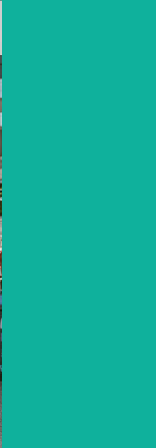
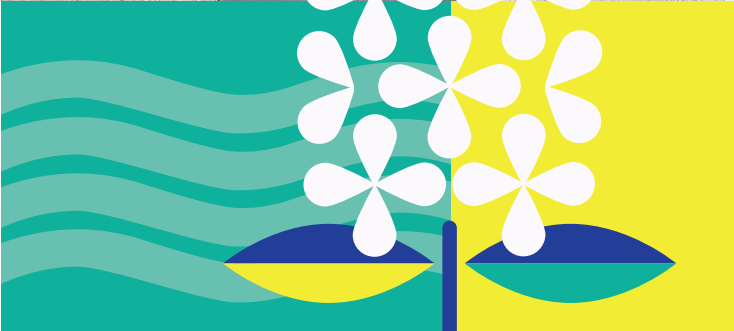


downtown spokane business improvement district
2025 MANAGEMENT PLAN

PREPARED BY THE DOWNTOWN SPOKANE PARTNERSHIP

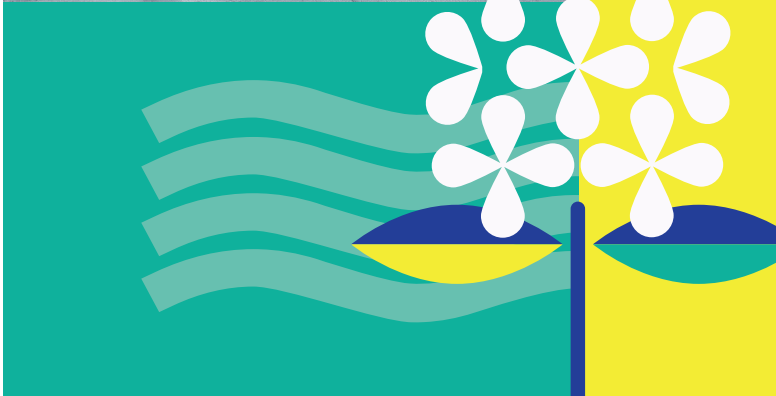


**DOWNTOWN
SPOKANE**
PARTNERSHIP



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818 W Riverside Ave, Ste 120
Spokane, WA 99201

509.456.0580
downtownspokane.org

DOWNTOWN SPOKANE BUSINESS IMPROVEMENT DISTRICT INFORMATION

When business and property owners pool assessments, the collective impact exceeds that of any single entity. Annual Ratepayer assessments provide stable funding for community priorities and services, benefiting all Ratepayers in the four zones of the BID. Combined with private investments, grants, and contributions from the DSP, the BID enhances economic vitality and beautification, fostering livability and community in downtown Spokane.

The BID prioritizes key areas that support a thriving downtown for businesses, employees, residents, shoppers, and visitors. Like other BIDs nationwide, assessments fund programs that improve safety, cleanliness, activity, promotions, and business retention and recruitment.

safe & clean

DSP Ambassadors work 7 days a week providing security and hospitality services to assist employees, residents and visitors while the Clean Team keeps sidewalks clean and clear, remove garbage and graffiti and maintain planters throughout downtown.

economic vitality

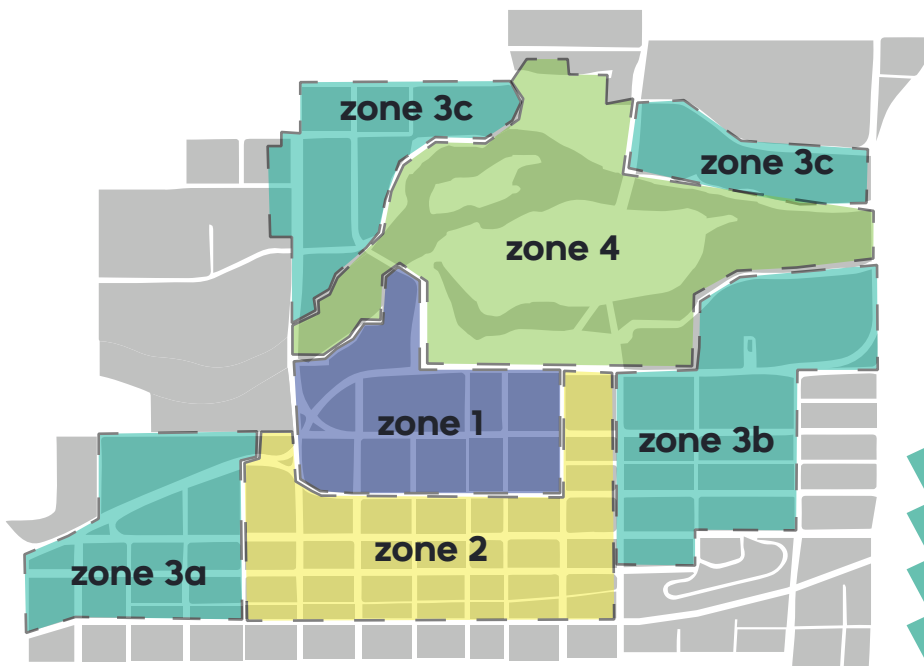
Business support is key to economic vitality. The BID aids ground-floor and skywalk retailers, engages office employees, and fosters investment to boost downtown tenancy. Additionally, the BID manages ParkSpokane programs to enhance parking options.

marketing, activation & events

The BID promotes local businesses, leads cooperative marketing campaigns and supports activations and events to boost shopping, dining, and entertainment options that energize downtown, promote activity and support a vibrant place.

special projects & administration

The BID supports mobility, urban planning and enhancements from art to lighting and other beautification initiatives that improve the public spaces of downtown while working closely with local municipalities to support downtown vitality.



2024 RATEPAYER ADVISORY BOARD

chair | Bryn West, *Professional 1/*
Property Management, Cowles Co.

vice chair | Andrew Leeper, *Zone 2,*
ALSC Architects

treasurer | Doug Kapelke, *Zone 3B,*
STCU

secretary | Jessica Atkinson, *Small*
Retail, Sweet Frostings

legal | Tanya Lawless, *Professional 3/*
Legal, Kutak Rock LLP

past chair | Jack Johnson, *Residential,*
809 Condos

Bobby Enslow, *Zone 1, Indaba Coffee*

Terra Coulter, *Zone 3A, Studio One*

Nick Czaplak, *Zone 3C, Stone Group*

Jon Moog, *Zone 4, Riverfront Park*

Jack Schneider, *Professional 2/*
Engineering, NAC Architecture

Carrie Kennedy, *Professional 4/*
Accounting, Moss Adams

Clayton McFarland, *Large Business,*
Goodale & Barbieri

Wendy Goshey, *Large Retail, Nordstrom*

Council Member Jonathan Bingle, *City of*
Spokane

Mark Anderson, *School District 81,*
Spokane Public Schools

Guy Ottersen, *Nonprofit, Canopy Credit*
Union

Mark Howard, *Residential, Railroad*
Condos

Capt. Steve Wohl, *Safety/Ex-Officio,*
Spokane Police Dept.

Members of the Ratepayer Advisory
Board are confirmed annually in February.

ASSESSMENT POLICIES

1. Assessments are based upon four zones. Within each zone, the city will levy and collect special assessments at different rates based on the entity being a tenant or property. A map of the benefit zones can be found at: <https://downtownspokane.org/bid-assessment-guide>.
2. Each property, including its tenants, shall be assessed under both the tenant and property owner formulas.
3. No historic tax credit or other exemptions that would decrease the assessed value of land or improvements will be used to calculate the annual property assessment.
4. A minimum assessment of \$112.86 is levied for each eligible tenant and/or property parcel within the BID. Square footage may be combined for office or retail tenants occupying multiple spaces in one building to meet the minimum.
5. Public parks will be assessed for both property and tenancy at one rate per number of acres.
6. Hotels and motels will be assessed for both property and tenancy at one rate per number of rooms.
7. All parking that is open and accessible to the public, including hotel lots and garages, for which a fee is charged, shall be assessed on the same basis as commercial parking. For purposes of this assessment, commercial parking is defined as a parking space that is open and accessible to the public for which a charge is assessed for the privilege of parking a vehicle in the parking space for a set time.
8. The property taxpayer shall be responsible for apartment assessments.

2025 SPECIAL ASSESSMENTS

Chapter 4.31 of the Spokane Municipal Code (SMC), as originally adopted in Ordinance No. C-32923 and as subsequently amended by the City Council, provides for the levy of special assessments upon businesses and properties within the area designated as the Downtown Business Improvement District (BID). The City of Spokane will levy and collect special assessments on an annual basis within the BID from tenants and property owners according to the following assessment formula.

I. TENANT ASSESSMENT FORMULA

All tenant assessments are based upon square footage of space per lease except where noted. There is an annual minimum assessment of \$112.86 per tenant.

Type of Tenant	Zone 1	Zone 2	Zone 3	Zone 4
Retail Tenants -Ground floor and skywalk	\$0.34	\$0.19	\$0.16	-0-
Office Tenants -Ground floor and skywalk	\$0.19	\$0.18	\$0.15	-0-
Office and Retail Tenants -Upper floors and basement	\$0.15	\$0.14	\$0.12	-0-
Manufacturing Tenants	\$0.15	\$0.14	\$0.12	-0-
Commercial Parking -per space assessment	\$4.68	\$3.90	\$3.12	-0-
Commercial Theaters -per seat assessment	\$3.90	\$2.97	\$2.50	-0-
Apartments -per unit assessment	\$6.25	\$5.46	\$4.68	-0-

II. PROPERTY OWNER ASSESSMENT FORMULA

Property owner assessments are based upon current values for land plus improvements, no exemptions, and are calculated at a rate per \$1,000 of total assessed value. Each property, including its tenants, shall be assessed under both the tenant and property owner formulas. There is an annual minimum assessment of \$112.86 per property parcel.

Type of Owner	Zone 1	Zone 2	Zone 3	Zone 4
Private Property	\$1.13	\$1.13	\$0.72	-0-
Government	\$0.82	\$0.82	\$0.62	-0-
Residential/Condominiums -per unit assessment	\$0.62 up to a max of \$220.59	\$0.62 up to a max of \$220.59	\$0.41 up to a max of \$220.59	-0-
Public Facilities District	\$0.32	\$0.32	\$0.32	-0-

Combined Tenant/Owner	Zone 1	Zone 2	Zone 3	Zone 4
Hotels and Motels -per room assessment	\$31.21	\$31.21	\$31.21	-0-

III. GOVERNMENT PARK PROPERTY ASSESSMENT FORMULA

Type	Zone 4
Public Parks -per acre assessment	\$186.71

IV. GENERAL EXEMPTIONS

The following will be exempt from special assessments, but may choose to voluntarily pay an assessment to receive BID services:

1. Tenants and property owners recognized under Section 501(c)(3) of the Internal Revenue Code as a tax exempt non-profit charitable organization.
2. Government agencies exempt from taxation pursuant to state or federal law.
3. Organizations conducting business in the BID less than 30 days per year.

2024 YEAR IN REVIEW

BID assessments collectively fund supplemental services and improvements within the defined BID service area, enhancing—not replacing—existing municipal services. Guided by the BID Ratepayer Advisory Board and feedback from BID Ratepayers, BID programs and services are consistently evaluated and adjusted to meet downtown Spokane's evolving needs.

IN 2024, ASSESSMENTS SUPPORTED

keeping downtown safe and clean

- Security & Hospitality Ambassadors provided uniformed presence seven days a week, addressing over 6,000 citizen assists, calls for service, and contacts with merchants and businesses.
- Supplemental private security patrols were extended during evenings in the busy holiday shopping and summer seasons.
- Hosted de-escalation training workshops for businesses and their employees.
- Security & Clean Team Ambassadors collected over 2,000 bags of trash, removed more than 2,000 graffiti tags, and maintained 190 garden planters and 58 hanging baskets.
- Downtown railroad viaducts and sidewalks were regularly swept, power-washed, sanitized, and snow was removed from crosswalk ramps in winter.
- Supported the Spokane Treatment and Recovery Services (STARS) Car50 program for immediate transport for those seeking substance use treatment.
- Supported the replacement of 80 street trees across the BID.

enhancing economic vitality

- Maintained and promoted the BID's online business directory, parking information, and event listings on DowntownSpokane.org.
- Supported new business openings with ribbon cuttings, grand openings, and ongoing promotion of events and specials for existing businesses.
- Awarded over \$20,000 in Small Business Façade Improvement Grants, coaching commercial property and business owners on exterior improvements.
- Grew the "Spokane is Downtown" marketing campaign, highlighting BID small businesses monthly, including the 2nd annual "Best in BID" awards in local publications.
- Distributed an economic snapshot of downtown Spokane, featuring data, editorial profiles, and an updated development map.
- Expanded "Back to Downtown" marketing to engage employees and customers in supporting downtown businesses
- Coordinated parking validation (EasyPark, PremierPark) and promotional parking programs (ShuttlePark) in support of the new Downtown/North Bank STA shuttle launch.

expanding programming, events, and place activation

- Partnered with Expo+50 to elevate and activate Downtown.
- Hosted events and activations focused on building a resident and employee community to boost foot traffic, including the re-branded First Fridays, Fall Fest, Holiday Sidewalks, and downtown block parties.
- Supported Spokane Arts in mural repair and new public art installations within the BID.
- Installed new overhead lighting and nearly 100 decorative lights in trees throughout Downtown to enhance its appeal and walkability.
- Supported the development of underused properties for creative housing solutions.
- Organized workshops in partnership with collaborators to offer resources and share best practices with local businesses.
- Invested in enhanced holiday lighting and decorations in the shopping core to establish downtown as a premier holiday destination, complemented by festive events and promotions.

January through September 2024

Power washed
25 miles
of sidewalk



2,343 bags of trash
and **3,791** cardboard
boxes collected



6,303 What's Happening eNews
subscribers. **26%** increase in 2024



Responded to
3,404 emergency calls

2,924 contacts
with businesses
and citizens



learn more





2025 WORKPLAN

The 2025 BID Management Plan and budget were developed with the BID Ratepayer Advisory Board (RAB) to support a thriving downtown for all. The plan aligns work areas with the strategic planning recommendations issued by Progressive Urban Management Associates (P.U.M.A.) last year to focus the BID's resources to support areas most important to BID Ratepayers.

The 2025 Management Plan blends local needs with national best practices to focus on providing enhanced security, maintenance, beautification, business support services and residential amenities that support a vibrant and vital downtown. Amid rising costs and decreasing assessments, supplemental investment from the Downtown Spokane Partnership (DSP) leverages sponsorships, grants and partnerships to ensure sustained service levels across the BID.

safe & clean spaces

- Continue daily uniformed staffing levels for Security & Hospitality Ambassadors and Clean Team Ambassadors throughout the BID.
- Implement optimal staffing levels and routes for security patrols, with evaluation of expanded and emphasis patrols when necessary to enhance the feeling of safety downtown.
- Contract with private security to supplement patrols in retail and hospitality areas seasonally.
- Increase Ratepayer contacts and proactive security checks with ongoing CPTED evaluations and Ratepayer education opportunities to increase use of available rebates.
- Remove graffiti, sweep and power wash, remove litter/debris, maintain planters and tree lights, and perform general cleanup work as well as shoveling snow and seasonal activities.
- Continue training and education program for Ambassadors inclusive of crisis intervention, de-escalation techniques, security and personal safety best practices, medical emergency response, etc.
- Improve centralized electronic reporting for Ambassadors and Clean Team to track and report activities, address service requests and identify trends.
- Continue to collaborate and communicate with SPD and private security entities in the BID, including convening the Downtown Security Collaborative.
- Continue to increase coordination with city departments to enhance BID services and improve pedestrian-level infrastructure, including preservation, replacement and maintenance of streetlights, tree canopy, trash cans, etc.
- Continue to partner with Urban Forestry, property owners and building managers to improve street tree health and maintenance, and replacement when necessary.
- Promote 3-1-1 and crime reporting.
- Maintain and expand coordinated communications with service and housing providers to support navigation to housing and services for unhoused populations in the BID.





“we're committed to staying downtown. we think it's a good central location to be around our clients and other law firms, and we really wanted to stay in the central business district.”

~BID Ratepayer Zone 1

economic vitality & marketing

- Continue regular electronic updates to ratepayers, sharing important information, announcements, resources and insights.
- Enhance digital presence of downtown Spokane, including an online events calendar and business directory.
- Increase positive messaging about downtown targeting Ratepayers, workers, and visitors.
- Focus on business retention with assistance to existing businesses in accessing resources and helpful information while elevating awareness of local businesses through storytelling and social media.
- Promote retail and hospitality businesses with robust marketing campaigns designed to increase foot traffic and raise downtown Spokane's visibility, especially during the holiday season.
- Boost downtown employee engagement to support retail and hospitality and cultivate advocates for the downtown community.
- Support downtown brokers and property owners to fill vacant spaces and encourage business growth among historically marginalized communities.
- Review and recommend policies, regulations and projects to support the economic health of downtown with a focus on strategic development of underutilized properties and increased residential density.
- Promote greater use of parking and transportation options, including ParkSpokane, City Line, Downtown/North Bank Shuttle and ShuttlePark to simplify access downtown while leveraging EasyPark validation programs to incentivize retail and recreational activities in the core.
- Share up-to-date market information on downtown Spokane with new materials that communicate trends and information about investment activity, residential density, visitor traffic, business growth, demographics and more.
- Focus on building and deepening relationships with other civic organizations, cultural associations and private entities.

“i was always impressed by the work done by the bid especially for the modest assessment that was charged.”

~BID Ratepayer Zone 3C



activation & enhancement of public spaces

- Support a robust, collaborative, and accessible event ecosystem in collaboration with event planners and city departments to encourage and promote events and complementary programming.
- Provide navigation support for event producers with information on permitting and processes to remove some of the uncertainty when hosting events downtown.
- Support programming and activation to improve underutilized public spaces.
- Partner with community organizations on initiatives that emphasize art in public places by artists who are people of color, women and/or historically marginalized communities.
- Implement aesthetic improvements to enhance landscaping, lighting and decorative programs that make Downtown more inviting, attractive and walkable.
- Continue to evaluate beautification and landscaping programs to enhance pedestrian experience while increasing sustainability.
- Encourage infrastructure in downtown development to support activation and programming.

“spokane has made significant progress towards reactivating downtown in the last decade.”

~*BID Ratepayer Zone 2*

management & administration

- Convene and administer an annual meeting of all ratepayers in February 2025.
- Maintain database of business and property ownership information for the purposes of City of Spokane's billing and collecting special assessments.
- Provide staff assistance to the BID Ratepayer Advisory Board to facilitate annual applications and elections, and meetings.
- Develop the annual workplan and operating budget for the BID utilizing feedback from BID Board.
- Execute a robust annualized ratepayer survey to gauge priorities.
- Maintain BID financial accounts, including liquidity, solvency and compliance with GAAP, RCW 35.87A.010, Spokane Municipal Code 04.31.030, and BID Board designated 17% risk operating reserve.
- Deliver an independent audit report of expenditures.

2025 BUDGET

BUDGET GOALS

- Maintain BID services, with focus on safe and clean programs.
- Support business retention and efforts to reduce storefront vacancy.
- Activate and enhance public spaces with programming and events
- Continue to strategically invest budget reserves while adhering to operating reserve targets.

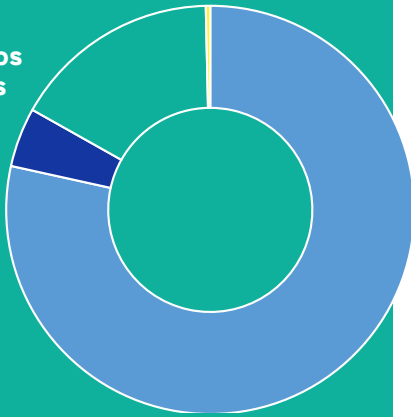
BUDGET INCOME

bid assessment 78%

security & maintenance supplement 5%

grants, sponsorships & programs 16%

other .1%



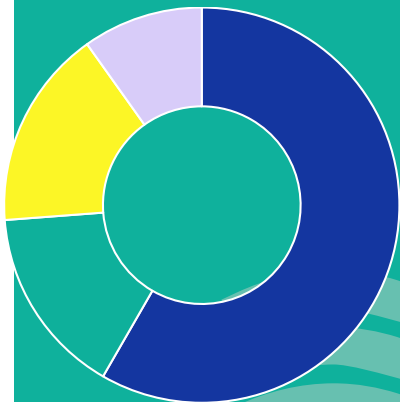
BUDGET EXPENSES

clean and safe 59%

economic vitality 16%

programming & place enhancement 16%

special projects management & administration 9%



DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (BID)		Projection
REVENUE		
ASSESSMENTS & SUPPLEMENTAL REVENUE		
2025 Assessments		1,753,933
Uncollected Assesments		(87,697)
CPTED Rebates		(2,445)
Prior Assessment Collections		6,000
BID Security & Maintenance Supplement		100,000
Grants, Sponsorships & Programs		57,000
Other Programs - Contracts		294,000
Additional Revenue		7,500
TOTAL REVENUE		2,128,291
EXPENDITURES		
CLEAN & SAFE		
Common Areas Services Expenses		99,300
SODO Contract: Expenses		47,000
Social Service Programs		50,000
Greenscape & Lighting Maintenance		30,000
District Management System		4,000
Salaries, Benefits & Taxes		1,048,645
SODO Contract: Salaries		75,000
Rent, Storage, Fees		59,220
Insurance, Legal & Accounting		23,550
TOTAL		1,436,715
ECONOMIC VITALITY		
Advertising Campaigns		19,000
Business Support Programs		60,000
Wayfinding & Park Spokane		33,500
Marketing & Promotions Campaigns		27,000
Website + Media		60,000
Salaries, Benefits & Taxes		157,953
Rent, Storage, Fees		15,821
Insurance, Legal & Accounting		5,000
TOTAL		378,274
PROGRAMMING & PLACE ENHANCEMENT		
Events & Programming		55,000
Place Enhancement Projects		121,000
Salaries, Benefits & Taxes		206,386
Rent, Storage, Fees		9,795
Insurance, Legal & Accounting		7,205
TOTAL		399,386
SPECIAL PROJECTS, MANGEMENT & ADMINISTRATION		
Administration & Strategic Projects		62,000
Database		1,000
BID Annual Meeting/RAB Meetings		2,500
Salaries, Benefits & Taxes		136,200
Rent, Storage, Fees		8,443
Insurance, Legal & Accounting		13,475
TOTAL		223,618
TOTAL EXPENDITURES		2,437,993

	FY2025
PROJECTED 2024 ENDING BALANCE	406,424
OPERATING RESERVE	329,289
CAPITAL INVESTMENT BOARD DESIGNATION RESERVE	10,600
REMAINING WAYFINDING BOARD DESIGNATION	15,850
2025 UNRESTRICTED FUNDS SURPLUS/(DEFECIT)	40,180
PROJECTED 2025 ENDING BALANCE	395,919