



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
7:00 PM
April 24, 2014

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 March 27, 2014 (7:15pm – 7:20pm)
- VI. Financial Report (7:20pm – 7:30pm)
 - a. Expenditure Updates/Reports
- VII. Cleanup Events (7:30pm – 7:55pm)
 - a. April 26, 2014 Jackson Triangle Neighborhood (LaPlante/Clifton)
Meet at: Former John Muir Elementary School Site 24823 Soto Rd.
 - b. May 17, 2014 City Wide Clean Up Event Hosted by City of Hayward
Meet at: Weekes Park 27182 Patrick Ave.
 - c. June 28, 2014 South Hayward Neighborhood (Horner/Gayle)
Meet at: Mission Hills Golf Course 275 Industrial Pkwy.
 - d. Adopt-a-Block Program (Bowers)
- VIII. Education and Marketing (7:55pm – 8:00pm)
 - a. Youth Commission
 - b. Sustainability (Oliva)
- IX. Clean and Green Policy (8:00pm – 8:05pm)
 - a. Graffiti Vandalism Prevention – Ad Hoc Committee Update (Bowers / Horner)
- X. Action Items, Issues, and Updates (8:05pm – 8:40pm)
 - a. Nomination and Election – Chair & Vice-Chair (Discussion/Action)
 1. Proposal for Two Vice-Chair Positions (First & Second Vice-Chair)
 2. Extend Current Chair & Vice-Chair Term; or
 3. Nominate & Elect New Chair & Vice-Chair

- b. Funding up to \$5,000 – Administrative Support Services (Action)
- c. 2014 Clean-Up July – December Schedule/Projects (Review/Updates)
 - 1. Special Planting Project - July (Industrial Blvd. Site)
 - 2. High School Challenge August – November – Ad Hoc Team Report/ (Horner/Williams/Gayle)
 - August – Moreau High School
 - September – Mt. Eden High School
 - October – Tennyson High School
 - November – Hayward High School
- d. Third Annual City Wide Garage Sale – Ad Hoc Team Report/Update (Enders/Clifton)
- e. Chair Report (Bowers)
- f. Roundtable

XI. City Status Reports/Updates (8:40pm– 8:55pm)

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

- a. Finance Committee Purpose/Role (May/June)
- b. KHCG Task Force Safety (May/June)
- c. Environmental Services Presentation – Waste Management Proposed New Services & Improvements -Vera Dahle-Lacaze (May)
- d. Anti-litter Campaign (Bowers)
- e. Make a Difference Day October 25, 2014 – Ad Hoc Team (May/June)
- f. Rebuilding Together - Overview of volunteer-driven programs and services (June/July)

XIII. Next Meeting May 22, 2014

XIV. 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
March 27, 2014

- I. **Call to Order:** Meeting called to order at 7:06 p.m. by Chair Blytha Bowers
- II. **Pledge of Allegiance:** The Pledge of Allegiance was led by TF Member Florine Banks
- III. **Roll Call:**

City Council & Staff: Stacey Bristow, Neighborhood Services Manager; Colleen Kamai, Executive Assistant

Task Force Members Present: Carolina Abatayo; Florine Banks; Blytha Bowers; Lynne Clifton; Suzanne Gayle; Chuck Horner; Rich LaPlante; Laura Oliva; Tony Perini; Tawana Smith; Moses Sullivan; Kathy Super; Wandra Williams

Task Force Members Absent: Dana Caines; Radonna Foley-Scott; Heather Enders; Robert Miller

Youth Commission Liaison: Gerardo Barcenas

Guests (Visitor Sign-In): None
- IV. **Public Comments:** Mayor Michael Sweeney apologized for missing the February cleanup. He was in Southern California attending the CALEA Conference. He announced that the Hayward Police Department was awarded reaccreditation by the prestigious Commission on Accreditation of Law Enforcement Agencies (CALEA.) HPD met the National CALEA standards and best practices, which puts them in the top one (1) percent of best police departments nationwide. He thanked the task force for all their continued hard work and reassured them that his commitment to the task force and their efforts will continue even though he is retiring from office.

Chuck Horner asked TF members if anyone knows who is using a dark green paint to do graffiti abatement in the area of Tennyson Road. He appreciates their efforts but would like to provide them with neutral color paint.
- V. **Approval of the Summary Notes from February 27, 2014:** It was **motioned/seconded** (Horner/Oliva) and passed by majority vote to approve the February 27, 2014 meeting notes with the correction that TF Member Wandra Williams volunteered to participate on the High School Challenge Ad Hoc Committee. (13:0:0:4 absent)
- VI. **Financial Report:**
 - a. Expenditure Updates/Reports – Staff provided the status of pending expenditures.
- VII. **Cleanup Events/Activities:**
 - a. March 22, 2014 – Upper B Street Neighborhood – TF member Kathy Super thanked everyone for helping. Chair Bowers reported that students from the Chabot College Newspaper came out to interview task force members and take pictures of the event.
 - b. April 26, 2014 Jackson Triangle Neighborhood – Logistics and administrative procedures were discussed.
 - c. Adopt-a-Block Program – Chair Bowers reported that a new group has adopted Whitman St. from Harder Rd. to Tennyson Rd. and recently completed their first clean up event. TF member Florine Banks reported

that she is in the process of renewing the application with Lincoln Child Center and the Hayward Community Gardens. She is also in the process of completing the application process with a group adopting Orchard Ave. from Mission Blvd. to Soto Rd., an area that includes thirteen blocks.

VIII. Education and Marketing:

- a. Youth Commission – Youth Commissioner Gerardo Barcenas reported that all members of the Youth Commission are planning to attend the April 26 cleanup event. TF Member Chuck Horner said he met briefly with the Youth Commission for input on the upcoming High School Challenge Clean Up events. He said they had some great ideas about ways to acknowledge the winning school with a plaque. The plaque can be updated and rotated annually.
- b. Sustainability (Oliva) – TF Member Laura Oliva reported the next meeting is scheduled for April 2.

IX. Clean and Green Policy:

- a. Graffiti Vandalism Prevention – No new information.

X. Action Items and Issues:

- a. 2014 Clean-Up July – December Schedule/Projects
 1. Special Planting Project – July (Proposed Sites) – Please see City Status Reports/Updates.
 2. High School Challenge August – Please see City Status Reports/Updates.
 3. Shoreline Clean-up Day (Enders) – It was noted that the Coastal Cleanup Day is September 20, 2014.
- b. Proposal for Chair and Vice-Chair Seat - Not discussed.
- c. KHCG Task Force Administrative Support - Please see City Status Reports/Updates.
- d. Term Limits and Recruitment - Please see City Status Reports/Updates.
- e. Third Annual City Wide Garage Sale – Not discussed.
- f. Chair Report (Bowers) – No Chair report given.
- g. Roundtable – No comments.

XI. City Status Reports/Update: In response to questions rose during the February meeting, Neighborhood Partnership Manager Stacey Bristow reported that staff is working to identify solutions to the chronic problems at the vacant parcel located at 546 Jackson St.

Ms. Bristow also reported that the actual cost for the decoy camera is \$433.82 per camera, significantly less than the \$3,000 that was originally budgeted.

At this time it was **motioned/seconded** (Oliva/Clifton) and passed to reallocate a portion of the \$3,000 previously allocated for the sole purchase of decoy cameras to be used to supplement the cost for Maintenance Services to purchase a “real.” It was noted that the cost of two decoy cameras is expected to be \$867.64 the amount of \$2,132.36 will be reallocated to Maintenance Services to purchase the “real” camera for a total of \$3,000. (12:0:1 abstention: 4 absent)

At this time TF Member Laura Oliva reported that she and Maintenance Services Director Matt McGrath previously met to plan and coordinate the landscape project for the small median where Jackson St., Winton Ave., and Grand St. intercept.

Ms. Bristow reported that Maintenance Services is proposing an area on Industrial Blvd. near the intersection of West Tennyson for the July Planting/Landscape Project. It is a large area that can accommodate a number of volunteers and task force members. After discussion the task force accepted staff’s recommendation.

TF Member Rich LaPlante asked for clarification regarding the process for petitioning, posting, and noticing parking enforcement for street sweeping areas.

Ms. Bristow reminded TF members to turn their Form 700 into the City Clerk’s Office by the deadline.

Ms. Bristow reported that staff is making two recommendations to address various concerns and needs expressed by the Task Force members throughout the past year regarding the KHCG recruitment process and term limits.

She explained that staff recommends a “flexible” process to manage term limits. Staff proposes that those current Task Force individuals whose term limit is expiring have the opportunity to continue as members if a vacancy exists; and, if so approved by the Task Force and re-appointment is so granted by City Council, only until other qualified candidates can be obtained.

Additionally, staff recommends a malleable process that would enable an interested individual to join the Task Force team throughout the year as opposed to during the annual formal recruitment process each fall. Similar to that of Council’s processes, if a qualified individual expresses interest, the Task Force shall conduct an interview and recommend to the City Council, that the individual become a member of the Task Force; the Council then has discretion to approve or deny this request

After significant discussion regarding the proposal for the Recruitment Process it was **motioned/seconded** (Oliva/LaPlante) and passed to accept staff recommendations with the addition of “*the Task Force, at their discretion, shall conduct an interview...*” (13:0:0:4 absent)

After further discussion regarding the proposal for Term Limits it was **motioned/seconded** (Banks/Gayle) and passed to accept staff recommendations as presented. (12:1:0:4 absent)

Ms. Bristow reported on a proposal to create an internship for administrative support services for the task force. After discussion the task force **motioned/seconded** and approved staffs proposal to create a paid internship funded out of the KHCG annual budget. (12:0:1 abstention: 4 absent)

- XII. **Presentation Gang Graffiti – HPD Sergeant Don Olsen**: Sergeant Olsen gave a PowerPoint presentation on gangs and gang graffiti. He spoke about the history of gangs from their development to their way of life in our community. He also talked about various gang graffiti that is found throughout the City and described the differences between gang graffiti, tagging, and street artist graffiti. He also explained the process to properly report, document, and abate graffiti vandalism and answered TF member questions.
- XIII. **Review Future Agenda / Action Items**: This item was not reviewed.
- XIV. **Next Meeting**: April 24, 2014.
- XV. **Adjournment**: The meeting was adjourned at 9:39p.m.

FY2014 Financial Report As of April 1, 2014

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
7/1/2013	Credit: Budget Allocation	N/A		\$10,000.00	\$10,000.00
	Credit: Waste Management Grant	"Think Green Award"		\$3,600.00	\$13,600.00
	Credit: Waste Management Grant	Balance "Think Green Award"		\$400.00	\$14,000.00
	Folger Graphics	Water Bill Inserts	\$961.55		\$13,038.45
	Southwest Airlines	Airfare to StopUB Graffiti International Conference	\$270.00		\$12,768.45
	Sheraton Crescent Hotel	Hotel Accommodations StopUB Graffiti International Con.	\$400.80		\$12,367.65
	CEC Print Solutions	Box of 500 KHCG TF Business Cards	\$59.71		\$12,307.94
	Budget Transfer to Maintenance Services	Two Decoy Cameras and Partial Cost for one "Real" camera	\$3,000.00		\$9,307.94
	Budget Transfer to Maintenance Services	Landscape Project	\$1,000.00		
					\$8,307.94
				Total Credits:	\$14,000.00
			Total Expenses:	\$5,692.06	
			Total Remaining in Budget:		\$8,307.94

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
1/23/2014	Tri City Voice	452.50	Cost of advertising for 3rd City Wide Garage Sale
1/23/2014	CSUEB Pioneer	426.25	Cost of advertising for 3rd City Wide Garage Sale
1/23/2014	Abacus Products Inc.	212.35	Cost of advertising for 3rd City Wide Garage Sale
1/23/2014	Folger Graphics	956.95	Cost of second water bill insert distribution (May)
1/23/2014	TBD	500.00	Cost to purchase two new canopies
2/27/2014	Abacus Products Inc.	550.00	\$700 To purchase 4 dozen safety vests w/KHCG logo on back - estimate came in at \$550
	Remaining Garage Sale Advertising Budget	408.90	Total allocated \$1,500 (Tri City Voice, Pioneer, Abacus)
	TOTAL	3506.95	

Remaining Budget \$8,307.94

Allocations \$ 3,506.95

Balance \$4,800.99