



## PLEASE BRING YOUR CALENDARS

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

**7:00 PM**  
**May 28, 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 April 23, 2015 (7:10pm)
- VI. Financial Report (7:15pm)
  - a. Discretionary Expense Under \$500
  - b. Supplies
  - c. Promotional Items
- VII. Presentations (7:20pm)
  - a. Proposed Locations for New City Litter Containers (Pearson - Informational)
  - b. Zero Graffiti International 3<sup>rd</sup> Annual Conference (Horner - Post Event Report)
- VIII. Action Items (7:40pm)
  - a. Special Landscape Project (Rullman/Bowers – Discussion)
  - b. 38th Annual Volunteer Recognition & Awards – Nomination “Hearts of Hayward” (Bowers - Action)
- IX. Community / Clean Ups and Upcoming Events (8:00pm)
  - a. April 25, 2015 Santa Clara/Winton Area (Post-Event Report Gayle/Miller)
  - b. June 27, 2015 East Palma Ceia Area Meet at Folsom Avenue at Ruus Park (Pre-Event Report Garg/Sandoval)
  - c. July 25, 2015 Huntwood/Gading Area Meet at Gading Rd @ Glassbrook Elementary School 975 Schafer Rd. (Pre-Event Report LaPlante/Neves)
  - d. Downtown Street Parties June 18, July 16, August 20 (Bowers – Action)
  - e. City Wide Garage Sale – August 8, 2015 (Elizarrey – Informational/Update)

- X. Ad Hoc Team Reports/Updates (8:25pm)
  - a. Environmental Education
  - b. Outreach and Marketing
  - c. Clean and Green Policy
  
- XI. Announcements/Updates (8:40pm)
  - a. Chair Report
  - b. Staff Report/Updates
  - c. Roundtable
  
- XII. Review Future Agenda/Action Items (8:55pm)
  - a. Illegal Dumping (Rullman – June/July)
  - b. Bylaws (Bristow – August/September)
  - c. KHCG Task Force Safety (August/September)
  
- XIII. Next Meeting June 25, 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  
April 23, 2015

**I. Call to Order:** Meeting called to order at 7:04 p.m. by Chair Blytha Bowers

**II. Pledge of Allegiance:** The Pledge of Allegiance was led by Task Force Member Robert Miller

**III. Roll Call:**

**City Council & Staff** Todd Rullman, Interim Director of Maintenance Services; Stacey Bristow, Deputy Director of Development Services; Colleen Kamai, Executive Assistant

**Task Force Members Present:** Florine Banks; Blytha Bowers; Lynne Clifton; Suzanne Gayle; Chuck Horner; Rich LaPlante; Robert Miller; Natasha Neves; Tony Perini; Kathy Super; Lauren Vance

**Task Force Members Absent:** Radonna Foley-Scott, Arti Garg; Austin Intal; Maria Nasjleti; Laura Oliva; Veronica Sandoval; Tawana Smith; Moses Sullivan; Wandra Williams

**Youth Commission Liaison:** None

**Guests (Visitor Sign-In):** None

**IV. Public Comments:** Kathy Super talked about the lack of support to include public restrooms as part of the restoration project for the site of the Main Library, which will be converted into a park once the new Library is built across the street. Ms. Super asked that the task force consider taking an official position in support of having a public bathroom.

Chuck Horner announced there will be a Memorial Ceremony on April 24 to honor Alameda County children who died from violence. The ceremony will begin at 3:00pm at the Children's Memorial Statue between Hayward City Hall and the Hayward BART station.

Lynne Clifton talked about her experience visiting the Main Library and said she understands staff's concerns, but would support public restrooms.

**V. Approval of the Summary Notes from March 26, 2015:** It was **motioned/seconded** (LaPlante/Horner) and passed by majority vote to approve the March 26, 2015 meeting notes. (11:0:0:9 absent)

**VI. Financial Report:**

- a. Discretionary Expense Less Than \$500 – There were no new discretionary expense items to report.
- b. Supplies – No information discussed.
- c. Promotional Items – No information discussed.

**VII. Presentations:** - Deputy Director of Development Services Stacey Bristow provided an overview of Code Enforcement. She talked about the function, programs, and benefits of the division. Ms. Bristow explained that the division enforces the Hayward Municipal Code. Some of the programs include Community Preservation, Zoning and Land Uses, Signs, Weed Abatement,

Residential Rental Inspection, Self-Certification, Tobacco Retail License, Unpermitted Construction, and the Mural Art program. Ms. Bristow also answered TF member questions.

**VIII. Action Items:**

- a. 38<sup>th</sup> Annual Volunteer Recognition & Awards – Nomination “Hearts of Hayward” – Chair Bowers provided a summary of the event and past task force nominees. After a brief discussion about possible nominees the item was postponed to May.

**IX. Community / Clean Up Events:**

- a. March 28, 2015 Post-Event Report – Vice Chair Clifton said the event was successful with approximately eighty nine volunteers. Chair Bowers reported two hundred and twelve hours of community service were completed and over one hundred items were collected. Task force members talked about the need to engage residents to participate in the neighborhood clean ups, and to better advertise that free E-waste collection services are now available at the events.
- b. April 25, 2015 Santa Clara/Winton Area Meet at Park Elementary School / CSUEB Freshman Day of Service (Pre-Event Report Gayle/Miller) – Logistics and administrative procedures were discussed. Task Force Member Suzanne Gayle talked about her efforts to canvas the neighborhood and reach out to businesses and schools in the area.
- c. May 16, 2015 City Wide Clean Up Event – Task force members were reminded that although their attendance is not mandatory, they are encouraged to attend the City Wide Clean Up event hosted by the City of Hayward.

**X. Ad Hoc Team Reports/Updates:**

- a. Environmental Education – No information discussed.
- b. Outreach and Marketing – No information discussed.
- c. Clean and Green Policy – No information discussed.

**XI. Announcements/Updates:**

- a. Chair Report – Chair Bowers announced that City Council approved revisions to the City Council Handbook at their April 7, 2015 Council meeting. As part of that process it was concluded that Task Force members need not be term-limited as is the case with other Council appointed bodies. Therefore, term limits for the KHCG Task Force were removed.

Chair Bowers explained that task force members are still required to adhere to attendance and performance criteria, which is outlined in the Council’s Appointed Officials Handbook that was previously provided to each task force member and available at the City’s website.

Chair Bowers further noted that member attendance and performance will be reviewed on a regular basis. Staff will provide attendance and performance data to the City Clerk, who in turn will forward it to the Council for evaluation. Task force members who fail to meet attendance and performance criteria may be dismissed and their seat declared vacant at Council’s discretion.

It was noted that members are required to submit a letter of resignation to the City Clerk if they choose to vacate their seat at any time.

- b. Staff Report/Updates – Stacey Bristow, Deputy Director of Development Services talked about developing bylaws and adding a second vice chair seat as part of that process. Ms. Bristow also talked about the City’s administrative rule regarding the employee expense reimbursement policy as it relates to task force members out of pocket expense.
- c. Roundtable – TF members were given an opportunity to comment or report on upcoming activities.

- XII. Review Future Agenda/Action Items:** Volunteer Recognition & Awards Nominations (May);  
Illegal Dumping Presentation (Rullman – May/June); Bylaws (Bristow – June/July); KHCG Task  
Force Safety (July/August)
- XIII. Next Meeting:** May 28, 2015
- XIV. Adjournment:** The meeting was adjourned at 9:05p.m.



**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)
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	Seed Packets (price estimate)	\$ 600.00	500 each, Cucumber, Lettuce, Tomato includes tax and shipping. (Replenish inventory) Actual cost closer to \$600 so reduced line item from \$800 to \$600.
3/26/2015	KHCG Buttons (price estimate)	\$ 425.00	1,000 with setup charge, shipping, tax (replenish inventory)
		\$ 1,484.71	TOTAL

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

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