



Downtown Hayward Improvement Association
Sidewalk Operations, Beautification & Order Committee
Wednesday, September 7th, 2022, at 11:30 a.m.

Zoom Virtual Meeting:

<https://us02web.zoom.us/j/89332015345?pwd=bzIVWGdRVIIYOGNPczBpL2poek5YUT09>

Meeting ID: 893 3201 5345 | Passcode: 226380 | 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 June 29, 2022, Meeting Minutes *Action Item*
- 5) Committee Updates:
 - a. Review of YTD Committee Budget / Dominic LiMandri
 - b. NexStreet District Maintenance Report / Matthew Allen
 - c. Downtown Fall Supplemental Landscaping Program & Watering Service *Action Item*
 - d. Proposal to Re-Wrap B Street Trees with Decorative Lights *Action Item*
 - e. Ongoing Discussions re: DHIA & Bay Area Community Services (BACS) for Dedicated Outreach Services in Downtown Hayward
 - f. Downtown Hayward Camera Program / 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
Wednesday, June 29th, 2022 – 2:00 p.m.
Meeting held via zoom**

Present: Sara Buizer, Bill Matheson, Thomas Leung, Dinesh Shah (by phone),

Guests: Norman Davis (HPD), Pat Doherty (The Station), Nick Yoo (Sapporo)

Staff/Consultant: Dominic Li Mandri (New City America), Matthew Allen (NexStreet)

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	District Manager Dominic LiMandri called the meeting to order at 2:01 p.m.	No action taken
2. Continuing of Virtual Meetings Pursuant to AB361	Consideration to continue meeting virtually pursuant to AB361.	Sara Buizer motioned to approve the Committee continue meeting virtually, pursuant to AB361. Bill Matheson seconded the motion. Motion passed unanimously.
3. Public Comment, announcements	No public comment was made at this time.	
4. Approval of the March 25th, 2022 Minutes	Dominic presented minutes from the previous Committee meeting in March 2022. Committee members took time to review the minutes as presented and provide feedback.	Dinesh Shah motioned to approve the minutes from the March 25th, 2022 minutes. Sara Buizer seconded the motion. Motion passed unanimously.
5a. Review of YTD Committee Budget	a. Dominic presented the Year-to-Date Committee budget for member review.	

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<p>5b. NexStreet District Maintenance Report</p>	<p>Overall, the SOBO Committee is running under budget due to savings in both the “Cameras” & “Professional Services” line items.</p> <p>b. Matthew Allen with NexStreet was present to provide a summary of monthly DHIA maintenance operations as contained in the monthly maintenance report. Committee members discussed the breakdown of monthly tasks.</p>	
<p>5c. Downtown Municipal Parking Lot Proposal</p>	<p>c. Dominic reviewed the attached proposal for enhanced municipal parking lot maintenance provided to the City for Lots 1-3. The DHIA is still waiting on word from the City if they will be increasing services in these lots.</p>	
<p>5d. Downtown Supplemental Landscaping Program Status</p>	<p>d. Dominic summarized the scope of the existing DHIA landscaping program in downtown. Currently, the DHIA is seeking outside proposals to water the hanging baskets on B Street. No funds have been expended YTD in the Nursery Supplies budget.</p>	
<p>5e. Downtown Hayward Camera Program</p>	<p>e. Dominic provided an update of the status of the downtown camera pilot program. Of the 5 original pilot locations, only 3 camera sites were installed and only 1 was functioning before the pilot was halted by staff. Dominic has been arranging the de-installation of cameras from the remaining locations. Dinesh stated that he would prefer the DHIA advocate for the City to install cameras on local light poles, or at least provide matching funds for the pilot program. Sara added the City had no plans to install local cameras.</p>	
<p>5f. Ongoing Discussion re: DHIA & BACS for Dedicated Outreach Services in Downtown Hayward</p>	<p>f. Dominic summarized a potential agreement between the DHIA and the operator of the City’s Navigation Center, Bay Area Community Services. The agreement would be to commit dedicated</p>	

	outreach workers in downtown to provide enhanced outreach services. Dominic is waiting for an update from BACS and the City's Community Services dept. for more information. Matt Allen mentioned the City of Berkeley has a similar program operating in their downtown.	
6. Other Business	Dominic inquired on the Committee's interest in staff exploring the costs of installing additional decorative lighting on the B Street to enhance public safety downtown. Committee members expressed support in staff ascertaining a quotes for this project.	
7. Next Meeting	No future meeting was set at the time. The Committee will meet as needed.	
8. Adjournment	Meeting adjourned at 2:54 p.m.	

Minutes taken by Dominic Li Mandri, District Manager

3:05 PM

08/09/22

Cash Basis

Downtown Hayward Improvement Association
Profit & Loss Budget Performance
July 2022

	Jul 22	Budget	Jan - Jul 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	182,573.31	49,637.00	569,497.95	347,459.00	595,644.00
Total Assessment Income	182,573.31	49,637.00	569,497.95	667,925.00	916,110.00
Total Income	182,573.31	49,637.00	569,497.95	667,925.00	916,110.00
Expense					
Administration					
Accounting Fees	0.00	333.00	1,450.00	2,335.00	4,000.00
Bank Charges	0.00	4.00	0.00	30.00	50.00
Insurance - Liability, D and O	0.00	666.00	11,510.92	4,670.00	8,000.00
Legal Fees	0.00	250.00	2,414.00	1,750.00	3,000.00
Office Supplies	0.00	166.00	134.97	1,170.00	2,000.00
Postage, Mailing Service	67.08	41.00	299.74	295.00	500.00
Printing and Copying	0.00	125.00	0.00	875.00	1,500.00
Rent	1,200.00	1,250.00	8,400.00	8,750.00	15,000.00
Staff Consulting (New City)	6,500.00	6,500.00	45,500.00	45,500.00	78,000.00
Telephone, Telecommunications	225.00	291.00	1,575.00	2,045.00	3,500.00
Utilities	384.24	166.00	1,144.39	1,170.00	2,000.00
Admin Contingency	0.00	83.00	365.00	585.00	1,000.00
Total Administration	8,376.32	9,875.00	72,794.02	69,175.00	118,550.00
DISI					
Advertising	100.06	583.00	1,166.06	4,085.00	7,000.00
Annual Report	0.00	166.00	0.00	1,170.00	2,000.00
Branding & Signage	0.00	333.00	732.98	2,335.00	4,000.00
DISI Unallocated	2,500.00		2,500.00		
Outdoor Dining	0.00	416.00	0.00	2,920.00	5,000.00
PR / Social Media	0.00	4,500.00	19,850.00	31,500.00	54,000.00
Seasonal Displays	0.00	875.00	0.00	6,125.00	10,500.00
Special Events	0.00	3,416.00	0.00	23,920.00	41,000.00
Staff Consulting (New City)	1,500.00	1,500.00	10,500.00	10,500.00	18,000.00
Website	0.00	83.00	14.95	585.00	1,000.00
Total DISI	4,100.06	11,872.00	34,763.99	83,140.00	142,500.00
SOBO					
Fixed Assets - Major Purchase	0.00	1,666.00	0.00	11,670.00	20,000.00
Maintenance and Supplies	676.23	1,666.00	5,557.87	11,670.00	20,000.00
Nursery Supplies & Equipment	0.00	1,666.00	0.00	11,670.00	20,000.00
Payroll Expenses					
Health Insurance	0.00	1,250.00	3,346.13	8,750.00	15,000.00
Payroll Service	104.60	200.00	1,218.13	1,400.00	2,400.00

3:05 PM

08/09/22

Cash Basis

Downtown Hayward Improvement Association
Profit & Loss Budget Performance
July 2022

	<u>Jul 22</u>	<u>Budget</u>	<u>Jan - Jul 22</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Payroll Tax Expense	0.00	6,666.00	23,466.17	46,670.00	80,000.00
Payroll Workers Comp Ins	1,657.00	1,250.00	4,534.00	8,750.00	15,000.00
Payroll Expenses - Other	27,635.78	15,500.00	109,779.38	108,500.00	186,000.00
Total Payroll Expenses	<u>29,397.38</u>	<u>24,866.00</u>	<u>142,343.81</u>	<u>174,070.00</u>	<u>298,400.00</u>
Cameras	56.08	4,166.00	392.56	29,170.00	50,000.00
Professional Services	0.00	16,666.00	71,296.00	116,670.00	200,000.00
Supplies for SOBO	0.00	416.00	111.74	2,920.00	5,000.00
Vehicle Related					
Pressure Washing	0.00	500.00	1,831.90	3,500.00	6,000.00
Gas	354.00	416.00	1,663.43	2,920.00	5,000.00
Vehicle Repair & Maintenance	0.00	333.00	974.35	2,335.00	4,000.00
Vehicle Related - Other	0.00		317.54		
Total Vehicle Related	<u>354.00</u>	<u>1,249.00</u>	<u>4,787.22</u>	<u>8,755.00</u>	<u>15,000.00</u>
Total SOBO	<u>30,483.69</u>	<u>52,361.00</u>	<u>224,489.20</u>	<u>366,595.00</u>	<u>628,400.00</u>
Contingency / Reserve	0.00	2,221.60	0.00	15,552.00	26,660.00
Total Expense	<u>42,960.07</u>	<u>76,329.60</u>	<u>332,047.21</u>	<u>534,462.00</u>	<u>916,110.00</u>
Net Income	<u><u>139,613.24</u></u>	<u><u>-26,692.60</u></u>	<u><u>237,450.74</u></u>	<u><u>133,463.00</u></u>	<u><u>0.00</u></u>



DHIA- Ops Watering Map

Date Created: 11/12/21

7

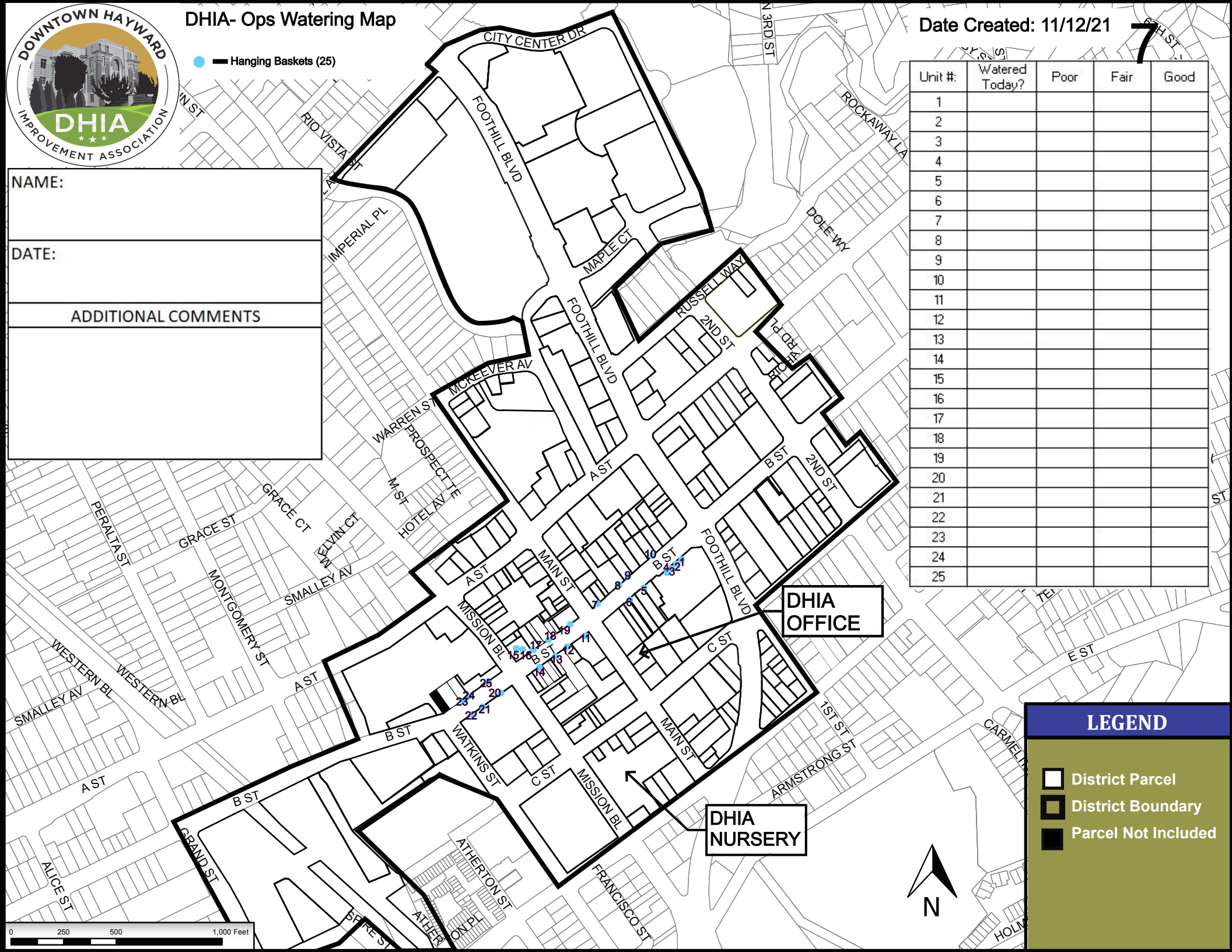
● Hanging Baskets (25)

NAME: _____

DATE: _____

ADDITIONAL COMMENTS

Unit #:	Watered Today?	Poor	Fair	Good
1				
2				
3				
4				
5				
6				
7				
8				
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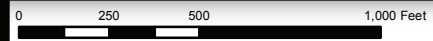


DHIA OFFICE

DHIA NURSERY

LEGEND

- District Parcel
- District Boundary
- Parcel Not Included



Country Garden Nursery LLC

6275 NW Poverty Bend Rd

McMinnville, OR 97128

Phone: 503-472-1351 Fax: 503-435-0846

Proposal

Date	Proposal #
8/11/2022	W22067

Name / Address
Hayward Downtown

Item	Description	Qty	U/M	Rate	Total
W-CA-18" PAL...	Winter CA 18" Palm Leaf Braided Hanging Basket custom planted with seasonal color and foliage. Price includes hanger and delivery to California Hayward, CA	25		177.00	4,425.00
				10.75%	475.69
			Total		\$4,900.69

District Works, LLC
 2400 Webster Street
 Oakland, CA 94612
 accounting@districtworks.city
 https://districtworks.city

Estimate 2022-067



ADDRESS Dominic Li Mandri Downtown Hayward Improvement Association 22654 Main Street Hayward, CA 94541 United States	DATE 09/01/2022	TOTAL \$10,618.87	
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PO NUMBER Monthly Billing	PROJECT NAME DHIA HPB Winter- 2022-067	WORK ORDER 2022-067
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DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Watering Service District Works will water hanging plants baskets (25) using DHIA meter and hydrant. Service Includes: Watering on a monthly basis and reporting any concerns to DHIA for quick resolution. -Watering Nov '22 - Mar '23 (2x weekly): 6 hours per week for 21.67 weeks	130.02	68.50	8,906.37
	Watering Service District Works will provide basket maintenance of baskets (25) on a monthly basis. Service Includes: Basic maintenance including deadheading, Neem oiling, and fertilizing on a monthly basis. Monitoring and reporting any concerns to DHIA for quick resolution. *Neem oil and fertilizer provided by DHIA. -Maintenance Nov '22 - Mar '23 (1x monthly): 5 hours per month for 5 months	25	68.50	1,712.50

We are your district at work!

<https://districtworks.city/>

Thank you for considering our services.

TOTAL

\$10,618.87

THANK YOU.

Accepted By

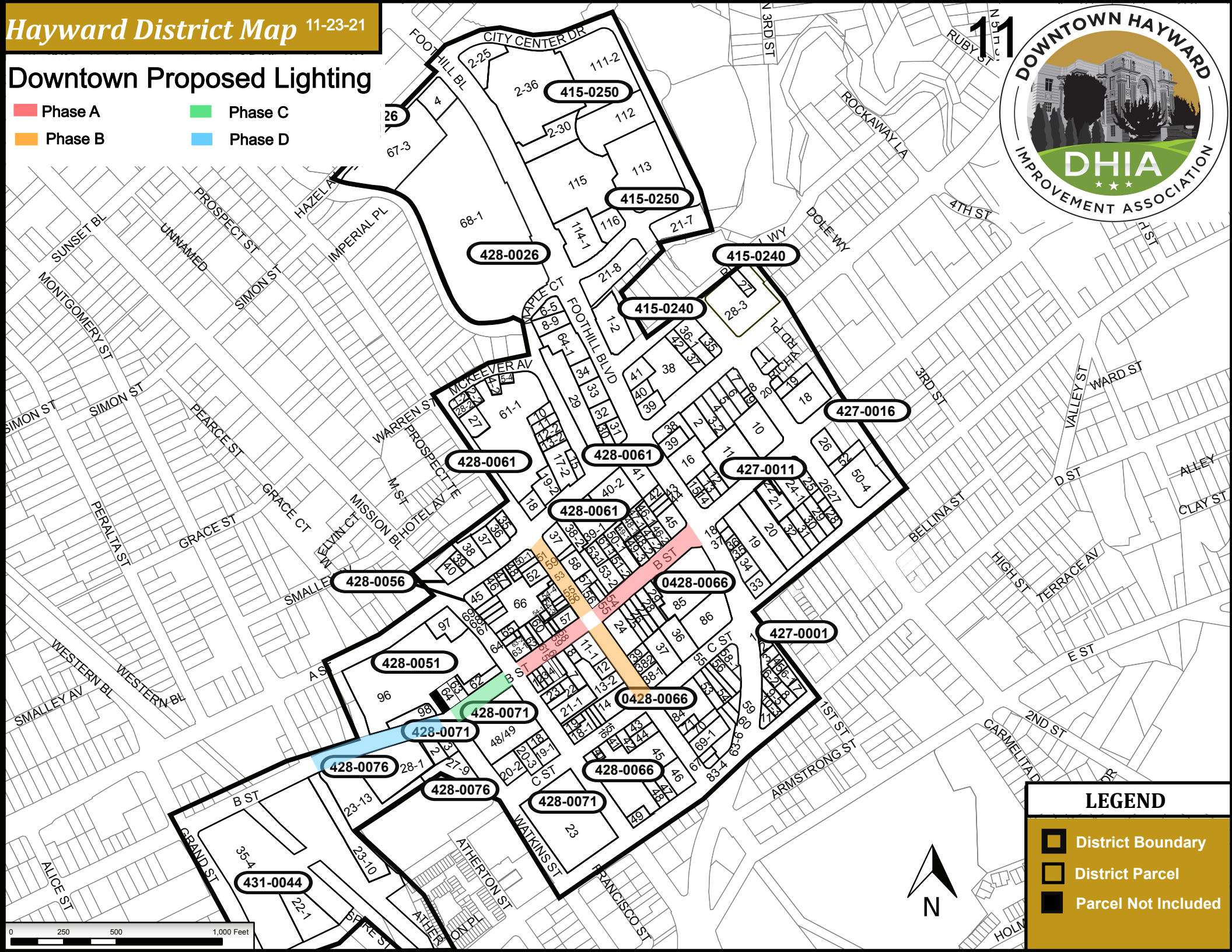
Accepted Date

We are your district at work!

<https://districtworks.city/>

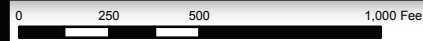
Downtown Proposed Lighting

- Phase A
- Phase B
- Phase C
- Phase D



LEGEND

- District Boundary
- District Parcel
- Parcel Not Included



San Francisco Holiday Lighting, Inc

526 Robin Drive
 Corte Madera, CA 94925
 +1 4156830250
 Charlotte@SFHolidayLighting.com
 www.sfholidaylighting.com



Proposal

ADDRESS

Downtown Hayward Improvement
 Association
 Contact: Dominic LiMandri
 619-241-1900
 dominic@newcityamerica.com

PROPOSAL # 2027**DATE** 07/25/2022

DATE	ACTIVITY	AMOUNT
07/25/2022	<p>Labor and Materials PERMANENT INSTALL -- PHASE A</p> <p>46 trees on B St from Foothill to Mission Branches only LED 5mm warm white Estimated use of 6 strands per tree (276 strands total) cords, splitters, timers</p> <p>Remove old lights currently in on trees. Wrap the trees -- branches only (or in cases of large trees, starting 8-10' high on trunk) and going as high as reachable by ladder. **No palm trees**</p> <p>Power should be available from previous outlets.</p>	18,725.00
07/25/2022	<p>Labor and Materials PERMANENT INSTALL -- PHASE B</p> <p>23 trees on Main St between A St and C St Branches only LED 5mm warm white Estimated use of 6 strands per tree (138 strands total) cords, splitters, timers</p> <p>Wrap the trees -- branches only (or in cases of large trees, starting 8-10' high on trunk) and going as high as reachable by ladder.</p> <p>Power should be available from previous outlets.</p>	8,995.00
07/25/2022	<p>Labor and Materials PERMANENT INSTALL -- PHASE C</p> <p>13 trees on B St between Mission and Watkins Branches only LED 5mm warm white Estimated use of 6 strands per tree (78 strands total) cords, splitters, timers</p> <p>Remove old lights currently in on trees. Wrap the trees -- branches only (or in cases of large trees, starting 8-10' high on trunk) and going as high as reachable by ladder.</p> <p>Power should be available from previous outlets.</p>	5,349.00
07/25/2022	<p>Labor and Materials PERMANENT INSTALL -- PHASE D</p> <p>28 trees on B St between Watkins and Montgomery Branches only LED 5mm warm white</p>	10,920.00

DATE	ACTIVITY	AMOUNT
07/25/2022	<p>Estimated use of 6 strands per tree (168 strands total) cords, splitters, timers</p> <p>Wrap the trees -- branches only (or in cases of large trees, starting 8-10' high on trunk) and going as high as reachable by ladder.</p> <p>Power should be available from previous outlets.</p> <p>Terms and Conditions Pricing includes purchase of all lights and supplies, and labor for installation, including a service call within 30 days of installation due to error in workmanship (this excludes acts of vandalism, terrorism, or acts of God). If a boom lift is needed for a service call, an additional charge will be applied.</p> <p>Emailed approval of job is deemed by both parties to be binding. This proposal is valid for 24 hours from the date it was written. Customer hereby authorizes San Francisco Holiday Lighting to install all materials on said property as provided herein. Payments received after 30 days will incur a 10% late penalty. The client will be responsible for collections costs and attorneys' fees. Appointments canceled with less than 48 hours' notice will incur a 10% cancellation fee. Full price is charged for a same day cancellation or no access.</p> <p>We are licensed, bonded and insured.</p>	0.00
TOTAL		\$43,989.00

Accepted By

Accepted Date