



**Downtown Hayward Improvement Association
Board of Directors Meeting
Wednesday, September 16th, 2020, 10:00 a.m.
Meeting via Zoom (See link to be sent out)**

AGENDA

1. **Call to Order & Introductions:** Jeff Jurow, President
2. **Approval of Minutes from July 16th, 2020** *Action Item*
3. **Community/Public Comment/City Announcements**
4. **City Update:**
 - a. City Moratorium on Clearing Homeless Encampments
 - b. Main/Maple Development Progress: Update
 - c. City Moratorium on Commercial Evictions: Update
5. **Committee Reports:**

(Executive Committee) – Jeff Jurow

 - a. YTD Budget Update
 - b. DHIA/City General Encroachment MOU Signed & Executed
 - c. Board Member Annual Nominations process:
 - I. Appointment of Nominations Committee by President
 - II. Set Annual meeting date, mailing letter to all property owners

(DISI Committee) – Sara Buizer

 - a. Update on DHIA Social Media Progress
 - b. B Street Amenities and Street Furniture
 - c. DHIA Participation in Downtown Street Closures
 - d. Quote for Canopies for Outdoor Dining Program Participants: *Action Item*
Shall the DHIA consider expending a specified “not to exceed” amount of monies to support approved outdoor dining participants in the form of in-kind outdoor supplies to protect against Fall/Winter elements.

DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION

22650 Main Street • Hayward, CA 94541

(SOBO Committee) –

- a. Meeting with HPD: Update
- b. Security Camera Pilot Program: Status and Next Steps
- c. Update on Maintenance Operations:
- d. Nursery Complete
- e. Need for Additional Storage
- f. Downtown Hotspots, Downtown Incidents of Vagrancy: Need for Supplemental Security
- g. Efforts to Increase Lighting on Main St. & Over Select Muni Lots in Downtown

(Land Use Committee) – Bill Matheson

- a. Plans for Old City Center Project Site
- b. Lincoln Landing Progress

6. Next Board of Directors/Annual Meeting: _____

TEMPORARY MODIFICATIONS TO THE BROWN ACT DUE TO COVID-19:

Based on current COVID-19 directives and mandates, Governor Newsom has modified and suspended some of The Brown Act requirements temporarily. For a list of the items that Governor Newsom has modified or suspended, please see attached.

FROM GOVERNOR NEWSOM’S EXECUTIVE ORDER ON MEETING UNDER THE BROWN ACT

11. *Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.*

In particular, any otherwise-applicable requirements that

- i. *state and local bodies notice each teleconference location from which a member will be participating in a public meeting.*
- ii. *each teleconference location be accessible to the public.*
- iii. *members of the public may address the body at each teleconference conference location.*
- iv. *state and local bodies post agendas at all teleconference locations.*
- v. *at least one member of the state body be physically present at the location specified in the notice of the meeting; and*
- vi. *during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction*

are hereby suspended, on the conditions that:

- i. *each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and*
- ii. *consistent with the notice requirement in paragraph (j), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).*

In addition to the mandatory conditions set forth above, all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings



**Downtown Hayward Improvement Association
Board of Directors
Thursday, July 23rd, 2020, 10:00
Zoom Board meeting**

Present: Ben Schweng, Dinesh Shah, Sara Buizer, Resti Zaballos, Thomas Leung, Jeff Jurow, Kim Huggett, Bill Matheson, Catherine Ralston

Absent: Nicole Franklin, Michael Helanius

Guests:

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

MINUTES:

| <i>Item</i> | <i>Discussion</i> | <i>Action Taken?</i> |
|--|--|---|
| 1. Introductions | Introductions of all present were made. Jeff Jurow called the zoom Board together at 10:05 | No action taken |
| 2. Approval of the May 16th, 2019 Board meeting minutes | The minutes of the July 16 th , 2020 Board of Directors meeting were reviewed. | Jeff moved and Sara seconded approval of the July 16th, 2020 minutes. The minutes were approved unanimously |
| 3. Community/Public Comment/City Announcement | | No action taken |
| 4. Committee reports <i>Executive Committee Jeff Jurow</i> <i>a. budget update</i> | The YTD budget report was review by the Board. Discussion followed on the gap in assessments vs. the projected budget. | No action taken |

| | | |
|--|---|---|
| <p>District Identity: Sara Buizar</p> <p><i>Report on the proposed underwrite of the Saturday evening dining event funded by the City</i></p> | <p>As per the last Board meeting, the DISI Committee was to meet to talk about financial support from the DISI Event Line Item for City staff's work on the Dinner on B event each Saturday night between July – September. The event cost city staff working OT around \$2200 to set out the street closure signs, put up the barricades and then take them down. City staff is doing this based upon instructions from the City Council and the City Manager.</p> <p>Marco, Dominic, and Sara had a phone call the day before to discuss possible underwrite since no DHIA staff is involved in the operations at this point and no events are planned for the balance of the fiscal year.</p> <p>They were reporting back to the Board, as instructed, that the DHIA allocate \$2,000 per month for July, August, and September to help defray the costs of City staff for the logistics of the event.</p> | <p>Since the line item for events, in the DISI budget had already been approved, this was not an action item on the agenda.</p> <p>The Committee Chair and staff will simply be informing the Board that they were going to propose that we allocate an amount not exceeding \$6,000 to support the logistical support for the event from July through the end of September. Marco asked that the Board approve this allocation within the approved DISI budget, by consensus. The Board approved based upon a hand raising vote.</p> |
| <p>Sidewalk Operations: Jeff Jurow</p> <p>a. New Police Chief call</p> <p>b. Video/camera proposal</p> | <p>a. Jeff gave an update on the call with the Chief last week. He reported that:</p> <ol style="list-style-type: none"> 1. we seek an ongoing partnership with the PD on the outdoor camera system. 2. PD is short staffed. Downtown used to have 3 – 4 officers assigned to Downtown and now it has 1. COVID has exacerbated this situation. 4. PD has been asked by the City and County to stand down on issues related to homelessness and petty crime due to the inability to take anyone to jail at this point. 5. We might consider paying for a 5th officer int the future but expect to have all 4 reinstated before that is considered. 6. Liaison to the DHIA is Brian, Leslie and Danny can work with us on crime stats. <p>Discussion followed on crime in Downtown and the cooperation with PD.</p> | <p>a. No action taken</p> |

| | | |
|----------------------------------|--|--|
| | <p>b. Jeff then discussed the revised RFP for cameras in Downtown that will be placed on private property. The response from the VDO Intel would cost \$32,860 and they would advise the Board on locations for the cameras and working with local camera installers. This program is a BETA project to see if we can make a dent in the petty crime in Downtown. The entire BETA program is not to exceed \$60,000 for installation, consulting, equipment acquisition and leasing and placement. Discussion followed on how much the entire project would cost.</p> <p>Jeff stated that this would be a step by step project and that at each step, that the SOBO Committee would present to the Board options once the BETA project has been completed. The entire line item approved by the Board for this project this year is \$200,000, which will not be spent by the end of the fiscal year. Further discussion followed.</p> | <p>b. Jeff moved and Dinesh seconded moving forward with the VDO Intel proposal and the overall BETA project, not to exceed \$60,000 for this fiscal year. The motion was approved with all voting in favor and Bill voting against the proposal based upon the concerns he raised during the discussion.</p> |
| <p>Next Board Meeting</p> | <p>The next meeting of the Board of Directors will be held as the meeting to set the Annual meeting date and will be held on Wednesday, September 16th, at 10:00 a.m. as a Zoom meeting.</p> | |

Minutes taken by Marco Li Mandri, Administrator

Downtown Hayward Improvement Association Profit & Loss Budget Performance August 2020

| | Aug 20 | Budget | Jan - Aug 20 | YTD Budget | Annual Budget |
|--------------------------------|-----------------|------------------|-------------------|-------------------|-------------------|
| Income | | | | | |
| Assessment Income | | | | | |
| Carry Forward | 0.00 | 0.00 | 0.00 | 298,828.20 | 298,828.20 |
| Assessment Income - Other | 0.00 | 49,637.00 | 513,665.69 | 397,096.00 | 595,644.00 |
| Total Assessment Income | 0.00 | 49,637.00 | 513,665.69 | 695,924.20 | 894,472.20 |
| Non Assessment Income | 121.67 | | 121.67 | | |
| Total Income | 121.67 | 49,637.00 | 513,787.36 | 695,924.20 | 894,472.20 |
| Expense | | | | | |
| Administration | | | | | |
| Accounting Fees | 0.00 | 200.00 | 0.00 | 1,600.00 | 2,400.00 |
| Insurance - Liability, D and O | 0.00 | 500.00 | 7,509.92 | 4,000.00 | 6,000.00 |
| Legal Fees | 0.00 | 416.00 | 0.00 | 3,336.00 | 5,000.00 |
| Office Supplies | 160.56 | 400.00 | 943.46 | 3,240.00 | 4,840.00 |
| Postage, Mailing Service | 326.48 | 20.00 | 1,326.48 | 160.00 | 240.00 |
| Printing and Copying | 0.00 | 150.33 | 1,873.83 | 1,202.68 | 1,804.00 |
| Rent | 1,200.00 | 1,250.00 | 10,050.00 | 10,000.00 | 15,000.00 |
| Staff Consulting (New City) | 6,500.00 | 6,500.00 | 45,700.00 | 52,000.00 | 78,000.00 |
| Telephone, Telecommunications | 225.00 | | 1,125.00 | | |
| Utilities | 320.55 | 400.00 | 1,993.66 | 3,200.00 | 4,800.00 |
| Admin Contingency | 25.75 | 1,500.00 | 200.83 | 12,000.00 | 18,000.00 |
| Administration - Other | 0.00 | | 236.60 | | |
| Total Administration | 8,758.34 | 11,336.33 | 70,959.78 | 90,738.68 | 136,084.00 |
| DISI | | | | | |
| Advertising | 0.00 | 415.00 | 402.61 | 3,340.00 | 5,000.00 |
| Annual Report | 0.00 | 250.00 | 0.00 | 2,000.00 | 3,000.00 |
| Branding & Signage | 0.00 | 583.00 | 0.00 | 4,668.00 | 7,000.00 |
| DISI Unallocated | 0.00 | 1,666.50 | 509.00 | 13,334.00 | 20,000.00 |
| Seasonal Displays | 0.00 | 1,500.00 | 0.00 | 12,000.00 | 18,000.00 |
| PR / Social Media | 3,000.00 | 3,000.00 | 20,949.49 | 24,000.00 | 36,000.00 |
| Special Events | 0.00 | 1,666.50 | 0.00 | 13,334.00 | 20,000.00 |
| Staff Consulting (New City) | 1,500.00 | 1,500.00 | 10,300.00 | 12,000.00 | 18,000.00 |
| Website | 0.00 | 166.50 | 0.00 | 1,334.00 | 2,000.00 |
| Total DISI | 4,500.00 | 10,747.50 | 32,161.10 | 86,010.00 | 129,000.00 |
| SOBO | | | | | |
| Capital Improvements | 0.00 | | 11,048.84 | | |
| Fixed Assets - Major Purchase | 0.00 | 3,333.33 | 4,190.00 | 26,666.68 | 40,000.00 |
| Maintenance and Supplies | 2,870.61 | 3,000.00 | 8,285.92 | 24,000.00 | 36,000.00 |
| Nursery Supplies & Equipment | 8,329.29 | 2,500.00 | 9,373.36 | 20,000.00 | 30,000.00 |
| Payroll Expenses | | | | | |
| Deductions | -200.00 | | -2,077.50 | | |
| Health Insurance | 561.39 | 2,100.00 | 11,109.86 | 16,800.00 | 25,200.00 |



Downtown Hayward Improvement Association
Profit & Loss Budget Performance
August 2020

| | Aug 20 | Budget | Jan - Aug 20 | YTD Budget | Annual Budget |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Payroll Service | 190.88 | 150.00 | 3,006.64 | 1,200.00 | 1,800.00 |
| Payroll Tax Expense | 6,043.23 | 2,150.00 | 35,525.40 | 17,200.00 | 25,800.00 |
| Payroll Workers Comp Ins | 760.00 | 2,100.00 | 6,105.00 | 16,800.00 | 25,200.00 |
| Payroll Expenses - Other | 9,896.59 | 13,500.00 | 75,756.25 | 108,000.00 | 162,000.00 |
| Total Payroll Expenses | 17,252.09 | 20,000.00 | 129,425.65 | 160,000.00 | 240,000.00 |
| Security / Cameras | 25,300.00 | 16,666.66 | 25,300.00 | 133,333.36 | 200,000.00 |
| Storage Rent | 0.00 | 1,000.00 | 0.00 | 8,000.00 | 12,000.00 |
| Supplies for SOBO | 168.25 | 1,666.66 | 606.90 | 13,333.36 | 20,000.00 |
| Vehicle Related | | | | | |
| Pressure Washing | 886.14 | | 2,593.24 | | |
| Gas | 1,152.12 | 500.00 | 2,545.39 | 4,000.00 | 6,000.00 |
| Vehicle Repair & Maintenance | 25.00 | 333.33 | 1,591.34 | 2,666.68 | 4,000.00 |
| Total Vehicle Related | 2,063.26 | 833.33 | 6,729.97 | 6,666.68 | 10,000.00 |
| Total SOBO | 55,983.50 | 48,999.98 | 194,960.64 | 392,000.08 | 588,000.00 |
| Contingency / Reserve | 0.00 | 3,449.00 | 0.00 | 27,592.20 | 41,388.20 |
| Total Expense | 69,241.84 | 74,532.81 | 298,081.52 | 596,340.96 | 894,472.20 |
| Net Income | -69,120.17 | -24,895.81 | 215,705.84 | 99,583.24 | 0.00 |

Downtown Hayward Improvement Association
Balance Sheet
As of September 1, 2020



| | <u>Sep 1, 20</u> |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking at First Republic Ban | 505,109.04 |
| Total Checking/Savings | <u>505,109.04</u> |
| Total Current Assets | 505,109.04 |
| Fixed Assets | |
| Accumulated Depreciation | -9,754.00 |
| Fixed Assets | 56,287.33 |
| Total Fixed Assets | <u>46,533.33</u> |
| TOTAL ASSETS | <u><u>551,642.37</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Payroll Liabilities | |
| Federal Tax | -55.72 |
| State Tax | 55.72 |
| Total Payroll Liabilities | <u>0.00</u> |
| Total Other Current Liabilities | <u>0.00</u> |
| Total Current Liabilities | <u>0.00</u> |
| Total Liabilities | 0.00 |
| Equity | |
| Unrestricted Net Assets | 345,361.53 |
| Net Income | 206,280.84 |
| Total Equity | <u>551,642.37</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>551,642.37</u></u> |

- E) To promote improvement within the Downtown Hayward Community through activities which contribute to the economic and neighborhood well-being of the Downtown Hayward area.
- F) Upon the dissolution or winding up of this Corporation, its assets remaining after payment, of all debts and liabilities of this Corporation, shall be distributed to a nonprofit fund, foundation, or Corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

**ARTICLE 3
MEMBERSHIP**

Section 1. No Members

This Corporation shall have no members, as that term is defined in Section 5056 of the California Nonprofit Corporation Law. Unless otherwise provided herein or in the California Nonprofit Corporation Law, any action which would otherwise require action or approval by a majority of all members shall require only approval of the Board of Directors. All rights which would otherwise vest in members shall vest in the Board of Directors. Nothing in these Bylaws shall be construed as limiting the right of the Corporation to refer to persons associated with it, who participate in any activities of the Corporation, as "members" even though such persons are not members, as defined in section 5056 of the California Corporations Code. Such persons shall be deemed to be affiliated persons with respect to the Corporation as that term is provided in section 5332(b) of the California Nonprofit Corporation Law, and no such reference shall constitute anyone a member of this Corporation or confer any legal rights on such persons with respect to the affairs of the Corporation.

**ARTICLE 4:
DIRECTORS**

Section 1. Number and Term

The Corporation shall have a minimum of five (5) and a maximum of seventeen (17) Directors and collectively they shall be known as the Board of Directors. The exact number of Directors shall be fixed from time-to-time by resolution by the Board of Directors. Subject to the foregoing provisions for changing the number of Directors, the following seats shall be allocated to the Board of Directors:

- A) No less than a two-thirds majority of the seats on the Board of Directors at all times shall be filled by Property Owner Directors (as defined in Section 2 of this Article 4). Each property within the district boundaries, based upon the legal status of ownership, is entitled to appoint only one representative to serve on the Board of Directors;
- B) The balance of seats shall be filled by Community at Large Directors as defined in Section 2 of this Article 4);

- C) Directors shall be elected for a term of two (2) years., However, following the first election of Directors, one half (½) of the Property Owner Directors and one half (1/2) of the Community Directors shall serve a term of one (1) year, and one-half (½) of the of the Property Owner Directors and one half (½) of the Community Directors shall serve a term of two (2) years. The Directors may assign the one-year terms by unanimous agreement, but in the absence of such agreement, the Directors receiving one-year terms shall be chosen by lot at the meeting at which the election is held. This staggering of terms will ensure that the entire Board is not replaced within one calendar year. Directors' terms shall commence on the date of their election and expire on the date of the election of the successor to the Director whose term is expiring.

Section 2. Qualifications

Members of the Board shall possess the following qualifications:

- A) *Property Owner Directors* shall be owners of real property within the boundaries of the Downtown Hayward Community Benefit District (the "District"), who have made full payment of all District assessments due for the previous and current fiscal years, or the duly appointed authorized representative (as defined in these Bylaws) of such owner.
- B) *Community at Large Directors* shall be persons who a) own and operate a business located on property located within the boundaries of the District, or the duly appointed authorized representative (as defined in these Bylaws) of such owner and operator; b) are community members who reside within the boundaries of the District; c) are individuals who do not reside or operate a business within the District boundaries but who show a high degree of interest and concern for the welfare of the District and who understand its connection to the community at large, and who the Board believes may assist the Corporation to fulfill its goals as a public benefit Corporation.
- C) A group of stakeholders consisting of the persons set forth in Exhibit "A" attached to these Bylaws and who have placed their signatures on Exhibit "A", is hereby-appointed upon the execution of these Bylaws as an interim Board of Directors to oversee creation and functioning of the Corporation including the adoption of the Articles of Incorporation, the Bylaws of the Corporation, an initial governance plan, and the election of the First Board of Directors. The interim Board shall serve until they have elected a fully qualified Board of Directors in accordance with these Bylaws.

Section 3. Nomination and Election

Not less than forty-five (45) days before the date set forth for the Annual meeting of the Directors, the President shall appoint at least three (3) Directors, at least two of whom shall be Property Owner Directors, as the Nominating Committee to solicit nominees for consideration for election as Directors. The names so proposed, by the Committee shall

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be presented to the Board at its Annual meeting. The Nominations Committee shall include the President and at least two other Directors.

The Nominations Committee shall provide nomination forms to all eligible property owners and Directors. The nomination forms shall be mailed out at least thirty (30) days prior to the date set for the annual meeting. A due date of at least twenty (20) days prior to the annual meeting date shall be stated as the deadline for submitting nominations to the Nominations Committee;

- A) The nominees, who have been deemed to be qualified, consistent with these Bylaws shall be presented to the Board for consideration of election to the Board at its annual meeting.
- B) At the annual meeting the Directors may vote to accept some or all of the nominees submitted by the Nominations Committee. The election of Directors shall comply with the allocation provided in Section 1 of this Article 4.

Nominations may not be made from the floor but only in accordance with the procedures set forth in this Section 3 or such other procedures as may be determined by the Board.

Section 4. Powers

- A) General Powers. Subject to the provisions of the California Nonprofit Corporation law, and any limitations in the Articles of Incorporation and Bylaws, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.
- B) Specific Powers. Without prejudice to the general powers stated in Section 4,A and subject to the same limitations, the Directors shall have the power to:
 - 1) Select and remove all officers, employees and agents of this Corporation; Prescribe any powers and duties for the officers, employees and agents that are consistent with law, with the Articles of Incorporation, and with these Bylaws; and, fix the compensation of the officers, employees and agents;
 - 2) Change the Principal Executive Office or the principal business office in the State of California from one location to another within the City of Hayward;
 - 3) Borrow money and incur indebtedness on behalf of this Corporation and cause to be executed and delivered for corporate purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debt and securities;
 - 4) Accept on behalf of this Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of this Corporation;



September 28th, 2020

To: Downtown Hayward Community Benefit District Property Owners

SUBJECT: First Annual Nominations to the Hayward Improvement Association (DHIA) Board of Directors, Annual meeting to be held on Wednesday, November 16th, 2020 at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward – or Zoom meeting if Group gatherings are still not permitted

Dear Downtown Hayward Community Benefit District Property Owner:



The Downtown Hayward Improvement Association is the public benefit, non-profit District Management Corporation which is under contract with the City of Hayward to disburse the revenues of the CBD on behalf of the property owners in the District. The Association has been operating since early 2019 with an all-volunteer Board of Directors and officers.

This second annual nominations process is an open process and all interested property owners, who are current on their Downtown Hayward CBD assessment payments, are encouraged to participate. The Annual meeting to consider nominees to the Board will be held on Wednesday, November 16th, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward or conducted via Zoom, based upon the allowance for gatherings in public.

Please keep in mind that in nominating yourself or others to the Board, this is a **working** Board of Directors. Volunteer Board members are required to:

1. Be current on the CBD assessments for the most current fiscal year, (FY19-20);
2. Actively participate in one of the Committees of the Board, (please see attached)
3. Help raise funds for the Board and its activities;
4. Support the goals and policies of the Board;
5. Attend all regular Board meetings;

We do not seek nominees to fill a seat; we seek active committed CBD property owners who seek to rapidly improve the commerce, image and amenities of Downtown Hayward.

DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION

22654 Main Street • Hayward, CA 94541

Please take a moment to fill out the attached nominations form. You may nominate yourself to the Board.

Schedule for First Downtown Hayward Improvement Association Annual Election Meeting:

| | |
|---|---|
| <i>Nomination Letters Distributed to Property Owner</i> | Week of September 28 th , 2020 |
| <i>Nominations due to Nominations Committee:</i> | Friday, October 30 th , 2020 |
| <i>Annual Elections Meeting Held:</i> | Wednesday, November 16 th , 2020, 10:00 a.m. |

The nominations are due in the Downtown Hayward Improvement Association office at 22654 Main Street by Friday, October 30th, 2020 at 3:00 p.m. Nominations received after that date might not be considered for selection to the Board. Nominations may be dropped off, mailed, scanned and e-mailed or faxed to the office.

If you have any questions regarding this process, please call our Executive Director, Marco Li Mandri, at 888 356-2726. Thank you for your ongoing efforts to improve Downtown Hayward District for everyone involved.

Sincerely

Sara Buizar
Secretary
Downtown Hayward Improvement Association

Jeff Jurow
President
Downtown Hayward Improvement Association

Marco Li Mandri
Executive Director
Downtown Hayward Improvement Association

ATTACHMENTS

**Downtown Hayward Improvement Association (DHIA)
Board of Directors Committee Structure**

| Proposed DHIA Committee | Functions and Duties |
|---|--|
| Organization Committee Chair: Jeff Jurow, President | Oversees staff and district administration and consulting contracts, corporate finances, insurance, grants, development of budget, Board agendas and meetings, correspondences, outreach, bylaws and Board policies, relations with the City Manager’s office, political reps and public agencies, Board elections, fundraising, etc. Oversees annual election of Board members. Consists of all of the officers of the corporation. |
| Sidewalk Operation, Beautification and Order (SOBO) Chair: Jeff Jurow | Oversees maintenance and security service provider contracts involved in the improvement of the public rights of way, including sidewalk sweeping, steam cleaning, landscaping, personnel and non-personnel expenses. Coordinates with existing private security companies hired by private property owners within the district. Relations with HPD. |
| District Identity and Streetscape Improvements (DISI) Chair: Sara Buizar | <p>Projects would include those that market and promote the District or promote positive aspects of Downtown Hayward.</p> <p>Those issues may include: branding of the district, public relations, newsletter, development of a new logo, special events, website development and maintenance, banner program, streetscape issues including landscaping <i>design</i>, tree selection, street light standards, festival poles, holiday decorations, visual linkages, new public spaces projects, improvements to public spaces in the district, district walking maps, brochures, social media, pedestrian signage from the train station, twitter and facebook management, management of news racks, etc.</p> |
| Land Use Chair: Bill Matheson | Parking, transportation, mobility, planning, zoning, BART rail station, review of new developments, FARs, Downtown Community Plan review, width of sidewalks, alcohol permits and outdoor dining encroachments, review of new tenant improvements and its impact, street relationship, etc. |
| Task Forces | Set up as needed for temporary review of specific projects outside of scope of current Committees. Created by Board action and advisory to the Board. |



**Downtown Hayward Improvement Association Board of Directors
Nomination Form – 2020**

Address of Property owned or represented: _____

Owner or Authorized Representative Name _____ (Print)

Are you currently on the Board of Directors: Yes___ No___

Are you currently serving on a Committee of the Board? Yes___ No___

Do you support the goals of the Association to improve Downtown Hayward through the Downtown Hayward Improvement Association? Yes___ No___

Would you like to nominate yourself to the Board for a property owner seat commencing November 2020 and serving for 2 years? Yes___ No___

Name of nominee: _____

Address or property owned of nominee: _____

Your name (as owner or representative): _____
(Sign name)

Date signed: _____

Eligibility verified/Assessments current (done by staff) _____

The Annual meeting to consider nominees to the Board will be held on Tuesday, September 24th, at 10:00 a.m. at Zaballos' Construction Company Offices 22320 Foothill, Ste. 660 - Downtown Hayward

DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION

22654 Main Street • Hayward, CA 94541

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REQUEST FOR QUOTE

DATE: 9/11/2020

TMC Productions

20825 Nunes Ave, Suite B
 Castro Valley, California 94546
 Phone 510.537.9334 Fax 510.537.9399

INV # 911202001

Client:
 Downtown City of Hayward

Event Location:
 See Below

Attn Dominic

Comments or Special Instructions:

| SALESPERSON | P.O. NUMBER | SET-UP DATE | STRIKE DATE | F.O.B. POINT | TERMS |
|-------------|-------------|-------------|-------------|--------------|--------------------|
| mts | | TBD | TBD | n/a | COD \ NET15 |

| LOCATION | DESCRIPTION | QUANTITY | PRICE | AMOUNT |
|--|-------------------------------------|----------|--------------------|---------------------|
| All Locations | OPTION 1 - Weekly Rental | | | |
| | 15x100x8 White Canopy-Weekly Rental | 1 | \$ 7,500.00 | \$ 7,500.00 |
| | 15x60x8 White Canopy-Weekly Rental | 1 | \$ 4,500.00 | \$ 4,500.00 |
| | 20x40x8 White Canopy-Weekly Rental | 1 | \$ 4,000.00 | \$ 4,000.00 |
| | 20x60X8 White Canopy-Weekly Rental | 1 | \$ 6,000.00 | \$ 6,000.00 |
| | Vinyl White Wall | 400 | \$ 3.00 | \$ 1,200.00 |
| | Water Weight | 52 | \$ 15.00 | \$ 780.00 |
| | Delivery\Setup\Strike | 1 | \$ 875.00 | \$ 875.00 |
| TOTAL DUE ON DELIVERY : | | | TOTAL | \$ 24,855.00 |
| Bistro | OPTION 2 -Monthly Rental | | | |
| | 15x100x8 White Canopy-Weekly Rental | 1 | \$ 7,500.00 | |
| | DISCOUNT | 1 | \$ (2,000.00) | \$ 5,500.00 |
| | 130' Vinyl White\Window Wall | 1 | \$ 1,560.00 | |
| | DISCOUNT | 1 | \$ (780.00) | \$ 780.00 |
| | Water Weight | 20 | \$ 1,200.00 | |
| | DISCOUNT | 1 | \$ (1,200.00) | \$ - |
| | Delivery\Setup\Strike | 1 | \$ 375.00 | \$ 375.00 |
| | | | TOTAL | \$ 6,655.00 |
| TOTAL DUE ON DELIVERY PER LOCATION: | | | FIRST MONTH | \$ 6,655.00 |
| REACURRING MONTHLY RENTAL PER LOCATION: | | | MONTHLY | \$ 6,280.00 |

| | | | | | |
|------------------------------------|------------------------------------|----|--------------------|--------------------|-------------|
| A St & Main | OPTION 2 -Monthly Rental | | | | |
| | 15x60x8 White Canopy-Weekly Rental | 1 | \$ | 4,500.00 | |
| | DISCOUNT | 1 | \$ | (250.00) | \$ 4,250.00 |
| | 90' Vinyl White Wall | 1 | \$ | 1,080.00 | |
| | DISCOUNT | 1 | \$ | (540.00) | \$ 540.00 |
| | Water Weight | 12 | \$ | 720.00 | |
| | DISCOUNT | 1 | \$ | (720.00) | \$ - |
| Delivery\Setup\Strike | 1 | \$ | 275.00 | \$ 275.00 | |
| | | | TOTAL | \$ 5,065.00 | |
| TOTAL DUE ON DELIVERY : | | | FIRST MONTH | \$ 5,065.00 | |
| REACURRING MONTHLY RENTAL : | | | MONTHLY | \$ 4,790.00 | |
| Buffalo Bill's | OPTION 2 -Monthly Rental | | | | |
| | 20x40x8 White Canopy-Weekly Rental | 1 | \$ | 4,000.00 | |
| | DISCOUNT | 1 | \$ | (1,200.00) | \$ 2,800.00 |
| | NO Vinyl White Wall | 1 | \$ | - | |
| | DISCOUNT | 1 | \$ | - | \$ - |
| | Water Weight | 8 | \$ | 480.00 | |
| | DISCOUNT | 1 | \$ | (480.00) | \$ - |
| Delivery\Setup\Strike | 1 | \$ | 275.00 | \$ 275.00 | |
| | | | TOTAL | \$ 3,075.00 | |
| TOTAL DUE ON DELIVERY : | | | FIRST MONTH | \$ 3,075.00 | |
| REACURRING MONTHLY RENTAL : | | | MONTHLY | \$ 2,800.00 | |
| Brews & Brau | OPTION 2 -Monthly Rental | | | | |
| | 20x60X8 White Canopy-Weekly Rental | 1 | \$ | 6,000.00 | |
| | DISCOUNT | 1 | \$ | (1,800.00) | \$ 4,200.00 |
| | NO Vinyl White Wall | 1 | \$ | - | |
| | DISCOUNT | 1 | \$ | - | \$ - |
| | Water Weight | 10 | \$ | 600.00 | |
| | DISCOUNT | 1 | \$ | (600.00) | \$ - |
| Delivery\Setup\Strike | 1 | \$ | 300.00 | \$ 300.00 | |
| | | | TOTAL | \$ 4,500.00 | |
| TOTAL DUE ON DELIVERY: | | | FIRST MONTH | \$ 4,500.00 | |
| REACURRING MONTHLY RENTAL: | | | MONTHLY | \$ 4,200.00 | |

GRAND TOTAL ALL LOCATIONS

| | | |
|--|--------------------|---------------------|
| TOTAL DUE ON DELIVERY: | FIRST MONTH | \$ 19,295.00 |
| REACURRING MONTHLY RENTAL: | MONTHLY | \$ 18,070.00 |
| BOOK ALL 4 LOCATIONS-ADDITIONAL DISCOUNT: | MONTHLY | \$ 16,260.00 |

DHIA | Board Members - Sept 2020

| Name | Email | Board Member |
|-------------------------------|-----------------------------------|--------------|
| Jeff Jurow, President | jjurow@structureproperties.com | X |
| Resti Zaballo, Vice President | rzaballos@zaballos.net | X |
| Sara Buizer, Secretary | sara.buizer@hayward-ca.gov | X |
| Dinesh Shah, Treasurer | dinesh_shah@msn.com | X |
| Ben Schweng | ben@cyclepathhayward.com | X |
| Michael Helenius | mhelenius@dollingerproperties.com | X |
| Kim Hugget | KimH@hayward.org | X |
| Bill Matheson | bmatheson@zaballos.net | X |
| Thomas Leung | tleung@tmcssoftware.com | X |
| Nicole Franklin | nfrankl@bart.gov | X |
| Catherine Ralston | catherine.ralston@hayward-ca.gov | X |

DHIA | Attendees

| Name | Email | Board Mtg. Notice |
|--------------------------|-----------------------------|-------------------|
| Marco Li Mandri, Staff | marco@newcityamerica.com | X |
| Dominic Li Mandri, Staff | dominic@newcityamerica.com | X |
| Julio Romero | brewsbrats@gmail.com | X |
| Jennifer Ott | jennifer.ott@hayward-ca.gov | X |
| Alfredo Rodriguez | bigalfredo56@yahoo.com | X |