

Enhance La Jolla Request for Proposal

District Manager or District Management Company for the La Jolla Village Maintenance Assessment District

Enhance La Jolla is seeking a qualified District Manager to serve in the capacity of an overseer of the special benefit services performed in the district. Individuals or district management companies are encouraged to apply to administer and oversee the services in the Village of La Jolla.

Background:

Enhance La Jolla (ELJ) is a public benefit corporation whose primary function is to administer the La Jolla Village Maintenance Assessment District (MAD). The La Jolla Village Maintenance District was approved by a vote of the affected property owners in November 2016 and authorized by San Diego City Council. ELJ has a contract with the City of San Diego to administer the revenues for this assessment district. The Fiscal Year 2020 revenues for ELJ are more than \$500,000. The District began official operations in October 2019 and contracts with authorized vendors are in place.

The special benefit services funded by this MAD include: supplemental trash collection, litter abatement, graffiti control, landscape maintenance and power washing of sidewalks. The MAD is a mandatory assessment district that funds special benefits or those services over and above currently provided by the City of San Diego. The District includes all property owners within the boundaries of the map that can be found at: <http://enhancelajolla.org/the-district/>. The function of the MAD is also one of an advocacy organization that seeks to improve the overall appearance, building, office, retail and related residential mix and public space improvements within the district.

Eligibility:

This Request for Proposal is open to all interested parties.

The expectations for the person or administrative contract for services for this position are as follows:

Experience preferred:

- Working with public benefit, non-profit corporation Board of Directors;
- Understanding assessment district law and Proposition 218 special benefit requirements;
- Demonstrated understanding the workings of a district management corporation;
- Working independently without direct supervision;

- Ability to effectively communicate with stakeholders (board of directors, property owners, business owners and residents);
- Ability to write as well as maintain records of the District Association;
- Knowledge of basic accounting principles;
- Knowledge of basic property management;
- Knowledge of maintenance of the public rights of way;
- Ability to oversee, supervise, hire and fire vendors, contractors, sub-contractors, maintenance staff and office staff;
- Basic computer, e-mail, social media and WordPress skills;
- Identify and pursue successful funding sources outside of the management corporation;
- General understanding of local government, knowledge of City of San Diego helpful;
- Basic knowledge of the creation and maintenance of public spaces within the district;

Hours required:

District Manager or District Management Company shall provide services on or off site as many hours as necessary to properly perform the duties required, a minimum of 20 hours per week, normally Monday through Friday, 10:00 to 4:00, however may include evening and weekend work.

Duration:

District Manager or District Management Company agreements shall commence on or about July 1, 2020 and remain in force until such time as determined by the Board of Directors. **The Board of Directors shall retain the right to terminate the employment agreement upon 14 days written notice;**

Compensation:

The administrative services component line item allocated for this service shall not exceed \$50,000 for the first fiscal year of service, and the compensation shall depend upon experience in this field. This shall be a straight performance based agreement and shall *not include* employee or a company benefits package. Future year administrative services line items shall be determined by the Board of Directors.

Employment status:

District Manager shall be at will service provider. Individuals and management companies with appropriate experience are encouraged to submit a response to this RFP. The main point of contact for the selected candidate or company shall be the President of Enhance La Jolla, Ed Witt.

Expectations of the Selected Candidate or Company are inclusive, but not limited to:

I. IMPLEMENTATION OF SERVICES:

- a. Review the Management District Plan to become knowledgeable of the “Management District Plan” and scope and depth of special benefit services voted upon by the property owners of each district. In that light, be prepared to oversee contract providers for trash removal, 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;
- b. Be available to Interface with district property owners, residents, businesses, visitors and City officials as necessary in response to the delivery of services;
- c. Regularly walk with the Contractors’ or Vendors’ or employees to ensure the highest level of maintenance and security is provided;
- d. Ensure that the Vendors’ Operations Director reports to the City immediately on any and all hazardous conditions in the public rights of way;
- e. Monitor frequently the level of problematic issues in the public rights of way;
- f. Respond to constituent concerns with face to face interaction as quickly as possible;
- g. Respond to e-mails or inquiries by Board members or constituents with all due speed;
- h. Communicating to members and property owners in the District;
- i. Advise Board Committees on the implementation of strategies that promote the welfare of District residents, property owners, businesses, employees and community members; and,
- j. Develop and oversee new programs and improvement projects, approved by the Board, to enhance the quality of the District

II. CORPORATE ORGANIZATIONAL SUPPORT

- *Board meeting clerical, administrative and organizational support*
 - a. Attend all Board and Executive Committee meetings;
 - b. Prepare all Board packets, post consistent with the Brown Act and City of San Diego open meeting provision requirements;
 - c. Distribute Board packets prior to the meetings;
 - d. Prepare and distribute all committee and task force packets prior to the meeting;
 - e. Work closely with Chair and Committee Chairs in the preparation of meetings;
 - f. Attend all Board Standing Committee and Task Force meetings;
 - g. Help direct and manage Board discussions
 - h. Write, 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 Board members;
 - k. Keep a roster of attendance for all Board members to ensure compliance with the bylaws attendance requirements.
 - l. Seek grants and non-assessment district revenues to supplement the services and activities of the MAD
 - m. Work with the La Jolla Community Foundation on capital projects for the district.

III. GENERAL ADMINISTRATION

- *Fiscal*
 - a. Monitor Committee budgets to make sure they are in line with projections;
 - b. Prepare financial statements and prepare checks as necessary;
 - c. Monitor assessment compliance reports with the City;
 - d. Prepare and monitor monthly and annual budgets for the City Annual reports;
 - e. Work with auditor for annual 990 reports and audits to the City;

- *Supervisory*
 - a. Oversee maintenance and security service providers or employees;
 - b. Supervise consultants and interns as necessary.

IV. OTHER ISSUES

District Manager or District Management Company shall implement any and all other tasks as prioritized by the Boards of Director or officers as may arise from time to time;

- a. Knowledge of land use issues and urban zoning issues is helpful;
- b. Knowledge of District Identity strategies to promote a positive image of the district is helpful;
- c. Implement new ideas as directed by the Board as articulated in an annual work plan;

V. DUE DATE:

The ELJ Board of Directors reserves the right to accept, negotiate, reject or propose amendment to any and all proposals submitted for administration of the MAD. The selection process will be determined based upon district management experience, knowledge of the law, experience in working with nonprofit Boards and knowledge of the City of San Diego City structure. We reserve the right to reject any and all applicants as well as to determine that we will not fill this position.

Please send resume or proposal for this RFP to: ppfeiffer@lajollalight.com

Also include three work references from direct supervisor you reported to for similar work related to management services.

Due date:

Tuesday, June 30, 2020 by 5 pm, after which time the ELJ selection committee will commence interviewing qualified candidates.