

PLEASE BRING YOUR CALENDARS

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

7:00 PM
March 24, 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 February 25, 2016 Regular Meeting (7:10pm)
- VI.** Presentation: Graffiti (Sergeant Ryan Sill) (7:12pm)
- VII.** Action Item: Neat to the Street (8:12pm)
- VIII.** Financial Report (8:40pm)
 - a. Discretionary Expenses (under \$500)
- IX.** Community / Clean Ups and Upcoming events (8:45pm)
 - a. February 27, Ruus Park Wrap-Up (Horner/Moore)
 - b. March 26, Longwood Elementary Prep (Romano-Pugh/Smith)
 - c. March 23, Burbank Elementary School (Banks/Clifton)
- X.** Announcements / Updates (8:55pm)
 - a. Chair Report
 - b. Staff Report/Updates
 - i. Adopt-a-Block/City Wide Clean-up Day Update
 - ii. Recycling during clean-ups
 - c. Roundtable

XI. Review Future Agenda / Action Items (8:59pm)

XII. 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
February 25, 2016

I. Call to Order:

Meeting called to order by Chair Bowers at 7:05 p.m.

II. Pledge of Allegiance:

Pledge of Allegiance led by TF member S. Ochoa

III. Roll Call:

City Council & Staff: Todd Rullman, Director of Maintenance Services; Rodney Affonso Jr, Streets Maintenance Manager; Brianne R. Elizarrey, Administrative Clerk II

Task Force Members Present: Alegra Angelo, Florine Banks, Blytha Bowers, Lynne Clifton, Arti Garg, Jillian Hogan, Chuck Horner, Angelica Moore, Natasha Neves, Stephen Ochoa, Tim Romano-Pugh, Megha Salpekar, Tawana Smith, Dwight Turner, Lauren Vance, Anjani Varma, Wandra Williams

Task Force Members Absent: Zuhail Bahduri, Radonna Foley-Smith, Suzanne Gayle, Laurie Tafoya

Youth Commission Liaison: Gerardo Barcenias, Claudine Naiayan

Guests (Visitor Sign-In): Christina McGhee-Esquivel (Earth Team)

IV. Public Comments:

Guest Christina McGhee-Esquivel: Works with a non-profit organization called Earth Team. Earth Team consists of a cohort of interns out of San Lorenzo High School. They are conducting litter assessments around San Lorenzo and would like to branch into Hayward. They are asking for the Task Force to help them choose an area that they can monitor.

Staff Support Elizarrey: There is a mini-report of attendance that has been passed out. Please review your attendance and notify staff next week of any discrepancies. The final attendance report will be available at the end of next month (March).

TF member Horner: There is an up-tick in graffiti in South Hayward. He has connected with the new in graffiti coordinator with the Hayward Police Department – Sgt. Sill.

Youth Commission Liaison Barcenias: Introduced the new Youth Commission alternate; Claudine Naiayan.

V. Approval of Summary Notes from January 21, 2016 Meeting:

It was motioned/seconded (Horner/Banks) and passed by majority vote to approve the January 21, 2016 meeting notes. (17:0:0 abstain: 4 absent)

VI. Presentation: Adopt-a-Block:

Chair Bowers gave a presentation on the Adopt-a-Block program and reminded the Task Force that in order to continue to maintain the program and grow – they would need to step up and volunteer as Adopt-a-Block coordinators. There was discussion about the possibility of expanding the program to include HARD and Adopt-a-Block. The next Adopt-a-Block orientation will be scheduled for 6 p.m. on Thursday March 24th. The following Task Force members showed interest in being Adopt-a-Block coordinators: J. Hogan, N. Neves, T. Romano-Pugh, A. Moore, A. Varma, T. Smith, and D. Turner.

TF Member Hogan asked the Task Force to consider a better way to recycle during the clean-up events. She would like the Task Force to incorporate recycling into the Adopt-a-Block program as well. Staff will work with Maintenance Services and Public Works Utilities and Environmental Services to help come up with a plan for the Task Force.

VII. Financial Report:

Expense for postage: 207 clean-up mailers cost \$97.29 leaving \$500 for the rest of the pilot mailer run. Staff also showed the Task Force the new clean-up flyers featuring people who have actually participated in clean-ups.

Staff asked that the Task Force please send more pictures in for future marketing opportunities.

TF Member Neves mentioned that there was a grant available that the Task Force may want to apply for. Staff suggested that TF Member Neves check in with Public Works – Utilities and Environmental Services to make sure that there was no conflict for anything that they may be applying for before TF Member Neves completed the application.

VIII. Community/Clean-Ups and Upcoming Events:

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

It did rain during the clean-up but 34 volunteers did still show up, including a sorority that was now interested in adopting an area.

Collected 39 items and gave out 72 hours of community service.

b. February 26, Ruus Park (Horner/Moore)

There will be a couple big groups that show up for the clean-up and staff is anticipating that the volunteer number be 80-95 people. TF Member Horner will drive the area the day before and check for any hot spots. He is bringing 200 grabbers.

They now have a supply list to make sure everything needed is collected before and after he clean-ups.

TF Member Horner also asked staff to put a light inside and outside of the shed. Staff can get one inside before the next clean-up. They will look at installing an outside light as well. TF Member Hogan mentioned that the doors also need to be fixed; they are falling off of the hinges.

Chair Bowers has also asked for TF Member Horner and Staff to look for areas to paint. They may involve Task Force Member Gayle, if she is feeling better. TF Member Smith asked about adopt-a-blocks do regarding graffiti. Staff is going to reach out to PD to see if they can come in and present to the group about graffiti and what is needed in order to prosecute taggers.

IX. Announcements/Updates:

b. Staff Report/Updates

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

Public Works – Utilities and Environmental Services will be having their annual City Wide Clean-up. The adopt-a-blocks will have clean-ups at their assigned locations and depending on if they can, will support other volunteers who would like to join in and help clean.

After the clean-up the volunteers will be invited back to Weekes park for a thank you picnic and give a ways. The Task Force will man an informational booth at the Weekes Park location for on the spot Adopt-a-Block registrations.

ii. Area needed for Earth Team group to monitor. The group is asking for the Task Force's help in picking an area near a creek to monitor. TF Member Horner suggested the Industrial Area and invited them to the February clean-up to look at the area he is suggesting. Any other suggestions should be emailed to Clerical Staff Elizarrey.

iii. The new COH website will be (soft) launching on March 4th. Please check it out and let us know if you have any feedback.

X. Roundtable:

Youth Commission Liaison Barcenas: The Hayward Youth Commission will not be submitting their application for adopt-a-block do to timing. They will revisit the possibility in the spring.

TF Member Vance: Thank you to TF Member Horner for the new larger name tags.

TF Member Smith: The new passes for the dump have come out are the yellow ones that we have still usable. Staff informed the group that as long as they do not have a date listed on the pass they should be fine; however, waste management would like us to start using the new passes which are green. They have been stamped for approval.

TF Member Horner: I have sent contact information for a new adopt-a-block prospect to the adopt-a-block website.

TF Member Ochoa: Can we consider possibly hosting an ugly lawn contest to encourage people not to water during the drought and reward the winner with a free bay friendly landscape provided by the Task Force or City? Perhaps for the end of the summer: August, September, October?

Chair Bowers: I have business cards available. Please see me to pick them up after the meeting.

XI. Review Future Agenda/Action Items

XII. Adjournment

FY2016 Financial Report As of March 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		
3/16/2016	Expense: Postage (March Clean-Up)	236 clean up mailers to surrounding neighborhood	\$110.92		
		Credits:		\$10,000.00	
		Total Expenses:	\$4,412.34		
		Total Remaining in Budget:			\$5,587.66

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	2 mos. spent (\$291.79 remaining)
	TOTAL	\$500	

Remaining Budget	\$5,587.66
Allocations	\$ 500.00
Balance	\$5,087.66