



## PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force  
**Hayward City Hall, Room 2A**  
**Regular Meeting - 7:00 PM**  
**September 26, 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 – 7:10pm)
- V. New Member Introductions (7:10pm – 7:20pm)
- VI. Presentations (7:20pm – 8:00pm)
  - a. Proposed New Services & Enhancements Waste Management (Vera Dahle-Lacaze)
  - b. Tobacco Ordinance (Stacey Bristow)
  - c. 2014 KHCG Initiatives
- VII. Approval of the Summary Notes from July 25, 2013 & August 22, 2013 (8:00pm – 8:05pm)
- VIII. Cleanup Events (8:05pm – 8:10pm)
  - a. September 28, 2013 Burbank Neighborhood (Super/Gayle)  
Meet at: Burbank Elementary School
  - b. October 26, 2013 Make a Difference Day  
Meet at: Palma Ceia Elementary School
  - c. Adopt-a-Block Program (Bowers)
- IX. Education and Marketing (8:10pm – 8:20pm)
  - a. Youth Commission
  - b. 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. 2014 Cleanup Schedule/Areas/Outreach
  - b. 2014 Water Bill Inserts

- c. Task Force Member Term Limits
- 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. 2014 Meeting Schedule (October)
- b. Mapping Project (Gayle/Kamai)
- c. Finance Committee Purpose/Role (January 2014)
- d. KHCG Task Force Safety
- e. Third Annual City Wide Garage Sale
- f. Anti-litter Campaign (Bowers)

XIV. Next Meeting October 24, 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  
July 25, 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 Lynne Clifton
- III. **Roll Call:**

**City Council & Staff:** Lawrence McGrath Director of Maintenance Services; Eusebio Espitia, Code Enforcement Supervisor; Colleen Kamai, Executive Assistant

**Task Force Members Present:** Carolina Abatayo; Braxston Banks; Florine Banks; Blytha Bowers; Suzanne Gayle; Rich LaPlante; Tawana Smith; Kathy Super

**Task Force Members Absent:** Dana Caines; Christopher Catlow; Chuck Horner; Rev. Desmond Henry; Laura Oliva; Radonnna Foley-Scott

**Youth Commission Liaison:** None

**Guests (Visitor Sign-In):** Lynne Clifton; Moses Sullivan
- IV. **Public Comments:** There were no public comments.
- V. **Approval of Notes from Task Force Meeting of June 27, 2013:** It was **motioned/seconded** (LaPlante/Abatayo) and passed by majority vote to approve the June 27, 2013 meeting notes: (8:0:0:6 absent)
- VI. **Financial Report:** The financial report was reviewed.
- VII. **Attendance Report:** TF member attendance at meetings, cleanups, and other events were reported.
- VIII. **Cleanup Events/Activities:**
  - a. July 27, 2013 – Longwood Neighborhood (Horner) – Nothing to report.
  - b. August 24, 2013 – Harder-Tennyson Neighborhood (LaPlante) – Logistics and administrative procedures were reviewed.
  - c. Adopt-a-Block Program – No information or updates at this time.
- IX. **Education and Marketing:**
  - a. Anti-litter Campaign – Chair Bowers reported that she and Stacey Bristow met briefly to talk about the proposed campaign and incentive/reward program. They discussed the level of involvement that would be required of TF members to administer and maintain the program. Chair Bowers said additional TF members may be needed to serve on the ad hoc committee and additional meetings will need to be scheduled.
  - b. Youth Commission – No information or updates at this time.
  - c. Sustainability – No information or updates at this time.

**X. Clean and Green Policy:**

- a. Graffiti Vandalism Prevention – Ad Hoc Committee Update – No information or updates at this time.

**XI. Action Items and Issues:**

- a. Finance Committee Purpose/Role – In anticipation of new TF members being appointed in September, the group decided to postpone this item until January 2014 to allow new TF members an opportunity to participate in the discussion and/or action.
- b. 2014 Cleanup Schedule/Areas – TF members talked about the recent decline in participation at monthly cleanup events and about possible strategies they can take to increase participation. TF members also talked about restructuring their cleanup format to incorporate special projects.

TF member Susan Gayle reported that she will work with staff to develop a mapping system that will identify businesses, churches, schools, organizations and residents within a cleanup area to help with outreach efforts.

TF members asked staff to include this item on future agendas for additional discussion.

- c. Door Hanger Program – No information at this time. Postponed to August meeting.
- d. Proposed Program to “Nominate” Blighted Property within Scheduled Cleanup Area – TF member Rich LaPlante reported that he spoke briefly with staff who indicated that a comprehensive program would need to be developed from program guidelines, participant eligibility, to a selection process.
- e. Downtown Street Parties – TF members reported that the July 18 Street Party was a success.
- f. Member Recruitment – Chair Bowers reported that the KHCG TF interview panel interviewed applicants on July 17 and provided their recommendations to City Council. She said new members will be appointed in September.
- g. CityWide Garage Sale – Staff provided participant feedback about the event. Similar to the feedback from the previous event, the majority of participant comments were positive and in favor of continuing the event annually, though participants felt there was a lack of publicity and event signage.
- h. Chair Report (Bowers) – No report given.
- i. 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: No information or updates at this time.**

**XIII. Review Future Agenda / Action Items: Supply/Inventory Tracking Log; Revisit Finance Committee Purpose/Role; 2014 Cleanup Schedule; Door Hanger Program**

**XIV. Next Meeting: August 22, 2013.**

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



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 2A  
777 B Street, Hayward  
August 22, 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 Tawana Smith

**III. Roll Call:**

**City Council & Staff:** Lawrence McGrath Director of Maintenance Services; Stacey Bristow, Neighborhood Partnership Manager

**Task Force Members Present:** Carolina Abatayo; Florine Banks; Blytha Bowers; Suzanne Gayle; Tawana Smith; Kathy Super

**Task Force Members Absent:** Braxton Banks; Dana Caines; Christopher Catlow; Chuck Horner; Rev. Desmond Henry; Laura Oliva; Radonna Foley-Scott Rich LaPlante;

**Youth Commission Liaison:** None

**Guests (Visitor Sign-In):** Robert Miller

**Public Comments:** Robert Miller introduced himself and said that he recently applied and interviewed to be appointed to the task force. He is looking forward to getting started as a task force member.

**IV. Approval of Notes from Task Force Meeting of July 25, 2013:** No quorum, no action taken.

**V. Financial Report:** The financial report was reviewed. Stacey Bristow reported that staff received a grant check from Waste Management that should be reflected in the next financial report.

**VI. Attendance Report:** TF member attendance at meetings, cleanups, and other events were reported.

**VII. Cleanup Events/Activities:**

- a. July 27, 2013 Longwood Neighborhood (Horner) No information reported.
- b. August 24, 2013 - Harder-Tennyson Neighborhood (LaPlante) - Logistics and administrative procedures were reviewed.
- c. September 28, 2013 - Burbank Neighborhood (Super/Gayle) – Logistics and administrative procedures were reviewed. At this time Chair Bowers reported on plans for Make a Difference Day in October.
- d. Adopt-a-Block Program – Vice Chair Tawana Smith reported that she met with five applicants to answer questions and provide information about the program. Chair Bowers reported that a fraternity from Cal State University East Bay submitted an application to adopt Soto Road from Harder Road to Jackson Street.

**VIII. Education and Marketing:**

- a. Anti-litter Campaign – Chair Bowers reported that the ad hoc committee has not been able to meet and suggest postponing further discussion on this item until new members are appointed and have an opportunity to volunteer to serve on the ad hoc committee. TF member Kathy Super reported that she has been working

on creating a draft theme for a banner and may have a sample to share with the group at an upcoming meeting. The banner could be used in conjunction with monthly clean-up events.

- b. Youth Commission – No information or updates at this time.
- c. Sustainability – No information or updates at this time.

**IX. Clean and Green Policy:**

- a. Graffiti Vandalism Prevention – Ad Hoc Committee Update – Chair Bowers reported that ad hoc committee met and reviewed what they have accomplished thus far and talked about what still needs to be done and how to move forward. The group will reach out to the Alameda County Adult Probation Department to learn how adult probation related to graffiti vandalism is handled.

**X. Action Items and Issues:**

- a. Mapping Project (Gayle) – Stacey Bristow reported that an update will be given at the next meeting. At this time Stacey Bristow reported that clean up volunteers under the age of 18 must be accompanied by an adult. The TF will not be able to use a “blanket” type of registration form as was suggested at the July meeting. However, students participating as part of a school group and/or club may be allowed to participate if accompanied by a school official. They would still be required to have a parent/guardian sign the event registration form in addition to any participation/waiver form required by the school.
- b. 2014 Cleanup Schedule/Areas/Outreach – Chair Bowers revisited discussion from the June meeting.
- c. Door Hanger Program – Stacey Bristow reported that the City Attorney’s Office has legal concerns with entering onto private property to hang information on doors. They would want to see a proposal in order to make a determination. TF members and staff talked about identifying alternate ways to educate and inform residents of city ordinances without being intrusive. One idea is to send a letter/flyer letting residents know when a KHCG event is taking place in their neighborhood. Information about city ordinances could be included in the letter/flyer.
- d. Proposed Program to “Nominate” Blighted Property within Scheduled Cleanup Area – Staff reported that due to legal concerns the program will not be moving forward at this time.
- e. 2014 Water Bill Inserts – No discussion on this item.
- f. Downtown Street Parties – Chair Bowers reported that the task force did not participate in the August Street Party due to the employee strike.
- g. Chair Report (Bowers) – Chair Bowers reported that the task force will need to focus on projects to complete by the end of the year, and identify projects to focus on for the following year. Chair Bowers suggest focusing on Adopt-a-block, Make a Difference Day, Graffiti Vandalism Prevention, and the Third Annual City Wide Garage Sale. Chair Bowers noted that she will be asking each task force member to contribute to at least one of these items. This item will be placed on the September agenda for additional discussion.
- h. 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.

**XI. City Status Reports/Update:** No information or updates at this time. Matt McGrath reported that he has contacted HARD about using the Palma Ceia park area for the October clean up event.

**XII. Review Future Agenda / Action Items:** Supply/Inventory Tracking Log; Revisit Finance Committee Purpose/Role; 2014 Cleanup Schedule

**XIII. Next Meeting:** September 26, 2013.

**XIV. Adjournment:** The meeting was adjourned at 8:18p.m.

