

East Sprague Business Improvement District

Advisory Board Meeting

March 31, 2017

1:00pm - 2:30pm

SPRAGUE UNION TERRACE (1420 E SPRAGUE AVE) COMMUNITY ROOM

MINUTES - APPROVED

Attendance

Advisory Board Members present: Bob Mauk (Zone,1 Business/Property Owner), LaVerne Biel (Zone 1, Business/Property Owner), Darryl Reber (Zone 1, Non-Profit & Residential), Jim Orovic (Zone 3 Rep for Business/Property Owner), Tara Brown (ESBA President). Jim Hanley (Zone 1, Business/Property Owner)

City of Spokane Staff present: Melissa Owen,

Guests and community partners present: Dana Reinke, Karen Sutula

Welcome and Introductions:

Motion to approve minutes from the March 15, 2017 meeting:

Motion made by LaVerne and 2nd by Darryl, minutes approved.

Discussion Items:

1. Treasurers Report.

Request for funds process:

Presently, invoices come in; Darryl / Tara approve payment of invoices. A request for payment goes to Chad, who then cuts a check to be signed by Larry (ESBA Treasurer) and payment to vendor is made.

It is believed by the board that the process should be modified; as bills come in they should be approved for payment by the board, or Darryl / Tara, and a request for funds would then go to ESBA (the administrator), funds would then be transferred to the BID and the bill would be paid by Darryl (BID Treasurer).

Or

ESBA, as the administrator of the BID, requests funds from the city when the money becomes available, transfers the appropriate amount to the BID account based upon the annual budget proposal for the BID to use. In this way, the BID Treasurer (Darryl) and the ESBA President (Tara) process invoices from vendors for payment from the BID's checking account without having to request payment from the ESBA Treasurer every time an invoice comes in.

Either way, it is believed that the BID Treasurer should be paying the BID bills from the BID account and separating it from the ESBA Treasurer and the ESBA account.

This would be done in order to avoid any confusion between the role of ESBA and the BID Board.

A meeting between Larry, Darryl, Tara and Chad may be needed to clarify the procedures for paying the BID bills.

2, Marketing/Branding

Dana Reinke has been received and tallied the votes for the district name. An announcement will be made at the next ESBA meeting on April 5th.

3, 2017 Budget

Changes to the distribution of funds for 2017

Clean and Green – remain the same at 25%

Marketing – increase to 25%, currently at 15%

Safe & Security – reduce to 10%, currently at 25%

Beautification – 25%

Admin – change to 5%, currently 1%

Reserve – 10%, currently at 14%

Melissa indicated that she would have more complete information on how the BID funds have been collected by each zone, and how the funds need to be used in each zone, to ensure proper distribution of services. Coming soon.

4, District Logo

A motion was made by Darryl and seconded by Jim H. to accept Dana's proposal for a logo design for the new district name.

Other proposals from Amplified Wax and Faith Merryman / Sigmadog were reviewed and found to be considerably higher than the Creative Catch proposal.

Next meeting is scheduled for April 19th.

