



PLEASE BRING YOUR CALENDARS

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

7:00 PM
April 23, 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 March 26, 2015 (7:10pm)
- VI. Financial Report (7:15pm)
 - a. Discretionary Expense Under \$500
 - b. Supplies
 - c. Promotional Items
- VII. Presentations (7:25pm)
 - a. Code Enforcement (Bristow)
- VIII. Action Items (7:55pm)
 - a. 38th Annual Volunteer Recognition & Awards - Nomination "Hearts of Hayward" (Bowers)
- IX. Community / Clean Up Events (8:00pm)
 - a. March 28, 2015 (Post-Event Report Banks/Clifton)
 - b. April 25, 2015 Santa Clara/Winton Area Meet at Park Elementary School / CSUEB Freshman Day of Service (Pre-Event Report Gayle/Miller)
 - c. May 16, 2015 City Wide Clean Up Event Meet at Weekes Park
- X. Ad Hoc Team Reports/Updates (8:15pm)
 - a. Environmental Education
 - b. Outreach and Marketing
 - c. Clean and Green Policy

XI. Announcements/Updates (8:30pm)

- a. Chair Report
 - 1. Term Limits
 - 2. TF Member Performance Measures
- b. Staff Report/Updates
- c. Roundtable

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

- a. Illegal Dumping (Rullman – May)
- b. Proposed Locations for New City Litter Containers (Pearson - May/June)
- c. Bylaws (Bristow – July/August)
- d. KHCG Task Force Safety (August)

XIII. Next Meeting May 28, 2015

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 26, 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 Members

III. Roll Call:

City Council & Staff Todd Rullman, Interim Director of Maintenance Services; Stacey Bristow, Deputy Director of Development Services; Brianne Elizarrey Administrative Clerk

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

Task Force Members Absent: Veronica Sandoval

Youth Commission Liaison: None

Guests (Visitor Sign-In): None

IV. Public Comments: None

V. Presentations

Environmental Services Manager Erik Pearson provided an overview of the Waste Management contract approved by Council at the January 20, 2015 meeting. He talked about new or enhanced services offered under the new contract such as, increased diversion of waste from landfill, two annual bulky pickups for single family homes, bulky pickup for multi-family properties, purchasing Big Belly trash receptacles and distributing coupons to residents for self-haul to the Davis Street transfer station. Mr. Pearson also answered TF member questions.

Water Pollution Source Control Administrator Elisa Wilfong talked about the Litter and Stormwater Quality & EPA Grant funding project. Mrs. Wilfong submitted a proposal to Environmental Protection Agency (EPA) in 2014. The Watershed Education through Trash Reduction project was one of thirty-two submitted and only one of eight that was approved for funding. Project partners include the Hayward School District, East Bay Regional Park District, Hayward Area Recreation and Park District, Hayward Youth Commission, Keep Hayward Clean & Green Task Force and California State University East Bay. The project totaling \$1.6 million includes the \$800,000 grant and matching funds from the City of Hayward and its partners. The project includes installation of two large trash capture devices in industrial areas of the city to prevent trash from reaching the Bay and developing a watershed stewardship curriculum for students to promote source reduction of trash as well as clean-ups. Mrs. Wilfong also answered TF member questions.

VI. Approval of the Summary Notes from February 26, 2015: It was **motioned/seconded** and passed by majority vote to approve the February 26, 2015 meeting notes. (18:0:1 abstention:1 absent)

VII. Financial Report:

- a. Discretionary Expense Under \$500 – There were no new discretionary expense items to report.
- b. 2015 Zero Graffiti Int'l Conference April 19-22, 2015 Santa Ana, CA – TF Member Horner request reimbursement for accommodations to attend the Zero Graffiti Conference in the amount of \$459.71. After discussion it was **motioned/seconded** and approved by majority vote to approve the allocation of \$459.71 to reimburse TF Member Chuck Horner for his accommodations to attend the 2015 Zero Graffiti International Conference on April 19 0 22, 2015. TF Member Horner will submit receipts for reimbursement upon his return from the conference. He will provide an oral report to the task force at the May meeting. (18:0:1 abstention:1 absent)
- c. Supplies – It was **motioned/seconded** and passed by majority vote to approve the amount of \$539.07 to cover cost of replenishing garbage bags and gloves. (18:0:1 abstention:1 absent)
- d. Promotional Items – It was **motioned/seconded** and passed by majority vote to approve the amount of up to \$800 to replenish the inventory of vegetable seed packets and up to \$425 to replenish the inventory of KHCG buttons (18:0:1 abstention:1 absent)

At this time task force members talked about purchasing additional marketing, educational, and promotional items and asked staff to report on price estimates at the April meeting.

VIII. Action Items:

- a. Attendance - Community Engagement Open House - June 8, 2015 4:30pm - 7:00pm Chair Bowers talked about the upcoming Community Engagement Open House and polled task force members on their availability to attend and staff the KHCG table.
- b. Panel Selection - Recruitment Interviews July 22, 2015 Time TBA – Chair Bowers provided a brief summary of the recruitment and task force member panel interview process. After discussion, task force members selected Chair Bowers and TF members LaPlante, Smith, Neves, with Vice Chair Clifton as an alternate.

IX. Community / Clean Up Events:

- a. February, 28, 2015 South Garden Area/Longwood Elementary School (Post-Event Report Bowers/Foley-Scott) – Chair Bowers reported there were eighty two volunteers, one hundred and nineteen trash items collected, thirty-nine bags of garbage, sixteen shopping cards, and one hundred and forty-four community service hours were completed.
- b. March 28, 2015 Soto Rd. /Orchard Area Meet at John Muir School Site / CSUEB Freshman Day of Service (Pre-Event Report Banks/Clifton) – Logistics and administrative process was discussed. Vice Chair Clifton reported on pre-canvassing efforts. She noted the area was relatively clean. They expect a high number of participants and will arrange pre-registration logs by groups to expedite the check-in process.
- c. April 25, 2015 Santa Clara/Winton Area Meet at Park Elementary School / CSUEB Freshman Day of Service (Pre-Event Report Gayle/Miller) – No updates or information discussed.

X. Ad Hoc Team Reports/Updates: Ad hoc

- a. Environmental Education – Suzanne Gayle reported they met and talked about a lot of good information.
- b. Outreach and Marketing – Lauren reported that they are in the process of scheduling a meeting.
- c. Clean and Green Policy – Arti reported the group is currently doing information gathering and will be scheduling a follow up meeting.

XI. Announcements/Updates:

- a. Chair Report – No Chair report.
- b. Staff Report/Updates – Stacey Bristow, Deputy Director of Development Services talked about the FY 2015 Mid-Year Budget Review & General Fund Ten-Year Plan Update and the Public Hearing in June on the Proposed FY 2016 Operating and Capital Improvement Program Budgets noting the City Manager’s office is recommended an addition of an Administrative Clerk position. The addition of 1.0 FTE Administrative Clerk position in the City Manager’s Office is needed to support the work of the Community & Media Relations Division, the Neighborhood Partnership Program, and the Keep Hayward Clean and Green Task Force.
- c. Roundtable – TF members were given an opportunity to comment or report on upcoming activities.

XII. Review Future Agenda/Action Items: Code Enforcement Presentation (Bristow – April); Illegal Dumping Presentation (Rullman – April); Bylaws (Bristow – May/June); KHCG Task Force Safety

XIII. Next Meeting: May 28, 2015

XIV. Adjournment: The meeting was adjourned at 9:15p.m.

FY2015 Financial Report As of April 1, 2015

expenditure

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
7/1/2014	Credit: Budget Allotion	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
	Suzanne Gayle	Reimbursement - Gift Cards High School Challenge Moreau	\$20.00		\$4,566.87
	Chuck Horner	Reimbursement - Registration Cost 2015 Zero Graffiti Int'l Conference 4/19 Santa Ana, CA	\$295.00		\$4,271.87
					\$4,271.87
				Total Credits:	\$10,000.00
			Total Expenses:	\$5,728.13	
			Total Remaining in Budget:		\$4,271.87

NOTE Expenditures do not include the following:

Purchases that have not yet been added to the

Budget	\$4,271.87
Allocations	\$ 2,323.78
Allocations	\$ -
Remaining	\$1,948.09

Allocations Made for Specific Projects Fiscal Year 2015 (*APPROVED Not yet posted*)

Date	Individual/Organization	Amount	Comments
1/22/2015	TBD		Water Bill Inserts (Staff printing in house)
2/26/2015	Gloves	\$ 100.00	20 Boxes size medium gloves
3/26/2015	Chuck Horner	\$ 459.71	Hotel Accomodations 2015 Zero Graffiti Int'l Conference April 19-22, 2015 Santa Ana, CA
3/26/2015	Supplies (Size Large Gloves/Bags)	\$ 539.07	10 Cases Bags and 10 boxes large gloves
3/26/2015	Seed Packets (price estimate)	\$ 800.00	500 each, Cucumber, Lettuce, Tomato includes tax and shipping. (Replenish inventory)
3/26/2015	KHCG Buttons (price estimate)	\$ 425.00	1,000 with setup charge, shipping, tax (replenish inventory)
		\$ 2,323.78	TOTAL

Allocations Made for Specific Projects Fiscal Year 2015 (*PENDING APPROVAL*)

Date	Individual/Organization/Item	Amount	Comments
		\$ -	TOTAL