



## **BUSINESS IMPROVEMENT DISTRICT (BID) Ratepayer Advisory Board Member Description of Duties/Responsibilities**

Approved April 27, 2016

### **Purpose:**

The purpose of the BID is to help effectuate and make recommendations to the City of Spokane and the Downtown Spokane Partnership for the use and disposition of funds collected by the BID consistent with the purposes of the BID as set forth *initially*, in Spokane City Ordinance C-32923 and RCW 35.87A and other applicable subsequent law.

### **Ratepayer Advisory Board Member Description:**

The Ratepayer Advisory Board (the "Board") represents interests of ratepayers by establishing:

- Policies
- Developing Budgets
- Setting Assessments
- Monitoring Service Delivery
- Planning for the future of the BID to the extent permitted by law

### **BID Role:**

The BID is an organizing and financing mechanism used by property and business owners to determine the future of their retail, commercial and industrial areas. The funds assessed by the City are collected and used for supplemental services and capital improvements to include:

- Maintenance, i.e., graffiti removal, sweeping/shoveling sidewalks/crosswalks, general cleanup
- Security, i.e., establish and maintain goodwill, safety
- Marketing, i.e., promotions, special events
- Transportation/Parking/Signage
- Urban Design and Planning, i.e., landscaping, trees, street furniture
- Economic Development

### **BID Ratepayer Position Description:**

The Board shall have a membership of nineteen (19) persons, all of whom must be Members in Good Standing, or representatives thereof.

Board positions are designated by geography, business, and property type to ensure that the BID's interests are well represented and served.

### **BID Board positions shall consist of:**

(1) one individual from Zone 1; (2) one individual from Zone 2; (3) one individual from Zone 3; (4) one individual from Zone 4; (5) one individual from Zone 5; (6) one individual from Zone 6; (7) one retail business occupying more than 20,000 square feet; (8) one retail business occupying less than 20,000 square feet; (10) two property owners or managers of real property; (13) three individuals representing professional services businesses, one attorney, one accountant, one architect; (14) one individual from a financial institution; (15) one individual from a small business up to 25 employees; (16) one individual from a large business with over 25 employees; (17) one appointee from The Mayor's office; (18) one *representing residential living in an owner occupied residence within the BID area* (19) and one *Ex Officio member representing public safety, appointed by the Chief of Police.*

The Board will be elected by the majority vote of Members in Good Standing who attend and vote at the members Annual Meeting. New directors are to commence their term on the first day of the next month following the election.

### **BID Ratepayer Advisory Board Member Duties:**

- Provide oversight of BID Management Plan, proposed budget and special assessment matrix which is submitted to the City Council annually.
- For the purposes of determining ratepayer disputes, the Ratepayer Advisory Board may act through a sub-committee comprised of Ratepayer Board members. Provided, however, that nothing in the foregoing shall empower the Board to do any act or things in contravention of the provisions of the empowering state statute and City ordinance, or which does not in fact benefit or support the BID or its purpose.

### **Specific Expectations of a BID Ratepayer Advisory Board Member:**

- Be a willing partner to continue on the transformation of downtown Spokane.
- Understand and actively promote the BID and its affiliate organizations.
- Educate self about the BID, its operations and the impact of continual changes in urban environment.
- Familiarize self with Board matters prior to the attending the meetings.
- Attend and actively participate in meetings of the Board and its committees as assigned. Three (3) meetings missed in a calendar year may, at the Board's discretion, be cause for removal.
- Engage with property/business owners within the BID and represent their interests at the Board meetings.
- Serve as a representative of the community in all deliberations and actions of the Board.
- Evaluate, amend and approve reports from the BID staff and committees of the Board.
- Understand the distinctions among the business of the Board, management and staff.
- Understand the impact of changes occurring in the Downtown environment and how it impacts the BID and Board responsibilities.
- Attend events and be actively engaged on social media representing interests of the BID and positioning of BID Board.

### **BID Ratepayer Advisory Board Member Qualifications:**

Members of the BID Ratepayer Advisory Board provide a variety of skills and expertise, community connections, occupations, professional experience, and backgrounds. Board members need to have the time, commitment, interest and ability to work together. The general qualifications demonstrated by a member include:

- Must be a "Member in Good Standing" which is a member who is not more than sixty (60) days delinquent on any rate assessment.
- Values consistent with the BID/DSP vision and mission.
- Ability to participate in a growing and increasingly more complex organization.
- Demonstrate business and community leadership.
- Willingness to serve.
- Ability to meet project time commitment.
- Capacity for attention to the organization.
- Ability to collaboratively participate in group decision making and governing discernment.
- Clear objectivity – with an ability to vote with the BID's best interest in mind.
- Effective communication skills.
- Integrity and absence of serious conflicts of interest.