



Downtown Hayward Improvement Association
Sidewalk Operations, Beautification & Order Committee
Wednesday, June 29th, 2022, at 2:00 p.m.

Zoom Virtual Meeting:

<https://us02web.zoom.us/j/87869078166?pwd=Uih5mYtNvvgJjVbBJO2eDJP-Op0DXO.1>

Meeting ID: 878 6907 8166 | Passcode: 286687 | Call-In +1 669 900 9128

- 1) Roll Call & Zoom Etiquette / Committee Chair Sara Buizer
All participants will be put on mute during the topic presentation and then the moderator will unmute the microphones to take comments/feedback. Please keep comments directed to the topic being discussed.

- 2) Continuing Virtual Meetings Pursuant to AB 361 *Action Item*
Find and determine that a state of emergency remains in effect at the state level, and that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

- 3) Public Comment (3-Minute Max Per Person)

- 4) Approval of March 25, 2022, Meeting Minutes *Action Item* **P. 3 - 5**

- 5) Committee Updates:
 - a. Review of YTD Committee Budget / Dominic LiMandri **P. 6**
 - b. NexStreet District Maintenance Report / Christian Martin & Matthew Allen
 - c. Downtown Municipal Parking Lots Proposal / Dominic LiMandri **P. 7 - 8**
 - d. Downtown Supplemental Landscaping Program Status / Dominic LiMandri **P. 9**
 - e. Downtown Hayward Camera Program / Dominic LiMandri **P. 10**
 - f. Ongoing Discussions re: DHIA & Bay Area Community Services (BACS) for Dedicated Outreach Services in Downtown Hayward / Dominic LiMandri

- 6) Other Business

- 7) Next Meeting: _____

- 8) Adjournment

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

22654 Main Street • Hayward, CA 94541

AB 361 Overview
9/30/2021

On September 16, 2021, AB 361 was adopted on an urgency basis (AB 361, section 9) meaning it has immediate effect. Shortly thereafter, Governor Newsome issued an executive order delaying implementation until October 1. After October 1 and through January 1, 2024 (when the bill sunsets), bodies subject to the Brown Act can continue to meet electronically (without the need to allow the public to participate from a physical location) after making specific findings and subject to added requirements.

Findings

A body subject to the Brown Act may continue to meet virtually when:

- 1) **it is meeting during a proclaimed state of emergency AND**
- 2) **either: state or local officials have imposed or recommended measures to promote social distancing OR the body is meeting to determine or has determined by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.**

Thereafter, at least every 30 days the body must make the following findings by majority vote:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.
- (B) Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - (ii) State or local officials continue to impose or recommend measures to promote social distancing

Additional Requirements

In addition to requirements established under the Governor's Executive Orders, public entities that continue to meet virtually must also:

- Allow real-time public comment; may not require public comments to be submitted in advance.
- Allow people to register (get in line) to give public comment during the entire public comment period for a given item.
- Suspend any action in the event of a service interruption. If there is a disruption (within the agency's control) that prevents broadcast of the meeting or prevents the public from providing comments, the body may not take actions until service is restored or those actions may be challenged.



**Downtown Hayward Improvement Association
Sidewalk Operations, Beautification & Order (SOBO) Committee
Meeting Minutes
Friday, March 25th, 2022 – 1:00 p.m.
Meeting held via zoom**

Present: Dinesh Shah (by phone), Sara Buizer, Resti Zaballos, Bill Matheson, Thomas Leung, Tobi Lieberman, Alfredo Rodriguez

Absent: N/A

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

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	District Manager Dominic LiMandri called the meeting to order at 1:04 p.m.	No action taken
2. Continuing of Virtual Meetings Pursuant to AB361	Consideration to continue meeting virtually pursuant to AB361.	Thomas Leung motioned to approve the Committee continue meeting virtually, pursuant to AB361. Bill Matheson seconded the motion. Motion passes unanimously.
3. Public Comment, announcements	No public comment was made at this time.	
4. Approval of the February 18th, 2022 Minutes	Dominic presented minutes from the Committee meeting on February 18 th , 2022, for member review. Resti Zaballos requested the removal of the proprietary camera assessment described in the minutes as that hardware assessment has not been confirmed by an	Resti Zaballos motioned to approve the minutes with the correction as mentioned. Thomas Leung seconded the motion. Motion passes unanimously.

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	<p>alternative vendor.</p>	
<p>5a. Downtown Hayward Maintenance RFP Responses</p> <p>I. Status of Current In-House Operations</p> <p>II. NexStreet Proposal for District Maintenance Services</p>	<p>Dominic provided an overview of the status of the in-house district maintenance operation, the RFP process for outside services and the responses received to date.</p> <p>Over the last 3 months, the DHIA has experienced staffing shortages that have prompted the discussions of transitioning the operation to provide daily maintenance services to a third-party vendor, effectively ending the DHIA's in-house maintenance program. At the February Committee meeting, Committee members authorized the issuing of a Request for Proposals (RFP) for District Maintenance Services.</p> <p>The RFP for District Maintenance Services was issued in late February for a two-week period and posted on both the International Downtown Association and California Downtown Association websites. After the two-week period, only one response was received, from NexStreet, Inc.</p> <p>Dominic presented the lone proposal received in response to the RFP issued for District Maintenance Services. NexStreet has submitted a proposal in-budget to the requested program not-to-exceed amount and has local experience managing special benefit district maintenance operations in the San Francisco Bay Area. Discussion followed.</p> <p>Bill Matheson noted that the proposal presented lists NexStreet as providing their own maintenance equipment and tools to complete the duties necessary to fulfill the contract, so it should not be expected that NexStreet personnel could simply use DHIA equipment and vehicles to perform district maintenance services. Bill added there could be additional liability exposure also by having NexStreet personnel use and/or operate DHIA equipment. Bill suggested DHIA staff</p>	<p>Sara Buizer motioned to approval the NexStreet proposal as presented with the added stipulations that: 1) NexStreet Personnel not use DHIA equipment until District staff determine the degree of liability exposure imposed; and 2) NexStreet personnel consider limiting their need for office access in the district. Dinesh Shah seconded the motion. Motion passed unanimously.</p>

	<p>review the policy with our insurance agent to determine the degree of increased exposure.</p> <p>Dinesh Shah concurred with the need for complete insulation of the DHIA from third-party contracted activities, and suggested staff also look into the sale of the DHIA in-house vehicles and equipment to totally divest from the maintenance program. Discussion followed.</p>	
6. Next Meeting	No future meeting was set at the time. The Committee will meet as needed.	
7. Adjournment	Meeting adjourned at 1:53 p.m.	

Minutes taken by Dominic Li Mandri, District Manager

7:46 AM

06/23/22

Cash Basis

Downtown Hayward Improvement Association Profit & Loss Budget Performance May 2022

	May 22	Budget	Jan - May 22	YTD Budget	Annual Budget
Income					
Assessment Income					
Delinquency	0.00	0.00	0.00	-20,000.00	-20,000.00
Carry Forward	0.00	0.00	0.00	340,466.00	340,466.00
Assessment Income - Other	0.00	49,637.00	386,924.64	248,185.00	595,644.00
Total Assessment Income	0.00	49,637.00	386,924.64	568,651.00	916,110.00
Total Income	0.00	49,637.00	386,924.64	568,651.00	916,110.00
Expense					
Administration					
Accounting Fees	0.00	333.00	1,450.00	1,669.00	4,000.00
Bank Charges	0.00	4.00	0.00	22.00	50.00
Insurance - Liability, D and O	6,515.04	666.00	11,510.92	3,338.00	8,000.00
Legal Fees	0.00	250.00	100.00	1,250.00	3,000.00
Office Supplies	0.00	166.00	122.48	838.00	2,000.00
Postage, Mailing Service	85.44	41.00	147.31	213.00	500.00
Printing and Copying	0.00	125.00	0.00	625.00	1,500.00
Rent	1,200.00	1,250.00	6,000.00	6,250.00	15,000.00
Staff Consulting (New City)	0.00	6,500.00	32,500.00	32,500.00	78,000.00
Telephone, Telecommunications	225.00	291.00	1,125.00	1,463.00	3,500.00
Utilities	114.63	166.00	627.54	838.00	2,000.00
Admin Contingency	0.00	83.00	365.00	419.00	1,000.00
Total Administration	8,140.11	9,875.00	53,948.25	49,425.00	118,550.00
DISI					
Advertising	261.00	583.00	746.00	2,919.00	7,000.00
Annual Report	0.00	166.00	0.00	838.00	2,000.00
Branding & Signage	0.00	333.00	732.98	1,669.00	4,000.00
Outdoor Dining	0.00	416.00	0.00	2,088.00	5,000.00
PR / Social Media	9,000.00	2,500.00	9,925.00	12,500.00	30,000.00
Seasonal Displays	0.00	875.00	0.00	4,375.00	10,500.00
Special Events	0.00	1,291.00	0.00	6,463.00	15,500.00
Staff Consulting (New City)	0.00	1,500.00	7,500.00	7,500.00	18,000.00
Website	0.00	83.00	14.95	419.00	1,000.00
Total DISI	9,261.00	7,747.00	18,918.93	38,771.00	93,000.00
SOBO					
Fixed Assets - Major Purchase	0.00	833.00	0.00	4,169.00	10,000.00 Projects?
Maintenance and Supplies	891.31	1,666.00	4,745.71	8,338.00	20,000.00
Nursery Supplies & Equipment	0.00	1,666.00	0.00	8,338.00	20,000.00 Landscaping
Payroll Expenses					
Health Insurance	0.00	1,250.00	3,346.13	6,250.00	15,000.00
Payroll Service	56.92	200.00	999.69	1,000.00	2,400.00
Payroll Tax Expense	392.22	6,666.00	23,002.20	33,338.00	80,000.00
Payroll Workers Comp Ins	0.00	1,250.00	2,208.00	6,250.00	15,000.00
Payroll Expenses - Other	18,680.66	15,500.00	62,987.43	77,500.00	186,000.00
Total Payroll Expenses	19,129.80	24,866.00	92,543.45	124,338.00	298,400.00 NexStreet
Cameras	56.08	4,166.00	280.40	20,838.00	50,000.00 Cameras
Professional Services	2,000.00	16,666.00	71,296.00	83,338.00	200,000.00 Security/etc.
Supplies for SOBO	103.00	416.00	103.00	2,088.00	5,000.00
Vehicle Related					
Pressure Washing	62.00	500.00	1,788.28	2,500.00	6,000.00
Gas	245.00	416.00	989.52	2,088.00	5,000.00
Vehicle Repair & Maintenance	89.63	333.00	974.35	1,669.00	4,000.00
Vehicle Related - Other	0.00		317.54		
Total Vehicle Related	396.63	1,249.00	4,069.69	6,257.00	15,000.00
Total SOBO	22,576.82	51,528.00	173,038.25	257,704.00	618,400.00
Contingency / Reserve	0.00	7,180.00	0.00	35,900.00	86,160.00
Total Expense	39,977.93	76,330.00	245,905.43	381,800.00	916,110.00
Net Income	-39,977.93	-26,693.00	141,019.21	186,851.00	0.00

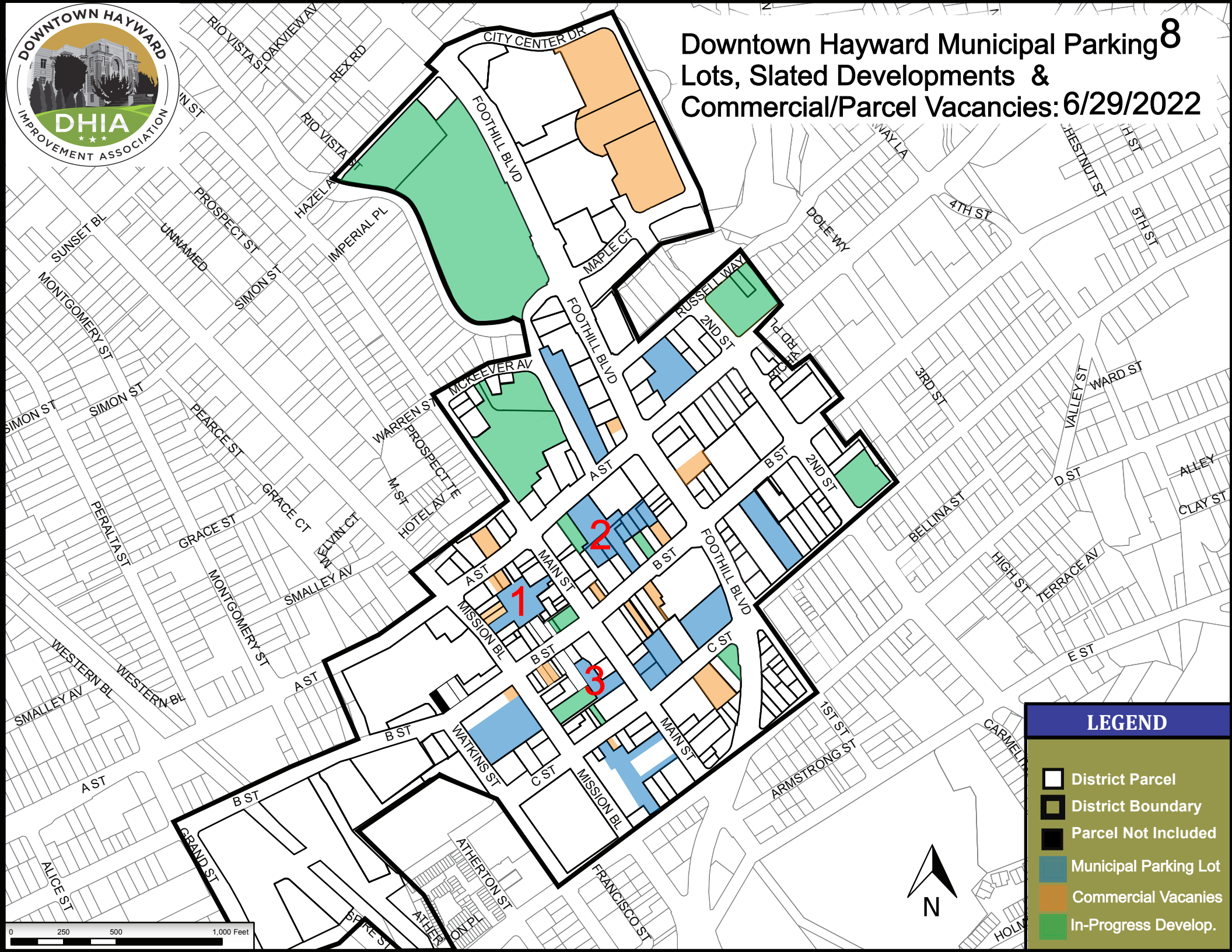
NexStreet

Hayward DHIA proposal for parking lots 1-3 and the elevator

		Full Time Ambassador
	Rate Per Hour	\$ 21.50
	Hours a week	40
	Weeks Per Year	52
	Salary	\$ 44,720.00
	Vacation	\$ 2,270
	Sick	\$ 2,508
	Medical Insurance	\$ 2,682
	Dental Insurance	\$ 368
	Vision Insurance	\$ 150
	Retirement Benefits	\$ 1,411
	Performance Bonus	\$ 2,688
	Worker's Comp	\$ 5,160
	Payroll Taxes	\$ 5,375
	Payroll Processing	\$ 500
	Uniforms	\$ 300
	Radios	
	Tools	
	Supplies	
	Administration Fee	\$ 4,450
		<u>\$ 72,582</u>
5.60%	COLA 2022	\$ 76,647
10%	PM	\$ 84,312
	# of employees	2
	Total Variable Costs per position	\$ 168,623.32



Downtown Hayward Municipal Parking⁸ Lots, Slated Developments & Commercial/Parcel Vacancies: 6/29/2022



LEGEND

- District Parcel
- ▭ District Boundary
- Parcel Not Included
- Municipal Parking Lot
- Commercial Vacancies
- In-Progress Develop.



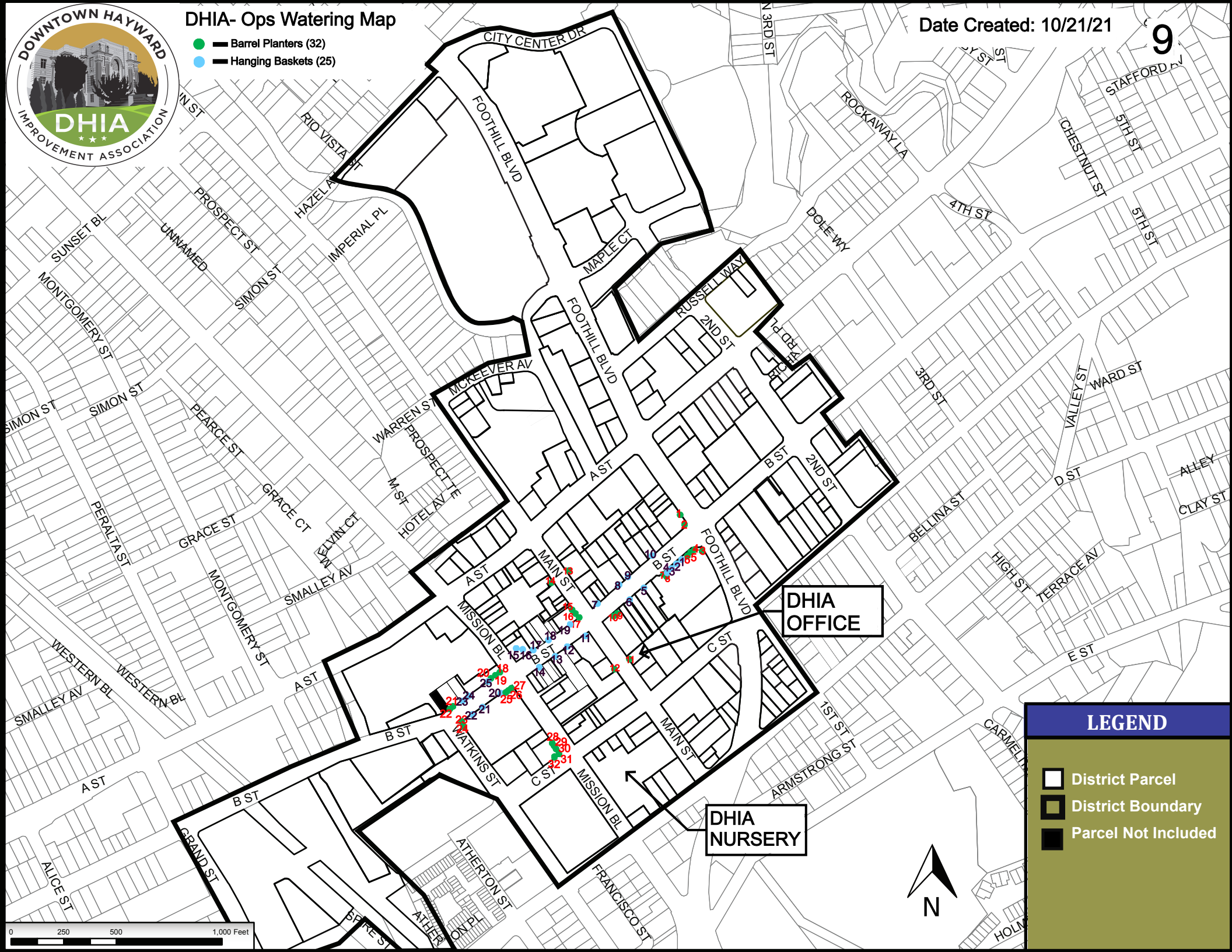


DHIA- Ops Watering Map

- Barrel Planters (32)
- Hanging Baskets (25)

Date Created: 10/21/21

9



LEGEND

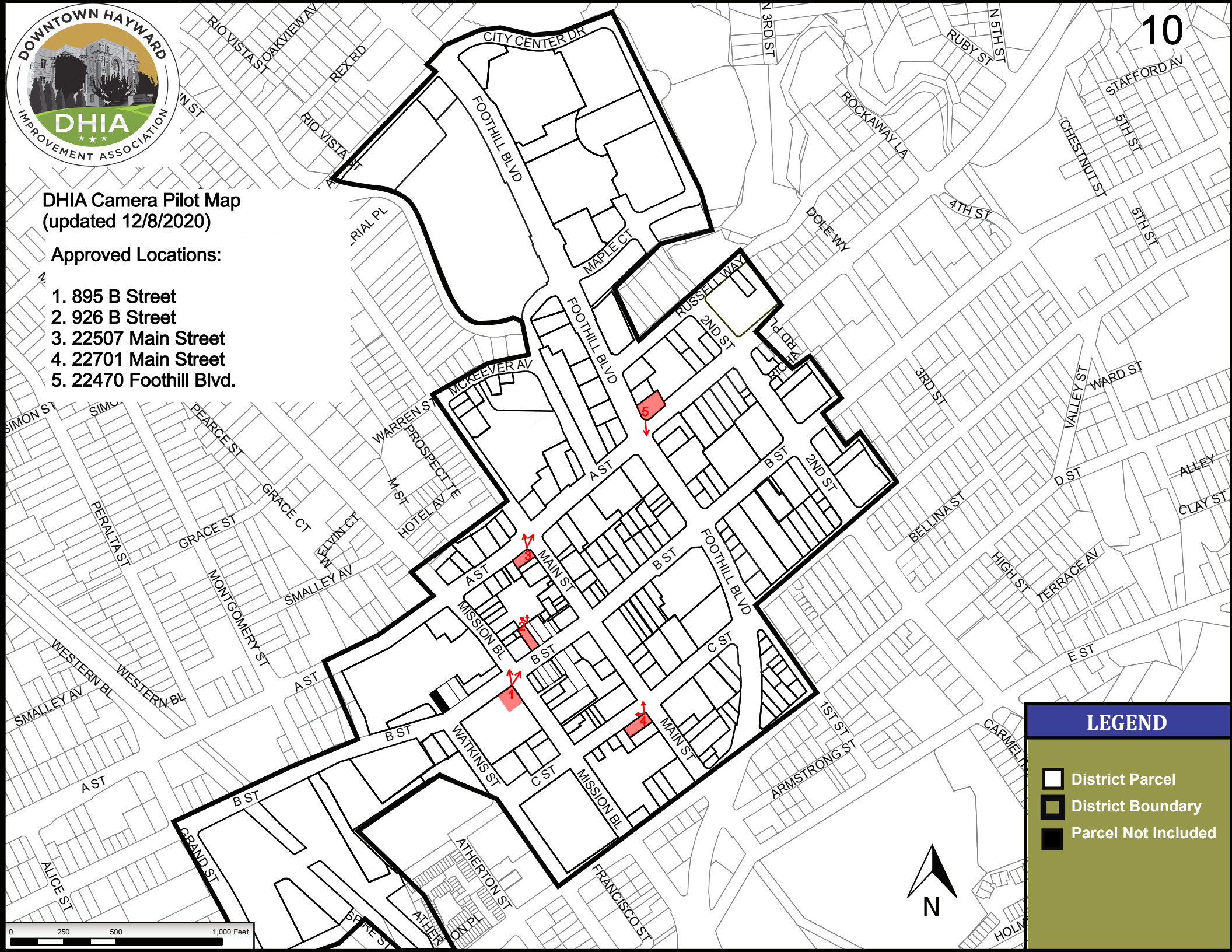
- District Parcel
- ▬ District Boundary
- Parcel Not Included



DHIA Camera Pilot Map (updated 12/8/2020)

Approved Locations:

- 1. 895 B Street
- 2. 926 B Street
- 3. 22507 Main Street
- 4. 22701 Main Street
- 5. 22470 Foothill Blvd.



LEGEND

- District Parcel
- District Boundary
- Parcel Not Included

