8:55pm)

XIV. Review Future Agenda / Action Items (8:55pm – 9:00pm)

- a. District Attorney’s Office (Nancy O’Mally)
- b. Signage for Garbage Cans (Ruiz)
- c. Adopt-a-Block Training

XV. Next Meeting July 26, 2012

XVI. 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 (TF) Meeting Notes  
Hayward City Hall, Room 2A  
777 B Street, Hayward  
May 24, 2012

- I. **Call to Order:** Meeting called to order at 7:04 p.m. by Chair Blytha Bowers
- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by TF Member Rich LaPlante
- III. **Roll Call:**

**City Council & Staff:** Lawrence McGrath, Director of Maintenance Services; Colleen Kamai, Senior Secretary Redevelopment

**Task Force Members Present:** Carolina Abatayo; Florine Banks; Blytha Bowers; Lloyd Clifton; Heather Enders; Suzanne Gayle; David Haines; Chuck Horner; Rich LaPlante; Laura Oliva; Vishal Trivedi

**Task Force Members Absent:** Braxton Banks; Christopher Catlow; Doug Ligibel; Jennifer Ong; Kathy Super; Monica Ruiz; Tawana Smith; Rev. Desmond Henry

**Youth Commission Liaison:** Absent

**Guests (Visitor Sign-In):** None
- IV. **Public Comments:** None
- V. **Approval of Notes from Task Force Meeting of April 26, 2012:** It was **motioned/seconded** and passed by majority vote to approve the April 26, 2012 meeting notes. (11:0:0:8)
- VI. **Financial Report:** The financial report was reviewed.
- VII. **Attendance Report:** TF member attendance at meetings, clean-up, and other events were reported.
- VIII. **Clean Up Events/Activities:**
  - a. April 28, 2012 Jackson Triangle Neighborhood – Chair Bowers reported that there were two hundred ninety-five volunteers and two hundred eighty-five items were collected.
  - b. May 19, 2012 Annual Clean up Day Event City Wide – TF Member Heather Enders reported there was a good turnout. Maintenance Services Director Matt McGrath reported forty-seven cubic yards of garbage and discarded items were collected.
  - c. June 23, 2012 South Hayward Neighborhood – Logistics and administrative procedures were discussed.
  - d. Adopt-a-Block – Chair Bowers reported that there are three new adopt-a-block participant groups; Salwan Properties adopting South Garden; The Bruno Family adopting Campus Drive; and Newport Neighbors adopting Newport Street.
- IX. **Education and Marketing:**

- a. Anti-litter Campaign – Chair Bowers created a matrix to help outline the process for the Anti-litter Campaign. TF members shared ideas and discussed the process. Chair Bowers encouraged TF members to continue to think about ideas that can be used for a mascot and posters.
- b. Youth Commission – No update given.
- c. Environmental Education – TF Member Suzanne Gayle showed the group her example of a Litter Bug drawing that will be used for the Education Presentation. Chair Bowers shared concepts related to the Litter Bug drawing that will be used as part of the presentations.
- d. Sustainability – No update given.

**X. Clean and Green Policy:** No update at this time.

**XI. Action Items and Issues:**

- a. Volunteer Awards and Recognition Program – After discussion TF members elected to nominate Chair Bowers.
- b. Visit to Tri-CED Community Recycling – After discussion the TF agreed to schedule the tour after the June clean-up on Saturday, June 23. TF members interested in attending the tour should meet at the Tri-CED facility at 33377 Western Avenue, Union City at 1:30 PM.
- c. City-Wide Garage Sale – TF Member Heather Enders presented a detailed proposal that included information about similar events in nearby cities. TF members were in support of the proposed event and noted that their ideas and concepts should first be brought to the attention of the City for approval. Staff was asked to present the information to the City and report back. Depending on feedback from the City, TF members will begin the process of planning the event.
- d. Promotional Items - Chair Bowers reported that promotional items, pencils, color books, buttons, seed packets, and color books were been ordered, but that because the cost of the reusable tote bags had increased, the item was put on hold until the task force could have the opportunity to discuss alternatives. Staff presented several alternative styles, after discussion task force members elected to hold off making a decision on what type of bag to order; it will be put on a future agenda.
- a. Supplies – Vice Chair Clifton reported that staff has ordered one hundred new grabbers and will be placing orders for a variety of additional supplies such as gloves, vests, a broom, a shovel and a rake.
- e. Registration Process StopUB Events – No information on this item, request to postpone until June.
- f. Chair Report – Chair Bowers reported that she will be scheduling a presentation from Tri-CED on plastics and recyclable materials. Chair Bowers also reported that the City Clerk’s office is holding their Annual Open House on June 26 to recruit new Committee, Advisory Board, and Task Force members.
- g. Roundtable (all) - TF members were given an opportunity to comment on any suggestions/ideas they may have.

**XII. City Status Reports/Updates:** No updates given.

**XIII. Review Future Agenda / Action Items:** Not reviewed.

**XIV. Next Meeting:** It was noted that the agenda listed the next meeting date incorrectly as June 26, it should read June 28, 2012

**XV. Adjournment**

# Financial Report As of June 2012

*Items in Red are Newly Posted*

Individual/Organization	Items	Expenses	Credits	Budget Balance
Credit: Budget Allocation	N/A		\$10,000.00	\$10,000.00
Postage Charges	Packets	\$10.80		\$9,989.20
Postage Charges	Packets	\$1.28		\$9,987.92
Amazon.com	Digital Camera and Accessories	\$306.82		\$9,681.10
Folger Graphics	Graffiti Data Collection Tracking Cards	\$97.88		\$9,583.22
Postages Charges	Packets	\$2.82		\$9,580.40
Hayward Rubber Stamps	Replacement - community services stamp	\$19.14		\$9,561.26
Tri-City Engravers	New Member Name Badges	\$47.85		\$9,513.41
Folger Graphics	Water Bill Inserts	\$1,468.13		\$8,045.28
Kathy Super	Reimbursment for cost of water purchased	\$38.50		\$8,006.78
Leadership Public School Hayward (LPS)	KHCG Activity Advertisement School Paper	\$125.00		\$7,881.78
Postage Charges	Packets	\$1.12		\$7,880.66
Postage Charges	Packets	\$1.11		\$7,879.55
Postage Charges	Packets	\$1.12		
		<b>Total Credits:</b>	<b>\$10,000.00</b>	
		<b>Total Expenses:</b>	<b>\$2,121.57</b>	
		<b>Total Remaining in Budget:</b>		<b>\$7,878.43</b>

**NOTE** Expenditures do not include the following:  
Purchases that have not yet been added to the system

Individual/Organization	Amount	Comments
Finance Committee Annual Allocation		Balance (\$3,000) rolled back into budget not utilized by 5/1/12
Waxie Sanitary Supplies	\$257.96	Purchase Garbage Bags (expense approved at 3/22 meeting)
Graffiti Brochures	\$130.50	Cost of printing 500 Graffiti Brochures
Fingerprinting Cost	\$256.00	Cost of up to 8 members to get fingerprinted
Crestline Quote	\$2,620.82	Pencils, Color Books, Buttons, Stickers
Tax paid directly to State (Crestline items)	\$230.59	Tax
American Meadows	\$641.95	Seed Packets
Tax paid directly to State (American Meadows items)	\$60.94	Tax
Grabbers	\$1,695.59	Purchase of additional 100 grabbers
Amazon	\$107.66	Canopy
Waxie	\$515.69	10 cases bags
NBC Supply	\$400.20	100 vests
Vishal Trivedi	\$51.00	Reimbursement for coffee purchased April event
Staples	\$25.00	Labels for seed pakets
Reimbursment to CP	\$34.00	Shirt samples

Home Depot	\$143.39	Pushbroom, Rake, Shovel, utility folding table
Gloves	\$52.20	Gloves
<b>TOTAL</b>	<b>\$ 7,223.49</b>	

Total Budget \$10,000.00  
 Expended \$2,121.57  
 Pending \$ 7,223.49  
**Balance \$654.94**