



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
July 25, 2013

Agenda

- I. Call to Order (7:02pm)
- 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 June 27, 2013 (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:25pm)
 - a. Expenditures
 - b. Supplies/Inventory
- VII. Attendance Report (7:25pm – 7:30pm)
- VIII. Clean Up Events (7:30pm – 8:00pm)
 - a. July 27, 2013 Longwood Neighborhood
Meet at: Longwood Elementary (Horner)
 - b. August 24, 2013 Harder-Tennyson Neighborhood (LaPlante)
Meet at: Leidig Court at Tennyson Road
 - c. September 28, 2013 Burbank Neighborhood (Super/Gayle)
Meet at: Burbank Elementary School
 - d. Adopt-a-Block Program (Bowers)
- IX. Education and Marketing (8:00pm – 8:15pm)
 - a. Anti-litter Campaign (Bowers)
 - b. Youth Commission
 - c. Sustainability (Oliva)
- X. Clean and Green Policy (8:15pm – 8:20pm)
 - a. Graffiti Vandalism Prevention – Ad Hoc Committee Update (Bowers / Horner)
- XI. Action Items and Issues (8:20pm – 8:45pm)

- a. Finance Committee Purpose/Role (Bowers)
- b. 2014 Cleanup Schedule/Areas
- c. Door Hangar Program
- d. Proposed Program to “Nominate” Blighted Property within Scheduled Clean-Up Area Update (Bristow)
- e. Downtown Street Parties (July18 and August 15)
- f. TF Member Recruitment - Update
- g. City Wide Garage Sale – Update
- h. Chair Report (Bowers)
- i. Roundtable

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

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

- a. KHCG Task Force Safety

XIV. Next Meeting August 22, 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) 583-4340, 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
June 27, 2013

- I. **Call to Order:** Meeting called to order at 7:05 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, Executive Assistant

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

Task Force Members Absent: Dana Caines; Christopher Catlow; Rev. Desmond Henry; Tawana Smith

Youth Commission Liaison:

Guests (Visitor Sign-In): Ben Henderson; Moses Sullivan
- IV. **Public Comments:** TF Member Florine Banks reported that Maintenance Services staff responded within one hour of her Access Hayward report of trash on B Street.

TF Member Chuck Horner reported that at the Saturday cleanup he gave his card to a resident and on Tuesday, he received a call from that resident reporting fluorescent orange graffiti “tagging” in his neighborhood. Mr. Horner said that Maintenance Services staff responded to the Access Hayward report removing the graffiti within one day.

Chair Blytha Bowers read a thank you card to the TF from Ms. Lynne Clifton.
- V. **Approval of Notes from Task Force Meeting of May 23, 2013:** It was **motioned/seconded** (Horner/F.Banks) and passed by majority vote to approve the May 23, 2013 meeting notes: (9:0:0:5 absent)
- VI. **Financial Report:** The financial report was reviewed. TF members talked about the importance of tracking their inventory, supply usage and cost. TF Member Kathy Super will work with Chair Bowers on an inventory tracking log and staff will work to create a more comprehensive spreadsheet to track purchases, specifically in order to track the frequency of supply orders. The TF would like to have an overview of their supply usage, so they can plan their budget efficiently.
- VII. **Attendance Report:** TF member attendance at meetings, clean-ups, and other events were reported.
- VIII. **Clean Up Events/Activities:**
 - a. June 22, 2013 – South Hayward Neighborhood – Chair Bowers reported there were only two volunteers other than, TF members, and City Councilmembers. TF members talked about their concerns with two consecutive months of low turnout and what outreach efforts can be done to improve participation.
 - b. July 27, 2013 – Longwood Neighborhood (Horner) – Logistics and administrative procedures were reviewed.
 - c. August 24, 2013 – Harder-Tennyson Neighborhood (LaPlante) – Not discussed.

- d. Adopt-a-Block Program – No information or updates at this time.

IX. Education and Marketing:

- a. Anti-litter Campaign – The ad hoc group reported they would like to initiate an incentive/reward program focusing on non-residential customers (Businesses.) The program would be geared toward educating businesses about their responsibility to maintain their areas, “Keep it Neat to the Street,” provide them with resources and reward them by recognizing their efforts with a certificate, plaque, or window sticker. The ad hoc group would like to learn more from staff about any Ordinance or CUP requiring businesses to maintain area around their property and who is responsible for maintaining the property; the property owner or the business leasing the property.
- b. Youth Commission – Not discussed
- c. Sustainability – No information or updates at this time.

X. Clean and Green Policy

- a. Graffiti Vandalism Prevention – Ad Hoc Committee Update – Chair Bowers reported that there are no updates at this time.

XI. Action Items and Issues:

- a. Volunteer Award Dinner Nomination – It was **motioned/seconded** (Oliva/Gayle) and approved to nominate John Super as the KHCG Volunteer Award recipient for 2013. It was noted the Volunteer Award Dinner is scheduled for Tuesday, October 8, 2013. **APPROVED** 9:0:1abstention:4 absent.
- b. Proposed Program to “Nominate” Blighted Property within Scheduled Cleanup Area – TF members discussed ideas to develop a program to assist residents in abating their blighted property. It was noted that a program/process would have to be developed and evaluated by staff. After discussion it was **motioned/seconded** (B.Banks/Abatayo) and approved to begin the process of identifying a potential process/program.
- c. Hayward Neighborhood Alert – Car-A-Van (Horner) – It was **motioned/second** (Oliva/LaPlante) to approve use of the KHCG truck in the Neighborhood Alert Annual Car-A-Van on Monday, July 29 and to outfit the truck bed with a sign promoting “National Night Out.” Chuck will provide sign and secure to bed of truck. **APPROVED** 10:0:0:4 absent.
- d. Downtown Street Parties – TF members reported that the June 20 Street Party was a success. They were able to park the KHCG truck behind the booth which gave the booth a nice “backdrop” and made loading and unloading their supplies convenient. It was also reported that visitors to the booth, young and old, enjoyed the recycling game and prizes and many people inquired about the City Wide Garage Sale.
- e. Member Recruitment – Staff reported that there are currently three applicants and the TF Panel Interviews are tentatively scheduled for 3:00pm and 8:00pm on Wednesday, July 17. The time depends on how many applicants there are and how much time will be needed to interview each applicant. The TF Interview Panel was reminded to draft their interview questions and forward to City Clerk Miriam Lens as soon as possible for review.
- f. CityWide Garage Sale – Staff reported that the registration process seemed slow at first, but picked up substantially the last two weeks resulting in 156 registered sites. Staff added that there are likely to be more garage sales than are listed on the map, noting several Neighborhood Associations indicated they would participate but not all property owners registered. Also, staff received many calls and emails after the deadline had past to have their address included on the map. Residents reported they would still
- g. Chair Report (Bowers) – No report given.

XII. City Status Reports/Update: Matt McGrath reported that, until recently, he had not heard of any problems with residents using the Waste Management Vouchers despite that they had not been signed. Mr. McGrath said he is working closely with staff to ensure the vouchers are signed appropriately before being distributed.

XIII. Review Future Agenda / Action Items: Supply/Inventory Tracking Log; Revisit Finance Committee Purpose/Role; 2014 Cleanup Schedule; Door Hanger Program; remove “Clean Campus Competition” until further notice (Horner)

XIV. Next Meeting: June 27, 2013

XV. Adjournment: The meeting was adjourned at 8:58p.m.

FY2014 Financial Report As of July 1, 2013

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
7/1/2013	Credit: Budget Alloction	N/A		\$10,000.00	\$10,000.00
			Total Credits:	\$10,000.00	
			Total Expenses:	\$0.00	
			Total Remaining in Budget:		\$10,000.00

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

Allocations Made for Specific Projects Fiscal Year 2014

Date	Individual/Organization	Amount	Comments
	TOTAL	\$ -	