



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
May 23, 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 April 25, 2013 (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:30pm)
 - a. Proposed Expenditures
- VII. Attendance Report (7:30pm – 7:35pm)
- VIII. Clean Up Events (7:35pm – 8:05pm)
 - a. May 18, 2013 – Jackson Triangle Neighborhood
Meet at: vacant lot corner of Harder Rd. and Mocine Ave. (Caines)
 - b. June 22, 2013 – South Hayward Neighborhood
Meet at: Mission Hills Golf Course (Bowers/Oliva)
 - c. July 27, 2013 Longwood Neighborhood
Meet at: Longwood Elementary (Horner)
 - d. Adopt-a-Block Program (Bowers)
- IX. Education and Marketing (8:05pm – 8:20pm)
 - a. Anti-litter Campaign (Bowers)
 - b. Youth Commission
 - c. Sustainability (Oliva)
- X. Clean and Green Policy (8:20pm – 8:25pm)
 - a. Graffiti Vandalism Prevention – Ad Hoc Committee Update (Bowers / Horner)
- XI. Action Items and Issues (8:25pm – 8:45pm)
 - a. Downtown Street Parties (June 20, July 18 and August 15)

- b. TF Member Recruitment - Update
- c. City Wide Garage Sale – Update
- d. Chair Report (Bowers)
- e. Roundtable

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

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

- a. Purchase of Promotional Tote Bags
- b. Clean Campus Competition (Horner)
- c. KHCG Task Force Safety

XIV. Next Meeting June 27, 2013

XV. 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
April 25, 2013

- I. **Call to Order:** Meeting called to order at 7:09 p.m. by Chair Blytha Bowers
- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by TF Member Kathy Super
- III. **Roll Call:**

City Council & Staff: Lawrence McGrath Director of Maintenance Services; Stacey Bristow, Neighborhood Partnership Manager; Colleen Kamai, Executive Assistant

Task Force Members Present: Braxston Banks; Florine Banks; Blytha Bowers; Dana Caines; Suzanne Gayle; Chuck Horner; Tawana Smith; Kathy Super

Task Force Members Absent: Carolina Abatayo; Christopher Catlow; Radonna Foley-Scott; David Haines; Rev. Desmond Henry; Laura Oliva; Rich LaPlante

Youth Commission Liaison: Thooba Samimi

Guests (Visitor Sign-In): Heather Enders
- IV. **Public Comments:** Youth Commissioner Thooba Samimi introduced herself and briefly commented on current Youth Commission activities.

Chuck Horner announced that the City is hosting a Community Engagement event on Saturday, June 1 at City Hall in the Rotunda.
- V. **Approval of Notes from Task Force Meeting of March 28, 2013:** It was **motioned/seconded** and passed by majority vote to approve the March 28, 2013 meeting notes: (8:0:0:7 absent)
- VI. **Financial Report:** The financial report was reviewed. It was **motioned/seconded** and passed to approve reimbursement of \$310.10 to TF Member Kathy Super for the cost of purchasing 105 pairs of replacement tips for the inventory of damaged grabbers.

TF members talked about purchasing additional promotion items for the upcoming Downtown Summer Street Parties. TF Members Florine Banks and Kathy Super indicated they would take an inventory of KHCG supplies.
- VII. **Attendance Report:** TF member attendance at meetings, clean-ups, and other events were reported.
- VIII. **Clean Up Events/Activities:**
 - a. April 20, 2013 – Earth Day Citywide Cleanup Event – Chair Bowers reported that there were over three hundred volunteers of which ninety-four were CSUEB students.
 - b. May 18, 2013 – Jackson Triangle Neighborhood – Administrative procedures and logistics were discussed and the event packet materials were given to Chair Bowers.
 - c. June 22, 2013 – South Hayward Neighborhood - It was noted that the meet at location is Mission Hills Golf Course on Industrial Parkway.

- d. Adopt-a-Block Program – Chair Bowers reported that she is expecting members of Hayward CANN to submit an application to adopt Portuguese Park.

IX. Education and Marketing:

- a. Outreach List – Chair Bowers reported that she and Ms. Banks are working on developing and finalizing the list.
- b. Anti-litter Campaign – Chair Bowers commented on the difficulty and challenges of trying to develop a campaign within the timeframe of a regular TF meetings and suggested that an ad hoc committee be formed to get things moving along. Staff was asked to poll TF Members Bowers, Smith, Gayle, and Oliva on their availability to meet. TF Member Horner suggest including input from members of the Youth Commission.
- c. Youth Commission – Commissioner Thooba Samimi provided brief update during Public Comments.
- d. Sustainability – No information to share at this time.

X. Clean and Green Policy

- a. Graffiti Vandalism Prevention – Ad Hoc Committee Update – Chair Bowers reported that the Ad Hoc Committee met briefly to revisit their strategies and action plan and will continue meeting on a monthly basis and will provide an update at regular TF monthly meetings.

Stacey Bristow provided an update on staff's efforts to require businesses to comply with the City Ordinance to keep spray cans locked up and secure. As reported at the March meeting nine of the twenty-four businesses inspected were found to have violations and were given violation notices and thirty days to comply or they will be fined. Ms. Bristow said staff is expected to re-inspect those businesses within the next several days, and she will provide an update at the next KHCG meeting.

XI. Action Items and Issues:

- a. TF Member Recruitment – Stacey Bristow reported that as a result of TF member desire to have a higher level of participation in the annual recruitment process, staff recommends establishing a process by which the TF could appoint three TF members to serve on an interview panel for the purpose of screening new member applicants. The panel will review applications in regards to their qualifications and eligibility; interview applicants and provide them with a mission statement and /or goals objective; and provide their recommendations for appointment to Council for consideration.

It was noted that the KHCG panel interviews are currently scheduled for July 17, Council interviews are scheduled for July 23 and the Oath of Office is scheduled for September 10.

After discussion it was **motioned/seconded** to appoint three members and one alternate who would participate in the interview process. (6:2:0:7absent)

- b. Clean Campus Competition (Horner) – TF Member Chuck Horner asked to move this item to future items.
- c. CityWide Garage Sale – Staff reported that event information is currently being printed directly on water bills and will run for about eight weeks; advertisements will be placed in the Tri City Voice, CSUEB Pioneer, and on-line with the Castro Valley Patch. The flyer is currently running on KHRT Channel 15 and the City website has been updated to include event information and how to register. In addition a dedicated phone line with event information has been set-up.
- d. Chair Report (Bowers) – Chair Bowers announced that Make a Difference Day is in October and the monthly clean-up is scheduled in the Palma Ceia neighborhood. Chair Bowers asked TF members to start thinking about possible activities that can be done in conjunction with the clean-up event to make it a big event.
- 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.

- ## **XII. City Status Reports/Update:** Matt McGrath reported that Maintenance Services will be assigning a truck to the TF to use to transport supplies to and from monthly clean-up events.

XIII. Review Future Agenda / Action Items: No new items.

XIV. Next Meeting: May 23, 2013

XV. Adjournment: The meeting was adjourned at 8:45p.m.

FY2013 Financial Report As of May 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
11/9/2012	Staples	Label Maker - to lable grabbers	\$127.44		\$9,168.00
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 (124 out of 150)	\$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
	NBC Supply Corp.	120 Vests ordered for Make a Difference Day 10/2012	\$480.24		\$4,634.26
			Total Credits:	\$10,000.00	
			Total Expenses:	\$5,493.18	
			Total Remaining in Budget:		\$4,506.82

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 - October 2012	\$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 TOTAL - \$3144.43 \$2536.76 150 grabbers, \$480.24 120 vests, \$127.43 label maker	\$439.71	as of 5/1/13 \$2,097.05 paid out for 124 of 150 grabbers, \$480.24 120 vests; \$127.43 label maker
2/28/2013	Graffiti Brochures	\$324.82	Reorder 2,500 brochures
3/28/2013	City Wide Garage Sale - June 29, 2013	\$1,000.00	add'l funds for expenses associated with event planning/marketing (Castro Valley Patch \$200.00; CSUEB Pioneer \$341.00, Tri City Voice \$400.00)
	Fred's Flowers	\$100.00	Spring flower delivery - Actual \$73.56
4/25/2013	Kathy Super - Reimbursment	\$310.10	reimbursement for purchasing replacement tips for broken grabbers
	TOTAL	\$2,646.63	

Expended to date	\$5,493.18
Alocated to date	\$ 2,646.63
Remaining	\$1,860.19
	\$10,000.00