

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, May 25, 2023

7:00 PM

Conference Room 2A

Keep Hayward Clean and Green Task Force

NOTICE: The Keep Hayward Clean & Green Task Force will hold a hybrid meeting in Conference Room 2A and virtually via Zoom.

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/82665267140?pwd=OXo4eTFmK08zbFZDbFhPTm9yMGRYUT09>

Webinar ID: 826 6526 7140 Password: L=W&+Sw0

Or join by phone:

US: +1 669 900 6833 or +1 646 931 3860

Webinar ID: 826 6526 7140 Password: 61155090

A guide to attend virtual meetings is provided at this link: <https://bit.ly/2jmaUxa>

CALL TO ORDER

PLEDGE OF ALLEGIANCE

AB 2449 Teleconference Notifications and Consideration

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.

PRESENTATION

Daisy Romero, Recycling Coordinator, Waste Management

ACTION ITEMS

[MIN 23-063](#)

Meeting Minutes from April 20, 2023

Attachments:

[Attachment I - 04/20/2023 Draft Meeting Minutes](#)

July 20, 2023 Meeting Conflict

SWAG FY23 Expenditures

INFORMATIONAL ITEMS

Financial Report

Attendance Report

Subcommittee Reports/Updates

KHCG CLEANUP & BEAUTIFICATION EVENTS (TF Member Attendance Required)

04/22/23 Earth Day Event Citywide Cleanup (Debrief)

07/22/23 Cleanup & Beautification Event (Jackson Triangle Staging @ Barnes Court adjacent to Hayward Corporation Yard)

10/28/23 Cleanup & Beautification Event (Tennyson/Alguire Neighborhood Staging @ Tennyson Park, 28377 Huntwood Ave.)

2024 Cleanup & Beautification Event Planning

COMMUNITY EVENTS & ACTIVITIES (TF Member Volunteer Attendance & Makeup Opportunities)

06/15/23 Juneteenth Street Party (5:30pm - 8:30pm Main Street & B Street)

07/01/23 All America Festival (Event 11:00am to 3:00pm at Mt. Eden Park 2451 W. Tennyson Rd.)

07/20/23 Downtown Hayward Street Party

08/17/23 Downtown Hayward Street Party

08/19/2023 Senior Front Yard Assistance Event (Save the Date)

09/23/23 California Coastal Cleanup Day (Coastal.ca.gov)

ANNOUNCEMENTS AND UPDATES

Council Member Updates

Staff Updates

Chair Updates

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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Hayward City Hall
777 B Street
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File #: MIN 23-063

DATE: May 25, 2023

TO: Keep Hayward Clean and Green Task Force

FROM: Director of Maintenance Services

SUBJECT

Meeting Minutes from April 20, 2023

RECOMMENDATION

That the Keep Hayward Clean and Green Task Force review and approve the April 20, 2023 meeting minutes.

SUMMARY

The Keep Hayward Clean and Green Task Force held a meeting on Thursday, April 20, 2023, and the draft minutes are attached for review and approval.

ATTACHMENTS

Attachment I 04/20/2023 Draft Meeting Minutes



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
City Hall, 2A Conference Room
April 20, 2023

I. Call to Order

Meeting was called to order by Chair Jeff Haman at 7:07p.m.

II. Pledge of Allegiance

Pledge of Allegiance led by Vice Chair Chuck Horner

III. AB 2449 Teleconference Notifications and Consideration: Task Force Member Tammy Cooper participated remote under AB 2449 Just Cause.

IV. Roll Call

City Council & Staff: Todd Rullman Maintenance Director, Rod Affonso Streets Supervisor, Colleen Kamai Administrative Supervisor

Task Force Members Present: Canice Adom, Margaret Barton, Blytha Bowers, Terence Candell, Tom Ferreira, Jeff Haman, Rodney Hankins, Chuck Horner, Douglas Mansel, Leah Martinez, Melissa Milleman, Shingo Nagae, Jessica Stanley, Jean-Yee Yu.

Task Force Members Remote per AB2449: Tammy Cooper (Just Cause)

Task Force Members Absent: Lucas Banks, Mohaned Elwali (E), Shalin Patel, Debra Patton, Ragneel Prasad, Chandrakala Siramdas, Kaitlin Turner, Suyog Zambre.

Youth Commission Liaison: None

V. Public Comments: Vice Chair Chuck Horner talked about the impact of task force member attendance at meetings and the challenges faced when there is not a quorum. He encouraged task force members to give 100% or consider resigning.

VI. Presentations: Environmental Specialist Nicole Grucky talked about various programs and service that are available to Hayward residents through the Environmental Services division of Public Works and Environmental Services Department. She answered task force member questions and shared various program handouts.

VII. Action Items:

Approval of Meeting Minutes: It was motioned/seconded by Task Force Members Horner and Martinez and passed by majority vote, to approve the March 23, 2023, meeting minutes with the

correction to Action Item Approval of Meeting Minutes from February 23, 2023 noting it was motioned/seconded by Task Force Members Yee and Banks to approve the February 23, 2023 meeting minutes. 13-0-0 (10)

VIII. Informational Items:

Financial Report: The Financial Report dated April 2023 was reviewed. There were no public comments or questions on this item.

Attendance Report: Staff reviewed the attendance log and reminded task force members to advise staff via email within 72 hours of any discrepancies.

Subcommittee Reports/ Updates:

Event Planning- Vice Chair Jean-Yee Yu reported that organization of the trailer and shed have been completed. All bins and shelves in the trailer are now labeled, grabbers have been renumbered, and a final inventory count of all supplies for the trailer and shed has been completed, which is now posted in the trailer. She thanked Task Force Members Melissa Milleman, Shingo Nagae, Lucas Banks, and Chair Jeff Haman for their assistance on this.

Community Engagement- Vice Chair Jean-Yee Yu thanked Task Force Members Melissa Milleman, Debra Patton, and Vice Chair Chuck Horner for attending and representing at the Tennyson High Event. They were able to make connections with the Tennyson High Green team. She thanked Melissa for tabling at the CSUEB Earth Day event and building those connections with the students and liaisons. She also thanked Debra, she created fliers with QR codes directing everyone to the website with a list of future KHCG events and links to Access Hayward, Adopt-A-block and Disposal Day.

Adopt a block subcommittee- Vice Chair Jean-Yee Yu reported that the adopt-a-block subcommittee, are initiating the process of engaging all adoptees to clean up their local streets and have begun the process of updating the adopt-a block volunteer lists to determine groups that are still active as well as inactive.

Community Events Subcommittee- There were no updates.

Education Subcommittee- Chair Haman reported that Task Force Member Terence Candell will be taking the lead moving forward. Terence reported he is working on a composting flyer and has partnered with the library to have Kirby, the book mobile at the next KHCG cleanup event.

Beautification Subcommittee- Vice Chair Jean-Yee Yu announced that the subcommittee has received submissions for the Beautiful Yard Contest and subcommittee will review the yards at our next subcommittee meeting. She added that Leah has also created a social media post for the Beautiful Yard Contest, which we hope to get approved and use to post on social media platforms.

Task Force Member Leah Martinez provided a brief outline of the senior yard assistance program and noted the deadline to apply for the program has been extended through the end of May. Leah reviewed the timeline and logistics for the program and noted outreach efforts have begun with the

Hayward Senior Center and the Weeks branch Library. She will drop off flyers at the main Library soon.

IX. KHCG CLEANUP & BEAUTIFICATION EVENTS (TF Member Attendance Required)

03/25/23 Cleanup & Beautification Event: (DEBRIEF) It was reported that approximately forty volunteers attended.

04/22/23 Earth Day Event Citywide Cleanup (hosted by City of Hayward @ Weeks Park): Vice Chair Jean-Yee Yu announced there were over 200 volunteers signed up. Logistics and assignments were discussed.

07/22/23 Cleanup & Beautification Event (Jackson Triangle Staging @ Barnes Court adjacent to Hayward Corporation Yard): No new information.

10/28/23 Cleanup & Beautification Event (Tennyson/Alguire Neighborhood Staging @ Tennyson Park, 28377 Huntwood Ave.): No new information.

2024 Cleanup & Beautification Event Planning: Chair Jeff Haman talked about the process for developing the cleanups schedule for 2024.

X. COMMUNITY EVENTS & ACTIVITIES (TF Member Volunteer Attendance & Makeup Opportunities)

4/18/23 & 4/20/23 CSUEB Earth Day Event (DEBRIEF): Chair Jeff Haman reported he and Vice Chair Jean-Yee Yu attended the event. He talked about networking and efforts to initiate partnerships with the Hayward Area Recreation and Park District to collaborate on cleanup events for 2024.

6/15/23 Juneteenth (Save The Date – Event Details Coming Soon): No New information was available.

TBA Downtown Hayward Street Parties (June, July, August) – No new information was available.

XI. Announcements/Updates:

Council Member Updates: There were no Council updates.

Staff Update: Director Todd Rullman talked about the Council Budget session which is scheduled for May 13. Maintenance Services is recommending adding a new tree crew. Maintenance Services currently maintains about 30, 000 street trees, with three tree crews. On average each tree is trimmed about once every ten years.

Chair Updates: Chair Haman looks forward to seeing everyone on Saturday at the Earth Day event.

Adjournment 8:29 p.m.

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		\$14,130.34
10/14/22	Jeff Haman	Science in the Park Games/Activity Supplies	\$ 359.43		\$13,770.91
10/21/22	Costco	10/22/22 Event snacks	\$ 272.72		\$13,498.19
10/25/22	Melissa Milleman	Science in the Park Games/Activity Supplies	\$ 315.75		\$13,182.44
01/09/23	Hayward Rubber Stamp	9 New Member Name Badges	\$ 199.35		\$12,983.09
01/18/23	Home Depot	Beautiful Yard Contest Gift Cards	\$ 225.00		\$12,758.09
01/28/23	Costco	1/28/23 Event Snacks	\$ 79.96		\$12,678.13
01/28/23	United Rental Northwest	1/28/23 Wash Station	\$ 271.25		\$12,406.88
10/01/22	Mallory Safety & Supply	New Member Vests	\$ 471.87		\$11,935.01
02/17/23	Tom Ferreira	01/28/23 Event Donuts and Coffee	\$ 63.43		\$11,871.58
02/21/23	Amazon	Magnetic Label Holders	\$ 58.57		\$11,930.15
03/25/23	Costco	03/25 Event Snacks	\$ 124.85		\$12,055.00
03/25/23	United Rental Northwest	03/25/23 Event Portable Wash Station and Restroom	\$ 449.26		\$12,504.26
04/13/23	Staples	Hand Ssanitizer, First Aid Kit, Scissors	\$ 98.97		\$12,603.23
04/14/23	Hayward Chamber of Commerce	Juneteenth Event Registration	\$ 150.00		\$12,753.23
04/20/23	Staples	Flyer holders, walkie talkies	\$ 161.54		\$12,914.77
04/28/23	Tom Ferreira	03/25/23 Event Donuts	\$ 55.75		\$12,970.52
04/28/23	Tom Ferreira	04/22/23 Event Donuts and Coffee	\$ 122.00		\$13,092.52
05/01/23	Kims Customs	KHCG TF Member Shirts	\$ 1,091.83		\$14,184.35
05/01/23	Amazon	Plastic Organizing Containers	\$ 82.30		\$14,266.65
		Total Credits:		\$15,000.00	
		Total Expenses:	\$ 5,523.49		
		Total Remaining in Budget:			\$9,476.51

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
As needed	EVENT SUPPLIES (GLOVES, GRABBERS, CLIPBOARDS, PENS, PAPER TOWELS ETC.)		Replenish as needed
As needed	EVENT EQUIPMENT (TABLE/CHAIR/CANOPY)		Replenish as needed
PENDING	Senior Yard Assistance Program Equipment	\$3,000.00	To purchase equipment and supplies
As needed	Replenish Swag		Replenish as needed
	TOTAL	\$3,000.00	

Remaining Budget \$9,476.51

Allocations \$3,000.00

Balance \$6,476.51

Keep Hayward Clean and Green Task Force - Attendance Log - July 1, 2022 - June 30, 2023																						
	2022-23	M e e t i n g	C l e a n u p	M e e t i n g	C o m m u n i t y E v e n t	P l a n n i n g P r o j e c t	M e e t i n g	C l e a n u p	M e e t i n g	M e e t i n g	C l e a n u p	M e e t i n g	M e e t i n g	C l e a n u p	M e e t i n g	C l e a n u p	M e e t i n g	M e e t i n g	E x t r a C r e d i t	T o t a l	t e n d a n c e	
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	0	0	0	0	0	0	0	1	1				3	25%	
Lucas C.	Banks			1			1	0	1	1	1	1	1	0	0	1				8	73%	
Margaret S.	Barton			1			1	E	1	1	1	1	1	1	1	0				9	90%	
Blytha	Bowers	0	1	1			1	1	0	1	1	1	1	1	1	1				10	85%	
Terence C.	Candell			1			1	1	0	1	0	1	1	1	1	1				9	82%	
Tammy R.	Cooper			1	*	*	1	0	0	1	1	1	1	1	Just Cause	1				8	80%	
Mohaned	Elwali	1	1	1		*	1	1	1	1	1	1	E	E	E	E	E	E		9	100%	
Tom	Ferreira	1	1	1			0	1	1	1	1	1	1	1	1	1				12	92%	
Jeffrey	Haman	1	1	1			1	1	1	1	1	1	1	1	1	1				13	100%	
Rodney	Hankins	0	1	1			0	0	1	1	1	1	0	1	1	1				9	69%	
Chuck	Horner	0	1	1	*	*	1	1	1	1	1	1	1	1	1	1				12	92%	
Douglas	Mansel	1		1	*		E	0	1	1	1	1	E	0	1	1				8	80%	
Leah	Martinez	1	1	1	*		1	1	0	E	E	E	1	E	1	1				8	89%	
Melissa	Milleman	1		0		*	1	1	1	1	1	1	1	1	1	1				11	92%	
Shingo	Nagae	1	1	1		*	1	1	1	E	0	1	1	1	1	1				11	92%	
Shalin	Patel			1		*	1	0	1	E	0	1	1	0	0	0				5	50%	
Debra	Patton	1		0			0	0	1	0	0	1	1	1	E	0			1	6	54%	
Regneel	Prasad			0		*	1	1	1	1	0	0	0	0	0	0				4	36%	
Chandrakala	Siramdas			1	*		0	1	0	1	E	0	0	0	0	0				3	30%	
Jessica	Stanley	1		1			1	0	1	1	1	1	1	1	1	E				10	91%	
Katlin M.	Turner			0			0	0	0	0	0	0	0	0	0	0				0	0%	
Jean-Yee	Yu	1	1	1	*	*	1	1	1	1	1	1	1	1	1	1				13	100%	
Suyog	Zambre			1			0	0	0	0	0	0	0	0	0	0				1	9%	

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*