

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Wednesday, February 26, 2020

3:30 PM

Conference Room 1C

South Hayward BART Access Authority

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the South Hayward BART Access Authority 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.

MINUTES

[MIN 20-024](#) Approve the November 6, 2017 South Hayward BART Access Authority Meeting Minutes

Attachments: [Attachment I Draft Minutes 11/06/2017](#)

REPORTS

Presentation on JPA Overview and BART Parking Program
(Oral Presentation from Co-Executive Director Brooks)

[RPT 20-033](#) Discussion of Capital Project Needs

Attachments: [Attachment I - Staff Report](#)
[Attachment II - Capital Improvements Projects List](#)

ACTION ITEMS

[LB 20-009](#) Adopt the Proposed Fiscal Year 2019 & Fiscal Year 2020 Budgets

Attachments: [Attachment I - Staff Report](#)
[Attachment II - FY 19 Budget Resolution](#)
[Attachment III - FY 20 Budget Resolution](#)
[Attachment IV - FY 2019 & FY 2020 Proposed Budgets](#)

FUTURE AGENDA TOPICS

BOARD MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT MEETING – TBA

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

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

File #: MIN 20-024

DATE: February 26, 2020

TO: South Hayward BART Access Authority

FROM: Co-Executive Directors

SUBJECT

Approve the November 6, 2017 South Hayward BART Access Authority Meeting Minutes

RECOMMENDATION

That the South Hayward BART Access Authority reviews and approves the November 6, 2017 South Hayward BART Access Authority Meeting Minutes.

SUMMARY

The South Hayward BART Access Authority held a meeting on November 6, 2017, and the draft minutes are attached for review and approval.

ATTACHMENTS

Attachment I 11/6/17 Meeting Minutes

SOUTH HAYWARD BART STATION ACCESS AUTHORITY

ALTA MIRA
Community Room #1
28939 Mission Blvd.
Hayward, CA 94541

November 6, 2017
2:30 PM

MINUTES

1. **Call to Order:** 2:32 P.M.

2. **Pledge of Allegiance:** Flag was not available.

3. **Roll Call:** Roll Call

JPA Board Members Present: Francisco Zermeño (Chair), Al Mendall, Thomas Blalock

JPA Board Members Absent: John McPartland (Vice Chair)

JPA Alternate/Substitute Board Members Present: None

JPA Alternate/Substitute Board Members Absent: Rebecca Saltzman, Elisa Marquez

City of Hayward Staff Present: Stacey Bristow, John Stefanski, Cecilia Melero, Fred Kelly, Morad Fakhrai

BART Staff Present: Sean Brooks, Bruno Peguese, Bob Franklin

JPA Legal Counsel Present: Heather Gould

Visitors: Residents from Alta Mira and surrounding neighborhoods

4. **Approval of Agenda:** No changes to the Agenda

5. **Public Comment:** None

6. **Approval of Meeting Minutes:** The minutes of April 26, 2017 were **APPROVED** unanimously with one minor grammatical edit. **Moved by Board Member Zermeño-Seconded by Board Member Blalock**

7. **Review and Selection of Mission Blvd. Parking Policies:** (Oral Report from Co-Executive Directors) John Stefanski, Management Analyst reported that in February staff received a petition from 111 residents living at the Alta Mira Apartments requesting that the reserved BART parking spaces be removed from the street on Mission Blvd. Residents requested that the City of Hayward and the Joint Powers Authority (JPA) review the parking regulations to identify a solution. Under the current policy, residents do not have access to what they describe as "adequate, local on-street parking". To resolve these issues, staff is proposing a 90-day pilot program which would adjust parking regulations on Mission Blvd. Under this option, parking restrictions on Mission Blvd, between Tennyson and Valle Vista, would be in place from 9am to 3pm on weekdays for BART riders and would have no overnight parking regulations.

Board Member Zermeño opened the floor to public comments. Residents asked for clarifications regarding the timing and regulations on holidays for the spaces. Board members and staff were able to answer their questions. The Board expects to have the new signs up within 30-days. Once the signs are up, then the 90-day pilot program would begin. After the 90-days staff will assess the temporary solution.

Board Member Mendall believes that removing BART parking spaces on Mission Blvd. is a better long-term solution, since those parking spots are rarely used by BART riders. This option would take longer to implement so he supports adjusting the parking regulations for an immediate solution.

Heather Gould, Attorney for the JPA explained that the board cannot take a formal action because Board Member McPartland is absent; but the Board can give direction. The board gave direction to move forward with the 90-day pilot program.

8. **FY 2018 Project Updates (Oral Report from Co-Executive Directors Brooks and McAdoo):** Sean Brooks reported that a comprehensive camera installation quote is still pending. A walkway cover between the station's elevator towers will cost roughly between \$50,000- \$60,000 for design work. He plans to have more information to report on at the following meeting. BART plans to invite planning staff to discuss station wide improvements to the next meeting in March. The LED lighting project is still underway and work is scheduled for this coming winter.

Stacey Bristow reported that the JPA had formally approved a mural at the Tennyson underpass but the contract is still under negotiations. John Stefanski provided updates for two FY2018 capital improvement projects; Cole Place fencing and Dixon Street landscaping and trashcan improvements. The Cole Place fencing project should be completed by the end of the year and the Dixon Street improvements will be completed following the rainy season.

9. **Board Member Staff Announcements and Referrals:**

Board Member Mendall commented that it would be a nice to have future meetings offsite on occasion, since the decisions made by the board will directly affect these community members and residents.

ACTION ITEMS FROM 4/26/2017		
	<ul style="list-style-type: none"> • Parking Citation Frequency/ Revenue Information/ Collection %; requested by Dir. Blalock • Comprehensive Camera Installation Quote total \$700,000. Possible use of wireless technology to lower cost • Consider possible covering on walkway to elevators. Cost estimate; requested CM Zermeño • Update on LED Lighting Project • Invite BART planning staff to discuss station wide improvements 	Sean Brooks & Bruno Peguese
COH STAFF	<ul style="list-style-type: none"> • Report status on Tennyson Mural Contract • Report on the 90-day pilot program 	Stacey Bristow

10. ADJOURNMENT- 3:12 P.M. Next Meeting – MARCH 2018



CITY OF HAYWARD

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

File #: RPT 20-033

DATE: February 26, 2020

TO: South Hayward BART Access Authority

FROM: Co-Executive Directors

SUBJECT

Discussion of Capital Project Needs

RECOMMENDATION

That the Board reviews the capital improvements projects list (Attachment II) and provides direction to staff regarding prioritization and funding strategies for upcoming capital improvements projects.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Capital Improvements Projects List



DATE: February 26, 2020

TO: South Hayward BART Access Authority Board

FROM: Co-Executive Directors

SUBJECT: Discussion of Capital Project Needs

RECOMMENDATION

That the Board reviews the capital improvements projects list (Attachment II) and provides direction to staff regarding prioritization and funding strategies for upcoming capital improvements projects.

DISCUSSION

The proposed FY 2020 budget projects an ending fund balance of \$1,140,054 which may be appropriated for capital improvements projects in FY 2021. The South Hayward BART JPA FY 2018 adopted budget included a list of planned capital improvements project, which staff updated in preparation for this discussion. (Attachment II)

The capital improvements project list from FY 2018 included projects focused on improving station safety, preventing fare evasion, and aesthetic enhancements. The Board may also want to consider projects that improve access for non-motorized transportation, increase the efficiency of parking enforcement, and wayfinding or signage.

NEXT STEPS

Staff will incorporate the Board's direction into the proposed FY 2021 budget and return to the board for adoption at the next South Hayward BART JPA Board meeting in April.

Prepared by: Ryan Greene-Roesel, Parking Program Manager, BART
Laurel James, Management Analyst II, City of Hayward

Recommended by: Kelly McAdoo, City Manager, City of Hayward
Sean Brooks, Real Estate & Property Development, BART

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager

South Hayward BART Access Authority
Potential Capital Improvement Projects
As of February 19, 2020

		Initial Cost	Project Mgmt	Total Cost	Description	Responsible Organization
1	Priority One: Safety					
2	Security Cameras	TBD	TBD	TBD	Pending cost information from BART	BART
3						
4	Priority Two: Fare Evasion					
5	Station Platform Improvements (Fencing)					BART
6	Option 1: Glass/Polycarbonate Fencing	1,345,500	201,825	1,547,325		BART
7	Option 2: Picket Railing	1,450,800	217,620	1,668,420		BART
8	Option 3: Metal/Wire Mesh	994,500	149,175	1,143,675		BART
9	Replace Chain Link/Razor Wire Fencing	90,600	13,590	104,190		BART
10						
11	Priority Three: Aesthetic Enhancements					
12	Bike Locker Replacements	56,000	8,400	64,400		BART
13	Dixon Street PED Lighting	TBD	TBD	TBD		COH
14						
15	Past JPA Capital Projects					
16	Utility Box Murals	1,500	-	1,500	Funded FY16- Complete	COH
17	Tennyson Soundwall Mural	30,000	-	30,000	Funded FY16- Complete	COH
18	Tennyson Underpass Mural	50,000	-	50,000	Funded FY16- Pending BART Legal Acceptance	COH
19	LED Lighting Retrofit	175,556	-	175,556	Funded FY16- Complete	BART
20	Tennyson Barricade Replacement	1,036	155	1,192	Funded FY17- Complete	COH
21	Underpass Lighting Enhancements	37,200	5,580	42,780	Funded FY17- Complete	COH
22	Erosion Prevention	43,500	6,525	50,025	Funded FY17- Complete	COH
23	Cole Place Fencing	6,970	1,046	8,016	Funded FY18- Complete	COH
24	Dixon Street Landscape/Trashcan	10,852	1,628	12,480	Funded FY18 - Complete	COH



CITY OF HAYWARD

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

File #: LB 20-009

DATE: February 26, 2020

TO: South Hayward BART Access Authority

FROM: Co-Executive Directors

SUBJECT

Adopt the Proposed Fiscal Year 2019 & Fiscal Year 2020 Budgets

RECOMMENDATION

That the Board adopts the attached resolutions approving the proposed FY 2019 (Attachment II) and FY 2020 (Attachment III) Budgets and appropriates the necessary funds.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	FY 19 Budget Resolution
Attachment III	FY 20 Budget Resolution
Attachment IV	Proposed FY 2019 & FY 2020 Budgets



DATE: February 26, 2020

TO: South Hayward BART Access Authority Board

FROM: Co-Executive Directors

SUBJECT: Adopt the Proposed Fiscal Year 2019 & Fiscal Year 2020 Budgets

RECOMMENDATION

That the Board adopts the attached resolutions approving the proposed FY 2019 (Attachment II) and FY 2020 (Attachment III) Budgets and appropriates the necessary funds.

DISCUSSION

The FY 2019 budget is based on FY 19 actuals (Attachment IV). In FY 2019, the JPA received \$586,786 in revenues and incurred \$519,354 in costs. The reimbursement rate to cover operations and maintenance (O&M) costs for BART and the City of Hayward was \$387 per space, including electricity costs (billed separately prior to the 2018 LED lighting project). In FY 19, the JPA's fund balance increased by \$67,432, or 6%.

The proposed FY 2020 budget forecasts \$599,502 in total revenue. This figure assumes the following:

FIG. 1 – FY 20 PARKING ASSUMPTIONS AND ANTICIPATED ANNUAL REVENUE

Revenue Center	Assumed Utilization Rate	Annual Revenue
Daily Fee	78%	\$489,949
Single Day Permit	53%	\$10,115
Monthly Permit	98%	\$34,692
Airport/Long-Term	63%	\$4,746

Each parking fee payment incurs a small transaction revenue of \$0.06 - \$0.21. In prior budget years, revenues were calculated less these transaction costs, and the JPA received net parking program revenues from BART. In FY 20, parking transaction fees have been included in the O&M reimbursement rate, resulting in both higher reported revenues and a higher reimbursement rate for this fiscal year.

The proposed FY 2020 expenditures total \$593,350. The proposed expenditures include O&M payments to BART and to the City, calculated at a rate of \$425/space, which includes electricity costs (billed separately prior to the 2018 LED project).

The Authority will continue to retain Goldfarb & Lipman, LLP as legal counsel for FY 2020 at an annual estimated cost of \$7,000. The JPA will utilize the City's auditor Maze and Associates to conduct the annual audit of the Authority at a cost of \$6,000. The Budget also includes a \$10,000 contingency for any cost overages.

The proposed FY 2020 budget projects an end-of-year fund balance increase of \$6,152, or 1%, resulting in a total fund balance of \$1,140,054 available for allocation to capital improvements projects. Due to increased year-over-year costs, in order to sustain fund growth and balanced budgets in out years, revenue will also need to increase.

NEXT STEPS

Following adoption of the proposed FY 2019 and FY 2020 budgets, the Co-Executive Directors will execute contracts, disperse funds, and take all necessary actions to administer and execute the affairs of the Authority in a manner consistent with the budget.

Prepared by: Laurel James, Management Analyst II, City of Hayward

Recommended by: Kelly McAdoo, City Manager, City of Hayward
Sean Brooks, Real Estate & Property Development, BART

Approved by:



Kelly McAdoo, City Manager

SOUTH HAYWARD BART STATION ACCESS AUTHORITY

RESOLUTION NO. 20-01

Introduced by Board Member _____

RESOLUTION OF THE SOUTH HAYWARD BART STATION ACCESS
AUTHORITY APPROVING THE FISCAL YEAR 2019 OPERATING
BUDGET FOR THE PERIOD BEGINNING
JULY 1, 2018 THROUGH JUNE 30, 2019

WHEREAS, on April 2, 2013 the City of Hayward (the “City”) and the San Francisco Bay Area Rapid Transit District (“BART”) entered into the First Amended and Restated Joint Exercise of Powers Agreement for the South Hayward BART Station Access Authority (the “JPA Agreement”); and,

WHEREAS, Section 4.1 of the JPA Agreement provides the Board of Directors (the “Board”) of the South Hayward BART Station Access Authority (the “Authority”) to adopt an operating budget for the authority; and,

WHEREAS, the Co-Executive Directors of the Authority have presented the proposed operating budget attached to this Resolution as Exhibit A (the “Proposed Budget”);

NOW THEREFORE, the Board does hereby find, determine, resolve and order as follows:

BE IT RESOLVED that the Proposed Budget is approved as the Authority Budget for Fiscal Year 2019; and

FURTHER BE IT RESOLVED, that the Co-Executive Directors are authorized to administer and execute the affairs of the Authority in a manner consistent with the Budget; and

FURTHER BE IT RESOLVED, that the Co-Executive Directors are authorized to execute contracts, disperse funds, and take all necessary actions to administer and execute the affairs of the Authority in a manner consistent with the Budget; and

FURTHER BE IT RESOLVED, that this Resolution shall take immediate effect upon its adoption.

IN HAYWARD, CALIFORNIA, FEBRUARY 26, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: BOARDMEMBERS:

NOES: BOARDMEMBERS:

ABSTAIN: BOARDMEMBERS:

ABSENT: BOARDMEMBERS:

ATTEST: _____
Chair

SOUTH HAYWARD BART STATION ACCESS AUTHORITY

RESOLUTION NO. 20-02

Introduced by Board Member _____

RESOLUTION OF THE SOUTH HAYWARD BART STATION ACCESS
AUTHORITY APPROVING THE FISCAL YEAR 2020 OPERATING
BUDGET FOR THE PERIOD BEGINNING JULY 1, 2019 THROUGH JUNE
30, 2020

WHEREAS, on April 2, 2013 the City of Hayward (the “City”) and the San Francisco Bay Area Rapid Transit District (“BART”) entered into the First Amended and Restated Joint Exercise of Powers Agreement for the South Hayward BART Station Access Authority (the “JPA Agreement”); and,

WHEREAS, Section 4.1 of the JPA Agreement provides the Board of Directors (the “Board”) of the South Hayward BART Station Access Authority (the “Authority”) to adopt an operating budget for the authority; and,

WHEREAS, the Co-Executive Directors of the Authority have presented the proposed operating budget attached to this Resolution as Exhibit A (the “Proposed Budget”);

NOW THEREFORE, the Board does hereby find, determine, resolve and order as follows:

BE IT RESOLVED, that the Proposed Budget is approved as the Authority Budget for Fiscal Year 2020; and

FURTHER BE IT RESOLVED, that the Co-Executive Directors are authorized to administer and execute the affairs of the Authority in a manner consistent with the Budget; and

FURTHER BE IT RESOLVED, that the Co-Executive Directors are authorized to execute contracts, disperse funds, and take all necessary actions to administer and execute the affairs of the Authority in a manner consistent with the Budget; and

FURTHER BE IT RESOLVED, that this Resolution shall take immediate effect upon its adoption.

IN HAYWARD, CALIFORNIA, FEBRUARY 26, 2020

ADOPTED BY THE FOLLOWING VOTE:

AYES: BOARDMEMBERS:

NOES: BOARDMEMBERS:

ABSTAIN: BOARDMEMBERS:

ABSENT: BOARDMEMBERS:

ATTEST: _____
Chair

South Hayward BART Joint Powers Authority
FY 2019 & FY 2020 Proposed Budgets
As of February 21, 2020

		FY 18 Actuals	FY 19 Actuals	FY 20 Proposed
1	Projected Beginning Fund Balance	\$ 949,711	\$ 1,066,470	\$ 1,133,902
2				
3	Revenue			
4				
5	Parking Fees			
6	Daily Non Reserve	\$ 462,635	\$ 463,621	\$ 489,949
7	Permit-Single Day Reserve	\$ 5,840	\$ 8,269	\$ 10,115
8	Permit-Monthly Reserve	\$ 32,964	\$ 32,949	\$ 34,692
9	Permit-Long Term/Airport Reserve	\$ 2,678	\$ 2,796	\$ 4,746
10	<i>Fees Subtotal</i>	\$ 504,117	\$ 507,634	\$ 539,502
11				
12	Citations			
13	Citations-COH	\$ 70,119	\$ 41,151	\$ 30,000
14	Citations-BART	\$ 63,422	\$ 38,001	\$ 30,000
15	<i>Citations Subtotal</i>	\$ 133,541	\$ 79,152	\$ 60,000
16				
17	<i>Total Revenue</i>	\$ 637,658	\$ 586,786	\$ 599,502
18				
19	Expenditures			
20				
21	Operations			
22	Legal Fees	\$ 2,375	\$ -	\$ 7,000
23	Utility-Electricity*	\$ 24,000.00	\$ -	\$ -
24	Audit Fees	\$ -	\$ -	\$ 6,000
25	O&M Reimbursement - BART	\$ 360,444	\$ 414,090	\$ 454,750
26	O&M Reimbursement - CoH	\$ 99,838	\$ 105,264	\$ 115,600
27	Contingency	\$ -	\$ -	\$ 10,000
28	<i>Operations Subtotal</i>	\$ 486,657	\$ 519,354	\$ 593,350
29				
30	Capital Improvements			
31	Cole Place Fencing	\$ 8,016.00	\$ -	\$ -
32	Dixon Street Landscape/Trashcans	\$ 12,480.00	\$ -	\$ -
33	<i>Capital Improvements Subtotal</i>	\$ 20,496.00	\$ -	\$ -
34				
35	<i>Total Expenditures</i>	\$ 507,153	\$ 519,354	\$ 593,350
36				
37	Projected Ending Fund Balance	\$ 1,080,216	\$ 1,133,902	\$ 1,140,054
38				
39	Projected Change in Fund Balance	\$ 130,505	\$ 67,432	\$ 6,152
40		14%	6%	1%

*Incorporated into O&M reimbursement rate for FY 19 & FY 20