



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Remote Participation
September 22, 2022

I. Call to Order

Meeting called to order by Chair Bert Manzo at 7:01p.m.

II. Pledge of Allegiance

Pledge of Allegiance led by Chair Bert Manzo.

III. Roll Call

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

Task Force Members Present: Lucas Banks, Margaret Barton, Terence Candell, Tammy Cooper, Mohaned Elwali, Tome Ferreira, Pekon Gupta, Jeff Haman, Rodney Hankins, Chuck Horner, Douglas Mansel, Bert Manzo, Leah Martinez, Shingo Nagae, Shalin Patel, Chandrakala Siramdas, Jessica Stanley, Linda Xu, Jean-Yee Yu, Suyog Zambre

Task Force Members Absent: Canice Adom, Blytha Bowers, Willfredo Hoffer, Gordean Lum-Villiados, Melissa Milleman, Debra Patton, Regneel Prasad, Katlin Turner, Jason Yeates

Youth Commission Liaison:

IV. Public Comments:

Vice Chair Jeff Haman recognized Chair Manzo on his last meeting. Vice Chair Haman thanked Chair Manzo for his service on the task force and remarked that it has been a pleasure working together and he will be missed.

Task Force Member Chuck Horner also thanked Chair Manzo.

Council Member Angela Andrews thanked Chair Manzo for his service and remarked although he will be missed by the task force, she knows he will be contributing to improving our environment in his professional life. She also welcomed new Task Force members and remarked she is excited to meet everyone and looks forward to hearing new ideas.

Chair Manzo welcomed all new and returning Task Force members. Task Force members and staff were asked to introduce themselves.

Task Force Member Margaret Barton asked for a summary of what the duties and responsibilities of the task force are.

Chair Manzo welcomed new members and remarked that several new members are new to the city, and he is excited to see new community members getting involved. Chair Manzo acknowledged that it his last meeting as his term ends at the end of September. He thanked returning Task Force members for their help and continued support during his four years on the task force. He thanked staff for their support and recognized the efforts staff take daily to clean up the city. Chair Manzo recognized and thanked Maintenance Services Director Todd Rullman for his continued support and recognized and thanked Vice Chairs Jeff Haman and Jessica Stanley for their dedication and service to the community, he remarked it was a pleasure working together for the betterment of the community. Finally, he acknowledged and thanked Council Member Angela Andrews for her support and encouraging him to join the task force in the first place.

V. Approval of Meeting Minutes from July 21, 2022

It was motioned/seconded by Task Force Members Chuck Horner and Jeff Haman, and passed by majority vote, to approve the July 21, 2022, meeting minutes. 20:0:0 (9 absent)

VI. Action Items:

Officer Nominations and Elections Review and Nominating Ad-Hoc Subcommittee Selections:

Chair Manzo introduced the item, reviewed information regarding Nominating Ad-Hoc Subcommittee selections and the Officer Nominations and Elections process. Chair Manzo called for volunteers to serve on the Nominating Ad-Hoc Subcommittee. Task Force Members, Jeff Haman, Tom Ferreira, Chuck Horner, Jean-Yee Yu, and Leah Martinez volunteered. Vice Chair Jeff Haman volunteered to serve as the Nominating Ad-Hoc Subcommittee Chair.

It was motioned/seconded by Task Force Members Douglas Mansel and Margaret Barton, and passed by majority vote, to approve Chuck Horner, Jeff Haman, Jean-Yee Yu, and Leah Martinez to serve as the Nominating Ad-Hoc Subcommittee and Jeff Haman to serve as committee chair. 20:0:0 (9 absent)

Chair Manzo provided background information about the Officer Nominations and Elections process and advised that the current Chair and Vice Chair terms expire on December 1, 2022. Task Force members interested in being nominated by the Ad Hoc Subcommittee to serve as Chair or Vice Chair positions were asked to submit their request in writing to staff by October 1, 2022. All requests will be provided to the Nominating Ad Hoc Subcommittee for consideration. Chair Manzo advised the group that the Nominating Ad Hoc Subcommittee will meet to review and discuss nomination requests and finalize their recommendations for Chair and Vice Chair positions. The Nominating Ad Hoc Subcommittee will report their recommendations to the Task Force at the November meeting. Chair Manzo reported that Vice Chair Jessica Stanley will preside over the November and December meetings. He added that newly elected Chair and Vice Chairs will begin their terms January 1, 2023.

VII. Informational Items:

Financial Report: The Financial Report dated September 22, 2022 was reviewed. Task Force Member Pekon Gupta asked how the Task Force is funded, are there any restrictions to spending or other sources of income, such as donations. Chair Manzo reported the Task Force is funded by the City and receives an annual budget of \$15,000. Director Todd Rullman added that the Task Force does not receive other sources of funding. He added that purchases and expenses are brought to the Task Force for consideration and a voting process. Director Rullman reported all purchases should support the activities of the Task Force. Chuck Horner mentioned that the Task Force, on occasion, has received in-kind donations, such as donuts at events, and supplies to create educational activities and games that have been used at various community events.

Task Force Member Chandrakala Siramdas asked how donations can be made to the Task Force Chair Manzo reported that it hasn't come up in his four years, but if it comes up, staff can look into it.

Subcommittee Assignments and Updates:

Beautification Subcommittee – Task Force Member Jean-Yee Yu reported that staff and subcommittee members continue to work on the logistical details for the proposed Senior Yard Assistance Program that was presented at the July 21, 2022, meeting. The subcommittee plans to present additional information at the October meeting. Jean reported that the Beautiful Yard contest will wrap up soon and asked all nominations to be submitted prior to the October meeting. The subcommittee has been working with Landscape staff on a planting project scheduled for October 8th. Additional details will be sent to task force members in the coming weeks. Finally, Jean reported the subcommittee continue to assess the graffiti vandalism data provided by staff. They plan to use the data to draft a letter to City Council supporting public art to deter graffiti vandalism.

Education Subcommittee – Vice Chair Jeff Haman reported the subcommittee is working on activities for the Science in the Park event on October 1st. Task force members interested in volunteering to staff the KHCG booth were asked to email Jeff directly.

VIII. Community Cleanups and Upcoming Events

Task Force Member Margaret Barton asked how advertisement is handled for these events.

Chair Manzo reported that the City handles advertising for KHCG events and acknowledged the Community and Media Relations team for their work to advertise events in the City's newsletter and through social media. He added that in the past, the task force has set aside a budget to print leaflets to include in water bills. Chair Manzo reported that the Science in the Park event is hosted by and advertised through Supervisor Valle's office, the task force will have a booth at the event.

Task Force Member Pekon Gupta asked if there is a formal process that task force members can take to help staff process community concerns or inquiries.

Chair Manzo advised that the most effective way for task force members to assist staff is to utilize Access Hayward to report issues and encourage community members to also use Access Hayward. He remarked that it is the most efficient way to submit a concern or request and that staff are quick to respond.

Streets Manager Rod Affonso thanked TF Member Gupta for expressing interest in assisting staff. He agreed with Chair Manzo and encouraged task force members to utilize Access Hayward, the topics that are listed in Access Hayward are preassigned to staff who specialize in those topics and have resources and knowledge of city policy and procedure required to respond.

10/01/22 Science in the Park: Vice Chair Jeff Haman reported on activities and games planned for the KHCG booth and asked for volunteers to help staff the event. Task force members interested in participating were asked to email Jeff directly for additional information.

10/22/22 Beautification Event (Tennyson Park, 28377 Huntwood Ave. - Tennyson/Alquire Neighborhood): Chair Manzo confirmed the staging site is on the Huntwood side of the park and reported that CSUEB has confirmed their plans to participate as part of their student Make a Difference Day. Task force members interested in assisting with the mapping assignments for the event were asked to email Jeff Haman directly.

01/26/23 Cleanup Event (Russell City Area – Staging TBD): Chair Manzo reported that the staging site for the January event is to be decided. Streets Manager Rod Affonso reported he and staff did a site visit to the area and recommend Rancho Arroyo Park. Finalizing the staging sites for the January and July 2023 events will be on the October agenda for approval. Staff will prepare staff recommendations.

IX. Announcements/Updates:

Director Rullman reported that the City Attorney's office will provide Brown Act training at the February meeting and staff will try to schedule an Access Hayward training in the coming months. Director Rullman thanked Task Force Members Jean-Yee Yu and the Beautification Subcommittee for their work organizing the October 8th planting project. Director Rullman recognized Chair Manzo and thanked him for his diligence, professionalism, and commitment to the community and remarked that he will be missed.

Council Member Andrews spoke briefly about a Lego kit contest inspired by wastewater. She shared a photo of her favorite kit and encouraged task force members to visit the Lego website to view entries and vote. Council Member Andrews thanked Chair Manzo again for his commitment to the task force. She also acknowledged and thanked the subcommittees for their work leading up to Science in the Park and the Beautiful Yard Contest. Task force members are encouraged to think about policy issues related to KHCG and bring ideas to staff for consideration like supporting public art as graffiti vandalism prevention. CM Andrews added that the Hayward Area Recreation and Park Department is always looking for volunteers.

I. Adjournment 8:51p.m.