



University District Development Association (UDDA)

Board of Directors' Annual Meeting Agenda

Wed, Sept 3, 2025, 4:00-4:55 Joint Discussion; 5:00-5:30 PM Annual Meeting

Catalyst Building, Room 309, and via Zoom

<https://us02web.zoom.us/j/86750387107?pwd=WnRDckJrS2FGZUllbzNlWWliYTJ1dz09>

Meeting ID: 867 5038 7107; Passcode: 941652; Phone: +1 253 205 0468 US

(Joint discussion: UDPDA and UDDA Board Members – Public Meeting)

4:00 EAC Highlights – Sheehan

- Impact Award nomination, board to approve in October
- June UD Housing Workshop recap – Sinisterra

4:15 Presentation: U Incubation Village Updates *(Crossroads Resource Center and d&b Creative teams)*

4:55 Public Comment and Adjourn UDPDA Meeting - next UDPDA Meeting October 1, 2025

5:00 Welcome, Call to Order, Administrative Actions – Sheehan

- **Proposed MOTION – Consent Agenda Approvals**
 - Draft May 7, 2025, UDDA board meeting minutes
 - UDDA financials as of June 30, 2025

5:05 Nominating Committee (NC) Update/Board Vote on UDDA 2026 Positions – Sheehan

- Committee: Brown, Wilkerson, Fuchs, Sheehan, Sinisterra
- Five departing directors: Apeles, Murphy, Myhre, Repetti, and Sheehan
- **Proposed MOTION to approve six new UDDA board members for a first 3-year term starting January 1, 2026:**
 1. Karlee Agee, Bouten Construction
 2. Ryan Arnold, Avista
 3. Patricia Castaneda, Manzanita House
 4. Alex Jackson, MultiCare
 5. Angela Swenseid, STCU
 6. Adam Swinyard, Spokane Public Schools
- **Proposed MOTION to approve 2026 UD EAC:**
 - Lois Bollenback (proposed Chair)
 - Dennis Wager (proposed Vice Chair, Secretary)
 - Megan Hulsey (proposed Treasurer)
 - Colleen Fuchs (UD business/property owner/community health)
 - Steve MacDonald (City staff)
 - Tom Tellefson, (UD business/property owner/construction)
 - Erin Williams Heuter (community health and workforce)
 - Jonathan Teeters (non-profit, community health)
 - LaVerne Biel (small business)
- **Proposed MOTION to approve 2026 UDDA officers:**
 - Chair – Lois Bollenback
 - Vice Chair/Secretary – Dennis Wagner
 - Treasurer – Megan Hulsey
- **Proposed MOTION to approve two UDDA reps to the 2026 UDPDA board:**
 - Megan Hulsey and Dennis Wagner

5:15 30-Second Updates

5:30 Adjourn – Next UDDA Meeting October 1, 2025

2025 UD Board Events

- October 1
- December 3 holiday party (no business meeting) and Impact Award presentation



University District Development Association (UDDA) Meeting Minutes-DRAFT

Wednesday, May 7, 2025, from 3:52 – 5:20 Joint UDPDA/UDDA Session; 5:20-5:29 PM UDDA

Meeting, Catalyst Bldg, Rm 309, and Via Zoom

Board Members Present: Neil Christopher Apeles, LaVerne Biel (Zoom), Lois Bollenback, Mayor Lisa Brown, Emilie Camerson (Zoom), Colleen Fuchs, Megan Hulsey, Brooke Kiener, Chuck Murphy, Lindsey Myhre, Stacia Rasmussen, Marvo Reguindin, Greg Repetti (Zoom), Rob Sauders, Katy Sheehan (chair), John Sklut (Zoom), Jonathan Teeters (Zoom), Dennis Wagner, Erin Williams Hueter (Zoom)

Board Members Absent: Catherine Brazil, Kevin Brockbank, Daryll DeWald, Thomas Tellefson, County Commissioner Amber Waldref, Council President Betsy Wilkerson

Presenters: Tirrell Black (City), John Somerlott (GSI), Soren Newman (Arrowleaf), Allison Platt and Alex Joyce (Cascadia Partners)

[Board slide deck](#), [recording](#) (starts at City of Spokane presentation)

JOINT PRESENTATION/DISCUSSION: UDPDA and UDDA Board Members

EAC Highlights

- Repetti reported that nominations are open for the 2025 UD Impact Award and that application information is on the website
- Repetti reminded the group that the application deadline for 2026 board positions is May 28 and application information is on the website.
- Sinisterra reviewed the draft June 4 annual board retreat agenda that features presentations on homelessness and the community health ecosystem.
- Sinisterra updated the group on Life Sciences and Community Health Resiliency Planning efforts given shifting federal funding.
- **Scorecard** highlights were shared, and no questions ensued.

Regional and City Updates

- **City Comprehensive Plan** (*Tirrell Black, City staff*)
 - See this link for [the presentation](#).
 - Murphy asked about connections between the Comp Plan and the UD Next Generation Conceptual Plan 2065 (NGCP). Sinisterra noted that the UD has provided input relating to NGCP needs. Kiener asked if childcare infrastructure is included; Black said no, but there would be an overlap with workforce development.
- **GSI Legislative Update** (*John Somerlott, GSI legislative intern*)
 - Somerlott shared legislative and budget updates relating to Spokane interests. A final update, when the session adjourns, will be helpful.

Presentation: UD Childcare Study Final Results (*Soren Newman, Arrowleaf Group*)

- See this link for [the presentation](#).
- The study's objective is to collect data to help attract a private company to provide services in the UD.

Presentation: District Financing Research (*Allison Platt and Alex Joyce, Cascadia Partners*)

- See this link for [the presentation](#).
- The Cascadia team shared four site-specific case studies and the capital stack for each. Sinisterra noted that the data will inform UD's Financing Playbook for projects like the U Incubation Village, 400-Block, and 201 W Main Avenue.



Sheehan asked for additional public comment and, hearing none, reminded the group of the June 4 UDPDA board meeting and adjourned the session at 5:20 PM.

UDDA Meeting Call to Order, Welcome, and Administrative Actions

Chair Sheehan called the UDDA business meeting to order at 5:20 PM, noted the quorum present, and requested a **MOTION to approve the UDDA draft April 9, 2025, meeting minutes and the UDDA financials as of March 31, 2025** (Bollenback), seconded (Fuchs), and passed unanimously.

Finance and Grants Administration

Samson asked for questions and concerns regarding the financials. Hearing none, Sinisterra then provided a grants update, particularly grant applications relating to the Next Generation Plan 2065 such as the Gonzaga University Community Climate Action Fund grant for a district-wide thermal energy analysis and bio retention pond study, and the JM Kaplan Innovation Prize grant for an urban ecological development tool.

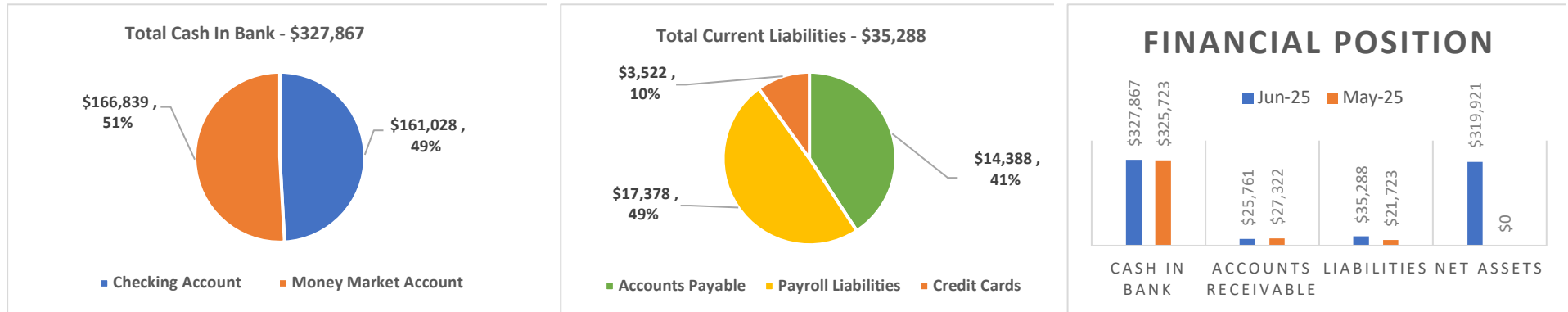
Due to time constraints, the group omitted 30-second updates. Sheehan reminded the group of the June 4 annual board retreat at the Ruby River Hotel and adjourned the session at 5:29 PM.

Juliet Sinisterra for Greg Repetti, Secretary

Date: May 8, 2025

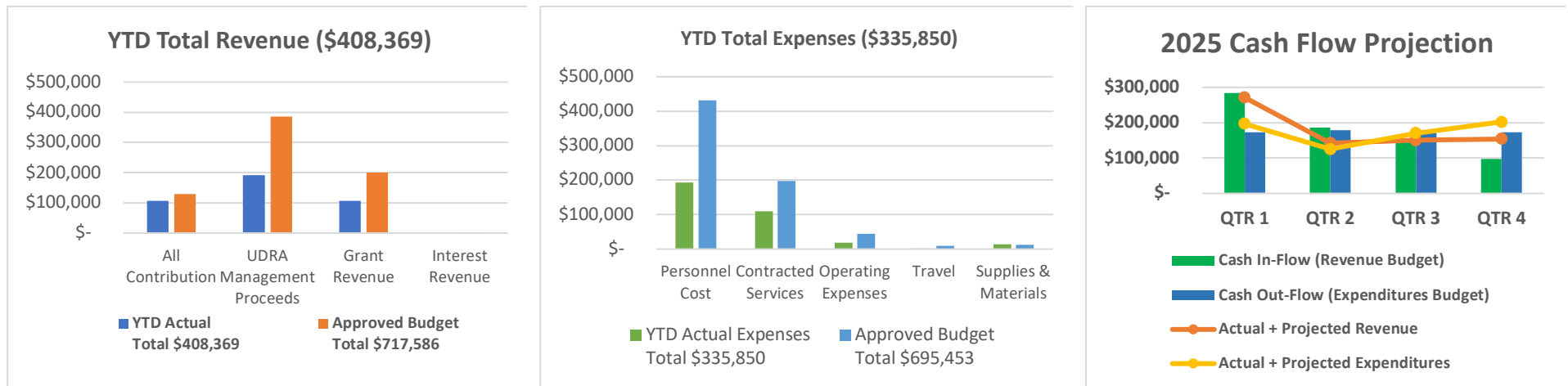
UDDA & UDPDA Financial Report as of June 30, 2025

UDDA's Financial Position



As of June 30, 2025 - Total Cash of \$327,867 includes Checking Account (\$166,839) and Money Market Account (\$161,028). Total Liabilities of \$35,288 includes current Accounts Payable (\$14,388), Credit Card (\$3,522) and Payroll Liabilities (\$17,378). UDDA Financial Position shows there's enough cash in bank to cover the organization's total liabilities for June 30, 2025. Total Net Assets of \$319,921 include Unrestricted Net Assets (\$166,416), Net Revenue (\$72,519), and Reserve (\$78,843).

UDDA's Financial Activities



Year to Date as of June 30, 2025 – Total Revenue is \$408,369 or 57% of our total revenue budget (\$717,586) that includes Total Contributions (\$107,400); Grant Revenue (\$107,348); UDRA Management Proceeds (\$192,393). Based on the information we have to date; we expect budgeted levels of annual revenue to be achieved by the end of the year and we are watching closely the expected grant and corporate contributions. Total Expenses are \$335,850 or 46% of our total expense budget (\$695,453) that including Personnel Cost and Benefits (\$193,030); Contract Services (\$109,309); Operating Expenses (\$18,626); Travel (\$1,670); Supplies and Materials (\$13,216); Total Net Assets of \$72,519 or approx. 3x over our total projected Net Assets for 2025 \$22,133.

UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION
Statement of Financial Position
As of June 30,2025

	Total			
	As of June 30, 2025 (Current Month)	As of May 31, 2025 (Previous Month)	Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
10126 UDDA NUM Checking	\$ 161,028	\$ 159,088	\$ 1,940	1.22%
10127 UDDA NUM MM	\$ 166,839	\$ 166,635	\$ 204	0.12%
Total Bank Accounts	\$ 327,867	\$ 325,723	\$ 2,144	0.66%
Accounts Receivable				
12100 Accounts Receivable	\$ 25,761	\$ 27,322	\$ (1,561)	-5.71%
12101 Other Receivable	\$ -	\$ -	\$ -	
Total Accounts Receivable	\$ 25,761	\$ 27,322	\$ (1,561)	-5.71%
Total Other Current Assets	\$ 1,580	\$ 1,710	\$ (130)	-7.62%
Total Current Assets	\$ 355,209	\$ 354,756	\$ 453	0.13%
TOTAL ASSETS	\$ 355,209	\$ 354,756	\$ 453	0.13%
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20200 Accounts Payable	\$ 14,388	\$ -	\$ 14,388	
Total Accounts Payable	\$ 14,388	\$ -	\$ 14,388	
Credit Cards				
20501 USB Mastercard	\$ -	\$ -	\$ -	
20502 Numerica Visa	\$ 3,522	\$ 1,978	\$ 1,544	78.10%
Total Credit Cards	\$ 3,522	\$ 1,978	\$ 1,544	78.10%
Other Current Liabilities				
Total 21000 Other Current Liability	\$ -	\$ -	\$ -	
21100 Direct Deposit Liabilities	\$ -	\$ -	\$ -	
Total 24000 Payroll Liabilities	\$ 17,378	\$ 19,745	\$ (2,367)	-11.99%
Direct Deposit Payable	\$ -	\$ -	\$ -	
Total Other Current Liabilities	\$ 17,378	\$ 19,745	\$ (2,367)	-11.99%
Total Current Liabilities	\$ 35,288	\$ 21,723	\$ 13,565	62.45%
Total Liabilities	\$ 35,288	\$ 21,723	\$ 13,565	62.45%
Equity				
30000 Opening Balance Equity	\$ 2,144	\$ 2,144	\$ -	0.00%
30001 Reserve	\$ 78,843	\$ 78,843	\$ -	0.00%
31300 Restricted Net Assets	\$ -	\$ -	\$ -	
32000 Unrestricted Net Assets	\$ 166,416	\$ 166,416	\$ -	0.00%
49000 Prior Yr Carryover	\$ -	\$ -	\$ -	
Net Revenue	\$ 72,519	\$ 85,631	\$ (13,112)	-15.31%
Total Equity	\$ 319,921	\$ 333,033	\$ (13,112)	-3.94%
TOTAL LIABILITIES AND EQUITY	\$ 355,209	\$ 354,756	\$ 453	0.13%

Budget Overview_FY_2025__Report
UNIVERSITY DISTRICT DEVELOPMENT ASSOCIATION
January 1-December 31, 2025

Account name	Actual		Budget		Actual		Budget		Budget		Budget		YTD - June 2025	2,025
	Jan 2025 - Mar 2025	Jan 2025 - Mar 2025	Jan 2025 - Mar 2025	Apr 2025 - Jun 2025	Apr 2025 - Jun 2025	Apr 2025 - Jun 2025	Jul 2025 - Sep 2025	Jul 2025 - Sep 2025	Oct 2025 - Dec 2025	Oct 2025 - Dec 2025	Oct 2025 - Dec 2025	Total Actual	Total Budget	
Income														
43210 Interest Income	\$ 609	\$ 700	\$ 618	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 1,227	\$ 2,800	
43400 Direct Public Support														
43410 Institutional/Corp contrib	\$ 87,300	\$ 90,000	\$ 20,100	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 107,400	\$ 130,000			
Total for 43400 Direct Public Support	\$ 87,300	\$ 90,000	\$ 20,100	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ 107,400	\$ 130,000				
46500 Grant Income														
46510 Grant - Restricted	\$ 87,143	\$ 96,677	\$ 20,206	\$ 69,993	\$ 33,330	\$ -	\$ 107,348	\$ 200,000						
Total for 46500 Grant Income	\$ 87,143	\$ 96,677	\$ 20,206	\$ 69,993	\$ 33,330	\$ -	\$ 107,348	\$ 200,000						
46700 Other Income														
47005 UDRA Management Proceeds	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 192,393	\$ 384,786			
Total for 46700 Other Income	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 96,197	\$ 192,393	\$ 384,786				
Total for Income	\$ 271,248	\$ 283,573	\$ 137,120	\$ 186,890	\$ 150,226	\$ 96,896	\$ 408,369	\$ 717,586						
Cost of Goods Sold	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Gross Profit	\$ 271,248	\$ 283,573	\$ 137,120	\$ 186,890	\$ 150,226	\$ 96,896	\$ 408,369	\$ 717,586						
Expenses														
60100 Payroll Expenses														
Total for 60100 Payroll Expenses	\$ 79,142	\$ 96,675	\$ 94,039	\$ 93,675	\$ 93,671	\$ 93,675	\$ 173,182	\$ 377,696						
60200 Personal Services Contracts														
60202 Financial, Prof Services	\$ 470	\$ 300	\$ 390	\$ 300	\$ 325	\$ 2,575	\$ 860	\$ 3,500						
60203 Management & Organization Svcs	\$ 85,764	\$ 43,750	\$ 14,936	\$ 43,750	\$ 43,750	\$ 43,750	\$ 100,701	\$ 175,000						
60205 Legal Fees	\$ 85	\$ 1,500	\$ 75	\$ 1,500	\$ 1,500	\$ 1,500	\$ 160	\$ 6,000						
60231 Marketing/Advertising	\$ 4,310	\$ 1,775	\$ 741	\$ 1,775	\$ 1,775	\$ 1,775	\$ 5,051	\$ 7,100						
60232 Graphic Design, Web	\$ 2,538	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 2,538	\$ 1,500						
60234 Recruiting Services	\$	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000						
Total for 60200 Personal Services Contracts	\$ 93,167	\$ 47,700	\$ 16,142	\$ 52,700	\$ 47,725	\$ 49,975	\$ 109,309	\$ 198,100						
60300 Other Contractual Services														
60303 Cell Phone Charges	\$ 450	\$ 450	\$ 675	\$ 450	\$ 450	\$ 450	\$ 1,125	\$ 1,800						
60314 Internet IT Svcs Domain Reg	\$ 1,405	\$ 825	\$ 1,339	\$ 825	\$ 825	\$ 825	\$ 2,744	\$ 3,300						
60324 Insurance D&O, etc.	\$ 391	\$ 2,250	\$ 391	\$ 2,250	\$ 2,250	\$ 2,250	\$ 782	\$ 9,000						
60329 Licenses and Permits	\$ 131	\$ 38	\$ 38	\$ 38	\$ 38	\$ 38	\$ 131	\$ 150						
60330 Memberships, Dues	\$ 135	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 135	\$ 500						
60334 Reg, Conferences, Sponsorships	\$ 900	\$ 500	\$ 2,080	\$ 500	\$ 500	\$ 500	\$ 2,980	\$ 2,000						
60336 Subscriptions, Periodicals	\$ 307	\$ 120	\$ 316	\$ 120	\$ 120	\$ 120	\$ 622	\$ 480						
60353 Postage, Mailing Services	\$ 97	\$ 100	\$ 9	\$ 100	\$ 100	\$ 100	\$ 106	\$ 400						
60358 Printing & Reproduction	\$	\$ 625	\$ 290	\$ 625	\$ 625	\$ 625	\$ 290	\$ 2,500						
60377 Catering, Meals	\$ 100	\$ 1,625	\$ 861	\$ 1,625	\$ 1,625	\$ 1,625	\$ 961	\$ 6,500						
60380 Leased Buildings, Space	\$ 4,551	\$ 3,992	\$ 1,611	\$ 3,993	\$ 3,993	\$ 3,993	\$ 6,162	\$ 15,971						
60381 Rentals, Copier Lease	\$ 51	\$ 300	\$ 136	\$ 300	\$ 300	\$ 300	\$ 187	\$ 1,200						
60389 Rentals, Other Events, Park	\$ 500	\$ 250	\$ 1,726	\$ 250	\$ 250	\$ 250	\$ 2,226	\$ 1,000						
Total for 60300 Other Contractual Services	\$ 9,017	\$ 11,200	\$ 9,433	\$ 11,200	\$ 11,200	\$ 11,200	\$ 18,450	\$ 44,801						
60400 Travel														
Total for 60400 Travel	\$ 670	\$ 1,825	\$ 1,000	\$ 2,925	\$ 2,325	\$ 1,825	\$ 1,670	\$ 8,900						
60500 Supplies & Materials														
Total for 60500 Supplies & Materials	\$ 4,977	\$ 4,375	\$ 8,238	\$ 3,630	\$ 1,425	\$ 2,570	\$ 13,216	\$ 12,000						

60700 Retirement & Benefits																	
60702 PFML	\$	332	\$	855	\$	422	\$	855	\$	855	\$	855	\$	754	\$	3,420	
60705 Retirement Employer Contrib	\$	1,001	\$	1,955	\$	1,476	\$	2,565	\$	2,565	\$	2,565	\$	2,477	\$	9,650	
60707 Life Insurance Employer Paid	\$	525	\$	1,065	\$		\$	-	\$	-	\$	-	\$	525	\$	1,065	
60709 Disability Insurance	\$	767	\$	1,150	\$	1,150	\$	1,500	\$	1,500	\$	1,500	\$	1,917	\$	5,650	
60710 Health Insurance Plans	\$	5,957	\$	5,187	\$	4,626	\$	7,303	\$	7,503	\$	7,503	\$	10,584	\$	27,496	
60711 FSA Employer Contrib	\$	969	\$	1,275	\$	2,623	\$	1,800	\$	1,800	\$	1,800	\$	3,592	\$	6,675	
Total for 60700 Retirement & Benefits	\$	9,552	\$	11,487	\$	10,296	\$	14,023	\$	14,223	\$	14,223	\$	19,848	\$	53,956	
Total for Expenses	\$	196,526	\$	173,262	\$	139,148	\$	178,153	\$	170,569	\$	173,468	\$	335,675	\$	695,453	
Net Operating Income	\$	74,722	\$	110,311	\$	(2,028)	\$	8,737	\$	(20,343)	\$	(76,572)	\$	72,694	\$	22,133	
Other Income	\$	-	\$		\$	-	\$		\$	-	\$	-	\$	-	\$	-	
Other Expenses	\$	-	\$		\$	-	\$		\$	-	\$	-	\$	-	\$	-	
Net Other Income	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Net Income	\$	74,722	\$	110,311	\$	(2,028)	\$	8,737	\$	(20,343)	\$	(76,572)	\$	72,694	\$	22,133	

Accrual Basis Thursday, April 10, 2025 05:23 PM GMTZ

updated 10/27/2025 Priorities: Support catalytic investments (400-Block and U Incubation Village) and establish a framework for development incentives; invest in infrastructure, open space, parking, and public safety; and district beautification and marketing.

University District - 2025 Work Plan Tracking								
Strategic Plan		Community Development	Budgeted	Start	End	Status	Update	Key Dates
1	3.1.2	400-Block: Review feasibility and pre-design study and pursue financing for purchase if approved. Money budgeted for negotiation support. Budget includes Legal costs as well.	\$162,500	Q1 2025	Q2 2025		Completing due diligence. Presented to 10 Commerce departments in Aug. Expanding feasibility study to include Competitive Climbing Gym revenue study with Spokane Sports, expanded conference/convention hosting via Visit Spokane, and private events hosting with Jennifer Evans Events. Also developing in house proforma to explore modifications to program including revisiting housing. Plan to have final operating and revenue costs for Board review in Feb 2026. Also presented to development partners and met with Griffin Swinerton around a public/private development and Sen Riccelli around an appropriation ask. If we move forward with grants in 2026 will need site control.	2/4/2026
2	3.1.1	Conduct feasibility study for U Incubation Village project. \$75,000 UD match funded via CERB.	\$150,000	Q1 2025	Q3 2025		D&B Creative and Crossroads Resource to present final study to Board in September. Cascadia to present initial business plan to EAC in December and Board in February.	2/4/2026
3	1.1.2; 1.2.2	Per U Vision 2044, conduct code audit of City Code within the UDRA; conduct developer feedback processes such as focus groups and best practices around development incentives nationwide.	\$40,000	Q2 2025	Q4 2025		Cascadia's Code Audit completed and presented to City Planning Staff. City looking to modernize code in next year and this work will inform. Report posted on UD Publications page. Measure Meant (\$25,000) has begun their study to be completed by EO year.	1/20/2026
4	Overarching	Host community partner lunches around UD Housing Development; District Energy Strategies, and Life Sciences Marketing.	\$0	Q2 2025	Q4 2025	Complete	Hosted June 26 Housing Workshop. Spokane Low Income Housing Consortium offered to continue organizing this group of developers quarterly. Juliet to present to EAC in August and give Board Update in September	6/26/2025
5	3.1.5	Support continued development of a future Spokane Environmental Learning and Cultural Center (SELCC) on WSU campus.	\$0	Q1 2025	Q4 2025		Did not meet over summer. SELCC submitting 501c3 status, reviewing grants and establishing committees. Looking to partner in larger Spo Bioregion Consortium study.	Ongoing
6		Partnering with Downtown Spokane Partnership and Spokane Business Association to oversee University of Idaho architecture students in design project looking to extend the Division Street gateway along UD western boundary	\$1,000	Q1 2025	Q2 2025	Complete	Juliet shared relevant student work with STA in regard to BRT planning and re-imagining Division. Potential to work with EAC incorporate prioritized ideas into U Vision 2044.	
7	3.1.3	Support Community-Minded Enterprises around implementation of Commerce UD Childcare study.	\$0	Q1 2025	Q3 2025	Complete	Study Complete. Shared with YMCA.	
8	3.4	Match to South Sub-area businesses toward feasibility of BID formation.	\$10,000	Q1 2025	Q4 2025	Complete	ESBA leading this as an extension. Process moving forward but no UDPDA monies required at this time.	
Economic & Asset Development			Budgeted	Start	End	Status	Update	Key Dates
1	Overarching	Grant writer for State, Federal, and local grants in alignment with U Vision 2044 Strategies and develop database around district metrics and data for grant writing access. Pursue State TIB in August 2025.	\$65,000	Q1 2025	Q4 2025		Did not receive JMK Innovation (\$75K) nor Thriving Communities grants. Incredibly competitive with more applicants than anticipated. Waiting to see if GU Community Sustainability grant for District Thermal Energy Analysis per Next Gen Plan (\$400K) moves forward (EPA funding). Applied via City for Infrastructure Planning dollars for Sherman, Main, Superior and Cowley.	
2	Overarching	Database and business platform completion for demographic, environmental, and energy/water use data for District.	\$10,000	Q1 2025	Q3 2025		Proposing funds be re-allocated since no JMK Innovation grant. Met with Fred Hutch and will tap into their data around community health to help inform.	
3	Overarching	Support the City Economic Development Team around developing support strategies in partnership with the County around the City-County PDA Interlocal Agreement.	\$0	Q1 2025	Q4 2025		Need to follow up with Steve and Amanda on this now that Teri Stripes has left the City.	
University District - 2025 Work Plan Tracking								
Property & Infrastructure Development			Budgeted	Start	End	Status	Update	Key Dates
1	3.1.2	400-Block: Legal support for land acquisition if approved by Board. (Wood and Hume)	\$20,000	Q1 2025	Q2 2025		Working with NW Municipal Advisors and Bond Counsel, Kutak Rock, on UDPDA financing to purchase parcels and/or invest in the Riverside Gateway Park. Close 2nd week of Sept.	6/22/2025
2	1.1.4	Sherman Street Complete Street Design for TIB grant application prep.	\$75,000	Q1 2025	Q3 2025		On hold since applied for State Public Works grant above. Requesting to re-allocate to Living Infrastructure Framework to inform/guide public open space and infrastructure projects in UD including Pacific Ave Greenway, which the City requested UD maintain, if we add nature-based infrastructure.	10/31/2025
3	1.4	Riverside and Sprague Parking Pilot in partnership with City.	\$10,000	Q3 2025	Q4 2025		On hold until financing is secured or not to move the Riverside Gateway Park.	
4	3.4	Banner implementation along MLK Way.	\$10,000	Q2 2025	Q4 2025		Approved to install per Avista. Working with DSP to install and obtain permits.	10/31/2025

update	5	Evaluate selling 201 West Main property.			\$0	Q2 2025	Q4 2025		Proposing PSA with Millennium NW for sale of the site for market rate housing.		
	6	3.2.2	Iron Bridge Kayak Put In (Phase II) match for design and implementation of kayak put-in north of NoLi in partnership with Spokane River Forum, Trout Unlimited, State Parks, and the Centennial Trail.			\$22,500	Q3 2025	2026		Moving forward with Spokane River Forum as lead. Presented with SPVV at Spokane River Forum. Conditional Use Permit being applied for this fall.	
	7	1.1.1	Support City Staff in Pacific Ave design as a complete street. Provide UDPDA committed construction dollars to this effort.			\$85,000	Q3 2025	Q3 2025		See note above about budget reallocation for UD Living Infrastructure Framework.	3/1/2026
	MARKETING & COMMUNICATIONS					BUDGETED	START	END	STATUS	UPDATE	
	1	3.1.1	Develop District marketing materials around U Vision District Conceptual Plan and related initiatives.			\$10,000	Q1 2025	Q4 2025		Met with graphic designer. Slightly revised scope looking to launch key branding around a coordinated communication/outreach campaign. Launched separate scope with Desautel Hege to create overarching communications framework.	2/4/2026
Notes: Orange: Focus Area; Blue: Dependent on Others											

University District - 2025 Work Plan Tracking

FINANCE & GRANTS ADMINISTRATION			BUDGETED	START	END	STATUS	UPDATE	KEY DATES
1	QuickBooks Online implementation (from QuickBooks Desktop) for better integration with banking institution and real-time transaction and reporting.			Q1 2025	Q2 2025	Complete	UDDA and UDPDA QuickBooks Online fully implemented.	4/30/2025
2	UD Dashboard Reporting			Q2 2025		Complete	UDDA/UDPDA Dashboard reporting to EAC and Board started April 2025, and will continue to evolve depending on EAC/board needs.	monthly (on-going)
3	Update UD's Finance & Grants Administration Policies and Procedure Manual			Q2 2025	Q4 2025	In Progress	UD staff reviewing existing SOPs and making necessary updates in alignment with management structure and new financial system (QB Online).	9/1/2025
4	Update UD's Employee Manual			Q2 2025	Q3 2025	In Progress	Update UDDA's draft Employee Handbook and review benefits package to be competitive with similar size organizations.	9/1/2025
5	400-Block Sprague Development Project Funding - Research funding opportunities and options to finance the project			Q2 2025	Q3 2025	In Progress	Met with financial institutions that finance construction projects in the area/state and researched available funding opportunities with Dept of Commerce.	9/1/2025
6	File Form 990 for 2024 tax year for UDDA			Q2 2025	Q3 2025	In Progress	Working on 2024 transactions that need to be accrued/deferred in 2024 to comply with US GAAP. Coordinating with our CPA firm (Schoedel & Schoedel) to prepare Form 990 for the treasurer and chair to review before filing.	9/1/2025
7	Mid-year Budget Modification			Q2 2025	Q3 2025	In Progress	Reviewing 2025 budget and working with Juliet, the City, and grant writing team on any anticipated 2025 funding and budget modifications for EAC and Board review.	7/1/2025