CITY OF HAYWARD

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

Agenda

Thursday, November 17, 2022

7:00 PM

Remote Participation

Keep Hayward Clean and Green Task Force

COVID-19 Notice: Consistent with Assembly Bill 361/Gov Code 54953(e), the Keep Hayward Clean and Green Task Force meeting includes teleconference participation by all Keep Hayward Clean and Task Force members and the public.

How to submit written Public Comment:

Send an email to colleen.kamai@hayward-ca.gov by 1:00pm the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Task Force and City staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. Written comments received after 1:00p.m. that address an item on the agenda will still be included as part of the record.

How to provide live Public Comment during the meeting:

Please click the link below to join the webinar:

https://hayward.zoom.us/j/87660367577?pwd=cHRCN1FDWk16NUdpVEI5Q294ZS80dz09
Webinar ID: 876 6036 7577 Password: ea0&*$#L

Or join by phone:
US: +1 669 900 6833 or +1 646 931 3860
Webinar ID: 876 6036 7577 Password: 07446195

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 Board 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 MINUTES

MIN 22-130 Meeting Minutes from October 20, 2022

Attachments: Attachment I - Draft Meeting Minutes 10/20/2022

ACTION ITEMS

ACT 22-122 Officer Nominations and Elections

Attachments: Attachment I Staff Report

INFORMATIONAL ITEMS

Financial Report

Attendance Report

Subcommittee Reports/Updates

Subcommittee Assignment Reminder

COMMUNITY CLEANUPS AND UPCOMING EVENTS

10/22/22 Cleanup & Beautification Event - Debrief

1/28/23 Cleanup & Beautification Event (Russell City Area, Staging @ Rancho Arroyo Park 21212 Depot Rd.)

3/23/23 Cleanup & Beautification Event (Longwood/Winton Grove Area, Staging @ St. Joachim Church 21250 Hesperian Blvd.)

ANNOUNCEMENTS AND UPDATES

Council Member Uddates

Staff Updates

Chair Updates

ADJOURNMENT

NEXT MEETING – JANUARY 26, 2022

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.

File #: MIN 22-130

DATE: November 17, 2022

TO: Keep Hayward Clean and Green Task Force

FROM: Maintenance Services Director

SUBJECT

Meeting Minutes from October 20, 2022

RECOMMENDATION

That the Keep Hayward Clean and Green Task Force review and approve the October 20, 2022, meeting minutes.

SUMMARY

The Keep Hayward Clean and Green Task Force held a meeting on Thursday, October 20, 2022, and the draft minutes are attached for review and approval.

ATTACHMENTS

Attachment I - 10/20/022 Draft Meeting Minutes

Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Remote Participation
October 20, 2022

I. Call to Order

Meeting called to order by Vice Chair Jeff Haman at 7:01p.m.

II. Pledge of Allegiance

Pledge of Allegiance led by TF Member Melissa Milleman.

III. Roll Call

City Council & Staff: Council Member Angela Andrews; Todd Rullman Maintenance Director, Rod Affonso Streets Supervisor, Colleen Kamai Administrative Supervisor, Elizabeth Scott Senior Secretary

Task Force Members Present: Lucas Banks, Margaret Barton, Blytha Bowers, Terence Candell, Tammy Cooper, Mohaned Elwali, Pekon Gupta, Jeff Haman, Chuck Horner, Bert Manzo, Leah Martinez, Melissa Milleman, Shingo Nagae, Shalin Patel, Regneel Prasad, Jessica Stanley, Linda Xu, Jason Yeates Jean-Yee Yu

Task Force Members Absent: Canice Adom, Tom Ferreira, Rodney Hankins, Gordean Lum-Villiados, Douglas Mansel, Debra Patton, Chandrakala Siramdas, Katlin Turner, Suyog Zambre

Youth Commission Liaison:

IV. Public Comments:

TF Member Chuck Horner asked if participation at special events count towards attendance.

V. Approval of Meeting Minutes from September 22, 2022

It was motioned/seconded by Task Force Members Chuck Horner and Leah Martinez, and passed by majority vote, to approve the September 22, 2022, meeting minutes. 16:0:1 (9 absent)

VI. Action Items:

Beautiful Yard Contest 2022:

Vice Chair Haman introduced the item and handed it over to TF Member Jean Yee-Yu. Jean gave a brief presentation providing information and outlining the contest and timeline. Jean shared photos of the seven yards that accepted the nomination to participate in the contest and answered task force

member questions. After a brief question and comment period, task force members were asked to cast their vote via Zoom poll for their favorite yard.

It was motioned/seconded by Task Force Members Chuck Horner and Pekon Gupta, and passed by majority vote, to accept the results of the Zoom poll and declare yard #7 as third-place winner, yard #4 as second-place winner, and yard # 5 as the first-place winner. 17:0:0 (9 absent)

Proposed Keep Hayward Clean and Green Senior Yard Assistance Program: Vice Chair Haman introduced the item and handed it over to TF Members Jean Yee-Yu and Leah Martinez. Jean and Leah gave a brief presentation on the proposed program including a timeline and proposed budget.

One member of the public, Eunice, expressed interest in participating in the program.

TF members shared concerns with the limited number of yards identified for the pilot program, and concerns with the proposed budget. TF members discussed ideas for lowing costs, and opportunities to partner with Maintenance Services to borrow equipment when possible and suggest local businesses may want to donate equipment to the program.

TF Member Martinez acknowledged the ideas from the task force and said that the beautification subcommittee would take the feedback into consideration as they continue to develop the program. She invited task force members to join the Beautification Subcommittee if they'd like to participate in sorting through the details of the program.

After additional comments, TF Member Blytha Bowers remarked she would support approving the budget and moving forward with the program, acknowledging that the subcommittee would continue to work through the details and feedback from the group.

It was motioned/seconded by Task Force Members Blytha Bowers and Chuck Horner, and passed by majority vote, to adopt the proposed budget and move forward with the pilot program. 16:0:0 (10 absent)

2023 Cleanup & Beautification Events Calendar – Staging Sites:

Vice Chair Haman introduced the item and handed it over to Maintenance Services Director Todd Rullman. Director Rullman reviewed the staff report and staff recommendations for the staging sites for the January and July 2023 cleanup events.

There were no public comments on this item.

Director Rullman answered TF member questions about logistics and visibility for the recommended staging sites.

After a brief discussion period, it was motioned/seconded by Task Force Members Jason Yeats and Chuck Horner to approve the staff recommended staging sites for the January and July 2023 clean up events. 16:0:0 (10 absent)

VII. Informational Items:

Financial Report: The Financial Report dated September 22, 2022 was reviewed.

Officer Nominations and Elections Reminder: Vice Chair Jeff Haman reported that the Officer Nominations and Elections will take place at the November 17, 2022, meeting. He added that the Nominations Ad Hoc Committee is scheduled to meet October 27th to discuss officer nominations. Task force members were asked to email staff by Wednesday October 26th if they would like to be considered by the Nominations Ad Hoc Committee. Vice Chair Haman added that nominations will also be accepted from the floor during the nominations and elections process.

Subcommittee Assignments and Updates:

Beautification Subcommittee – Task Force Member Jean-Yee Yu thanked staff and task force members Chuck Horner, Melissa Milleman, Shingo Nagae, Chandu Siramdas, Pekon Gupta, Shalin Patel, Tammy Cooper, Jason Yeates, and Mohaned Elwali, who helped with the planting project on October 8th. Jean added that the beautiful yard subcommittee will continue to work with staff to develop the Senior Yard Assistance Program and update the group throughout the process.

Education Subcommittee –Task Force Member Jason Yates reported that the Science in the Park event was well attended. He talked about the model that Vice Chair Jeff Haman made showing rainwater and how the city uses technology to reduce the number of pollutants entering the Bay. He added that they were also educating attendees about picking up trash and proper recycling. He thanked Task Force Members Jean Yee-Yu, Doug Mansel, Chuck Horner, Leah Martinez, Tammy Cooper, and Chandra Siramdas for attending.

Adopt-a-Block Subcommittee – Vice Chair Jeff Haman reported that his term as Vice Chair is ending, and that one of the new vice chairs will take over as lead on the Adopt-a-Block subcommittee.

Subcommittee Assignments Descriptions - Vice Chair Jeff Haman provided a summary about subcommittee descriptions and how they align with the KHCG priorities. He added that newly appointed task force members may want to volunteer on one of the subcommittees and that more information will be brought to the group in the New Year.

VIII. Community Cleanups and Upcoming Events

10/22/22 Cleanup & Beautiful Event (Tennyson Corridor, Staging @ Tennyson Park, 28377 Huntwood Ave.): Vice Chair Jeff Haman reviewed logistics and assignments for the event. Task force members were reminded to meet at 7:00am on the Huntwood side of the park adjacent to the Fire Station.

1/28/23 Cleanup & Beautification Event (Russel City Area, Staging TBD): No new information discussed.

3/23/23 Cleanup & Beautification Event (Longwood/Winton Grove Area, Staging @ St. Joachim church 21250 Hesperian Blvd.) No new information discussed.

IX. Announcements/Updates:

Council Member Angela Andrews thanked and acknowledged task force members who participated in the Science in the Park event. She also thanked those who to continue to do individual cleanups

and asked volunteers to remember to avoid areas that are unsafe such as Caltrans or private property areas and to refer those areas to staff. CM Andrews mentioned there is a Halloween event scheduled at the library and the Eden Youth and Family Center. She also mentioned that the Planning Commission is reviewing housing residential design ideas and invited task force members to review meeting agendas and provide input to staff.

Streets Manager Rod Affonso reported his staff is prepared to support the KHCG at the October 22, 2022, cleanup event and agreed with CM Andrews comments about avoiding unsafe areas and referring issues to staff.

I. **Adjournment 8:55p.m.**

File #: ACT 22-122

DATE: November 17, 2022

TO: Keep Hayward Clean and Green Task Force

FROM: Director of Maintenance Services

SUBJECT
Officer Nominations and Elections
RECOMMENDATION

That the Keep Hayward Clean and Green Task Force review the information provided in this report regarding the Officer Nominations and Elections process and take appropriate action to hold Officer Nominations and Elections.

SUMMARY

This report is intended to provide background information to assist in the nominating and election process.

ATTACHMENTS

Attachment I - Staff Report

DATE: November 17, 2022

TO: Keep Hayward Clean and Green Task Force

FROM: Maintenance Services Director

SUBJECT: Officer Nominations and Elections

RECOMMENDATION

That the Keep Hayward Clean and Green Task Force review the information provided in this report regarding the Officer Nominations and Elections process and take appropriate action to hold Officer Nominations and Elections.

SUMMARY

This report is intended to provide background information to assist in the nominating and election process.

BACKGROUND

The term of the presiding Officers of the Keep Hayward Clean and Green Task Force expires on December 31, 2022. The Keep Hayward Clean and Green Task Force By-Laws discusses Officers, their terms, and in general terms, the election process, in Article VI.

The Task Force elects from its membership one (1) Chair and elects two (2) Vice Chairs.

All elected officers shall serve a term of two (2) years beginning January 1 and continuing until their successors have been elected. Officers are eligible to succeed themselves only for one additional term of office, totaling four years.

Officers shall be nominated by a nominating ad-hoc committee selected by the Chairperson. Additional nominations will be permitted from the floor after the nominating ad-hoc committee has reported.

DISCUSSION

Nominations and Elections shall be conducted as the first order of business. The Keep Hayward Clean and Green Task Force By-Laws state that Officers shall be nominated by a nominating ad-hoc committee selected by the Chairperson. Additional nominations will be permitted from the floor after the nominating ad-hoc committee has reported.

At its September 22, 2022, regular meeting, the KHCG Task Force appointed five (5) members, Chuck Horner, Jeff Haman, Jean Yee-Yu, Leah Martinez, and Tom Ferreira to serve on the Nominating Ad Hoc Committee. The duty of the Nominating Ad-Hoc Committee is to find the best candidate for Keep Hayward Clean and Green Task force Chair and Vice Chair positions, by reviewing and discussing nominee requests and reporting its final nomination recommendations to the full task force.

At the conclusion of the Nominating Ad Hoc Committee's oral report, nominations from the floor will be permitted. Following the nominations process elections will take place.

FISCAL AND ECONOMIC IMPACT

There is no Fiscal or Economic Impact related to Officer Nominations and Elections Process.

NEXT STEPS

At the completion of the nominations and elections process, the newly elected Chair and Vice Chairs will begin their two-year term January 1, 2023, through December 31, 2025.

Prepared by: Colleen Kamai, Administrative Supervisor

Recommended by: Rodney Affonso, Streets Maintenance Manager

Approved by:



Todd Rullman, Maintenance Services Director

FY2022 Financial Report as of November 17, 2022

KHCG Expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
07/01/22	**Credit**: Budget Allocation			$15,000.00	$15,000.00
07/01/22	Verizon Wireless	Surface Pro Annual Data Service	$460.00		$14,540.00
07/21/22	Costco	7/23 Event Snacks	$168.55		$14,371.45
07/23/22	Bert Manzo	7/23 Event Coffee	$25.95		$14,345.50
07/29/22	Zoom Video Communications Inc.	Zoom Pro Annual	$158.14		$14,187.36
10/07/22	Douglas Mansel	Science in the Park Games/Activity Supplies	$57.02		
10/14/22	Jeff Haman	Science in the Park Games/Activity Supplies	$359.43		
10/21/22	Costco	10/22/22 Event snacks	$272.72		
10/25/22	Melissa Milleman	Science in the Park Games/Activity Supplies	$315.75		
		Total Credits:		$15,000.00	
		Total Expenses:	$1,817.56		
		Total Remaining in Budget:			**$13,182.44**

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

Proposed Allocations for Specific Projects Fiscal Year 2023

Date	Individual/Organization	Amount	Comments
10/01/22	NEW MEMBER NAME TAGS		Pending Quantity $18 each + tax
10/01/22	NEW MEMBER VESTS		Pending Quantity $21.40 each+ $30 setup + tax and shipping
11/01/22	DONATION TO DT STREETS TEAM	$1,000.00	
01/28/23	CLEANUP EVENT FOOD	$1,000.00	
01/28/23	PORTABLWASH STATION AND RESTROOM	$500.00	estimated: $450-$500
03/25/23	CLEANUP EVENT FOOD	$1,000.00	
03/25/23	PORTABLWASH STATION AND RESTROOM	$500.00	estimated: $450-$500
As needed	EVENT SUPPLIES (GLOVES, GRABBERS, CLIPBOARDS, PENS, PAPER TOWELS ETC.)		Replenish as needed
As needed	EVENT EQUIPMENT (TABLE/CHAIR/CANOPY)		Replenish as needed
01/01/23	Beautiful Yard Contest	$225.00	Gift cards for winners ($100, $75, $50)
	TOTAL	$4,000.00	

Remaining Budget	$13,182.44
Allocations	$4,000.00
Balance	**$9,182.44**

Keep Hayward Clean and Green Task Force - Attendance Log - July 1, 2022 - June 30, 2023

	2022-23	Meeting	Cleanup	Meeting	Community Event	Planting Project	Meeting	Cleanup	Meeting	Meeting	Cleanup	Meeting	Meeting	Cleanup	Meeting	Cleanup	Meeting	Meeting	Total	Attendance
First Name	**Last Name**	21-Jul	25-Jul	22-Sep	1-Oct	8-Oct	20-Oct	22-Oct	17-Nov	26-Jan	28-Jan	23-Feb	23-Mar	25-Mar	20-Apr	22-Apr	25-May	22-Jun	15	%
Canice	Adom	1		0			0												1	33%
Lucas C.	Banks			1			1												2	100%
Margaret S.	Barton			1			1												2	100%
Blytha	Bowers	0		1			1												2	67%
Terence C.	Candell			1			1												2	100%
Tammy R.	Cooper			1	*	*	1												2	100%
Mohaned	Elwali	1		1		*	1												3	100%
Tom	Ferreira	1		1			0												2	67%
Pekon	Gupta			1		*	1												2	100%
Jeffrey	Haman	1		1			1												3	100%
Rodney	Hankins	0		1			0												1	33%
Chuck	Horner	0		1	*	*	1												2	67%
Gordean	Lum-Villiados			0			0												0	0%
Douglas	Mansel	1		1	*		E												2	100%
Leah	Martinez	1		1	*		1												3	100%
Melissa	Milleman	1		0		*	1												2	67%
Shingo	Nagae	1		1		*	1												3	100%
Shalin	Patel			1		*	1												2	100%
Debra	Patton	1		0			0												1	33%
Regneel	Prasad			0		*	1												1	50%
Chandrakala (Chandu)	Siramdas			1	*		0												1	50%
Jessica	Stanley	1		1			1												3	100%
Katlin M.	Turner			0			0												0	0%
Linda	Xu	1		1	RESIGNED					RESIGNED				RESIGNED				RESIGNED	2	RESIGNED
Jason	Yeates	1		0	*		1												2	67%
Jean-Yee	Yu	1		1	*	*	1												3	100%
Suyog	Zambre			1			0												1	50%

1 = Present, 1 = Makeup, 0 = Absent, E = Excused, R = Resigned, M=Moved Out of City Limits

Special Meetings do not count against attendance

*Attendance at special events are indicated by an astrick * and do not count against attendance*