



COUNCIL INFRASTRUCTURE COMMITTEE MEETING

Hayward City Hall – Conference Room 2A

777 B Street, Hayward, CA 94541-5007

September 16, 2019

4:30 p.m.

MEETING MINUTES

CALL TO ORDER: Meeting called to order at 4:30 PM by Chair Elisa Márquez

PLEDGE OF ALLEGIANCE: Led by Chair Elisa Márquez

ROLL CALL:

Members Present:

- Elisa Márquez, Chair
- Al Mendall, City Council Member
- Mark Salinas, City Council Member (Arrived at 4:42 PM)

Staff Present:

- Maria Hurtado, Assistant City Manager
- Alex Ameri, Director of Public Works
- Laura Simpson, Director of Development Services
- Adam Kostrzak, Director of Information Technology
- Kathy Garcia, Deputy Director of Public Works
- Nathaniel Roush, Information Systems Manager
- Fred Kelley, Transportation Manager
- Kevin Briggs, Senior Civil Engineer
- Molly Almeida, Management Analyst
- Liliana Ventura, Associate Transportation Engineer
- Carol Lee, Management Analyst
- Angel Groves, Administrative Secretary

PUBLIC COMMENTS:

There were no public comments.

COMMITTEE COMMENTS:

There were no Committee comments.

1. Purchase of EnerGov On-Line Permitting Solution:

Director Simpson introduced the report and Management Analyst, Molly Almeida, who will be the project coordinator for this project.

Public Comments/Discussion

Council Member Mendall asked for clarification as to the continued cost, after the program is implemented, and why we would not allocate developer fees towards the \$200,000 fee versus continuing to charge our departments. Management Analyst Almeida explained that each department has a technology fund that is used to reimburse Technology Services for any software or hardware purchased on behalf of the department. The actual fee charged to each department will be specific to the number of licenses issued. Council Member Mendall asked that staff provide additional explanation pertaining to the funding of this project to the Committee via email, before the item is presented for Council approval.

Council Member Mendall also asked that staff ensure that licenses are only assigned to staff that absolutely needs full access, to avoid unnecessary additional expenses for the department. He also confirmed that staff would be able to review plans concurrently and have access to all other reviewer comments in order to successfully reduce review/approval times. Director Simpson confirmed that the goal of this software is to minimize review time and provide faster feedback to applicants.

Both Council Member Mendall and Chair Márquez asked if staffing needs would be reduced once the glitches were worked out and the system was running smoothly. Director Simpson confirmed that as staff is trained and applicants become accustomed to the automated kiosk, the need for counter support would decrease, reducing the need for permanent counter staffing.

Chair Márquez commended staff's attempt to minimize paper use and verified that the kiosk would be able to let applicants know if their request was in accordance with City guidelines and policies, within the City limits, and instantly relay this to the applicant. Technology Services Director Kostrzak responded that the software was user friendly and would require minimal technical ability to use, as well as provide immediate feedback per the information entered.

Staff confirmed that applicants and assigned staff would receive notifications and reminders when actions were due or past due via phone, email or text.

The Committee thanked staff for their work and asked that a year after the project is implemented, an update be presented to the Committee that should include: confirmation that review times have shorten, reduced staffing needs, and actual expenses incurred for maintenance/troubleshooting to the vendor as well as internally.

A motion to move the recommendation was made by Chair Márquez, seconded by Council Member Mendall and unanimously passed by the Committee.

2. Knightscope Security Robot Subscription Service:

Director Kostrzak introduced the report and provided background.

Public Comments/Discussion

Council Member Mendall recalled that the robot was to patrol the library and other municipal lots and asked when that would go into effect. Director Kostrzak advised that the layout of the library was not yet safe for easy roaming of the robot, but that is a future goal. He also advised that a year's data was insufficient to determine or support the expense of adding another robot to other garages. As more data is collected of incidents that require reprogramming or repairing of the robot and the impact on related crime, a better determination could be made to support the expense.

Council Member Salinas inquired as to the action taken when a robot tips or is tipped over. Director Kostrzak explained that if staff is able to pick up the robot, diagnostic is completed, and any necessary reprogramming and/or repairs are completed by the service. If staff is unable to pick it up, the vendor is called to complete that task and to perform additional work.

Chair Márquez asked if the footage is kept for just two-weeks and is not being sold to any outside party or agency. Director Kostrzak confirmed and added that if the need for longer storage time was determined, the contract could be revisited and amended as needed, in the future.

Council Member Mendall recommended the motion for renewal of the service contract for Council approval, seconded by Chair Márquez and unanimously passed by the Committee.

3. Amend the Fiscal year 2019 Operating and Capital Improvement Program Budget, Transfer, and Appropriate \$60,000 from General Fund to the Capital Projects Fund and Transfer and Appropriate \$35,000 from General Fund to Fleet Capital Management Fund for the Purchase of a Parking Enforcement Vehicle and other Related Equipment:

Transportation Manager Fred Kelley introduced the report and provided background.

Public Comments/Discussion

Council Member Salinas inquired if a smaller, less expensive vehicle could be used. Staff explained that factors considered for selection of this vehicle were the capacity to safely hold the necessary equipment and the alignment with all other City vehicles maintained by the Fleet Division, to minimize maintenance costs.

Director Ameri added that the citywide daily coverage expected for the vehicle requires a standard sized vehicle.

Council Member Salinas asked staff for clarification as to how the License Plate Recognition (LPR) technology works. Transportation Manager Kelley explicated that staff enforces permit parking and timed parking. Permit parking is a simpler violation to enforce; there is a parking permit present or not. Timed parking is monitored when the vehicle drives through an area and using GPS coordinates, logs a vehicle's license plate number, the location of the vehicle and provides a time stamp. When the enforcement vehicle drives through that area again, after the allotted parking time, it is alerted if that same license plate appears in that same location and prompts for additional action.

Council Member Salinas confirmed that staff's intention is to obtain another vehicle in the future, to expand parking enforcement. Transportation Manager Kelley explained that currently parking enforcement is not being completed in the evenings or weekends due to staffing limitations, but such an expansion could necessitate adding more positions and possibly another vehicle, for evening and weekend enforcement.

Chair Márquez inquired on the timeline of parking permits being available to local merchants and associated fees. Transportation Manager Kelly clarified that parking permits for businesses would be available for purchase and staff expectation was to have outreach, permit applications and hang tags purchased, and available, between October and December of this year. Chair Márquez asked that staff disseminate information regarding municipal lot repairs and permit availability, as it becomes available, to all downtown residents and merchants.

At Chair Márquez's request, staff confirmed that data collected, in line with other agencies, will be stored for 365 days, not shared with outside agencies, and the data does not fall under the requirements of a Public Records Act request. Chair Márquez asked how staff is ensuring that data collected does not fall in the hands of agencies such as the US Immigration Enforcement agency. Director Ameri explained that staff has taken all steps necessary to ensure data protection and have opted only to share this data with the Hayward Police Department (HPD), who in return is not authorized to share the data with another other agency.

Council Member Mendall asked if the data collected would be stored in the same database shared with HPD to assist with ongoing investigations relating to stolen vehicles, etc., they may be conducting. Director Ameri reiterated that in order to maintain the privacy of the parking enforcement data, it is envisioned to store it separately. Council Member Mendall expressed the importance of sharing the data with HPD and asked for a separate conversation to be scheduled that includes the Police Chief and other designated staff, to discuss the positive and negative impacts of not sharing parking enforcement data. Council Member Salinas concurred with Council Member Mendall in that HPD feedback is essential in making the determination in how data should be shared.

Chair Márquez asked that a summary of the conversation with HPD be relayed to the Committee via email prior to the item going before Council for approval.

Council Member Salinas recommended the motion for Council approval, with the request for a separate discussion including HPD, seconded by Council Member Mendall and unanimously passed by the Committee.

4. Oral Updates

Director Ameri provided the following project updates:

Pavement Rehabilitation Project: Hesperian Blvd, from Industrial Blvd to Union City Blvd has been paved. Hesperian Blvd, Vanderbilt Street, Breakwater Avenue, and Highland Avenue all have new bicycled lanes.

Road Maintenance: Mohr Drive, Underwood Avenue, Garin Avenue and Nevada Road all have new sharrows.

Sidewalk Repair: Calhoun Street and Muir Street are complete; Walpert Avenue currently has construction on the way.

OHHA Pavement Rehabilitation Project: Construction is moving forward with 53% of all eligible residents in favor. The next step is preparing the legal description, plans and specifications. After that information is distributed and residents are properly informed of cost, a new formal poll will be conducted.

Complete Streets: The Main Street design will be completed in October 2019.

Mission Phase II: Paving on southbound Mission Blvd will be completed by the end of October 2019, with total project completion expected by end of December 2019, early 2020.

Mission Phase III: The design is 95% completed with delays being caused by PG&E's reluctance to complete the underground utility work design.

Fire Station 6 & Training Center: There are two current issues: 1) Federal Aviation Agency and, 2) environmental work being completed. The tower was demolished.

Plaza: The Plaza Project should be completed by March 2020. There are currently seventy working days remaining with varying issues with the general contractor and subcontractors causing delays.

In addition to the above, the Garin Reservoir Pump Station Project is complete and in service, and construction of the WPCF Solar Power Design and Construction Phase II Project commenced and is scheduled for completion in 3-4 months.

The City has added over two miles of Class 2 bicycle lanes, and almost three miles of Class 3 bicycle lanes. For comparison, previously the City had added only 3 miles of bicycle lanes between 2007 and 2015.

5. Future Agenda Items:

Future agenda items will be discussed during the regular meeting on October 23, 2019.

6. Committee Member/Staff Announcements and Referrals:

Council Member Salinas advised he will not attend the October 23, 2019 regular meeting due to conflicts and asked that the meeting continue as scheduled. He requested the update on the A Street & Hesperian Blvd Intersection Improvements be moved to the January 22, 2020 agenda.

The Committee asked that staff forward a map showing the City limit boundaries on Hesperian Blvd.

ADJOURNMENT: 5:57 PM