

**Downtown Hayward Improvement Association
Management Corporation for the
Downtown Hayward Community Benefit District
22650 Main Street, Hayward CA 94541**

**Sidewalk Operations Meeting
Thursday, April 11th, 2019, 1:30 p.m.
Zaballos Construction Company Offices
22320 Foothill, Ste. 660 - Downtown Hayward**

Functions of the Sidewalk Operations Committee:

- Oversees maintenance and security service provider contracts or staff involved in the improvement of the public rights of way, including sidewalk sweeping, steam cleaning, landscaping, tree trimming, personnel and non-personnel expenses.
- Set up and take down of movable outdoor furniture daily;
- Coordinates with existing private security companies hired by private property owners within the district.
- Relations with HPD.
- Homeless issues;
- Camera installation and monitoring

AGENDA

1. **Call to Order & Introductions:** Blake Peters, Chair
2. **Approval of Minutes from March 13th, 2019** *Action Item*
3. **Update on Downtown activities from HPD**
4. **Sidewalk Operations Committee**
 - a. Update on staff moving forward with hiring in-house maintenance staff,
 - b. Purchase of truck, recommendation *Action Item*
 - c. Mapping of district – number of trash cans needed
 - d. Use of off duty or retired officers in Downtown – status of discussion with Jennifer Ott and the Chief
 - e. Other

5. Other

6. Next Meeting: _____

BROWN ACT:

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at the meeting location designated for the Board meeting. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Monica Montes of New City America at 888 356-2726.

**Downtown Hayward Improvement Association
Sidewalk Operations, Beautification
and Order Committee**

**Wednesday, March 13th, 2019 – 12:30 p.m.
22650 Main Street, Hayward CA 94541**

Present: Ben Schweng, Dinesh Shah, Sara Buizer, Resti Zaballos, Jeff Jurow, Michael Helenius, Blake Peters, Bill Matheson

Guests: Daniel Morgan (HPD)

Staff: Marco Li Mandri, Dominic Li Mandri/New City America

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	Committee Chair Blake Peters called the meeting of the Sidewalk Operations Committee together at 12:40. Introductions were made. Hayward PD was present to discuss their deployment of officers in Downtown	No action taken
2. Approval of February 6th, 2019 minutes	The minutes of the Feb. 6 th 2019 meeting were reviewed	Sara move and Ben seconded approval of the minutes, the minutes were approved unanimously
3. Implementation of in-house maintenance staff	<p>Dominic and Marco gave an update on the status of hiring in-house employees for maintenance services. The Board had approved using at least half of the SOBO budget for this purpose, with some additional funds for one-time expenses such as a truck purchase, power washing machine and trailer, carts, uniforms, etc. This will be fine tuned once all of the costs are in.</p> <p>We also need to get insurance which would cover Directors and Officers, General Liability and Employees Professional Liability Insurance.</p> <p>Dinesh asked Dominic to give him a copy of the</p>	Jeff moved and Michael seconded authorizing staff to initiate the equipment acquisition process and begin posting job descriptions for employees once all of the insurance issues were in place. The motion was

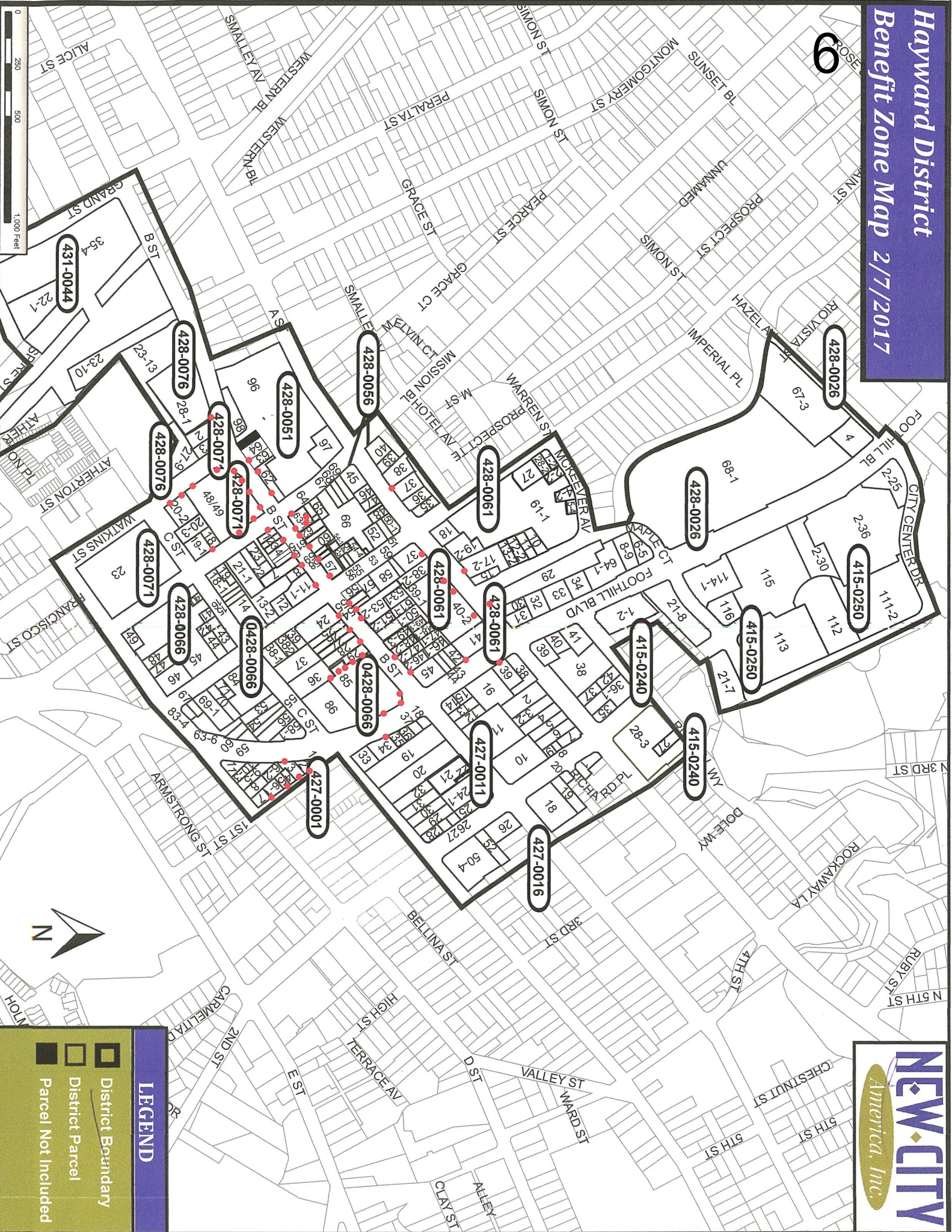
	<p>proposal job description of the employees once finalized.</p> <p>Sara was asked to find out about potential costs of water, (how we access it), current pressure washing services.</p> <p>After discussion, the Committee reiterated that NCA move forward with in-house maintenance services and get it implemented as soon as possible. The Committee members also stated that we should try to purchase the truck in Hayward, Dom will get quotes and send to Blake and Jeff.</p> <p>Resti offered parking spaces, and small storage free of charge, with a 30-day notice of removal. Dominic also stated that if we could get a storage container at Main and C, that would help the maintenance effort due to the proximity of the center of the district.</p>	<p>approved unanimously.</p>
<p>3. Overview of tasks</p>	<p>Sara has met with City staff to quantify general benefit services by Public Works and Park and Rec;</p> <p>Dominic has plotted the Big Belly trash cans and the current Victor Stanley trash cans throughout Downtown. He would like to move some of them around for greater coverage. Sara stated that PW replied that that would not be an issue.</p>	
<p>Report from HPD</p>	<p>Daniel Morgan was present to give an update on HPD services in Downtown. Jeff brought up the issue of retired officers walking in Downtown or reserve officers playing that role.</p> <p>Jeff asked if solar powered, low range cameras could be used in Downtown. Currently there are 6 cameras in Downtown. Jeff will talk to Jennifer and Kelly about DHIA buying more cameras in DHIA boundaries.</p> <p>The issue of using a “blanket encroachment permit” for the DHIA was discussed for allowing the DHIA to place tables and chairs and umbrellas, sidewalk amenities and cameras throughout downtown was discussed. It might be easier just to work with private property owners to monitor activities in Downtown.</p>	

Next Board Meeting	The next meeting of the Sidewalk Operations Committee will be held on Wednesday, April 11 th , at 1:30 at Zaballos Construction offices, 22320 Foothill Drive, Ste. 660	
---------------------------	--	--

Minutes taken by Marco Li Mandri, Administrator

Hayward District Benefit Zone Map 2/7/2017

6



LEGEND

District Boundary

District Parcel

Parcel Not Included

