



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
February 28, 2013

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 January 24, 2013 (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:25pm)
 - a. Graffiti Brochure
- VII. Attendance Report (7:25pm – 7:30pm)
- VIII. Elections – Chair & Vice-Chair (7:30pm – 7:45pm)
- IX. Clean Up Events (7:45pm – 8:10pm)
 - a. January 26, 2013 – South Garden Neighborhood (Bowers)
 - b. February 23, 2013 – Tyrrell-Glassbrook Neighborhood (Smith/Foley-Scott)
 - c. March 23, 2013 – Upper B Street Neighborhood (Banks/Smith)
 - d. April 20, 2013 – Earth Day
 - e. Adopt-a-Block Program Update (Bowers)
- X. Education and Marketing (8:10pm – 8:20pm)
 - a. Anti-litter Campaign (Bowers)
 - b. Youth Commission (Ligibel)
 - c. Sustainability (Oliva)
- XI. Clean and Green Policy (8:20pm – 8:30pm)
 - a. Graffiti Vandalism Prevention – Ad Hoc Committee Update (Bowers / Horner)
- XII. Action Items and Issues (8:30pm – 8:45pm)
 - a. Review Financial Committee Process/Purpose

- b. Clean Campus Competition (Horner)
- c. City-Wide Garage Sale – Update
- d. Chair Report (Bowers)
- e. Roundtable

XIII. City Status Reports/Updates (8:45pm– 8:55pm)

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

- a. Purchase of Promotional Tote Bags
- b. KHCG Task Force Safety
- c. Illegal Dumping Ordinance – Update in March (McGrath)

XV. Next Meeting March 28, 2013

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
January 24, 2013

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

City Council & Staff: Michael Sweeney, Mayor; Matt McGrath, Maintenance Services Director; Stacey Bristow, Neighborhood Partnership Manager; Colleen Kamai, Executive Assistant

Task Force Members Present: Carolina Abatayo; Braxston Banks; Florine Banks; Blytha Bowers; Dana Caines; Lloyd Clifton; Radonna Foley-Scott; Suzanne Gayle; Chuck Horner; Rich LaPlante; Laura Oliva; Tawana Smith; Kathy Super

Task Force Members Absent: Christopher Catlow; David Haines; Rev. Desmond Henry; Doug Ligibel; Monica Ruiz;

Youth Commission Liaison: Not Present **Guests (Visitor Sign-In):** Sheri Blair
- IV. **Public Comments:** Heather Enders spoke briefly about the General Plan Update and handed out a Project Newsletter and comment card. Ms. Enders encouraged TF members to provide their input by completing the comment card.

Lloyd Clifton complimented Suzanne Gayle on the mural project she completed on Walpert and Second Streets.

Sheri Blair from the Burbank Neighborhood remarked that she was in attendance because she thought the TF would be monitoring the Illegal Dumping Ordinance and wanted to know more about it.
- V. **Approval of Notes from Task Force Meeting of November 15, 2012:** It was motioned/seconded and passed by majority vote to approve the November 15, 2012 meeting notes: (13:0:0:5 absent)
- VI. **Financial Report:** The financial report was reviewed.
 - a. Vice- chair Clifton reported that the Financial Committee received/reviewed and is recommending approval of a reimbursement request from Suzanne Gayle for supplies and materials she purchased for the Science in the Park event. After a vote it was unanimously passed to approve the reimbursement request: (13:0:0:5 absent)
 - b. Graffiti Brochure – After discussion TF members asked that the item be postponed until staff can provide a price quote for the cost of ordering 500 versus 1000.
- VII. **Attendance Report:** TF member attendance at meetings, clean-ups, and other events were reported. Chair Bowers reported that the first quarter attendance review for months July 2012 through October 2012 had been completed and the City Clerk’s office sent letters to those TF members that had attendance of 75% or less. Ms. Bowers added that the letter indicated that a TF member’s seat will be in jeopardy if they fail to maintain 75% attendance by the next review period at the end of February.
- VIII. **Clean Up Events/Activities:**
 - a. November 17, 2012 Tennyson High School - Whitman-Mocine – Chair Bowers reported that despite poor weather conditions those in attendance did the best they could.

- b. January 26, 2013 – South Garden Neighborhood (Bowers) – Logistic and administrative procedures were reviewed. TF Member Chuck Horner reported that he spoke with Pastor Jesse Davis of Shiloh Baptist Church who said they will designate a space in their parking lot will for a staging area. Mr. Horner added that he will not be able to attend due to another obligation. TF Member Braxton Banks reported that he would attend, but that he would have to leave early.
- c. February 23, 2013 – Tyrrell-Glassbrook Neighborhood (Smith/Foley-Scott) – Nothing reported.
- d. March 23, 2013 – Upper B Street Neighborhood (Banks/Smith) – Nothing reported.
- e. Adopt-a-Block Program – Chair Bowers had no new information, but spoke briefly about starting a process to follow up with current participants to ensure they are fulfilling their commitment.

IX. Education and Marketing:

- a. Anti-litter Campaign – Chair Bowers commented that after a few months of no new information, it is time to begin revisiting the process of developing an anti-litter campaign. Chair Bowers provided a brief outline of the campaign for those TF members who were new and/or unfamiliar with the project.
- b. Environmental Education Update - Chair Bowers remarked that similar to the Anti-litter Campaign there is nothing to report.
- c. Youth Commission – No update given.
- d. Sustainability – TF Member Oliva reported the Sustainability Committee meeting is scheduled for January 30.

X. Clean and Green Policy

- a. Graffiti Vandalism Prevention – Ad Hoc Committee Update – Stacey Bristow reported that in response to TF members concerns about businesses selling and storing spray paint, staff sent notices outlining the city’s ordinance, penalties and fines to about twenty local businesses. Ms. Bristow added that the notice also indicated that the business would have approximately thirty days to ensure they are following the city’s ordinance for the sales and storage of spray paint and that a either a staff person or a TF member would be conducting an on-site inspection to confirm compliance.

XI. Action Items and Issues:

- a. Clean Campus Competition (Horner) – TF Member Chuck Horner asked to postpone this item until February.
- b. City-Wide Garage Sale – Date/Budget – Former TF Member Heather Enders provided a brief outline of the process taken to coordinate the October City-Wide Garage Sale event. TF members discussed scheduling the event in April the week before the Earth Day City Wide Clean-up event. After discussion it was determined that in order to have more time to thoroughly plan and prepare, the event should be pushed out to June. Logistic and administrative procedures were discussed – a budget will be proposed in February.

It was **motioned/seconded** and passed by majority vote to approve June 29, 2013 at the date for the City Wide Garage Sale (13:0:0:5 absent)

TF members Kathy Super and Tawana Smith volunteered to help Former TF member Enders and staff plan for the event.

- c. Chair Report (Bowers) – Chair Bowers reminded TF members that their 700 Form is due to the City Clerk by April 2.
- d. Roundtable - TF Member Chuck Horner reported on his attendance at the Zero Graffiti International Conference held in January. Mr. Horner reported it was a very good conference with many workshops, informational materials and opportunity to share information with other cities. He suggest that more than one TF member attend next year.

XII. City Status Reports/Update: An update on the Dumping Ordinance will be given in March.

XIII. Review Future Agenda / Action Items: This item was not reviewed.

XIV. Next Meeting: February 28, 2013

XV. Adjournment: The meeting was adjourned at 8:33p.m.

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

Allocations Made for Specific Projects Fiscal Year 2013

| Date | Individual/Organization | Amount | Comments |
|--------------|-------------------------|-----------|--|
| 7/26/2012 | City Wide Garage Sale | \$ 472.00 | for expenses associated with event planning/marketing (as of 1/1/13 spent \$528 of the \$1,000 allocated) |
| 10/25/2012 | Supplies | \$ 439.71 | \$2536.76 150 grabbers; \$480.24 120 vests; \$127.43 label maker (as of 1/1/13 2,097.05 paid out for grabbers) |
| TOTAL | | \$ 911.71 | |

| | |
|-------------------|------------|
| Expended to date | \$5,114.50 |
| Allocated to date | \$ 911.71 |
| Remaining | \$4,202.79 |