

RFP EXECUTIVE DIRECTOR – ARDEN + HOWE BUSINESS ALLIANCE ('A+HBA')
Sacramento, California November 20, 2022.

The A+HBA is a recently established property business improvement district ('PBID').

We are seeking to hire an individual to be our executive director or to contract with a district management company to manage our district.

The requirement begins as soon as February 15th, 2023.

The A+HBA has established its tax-exempt status under §501(C-6) of the Internal Revenue Code.

The recently established PBID is currently focused on maintenance and security programs but intends to expand its focus to include business advocacy and improvements to the appearance of the district including public space improvements.

Arden Arcade is a densely populated community between the urban downtown and midtown Sacramento areas and suburban communities on the periphery of the Sacramento Metropolitan Statistical Area ('MSA'). Arden Arcade is located on transportation arteries and is easily accessible from all parts of the MSA.

QUALIFICATIONS

The successful candidate will be able to explain how their experience will allow them to excel in the following areas (shown in order of importance, most important to least important):

- 1) Engaging and assisting district property owners in a caring and timely manner. The position requires evening and weekend work and the ability to help displeased property owners.
- 2) Managing district finances and vendors in an organized, timely and professional manner. The position requires math and computer skills and the ability to use accounting software like QuickBooks.
- 3) Managing a board of directors and cultivating existing and potential board member relationships.
- 4) Advising the directors on regulatory compliance - most importantly the Ralph M. Brown act. See a list of other regulatory compliance duties below in the responsibilities section.
- 5) Increasing the PBID's revenues thorough any and all forms of fund-raising including grant writing.
- 6) Organizing district events.

RESPONSIBILITIES

Marketing and Customer Service

Serves as primary advocate, spokesperson, and business development person for the PBID. Responds to property owner concerns in a timely manner. Updates the PBID's website and reports the activities of the PBID to the district's property owners. Frequently monitors the district for issues like illegal refuse dumping and camping. Is available to interact with district property owners, residents, businesses, County officials as necessary. Builds and strengthens relationships with all major community stakeholders including but not limited to the Board of Supervisors, Community Development, Economic Development, Office of Homeless Initiatives, Planning and Environmental Review, Sherriff's Department, Department of Transportation, Waste Management and Recycling, The Heart Group, and neighborhood associations.

Regulatory

Ensures that A+HBA complies with the provisions of the Ralph M. Brown Act and that the entire board is trained in and understands Brown Act restrictions, especially relating to email and serial meetings. Ensures that the board complies with the provisions of A+HBA's contract with the County of Sacramento. Ensures that A+HBA complies with the provisions of the Public Records Act. Ensures the board complies with the provisions of its management district plan and bylaws and ensures A+HBA files its biennial statements with the California Secretary of State. Ensures that an annual report is submitted to the County on time. Ensures that the tax rolls are submitted on time. Ensures the County has filed the notice and assessment diagram required by Streets and Highways Code §3114.

Business and Board Management

Prepares the annual budget. Develops agendas for board and committee meetings in coordination with the board and attends all board and committee meetings. Manages finances of the PBID. Endeavors to increase non-assessment revenue through grants, partnerships, sponsorships, and other means. Is responsible for the oversight of district contractors hired to provide services to include but not limited to, security, cleaning, and graffiti abatement. Oversight to include periodically checking the work quality of the contractors to ensure the work has been completed per the terms of the contract and checking all invoices are accurate and include charges only for services provided.

DETAILS

Individuals or district management companies are encouraged to submit a response to this RFP.

Individuals should email a letter detailing how their experience will allow them to excel in the six areas set forth above under QUALIFICATIONS along with their resume and salary and benefit requirements.

District management companies should email a letter explaining how their company's experience will allow them to excel in the six areas set forth above under QUALIFICATIONS along with resumes for all members of the company's management team. Companies should propose the basic terms of a potential contract with the A+HBA.

Applicants should be familiar with the PBID's district plan and contract with the County.

Requests for the district plan and contract with the County can be made by emailing ardenPLUShowebusinessalliance@gmail.com.

A+HBA reserves the right to accept, negotiate, reject, or propose amendment to 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 County of Sacramento. We reserve the right to reject all applicants as well as to determine that we will not fill this position.

A+HBA 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.