



Downtown Hayward Improvement Association
Sidewalk Operations, Beautification & Order (SOBO) Committee
Friday, May 24th, 2024, at 11:00 AM
Zoom Virtual Meeting: <https://us06web.zoom.us/j/81323230961>
Meeting ID: 813 2323 0961 | Passcode: 22654 | Call-In +1 669 444-9171

- 1) Introductions & 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.
- 2) Public Comment (3-Minute Max Per Person)
Please keep comments directed to non-agenda items.
- 3) Review of the March 22nd, 2024 Meeting Minutes *Action Item* P. 2 - 4
- 4) Committee Updates:
 - a. Downtown Community Safety Report – Update
 - b. Downtown District Maintenance Report – Update P. 5 - 10
 - c. Downtown District Landscaping Report – Update
 - d. Downtown Landscaped Planter Quote *Action Item* P. 11 - 14
 - e. District Works Vendor Contract & Broadening Scope of Service
- 5) New/Other Business
- 6) Next Meeting: _____
- 7) Adjournment *Action Item*

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 where 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 Board of Directors meeting, please call Monica Montes at 888 356-2726.



**Downtown Hayward Improvement Association
Sidewalk Operations, Beautification & Order (SOBO) Committee
Meeting Minutes
Friday, March 22nd, 2024 – 2:00 PM
Zoom Virtual Meeting**

Present: Sara Buizer, Resti Zaballos, Bill Matheson, Ben Schweng, Alfred Antonini,

Staff/Consultant: Dominic Li Mandri (New City America), Nicholas Yoo (New City America),
Albert Burrus (District Works)

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	Dominic Li Mandri called the meeting to order at 2:02 pm.	No action taken
2. Public Comment	Sara mentioned there has been an increase of vandalism and problems with the unhoused not just in the Downtown district but in the city of Hayward. She also mentioned that the level of services provided from the city has changed compared to when the district was initially formed mainly due to a lack of staffing and resources. Ben Schweng mentioned that the rise in anti-social behavior like breaking windows often serves as a pre-cursor to more serious crimes such as break-ins.	No action taken
3. Review of the January 16th, 2024 Meeting Minutes	Minutes were reviewed by the Committee Members present.	Motion to approve the minutes as presented was made by Sara Buizer. Bill Matheson seconded the motion. Motion

DOWNTOWN HAYWARD IMPROVEMENT ASSOCIATION

22654 Main Street • Hayward, CA 94541

		passed unanimously.
6. Committee Updates:		
a. Downtown Community Safety Report – Update	a. Dominic mentioned that Officer Norman Davis has had an injury and has not been active for some time now. We do not have an interim point of contact at this time. Dominic has been continuing talks with Hayward PD to install cameras in the district. Dominic mentioned that he and Nick Yoo would be attending a tour of District Work’s camera system in downtown Oakland and would present a report on the system at the next board meeting. Albert Burruss gave a brief summary on how the system worked and how businesses could integrate their footage together. Albert reported positive results and feedback after the cameras were installed in those districts.	a. No action taken
b. Downtown District Maintenance Report - Update	b. Albert provided a report on pgs. 5-10 in the packet. He mentioned two employees left due to personal reasons. However, they have two new place managers. He mentioned that there was a high volume of stickers throughout the district. Ben recommended using an anti-graffiti wax. Al said he would get the information. There was discussion about using the anti-graffiti wax as a preventative on common hotspots in the district.	b. No action taken
c. Downtown District Landscaping Report – Update	c. Dominic went over the landscaping map on pg. 13 in the packet. This would be the first landscaping project under District Works. Albert planned for the re-installation of the new hanging baskets to be at the end of April – early May.	c. No action taken
d. Downtown Landscaped Planter Options	d. Dominic went over pgs. 11-13 in the packet that showed different permanent planters. The Committee members gave feedback on some planters based on the prominence, sturdiness and aesthetic look. The committee was interested in pursuing this project.	d. No action taken

<p>e. DHIA Vehicle Insured Driver Issue & Possible Solution</p>	<p>e. Dominic mentioned there has been some conflict with New City America’s auto-insurance policy and District Work’s auto-insurance policy. One possible solution Dominic and Andrew discussed was for DHIA to lease the vehicles to District Works. Bill Matheson mentioned there could be possible legal issues. Dominic said he would talk with both insurance agents. Sara requested for more information.</p>	<p>e. No action taken</p>
<p>f. Downtown Task Force</p>	<p>f. Sara provided information about an internal task force to be created that would focus on some of the issues in downtown based on the referrals of the DHIA.</p>	<p>f. No action taken</p>
<p>7. New/Other Business</p>	<p>No new business was discussed.</p>	
<p>8. Next Meeting</p>	<p>Meetings are set as needed.</p>	
<p>9. Adjournment</p>	<p>Meeting was adjourned.</p>	<p>Ben moved to adjourn the meeting and Bill seconded the motion. Motion to adjourn the meeting was passed unanimously.</p>

Minutes taken by Nicholas Yoo, Assistant District Manager



Downtown Hayward Improvement Association Monthly Report

April 2024

April Recap

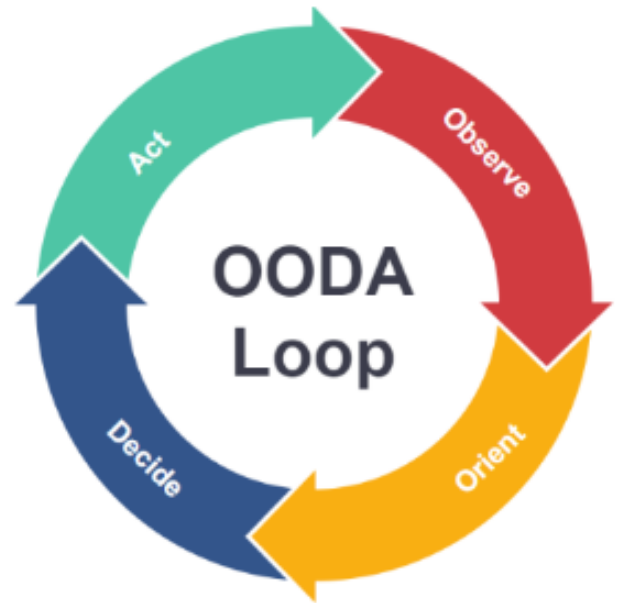
The DHIA Place Managers collected a total of 383 bags of debris during the month. To estimate the weight of these bags, the industry standard is an average of 25 pounds per bag. This resulted in the removal of an estimated 9,575 pounds of debris throughout the district in April.

Additionally, we engaged in 427 business contacts, fostering crucial connections within the local community, while also offering 7 hospitality escorts to ensure the seamless navigation and comfort of our community. We successfully removed 247 instances of graffiti/stickers. We categorize “small” graffiti as a 12"x 12" space that has been vandalized by spray paint, stickers, unauthorized postings, etc.

Statistics	Daily Average	Monthly Total	YTD Total
Business Contact	14	427	1439
Hospitality Escort or Directions Given	0	7	48
Trash Collected- Total Bags	13	383	1682
Trash Collected- Total Weight (lbs.)	319	9575	42050
Graffiti Removed- Stickers	7	198	1340
Graffiti Removed- Paint	2	49	334

April Recap

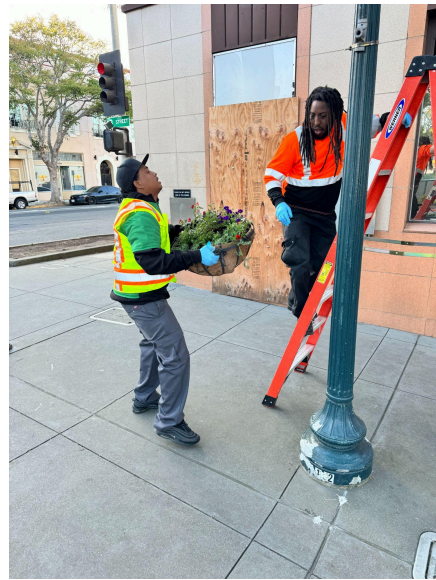
In an effort to support place managers working in the public right of ways and the impacts of working with diverse members of the community, this month District Works focused on a company wide initiative to ensure our teams have a decision-making process in place. To ensure staff know what to do in a high pressure, high stress situation, leadership focused on the OODA Loop and training our teams on use of this thought process when needed. The OODA Loop, which stands for Observe, Orient, Decide, and Act, is designed to help individuals rapidly assess and respond to changing situations, gain a competitive advantage, and make effective decisions. The strength of utilizing the OODA Loop lies in its iterative nature, emphasizing agility, flexibility, and ability to adapt to changing circumstances.



District Works also launched a new platform, HealthiestYou by Teladoc, to bring simplicity to healthcare for all of our place managers. This app based healthcare system allows users to speak with a doctor 24/7 by phone or video, shop prescription costs, find pharmacies, access medical experts, and more. This is provided to all District Works employees at no cost and allows staff to focus on personal health while giving back to our communities.

April Highlights

Spring has arrived in Hayward, marking the beginning of a delightful transformation as colorful hanging baskets beautify B Street. Place Managers began hanging the B Street baskets for those where liners were available. Initial deployment has consisted of sixteen planters lining B Street from Foothill Boulevard to Watkins Street. Once the remaining six liners are replenished, we'll swiftly complete the picturesque scene by installing the remaining baskets along the entirety of B Street. Place Managers also began watering the baskets and will continue with watering services every Wednesday and Saturday to ensure continued growth and longevity.

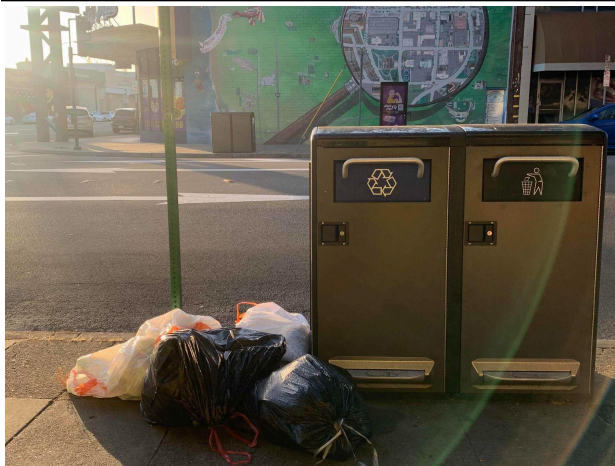


BEFORE & AFTER

1091 A Street



22660 B Street



BEFORE & AFTER

1172 A Street



About District Works

Building on a decade of experience in managing multiple business improvement and community benefit districts, District Works collaborates closely with your leadership to achieve organizational goals. We offer a comprehensive range of essential and supplemental staffing services to implement and sustain your investment in improvement and street beautification efforts.

Engaging with District Works means creating an extension of your team and expanding your organization's capacity to maximize its positive impact on the community.



standard products / planters (/standard-products/planters) / merida



MERIDA

Product Number: QR-MER3836PLC

38X36 (VIEW/4487)






32X16 (VIEW/4489)

28X26 (VIEW/4491)

34X34 (VIEW/4485)

A perfect fit for any eco-centered environment, this precast concrete planter was designed with the environment in mind.

COLORS

-  Mission White
-  French Gray
-  Natural
-  Latte
-  Custom



[\(https://www.qcp-corp.com/\)](https://www.qcp-corp.com/) [\(https://www.qcp-corp.com/\)](https://www.qcp-corp.com/) [\(https://www.qcp-corp.com/\)](https://www.qcp-corp.com/) [\(https://www.qcp-corp.com/\)](https://www.qcp-corp.com/)
[corp.com/company#contact](https://www.qcp-corp.com/#contact) [sales@qcp-corp.com \(mailto:sales@qcp-corp.com\)](https://www.qcp-corp.com/request_a_quote)

MATERIALS

GFRC Glass Fiber Reinforced Concrete.

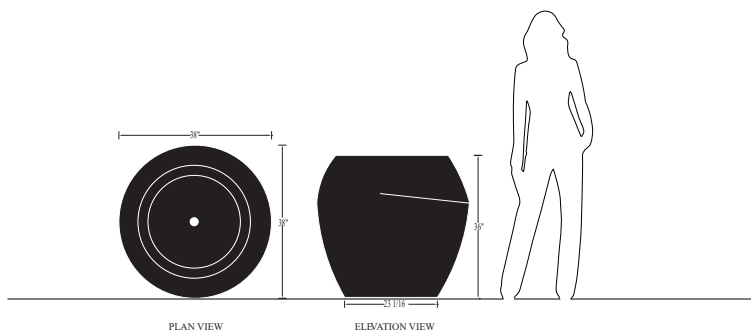
GFR FINISHES

Mano

SIZE AND WEIGHT

- Diameter: 38"
- Height: 35 1/2"
- Weight: 328 lbs
- Top OD: 28"
- Bottom OD: 23 1/16"
- Top ID: 23"

VIEW ALL AVAILABLE SIZES & DOWNLOADS



QR-MER3836PLC

SHOW SELECTED ONLY

CLEAR SELECTIONS



731 PARKRIDGE AVE NORCO, CA 92860 | 866.703.3434

QUOTATION

13

Quote No. 0012854
Quote Date 5/17/2024
Expiration Date 6/17/2024

TO:
DOWNTOWN HAYWARD IMPROV ASSSOC
C/O NEW CITY AMERICA
22654 MAIN STREET
HAYWARD, CA 94541
United State

SHIP TO:
DOWNTOWN HAYWARD PLANTERS
22654 MAIN STREET
HAYWARD, CA 94541
United State

ATTN:
EMAIL: shirley@newcityamerica.com

ATTN: SHIRLEY ZAWADZKI 619-233-5009

Cust No.	Reference	Salesperson	Specifier	F.O.B.	Expiration	
376223	50/50	GOTZ /ULRICH	FRIEND+SWEET	DESTINATION	30 DAYS	
Ln	Quantity	UM	Part	Description	Price	Extension
001	20	EA	QRMER3836PLC	38"DIAX36"HT MERIDA LC PLANTER COLOR: NATURAL TEXTURE: MANO SEALER: PERMASHIELD 4200 STANDARD 2"DIA DRAIN HOLE. INCLUDE INTERIOR WATER SEALANT.	1614.0000	32,280.00
800	1		FREIGHT	FREIGHT CHARGES	2888.0000	2,888.00
Total for Quote \$						35,168.00
				A 50% DEPOSIT OF \$19-319.05___ IS REQUIRED BEFORE PRODUCTION. DELIVERY REQUESTED ON:_____ (PLEASE FILL IN THE REQUESTED DELIVERY DATE ABOVE).		

Please issue all purchase orders to QCP Corp. PO Box 639, Norco, CA 92860-0639. QCP is a material supplier, not a contractor. If rescheduling delivery is necessary, customers must notify QCP at least 72 hours prior to delivery to avoid penalty. Failure to do so may require the customer to pay a restocking fee of 10% of the total order. When applicable, price includes delivery and offloading with QCP's crane equipped truck. Placement, if not accessible with QCP's crane truck, is required by others. Palletized products will be offloaded only. Customer will provide the necessary equipment for offloading shipments requiring the use of flatbed common carriers. Customer is responsible for supplying one person to assist the driver. All installation and assembly are required by others. Customer must provide any and all necessary permits. Deliveries are made "RAIN" or "SHINE". Customer shall be responsible for count, model numbers, and/or specifications on all written or verbal quotations by QCP Corp. QCP Corp. reserves the right to change price if quantity changes. Taxes, fees, and special handling charges associated with customs and international trade are the responsibility of others. All products are made to order. No exchange and no refunds.

The above Price Quotation is subject to the Terms and Conditions contained on the following page and are part of this Agreement. Customer acknowledges that the Terms and Conditions have been read and approved. **Credit terms subject to change pending account verification.**

By: _____
Date: _____



731 PARKRIDGE AVE NORCO, CA 92860 | 866.703.3434

QUOTATION

14

Quote No. 0012854
Quote Date 5/17/2024
Expiration Date 6/17/2024

TO:
DOWNTOWN HAYWARD IMPROV ASSSOC
C/O NEW CITY AMERICA
22654 MAIN STREET
HAYWARD, CA 94541
United State

SHIP TO:
DOWNTOWN HAYWARD PLANTERS
22654 MAIN STREET
HAYWARD, CA 94541
United State

ATTN:
EMAIL: shirley@newcityamerica.com

ATTN: SHIRLEY ZAWADZKI 619-233-5009

Table with 6 columns: Cust No., Reference, Salesperson, Specifier, F.O.B., Expiration. Row 1: 376223, 50/50, GOTZ /ULRICH, FRIEND+SWEET, DESTINATION, 30 DAYS. Row 2: Ln, Quantity, UM, Part, Description, Price, Extension.

TERMS & CONDITIONS

QCP PRODUCTS, PURCHASED NEW, ARE GUARANTEED FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP, UNDER NORMAL USE, FOR A PERIOD OF ONE YEAR FROM THE ORIGINAL DATE OF DELIVERY. DAMAGE INCURRED FROM VANDALISM AND ACTS OF GOD ARE NOT COVERED. REPLACEMENT AND REPAIR SHALL BE AT THE DISCRETION OF QCP. QCP SHALL NOT BE LIABLE TO YOU OR ANY OTHER PARTY FOR LOSS OF PROPERTY, LOSS OF USE, LOSS OF SAVINGS, LOSS OF PROFITS, INSTALLATION CHARGES, SPECIAL DAMAGES, INCIDENTAL DAMAGES, CONSEQUENTIAL DAMAGES, DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE MATERIAL, INDIRECT OR OTHER SIMILAR DAMAGES ARISING FROM BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, OR ANY OTHER LEGAL THEORY; EVEN IF QCP OR ITS AGENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS AND/OR DAMAGES.

In the event of a claim for defective goods, QCP shall be allowed to inspect such materials or upon request shall be furnished a sample of such materials. Goods claimed to be defective shall not be returned without QCP written prior-authorization, QCP is only liable to replace, or credit you, at QCP option, for defective materials. Where you are to inspect as a condition of purchase, you shall be responsible for any charges for inspection, analysis or tests.

QCP shall not be liable for its failure to perform due to strikes, labor difficulties, judicial action, fire, flood, war, sabotage, riot, breakdowns or failure of plant or equipment, delays in or lack of transportation, government allocations, delays of supplies or unavailability of material or any other cause beyond QCP's control. If QCP, in its discretion, determines that its performance would result in QCP incurring a loss because of causes beyond QCP control, QCP may terminate this agreement, without penalty or obligation to you.

Shipments and deliveries shall be subject to approval of QCP credit department. QCP reserves the right to demand you give a security interest in your inventory to QCP before making any shipment to you that is not COD. If you fail to fulfill the terms of payment, QCP may defer further shipments or may at its option cancel any unshipped balance. No failure of QCP to exercise any right accruing from any default by you shall impair QCP's rights in the event you subsequently default. In the event QCP has a security interest in your inventory, this invoice shall become a demand notice.

QCP shall retain title of the goods sold until the goods are paid for in full. If payment is not made when due, QCP may, at its option and without notice, enter the premises where the goods may be located and repossess the goods. This reservation of title in QCP and the right to repossess shall be in addition to any and all other remedies QCP may have under law or equity. Any and all of the above mentioned remedies may be used at the same time and the use of any of these shall not constitute a waiver of the right to use any other available remedies.

This transaction shall be governed by and construed in accordance with the laws of the State of California, or state laws of which merchandise is to be delivered, without regard to principles of conflicts of law. The parties expressly consent to be subject to the exclusive jurisdiction of the California State courts. The parties agree that receipt of an order in Riverside County constitutes performance, and that Riverside County, Corona Court is the proper venue.

You agree your acknowledgement on the bottom of this page shall constitute your acceptance of the terms and conditions contained herein and/or referred to in QCP's Price Quotation. You agree to pay within the terms specified on the invoice/price quotation. Any delinquent account will bear interest at 2% per month, or 24% per year. You agree to pay all reasonable collection costs and attorney's fees incurred in collection of this account.

Any excises, levies or taxes which QCP may be required to pay or collect under any existing or future law, upon or with respect to the sale, purchase, delivery, storage, processing, use, consumption or transportation of any of the material covered hereby shall be your responsibility, and you agree to pay the amount thereof to QCP.

The above Terms and Conditions represent the entire agreement between QCP and the customer with respect to the sale of goods supplied hereunder and cannot be modified except by a new written contract signed by both QCP and the customer. By signing below, customer agrees to be contractually bound for the above mentioned products and / or services.

By: _____
Date: _____