

**Exhibit A**  
**STATEMENT OF WORK (SOW)**

The Services to be provided are the following:

General Responsibilities: The Contractor shall perform the day-to-day administrative and program responsibilities for the Columbia City Business Improvement Area (BIA) as directed by the BIA Ratepayers Advisory Board (Board), in accordance with any established BIA policies, procedures and approved budgets, as well as in compliance with the Seattle City ordinance #122902 establishing the BIA. The Contractor shall maintain the files, including financial records and minutes, of the BIA. The Contractor shall ensure that the BIA services are performed without favor to any particular business or property owner/ratepayer. The Contractor shall seek to efficiently perform the assigned work on behalf of the Client. It is anticipated the Contractor's time will average 5 hours per week performing the work. More specifically, the Contractor shall perform or manage the administrative and program functions outlined below.

Reports to: Chair of the BIA Ratepayers Advisory Board

**Financial Management**

1. Manage relationship with the City Department of Finance and Administrative Services (FAS) and the BIA's fiscal agent (HomeSight).
2. Prepare requests for disbursement of funds, including reviewing and approving invoices from contractors.
3. As directed by the Board, procure and manage program contracts.
4. Update budget status at least quarterly and present to the Board, and at the annual meeting, in spreadsheet format.
5. Suggest annual budget and program priorities for Board consideration.
6. Assure expenditures do not exceed the approved budget or City collections from BIA ratepayers, whichever is less.

**Program Management and Implementation**

1. Through management of contracted services, assure that the following public areas maintenance activities are accomplished:
  1. Remove litter from streets, alleys and sidewalks.
  2. Maintain tree wells free of vegetation.
  3. Seasonally remove fallen leaves from sidewalks and curbs.
  4. Keep storm drain street grates and sidewalk drains free of blockage.
  5. As budget allows, periodically clean (i.e. power wash and/or sweep) sidewalks.
2. Without taking on their responsibilities, notify municipal service providers of BIA district maintenance, repair and compliance needs, such as:
  1. Street and pedestrian lights (SCL)
  2. Dumpster-free or dumpster trash collection (Waste Management)
  3. Criminal Activity (SPD)
  4. Graffiti removal from public property (SPU)
  5. Sidewalk and illegal dumping trash collection (SPU)
  6. Abandoned vehicles (Parking Enforcement)
  7. Newspaper boxes (SDOT)
  8. Bus stop conditions (Metro)
  9. Illegal parking (SDOT/SPD)
  10. Zoning or pedestrian overlay violations (DPD/SDOT)