



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
September 27, 2012

Agenda

(Note: The Agenda has been adjusted to accommodate Adopt-a-Block Training.)

- 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. Welcome New Members and Introductions (7:15pm – 7:30pm)
- VI. Approval of the Summary Notes from August 23, 2012 (7:30pm – 7:35pm)
- VII. Financial Report (7:35pm – 7:40pm)
- VIII. Attendance Report (7:40pm – 7:45pm)
- IX. Clean Up Events (7:45pm – 8:05pm)
 - a. September 22, 2012 Burbank Neighborhood (Super / Gayle)
 - b. October 27, 2012 – West Palma Ceia Neighborhood (Oliva / Haines)
 - c. Adopt-a-Block Program Update (Bowers)
- X. Education and Marketing (8:00pm – 8:05pm)
 - a. Youth Commission
 - b. Sustainability (Oliva)
- XI. Clean and Green Policy (8:05pm – 8:10pm)
 - a. Strengthen Penalties for Graffiti Vandalism Update(Bowers / Horner)
- XII. Action Items and Issues (8:10pm – 8:20pm)
 - a. City-Wide Garage Sale – Update (Bowers)
 - b. Science in the Park (Bowers)

- XIII. City Status Reports/Updates (8:20pm– 8:25pm)
- XIV. Review Future Agenda / Action Items (8:25pm – 8:30pm)
 - a. Clean Campus Competition (Horner)
 - b. Anti-litter Campaign (Bowers)
 - c. Environmental Education Update
 - d. Meeting Schedule 2013
 - e. Clean Up Schedule 2013
 - f. Water Bill Inserts 2013
 - g. Purchase of Promotional Tote Bags
- XV. Adopt-a-Block Training (8:30pm – 9:15pm)
- XVI. Next Meeting October 25, 2012
- XVII. 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
August 23, 2012

- I. **Call to Order:** Meeting called to order at 7:00p.m. by Chair Blytha Bowers
- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by TF Member Suzanne Gayle
- III. **Roll Call:**

City Council & Staff: Todd Rullman, Streets Maintenance Supervisor; Eusebio Espitia, Code Enforcement Supervisor; Colleen Kamai, Senior Secretary Redevelopment Successor Agency

Task Force Members Present: Carolina Abatayo; Braxston Banks; Blytha Bowers; Lloyd Clifton; Heather Enders; Suzanne Gayle; David Haines; Chuck Horner; Doug Ligibel; Laura Oliva; Jennifer Ong; Vishal Trivedi; Kathy Super

Task Force Members Absent: Florine Banks; Christopher Catlow; Rev. Desmond Henry; Rich LaPlante; Monica Ruiz; Tawana Smith

Youth Commission Liaison: Absent

Guests (Visitor Sign-In):
- IV. **Public Comments:** Chuck Horner commented that HPD provided three escorts while he performed graffiti abatement in an area identified as being known for gang graffiti and remarked that he will notify HPD and request their presence when doing graffiti abatement in known problem areas.
- V. **Approval of Notes from Task Force Meeting of July 26, 2012:** It was **motioned/seconded** and passed by majority vote to approve the July 26, 2012 meeting notes noting the additions below provided by TF Member Ligibel: (12:0:1:0 absent)

Roll Call: Mayor Michael Sweeney and Assistant City Attorney Rafael Alvarado were present during the meeting and should have been listed as such.

Presentation: District Attorney, Nance O'Malley mentioned a concern regarding Hayward Police Department officers using officer discretion when a juvenile/minor has been arrested for graffiti vandalism and they are referred to an alternative program such as the HPD Family Services program. She was concerned her office would not see the juvenile criminal case. Mr. Ligibel also voiced a concern about the Hayward Police Department's policy of having HPD officers using officer discretion when an arrest is made of a minor for graffiti vandalism and referring to an alternative program rather than making sure the case is sent to the Alameda County District Attorney's office.
- VI. **Financial Report:** The financial report was reviewed.
- VII. **Attendance Report:** TF member attendance at meetings, clean-up, and other events were reported. Chair Bowers reported that she has been working with the City Clerk's Office to formalize the attendance policy for the task force, and commented that though, there are some items of the attendance policy that is unique to the task force, it is being modeled after the current attendance policy used for other Boards and Committees. Ms. Bowers read the draft policy and noted that it will have to be approved by City Council. Ms. Bowers reviewed the process for reporting attendance and answered questions.

VIII. Clean Up Events/Activities: July 28, 2012 Longwood Neighborhood – Chair Bowers reported that despite a low turnout of seven volunteers and twelve task force members, fifty-four items were collected.

TF members spoke about continuing to track graffiti abatement efforts through Access Hayward, and discussed ideas to improve outreach efforts to engage members of the community to participate in clean-up events.

August 25, 2012 Harder-Tennyson Neighborhood – Logistics and administrative procedures were discussed. Vice-Chair Lloyd Clifton reported that a group from the Juvenile Probation Department is expected to participate and will be assigned to focus on litter removal on the railroad tracks. Mr. Clifton reported that he received approval from Union Pacific, noting volunteers must maintain a specified safety distance of twenty-five feet from the tracks.

September 22, 2012 Burbank Neighborhood - Logistics and administrative procedures were discussed. TF Member Kathy Super reported that she will contact both Winton Middle School and Burbank Elementary School to advise them of the clean-up and volunteer opportunities for students and their families.

October 27, 2012 Make a Difference Day – Chair Bowers reported that the anticipated number of participants is currently at approximately four hundred and reminded the group that there will be two check-in locations, one at Cal State University East Bay (CSUEB) and one at Palma Ceia Elementary School. Logistics and administrative procedures were discussed.

Adopt-a-Block Program – Chair Bowers reported that Council Member Mark Salinas, Council Member Barbara Halliday, Cub Scouts Pack 876 , and an group called “Toes Out”, have all submitted applications. Ms. Bowers remarked that there are three additional applicants pending and spoke about the challenges of administering the program given such limited resources. Ms. Bowers asked TF members to volunteer to become Adopt-a-Block coordinators and offered to allocate a portion of the next meeting to providing training for those interested in becoming coordinators.

IX. Education and Marketing:

- a. Anti-litter Campaign – TF Member Suzanne Gayle shared ideas and concepts for campaign materials. Chair Bowers reported that there is an opportunity to partner with the District Attorney on a graffiti aversion campaign and noted it may be something the group can combine with the anti-litter campaign. After some discussion task force members agreed to pursue the opportunity.

TF Member Kathy Super shared ideas to use a banner for the anti-litter campaign and commented that materials should be in both English and Spanish.

TF members asked staff if the poles used for the Fourth of July signage can be used for anti-litter campaign signs. Staff noted that there are approximately fourteen poles that are located at most, if not all entry points into and out of the city.

TF members shared ideas and concepts for anti-litter campaign signage/murals for both private and public locations, and the use of social media.

- b. Hayward Street Parties – Chair Bowers reported that the August Street Party was a success.
- c. Youth Commission – No update given.
- d. Sustainability – TF Member Laura Oliva provided information from the July 11 Sustainability Committee meeting.

TF Member Kathy Super added that Habitat for Humanity will be building ten homes on a vacant lot on A Street donated by the City of Hayward. Ms. Super commented that the homes will be energy efficient.

X. Clean and Green Policy

- a. Strengthen Penalties for Graffiti Vandalism – Chair Bowers reported that the ad-hoc committee has changed the focus from “Strengthen Penalties for Graffiti Vandalism” to “Graffiti Vandalism Prevention” and commented that when they first started the ad-hoc team it was to increase penalties but have since discovered through their research that their attention and focus on apprehension and aversion may be more efficient. Ms. Bowers provided a brief summary of the groups “next steps” to understand the equipment in place for aversion, such as cameras and how they work; understanding the process of the District Attorney and the probation process. Ms. Bowers reported that ultimately the goal will be to influence and impact the penalty process to implement stricter penalties for graffiti vandals. Ms. Bowers also remarked that the group will be visiting local vendors selling paint products to observe whether they are following the City Ordinance to contain all spray paint, sharpies etc. in locked displays.

XI. Action Items and Issues:

- a. Thank You and Best Wishes to Members Leaving Task Force – Chair Bowers reported that TF member Jennifer Ong will be resigning from the task force; Heather Enders will be appointed to the Community Services Commission, and Vishal Trivedi has been appointed to the Planning Commission.

Ms. Enders remarked that though she has been appointed to another commission she still plans on helping as much as possible, particularly with the organization of the City Wide Garage Sale.

Mr. Trivedi commented that he too will continue to participate in as many clean-up events as possible and remarked that if it were allowed, he would continue to serve on the task force, but said unfortunately you can only serve on one Board, Committee, Commission or Task Force at one time.

Mr. Ong commented that she has enjoyed her time serving on the task force and will continue to participate as much as possible.

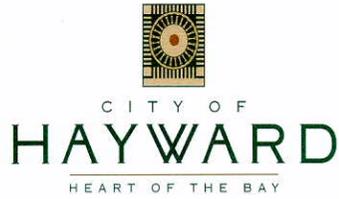
- b. New Member Swearing in Ceremony September 11 – Chair Bowers reported that the New Member Appointment and Swearing in Ceremony will take place at the September 11, 2012 City Council meeting.
- c. City Wide Garage Sale – TF Member Enders reported that messages about the event were printed directly on the water bills and an event email address was set up, which she will be monitoring.
- d. Science in the Park – Chair Bowers reminded the group that the event is scheduled for October 6. TF members were encouraged to participate.
- e. Chair Report – No report given.
- f. Roundtable - No updates or information.

XII. City Status Reports/Updates: No additional reports/updates were given.

XIII. Review Future Agenda / Action Items Not reviewed.

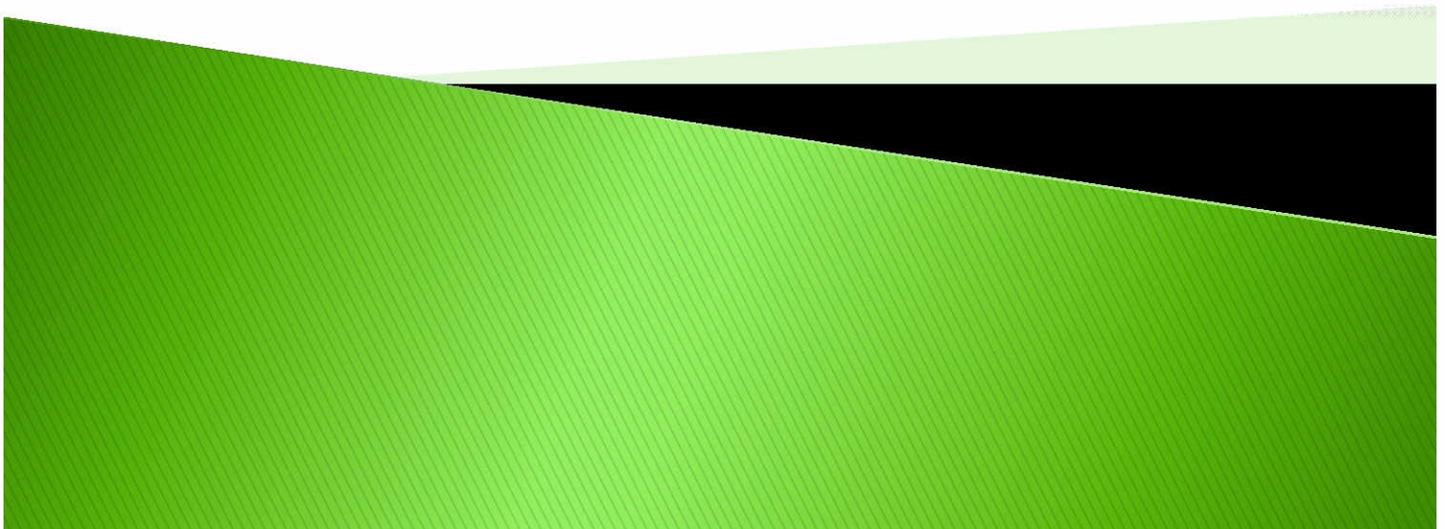
XIV. Next Meeting: September 27, 2012

XV. Adjournment: The meeting was adjourned at 9:15p.m.



Keep Hayward Clean and Green Task Force Adopt-a-Block Program

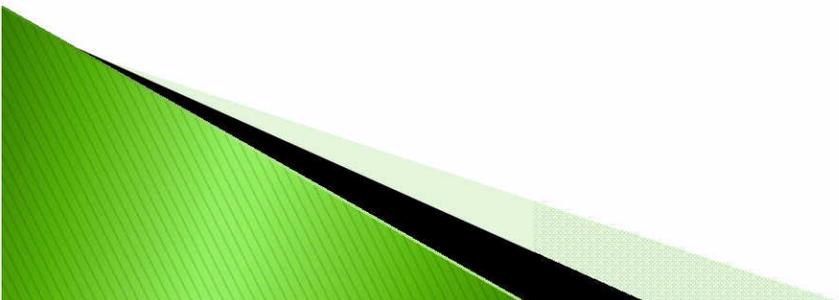
Task Force Training
September 2012
Blytha Bowers





Agenda

- ▶ Background
- ▶ Overview
- ▶ Process
- ▶ Coordinator Duties
- ▶ Q&A
- ▶ Visit Website (Summary)



Background



- ▶ Keep Hayward Clean and Green
Task Force Mission “...preserve the environment...through the joint efforts of individuals, volunteer groups, businesses, and municipal resources.”
- ▶ Established an Ad Hoc Team
(Members: Lloyd, Florine, Kathy, Will, David, Stacey, Matt, Blytha, Maureen–Asst. City Attorney)
- ▶ First Participant – The Zermeno Family
- ▶ Website Established

www.hayward-ca.gov/adoptablock/

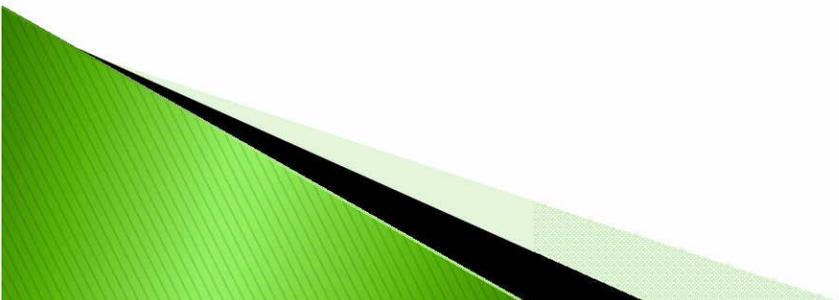


Overview



▶ Who can adopt?

- Neighborhood Families
- Businesses and Business Organizations
- Community and Civic Groups
- Schools
- Neighborhood Associations
- Faith Based Groups
- Individuals



Overview



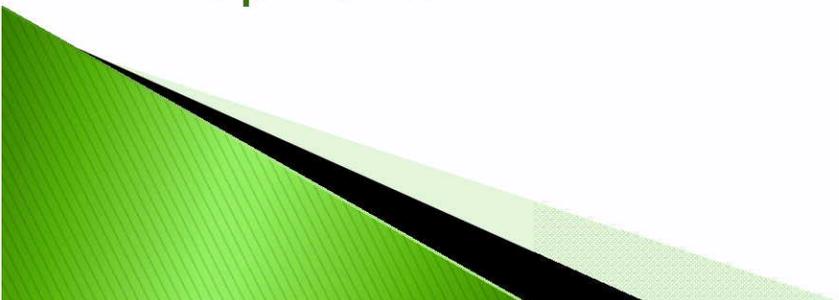
- ▶ **How often do volunteers clean up?**
 - As needed. Minimum of four times per year
- ▶ **How long is the adoption period?**
 - Two years, with the ability to renew
- ▶ **What do volunteers do?**
 - Remove litter and/or graffiti
 - Report weed control and blight issues
- ▶ **Who picks up litter after clean ups?**
 - City Maintenance Department



Overview



- ▶ **Are minors allowed to participate?**
 - Yes. If under 18, must have one adult for every five minors
- ▶ **Who provides supplies?**
 - Program will provide gloves, vests, bags. Grabbers will be loaned
- ▶ **Adoption Area**
 - Minimum of one block
- ▶ **Signage**
 - After second clean up event. It is optional.



Process – Step 1



Website

Word of
Mouth

Application

Street
Parties

Clean
Up
Events



Application is received by hand,
fax, email, Adopt Email Box

Process – Step 2



- ▶ Application is reviewed
 - Note area to be adopted
 - Ensure within City boundaries
 - Ensure area not already adopted by checking the Adopt website
- ▶ Task Force Chair sends ‘welcome’ email (see email template) or calls Participant.
- ▶ Coordinator is selected and a meeting with the Participant(s) is scheduled
 - Meetings can take place at
 - City Hall
 - Participant’s Place of Business
 - Participant’s Residence (*Note: recommended coordinator and additional TF member*)



Process – Step 3

Preparation for Participant Meeting



- ▶ Coordinator receives and reviews Participant Package
- ▶ Map of the area to be adopted is prepared
- ▶ Adopted Area is pre-fielded (as appropriate)

Litter / Dumping

Graffiti public / private property

Shopping Carts

Blight conditions



Process Step 4

Participant Meeting



Adopt-A-Block Field Visit

(Initial Walk-Through with Applicant)



Review Items



Check Complete/Comment

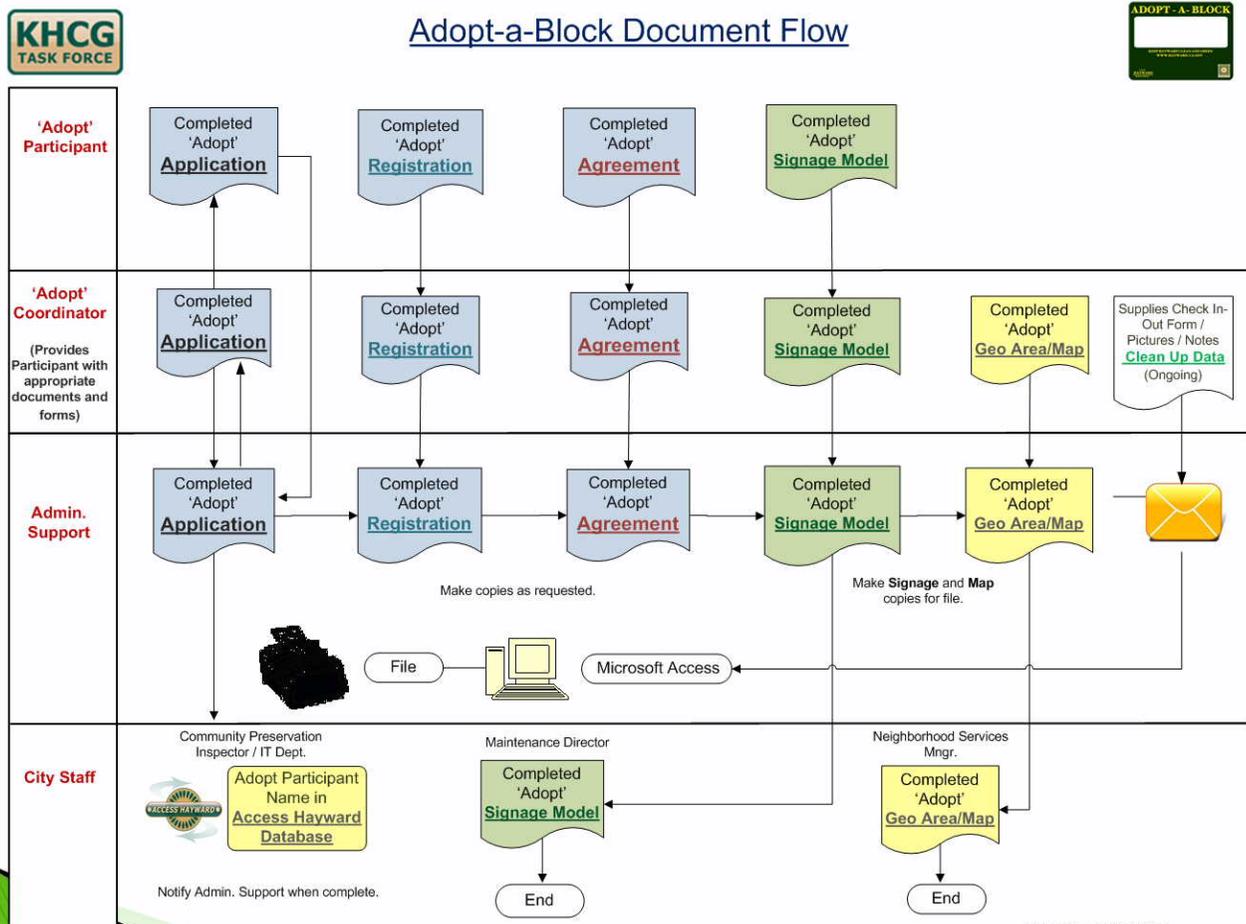
Review 'adopt' area boundaries. Identify, verify on map.	
Determine if area sized appropriately for number/type of clean-up. <i>(If not, determine if more clean-ups are needed; or identify a smaller/different area.)</i>	
Take 'before' pictures.	
Review guidelines regarding private and non-city property and identify such property during walk-through.	
Review Safety Guidelines. <i>(Safety Orientation to be performed after applicant is approved for program.)</i>	
Identify possible areas for signage.	
Finalize clean-up area and responsibilities. Including the tracking of litter and debris collected at each clean up.	
Review Clean-Up Tool Kit. Emphasize important items.	
Develop supplies list (paint, gloves, vest, grabbers.....).	
Review reporting (Access Hayward) procedures and expectations.	
Finalize Documentation	
NOTES:	



Step 5 Follow Up



- ▶ Request, pick up, and deliver supplies to Adopt Participant(s)
- ▶ Finalize Adopted Area
- ▶ Submit all documents as per the Document Flow Matrix

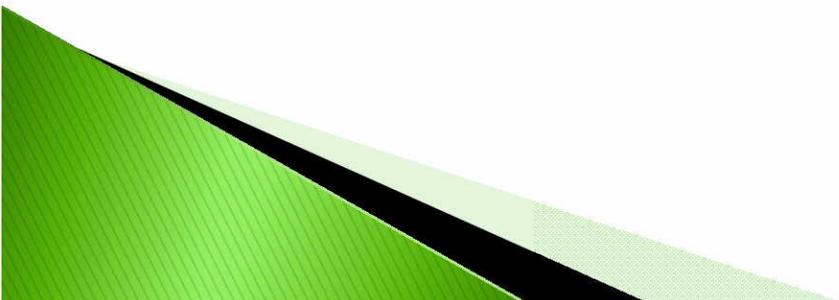




Step 5

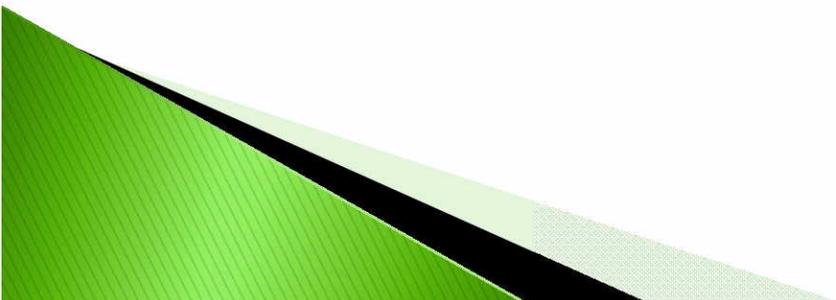
Follow Up – First Event and Ongoing

- ▶ Ensure Participant has a successful event
- ▶ Track items collected for each event
- ▶ Monitor adopted area
 - Cleanliness
 - Reporting of issues





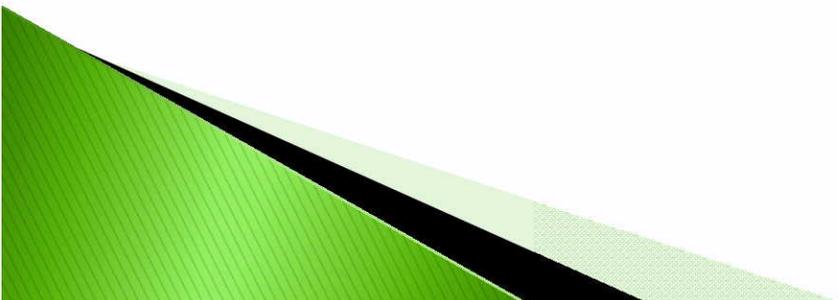
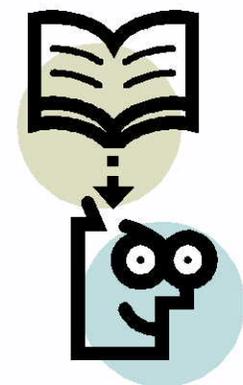
Next...
Coordinator Duties



Coordinator Binder Content Review



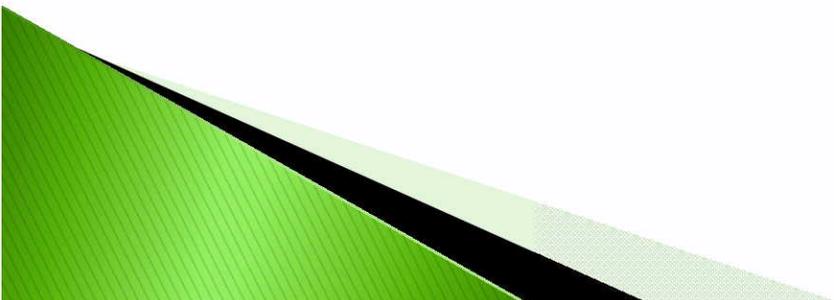
- ▶ Adopt-a-Block Coordinator Duties
- ▶ Adopt-a-Block Field Visit (checklist)
- ▶ Supplies Check-Out/In
- ▶ Supplies Process
- ▶ Clean Up Tracking
- ▶ Document Flow





Participant Clip Board Content Review

- ▶ Participant Clip Board (Front Page)
- ▶ Application
- ▶ Registration
- ▶ Agreement
- ▶ Safety Sheet
- ▶ Supplies– Check In/Out
- ▶ Adopt–a–Block Sign Template
- ▶ Participant Clean Up Tracking Sheet
- ▶ Registration Form
- ▶ NIP Grant Information
- ▶ Resource List





Summary and Review

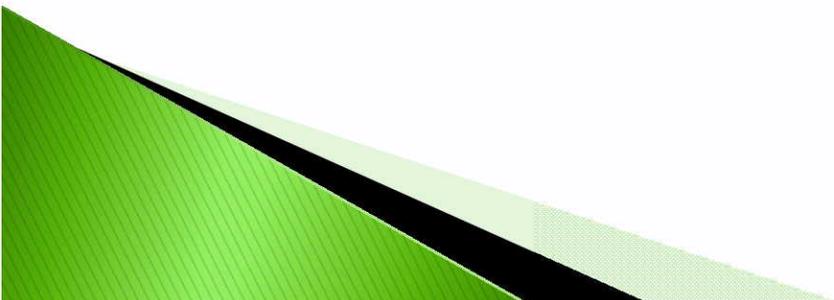
Adopt-a-Block Website



www.hayward-ca.gov/adoptablock/



Thank You!!!



Adopt-A-Block Coordinator Duties

1. Perform 'walk-through' with applicant (lead contact). (See Walk-through Field Visit)
2. Serve as a liaison between applicant, City Staff, Task Force,
3. Monitor website 'adopt' emails.
4. Make initial contact with applicant.
5. Review application for completeness and program fit.
6. Provide and review safety guidelines.
7. Ensure all documentation is complete and accurate.
8. Determine supplies needed. Coordinate with city maintenance.
9. Report adopted area parameters to city for mapping.
10. Take before/after photos.
11. Ensure applicant is aware of all expectations and responsibilities; including reporting (Access Hayward) procedures.
12. Report/update Task Force.
13. Monitor clean up area. (*Monthly or more often if needed; once okay, monitor every six months.*)

Adopt-A-Block Field Visit

(Initial Walk-Through with Applicant)



Review Items



Check Complete/Comment

Review 'adopt' area boundaries. Identify, verify on map.	
Determine if area sized appropriately for number/type of clean-up. <i>(If not, determine if more clean-ups are needed; or identify a smaller/different area.)</i>	
Take 'before' pictures.	
Review guidelines regarding private and non-city property and identify such property during walk-through.	
Review Safety Guidelines. <i>(Safety Orientation to be preformed after applicant is approved for program.)</i>	
Identify possible areas for signage.	
Finalize clean-up area and responsibilities. Including the tracking of litter and debris collected at each clean up.	
Review Clean-Up Tool Kit. Emphasize important items.	
Develop supplies list (paint, gloves, vest, grabbers.....).	
Review reporting (Access Hayward) procedures and expectations.	
<i>Final documentation to be signed after applicant is approved for program.</i>	
NOTES:	

Adopt-a-Block Supplies Check-Out/In

Phone: _____

Contact Name: _____

Email: _____

Item Name / Description	Item #	Amount	Date Received	Date Returned	Comments

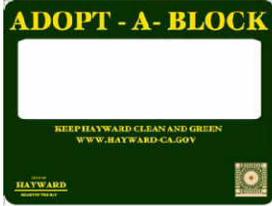
*****By signing this document you agree to be responsible for returning all loaned and unused supplies.**

Signature Primary Contact

Date

Signature Adopt-a-Block Coordinator

Date



“Adopt-a-Block” Supplies Process

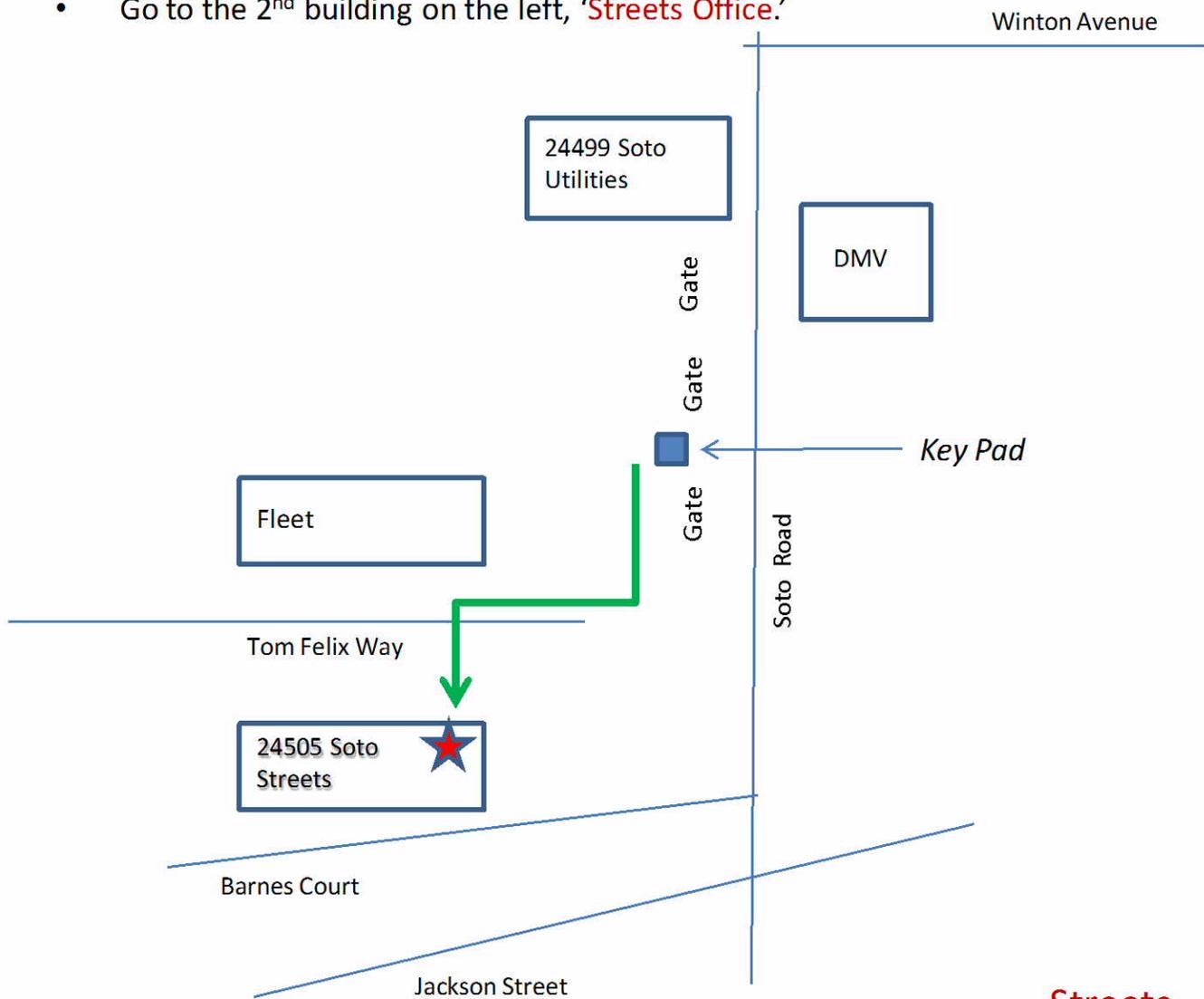


Complete supply checklist:

- ❑ Email to Maintenance Services, Kimberly.DeLand@hayward-ca.gov

Supply pickup:

- Monday – Friday, 7 AM to 3:30 PM
- Go to City of Hayward Maintenance Service Center, 24505 Soto Road, Hayward
- Drive to the Key Pad, dial 130 to call Kimberly DeLand
- The gate will open
- Go to the 2nd building on the left, ‘**Streets Office.**’



Adopt-A-Block Clean Up Tracking

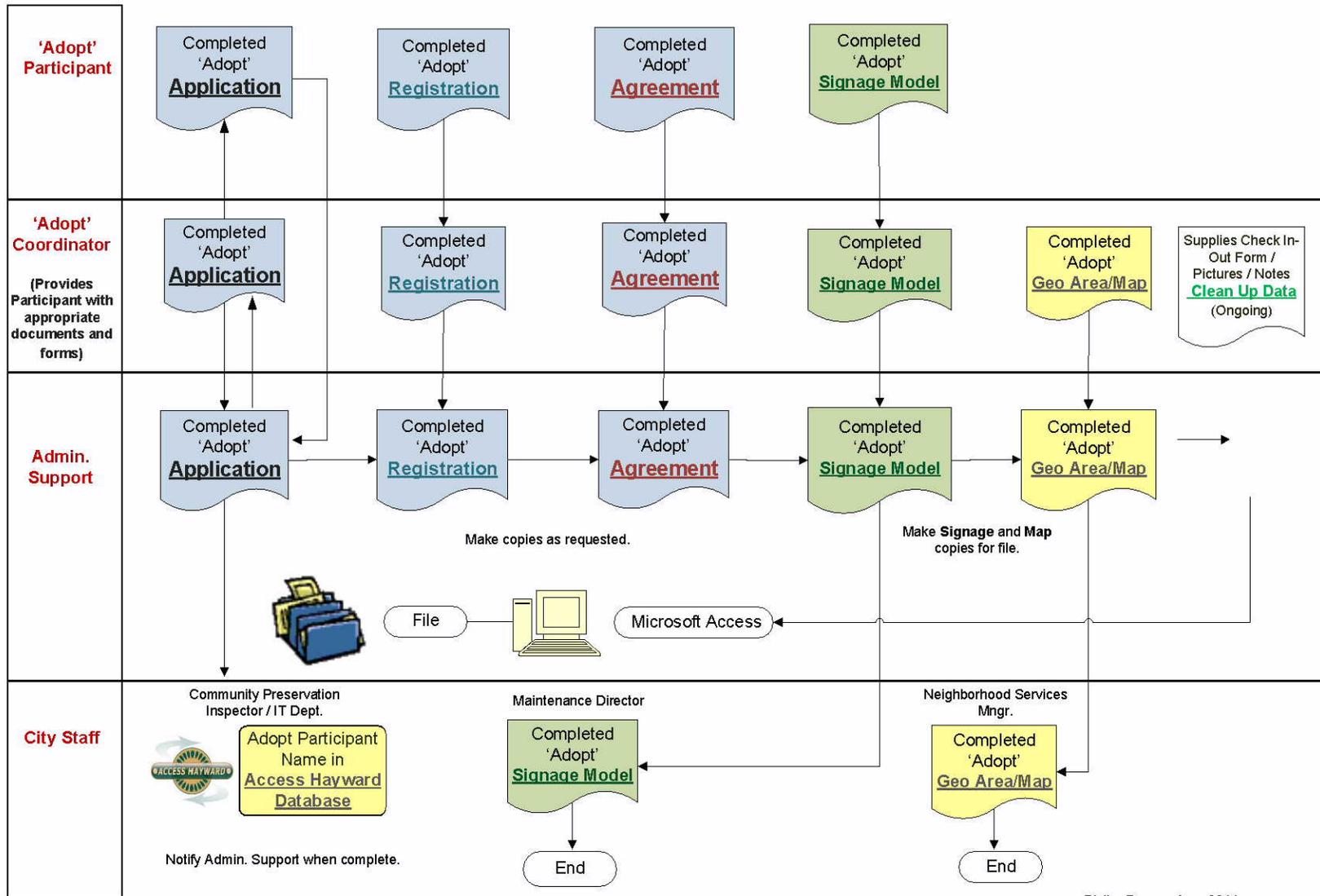
Name:

Area:

CleanUp Events	Clean Up Date														
Items Collected															Total 12 Events
Bags															
Shopping Carts															
Tires															
Wooden Planks															
Cardboard Boxes															
Bed Frame															
Sofa															
Mattress															
Chair															
Dead Animal															
Kitchen Appliance															
Rags															
Concrete															
Table															
Ice Chest															
TV															
Toy															
Newspapers															
Christmas Tree															
Lamps															
Door															
Paint Cans															
TOTAL:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Adopt-a-Block Document Flow



Adopt-a-Block Items for Your Participant Clip Board

(See Adopt Process in Coordinator Binder)

1. **Application** - *collect*
2. **Safety Sheet** – *leave with participant*
3. **Supplies Check-In/Out** – *collect – see process*
4. **Signage Model** - *collect*
5. **Data Tracking Sheets** – *leave with participant*
6. **Registration** - *collect*
7. **Agreement** - *collect*
8. **KHCG Waiver** – *leave blanks for participant*
9. **Area Map(s)**
10. **NIP Grant**– *leave with participant*





Adopt-a-Block

Application / Show of Interest

Today's Date: _____ Your Name: _____ Contact No. _____

Area you wish to adopt: _____

Are you the Primary Contact for this group or individual? ____yes ____no.

If not, name the Primary Contact: _____ Contact No. _____

Group / Entity Name: _____

Please check all that apply.

Resident Non-profit Individual Sorority
 Business Faith based Fraternity Community Based

Other (describe): _____

Why do you want to participate in the Adopt-a-Block program? _____

Please list all participants in the program:

Name	Address	Email	Age/DOB if under 18
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Name	Address	Email	Age/DOB if under 18
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Name	Address	Email	Age/DOB if under 18
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Name	Address	Email	Age/DOB if under 18
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Add additional names to *Supplemental Application* form. Supplemental Application form attached? ____ yes ____ no.

***We appreciate your understanding that by becoming a participant in the City of Hayward, Keep Hayward Clean and Green, Adopt-a-Block Program you agree to maintain a litter and graffiti free area by performing and/or reporting the following tasks (*please check the tasks you would like to perform*):

Litter

You must agree to **Report Blight** Conditions.

Graffiti Removal

By Phone

By Internet

<http://www.ci.hayward.ca.us/>

(Access Hayward)



Adopt-a-Block

Supplemental Application Form

Use this form to add additional participant names.

Today's Date: _____ Your Name: _____ Contact No. _____

Group / Entity Name: _____

Please list all remaining participants in the program:

Name	Address	Email	Age/DOB if under 18
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Adopt-a-Block

Registration

To be completed by Applicant and Adopt-a-Block Coordinator

Today's Date: _____ Contact Name: _____ Contact No. _____

Group / Entity Name: _____

Area for adoption (full description): _____

Area Assignments:

Reporting

Participant Responsibilities

By Phone

By Internet

<http://www.ci.hayward.ca.us/>

(Access Hayward)

Litter (describe) _____

Website reviewed? _____

Graffiti Removal (describe) _____

Other _____

Adopt-a-Block Litter Pick Ups

Scheduled List Dates/Times: _____

Non-Scheduled
48 hour notice preferred

By Phone By Internet

Signage

Describe: _____

Model Attached? ___yes ___no.

Logo Attached? ___yes ___no.

To be completed by Applicant

Did you have a field visit with an Adopt-a-Block Coordinator? ___yes ___no.

Did you have a Safety Review? ___yes ___no. Describe: _____

Signature Primary Contact

Date

Signature Adopt-a-Block Coordinator

Date



Adopt-a-Block Agreement

Today's Date: _____ Primary Contact Name: _____ Contact No. _____

Group / Entity Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (Day): _____ Phone (Eve.): _____ Email: _____

Terms and Conditions

Term: I understand that the terms and conditions of this agreement shall be in effect for two (2) years beginning _____. I also understand that the City of Hayward has the right to terminate this agreement at any time.

Conditions: All Adopt-a-Block participants shall abide by all the rules and procedures established by the Adopt-a-Block Program.

The participant will follow the clean up and reporting procedures agreed to on the signed Adopt-a-Block Registration Form.

The term "participant" refers to all parties listed below:

I, the undersigned, being of lawful age or the parent or legal guardian of the volunteer involved in the City of Hayward Adopt-a-Block Program, in consideration of being allowed to participate in this effort hereby release, discharge, and by these presents do for myself, my marital community, heirs, executors and assigns, release, acquit and forever discharge the City of Hayward, a municipal corporation, and its officers, agents and employees from any and all actions, causes of action, claims or any other thing whatsoever on account of or in any way related to or arising out of my participation in the Adopt-a-Block Program.

Further, I assume liability for any non-participants who accompany me.

Adopt-a-Block Participants:

Name	Address	Email	Age/DOB if under 18
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Name	Address	Email	Age/DOB if under 18
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Name	Address	Email	Age/DOB if under 18
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Adopt-a-Block Agreement

Today's Date: _____ Primary Contact Name: _____ Contact No. _____

Group / Entity Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (Day): _____ Phone (Eve.): _____ Email: _____

Terms and Conditions

Term: I understand that the terms and conditions of this agreement shall be in effect for two (2) years beginning _____. I also understand that the City of Hayward has the right to terminate this agreement at any time.

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I, the undersigned, being of lawful age or the parent or legal guardian of the volunteer involved in the City of Hayward Adopt-a-Block Program, in consideration of being allowed to participate in this effort hereby release, discharge, and by these presents do for myself, my marital community, heirs, executors and assigns, release, acquit and forever discharge the City of Hayward, a municipal corporation, and its officers, agents and employees from any and all actions, causes of action, claims or any other thing whatsoever on account of or in any way related to or arising out of my participation in the Adopt-a-Block Program.

Further, I assume liability for any non-participants who accompany me.

Adopt-a-Block Participants:

Name	Address	Email	Age/DOB if under 18
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Name	Address	Email	Age/DOB if under 18
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Name	Address	Email	Age/DOB if under 18
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KEEP HAYWARD CLEAN AND GREEN ADOPT A BLOCK SAFETY SHEET

Review these safety rules each time you go out to participate in a clean -up.

1. Always park legally and safely before beginning the clean up. Try to car pool.
2. Review the area for hazards before beginning.
3. Do not touch hazardous materials, or possible explosives. Do not pick up needles or sharp objects, dead animals, batteries, human waste, bloody medical waste, or anything from a possible crime scene.
4. Report to your coordinator or KHCG representative, 911 or the Hayward Police non emergency number 293-7000.
5. Bright colored clothing and safety vests, as well as long pants, long sleeves, hard soled shoes, hats, gloves, sunglasses and sunscreen keep you safe and easily seen.
6. All children must be supervised by an adult. A parent or responsible adult should be able to manage five minors. A large group may want to assign a look- out person.
7. Litter pick up should be performed in daylight and good weather conditions. Try to not be out at dawn and dusk, or if it is raining or really foggy.
8. Work as a group, facing oncoming traffic at all times.
9. Do not cross the roadway unnecessarily, cross at appropriate intersections. Do not distract motorists with horseplay or sudden erratic movements. Always look both ways before crossing any street.
10. Do not pick up litter in the median. City crews are specially trained to deal with median litter removal.
11. Stay away from thorny plants, cactus and poison oak, remember "leaves three, leave it be." If you get into poison oak, go home, wash clothing separately, and take a cool shower to remove any poison oak residue from your body. Seek medical attention as needed.
12. When home, check for ticks, especially around ankles, wrists and neck.
13. Stay out of utility installations, culvert and drainage structures.
14. Use correct lifting techniques when moving heavy objects, better yet, report your find for later removal by the City crew.
15. Stay out of construction sites.
16. A first aid kit should be available. Water should be available.
17. Never underestimate the speed of an oncoming train, all tracks in Hayward are considered live. Keep off the tracks. If a Railroad representative is assigned to your group, follow their instructions.
18. Stay off private property.

Please feel free to contact your KHCG representative for assistance.

Adopt-a-Block Supplies Check-Out/In

Phone: _____

Contact Name: _____

Email: _____

Item Name / Description	Item #	Amount	Date Received	Date Returned	Comments

*****By signing this document you agree to be responsible for returning all loaned and unused supplies.**

Signature Primary Contact

Date

Signature Adopt-a-Block Coordinator

Date

ADOPT - A - BLOCK



KEEP HAYWARD CLEAN AND GREEN
WWW.HAYWARD-CA.GOV

REGISTRATION FORM

ALL VOLUNTEERS MUST BE REGISTERED TO PARTICIPATE

NEIGHBORS AND RESIDENTS CLEANING AND GREENING HAYWARD

When: *Day: Date:*
Time-frame (duration of event):
Where: *Staging / Meeting location:*



Contact: *Name:*
Telephone:
Email:

Supplies, instructions and maps provided

<u>Name</u> Please Print Clearly		
<u>(First)</u>	<u>(Last)</u>	<u>Age</u> / <u>DOB</u> <small>under18</small> /
<u>Mailing Address:</u>		
<u>Email Address:</u>		
<u>Telephone number:</u>		
<u>Name of group that I am representing (if any):</u>		
Adopt-a-Block Participant		
Please sign your registration.		

Please Note: Adult supervision is **NOT** provided by the City of Hayward at this event. All volunteers under the age of 18 must be accompanied by a participating adult. Thank you

I, the undersigned, being of lawful age or the parent or legal guardian of the volunteer involved in the City of Hayward litter pick-up effort, in consideration of being allowed to participate in this effort, hereby release, discharge, and by these presents do for myself, my marital community, heirs, executors and assigns, release, acquit and forever discharge the City of Hayward, a municipal corporation, and its officers, agents and employees from any and all actions, causes of action, claims or any other thing whatsoever on account of or in any way related to or arising out of my participation in the City of Hayward litter pick-up / graffiti removal event.

Further, I assume liability for any non-participants who accompany me.

SIGNATURE OF PARTICIPANT: _____ DATE: _____
(If participant is over 18 years of age)

SIGNATURE OF PARENT/GUARDIAN: _____ DATE: _____
(If participant is under 18 years of age)



Neighborhood Improvement Program Grants

Neighborhood Initiatives Program is designed to encourage neighborhoods and groups to join together to carry out projects of value and importance to their neighborhoods. **Grants from \$50 to \$5,000** are awarded to fund eligible projects.

The City has been divided into **four (4) areas** as shown on the **NIP Map**. Grants are **awarded** on a **first-come, first-served basis** until the dollar limit for each area is expended.

Projects must:

- benefit all neighborhood residents,
- meet minimum safety requirements,
- not be in conflict with existing City policy
- not duplicate existing private or public programs

Types of projects funded include:

- neighborhood beautification (on public property)
- neighborhood clean-up, and
- emergency preparedness

Improvements on private property are not eligible.

To apply, complete the **NIP application** and send or deliver to:

NIP - Neighborhood Services Division
City of Hayward
777 B Street
Hayward, CA 94541-5007

NIP staff will contact applicants after a review for eligibility.

For more information, please call David Korth at 510-583-4227

Look for other Answers

Display more Topics for 'Community Appearance - Neighborhoods - City Codes'

Return to ACCESS HAYWARD

-- 777 B STREET - HAYWARD, CA 94541 --

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NIP APPLICATION FORM

Please attach additional pages, as needed, to fully answer these questions.

1. Please describe the project:
2. Where will the project be located? (Please be as specific as possible.)
3. How much will the project cost?
4. Who will the project benefit?
5. How will the project be planned and completed?
6. Please describe the group requesting funds:

Please attach a project budget and a plan for ongoing maintenance of the project (if appropriate). Applications for physical improvements must include a drawing of the proposed project and a map of the project site.

Adopt-a-Block Resources

- **Request a Litter Pick Up**

call Maintenance Services at 881-7745 or Matt McGrath at 881-7747

- **Utilize ACCESS HAYWARD**

- www.hayward-ca.gov/

to report blight or private property issues

or call Maintenance Services at 881-7745

- **Contact your Adopt Coordinator**

or

Blytha Bowers

510 303-7924

blytha@aol.com



- **Graffiti Buster Program**

Call Facilities at 510-583-8900

