



**DOWNTOWN SPOKANE**  
PARTNERSHIP

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

**Purpose:**

The purpose of the Ratepayer Advisory Board (RAB) is to help effectuate and make recommendations to the City of Spokane and the Downtown Spokane Partnership for the use and dispersion of funds collected from Ratepayers consistent with the purposes of the Downtown Spokane Business Improvement District as set forth initially, in Spokane City Ordinance C-32923 and RCW 35.87A and other applicable subsequent law.

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 which may 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

**Ratepayer Advisory Board Member 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: (1-6) six individuals from zones one through four, with at least one individual from each zone; (7) one individual from a retail business within the BID occupying more than twenty thousand square feet; (8) one individual from a retail business located within the BID occupying less than twenty thousand square feet; (9) the Superintendent of School District 81 or his/her designee; (10-13) four individuals representing professional service businesses located within the BID, including such as legal services, accounting, and architecture; (14) one individual from a non-profit organization which is either located within, or provides services inside, the BID; (15) one individual from a small business located within the BID with up to twenty-five employees; (16) one individual from a business located within the BID with more than twenty-five employees; (17-18) two individuals who reside within the BID area; and (19) one appointee from the City Council. One Ex Officio member representing public safety may be appointed by the Chief of Police.

The Board will be elected by the majority vote of Ratepayers in Good Standing who attend and vote at the 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:**

- Establish and maintain a database which includes a list and classification of all Ratepayers;
- Represent the interests of Ratepayers by developing projects, programs, and budgets; proposing assessments; monitoring service delivery; and planning for the future of the BID; and
- Make determinations regarding ratepayer disputes as provided in SMC 04.31.120, including, as appropriate, the adjustment of assessment rates, methods, classification, special benefits, and all matters reasonably related thereto. For the purpose of considering ratepayer disputes, RAB may act through a committee comprised of RAB 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.
- Make recommendations to the program manager (Downtown Spokane Partnership) on matters relating to the BID budget, expenditures, and programs for the purpose of monitoring the contract to administer the BID.

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

- 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.
- 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.
- Clear objectivity – with an ability to vote with the best interest of the Ratepayers of the BID in mind.
- Effective communication skills.
- Integrity and absence of serious conflicts of interest.