

## PLEASE BRING YOUR CALENDARS

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

7:00 PM  
January 21, 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 November 09, 2015 Special Meeting (7:10pm)
- VI. Financial Report (7:20pm)
  - a. Discretionary Expenses (under \$500)
  - b. Supplies
- VII. Action Items (7:35pm)
  - a. Garage Sale Volunteers
  - b. City-Wide Clean-Up Volunteers
- VIII. Community / Clean Ups and Upcoming events (7:45pm)
  - a. January 23, Leidig Ct (Foley-Scott/Hogan)
  - b. February 27, Ruus Park (Horner/Moore)
- IX. Announcements / Updates (8:30pm)
  - a. Chair Report
    - i. Quarterly Meeting with Mayor
  - b. Staff Report/Updates
    - i. Adopt-a-Block Update
  - 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  
November 09, 2015

**I. Call to Order:**

Meeting Called to order at 7:15 p.m. by Chair Blytha Bowers

**II. Pledge of Allegiance:**

The Pledge of Allegiance was led by Task Force member C. Horner.

**III. Roll Call:**

*City Council & Staff:* Stacey Bristow, Deputy Director of Development Services; Rodney Affonso, Streets Maintenance Manager; Brianne R. Elizarrey, Administrative Clerk.

*Task Force Members Present:* Alegra Angelo, Zuhail Bahaduri, Florine Banks, Blytha Bowers, Lynne Clifton, Jason Escareno, Radonna Foley-Smith, Arti Garg, Jillian Hogan, Chuck Horner, Angelica Moore, Stephan Ochoa, Tim Romano-Pugh, Tawana Smith, Laurie Tafoya, Dwight Turner, Lauren Vance, Anjani Varma

*Task Force Members Absent:* Suzanne Gayle, Natasha Neves, Megha Salpekar, Veronica Sandoval, Wandra Williams

*Youth Commission Liaison:* None

*Guests (Visitor Sign-In):* None

**IV. Public Comments:**

There were no public comments at this meeting.

**V. Presentations:**

- a. Brown Act (Chair Bowers)

Chair Bowers went over the Brown Act with the entire group with emphasis on the newly appointed members. The Public commissions, boards, and councils and other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. That is why the public is notified about meetings in a timely matter and given the opportunity to speak at meetings. Chair Bowers went over all of the terms in addition to the dos and don'ts of Task Force communication and meetings.

Chair Bowers also went into some detail about the Attendance Policy. Task Force members should make at least 75% of all meetings and clean-up events. Task Force members were told if they are going to miss a meeting or clean-up that they need to send a notice to Staff and Blytha. All present Task Force members were given a copy of the Brown Act and the Attendance Policy. Task Force Member Horner asked that the attendance be available for review during each meeting in order keep current.

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

It was motioned/seconded (Foley-Scott/Horner) and passed by majority vote to approve the October 22, 2015 meeting notes. (18:0:0 abstain: 5 absent)

**VII. Financial Report:**

a. Discretionary Expenses (under \$500)

No discretionary expenses at this time.

b. 2016 Marketing Mailers Cost

The mailers will cost approximately \$697. Vice Chair Clifton asked that the Task Force purchase 10 small and medium vests. Chair Bowers also asked that we purchase 2 additional tables and get the pricing for the shopping bags.

**VIII. Action Items:**

a. Clean-Up Staffing Assignments

i. Clean-Up Sites & Schedules

January, Leidig Ct – Foley-Scott/ Hogan

February, Ruus Park – Horner/Moore

March, Longwood Elementary – Romano-Pugh/Smith

April, Burbank Elementary – Clifton/Banks

June, Shiloh Baptist Church – Garg/

July, H.A.R.D – Escareno/Bowers

August, Bowman Elementary – Horner/Bowers/Turner

September, TBD – Clifton/Angelo/Bahaduri

October, Tennyson High School – Bowers/Vance/Ochoa

November, Mt Eden High School – Gayle/Neves

January 2017, Hayward High School – Neves/Salpekar

Streets Manager Affonso also offered to take any of the Task Force members out to the areas before the clean-up to help identify any troubled areas. He also let everyone know that if the Task Force notifies him of large bulky items before the clean-up he would have them removed before the clean-up.

**IX. Community/Clean-Ups and Upcoming Events:**

a. Make a Difference Day (MADD) post event report (Chair Bowers)

The volunteers removed 7.5 Cubic yards of litter; including 62 bags of trash and 10 shopping carts. 112 volunteers came out to help (we are still waiting for final numbers from Cal State East Bay). There was an overwhelming positive response to the landscape aspect of this clean-up.

b. November 21, 2015 Clean-Up (Hayward Area Recreation & Park District 1099 E Street)

It was decided that Vice Chair Clifton and Task Force Member Tafoya would be in charge of this event. It is the first time that the Task force is going to stage a clean-up in this area.

**X. Ad-Hoc Meeting update:**

a. Marketing and Outreach (Vance/Bristow)

Neat to the Street Campaign: Ad-hoc team members went out on to the streets of downtown and asked 51 residents/business owners how they felt about participating in this new program.

42 people would participate

8 said no

1 no answer

**How Often**

25 would do it every day

12 weekly

4 twice weekly

1 on a monthly basis

9 other

**Incentives**

13 Certificate to post in the business

10 Thank You

22 Business posted on website

12 Other

10 Discounts/Coupons

Task Force member Smith asked who would be supporting this program (financially) would the budget come from the Task Force or would this be something that City would be responsible for. Staff said that there would be further discussions at a later date and time. We have to do the leg work first to see if this is a program that would be worthwhile to pursue. The Task Force agreed that they wanted to continue researching the feasibility of the program – starting with businesses as a volunteer program only. Residential may be an option later down the road. The task force agreed to go out and get 400 surveys filled out by the next meeting in January. Chair Bowers and Vice Chair Clifton would pick up maps and survey forms from Staff on the Friday following the meeting. The Task Force is going to commit to reaching out to the businesses from November until the January meeting.

**XI. Announcements/Updates:**

a. Chair Report

b. Staff Report/Updates

i. Clerical Staff Duties (Staff Liaison Bristow)

Staff Liaison Bristow went over the duties of clerical staff with the Task Force. She also let the Task Force know that January will be her final month with the Task Force. She thanked everyone for their efforts over the past 7 years

**XII. Roundtable:**

- Task force member Moore brought lumpia to share with the group and invited everyone to stay a few moments after the meeting to have lumpia.

- Task force member Turner asked if the Task Force is doing enough outreach in the Hispanic and Spanish speaking communities. Vice Chair Clifton said that there is a lot of outreach in Spanish done to garner volunteers – Chabot College has a few groups that have adopted blocks, Latin@s with Purpose and Puente, Staff also mentioned that posts on social media calling for volunteers are done in both English and Spanish. Task force member Turner said his point was more to recruitment for the Task Force itself.
- Task force member Smith suggested that the Task Force look into purchasing walkie-talkies for communication during the clean-ups. Task force member Horner said that he had 4 that the Task Force could use in order to pilot the usage. If they are helpful at the next clean-up then staff can look into options for upgrading. Task force member Smith also had a suggestion to boost Garage Sale participation and also to involve the Task Force more during the sale – a scavenger hunt. With a prize to the winner.
- Task force member Vance asked who would be stepping in to replace Staff liaison Bristow. Stacey mentioned that at this time there would be no replacement and that Director of Maintenance Services, Todd Rullman, and Streets Manager, Rodney Affonso, would be taking care of the Task Force’s needs. Any questions or concerns about private property can be directed to Deputy Director Bristow or Eusebio Espitia, Code Enforcement Supervisor.
- Task force member Horner thanked everyone for their support while he was in Long Beach in October. He also mentioned that the Salvation Army is in need of donations for the Thanksgiving dinner. He is asking for donations of \$5 to be placed in envelopes and either given directly to him or mailed.
- Task force member Garg asked if the Task Force was still going to be involved in the City’s sustainability efforts. Vice Chair Clifton said that the Task Force would no longer have a sustainability ad-hoc. Staff Liaison Bristow said that the sustainability group would still come and do presentations to the Task Force and get their input. The Task Force is also always welcome to attend the Sustainability Committee meetings.
- Task Force member Tafoya asked if the Task Force had ever had a mascot. Chair Bowers said there was some mention in the past about using a member’s dog for a mascot.
- Chair Bowers said that Deputy Director Bristow has been a wonderful addition to the Task Force and is a very unique individual with so much talent and energy – she will be truly missed by the Task Force. She thanked her for her service and wished her luck with her new projects.

### **XIII. Adjournment**

# FY2016 Financial Report As of Jan 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		
1/15/2015	Expense: Supplies	2 Folding tables/New member orientation binders	\$321.00		
		Credits:		\$10,000.00	
		Total Expenses:	\$4,204.13		
		<b>Total Remaining in Budget:</b>			<b>\$5,795.87</b>

**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
	<b>TOTAL</b>		

Remaining Budget      \$5,795.87  
Allocations              \$ -  
**Balance              \$5,795.87**