



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
7:00 PM
May 22, 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 April 24, 2014 (7:15pm – 7:20pm)
- VI. Presentations (7:20pm – 7:50pm)
 - a. Proposed New Services & Enhancements Waste Management (Vera Dahle-Lacaze)
- VII. Financial Report (7:50pm – 7:55pm)
 - a. Expenditure Updates/Reports
- VIII. Cleanup Events (7:55pm – 8:05pm)
 - a. April 26, 2014 Jackson Triangle Neighborhood
 - b. June 28, 2014 South Hayward Neighborhood (Horner/Gayle)
Meet at: Mission Hills Golf Course 275 Industrial Pkwy.
 - c. July 26, 2014 Special Landscape Project Industrial Blvd.
Meet at: Industrial Blvd. between West Tennyson Blvd. and Sleepy Hollow Ave.
 - d. Adopt-a-Block Program (Bowers)
- IX. Education and Marketing (8:05pm – 8:15pm)
 - a. Youth Commission
 - b. Sustainability (Oliva)
 - c. Power Plant Discussion (Oliva)
- X. Clean and Green Policy (8:15pm – 8:20pm)
 - a. Graffiti Vandalism Prevention – Ad Hoc Committee Update (Bowers / Horner)
- XI. Action Items, Issues, and Updates (8:20pm – 8:45pm)
 - a. Administrative Support Services (Update)

- b. 2014 Clean-Up July – December Schedule/Projects (Review/Updates)
 - 1. Special Planting Project - July (Industrial Blvd. Site) (Oliva)
 - 2. High School Challenge August – November – Ad Hoc Team Report/ (Horner/Williams/Gayle)
 - August – Moreau High School (Williams)
 - September – Mt. Eden High School
 - October – Tennyson High School
 - November – Hayward High School
- c. Third Annual City Wide Garage Sale – Ad Hoc Team Report/Update (Enders/Clifton)
- d. KHCG Recruitment Interview Panel (Update)
- e. Science in the Park (Gayle)
- f. Hayward Volunteer Dinner Nomination (Gayle/Action)
- g. Chair Report (Bowers)
- h. Roundtable

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

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

- a. Finance Committee Purpose/Role (June/July)
- b. KHCG Task Force Safety (June/July)
- c. Anti-litter Campaign (Bowers)
- d. Make a Difference Day October 25, 2014 – Ad Hoc Team (June/July)
- e. Rebuilding Together - Overview of volunteer-driven programs and services (June/July)

XIV. Next Meeting June 26, 2014

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
April 24, 2014

- 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 Heather Enders
- III. **Roll Call:**
 - City Council & Staff:** Stacey Bristow, Neighborhood Services Manager; Todd Rullman, Streets Maintenance Manager; Colleen Kamai, Executive Assistant
 - Task Force Members Present:** Carolina Abatayo; Blytha Bowers; Lynne Clifton; Radonna Foley-Scott; Heather Enders; Rich LaPlante; Robert Miller; Laura Oliva; Tony Perini; Tawana Smith; Wandra Williams
 - Task Force Members Absent:** Florine Banks; Dana Caines; Suzanne Gayle; Chuck Horner; Moses Sullivan; Kathy Super
 - Youth Commission Liaison:** Gerardo Barcenas
 - Guests (Visitor Sign-In):** None
- IV. **Public Comments:** None
- V. **Approval of the Summary Notes from March 27, 2014:** It was **motioned/seconded** (Perini/Foley-Scott) 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. (11:0:1:6 absent)
- VI. **Financial Report:**
 - a. Expenditure Updates/Reports – Staff provided the status of pending expenditures.
- VII. **Cleanup Events/Activities:**
 - a. April 26, 2014 Jackson Triangle Neighborhood – Logistics and administrative procedures were discussed.
 - b. May 17, 2014 City Wide Clean Up Event – Hosted by the City of Hayward. It was noted that community services hours are given out to volunteers who participate.
 - c. June 28, 2014 South Hayward Neighborhood – No discussion.
 - d. Adopt-a-Block Program – Chair Bowers reported that there are two new groups in the application process.
- VIII. **Education and Marketing:**
 - a. Youth Commission – Youth Commissioner Gerardo Barcenas reported that there will be at least twelve youth commissioners participating at the April clean-up event.
 - b. Sustainability (Oliva) – TF Member Laura Oliva provided a summary of the April 2, 2014 Sustainability meeting and encouraged task force members to review the meeting minutes on the cities website for additional information.

IX. Clean and Green Policy:

- a. Graffiti Vandalism Prevention – Chair Bowers reported that the graffiti reporting process for task force members will be reviewed and updated.

X. Action Items and Issues:

- a. Nomination and Election – Chair & Vice-Chair – The task force was asked to consider a proposal to create a second Vice-Chair position (First & Second Vice-Chair) and to take action to either extend the current Chair & Vice-Chair terms an additional six months, or to nominate and elect a new Chair and Vice-Chair. Neighborhood Services Manager Stacey Bristow provided a summary of the three options.

After discussion it was **motioned/seconded** (Clifton/Enders) and unanimously approved to extend the current term of the Chair and Vice-Chair positions by six months. (11:0:1:6 absent)

Ms. Bristow reported that she anticipates presenting a staff report to City Council in September regarding KHCG task force term limits. As part of that report, staff recommends creating a second vice-chair position to help with the amount of KHCG subcommittees and projects. Chair Bowers and Vice-Chair Smith liked the idea and said it would be extremely helpful to them. After discussion the task force asked to table the action until the May meeting to allow those who are absent to participate in the vote.

- b. Funding up to \$5,000 – Administrative Support Services – Ms. Bristow summarized the task force discussion from the March meeting to hire an intern to help with administrative tasks. She reported that as part of the process the task force will need to appoint an interview panel, staff will setup interviews, and the task force will need to allocate a budget to cover the cost of hiring someone. After discussion, task force members, Bowers, Oliva, Enders, and Miller agreed to serve as the interview panel. After further discussion, it was **motioned/seconded** (Oliva/Enders) and unanimously passed to allocate an amount of \$4,800 to pay for a temporary part-time intern or administrative clerk to help with administrative tasks. (12:0:0:6 absent)

It was noted that the position would be on a trial basis for approximately eight hours a week for up to six months. The position would focus on administrative tasks for the Adopt-a-Block Program, and other special assignments and projects, such as, but not limited to the City Wide Garage Sale, and Ad-Hoc Committees.

- c. 2014 Clean-Up July – December Schedule/Projects
 1. Special Planting Project – July (Proposed Sites) – It was noted that the Special Planting Project is scheduled for July 26 on Industrial Blvd. between West Tennyson Blvd. and Sleepy Hollow Ave. TF Member Laura Oliva reported that she is working with landscape staff to develop a landscape plan for the area and asked for input from task force members. .
 2. High School Challenge August – TF Member Wandra Williams reported that she has contacted Moreau Catholic High School to coordinate the August Clean-up. She is waiting to hear back and will report back.

At this time task force member Heather Enders reminded the TF that the Annual Coastal Cleanup Event is scheduled on the third Saturday in September.

- d. Third Annual City Wide Garage Sale – TF member Lynne Clifton reported that the advertisement will be published in the CSUEB Pioneer, and the Tri-City Voice. She also reported that event banners have been ordered.
- e. Chair Report (Bowers) – No Chair report given.
- f. 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:** Street Maintenance Manager Todd Rullman reported that the surveillance cameras have been ordered and staff will begin the process of determining where to place them.
- XII. **Review Future Agenda / Action Items:** This item was not reviewed.
- XIII. **Next Meeting:** May 22, 2014.
- XIV. **Adjournment:** The meeting was adjourned at 9:05p.m.



DATE: May 22, 2014
TO: The Keep Hayward Clean and Green Task Force
FROM: Vera Dahle-Lacaze, Solid Waste Manager *VDL*
SUBJECT: Waste Management Surveys for Discussion at May 22 Meeting

City staff requests that Task Force members review and provide comments regarding the two attached waste management surveys. These surveys were discussed during a September 2013 Task Force meeting and are offered for discussion to obtain any further comments.

Staff is seeking comments from members of the community regarding proposed new services and improvements to current services for a new contract with Waste Management or another service provider. Meetings have been scheduled with a variety of neighborhood groups to solicit comments.

Please complete your responses to these questions and return the survey at the end of the meeting, or mail, fax or email the survey to the address noted below. Your responses will be anonymous. This survey can also be completed on-line by going to the City's homepage and selecting the link: Waste Management Survey.

If you own a business in Hayward or are a multi-family property owner or manager, please also complete the separate surveys for business owners and multi-family property owners, both of which are available at the same link listed above. Copies of those two surveys will also be provided at the meeting, as well as other informational materials about the variety of services available under the City's contract with Waste Management.

Should you have questions about this survey or want to discuss your comments, please contact:



Vera Dahle-Lacaze, Solid Waste Manager
City of Hayward, Public Works Department, 777 B Street, Hayward, CA 94541
Phone: (510) 583-4725; Fax: (510) 583-3610
Email: vera.dahle-lacaze@hayward-ca.gov;



DO YOU LIVE IN AN APARTMENT OR CONDOMINIUM?

City staff is seeking comments from members of the community regarding proposed new services and improvements to current services for a new contract with Waste Management or another service provider. Meetings will be scheduled with a variety of neighborhood groups to solicit comments.

Please complete your responses to these questions and return the survey at the end of the meeting, or mail, fax or email the survey to the address noted below. Your responses will be anonymous. This survey can also be completed on-line by going to the City's homepage and selecting the link: Waste Management Survey.

If you own a business in Hayward or manage a multi-family development in Hayward, please also complete the separate surveys for business owners and property managers, both of which are available at the same link listed above or as hard copies.

**PLEASE
Respond**

Your
Feedback
is Very
Important



Should you have questions about this survey or want to discuss your comments, please contact:

Vera Dahle-Lacaze, Solid Waste Manager
City of Hayward, Public Works Department, 777 B Street, Hayward, CA 94541
Phone: (510) 583-4725; Fax: (510) 583-3610
Email: vera.dahle-lacaze@hayward-ca.gov;



If you live in an apartment or condominium:

1. How can existing services for recycling or trash collection be improved to serve you better?
2. Are there new services for recycling, organics or trash collection you would like to be made available to you?
Circle one: No suggested services.
 Yes. If yes, please describe below the services you suggest:

3. Would you like to have a service where you could schedule removal of household items like mattresses or furniture at a reasonable added cost?
Circle one: Yes No
4. Would you be interested in participating in collection of plant debris, food scraps and food-soiled paper at a reasonable added cost? Circle one: Yes No
5. Do you have any questions about your trash or recycling services?
Circle one: No questions Yes. If yes, please note your questions below:

6. Recycling more may help you reduce your garbage bill. Would any of the following help you to recycle more and possibly reduce your garbage bill? Are there specific topics you would like addressed? Are there specific topics you would like addressed? Circle all that apply:

Brochures delivered by your property manager from the City's service provider
Information on the City's website
Videos available on the City's website
Neighborhood meetings with City staff to discuss questions
Other: _____

7. Have you experienced any problems with your service or do you have any general suggestions?
Circle one: No problems or general suggestions
 Yes. If yes, please explain any problems or general suggestions below:

If you would like to be contacted regarding any questions or comments you have, please print your name, and a day-time phone number and/or email address:

Print Name: _____

Day-Time Phone or Email Address: _____

Thank you for completing this survey! We value your input!



CITY OF
HAYWARD
HEART OF THE BAY

DO YOU LIVE IN A SINGLE-FAMILY HOME?

City staff is seeking comments from members of the community regarding proposed new services and improvements to current services for a new contract with Waste Management or another service provider. Meetings will be scheduled with a variety of neighborhood groups to solicit comments.



Please complete your responses to these questions and return the survey at the end of the meeting, or mail, fax or email the survey to the address noted below. Your responses will be anonymous. This survey can also be completed on-line by going to the City's homepage and selecting the link: Waste Management Survey.

If you own a business in Hayward or are a multi-family property owner or manager, please also complete the separate surveys for business owners and multi-family property owners, both of which are available at the same link listed above or as hard copies.



Should you have questions about this survey or want to discuss your comments, please contact:

Vera Dahle-Lacaze, Solid Waste Manager
City of Hayward, Public Works Department, 777 B Street, Hayward, CA 94541
Phone: (510) 583-4725; Fax: (510) 583-3610
Email: vera.dahle-lacaze@hayward-ca.gov



If you live in a single-family home:

1. How can existing services for recycling, organics or trash collection be improved to serve you better?

2. Are there new services for recycling, organics or trash collection you would like to receive at a reasonable added cost?
Circle one: No suggested services.
 Yes. If yes, please describe below the services you suggest:

3. Collection of bulky household items like appliances, mattresses or furniture once each year is available to you at no additional charge. How often do you schedule this service?

Circle one: Annually
 About every other year
 Rarely

4. If you do schedule a yearly bulky pickup of household items, would you like to have a second appointment available to you each year at a reasonable added cost included in your garbage bill?

Circle one: Yes No

5. Do you have any questions about your trash or recycling services?

Circle one: No questions. Yes. If yes, please note your questions below:

6. Recycling more may help you reduce your garbage bill. Would any of the following help you to recycle more? Are there any specific topics you would like addressed? Circle all that apply:

More brochures in garbage bills
Information on the City's website
Videos available on the City's website
Neighborhood meetings with City staff to discuss questions
Other: _____

7. Have you experienced any problems with your service or have any general suggestions?

Circle one: No problems or suggestions.
 Yes. If yes, please indicate any problems or suggestions below:

If you would like to be contacted regarding any questions or comments you may have, would you please print your name, a day-time phone number or email address:

Print Name: _____

Day-Time Phone or Email Address: _____

Thank you for completing this survey! We value your input!

FY2014 Financial Report As of May 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
	Abacus Products Inc.	Purchase 48 Safety Vests w/KHCG Logo	\$477.31		\$7,830.63
		Total Credits:		\$14,000.00	
		Total Expenses:	\$6,169.37		
		Total Remaining in Budget:			\$7,830.63

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	Two Banners for 3rd Annual 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
	Remaining Garage Sale Advertising Budget	\$ 408.90	Total allocated \$1,500 (Tri City Voice, Pioneer, Abacus)
	TBD	\$ 4,800.00	Administrative Support Staff /Intern
	TOTAL	\$ 7,756.95	

Remaining Budget \$7,830.63

Allocations \$ 7,756.95

Balance \$73.68