



# 2023 Management Plan

East Sprague Parking and Business Improvement Area (PBIA)



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# 2023 East Sprague PBIA Management Plan

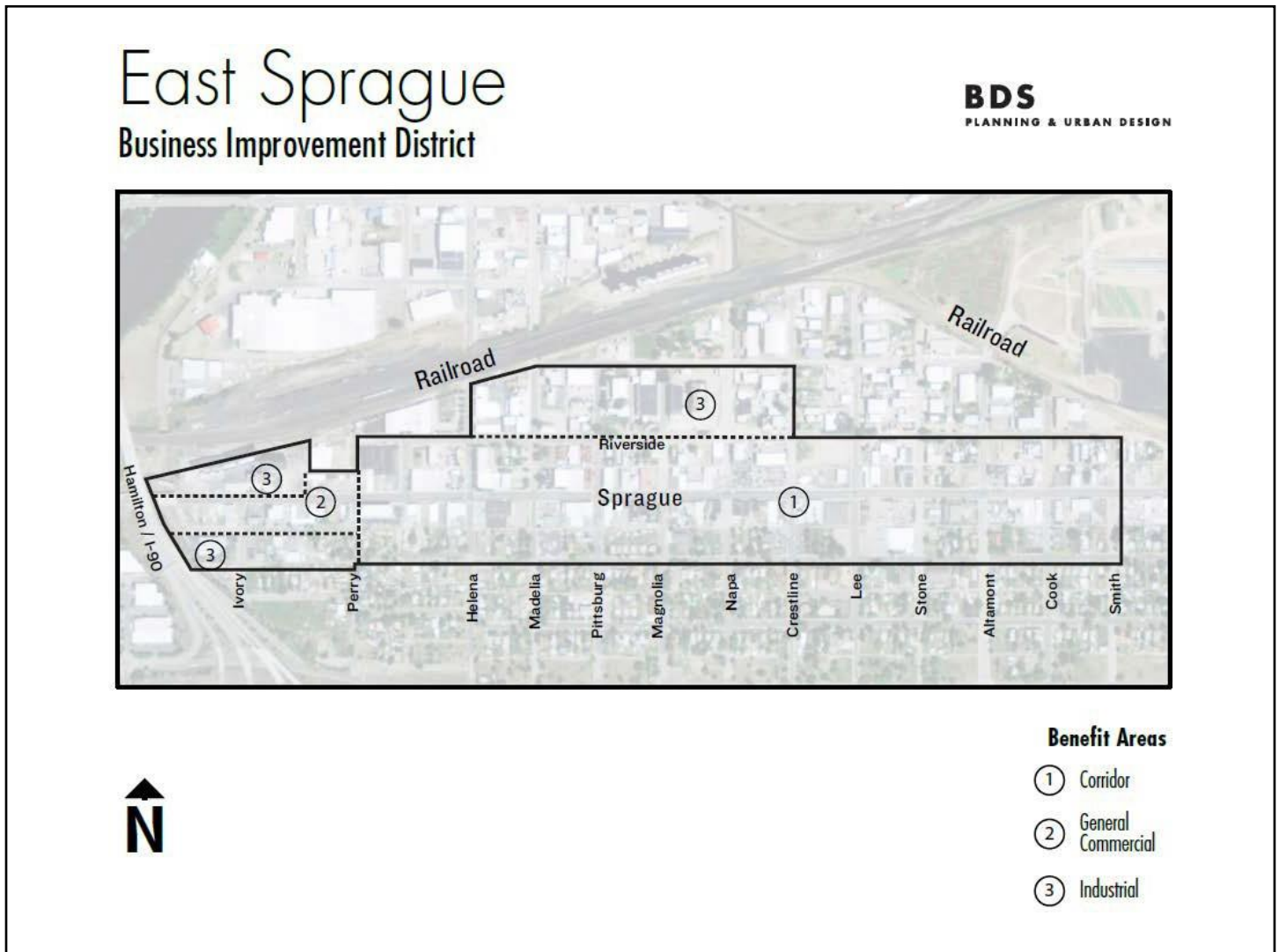
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## East Sprague PBIA Information

The Spokane City Council created the East Sprague Parking and Business Improvement Area (PBIA) in April 2016 via Ordinance C35377. This PBIA is authorized by Washington State law to aid economic development and neighborhood revitalization as well as Spokane Municipal Code SMC Chapter 04.31C.

The East Sprague BID includes 245 parcels in three benefit zones as represented in the map below.



The PBIA assessments continue to enhance the streetscape and surrounding area. The PBIA programs are: Clean and Green, Safety and Security, Marketing and Branding, and Neighborhood Beautification. These programs are critical in continuing the revitalization of the East Sprague business corridor and neighborhood. The PBIA encourages future investments by providing services to keep the district streets clean, safe, attractive, and economically vibrant.

The East Sprague PBIA Ratepayer Advisory Board and ESBA are sensitive to the needs of its varied ratepayers. The PBIA Ratepayer Advisory Board and ESBA carefully select service expansion or retraction to meet the changing demands of the East Sprague business corridor during its revitalization.

## Administration

The East Spokane Business Association (ESBA) is a 501 (c) 6 Private Non-profit Membership Organization. The East Spokane Business Association is hired by the City of Spokane to administer the East Sprague PBIA. Under this agreement, ESBA oversees the implementation of enhanced public services within the PBIA. The annual management plan includes the budget and supervises the PBIA's day-to-day delivery program and various service elements. Monthly/Annual reports are provided to the City.

The PBIA Ratepayer Advisory Board makes recommendations to ESBA for delivery of program services. ESBA's Board of Directors provides supplemental administration and management of the PBIA program on behalf of the ratepayers at no cost to the PBIA. In 2018 an Executive Director was hired to supply additional time and resources.

A ratepayer database has been established to maintain current ratepayer address and payment information.



### ESBA Board of Directors 2022

Doug Trudeau, President

Danny Beard, Vice President

George Demakis, Treasurer

Barbara Woodbridge, Secretary

Members at Large:

Larry Stone

Jim Hanley

Cyndi Fridye

Ratepayers are notified 30 days in advance of the Annual Ratepayer Meeting which is held the third Wednesday of December. The meeting from noon to 1:30p location is at: Sprague Union Terrace, 1420 E Sprague, Spokane, WA 99202. A list of City infrastructure and their working state is included in Attachment A.

## East Sprague PBIA Ratepayer Advisory Board

The Ratepayer Advisory Board represents the interests of Ratepayers by:

- Establishing operating procedures
- Developing budgets
- Advising the City regarding assessments
- Monitoring service deliveries
- Planning for the future of the PBIA in an advisory capacity
- Reviews all assessment issues and recommends appropriate resolution

The PBIA Ratepayer Advisory Board and ESBA Board meet monthly to discuss budget, management, and program delivery issues on behalf of the PBIA ratepayers.

Advisory Board positions are designated by zone (1-3) to ensure that the PBIA's interests are well represented. **The 2022 Ratepayer Advisory Board is:**

- Darryl Reber, President
- Amy Vega, Vice President
- Chris Venne, Secretary
- Tresa Schmutz, Treasurer
- Dana Reinke
- Jaymi Dunbar
- Doug Trudeau – ex officio

## 2022 Revenue & Expense Information

### Revenue Collection

On September 17, 2022, the City of Spokane provided an online payment portal to improve Ratepayer payment processing access. That link is: <https://my.spokanecity.org/assessmentpayments/> The City and ESBA have worked on past due accounts from 2020 to present. Unpaid invoices have been turned over to collections. A payment tab has also been applied to our website.

<b>Ratepayer Contribution 2021</b>	<b>Ratepayer Contribution 2022</b>
92%	92%

### 2022 Expense vs Actual Summary as of 10/31/2022

	Budgeted	Actual
Administration	25%	29%
Clean and Green	30%	43%
District Beautification	25%	24%
Marketing and Branding	12%	4%*
Safety & Security	9%	1%**

\*Additional funds will be spent for Holiday on the Ave scheduled for December 3, 2022

\*\* Funds were received for equipment rental. Additional money will be spent for snow removal during November and December 2022

# 2022 East Sprague PBI A Program Summary



## Clean and Green:

The PBI A has removed over 6 tons of garbage by the end of October 31, 2022. Our budget has been impacted with the increased sidewalk trash and weekly trash bin collection.

<https://spragueuniondistrict.com>

On November 3, 2022, the PBI A implemented an online Graffiti removal to encourage the ratepayers to notify the PBI A. Five Volunteers spent over 20 hours removing graffiti from ratepayers' property. [PBI A Graffiti Property Abatement Form \(google.com\)](#)

Landscape pruning, maintenance, and weeding has been performed on a monthly (or ongoing) basis.

## District Beautification:

The PBI A purchased 108 hanging flower baskets and worked with the City Water Department to ensure the health and well-being of the plants. The hanging plants were monitored and provided monthly fertilizer. U.S. Holiday flags have been purchased and will be installed early 2023.

We have implemented an installation schedule to provide year-round service expectations.

The Spokane Garden Club donated funds for plant replacement.

## Marketing and Branding:

We anticipate spending our remaining Market and Branding budget for 2022 for the holiday season. Facebook and website information is updated monthly. A special events form was created in 2021 to distribute district wide activities and notifications.

The PBI A is collecting historical information to implement a walking map.

## Safety and Security:

The PBI A has a sidewalk snow removal plan for pedestrian safety. This snow removal program goes into effect whenever the snow accumulates two inches or more.

The PBI A continues to experience unwanted camping under the viaducts which restricts pedestrian safety and encroaches on private property. This is an ongoing issue, and we continue to call 311 with these violations.

### Committee Chairs:

Beautification – Bob Mauk/Amy Vega

Safety & Security – Darryl Reber

Branding & Marketing – Dana Reinke

Clean & Green – LaVerne Biel

## Scope of Services

### **Work Revitalization Program and Service Level Agreement**

The East Sprague PBIA works directly with the Planning and Economic Development Department and other appropriate Departments. (Work Plan 1.5)

The parties recognize that the general level of municipal services provided throughout the City, including the PBIA, is subject to the annual budget and appropriation processes of the City. The parties also recognize that the City, in its exercise of responsible management, may find it necessary on occasion to make reallocations or shifts of personnel, materials, or other resources, to preserve the health, welfare, and safety of its citizens. (Work Plan 1.6)

The Association may investigate and evaluate the extent to which it can coordinate, support, and/or supplement private maintenance services currently handled by property owners within the BID including, but not limited to, district cleanliness, graffiti removal, streetscape trash collection from decorative bins or loose litter, sidewalk snow removal, and landscape pruning and weeding. The parties recognize that providing these supplementary services is subject to the PBIA's annual assessments and budgets. Within the PBIA's management, it may be necessary on occasion to make reallocations or shifts of the services provided to the ratepayers. (Work Plan 2.4)

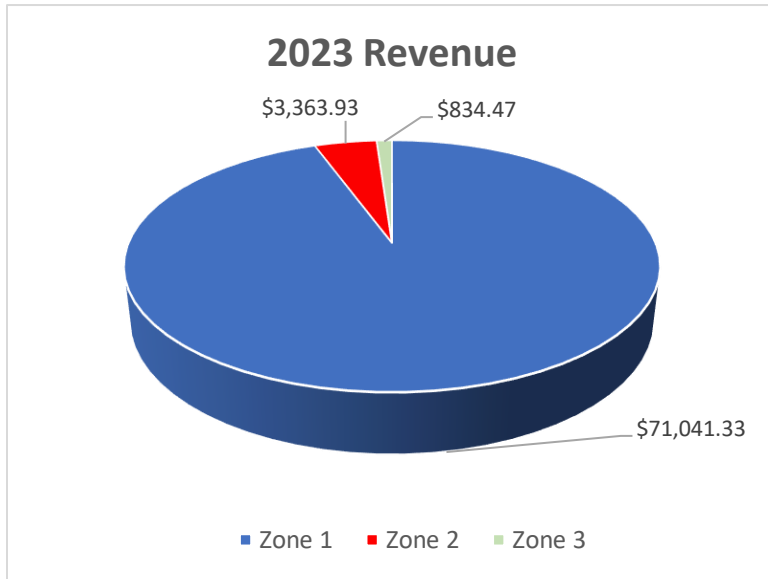
The East Sprague PBIA will work to find ways to implement its beautification program that may include, (but not limited to), wayfinding and commercial district signage, permitted street tree pruning and care, seasonal or holiday banners, decorative twinkle or holiday lighting, and hanging planters/pots of seasonal plantings. All district beautification activities involving the installation of new permanent amenities (e.g. garbage cans, benches, and bike racks) and the addition or adjustment of landscaping and stormwater facilities in public rights of way shall follow the current permitting and/or municipal code requirements and be reviewed by and coordinate with relevant City departments. The Association needs to contact the City of Spokane Planning and Economic Department who Administers the PBIA Adminstrating and Operations Agreement for the East Sprague PBIA when affixed streetscape amenities suffer damage or need repairs, including district irrigation systems, trash cans, pedestrian or streetlights, traffic signage, stormwater facilities: grates, trees or gardens, and or other amenities installed or managed by the City Spokane. The Planning and Economic Development Department will notify the appropriate Department of the damage or needs. (Work Plan 2.7)



# 2023 Revenue Budget

## Income Summary

The PBIA is funded by the annual assessments paid by the ratepayers within the East Sprague PBIA.



Per Zone	Revenue
Zone 1 - Corridor	\$71,041.33
Zone 2 – General Commercial	\$3,363.93
Zone 3 - Industrial	\$834.47

## Rate Change Per Ordinance No. C36255 Passed by Spokane City Council September 19, 2022

Benefit Area	Minimum (per parcel)	Maximum (per parcel)	Rate per Lot Square Foot	Rate per \$1,000 Total Assessed Value
Zone 1 Corridor Zoning	\$250	\$1,200	3.1 cents	+60 cents
Zone 2 General Commercial	\$125	\$600	1.6 cents	+30 cents
Zone 3 Industrial	\$65	\$300	0.7 cents	+15 cents

## 2023 Anticipated Revenue & Expense Information

### 2023 Budget Information

<b>Program</b>	<b>Budgeted Percentage</b>
Administration	25%
Clean and Green	33%
District Beautification	20%
Marketing and Branding	12%
Safety & Security	10%

<b>Program</b>	<b>Budgeted Dollar Amount</b>
Administration	\$18,000
Clean and Green	\$23,760
District Beautification	\$14,400
Marketing and Branding	\$8,640
Safety & Security	\$7,200

### 2023 Goals:

- ❖ Holiday Flag Program
- ❖ CSO Tank Event Party
- ❖ Historical Walking Tour
- ❖ Increase Board Representation for Zone 2 and Zone 3



**2022 President** – Doug Trudeau

#### **ESBA Contact information:**

EZBIZ.org  
East Spokane Business Association  
PO Box 4132, Spokane, WA 99220  
ESBA Executive Director: LaVerne  
Biel [laverne.esba@gmail.com](mailto:laverne.esba@gmail.com)

East Sprague PBIA 2023 Budget

	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Total	Budget	Difference
<b>Assessment Income</b>			\$17,977.50			\$17,977.50			\$17,977.50			\$17,977.50	\$ 71,910.00		
Event Service Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Prior Year Income	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 4,000.00		
Uncategorized Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Total Income</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Gross Profit</b>	\$ -	\$ 1,000.00	\$ 17,977.50	\$ -	\$ 1,000.00	\$ 17,977.50	\$ -	\$ 1,000.00	\$ 17,977.50	\$ -	\$ 1,000.00	\$ 17,977.50	\$ 75,910.00		
<b>EXPENSES</b>															
<b>ADMINISTRATION</b>															
Consultscape LLC	1452.5	1452.5	1452.5	1452.5	1452.5	1452.5	1452.5	1452.5	1452.5	1452.5	1452.5	1452.5	17430		
Quickbooks (increased rates)	55	55	55	55	55	55	55	55	55	55	55	55	660		
<b>Total Administration</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>1507.5</b>	<b>18,090.00</b>	<b>17,977.50</b>	<b>112.50</b>
<b>CLEAN &amp; GREEN</b>															
Sumac	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	1000	1530.3	22530.3		
Dump Fees (City of Spokane)	100	100	100	100	100	100	100	100	100	100	100	100	1200		
<b>Total Clean &amp; Green</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>2100</b>	<b>1100</b>	<b>1630.3</b>	<b>23,730.30</b>	<b>23,730.30</b>	<b>0.00</b>
<b>BRANDING+MARKETING</b>															
Cadmar Creative	150	150	150	150	150	150	150	150	150	150	150	150	1800		
Annual Mailer												1100	1100		
Holiday on the Ave										550	550		1100		
General Marketing - Social Media Ads												250	250		
Holiday Decorations				750					740	800			2290		
Sumac Installation/Removal	500				300		300				500	500	2100		
Gateway Project													0		
<b>Total Branding+Marketing</b>	<b>650</b>	<b>150</b>	<b>150</b>	<b>900</b>	<b>450</b>	<b>150</b>	<b>450</b>	<b>150</b>	<b>890</b>	<b>1500</b>	<b>2300</b>	<b>900</b>	<b>8,640.00</b>	<b>8,629.20</b>	<b>10.80</b>
<b>BEAUTIFICATION</b>															
Flower Baskets					11000								11000		
Sidewalk Planter Box					500	500	500	500	500	50			2550		
Fertilizer					100	100	100	100	50				450		
Install flowers (Sumac)					200					200			400		
													0		
<b>Total Beautification</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11800</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>550</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>14,400.00</b>	<b>14,382.00</b>	<b>18.00</b>
<b>SAFETY &amp; SECURITY</b>															
Snowblowing/Sidewalk Sweeper (Sumac)	1300	900	900	0	0	0	0	0	0		350	350	3800		
Fuel/Maintenance (Ventrac)	100	100	100								1050	150	1500		
Equipment Insurance	650												650		
Ice melt	500										750		1250		
													0		
<b>Total Safety &amp; Security</b>	<b>2550</b>	<b>1000</b>	<b>1000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2150</b>	<b>500</b>	<b>7,200</b>	<b>7,191.00</b>	<b>9.00</b>
<b>MISC EXPENSES/CONTINGENCY</b>															
													0		
<b>Total Misc</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>71,910.00</b>	<b>(71,910.00)</b>

Attachment A

City Assets											
Date Occurred or Noticed	Replace/Repair Description	Repair Cause	Additional Information	Incident Number	Incident Date	Location	Responsible Department	Date Reported	Person Contacted	Resolved	Date Resolved
2020	Tree replacement	Vehicle Accident		2020-20013212		1611 E Sprague (Ross Printing)	Urban Forestry	5/2/2022	Teri Stripes		
2019	Tree replacement	Vehicle Accident				1701 E Sprague (Key Shop)	Signals & Lighting	7//2021	Teri Stripes		
2019	Water hook up on replaced light pole	Vehicle Accident				1701 E Sprague (Key Shop)	Water Dept	7/2/2021	Teri Stripes		
2022	Garbage can maintenance	Wear & Tear	Drop door missing			1702 E Sprague (Post Office)	Solid Waste	5/2/2022	Teri Stripes		
5/13/2022	Water drippers not working	Clogged drippers	1/2 dripper in front of Ivory Table is working and the SW light pole on the 1800 block is working. The rest of the drippers on the 1800 block (both sides of the street) are not working		5/13/2022	1800 Block of E Sprague	Water Dept	5/14/2022	Teri Stripes		7/12/2022
2019	Tree replacement	Vehicle Accident		2021-20069899	5/3/2021	1816 E Sprague	Urban Forestry	7/2/2021	Teri Stripes		
7/13/2022	Tree replacement	Lack of Water	Completely dead			1817 E Sprague	Urban Forestry	07/13/022	Teri Stripes		
2020	Garbage can replacement	Vehicle Accident				1900 E Sprague	Solid Waste	5/2/2022	Teri Stripes		
2020	Garbage can replacement	Vehicle Accident		2019-20070096		1906 E Sprague (Mending Fences)	Solid Waste	5/2/2022	Teri Stripes		
5/6/2022	Light Pole Base damage	Wear & Tear	<a href="#">lightpoleBenedittosIMG-0620.jpg</a>			1909 E Sprague (Bennidito's)	Signals & Lighting	5/6/2022	Teri Stripes		
2020	Tree replacement	Vehicle Accident				2020 E Sprague	Urban Forestry	5/2/2022	Teri Stripes		
5/19/2022	Watering System Throughout District	Not functioning	Water is not getting to ground plants nor the hanging plants		5/19/2022	Entire District	Water Dept	5/19/2022	Teri Stripes		
6/7/2022	Water drippers not working	Clogged drippers	2 dead in front of Post Off - Several dead or dying on 1800 block - 1 dead in front of Benneditos 1900 Block - 1 dead on 2000 block in front of Two Women's Vintage		6/7/2022	Multiple locations	Water Dept	6/7/2022	Teri Stripes		7/12/2022
5/31/2022	Water drippers not working	Clogged drippers	Two dead hanging baskets due to lack of water		5/31/2022	Post Office Block	Water Dept	5/31/2022	Teri Stripes		7/12/2022
2021	Light Pole & Water Hook up	Vehicle Accident		2021-20136674	8/12/2021	SE Corner Magnolia/Sprague	Streets/Water Dept	7/2/2021	Teri Stripes	Light Pole Replaced	Jun-22

2021	Garbage can replacement	Vehicle Accident		2021-20069899	5/3/2021	SE Corner Magnolia/Sprague	Solid Waste	7/2/2021	Teri Stripes		
2022	Remove garbage can in front of Blue Cat Vintage and replace SE Corner Magnolia/Sprague						Solid Waste	5/2/2022	Teri Stripes		
If at possible could we replace all the garage liners with square liners?											
<b>BID Assets</b>											
<b>Date</b>	<b>Location</b>	<b>Asset Description</b>	<b>Work Performed</b>	<b>Quantity</b>	<b>Date Resolved</b>	<b>Outstanding Items</b>					
5/6/2022	Throughout District	Hanging Flower Baskets	Installed	100		8 flower pots waiting for water connection at light poles + 2 spare					
	<b>2022 Physical Count</b>	<b>QTY</b>									
	Garbage Cans	16									
	Trees										
	Light Poles	50	*+one missing pole								