

PLEASE BRING YOUR CALENDARS

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

7:00 PM
February 25, 2016

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).*
- V.** Approval of Summary Notes from January 21, 2016 Regular Meeting (7:10pm)
- VI.** Presentation: Adopt-a-Block (7:12pm)
- VII.** Financial Report (8:12pm)
 - a. Discretionary Expenses (under \$500)
 - b. Mailers
- VIII.** Community / Clean Ups and Upcoming events (8:20pm)
 - a. January 23, Leidig Ct Wrap-Up (Foley-Scott/Hogan)
 - b. February 27, Ruus Park Prep (Horner/Moore)
 - c. March 26, Longwood Elementary School (Romano-Pugh/Smith)
- IX.** Announcements / Updates (8:45pm)
 - a. Chair Report
 - b. Staff Report/Updates
 - i. Adopt-a-Block/City Wide Clean-up
 - c. Roundtable

- X. Review Future Agenda / Action Items (8:55pm)
- XI. Adjournment (9:00pm)

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 21, 2016

I. Call to Order:

Meeting Called to order at 7:02 p.m. by Chair Blytha Bowers

II. Pledge of Allegiance:

The Pledge of Allegiance was led by TF member D. Turner

III. Roll Call:

City Council & Staff: Todd Rullman, Director of Maintenance Services; Brianne R. Elizarrey, Administrative Clerk.

Task Force Members Present: Alegra Angelo, Florine Banks, Blytha Bowers, Lynne Clifton, Radonna Foley-Smith, Arti Garg, Jillian Hogan, Chuck Horner, Angelica Moore, Stephan Ochoa, Dwight Turner, Anjani Varma, Wandra Williams

Task Force Members Absent: Zuhul Bahaduri, Tim Romano-Pugh, Tawana Smith, Laurie Tafoya, Lauren Vance

Youth Commission Liaison: None

Guests (Visitor Sign-In): None

IV. Public Comments:

TF member C. Horner asked Staff Liaison Rullman if there has been an increase in dumping on Ruus Road. TF Member C. Horner also mentioned that he has noticed an uptick in graffiti in the area. He said that he had spoken to PD that morning and informed them that he is available to start taking out youth into the community to help cover up graffiti.

Staff Liaison Rullman noted that City staff has been unable to get out to many areas as often as normal due to the heavy rains during the months of December and January. He noted that it may appear that there is more dumping when in fact it is not. He let TF Member Horner know that if he needs help in the area that he will make staff available.

V. Approval of Summary Notes from October 22, 2015 Meeting:

It was motioned/seconded (Horner/Clifton) and passed by majority vote to approve the November 09, 2015 special meeting notes. (16:0:1 abstain (Gayle): 5 absent)

VI. Financial Report:

a. Discretionary Expenses (under \$500)

Clerical staff ordered two new folding tables and supplies to create Task Force Handbooks for the new Task Force members. They should arrive in a week or so. We are still waiting on proofs for the KHCG vests.

All of the new members have received their new name badges. If any of the older members have misplaced their name badges they were asked to email clerical staff in order to receive a new badge.

VII. Action Items:

a. Garage Sale Volunteers

Staff asked for volunteers to help out with logistics. Vice Chair L. Clifton, TF member C. Horner, TF member A. Varma, TF member J. Hogan, and TF member A. Moore all volunteered to help with the planning and logistics of the event. Vice Chair L. Clifton spoke about the possibility of involving charities. Staff asked TF member C. Horner to get in touch with Salvation Army to ask if they would provide a drop off location for people who wanted to donate items and not have a sale.

b. City-Wide Clean-Up Volunteers

It was decided by the TF during the October 2015 meeting that they would use the City-Wide clean-up event in May as an Adopt-a-Block Day as well. This would help to cross promote the TF initiatives and the City's clean and green initiatives. Staff asked for volunteers to help coordinate the Adopt-a-Block portion of the event. TF Member C. Horner suggested possibly working with the Salvation Army to provide breakfast for the Adopt-a-Block groups before the clean-up. There will be another planning meeting about the event in February to discuss the event logistics and the TF involvement. Staff will bring back an update and have volunteers sign-up during the February TF meeting.

VIII. Community/Clean-Ups and Upcoming Events:

a. January 23, Leidig Ct (Foley-Scott/Hogan)

The Clean-up will be taking place rain or shine. Due to a previous commitment, TF member C. Horner will only be able to take supplies to the Clean-up. The TF will have to make arrangements to get the truck loaded and back to the shed after the Clean-up. TF member N. Neves said that she knew how to work the truck and lift and would help get the truck and supplies back to the shed. The maps and assignments were given out with explanation from Chair Bowers. There are enough assignments for 219 volunteers. Vice Chair L. Clifton addressed the group about dividing the setup and tear down jobs equally amongst the TF members so the same members are not doing every job. TF Member R. Foley-Scott suggested that the TF break the cleanup into two shifts (setup and tear down). TF member N. Neves and TF member C. Horner agreed to draft work flows/procedures with specific times and details for both setup and tear down and present them back to the TF for review. This would help get the new members acclimated and also provide some more consistency for the rest of the group.

TF member A. Garg asked if during this clean-up event there would be opportunities for participants to get out and perhaps do some painting. She noted that in past events people seemed to really enjoy painting the fences and making them look more cohesive; she suggested that this may be an incentive to get more people out to the clean-up. Director Rullman said that he would try and accommodate whatever the TF would like to do during this clean-up.

b. February 27, Ruus Park (Horner/Moore)

The TF will use the same corner of the park that was used last year for the clean-up. Chair Bowers is confident that the neighbors will come out and help with the clean-up. Chair Bowers asked that staff provide some Adopt-a-Block orientation packets for on the spot orientations to join the program.

c. March 23, Freshman Day of Service, Longwood/Winton Grove (Roman-Pugh/Smith)

Chair Bowers has signed up the TF for Freshman day of Service again this year and indicated that the clean-up could support 125 volunteers along with another 125 walk-ins.

IX. Announcements/Updates:

a. Chair Report

i. Quarterly Meeting with Mayor

Vice Chair L. Clifton and Chair Bowers met with Mayor Halliday along with Director Rullman and Deputy Director Bristow to discuss what the TF wins and successes for 2015.

1. The Beautification/Landscaping event(s) in September and in again in October for the Make a Difference Day (MADD).
2. Continued Partnership with Cal State Hayward and Chabot College.
3. The recruitment for new TF members.
4. Staff support.

Areas that the TF would like to continue maintain and grow.

1. The clean-up events.
2. Grow more partnerships with the community, non-profits, and community organizations to help get more people out to the events and more organizations to join with the Adopt-a-Block program.

TF member C. Horner suggested changing the conversation from “help us clean-up” to “we are here to help you clean-up”. TF member C Horner also asked if staff could send out special invitations to the Adopt-a-Blocks to ask if they would come and help out at the clean-ups.

3. Maintaining the Annual Garage Sale – getting groups involved for charity purposes and also to encourage more group sales that are larger and will draw more of a crowd.
4. More community events (Science in the Park and street parties).
5. The TF would like to grow their partnership with Public Works – Utilities and Environmental Services.
6. The Neat to the Street Campaign. Chair Bowers asked all of the TF members to turn in their surveys so that Staff could analyze the data and prepare a report for the City to review.

7. Allocate funds each fiscal year to Maintenance Services to help support the landscape/beautification event.

Chair Bowers shared the Neat to the Street report that was compiled after the TF sampled 50 businesses and residents. Chair Bowers highlighted some of the comments that people made and then passed the report around to the group.

b. Staff Report/Updates

i. Adopt-a-Block Update (Clerical Staff Elizarrey)

Director Rullman suggested getting the Adopt-a-Block groups together for a roundtable discussion so that they could create some connections and possibly start helping each other out more.

TF Member C. Horner suggested that Mayor Halliday host the roundtable.

Vice Chair L. Clifton and Chair Bowers mentioned to the group that there was already something in the works for an “Adopt-a-Block” day during the May City-Wide Clean-Up and that sometime in the following weeks the Adopt-a-Blocks would be honored at a Council meeting with a reception thrown by the TF afterwards.

Chair Bowers mentioned to the TF that there is a need for some more Adopt-a-Block coordinators to help manage and grow the program.

Clerical Staff Elizarrey mentioned that the Adopt-a-Block is continuing to grow and is getting larger than what the current coordinators and staff can maintain. It was noted that HARD is very interested in helping to expand the program into Adopt-a-Block/Adopt-a-Park which Staff anticipates will cause an influx in participation. There is a meeting scheduled in February to talk about the logistics of this merger. Staff will update the TF afterwards.

X. Roundtable:

TF Member N. Neves – Happy New Year everyone!

TF Member A. Garg – Announced that she was expecting a baby boy in July and asked if there was any way that she could switch clean-ups with someone since her was so close to her due date.

TF Member C. Horner – Had a question for Director Rullman in regards to instituting an illegal dumping rewards program. Director Rullman said that they were working with legal in order to create a program similar to the graffiti rewards program. Dumping is harder to prosecute because once the items are dumped is very difficult to trace it back to an individual. He also mentioned that there were five new deer cameras that had been installed around town in hot spots. TF Member C. Horner also mentioned that he would have a new kid with him in the graffiti truck. Director Rullman said that the Maintenance Services’ second graffiti truck was also out and about. There is now one truck in North Hayward and one in South Hayward.

Chair Bowers – There are blank TF business cards available for members who would like to use them while out fulfilling the Neat to the Street surveys.

XI. Review Future Agenda/Action Items

None at this time.

XII. Adjournment

FY2016 Financial Report As of Feb 2016

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
7/1/2015	Credit: Budget Allocation	N/A		\$10,000.00	\$10,000.00
7/22/2015	Expense: Tri-City Voice	5 Advertisements for City-Wide Garage Sale	\$352.25		
8/19/2015	Expense: Crestline Promotional Products	6ft Standard Table Throw - One Color Thermal	\$245.51		
9/18/2015	Expense: Graffiti Masters Event Non-Golfer 9/25	2 Tickets to event (Chuck Horner & Robert Miller)	\$118.00		
10/25/2015	Expense: \$3000 Maintenance Services Department	Make a Difference Day Beautification Project	\$3,000.00		
11/20/2015	Expense: Tri-City Engravers	17 Name Badges	\$167.37		
1/15/2016	Expense: Supplies	2 Folding tables/New member orientation binders/Printing notices	\$321.00		
2/10/2016	Expense: Postage (February Clean-Up)	207 clean up mailers to surrounding neighborhood	\$97.29		
		Credits:		\$10,000.00	
		Total Expenses:	\$4,301.42		
		Total Remaining in Budget:			\$5,698.58

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

Allocations Made for Specific Projects Fiscal Year 2016

Date	Individual/Organization	Amount	Comments
2/1/2016	5 mos. of direct mailers	\$500	
	TOTAL	\$500	

Remaining Budget	\$5,698.58
Allocations	\$ 500.00
Balance	\$5,198.58