

**REQUEST FOR PROPOSAL FOR A DISTRICT MANAGER FOR THE
DOWNTOWN ONTARIO IMPROVEMENT ASSOCIATION (DOIA)
DECEMBER 2019**

DUE JANUARY 17TH, 2020 BY 3:00 P.M.

The Downtown Ontario Improvement Association is seeking a qualified “District Manager” to serve in the capacity of key support staff manager of the special benefit services performed in the Downtown Ontario Community Benefit District (CBD). Individuals or companies are encouraged to apply. Proposals are due by January 17th, 2020.

Background:

The Downtown Ontario Improvement Association (DOIA) is a pending public benefit corporation whose primary function is to administer the Downtown Ontario Community Benefit Improvement District (CBD). The District was approved by an overwhelming vote of the affected property owners in July 2019 and is currently in the process of rolling out all its special benefit services. The DOIA has a contract with the City of Ontario to administer the revenues for this assessment district. 2020 will be the first full year of operation of the District.

The special benefit services funded by this CBD include maintaining cleanliness and order in the public rights of way, improving district identity, creating and running a new web site and all district events, serving the corporations’ administrative needs and advocating on behalf of the area’s property owners, business owners and residents. The Downtown Ontario CBD is a mandatory assessment district that funds special benefits or services over and above those currently provided by the City of Ontario. The CBD includes all property owners within the boundaries of the attached map. The function of the CBD is also one of an advocacy organization that seeks to improve the overall appearance, building/commercial mix and public space improvements within the district.

The expectations for the administrative employment and/or contract for services for this position include:

Desired Skills and Experience:

- Working with public benefit, non-profit corporation Board of Directors;
- General understanding of assessment district law and Proposition 218 special benefit requirements;
- Demonstrated understanding of the workings of a district management corporation;
- Working independently and efficiently without direct supervision;
- Ability to effectively communicate with stakeholders (property owners, business owners and residents);

- Working knowledge of the City of Ontario, its City Council and Downtown area;
- Ability to write and maintain records of the Association;
- Knowledge of basic accounting principles;
- Knowledge of basic property management;
- Knowledge of maintenance of the public rights of way;
- Proficient computer and business e-mail skills;
- Proficient understanding of the public records and public notice requirements of the Brown Act;
- Identify and pursue successful funding sources outside of the District assessments;
- Demonstrated experience in business attraction to commercial districts.

Hours required:

The District Manager position shall be a part time position and determined by the Board of Directors as to how many hours per week the person/company will on site and shall be revised based on discussions with the Board of Directors. Most of the time the work will be done during weekdays, however there will be the need for staff support on weekends and various events and holiday celebrations.

Duration:

The District Manager agreement shall commence in or around February 15th, 2020 and will remain in force until determined by the DOIA Board of Directors that the contract is no longer necessary. **The President, with the consent of the Executive Committee of the DOIA Board shall retain the right to terminate the employment agreement or management agreement upon 30-days' notice;**

Pay:

Initially, up to \$5,000.00 a month dependent upon experience. This shall be a straight performance-based agreement and shall *not include* employee or a company benefits package. Any payroll and employment taxes shall be included in this \$5,000.00 a month maximum figure. The Board may also consider higher proposals based upon experience and overview of service providers within the district.

Employment status:

Individual, consultant groups, CBD District Management Companies, or other management entities or partnerships with appropriate experience are encouraged to submit a response to this RFP. The District will enter into an independent contractor relationship or employment agreement with the selected candidate(s) or companies. The main point of contact for the selected candidate or company shall be Rick Byrd, President of the DOIA.

Expectations of the Selected Candidate or Company

I. IMPLEMENTATION OF SERVICES:

- Review the Management District Plan to become knowledgeable of the scope and depth of special benefit services voted upon by the property owners of the district. In that light, be

prepared to oversee employees or contract providers for security, landscaping, sidewalk maintenance, etc. to ensure the highest level of services for the benefiting property owners, residents and businesses. Be knowledgeable of the limitations of the “special benefit services” as explained in Article XIII(D) of the state constitution. *(Copies of the full management district plan are available upon request.)*

- Be available to interact with district property owners, residents, businesses, visitors and City officials as necessary in response to the delivery of services;
- Walk with the maintenance employees or contractor regularly to ensure the highest level of maintenance and security is provided;
- Ensure that the maintenance employees or contractor provider reports to the City immediately on any and all hazardous conditions in the public rights of way;
- Frequently monitor frequently the level of problematic issues in the public rights of way;
- Respond to constituent concerns in a timely manner;
- Respond to e-mails or inquiries by Board members or constituents with all due speed.
- Coordinate any and all special events (supplemental payment/time compensation is possible for this). Prepare event status reports of vendors, payments, budget concerns, etc., leading up to the event.
- Have demonstrated experience in business attraction to some of the vacant storefronts in the area. Compile market rate information and contact information for any and all vacant properties and present that data to new businesses or commercial property owners as requested.
- Maintain and update the property database, based upon changes in land use and improvements and report to the City every year prior to the logging of assessment district changes with the County;

II. CORPORATE ORGANIZATIONAL SUPPORT

- *DOIA Board meeting clerical, administrative and organizational support*
 - a. Attend all DOIA Board and Organization Committee meetings;
 - b. Prepare all DOIA Board packets, post consistent with the Brown Act and City of Ontario open meeting provision requirements;
 - c. Distribute DOIA Board packets prior to the meetings;
 - d. Prepare and distribute all committee and task force packets prior to the meeting;
 - e. Work closely with President and Committee Chairs in the preparation of meetings;
 - f. Attend all DOIA Board Standing Committee and Task Force meetings;
 - g. Help direct and manage DOIA Board discussions
 - h. Review and correct all minutes for accuracy;
 - i. Maintain all corporate meeting records consistent with the Brown Act provisions;
 - j. Oversee and monitor the annual election of DOIA Board members;
 - k. Keep a roster of attendance for all DOIA Board members to ensure compliance with the bylaws, attendance requirements.
 - l. Prepare any and all reports, including the annual report to the DOIA Board and the City;

III. GENERAL ADMINISTRATION

- *Fiscal*
 - a. Monitor Committee budgets to make sure they are in line with projections;
 - b. Monitor assessment compliance reports with the City;
 - c. Prepare monthly financial reports to the Board of Directors, and the Committees of the Board;
 - d. Prepare and monitor annual budgets for the City Annual reports;
 - e. Work with auditor for annual 990 reports and audits to the City;
 - f. Work with accountant or CPA for compliance with federal and state tax filings;
- *Supervisory*
 - a. Oversee maintenance and other service providers
 - b. Oversee and direct any student interns;
- *Office*
 - a. Ensure public accessibility to records and minutes and finances of the corporation;

IV. OTHER:

- a. Other duties as assigned by the DOIA Executive Committee and/or Board;

V. DUE DATE:

The Downtown Ontario Improvement Association reserves the right to accept, negotiate, reject or propose amendment to any and all proposals submitted. The selection process will be determined based upon district management experience, knowledge of the law, experience in working with non-profit Boards and knowledge of the City of Ontario. We reserve the right to reject any and all applicants as well as to determine that we will not fill this position.

For any questions regarding this RFP, please call 888 356-2726 and ask for Marco Li Mandri, Interim Administrator.

Please email your resume, proposal, plus 3 references verifying your work in a similar field to marco@newcityamerica.com

Due date: Friday, January 17th, 2020

Please include three references, as well as three letters of recommendation related to similar work with your response to the RFP.

The Downtown Ontario Improvement Association is an Affirmative Action, Equal Opportunity employer and does not discriminate against employees or applicants because of race, religion, creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex gender, gender identity, gender expression, age, or sexual orientation, or any other characteristics protected by State and Federal law.

Ontario District

