

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Thursday, March 28, 2024**

**7:00 PM**

**Conference Room 2A**

**Keep Hayward Clean and Green Task Force**

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

**PUBLIC PARTICIPATION**

**HOW TO OBSERVE THE MEETING:**

When: Mar 28, 2024 07:00 PM Pacific Time (US and Canada)

Topic: Keep Hayward Clean & Green Task Force Meeting

Please click the link below to join the webinar: [https://hayward.zoom.us/j/89111696028?pwd=5pRHGIASKk05jWWGV\\_afbRM3kjtGj1Q\\_C8bQwLQBpOLdkFgg](https://hayward.zoom.us/j/89111696028?pwd=5pRHGIASKk05jWWGV_afbRM3kjtGj1Q_C8bQwLQBpOLdkFgg)

Webinar ID: 891 1169 6028 Password: 2h%@ZCu\$

Or join by phone:

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

Webinar ID: 891 1169 6028 Password: 94075575

**HOW TO SUBMIT WRITTEN PUBLIC COMMENT:**

Send an email to [colleen.kamai@hayward-ca.gov](mailto:colleen.kamai@hayward-ca.gov) by 1 p.m. 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. Documents received after 1 p.m. through the adjournment of the meeting will be included as part of the meeting record and published the following day.

**HOW TO PROVIDE LIVE PUBLIC COMMENT DURING THE MEETING:**

In person at City Hall, Conference Room 2A, 777 B Street, Hayward, CA 94541.

Please note: Public comment via Zoom has been suspended

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION**

**IV. ROLL CALL**

**V. 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 comments and requests that speakers present their remarks in a respectful manner, within established time limits, 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, items will be taken under consideration and may be referred to staff. The Task Force welcomes comments, including criticism, about the policies, procedures, programs, or services of the City, or of the acts or omissions of the Task Force. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a meeting. The City is committed to maintaining a workplace free of unlawful harassment and is mindful that City staff regularly attend public meetings. Discriminatory statements or conduct that is hostile, intimidating, oppressive, or abusive – are per se disruptive to a meeting and will not be tolerated.*

*Public comment via Zoom has been suspended.*

## **VI. PRESENTATIONS**

Overview of Environmental Services Programs and Resources & Earth Day Event 2024: Erik Pearson, Environmental Services Manager

## **VII. ACTION ITEMS**

Final FY 24 Expenditure Request

[MIN 24-036](#) Meeting Minutes from February 22, 2024

**Attachments:** [Attachment I- Meeting Minutes 2-22-24](#)

## **VII. INFORMATIONAL ITEMS**

Financial Report

Attendance Report

Subcommittee Reports/Updates

## **IX. KHCG CLEANUP & BEAUTIFICATION EVENT (TF Member Attendance Required)**

DEBRIEF 02/24/24 Cleanup & Beautification Event

04/20/24 Citywide Earth Day Event (KHCGTF Support)  
Weekes Park 27182 Patrick Ave.

06/22/24 Cleanup & Beautification Event  
\*Ruus Park Neighborhood Staging at Ruus Park 24919 Folsom Ave.

08/24/24 Cleanup & Beautification Event  
Jackson Triangle, Staging at Soto Rd. Eden Greenway

10/26/24 Cleanup & Beautification Event  
\*\*Tentative Palma Ceia Neighborhood, Staging at Palma Ceia Park 27679 Melbourne Ave.

\* Updated location as of 3/28/24

\*\* Updated location as of 3/28/24 and Tentative; Pending Palma Ceia Park Renovations

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

06/20/24 Tentative Downtown Street Party (Unconfirmed Date, Conflict w/KHCG 6/20 Meeting)

06/22/24 Juneteenth 12:00 p.m (Confirmed Date)

07/18/24 Tentative Downtown Street Party (Unconfirmed Date)

08/15/24 Tentative Downtown Street Party (Unconfirmed Date)

08/17/24 Senior Front Yard Assistance Event

September 2024 - TBA Hayward Executive Airport Open House (Unconfirmed Date)

October 2024 - TBA Science in the Park (Unconfirmed Date)

December 2024 - TBA Beautiful Yard Contest Awards and Recognition)

## **XI. ANNOUNCEMENTS AND UPDATES**

Council Member Updates

Staff Updates

Chair Updates

## **ADJOURNMENT**

**NEXT MEETING – April 18, 2024**

*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 24-036

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**DATE:** March 28, 2024

**TO:** Keep Hayward Clean and Green Task Force

**FROM:** Maintenance Services Director

**SUBJECT**

Meeting Minutes from February 22, 2024

**RECOMMENDATION**

That the Keep Hayward Clean and Green Task Force review and approve the February 22, 2024, meeting minutes.

**SUMMARY**

The Keep Hayward Clean and Green Task Force held a meeting on Thursday, February 22, 2024, and the draft meeting minutes are attached for review and approval.

**ATTACHMENTS**

Attachment I 2/22/24 Draft Meeting Minutes



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
City Hall, 2A Conference Room  
February 22, 2024

**I. Call to Order**

The meeting was called to order by Jeffrey Haman at 7:01 p.m.

**II. Pledge of Allegiance**

The Pledge of Allegiance led by Task Force Member George Villamil

**III. AB 2449 Teleconference Notifications and Consideration: None**

**IV. Roll Call**

*City Council & Staff:* Rod Alfonso, Acting Director of Maintenance Services; John Sanders, Streets Maintenance Manager; Colleen Kamai Administrative Supervisor; Rosy Torres, Senior Secretary, Facilities

*Task Force Members Present:* Margaret Barton; Blytha Bowers; Celia Ching Chung; Sandra Frost; Vikram Gautham; Jeffrey Haman; Douglas Mansel; Leah Martinez; Sergey Melnikov; Melissa Milleman; Debra Patton; Chandrakala Siramdas; George Villamil

*Task Force Members Remote per AB2449:* None

*Task Force Members Absent:* Lucas Banks; Gwenda Dossey; Mohaned Elwali; Tom Ferreira; Shingo Nagae; Jessica Stanley

**Task Force Members Present After Roll Call:** Gwenda Dossey; Shingo Nagae

**V. Public Comments: No Public Comments**

**VI. Presentations: Tri-CED Plastics and Recycling**

Chief Operations Officer, Eileen Riener, and Director of EHS, Cerys Evans provided background information about TriCED, and talked about the various types of plastics that are and are not recyclable and what contaminated recycling is. They described the recycling process at their Union City facility and upcoming technology being added to their fleet to recognize items as they are emptied from recycling bins to the trucks. This technology will generate compliance notice mailings to residents for items that are improperly placed in the recycling bin. They also talked about Hazardous Waste and Universal Waste and where to properly dispose of them. Ms. Riener and Ms. Evans answered TF members' questions.

## **VII. Action Items:**

**Approval of Meeting Minutes:** It was motioned/seconded by Task Force Members Gwenda Dossey and Melissa Milleman and passed by majority vote, to approve the January 25, 2024, meeting minutes.  
13:0:0:6

## **VIII. Informational Items:**

**Financial Report:** The Financial report was reviewed.

**Attendance Report:** Staff reviewed the attendance log and reminded task force members to advise staff via email of any discrepancies. Chair Haman commented that attendance is looking good for the majority of members.

## **Subcommittee Reports/ Updates:**

Adopt-a-Block – Vice Chair Leah Martinez reported the subcommittee has not met since January. Staff reported receiving eight new applications; staff continue to process renewal requests and do outreach to existing groups that may be inactive. Staff also reported on Access Hayward Trash and Debris requests related to Adopt-a-Block participants. Staff clarified that for reporting purposes program participants should submit a Trash and Debris request even when they discard collected items in their residential trash bins. Participants should select the topic Adopt-a-Block Trash & Debris and select their group name from the Access Hayward drop down. Vice Chair Martinez reminded members to recruit new participants at events and remind them to use Access Hayward.

At this time, Chair Haman reviewed the subcommittee assignment list.

Beautification Subcommittee – Vice Chair Leah Martinez reported that the Beautiful Yard Contest and Senior Front Yard Assistance Program will roll out in March. TF member Sergey Melnikov will review the Beautiful Yard Contest timeline at the March meeting. Chair Haman mentioned that Earth Day is an opportunity to advertise both programs.

Education Subcommittee – TF Member Melissa Milleman said the presentation at Longwood Elementary went well. Vice Chair Tom Ferriera and Member Dossey joined her. Ms. Milleman thanked member Blytha Bowers for sharing presentation materials that were used by previous members several years ago. She plans to utilize the materials and information to develop a new packet that can be used for future school presentations. TF Dossey added that the school provided them with tickets to reward/incentivize student participation. Ms. Milleman talked about coordinating education and giveaways for the Earth Day event. She also thanked member Sandra Frost for efforts into finding seeds that will be used as future giveaways.

Event Planning- There were no updates. Chair Haman would like the subcommittee to meet to discuss event planning including maintaining inventory and supplies in the shed and trailer.

Policy Subcommittee – TF Member Doug Mansel reported the group met February 20<sup>th</sup> on Zoom; he extended apologies to members Gautham and Patton for adding them to the meeting late. Mr.



Mansel said they talked about strategies around plastics in anticipation for the TriCED presentation tonight. Mr. Mansel said they discussed how plastics relate to street vendors and businesses and considerations on policy to either recommend bans, incentives, educational pamphlets, or “must ask” like providing plastic straws to customers only when asked. The subcommittee plans to connect with staff and CM Andrews to collaborate efforts in relation to the Strategic Road Map.

Mapping Subcommittee- Chair Haman reported that almost all event maps have QR codes and are laminated. They will be used at the upcoming cleanup event. He is looking forward to going paperless.

Media Subcommittee- TF Member Sergey Melnikov said members utilize their personal social media platforms to share information about KHCG activities. He added that a folder in Google Drive will be created for members to share photos of events and activities.

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

02/24/24 Cleanup & Beautification Event (Longwood Neighborhood Staging 850 Longwood Ave.) Chair Haman talked about logistics and assignments. TF members were asked to arrive between 7am-7:30am to assist with setup. Staff talked about screening participants upon arrival to determine if they are planning to participate in the KHCG event in the Longwood neighborhood or the Volunteers in the Park event at Longwood Park and making sure they are registered appropriately.

04/20/24 Citywide Earth Day event (KHCGTF Support) Weeks Park 27182 Patrick Ave.) Chair Haman said logistics and assignments will be discussed at the March meeting.

06/22/24 Cleanup & Beautification Event (Palma Ceia Neighborhood, Staging TBA) No new information.

08/24/24 Cleanup & Beautification Event (Jackson Triangle, @ Soto Rd. Eden Greenway) No new information.

10/26/24 Cleanup & Beautification Event (Ruus Park Neighborhood 24919 Folsom Ave.) No new information.

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

06/20/24 Tentative Downtown Street Party (Unconfirmed Date, Conflict w/KHCG 6/20 Meeting) CM Angela Andrews announced that the Juneteenth event is confirmed for Saturday June 22<sup>nd</sup> at noon. Staff mentioned that KHCG also has a cleanup event that day.

07/18/24 Tentative Downtown Street Party (Unconfirmed Date)

08/15/24 Tentative Downtown Street Party (Unconfirmed Date)

08/17/24 Senior Front Yard Assistance Event

September 2024 - TBA Hayward Executive Airport Open House (Unconfirmed Date)

October 2024 - TBA Science in the Park (Unconfirmed Date)

December 2024 - TBA Beautiful Yard Contest Awards and Recognition)

## **XI. Announcements/Updates:**

Council Member Updates: CM Andrews said the principal of Longwood Elementary reached out to the mayor expressing appreciation for the KHCG presentation and at the last City Council meeting, the mayor gave a “shot out” to KHCG recognizing their educational outreach. CM Andrews recommended the TF policy subcommittee connect with Erik Pearson; she mentioned several years ago the TF sent a letter of support to City Council to ban plastic straws. She reported that workshops for street vendors are being offered to provide education on the new street vendor ordinance, information is on the city’s website. She encouraged TF members to use Access Hayward to report street vendor concerns such as open flames.

Staff Update: Rosy Torres, Facilities Senior Secretary, provided an update on issuing new and replacement security badges. She said the badges give TF members access to park in the basement parking garage for TF meetings. The badges do not give access to any of the building doors. New and replacement badges will be distributed at the March meeting. Staff will continue to have access cards available during the meeting for TF members to use the restrooms.

Street Maintenance Manager, John Sanders reported that field staff will post no parking signs in front of Longwood Elementary for the cleanup event and put out the digital sign board. He also reported that staff are putting out the mobile security camera as part of the illegal dumping pilot program. It will be moved periodically between hot spots.

Deputy Director, Rodney Affonso, added that this is a pilot program to deter illegal dumping, there is no enforcement component. Staff will monitor and use data before, during and after to determine if the pilot program is productive. He said statistics show that just having the camera with lights is a deterrent. Mr. Affonso recognized Rosy Torres for her work with the access card/badge program. He also reported that HARD is onboard to partner events when they can. He added that participants will be required to register with the appropriate agency for the event they plan to participate in and complete a registration for both agencies if they plan to participate in both events.

Chair Updates: Chair Haman asked TF Member Gwen Dossey to email information about ordering temporary tattoos with the KHCG logo.

**Adjournment:** Chair Haman adjourned the meeting at 9:11 p.m.

# FY2024 Financial Report as of March 28, 2024

## KHCG Expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
07/01/22	<b>Credit:</b> Budget Allocation			\$15,000.00	\$15,000.00
07/01/22	Verizon Wireless	Surface Pro Annual Data Service	\$460.00		\$14,540.00
07/21/23	Costco	7/22/23 Event Snacks	\$158.53		\$14,381.47
07/20/23	United Rentals	7/22/23 Event Wash Station and Restroom	\$382.00		\$13,999.47
07/27/23	Tom Ferreira	Donuts & Coffee July Event	\$127.00		\$13,872.47
07/29/23	Zoom	Annual Renewal	\$158.14		\$13,714.33
08/09/23	Tom Ferreira	7/22/23 Cleanup Event Donuts & Coffee	\$127.00		\$13,587.33
09/07/23	Jeff Haman	Senior Front Yard Assistance Event Expense	\$365.27		\$13,222.06
09/11/23	Amazon	Senior Front Yard Program Giveaways	\$498.49		\$12,723.57
10/04/23	Hayward Rubber Stamp	New Member Name Tags	\$170.56		\$12,553.01
10/15/23	Amazon	Replacement Canopy Bag	\$110.18		\$12,442.83
10/27/23	Mallory Safety & Supply	Safety Vests (New Members and Replenish)	\$471.86		\$11,970.97
10/27/23	Costco	Snacks October Cleanup Event	\$151.50		\$11,819.47
11/09/23	Home Depot	Gift Cards - Beautiful Yard Contest Winners	\$225.00		\$11,594.47
11/30/24	Tom Ferreira	Donuts & Coffee October Event	\$105.00		\$11,489.47
11/30/24	NBC Supply	Gloves	\$489.52		\$10,999.95
01/03/24	Verizon Wireless	iPads	\$1,412.29		\$9,587.66
01/03/24	Verizon Wireless	Annual Data Plan Jan - June	\$223.92		\$9,363.74
01/03/24	Staples	iPad Cases	\$79.72		\$9,284.02
01/03/24	Kims Kustom Embroidery	KHCG Logo Shirts	\$782.28		\$8,501.74
01/17/24	Amazon	Giveaway Items (Crayons/Temporary Kids Tattoos)	\$456.13		\$8,045.61
02/01/24	Eventbrite	Registration Platform	\$49.99		\$7,995.62
02/23/24	Costco	Feb. Event Snacks	\$163.39		\$7,832.23
02/29/24	Abacus	Bucket Hats	\$1,185.03		\$6,647.20
02/26/24	Abacus	Wrist Bands	\$904.39		\$5,742.81
03/14/24	Folger Graphics	Beautiful Yard Contest Signs	\$708.80		\$5,034.01
03/14/24	United Rentals	Portable Restroom and Wash Station 2/28 Event	\$412.62		\$4,621.39
03/14/24	Tom Ferreira	Donuts & Coffee February Event	\$110.00		\$4,511.39
03/18/24	Staples	Clipboards, Igloo, Admin boxes	\$276.19		\$4,235.20
03/18/24	Home Depot	2 Plastic Bins	30.97		\$4,204.23
		Total Credits:		\$15,000.00	
		Total Expenses:	\$10,795.77		
		<b>Total Remaining in Budget:</b>			<b>\$4,204.23</b>

# FY2024 Financial Report as of March 28, 2024

## KHCG Expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
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**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 2024

Date	Individual/Organization	Amount	Comments
As Needed	Discretionary Expense/Reimbursements	\$150.00	Event Donuts, Misc. Expense
As Needed	EVENTBRITE	69.99	69.99 June Event
As Needed	CLEANUP EVENT FOOD	\$300.00	June Event
As needed	EVENT SUPPLIES (GLOVES, GRABBERS, CLIPBOARDS, PENS, PAPER TOWELS ETC.)		Replenish as needed. Final Approval Required by March 2024
As needed	EVENT EQUIPMENT (TABLE/CHAIR/CANOPY)		Replenish as needed. Final Approval Required by March 2024
Pending	TBA	\$500.00	Senior Front Yard Assistance Program (Giveaways, supplies, equipment) Final Approval needed by March 2024 to allocate against FY24 if exceeds \$500.
As needed	SWAG	\$1,030.48	Remaining balance of approved \$6K from 3/5/24
	TOTAL	\$2,050.47	

Remaining Budget	\$4,204.23
Allocations	\$2,050.47
Balance	\$2,153.76

March 2024

	2023-24	M e t h u g r d . 3	C l e a n u p	C o m m u n i t y	C o m m u n i t y	C o m m u n i t y	M e e t i n g	M e e t i n g	C l e a n u p	M e t h u g r d . 3	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 t h u g r d . 3	C l e a n u p	M e e t i n g	J u n e v e n t h	M e t h u g r d . 3	C l e a n u p	E x t r a C r e d i t	T o t a l	A t t e n d a n c e
First Name	Last Name	*7/20/2023	22-Jul	17-Aug	23-Sep	24-Sep	28-Sep	26-Oct	28-Oct	*11/16/2023	25-Jan	22-Feb	24-Feb	28-Mar	*4/18/2023	20-Apr	23-May		*6/20/2023	22-Jun		11	
Lucas C.	Banks	CANCELLED NO QUORUM	1	*	*	*	1	1	1	1	1	0	0									5	71%
Margaret S.	Barton		0				1	0	0	0	1	1	1									4	57%
Blytha	Bowers		1	*			1	1	1	1	1	1	1									7	100%
Celia	Ching chung						1	1	1	1	1	1	1									6	100%
Gwenda	Dossey						1	1	1	1	1	1	1									6	100%
Mohaned	Elwali		1	*			1	1	1	1	1	OOO	OOO									5	100%
Tom	Ferreira		1	*		*	1	1	1	1	0	0	1									5	71%
Sandra	Frost						1	1	1	1	1	1	1									6	100%
Vikram	Gautham						1	1	1	1	1	1	0									5	83%
Jeffrey	Haman		1	*	*	*	1	1	1	1	1	1	1									7	100%
Douglas	Mansel		1	*		*	1	E	1	1	1	1	1									6	100%
Leah	Martinez		1				1	E/S	0	1	JC	1	1									4	100%
Sergey	Melnikov						1	1	1	1	1	1	1									6	100%
Melissa	Milleman		0			*	0	1	1	1	1	1	1									5	71%
Shingo	Nagae		1		*	*	1	1	1	1	1	1	1									7	100%
Debra	Patton		1	*			1	1	1	E	1	1	1									7	100%
Chandrakala	Siramdas		1		*	*	1	1	1	1	OOO	1	1									6	100%
Jessica	Stanley		1	*			0	0	0	0	1	E/S	E/S									2	40%
George	Villamil						1	1	1	1	1	1	1		OOO	OOO						6	100%

1 = Present, 1 = Makeup, 0 = Absent, E = Excused, S = Sick, OOO = Out of Country, JC = AB2449 Just Cause, EC = Emergency Circumstance AB 2449, R = Resigned, M=Moved Out of City Limits

Special Meetings do not count against attendance. Attendance is calculated based on regular meetings and cleanup events only.

OOO - Out of Country

Community Events are reflected by \* and do not count towards or against attendance, but can be applied as makeup.

Special Meeting

Cleanups

Community Event

Regular Meeting

Extra Credit