

**REQUEST FOR PROPOSAL FOR AN EXECUTIVE DIRECTOR OR DISTRICT MANAGER
FOR THE OAKLAND CHINATOWN IMPROVEMENT COUNCIL (OCIC)
ISSUE DATE: DECEMBER 1ST 2021 - DUE DATE: JANUARY 7TH, 2022**

The Oakland Chinatown Improvement Council is seeking a qualified “District Manager” or Executive Director to serve in the capacity of key support staff manager of the special benefit services performed in the Oakland Chinatown Community Benefit District. Individuals or companies are encouraged to apply. Proposals are due by January 7th, 2022.

Background:

The Oakland Chinatown Community Benefit District (OCIC) is a pending public benefit corporation whose primary function is to administer the Oakland Chinatown Community Benefit Improvement District (OCIC). The District was formed by an overwhelming vote of the affected property owners in July 2021 and is currently in the process of updating and rolling out all of its special benefit services. The OCIC has a contract with the City of Oakland to administer the revenues for this assessment district, its first year annual budget is projected to be \$1.2 million.

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 the web site, coordinating social media and all district events, serving the corporations’ administrative needs and advocating on behalf of the area’s property owners, business owners and residents. The Oakland Chinatown CBD is a mandatory property assessment district that funds special benefits or services over and above those currently provided by the City of Oakland. 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 Executive Director or District Manager as an employee or contracted management entity for services for this position include:

Desired Skills and Experience:

- All candidates for this position must be able to read, write and speak in Mandarin and/or Cantonese. Having the same skills for the Vietnamese language would also be desirable.
- Working with a 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).
- Ability to write, maintain and post records of the Association on its website in a timely manner.
- 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.
- Working knowledge of Oakland Chinatown would be helpful.

Hours required:

The Executive Director or District Manager work schedule shall be determined by instructions of the Board of Directors; however, it will be expected to provide a minimum of an average of 40 hours per week and may be revised based on discussions with the Board of Directors.

Duration:

The District Manager agreement or Executive Director shall commence in or around February 1st, 2022, and will remain in force until determined by the OCIC Board of Directors that the employment contract is ended, or the management contract is no longer necessary. **The Board shall retain the sole right to terminate the employment agreement or management agreement with or without cause upon 60-days' written notice.**

Pay:

Initially, up to \$10,000.00 per 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 \$10,000.00 per month maximum figure. *The Board may also consider higher cost proposals based upon experience within the district in this field.*

Employment status:

Individuals, 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 the President of the OCIC.

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 special benefit services provided adhere to the Oakland Chinatown Management District Plan which is the document that was approved by both the weighted majority of property owners as well as the City Council of Oakland in July 2021.
- 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.
- 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

- *OCIC Board meeting clerical, administrative and organizational support*
 - a. Attend all OCIC Board and Executive Committee meetings.
 - b. Prepare all OCIC Board packets, post consistent with the Brown Act and City of Oakland open meeting provision requirements.
 - c. Distribute OCIC 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 agendas and packets for the meetings.
 - f. Attend all OCIC Board Standing Committee and Task Force meetings.
 - g. Help direct and manage OCIC 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 OCIC Board members.
- k. Keep a roster of attendance for all OCIC Board members to ensure compliance with the bylaw's attendance requirements.
- l. Prepare any and all reports, including the annual report to the OCIC Board and the City.
- m. Work with CPA or accountant on annual reviews and tax filings.
- n. Oversee insurance requirements that include Directors and Officers insurance as well as General Liability insurance

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 OCIC Executive Committee and/or Board.

V. DUE DATE:

The Oakland Chinatown Improvement Council 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 Oakland. We also 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 email your Resume, proposal or response to Marco Li Mandri, Consultant to the OCIC, at marco@newcityamerica.com.

Due date: Friday, January 7th, 2022

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

The Oakland Chinatown Improvement Council 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.