



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A

7:00 PM
February 26, 2015

Regular 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)
- V. Approval of the Summary Notes from January 22, 2015 (7:10pm)
- VI. Financial Report (7:15pm)
 - a. Discretionary Expense Under \$500
- VII. Nominations/Elections (Bowers) (7:20pm)

Reference: See 2/28/13 motion to hold nominations/elections every two years in January starting 2014/see April 2014 Summary Notes – nominations/elections postponed
- VIII. Community / Clean Up Events (7:35pm)
 - a. January 24, 2015 Huntwood/Tennyson Area (Post Event Report Horner/Miller)
 - b. February, 28, 2015 South Garden Area Meet at Longwood Elementary School (Pre Event Report Bowers/Foley-Scott)
 - c. March 28, 2015 Soto Rd./Orchard Area Meet at John Muir School Site (Pre Event Report Banks/Clifton)
 - d. CSUEB Freshman Day of Service – March and April Events (Pre Event Report Bowers)
- IX. Action Items & Issues (7:45pm)
 - a. Business Planning Breakout Session (Bowers)
- X. Staff & Task Force Member Status Reports/Updates (8:45pm)
- XI. Review Future Agenda/Action Items (8:55pm)

- b. Finance Committee Purpose/Role
- c. KHCG Task Force Safety
- d. City Attorney Regarding Term Limits for KHCG TF Members

XII. Next Meeting March 26, 2015

XIII. 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
January 22, 2015

- 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 Task Force Member Chuck Horner
- III. **Roll Call:**

City Council & Staff: Barbara Halliday, Mayor; Matt McGrath, Director of Maintenance Services; Stacey Bristow, Deputy Director of Development Services

Task Force Members Present: Florine Banks; Blytha Bowers; Lynne Clifton; Arti Garg; Suzanne Gayle; Chuck Horner; Austin Intal; Rich LaPlante; Robert Miller; Maria Nasjleti; Natasha Neves; Laura Oliva; Tony Perini; Veronica Sandoval; Tawana Smith; Kathy Super; Lauren Vance; Wandra Williams

Task Force Members Absent: Radonna Foley-Scott; Moses Sullivan

Youth Commission Liaison: Gerardo Barcenas

Guests (Visitor Sign-In): Cindy Borgstrom
- IV. **Public Comments:** Ms. Cindy Borgstrom ACQ Electronic Waste Management announced they will be at the January clean up event collecting e-waste materials.
- V. **Approval of the Summary Notes from November 20, 2014:** It was **motioned/seconded** (Horner/Oliva) and passed by majority vote to approve the November 20, 2014 meeting notes with the amendment that Task Force Member Lauren Vance, Retired Mayor Michael Sweeney and Council Member Al Mendall were in attendance. (18:0:0:2 absent)
- VI. **Financial Report:** The financial report was reviewed. No new information reported.
- VII. **Business Planning – Ad Hoc Teams, Moving Forward:** Chair Bowers reviewed the groups business planning efforts to date and talked about scheduling a breakout session during the February meeting. Chair Bowers then reviewed the process and focus for each ad hoc team and summarized key team member roles (team leader, scribe/note taker, facilitator.) The task force then agreed to allocate most of their February meeting time for an ad hoc team breakout session. At this time the ad hoc teams took a few minutes to assign team member roles. Chair Bowers noted that the breakout session will give teams an opportunity to determine their first few steps, identify a meeting schedule, and provide an update to the group.
- VIII. **Community / Clean Up Events:**
 - a. **On-line Registration Process** – The new online registration process and newly revised event flyer was reviewed. It was noted that task force members would like to see the KHCG icon added to the flyers and would like to see more diverse photos used. At this time task force members talked about requiring adult supervision for minors and streamlining the event check-in and grabber tracking process.

- b. November 22, 2014 East Avenue Neighborhood/Mission-Foothills & Upper B Street / Post-Event Report – Task Force Member Suzanne Gayle reported that despite the rain and a conflict with a major event at Hayward High that resulted in limited parking, there was a very good turnout including 37 students from Hayward High along with three supervisors and a parent, students from Mt. Eden High School and a group from Chabot.
- c. January 24, 2015 Huntwood/Tennyson Area Pre-Event Report – Administrative procedures and logistics were discussed. Task Force member Chuck Horner reminded staff about using the digital sign to advertise clean up events.
- d. February 28, 2015 South Garden Area – Pre-Event Report – No reportable information at this time.
- e. CSUEB Freshman Day of Service – March and April Events – Chair Bowers reported there could be up to 200 students from CSUEB for each event. Students will pre-register through CSUEB.

IX. Action Items, Issues, and Updates:

- a. Community Clean Up Schedule – Conflict with Hayward High – Task force member Suzanne Gayle reported that due to a scheduling conflict with a major event at Hayward High School, the 2015 High School Challenge will be staged at the Hayward Area Recreation and Park District.
- b. Funding for Water Bill Inserts – Chair Bowers proposed allocating funding for printing water bill inserts. After discussion it was **motioned/seconded** (Garg/Horner) and approved by majority vote to allocate up to \$500 to cover the cost of printing inserts. (18:0:0:2 absent)
- c. iPad Discussion – Task force members talked about the potential cost and logistics of using iPads or tablets for onsite registration at events. Task force member Arti Garg volunteered to observe and evaluate the current process and workflow at the January meeting. She plans to identify tasks and procedures that can be streamlined and will assess how technology can be incorporated.

After discussion it was **motioned/seconded** (Bowers/Perini) and passed by majority vote to perform an assessment on current event procedures and make a formal recommendation to staff regarding the potential purchase of iPads or tablets. (18:0:0:2 absent)

- X. Staff & Task Force Member Status Reports/Updates:** Staff and task force members were given an opportunity to provide information and/or updates on community activities.

- XI. Review Future Agenda/Action Items:** Ad Hoc Team Breakout Session; Nominations and Elections; Update on Waste Management Contract.

- XII. Next Meeting:** February 26, 2015

- XIII. Adjournment:** The meeting was adjourned at 9:00p.m.

FY2015 Financial Report As of February 1, 2015

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
7/1/2014	Credit: Budget Allocation	N/A		\$10,000.00	\$10,000.00
	Administrative Support		\$5,000.00		\$5,000.00
	Suzanne Gayle	Reimbursement - Science in the Park Project Supplies	\$163.13		\$4,836.87
	Stop Urban Blight	Graffiti Masters Event Sponsorship	\$250.00		\$4,586.87
		Total Credits:		\$10,000.00	
		Total Expenses:	\$5,413.13		
		Total Remaining in Budget:			\$4,586.87

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

Allocations Made for Specific Projects Fiscal Year 2015

Date	Individual/Organization	Amount	Comments
1/22/2015	TBD	\$ 500.00	Water Bill Inserts
		\$ 500.00	

Remaining Budget \$4,586.87
Allocations \$ 500.00
Balance \$4,086.87