

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Thursday, October 20, 2016

7:00 PM

City Hall, Conference Room 2A

Keep Hayward Clean and Green Task Force

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS:

The Public Comment 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, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

APPROVAL OF SUMMARY NOTES FROM SEPTEMBER 22, 2016 REGULAR MEETING

[MIN 16-090](#) Meeting Minutes from September 22, 2016 Regular Meeting

Attachments: [Attachment I September 22 Meeting Minutes.docx](#)

PRESENTATIONS

- Sustainable City Year - Public Works Utilities and Environmental Services (Mary Thomas)

ACTION ITEMS

- Task Force Proposals for Cleanup Locations

HARD Parks

HUSD Schools

- Outreach Ideas for 2017

Staff Suggestions

Task Force Suggestions

- Mural Designs for Tennyson Utility Boxes

FINANCIAL REPORT

Discretionary Expenses (Under \$500)

- Signage

Banners

Standing Signs

- Misc. Items to make booth/table more engaging

COMMUNITY CLEANUP AND UPCOMING EVENTS

- Make a Difference Day (Bowers/Vance/Ochoa)

Review Schedule/Task Force Members to Fill Out Task Sheet

Landscape Project

ANNOUNCEMENTS AND UPDATES

- Chair Report

- Staff Report/Updates

Adopt-a-Block

REVIEW FUTURE AGENDA ITEMS/ACTION ITEMS

- Ad Hoc (Meetings will be held at 6:30 p.m. prior to meetings)

ADJOURNMENT

NEXT MEETING – To be announced

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



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File #: MIN 16-090

DATE: October 20, 2016

TO: Keep Hayward Clean and Green Task Force

FROM: Todd Rullman, Director of Maintenance Services

SUBJECT

Meeting Minutes from September 22, 2016 Regular Meeting

RECOMMENDATION

That the Keep Hayward Clean and Green Task Force approve the draft meeting minutes from the September 22, 2016 Regular Meeting.

ATTACHMENTS

Attachment I Meeting Minutes



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Hayward City Hall, Room 2A
777 B Street, Hayward
September 22, 2016

I. Call to Order:

Meeting called to order by Chair Hogan at 7:01 p.m.

II. Pledge of Allegiance:

Pledge of Allegiance led by Task Force Member Garg

III. Roll Call:

City Council & Staff: Rodney Affonso Jr., Street Maintenance Manager; Brianne Elizarrey, Administrative Clerk II

Task Force Members Present: Angela Andrews, Blytha Bowers, Lynne Clifton, Linda Dobb, Sharon Eva, Arti Garg, Jillian Hogan, Chuck Horner, Hasieb Lemar, Janet Livingston, Angelica Moore, Tim Romano-Pugh, Tawana Smith, Lauren Vance, Wandra Williams, Allen Zagar

Task Force Members Absent: Alegra Angelo, Darrelle Demps, Natasha Neves, Stephen Ochoa, Megha Salpekar, Dwight Turner, Anjani Varma

Youth Commission Liaison: Gerardo Barcenas Jr.

Guests (Visitor Sign-In): None

IV. Public Comments:

Task Force Member Romano-Pugh: He is working with Ameri-corps on a project for health and wellness in Hayward. They are looking for workers to help with the project. Individuals will get a monthly stipend and at the end of the project will be able to apply for an educational grant.

Task Force Member Bowers welcomed all of the new Task Force Members to the Task Force.

Clerical Support Elizarrey mentioned that going forward the agenda and meeting minutes would look different as they will now be more in line with the City Council Agendas. Any questions or concerns about the new format should be directed to the City Clerk's Office as they will be spear heading the changeover.

V. Approval of Summary Notes from August 25, 2016 Meeting:

It was motioned/seconded (Horner/Clifton) and passed by majority vote to approve the August 25, 2016 meeting notes (13:0:4 abstain [Dobb, Garg, Gayle, Smith] 7 absent)

VI. Introduction of new Task Force Members

- a. Angela Andrews – Moved to Hayward July
- b. Darrelle Dobbs – Could not attend meeting
- c. Linda Dobb - works at CSUEB
- d. Sharon Eva – Hayward resident for 14 years
- e. Hasieb Lamar – Lifetime resident
- f. Janet Livingston – Lived in Hayward for 5 years
- g. Allen Zargar – Moved to Hayward in February

VII. Presentations: recycling to donate money to local non-profits (Horner)

Task Force Member Horner played a news clip about a student in Fremont who was collecting cans and bottles and using the money to pay for cleft pallet surgeries around the world. He suggested that the Task Force do the same – except use the money to support local non-profits. The Task Force was interested in supporting this idea and asked Task Force Member Horner to bring more information about his plan during the next meeting.

VIII. Action Items:

a. Task Force Proposals for Cleanup Schedule

It was motioned/seconded (Vance/Garg/Romano-Pugh) and passed by majority vote to approve the proposed 2017 Cleanup schedule with the amendment to not hold a cleanup during the month of May 2017 (17:0:0 abstain 7 absent)

b. Task Force Proposals for Cleanup Locations

It was motioned/seconded (Vance/Garg/Romano-Pugh) and passed by majority vote to approve the proposed 2017 Cleanup locations with the understanding that staff will bring more information regarding the locations for HARD and HUSD (17:0:0 abstain 7 absent)

- *HARD will help the Task Force cross promote cleanup events in their recreation guides and possibly on their website.*
- *The pending agreement would be for HUSD to help cross promote as well on their billboards and via the peach tree jar phone calls. TF Member Williams mentioned that whether or not HUSD decides to partner with us we should still consider using Peachtree jar to announce cleanups – even if there is a cost to use the system. Staff will follow up for the next meeting.*

c. Mural Project on Tennyson Electric Boxes

- i. **Tennyson and Tyrell**
- ii. **Tennyson and Tampa**
- The Task Force has been given two electrical boxes to paint murals on for the purpose of promoting a clean and green Hayward. Task Force member Gayle will

have to submit the artwork as she would normally if she were bidding for any other mural in the City. The Murals must be completed by December 2017 to keep in line with the deadline for the other murals on Tennyson.

d. Alternate Attendance forms

- i. **How many activities equal a meeting or cleanup?**
- ii. **What kind of activities to count?**
- iii. **Who has to verify attendance/ participation at alternative activities**

- It was motioned/seconded (Garg/Vance) to allow City of Hayward sponsored or co-sponsored activities to substitute for missing cleanups only. Meetings are still must attend unless arrangements are made with the Chair and Vice Chair prior to the meeting. (17:0:1 abstain [Dobb] 7 absent)

IX. Financial Report:

a. Discretionary Expenses (under \$500)

- i. 2 Table Cloths
 - Ordered by staff should be delivered by end of October
- ii. Signage
 - Moved to October meeting
- iii. Banners
 - Moved to October meeting
- iv. Standing Signs
 - Moved to October meeting
- v. Misc. items to make booth/table more engaging
 - Moved to October meeting

The Task Force has asked that staff research the following give-away/swag items for purchase:

1. Pens (for give away and use during clean ups)
2. New Totes
3. 2 way radios
4. Window Clings
5. Community Cleanup Bookmarks (similar to what they had created in house years prior)
6. T shirts and/or polos for Task Force members

X. Community/Clean-Ups and Upcoming Events:

a. August 27 Cleanup: Bowman Elementary School (Horner/Bowers/Turner)

- Only 5 people attended.

b. September Beautification Event

- Staff will be closing a lane on Hesperian Blvd. and on Middle Lane to provide a safe area for volunteer to work.

c. Science in the Park October 1 (Gayle/Bowers)

- Task Force Member Gayle asked that the Task Force please respond to the survey about who can attend to man the booth and which times/shifts they could attend.

d. Make a Difference Day October 22 (Bowers/Vance/Ochoa)

- i. Activities - Landscaping
- The area for landscaping will be at the corner of Whitman and Harder – across from Harder Elementary School
- Maintenance is in the process of killing the ivy and will have a bobcat come in and scoop it out before the event
- Landscaping plan is to spread mulch and do light planting in the area.

XI. Announcements/Updates:

- a. Chair Report
- None at this time
- b. Staff Report/Updates
 - i. Outreach
Staff is working on getting
 - ii. Adopt-a-Block Update

XII. Roundtable:

Task Force Member Dobb would like to add an item to the next agenda: Sustainable City Year Program – Staff will get the information from the departments working on the project and report back during the next meeting.

XIII. Review Future Agenda/Action Items

Staff is still waiting to hear back from the City Attorney's Office regarding the proposed Task Force Bylaws. As soon as they are released staff will create informational binders for the entire Task Force.

XIV. Adjournment (9:17 pm)

FY2017 Financial Report As of October 2016

KHCG expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
7/1/2016	Credit: Budget Allocation			\$10,000.00	\$10,000.00
7/1/2016	Postage	Direct Mailers	\$77.08		\$9,922.92
8/1/2016	Tri City Voice	Garage Sale Advertising	\$500.00		\$9,422.92
8/1/2016	Staples	Task Force Cleanup/Event Supplies	\$431.55		
9/1/2016	Crestline	2 table Cloths with new logo	\$364.72		
		Credits:		\$10,000.00	
		Total Expenses:	\$1,373.35		
		Total Remaining in Budget:			\$8,626.65

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
7/1/2016	Science in the Park Supplies	\$800	Approved FY 16
	TOTAL	\$800	

Remaining Budget \$8,626.65
 Allocations \$ 800.00
Balance \$7,826.65