



## PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force  
**Hayward City Hall, Room 1C**  
**7:00 PM**  
**August 21, 2014**

### SPECIAL MEETING 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. Action Items and Updates (7:10pm – 7:25pm)
  - a. Approval of the Summary Notes from July 24, 2014
  - b. Participation 4<sup>th</sup> Annual Graffiti Masters Vendor Booth (Kamai)
  - c. August 23, 2014 Mission Blvd. and Garin Neighborhood – Walpert St. to Industrial Blvd. (Williams)
- VI. Discussion: Past, Present, Future (7:25pm – 8:00pm)
  - a. Review KHCG Mission and Current Business Plan (Bowers)
  - b. Past Accomplishments & Key Priorities (Bowers)
    - i. Clean Up Events
    - ii. Education and Marketing
    - iii. Clean and Green Policy
  - c. Current Initiatives & New Initiatives (Bowers)
- VII. Breakout Brainstorming Session (Key Priority Groups) (8:00pm – 8:20pm)
- VIII. Action Plans and Assignment of Team Leaders (8:20pm – 8:30pm)
- IX. Next Steps/Review Future Agenda Items (8:30pm – 8:55pm)
  - a. Develop Agenda Schedule September - November
- X. Next Meeting September 25, 2014
- XI. 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.

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Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 2A  
777 B Street, Hayward  
July 24, 2014

**I. Call to Order:** Meeting called to order at 7:01 p.m. by Chair Blytha Bowers

**II. Pledge of Allegiance:** The Pledge of Allegiance was led by TF Member Moses Sullivan

**III. Roll Call:**

**City Council & Staff:** Barbara Halliday, Mayor, Todd Rullman, Streets Maintenance Manager; Eusebio Espitia, Code Enforcement Supervisor; Colleen Kamai, Executive Assistant

**Task Force Members Present:** Florine Banks; Blytha Bowers; Lynne Clifton; Radonna Foley-Scott; Heather Enders; Suzanne Gayle; Chuck Horner; Rich LaPlante; Robert Miller; Laura Oliva; Tony Perini; Tawana Smith; Moses Sullivan; Kathy Super; Wandra Williams

**Task Force Members Absent:** Carolina Abatayo;

**Youth Commission Liaison:** Not Present

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

**IV. Public Comments:** Brianne Elizarrey, Administrative Clerk introduced herself and explained that she will provide administrative support to the task force and is currently working on the 3<sup>rd</sup> Annual City Wide Garage Sale.

Barbara Halliday introduced herself as the new Mayor for the City of Hayward and Liaison to the Keep Hayward Clean and Green Task Force and said she will continue to support the task force and make it a priority by attending meetings and cleanup events.

**V. Approval of the Summary Notes from June 26, 2014:** It was **motioned/seconded** (LaPlante/Horner) and passed by majority vote to approve the June 26, 2014 meeting notes with the amendment to the attendance that Task Force Member Heather Enders was present. (13:0:2 abstain:1 absent)

**VI. Financial Report:**

- a. Expenditure Updates/Reports – The financial report for FY 2014 was reviewed. Staff reported the new canopies were delivered and placed inside the KHCG shed.
- b. Stop Urban Blight 4th Annual Graffiti Masters Sponsorship - after discussion it was **motioned/seconded** (Perini/Miller) and passed by majority vote to approve a sponsorship in the amount of \$250. (14:1opposed:0:1 absent)

**VII. Clean Up Events/Activities:**

- a. June 28, 2014 South Hayward Neighborhood – TF Member Suzanne Gayle reported a good turnout and remarked that the area looked much cleaner after the event. It was noted by TF Member Lynne Clifton that the staging area should be moved closer to the Fairway Park Neighborhood if a cleanup is scheduled in that area next year.

- b. July 26, 2014 Special Landscape Planting Project - Industrial Blvd. between West Tennyson Blvd. and Sleepy Hollow Ave. Logistics and administrative procedures were reviewed. TF Member Laura Oliva reported that she has been working closely with landscape staff on design and concept. Staff has prepared the area and will be onsite during the event to assist task force members with the project.
- c. August 23, 2014 Mission Blvd. and Garin Neighborhood – Walpert Street to Industrial Blvd. TF Member Wandra Williams reported that administrative process and logistics are in place. Construction at Moreau should be complete to accommodate the KHCG cleanup staging site.
- d. Adopt-a-Block Program – Chair Bowers reported that the ad hoc team met and identified several adopt-a-block participants that are due for renewal. She also reported that Everest College group will not renew and will need to be removed from the website.

**VIII. Education and Marketing:**

- a. Youth Commission – No new information to report.
- b. Sustainability (Oliva) – TF Member Laura Oliva provided a brief summary of the July 16 Sustainability Committee meeting and encouraged task force members to visit the cities website for additional information.
- c. Power Plant Discussion – Item to be removed from agenda. No new information to report.

**IX. Clean and Green Policy:**

- a. Graffiti Vandalism Prevention – No new information to report.

**X. Action Items and Issues:**

- a. Downtown Street Parties – TF Member Suzanne Gayle reported that the turnout was much lower than past street party events and noted more adults than children attended.
- b. Third Annual City Wide Garage Sale – TF Member Lynne Clifton reported that there has been a significant increase of registration since Brianne started working on the project. She also provided a brief summary of the materials being provided to participants.
- c. KHCG Recruitment Interview Panel – Chair Bowers reported that of the 16 candidates the panel interviewed they selected 8 to recommend to council for appointment. They added that the process took several hours beginning at 4:00pm and ending after 10:00pm. It was noted that the panel did their due diligence to identify qualified candidates, despite the limited time allocated to conduct each interview.

Task force members talked about the importance of getting new member input when developing future schedules and projects. The group talked about having a work session meeting to talk about the past, present, and future of the task force. They want to identify what works, what doesn't work, what needs to change, and how to do things differently. Task force members talked about formatting the next several agendas around developing a comprehensive business plan in order to identify the direction of the task force. The task force will talk about what other types of projects, events, and outreach efforts they can incorporate into their 2015 schedule and develop a format for future agendas including a schedule of standing agenda items. The task force also talked about developing an orientation for new members prior to their first task force meeting. It was noted that new members will be appointed on Tuesday, September 16 their first regular meeting will be September 25.

- d. 2015 KHCG Cleanup Schedule – This item is postponed to future meetings (August/September/October) to give an opportunity for the task force to develop new priorities/strategies and for new appointed members to participate and provide input.

- e. Chair Report (Bowers) – Chair Bowers reported she will work with TF member Gayle to complete required paperwork to participate in the Science in the Park event. She also asked TF members to let her know if they are interested in volunteering for the Annual Wine Stroll on August 16, 2014.
- 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:** No new information to report.

**XII. Review Future Agenda / Action Items:** Past, Present, and Future Discussion; 2015 Meeting Schedule; 2015 Clean-up/Event Schedule; Water Bill Inserts; Develop Format and Schedule of Future Agenda Items; Make a Difference Day.

**XIII. Next Meeting:** After discussion it was **motioned/seconded** (Enders/Clifton) and passed by majority vote to 1) hold a Special Meeting on Thursday, August 21, 2014 and cancel the Regular Meeting of August 28, 2014, 2) amend the August agenda to include only mandatory action items and to format the remaining agenda to discuss “Past, Current, and Future” task force priorities and goals and to develop future agendas for September – November, noting Make a Difference Day discussion mandatory for October agenda, 3) forgo participation at the August 21, 2014 Downtown Street Party, and 4) Schedule an Orientation for new members before September 25 meeting with Chair Bowers and Staff. (14:0:1abstention:1absent)

**XIV. Adjournment:** The meeting was adjourned at 9:22p.m.