



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
March 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 February 28, 2013 (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:25pm)
- VII. Attendance Report (7:25pm – 7:30pm)
- VIII. Elections – Interim Vice-Chair (7:30pm – 7:45pm)
- IX. Clean Up Events (7:45pm – 8:05pm)
 - a. February 23, 2013 – Tyrrell-Glassbrook Neighborhood (Smith/Foley-Scott)
 - b. March 23, 2013 – Upper B Street Neighborhood (Banks/Smith)
 - c. April 20, 2013 – Earth Day (Citywide Cleanup Event)
 - d. May 18, 2013 – Jackson Triangle Neighborhood (Caines)
 - e. Adopt-a-Block Program Update (Bowers)
- X. Education and Marketing (8:05pm – 8:20pm)
 - a. Anti-litter Campaign (Bowers)
 - b. Youth Commission
 - c. Sustainability (Oliva)
- XI. Clean and Green Policy (8:20pm – 8:25pm)
 - a. Graffiti Vandalism Prevention – Ad Hoc Committee Update (Bowers / Horner)
- XII. Action Items and Issues (8:25pm – 8:45pm)
 - a. TF Member Roles, Responsibilities and Expectations (Bowers)
 - b. Clean Campus Competition (Horner)

- c. City-Wide Garage Sale – Update (Bristow)
- d. Digital Reader Board – (Bristow)
- e. Chair Report (Bowers)
- f. Roundtable

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

- a. Illegal Dumping Ordinance Update (McGrath)
- b. Spray Can Project – Update (Bristow)

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

- a. Purchase of Promotional Tote Bags
- b. KHCG Task Force Safety

XV. Next Meeting April 25, 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
February 28, 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 Laura Oliva
- III. **Roll Call:**

City Council & Staff: Michael Sweeney, Mayor; Eusebio Espitia, Code Enforcement Supervisor; Colleen Kamai, Executive Assistant

Task Force Members Present: Carolina Abatayo; Florine Banks; Blytha Bowers; Dana Caines; Chuck Horner; Laura Oliva; Tawana Smith; Kathy Super

Task Force Members Absent: Braxton Banks; Christopher Catlow; Radonna Foley-Scott; Suzanne Gayle; David Haines; Rev. Desmond Henry; Rich LaPlante

Youth Commission Liaison: Not Present

Guests (Visitor Sign-In): Jenny Perez, CSUEB Journalism Student
- IV. **Public Comments:** None
- V. **Approval of Notes from Task Force Meeting of January 24, 2013:** It was **motioned/seconded** and passed by majority vote to approve the January 24, 2013 meeting notes: (8:0:0:7 absent)
- VI. **Financial Report:** The financial report was reviewed.
 - a. Graffiti Brochure – Staff reported that the cost of reprinting Graffiti brochures would be \$120 for 500, \$198 for 1,000 and \$298 for 2,500.

After discussion it was **motioned/seconded** and passed by majority vote to approve the purchase of 2,500 brochures at a cost of \$298. (8:0:0:7 absent)
- VII. **Attendance Report:** TF member attendance at meetings, clean-ups, and other events were reported. Chair Bowers reported that Monica Ruiz resigned; Doug Ligibel has moved out of the area and is expected to submit a formal resignation; and that Lloyd Clifton has submitted his resignation as he is no longer able to serve.
- VIII. **Elections – Chair & Vice-Chair:** Chair Bowers reported that it has been approximately two years since the last nomination and election process, and added that with the current vacancy of the vice chair seat, this would be a good time to initiate some type of process. After discussion TF members agreed that an election process should be held every two years beginning in January 2014.

After discussion it was **motioned/seconded** and passed by majority vote to hold nominations/elections every two years in January. It was noted that the next regular election would be held in January 2014, in the interim, Chair Bowers would continue as Chair and the TF would nominate and elect an Interim Vice Chair. (8:0:0:7 absent)

TF Member Florine Banks nominated TF Member Tawana Smith for Vice Chair. TF Member Tawana Smith asked that the election be postponed until the March meeting to allow those absent an opportunity to participate in the process.

Chair Bowers provided an outline of the roles and responsibilities currently being performed by the chair and vice chair positions. After discussion TF members agreed that some of the roles and responsibilities could be shared by all TF members so that the chair and vice chair are not overwhelmed.

Chair Bowers said she would draft a matrix outlining the various roles and responsibilities of the chair and vice chair.

At this time TF members talked about the recruitment process and the challenges of finding people who really understand the expectations of serving on the task force. TF members talked about drafting an outline of expectations to provide to the City Clerk's office in consideration of the recruitment process.

IX. Clean Up Events/Activities: At this time Chair Bowers reported that the number of volunteers has decreased over the last few events. She said there needs to be more outreach efforts to neighborhood groups, churches, and businesses and asked TF members to think about how they can improve their outreach efforts. TF members asked staff to follow up on availability of the mobile digital sign board.

- a. January 26, 2013 – South Garden Neighborhood (Bowers) – Nothing reported.
- b. February 23, 2013 – Tyrrell-Glassbrook Neighborhood (Smith/Foley-Scott) – Administrative and logistic procedures were discussed.
- c. March 23, 2013 – Upper B Street Neighborhood (Banks/Smith) – Nothing reported.
- d. Adopt-a-Block Program – Nothing reported.

X. Education and Marketing:

- a. Anti-litter Campaign – Nothing reported.
- b. Environmental Education Update – Nothing reported
- c. Youth Commission – Chair Bowers said she would follow up with Council Member Zermeno on designating a Youth Commissioner as a liaison to KHCG.
- d. Sustainability – TF Member Oliva reported that the Sustainability Committee met on January 30. She reported that they talked about Hayward's Partnership with PG&E to encourage energy efficiency in both residential and commercial properties; the Alameda County Waste Management Authority efforts to establish an Energy Council for the purpose of securing funding for energy-related programs; Clean Energy and Energy Efficiency Funding – Proposition 39; and she reported that the City recently installed several solar powered public trash receptacles in the downtown area.

XI. Clean and Green Policy

- a. Graffiti Vandalism Prevention – Ad Hoc Committee Update – Chair Bowers reported that the purpose of the ad hoc team is graffiti prevention. She provided a brief history of what the ad hoc committee has done so far and what they would like to accomplish moving forward and asked TF members to let her know if they are interested in joining the committee.

XII. Action Items and Issues:

- a. Review Financial Committee Process/Purpose – TF members talked about whether it should be discontinued given it is underutilized and because the number of vacancies on the committee. After discussion TF members decided to take no action at this time. They will revisit after the annual recruitment process to see if any new members are interested in serving on the committee. In the interim, if any financial requests are received, they will be put on the agenda for consideration by the TF as a group.
- b. Clean Campus Competition (Horner) – TF Member Chuck Horner asked to postpone this item until March.

- c. City-Wide Garage Sale – Date/Budget – Staff reported that a city phone number has been set-up for the event, the recording still needs to be recorded, the event email is active, and an event message will be printed directly on the water bill sometime in mid-April through May.
- d. Chair Report (Bowers) – Nothing reported.
- e. Roundtable – TF members were given an opportunity to comment on any suggestions/ideas they may have and to report on any activities they have participated in.

XIII. City Status Reports/Update: Nothing reported.

XIV. Review Future Agenda / Action Items: Upcoming Street Parties.

XV. Next Meeting: March 28, 2013

XVI. Adjournment: The meeting was adjourned at 8:40p.m.

FY2013 Financial Report As of March 1, 2013

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
7/1/2011	Credit: Budget Alloction	N/A		\$10,000.00	\$10,000.00
7/1/2012	NBC Supply (items from FY12)	Gloves	\$54.38		\$9,945.62
7/1/2012	NBC Supply (items from FY12)	Vests	\$400.20		\$9,545.42
8/31/2012	California Apartment Association (StopUB)	Registration cost for 3 members to attend training	\$237.00		\$9,308.42
8/31/2012	Postage	Packets mailed to two members	\$2.19		\$9,306.23
9/12/2012	Postage	Packets mailed to two members	\$3.75		\$9,302.48
10/12/2012	Postage	Packets mailed to two members	\$7.04		\$9,295.44
11/30/2012	Bay Area News Group	Advertisement for City Wide Garage Sale	\$528.00		\$8,767.44
11/30/2012	Ewing Irrigation	Purchase of additional grabbers	\$2,097.05		\$6,670.39
12/7/2012	Golger Graphics	Water Bill Inserts	\$1,218.00		\$5,452.39
12/14/2012	Stop Urban Blight	Annual Zero Graffiti Conference - Chuck Horner	\$289.00		\$5,163.39
2/8/2013	Suzanne Gayle	Reimbursement Science in the Park supplies	\$48.89		\$5,114.50
			Total Credits:	\$10,000.00	
			Total Expenses:	\$4,885.50	
			Total Remaining in Budget:		\$5,114.50

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)
2/28/2013	Graffiti Brochures	\$ 298.00	Reorder 2,500 brochures
	TOTAL	\$ 1,209.71	

Expended to date	\$4,885.50
Alocated to date	\$ 1,209.71
Remaining	\$3,904.79
	\$10,000.00