CITY OF HAYWARD

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



Revised Agenda

Thursday, April 18, 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.

How to submit written Public Comment:

Send an email to 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:

Please click the link below to join the webinar: https://hayward.zoom.us/j/83654856119? pwd=QEylYsWd7B6iC7qmV75rcYe-wF_Am3kB.np8SGiyYwawEUFFw Webinar ID: 836 5485 6119 Password: 6%VgcpFF

Or join by phone: US: +1 669 900 6833 or +1 646 931 3860 Webinar ID: 836 5485 6119 Password: 51461405

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

IV. ROLL CALL

V. 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.

VI. PRESENTATIONS

Hayward Area Recreation & Park District: Parks for All: How Data and Volunteerism Creates Equitable Parks

By Management Analyst Thomas Omolo and Recreation Supervisor Alice Rice

VII. ACTION ITEMS

MIN 24-051	Meeting Minutes from March 28, 2024
<u>Attachments:</u>	Attachment I - Meeting Minutes 3-28-24
<u>ACT 24-029</u>	Keep Hayward Clean and Green Task Force Letter of Support for a Public Art Ordinance
Attachments:	<u>Attachment I - Staff Report</u>
	Attachment II - Draft Letter of Support

VII. INFORMATIONAL ITEMS

Financial Report

Attendance Report

Subcommittee Reports/Updates

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

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

06/22/24 Cleanup & Beautification Event (Palma Ceia Neighborhood)

08/24/24 Cleanup & Beautification Event (Jackson Triangle, @ Soto Rd. Eden Greenway)

10/26/24 Cleanup & Beautification Event (Ruus Park Neighborhood 24919 Folsom Ave.)

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)

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

ADJOURNMENT

NEXT MEETING - May 23, 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.



CITY OF HAYWARD

File #: MIN 24-051

DATE: April 18, 2024

- **TO:** Keep Hayward Clean and Green Task Force
- FROM: Maintenance Services Director

SUBJECT

Meeting Minutes from March 28, 2024

RECOMMENDATION

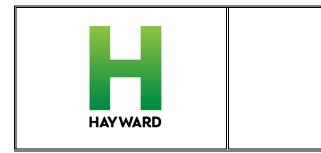
That the Keep Hayward Clean and Green Task Force review and approve the March 28, 2024, meeting minutes.

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 3/28/24 Draft Meeting Minutes



Keep Hayward Clean and Green (KHCG) Task Force (TF) Meeting Notes City Hall, 2A Conference Room March 28, 2024

I. <u>Call to Order</u>

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

II. <u>Pledge of Allegiance</u>

The Pledge of Allegiance led by Task Force Member Gwen Dossey

III. AB 2449 Teleconference Notifications and Consideration: None

IV. <u>Roll Call</u>

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: Celia Ching Chung; Gwenda Dossey; Mohaned Elwali; Tom Ferreira; Vikram Gautham; Jeffrey Haman; Leah Martinez; Sergey Melnikov; Melissa Milleman; Shingo Nagae; Chandrakala Siramdas; Jessica Stanley; George Villamil

Task Force Members Remote per AB2449: None

Task Force Members Absent: Lucas Banks; Blytha Bowers; Sandra Frost; Douglas Mansel; Debra Patton;

Task Force Members Present After Roll Call: Margaret Barton;

V. <u>Public Comments:</u> No Public Comments

VI. <u>Presentations:</u> Overview of Environmental Services Programs and Resources & Earth Day Event 2024: Erik Pearson, Environmental Services Manager; provided an overview of Environmental Services outreach materials, programs and services; Jeff Krump Solid Waste Manager provided an overview of Solid Waste resources available including the Spring Compost Giveaway program; Mekenna Colucci, Sustainability Fellow, and Elise Pierce, Recycling Outreach Fellow provided information and logistics about the Citywide Earth Day Event.

VII. <u>Action Items:</u>

Final FY 24 Expenditure Request: TF members and staff discussed the budget balance and replenishing inventory. It was motioned/seconded by Task Force Members Melissa Milleman and Tom Ferreira and passed by majority vote to use the remaining budget balance to cover expenses related to replenishing giveaway items and any other supplies or equipment needed to support KHCG activities. 14:0:0:5

Approval of Meeting Minutes: It was motioned/seconded by Task Force Members Jessica Stanley and Vikram Gautham and passed by majority vote, to approve the February 22, 2024, meeting minutes. 14:0:0:5

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. It was noted there may be formatting discrepancies requiring staff attention. Staff advised that several members were sent email notifications from the City Clerk regarding Harassment Training. Staff reminded TF members that attendance should be kept above 75%. It was noted that although attendance at other events does not count towards attendance, it is logged and taken into consideration when the council reviews attendance.

Subcommittee Reports/ Updates:

<u>Adopt-a-Block</u> – Staff reported that since the March meeting; there were four new approved groups; 34 groups renewed; 1 group retired, and there are 73 groups pending renewal. Over the first quarter of 2024; January – March, staff responded to 125 Access Hayward Adopt-a-Block Trash & Debris" requests, retrieving approximately 117 cubic yards of trash. Vice Chair Leah encouraged members to educate participants to use Access Hayward to report trash collected and reported or trash collected and self-discarded. Staff asked TF members to continue promoting the program at events and encourage people to sign up. It was noted that the newly purchased iPads and the surface pro can be used at events to view the adopt-a-block map in real time as well as to sign people up on the spot. Staff also encouraged the subcommittee to think about ways to recognize participants; one idea mentioned is to combine one cleanup event as an official Adopt-a-Block Day as a way to engage existing participants while promoting and expanding the program.

<u>Beautification Subcommittee</u> – Vice Chair Leah Martinez announced that the Senior Front Yard Assistance Program application period is now open and an article on the program was mentioned in the city newsletter The Stack. She encouraged members to distribute flyers and applications. Staff added four applications have been received. TF member Sergey Melnikov reviewed the Beautiful Yard Contest timeline, talked about the process, and reminded TF members to send nominations to him. He will process information and share it with staff.

<u>Education Subcommittee</u> – TF Member Melissa Milleman talked about finalizing supplies and logistics for the wildflower seed packets and preparing for the Earth Day event. She mentioned she's finalizing a book list that will be used as prizes as part of elementary school presentations. She's also working on putting together the framework for future presentations.

<u>Event Planning</u>- Vice Chair Tom Ferreira, reported he and several members discussed upcoming events and how to spread the word. He mentioned tabling at community events. He said for the

February cleanup event, he did neighborhood canvasing and found that many community members were not familiar with KHCG. The subcommittee will meet again on April 15th.

<u>Policy Subcommittee</u> – Chair Haman talked about work he is doing to schedule a future presentation around a potential smoking ordinance to address smoking in multi housing units. He also talked about attending future Sustainability meetings.

<u>Mapping Subcommittee</u>- Chair Haman reported that the transition to QR codes in lieu of paper maps has been successful, he added that not one paper map was handed out at the February cleanup event.

<u>Media Subcommittee</u>- TF Member Sergey Melnikov said members continue to take photos at events and utilize their personal social media platforms to share information about KHCG activities. Staff reminded members that the city continue to post cleanup event information via The Stack and all city social media channels, noting for the February event there were over 40 posts, 7,500 impressions, engagement rate is a bit below the average at about 2.2% and 22 total links across all posts. The Stack was distributed to 54,971 recipients of those 91 clicked on the KHCG event information. Staff encouraged members to continue to like, share, and, repost city posts.

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

DEBRIEF 02/24/24 Cleanup & Beautification Event: Chair Haman reported the weather was great, attendance was good, he thought the school presentation brought out a good number of students and families, the overall event was a success. Staff reported there were 59 volunteers, collected about 18 cubic yards.

<u>04/20/24 Citywide Earth Day event (KHCGTF Support) Weeks Park 27182 Patrick Ave.)</u> Chair Haman talked about assignments and noted additional details and logistics will be discussed at the April meeting. He added that not only will the group provide support to the event by handling the check-in, litter pick-up supplies, and mapping assignments, the TF will also host a booth to promote KHCG and Adopt-a-Block.

<u>06/22/24 Cleanup & Beautification Event (Ruus Park Neighborhood 24919 Folsom Ave.)</u> Staff reported that the location for the June and October event has been swapped (June is now at Ruus Park and October is now Palma Ceia Park) because of renovation at Palma Ceia Park. Staff will monitor the status of renovation over the next few months to determine if the Palma Ceia park will be ready for the event in October or need to be hanged.

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

<u>10/26/24 Cleanup & Beautification Event (Palma Ceia Neighborhood, Staging TBA)</u> Note: Conflict with Annual Trunk or Treat Event.

X. <u>COMMUNITY EVENTS & ACTIVITIES (TF Member Volunteer Attendance & Makeup Opportunities)</u>

06/20/24 Tentative Downtown Street Party (Unconfirmed Date, Conflict w/KHCG 6/20 Meeting) Chair Haman talked about this conflict and his thoughts about having a few members staff the booth while remaining members attend the meeting. Those staffing the booth would be excused from the meeting.

06/22/24 Juneteenth Event (Confirmed Date, Conflict w/KHCG 6/22 Cleanup Event) Staff mentioned the Juneteenth event begins at noon, just as the cleanup event will be ending. Chair Haman anticipates it will be a busy and full day of assignments.

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. <u>Announcements/Updates:</u>

<u>Council Member Updates:</u> CM Andrews said it is her understanding that the Hayward Youth Commission does have three members assigned as liaison to KHCG and they are supposed to rotate attendance at these meetings. She talked about the new Big Belly trash receptacles; she's asked that they be placed strategically around fast-food restaurants to help mitigate blite. She connected with H.A.R.D. and learned they are happy to collaborate on cleanup events. She worked with CM Member Roche on a public art fee policy, their recommendation has been submitted, she will provide updates as it makes its way through the review process. CM Andrews reported on work she's doing on a new event, Senior Fest, which will take place at the Hayward Library on June 1st. She also reported that the Council Infrastructure Committee and Airport Committee has been combined into one. She suggest KHCG post event information at the library.

<u>Staff Update:</u> Todd Rullman, Maintenane Services Director talked about the status of an Urban Forestry grant the city applied for and how grant funds will be utilized including tree management software and hazardous tree removals. He added that a second grant application will be submitted to secure funds specific to planting trees. He will provide updates as information and opportunities become available.

<u>Chair Updates:</u> There were no additional Chair updates.

Adjournment: Chair Haman adjourned the meeting at 9:00 p.m.



CITY OF HAYWARD

File #: ACT 24-029

DATE: April 18, 2024

- **TO:** Keep Hayward Clean and Green Task Force
- FROM: Maintenance Services Director

SUBJECT

Keep Hayward Clean and Green Task Force Letter of Support for a Public Art Ordinance

RECOMMENDATION

The Keep Hayward Clean and Green (KHCG) Task Force review the attached letter of support for a Public Art Fee Policy.

SUMMARY

Members of the KHCG Policy Subcommittee have prepared a draft letter addressed to the Mayor and City Council in support of a public art fee policy for development projects in the City as proposed by Council Members Andrews and Roche.

ATTACHMENTS

Attachment I Staff Report Attachment II Draft Letter of Support



DATE:	April 18, 2024
TO:	Keep Hayward Clean and Green Task Force
FROM:	Maintenance Services Director
SUBJECT:	Keep Hayward Clean and Green Task Force Letter of Support for a Public Art Ordinance

RECOMMENDATION

The Keep Hayward Clean and Green (KHCG) Task Force review the attached letter of support for a Public Art Fee Policy

SUMMARY

Members of the KHCG Policy Subcommittee have prepared a draft letter addressed to the Mayor and City Council in support of a public art fee policy for development projects in the City as proposed by Council Members Andrews and Roche.

BACKGROUND

The Keep Hayward Clean and Green Task Force has long been a proponent of and actively engaged in efforts to reduce blight, vandalism, and graffiti throughout the city. For example, the City's existing murals at overpasses and retaining walls, and utility box art, not only enhance the look, feel, and pride in City neighborhoods, but also reduces blight, vandalism, and graffiti, and staff time and effort associated with cleaning up blight, vandalism, and graffiti.

The Policy Subcommittee is in support of developing a fee policy requiring developers to either pay into a public art fund or to provide publicly accessible art as part of a development. Programs requiring public art in private development serve a variety of interests including creating a livable community and contributing to economic development. The Policy Subcommittee encourages prioritizing public art projects involving solar and /or wind elements. These elements can promote care of the environment and generate interest in environmental sciences.

DISCUSSION

Please review the attached draft letter and provide feedback.

FISCAL AND ECONOMIC IMPACT

There is no fiscal or economic impact to send a letter of support to Hayward City Council.

NEXT STEPS

Upon KHCG TF approval, the letter will be finalized and distributed to the hayward City Council and Hayward City Manager.

Prepared by: Colleen Kamai, Administrative Supervisor

Recommended by: John Sanders, Streets Maintenance Manager

Approved by:

Todd Rullman, Maintenance Services Director



DATE

Mayor and City Council City of Hayward Hayward City Hall 777 B Street Hayward, CA 94541

RE: Development of a Public Art Fee Policy

Dear Mayor and City Council Members,

On behalf of the Keep Hayward Clean and Green Task Force and the Policy Subcommittee, we are writing to support the development of a public art fee policy for development projects in the City as proposed by Council Members Andrews and Roche. We are excited that staff recommended using their Fiscal Year 2025 Local Government Management Fellow to conduct an analysis of a public art fee and program and present findings to the City Council in November 2024. A robust public art fee policy for development projects in the City has potential to:

- Reduce blight, vandalism and graffiti
- Stimulate the local economy and economic development
- Reduce crime
- Enhance community engagement and identity
- Support local businesses
- Increase foot traffic on sidewalks and in plazas and other public areas

The Keep Hayward Clean and Green Task Force has long been a proponent of and actively engaged in efforts to reduce blight, vandalism and graffiti throughout the City. For example, the City's existing murals (e.g., at overpasses and retaining walls) and utility box art not only enhance look, feel, and pride in the City's neighborhoods but also reduce blight, vandalism, and graffiti, and the staff time/effort associated with cleaning up blight, vandalism, and graffiti.

As City staff and Council consider a public art fee policy, we encourage staff and Council to prioritize public art projects involving solar and/or wind elements. We believe that public art incorporating wind or solar elements can promote care of the environment and generate interest in environmental sciences.

The Keep Hayward Clean and Green Task force stands ready to assist staff and the Council champion public art throughout the City; we enthusiastically support development of a public art fee policy. We believe public art supports the City's goals and keeps the image of Hayward as the "Heart of the Bay."

Sincerely,

The Keep Hayward Clean & Green Task Force

Cc:

Kelly McAdoo, Hayward City Manager Todd Rullman, Maintenance Services Director

City of Hayward -Maintenance Services Dept Keep Hayward Clean & Green Task Force 24505 Soto Road • Hayward • CA • 94544 T: 510.881.7745 F: 510.581.5764 TDD: 510.247.3340 www.hayward-ca.gov/khcg



FY2024 Financial Report as of April 18, 2024

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		
07/21/23	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		
03/27/24	Nature's Seed	Wildflower Seed Mix 1LB	\$88.93		\$4,115.30		

FY2024 Financial Report as of April 18, 2024

KHCG Expenditures

Date	Individual/Organization	Items	Expenses	Credits	Budget Balance
		Total Credits:		\$15,000.00	
		Total Expenses:	\$10,884.70		
		Total Remaining in Budget:			\$4,115.30

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				
04/01/24	Books	\$300.00	Educational Books for School Presentations (pending qoute, order, invoice)				
04/01/24	Amazon	\$196.51	Seed Evnbelopes, Kneeling Pads, Lables (ordered invoice pending)				
04/01/24	SWAG		Replenish Buttons, Pencils, Pens, Stickers (qoute received, Purchase Order Pending)				
	TOTAL	\$3,316.50					
Remaining B	udget \$4,115.30						
Allocations	\$3,316.50						
	Balance ¢709.90						

Balance \$798.80

	2023-24	3 SMr ped ee ctT i i h anu lgr	C l e a n u p	C o m E m v u e n n i t t y	C o m E m v u e n n i t t y	C o m E m v u e n n i t t y	M e t i n g	M e t i n g	C l e a n u p	3 SMr ped ee ctT iih anu lgr	M e t i n g	M e t i n g	C l e a n u p	M e t i n g	3 SMr ped ee ctT iih anu lgr	C l e a n u p	M e t i n g	J u ev te en et n t	3 SMr dpe eeT cth iiu anr lgs	C l a n u p	E C x e t d r i a t	T o t a l	A t e n d a n c e
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Regular Meeting

Extra Credit

*Special Meeting

Special Meeting

Cleanups

Community Event