



Clean and Green Commission Meeting Notes
City Hall, 2A Conference Room
March 27, 2025

I. Call to Order

The meeting was called to order by Chair Melissa Milleman at 7:00pm

II. Pledge of Allegiance

The Pledge of Allegiance led by Commission Member George Villamil

III. AB 2449 Teleconference Notifications and Consideration: None

IV. Roll Call

City Council & Staff: Todd Rullman, Director Maintenance Services; Angela Andrews, Council Member; John Sanders, Streets Maintenance Manager; Colleen Kamai, Administrative Supervisor; Elizabeth Scott, Senior Secretary.

Commission Members Present: Ceila Ching Chung, Mohaned Elwali, Sandra Frost, Sergey Melnikov, Melissa Milleman, Shingo Nagae, Debra Patton, George Villamil

Commission Members Remote per AB2449: None

Commission Members Absent: Gwenda Dossey, Vikram Gautham,

Commission Members Present After Roll Call: Tom Ferreira, Chandrakala Siramdas,

Public Attendees:

V. Public Comments: There were no Public Comments

VI. Presentations: Keep Hayward Clean and Green Task Force transition to Clean and Green Committee.

Director Todd Rullman provided an overview of transitioning from the Task Force to a Commission covering membership, term limits, training, officers, meetings, and attendance. Director Rullman also summarized the role of the commission to serve in an advisory role to the City Council. The commission's scope is to promote and conduct community clean-up events, and recommend policies on litter reduction, beautification, and sustainable practices to the City Council. Director Rullman said staff is working on website updates and discussing retaining Keep Hayward Clean & Green for event branding.

Public Comments:

There were no public comments.

Commissioner Comments:

Commissioner Blytha Bowers asked if there are more events, will there be more meetings. Director Rullman responded yes, the meeting schedule can be adjusted as needed.

Commissioner Celia Ching Chung asked if the new truck for events is 100% electric. Director Rullman said yes, and that it is larger than the previous truck and has a lift gate and side rails.

Vice Chair Sergey Melnikov asked if commissioners can use the truck for activities other than the regularly scheduled cleanup events. Commissioners talked about “off the grid” and one-time commissioner beautification projects. Director Rullman encouraged commissioners to contact staff to set up a time if they want to see the truck while it is in the corporation yard before it is sent out for graphics.

Administrative Supervisor Colleen Kamai reported that both Lucas Banks and Douglas Mansel resigned. She believes that the recruitment process for boards and commissions usually begins in May. The Clean & Green Commission has five vacancies. New members will be sworn in in September, their first meeting would be October.

VII. Action Items:

Meeting Minutes of February 20, 2025: There were no public or commissioner comments on this item.

Commissioners Melnikov and Ferreira motioned/seconded to approve the meeting minutes of February 20, 2025. The motion passed by majority vote.

2025 Year End Expenditures: Administrative Supervisor Colleen Kamai reviewed the budget balance. Staff anticipate a reduced budget in Fiscal Year 2026 and suggest using the remaining Fiscal Year 2025 budget to replenish supplies, equipment, and giveaway items.

Public Comments: There were no public comments.

Commission Comments:

In response to commissioner questions, staff reported that the Adopt-a-Block program has its own budget and that participants can request supplies through the website.

Commissioners Ferreira and Melnikov motioned/seconded to approve allocating the remaining Fiscal Year 2025 budget to replenish supplies, equipment, and giveaway items. Staff will work with the Chair to take inventory and identify items to replenish. The motion passed by majority vote.

VIII. Informational Items:

Financial Report: The Financial report was reviewed. There were no public or Task Force member comments.

Attendance Report: The Attendance report was reviewed. There were no public comments. Administrative Supervisor Colleen Kama'i reported that attendance will be reported by calendar year instead of fiscal year moving forward. Attendance requirement of 75% is based off regularly scheduled meetings and clean-ups. Special meetings, community events, and tabling events do not count towards or against attendance, but they are reported. When reviewing requests for appointments, the City Council will review the full attendance report and take into consideration attendance at special meetings and community events.

Subcommittee Reports/ Updates:

Commissioners reviewed the revised subcommittee framework, highlighting each subcommittee goals, key projects, and connection to the Strategic Road Map.

Chair Milleman reminded the commissioners that each subcommittee will need a lead person. The lead person will coordinate meetings and provide reports during regular commission meetings. Subcommittees can meet via Zoom or work with Colleen to reserve a space for in-person meetings.

Policy Subcommittee – Blytha, Debra, Shingo, George, Sandra

Outreach Subcommittee – Melissa, Celia, Sandra, Gwen, Vikram

Event Subcommittee – Sergey, Tom, Chandu, Mohaned

Adopt-a-Block – Staff reported processing one new group between January and February. Four groups renewed, two groups retired, fifty-seven renewals are pending. Staff also reported there were seventy-six adopt-a-block requests for pickup between January and February.

Commissioner Frost talked about her work with the Eden Garden Club and Friends of the San Lorenzo Creek.

Commissioners asked about the Adopt-a-block program and gated communities. Staff clarified, the city program is intended for public property such as the sidewalk, gutter, and street. Gated communities are private property.

There were no public comments.

IX. Clean and Green Committee Cleanup Events (Committee Member Attendance Required)

Chair Milleman thanked the commissioners for their attendance and effort at the February cleanup event. She reported there were sixty-four attendees, and all thirteen commissioners attended. Staff reported several school groups and Adopt-a-Block groups participated and twenty-one participants requested community service hours. Commissioners and staff talked about the best way to track how many cubic yards of trash and debris are collected at cleanup events.

X. X. Community Events & Activities Committee Member Volunteer Attendance & Makeup Opportunities

Chair Milleman reminded commissioners that the City Earth Day event is on April 16th, she encouraged all commissioners to attend. Commissioners briefly discussed logistics including, checking-in attendees, handing out supplies, mapping assignments, and staffing the commission booth. They also talked about crowd control and managing the flow of participants from check-in, to supplies to mapping.

There were no public comments.

XI. Announcements/Updates:

Council Member Updates: Council Member Angela Andrews reported that the City Council recently passed a tree ordinance, and they are working on finishing the Strategic Road Map in the upcoming weeks. She talked about updating the General Plan, there are currently four hundred and thirty-three projects in the General Plan, she reported there are about 10% of projects completed. Council Member Andrews thought commissions may be interested in participating in the Volunteers in Parks Program managed by the Hayward Area Recreation Department and mentioned that the Juneteenth event is scheduled for Saturday, June 21st.

Staff Update: Colleen Kamai reminded commissioners that the 2025 Beautiful Yard Contest launched in March. Commissioners are asked to send their nominations with at least two photos to Vice Chair Melnikov. The nomination period concludes October 1, 2025. Commissioners will vote for the winners at the October meeting and the award presentation will be scheduled for a City Council meeting in December.

Chair Updates: Chair Milleman reminded commissioners that there are iron on transfers available if they want to add “volunteer” to their commissioner vest.

XII. Future Agenda Action Items

April 2025 – Adopt Revised Meeting Schedule for 2025

June 2025 – Adopt Fiscal Year 2026 Budget, Discuss 2026 Events

August 2025 – Adopt 2026 Cleanup Events and Meeting Calendar

October 2025 – Beautify Yard Contest Voting, New Members

Adjournment: Chair Milleman adjourned the meeting at 8:46 pm