



**REQUEST FOR PROPOSAL FOR A DISTRICT MANAGER FOR THE  
DOWNTOWN DOWNEY IMPROVEMENT ASSOCIATION (DDIA)  
FEBRUARY 2020**

**The Downtown Downey 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 Downey Community Benefit District (CBD). Individuals or companies are encouraged to apply. Proposals are due by March 13<sup>th</sup>, 2020.**

**Background:**

The Downtown Downey Improvement Association (DDIA) is a public benefit corporation whose primary function is to administer the Downtown Downey Community Benefit Improvement District (CBD). The District was approved by an overwhelming vote of the affected property owners in July 2018 and has rolled out all of its services over the past year. The DDIA has a contract with the City of Downey 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 Downey CBD is a mandatory assessment district that funds special benefits or services over and above those currently provided by the City of Downey. 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).

- 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 shall be determined by instructions of the Board of Directors minimum of an average of 20 hours per week and revised based on discussions with the Board of Directors.

**Duration:**

The District Manager agreement shall commence in or around April 1<sup>st</sup>, 2020 and will remain in force until determined by the DDIA Board of Directors that the contract is no longer necessary.

**The President, with the consent of the Executive Committee of the DDIA Board shall retain the right to terminate the employment agreement or management agreement upon 30-days' notice.**

**Pay:**

Initially, up to \$4,000.00 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 \$4,000.00 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 Jorge Villa, President of the DDIA.

**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

- *DDIA Board meeting clerical, administrative and organizational support*
  - a. Attend all DDIA Board and Organization Committee meetings.
  - b. Prepare all DDIA Board packets, post consistent with the Brown Act and City of Downey open meeting provision requirements.
  - c. Distribute DDIA 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 DDIA Board Standing Committee and Task Force meetings.
  - g. Help direct and manage DDIA 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 DDIA Board members.
  - k. Keep a roster of attendance for all DDIA Board members to ensure compliance with the bylaw’s attendance requirements.
  - l. Prepare any and all reports, including the annual report to the DDIA 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 DDIA Executive Committee and/or Board.

**V. DUE DATE:**

The Downtown Downey 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 Downey. 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 or response to [marco@newcityamerica.com](mailto:marco@newcityamerica.com)

**Due date:** Friday, March 13<sup>th</sup>, 2020

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

***The Downtown Downey 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.***