



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

**Wednesday, March 13<sup>th</sup>, 2019, 12:30 p.m.**

**Zaballos Construction Offices – 6<sup>th</sup> Floor**

**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

**AGENDA**

1. **Call to Order & Introductions: Blake Peters**
2. **Report on implementation of the in-house Field Operations staff and equipment based upon previous authorization to proceed by the Board *Action Item***
3. **Overview of tasks: Marco**
  - a. Review of baseline services by City – Sara
  - b. Map of current trash receptacles and lights in Downtown - Dominic



4. **Recommendation on security options for Downtown:**
    - a. **Retired officers brought back;**
    - b. **Robust reserve program;**
    - c. **Cameras**
    - d. **Other**
  5. **Other**
  6. **Next Sidewalk Ops Meeting:**
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**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 outside of the building that the meetings are being held. 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 at least 48 hours prior to the meeting. For more information on the upcoming Committee or Interim Board of Directors meeting, please call Monica Montes at 888 356-2726.*



**Downtown Hayward Improvement Association  
Sidewalk Operations Committee  
Wednesday, February 6<sup>th</sup>, 2019, 1:00 p.m.  
Zaballos Construction Offices  
22320 Foothill, Ste. 660 – Downtown Hayward**

**Present:** Ben Schweng, Dinesh Shah, Sara Buizer, Resti Zaballos, Jeff Jurow, Michael Helenius, Blake Peters, Charlie Ream,

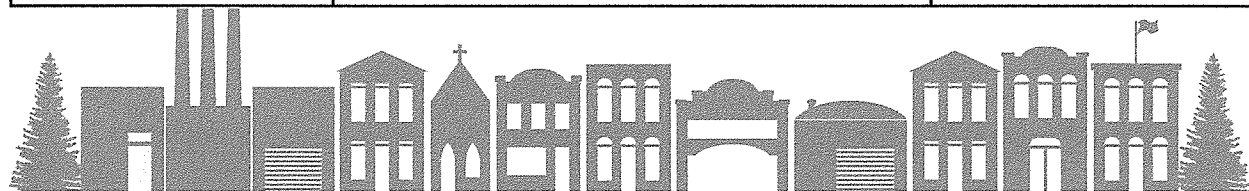
**Absent:**

**Guests:** Lt. Cantrell, Michael Brawley, Adam Vonneget, Daniel Morgan (HPD)

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

**MINUTES:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Introductions</b>	Committee Chair Blake Peters called the meeting of the Sidewalk Operations Committee together at 1:10. Introductions were made. Hayward PD was present to discuss their deployment of officers in Downtown	<b>No action taken</b>
<b>2. Report from Hayward PD</b>	Lt. Ryan Cantrell in charge of the Downtown Police Deployment staff, was present along with officers Michael Brawley, Adam Vonneget and Daniel Morgan. The Committee had asked that they be presented to discuss the current	<b>No action taken</b>



	<p>level of Police presence in Downtown Hayward these days. Lt. Cantrell led the discussion. In his remarks, he stated:</p> <ul style="list-style-type: none"> <li>-The budget for Downtown officers is not an issue, having enough officers is. There is heavy competition for officers and the replacement of retiring officers or those going to other jurisdictions is greatly hampering HPD’s ability to be fully staffed;</li> <li>-Monday thru Saturday, there is 2-person coverage in Downtown;</li> <li>-Sunday there is no coverage;</li> <li>-Daniel Morgan is the principal officer for Downtown;</li> <li>-The two officers work 10:00 am. – 8:00 p.m. Monday through Saturday;</li> <li>-HPD interacts with BART PD, Sheriff and Amtrak PD on a regular basis;</li> <li>-Loitering in the Downtown is the biggest issue;</li> </ul>	
<p><b>DHIA Committee discussion on Security issues</b></p>	<p>The Committee then asked PD about ideas we had for increasing security and the sense of safety in the downtown;</p> <ul style="list-style-type: none"> <li>a. Officers should think deploying on electric motorcycles which would allow them to approach problems quietly;</li> <li>b. a wide based camera system, affixed to private buildings could document a lot of illegal activity occurring in Downtown;</li> <li>c. Jeff will get some quotes on effective camera systems that can be strategically placed on private properties in Downtown;</li> <li>d. Having a robust reserve program could aid Downtown officers;</li> <li>e. Hiring retired HPD officers part time could really help fill in the gaps;</li> </ul> <p>Discussion followed.</p>	<p><b>No action taken</b></p>
<p><b>Updates</b>  <b>a. Budget</b>  <b>b. Baseline services</b>  <b>c. Priorities of the</b></p>	<p>a. Marco reported that the Committee budget this year will be \$419,000 due to the fact that Sidewalk Operations would be increasing by 10% of the DISI budget for the</p>	<p><b>No action taken</b></p>

<p><b>Committee; d. status of the retail dispensaries</b></p>	<p>first year. Therefore, the Sidewalk Operations budget would go from 410k to 419k for the year.</p> <p>b. Sara is working on the City 's baseline services report. There is no Downtown wide sidewalk pressure washing. Any pressure washing is done by in-house staff and it is on an as needed basis.</p> <p>Marco also asked if Sara could get data on:</p> <ol style="list-style-type: none"> <li>1. Street lighting painting and replacement of bulbs;</li> <li>2. Trash receptacle emptying\</li> <li>3. Graffiti removal programs;</li> <li>4. Landscaping services particularly on B Street;</li> <li>5. Tree trimming schedule</li> </ol> <p>We would like to get all of this in writing, so the Committee knows what it needs to budget and supplement.</p> <p>Discussion followed.</p> <p>c. The priorities for the year will be 50% devoted to security related items and 50% devoted to maintenance and cleaning.</p> <p>d. Marijuana dispensaries – no report</p>	
<p><b>Staff recommendation on Cleaning services</b></p>	<p>Marco and Dominic talked about having the “field operations” staff be brought in in-house and be implemented in March or April.</p> <p>Marco distributed a report on how he thinks the \$210k for maintenance would be allocated including labor, supervision, truck, pressure washing, carts, uniforms and a schedule of cleaning.</p> <p>A lengthy discussion followed regarding liability, supervision costs related to in-house vs. contracted, function, relations of crew with PD, etc.</p>	<p><b>It was the consensus of the Committee members to recommend to the Board that staff be allowed to pursue the in-house field operations program and allow the Committee to oversee the rolling out of the program based upon a detailed budget of</b></p>

	<p>After discussion, it was decided to recommend to the Board that staff be allowed to pursue investigating start up costs for the truck, pressure washer and equipment, and labor. This would be an 8-month year, due to the fact that the fiscal year began December 1<sup>st</sup>, but the field operations program will not be implemented until April 1<sup>st</sup>. This would allow for funds for the truck and pressure washer out of the 210k budget, with maybe more set aside to get the program underway. A thorough discussion followed</p>	<p><b>first year expenditures.</b></p>
<p><b>Next Board Meeting</b></p>	<p>The next meeting of the Sidewalk Operations Committee will be held on Wednesday, March 13<sup>th</sup> at 12:30 at Zaballos Construction offices, 22320 Foothill Drive, Ste. 660</p>	

Minutes taken by Marco Li Mandri, Administrator

## Recommendation to Sidewalk Ops Committee to Consider options for Maintenance and Sidewalk Cleaning

### In-house Services February 6<sup>th</sup>, 2019

#### Assumptions on In-house service:

1. ***The Board would first have to agree that it wants to have employees. It would then need to get workers comp insurance and do the following:***
  - a. have a place to launch from including holding the carts, cleaners, equipment, lockers and possibly a vehicle; (you would need this location as either in-house or outside contractor);
  - b. it would need to have someone to set up the system of routes, check in, monitoring, etc. (This could be done as part of the NCA management contract, similar to how Downtown San Leandro is operated.
  - c. You would need to buy at least one truck, with insurance; (you would own it or pay the contractor a vehicle fee as per the bids)
  - d. You would need to get workers comp insurance, vehicle insurance, etc. (in-house or outside contractor)

Keeping employees and giving them benefits is key to the stability of the district. Therefore, I propose that the employees the DHIA would hire would start at \$14.50 per hour with the Supervisor making \$17.00 per hour.



2. The annual budget for maintenance should be set *at a minimum of 50%* of the Sidewalk Operations Budget (\$419,000 for FY 2019). Preferable higher during the first year due to the 9-month fiscal year. (\$214,000 is 50% of \$419,000).

That is \$17,458.000 per month for the balance of the fiscal year 19. I usually use a figure of 80/20 to determine labor vs. materials and supplies.

That ratio would give you almost \$14,000 per month in labor, the balance in supplies and materials.

If you start in March, that would leave you 9 months at \$14,000 per month or a total of \$125,700 for labor for the balance of the FY. (March to November).

- a. purchase a good used truck (8 cylinder) to carry carts, equipment, pick up trash, etc.(\$20,000)
- b. New pressure washer and trailer (\$15,000)
- c. purchase carts, brooms, supplies, small equipment and tools etc, (5) for initial capital outlay; (\$2,000)
- d. pay for uniforms, rain gear, vests, hats, etc for the crew. (\$5,000)
- e. miscellaneous expenses gas, phones, repairs, (\$8,000)

*Total of \$50,000 the first year for one-time expenditures, this would be covered in this budget of 80/20, these are maximum estimates.*

3. **Using the labor figure of \$14,000 per month, I would propose the following:**

- a. starting employees at \$14.50 per hour, with benefits to keep them:
  1. Using an overhead factor of 1.3%, that means the hourly rate would be around \$18.85;
- b. NCA staff member Dominic Li Mandri would set up the DHIA personnel manual, check for OSHA compliance, ensure non-fraud sign in and sign out, order supplies, etc. That is part of our current Admin contract;
- c. The Supervisor would be making \$17.00 per hour or stepped up at around \$22.00 per hour at 40 hours per week. (Annualized at \$44,880);
- d. Non-supervisory hourly would be around \$2,367.00 per week or around 125 staff hours per week. That could be divided up among staff to work 6 – 7 days per week. Or around 20 hours per day in labor, not including the supervisor.  
Total labor with supervisor would be 165 hours per week of labor.



- e. They would do everything needed including:
- sidewalk cleaning
  - power washing;
  - supplemental trash removal
  - graffiti removal
  - eyes/ears to PD
  - customer relations,
  - Fall leaf removal
  - distribution of material from the DHIA as needed
  - interfacing with Public Works;
  - storm watch
  - eventually landscaping

Ideally, the DHIA would allocate more than \$214,000 so Downtown could have 7 day service with 3 ½ full time employees.

Staff would be overseen and trained by New City America District Manager, Dominic Li Mandri.

We can have this program rolled out, if approved by the Board by early March.