



## University District Public Development Authority (UDPDA) Board of Directors' Meeting Agenda

Wednesday, October 2, 2024, 3:00 – 4:50 PM

In-Person at Catalyst Building, Room 309 and via Zoom

<https://us02web.zoom.us/j/86492302359?pwd=STErZDItL0ZpK0hDTnZPNUdHWXRldz09>; Meeting ID: 864 9230 2359; Passcode: 583683

### 3:00 Welcome, Call to Order, Administrative Actions – Sheehan

- **Proposed MOTION** – Consent Agenda
  - Draft September 4, 2024, UDPDA annual meeting minutes
  - UDPDA financials as of August 31, 2024, including voucher certification
- Treasurer's Report – *Murphy*
- Grants update; **Proposed MOTION** – Approve board Resolution to transfer of Mithun 400-Block contract (Phase 1B) to UDDA per Commerce CBO grant funding - *Sinisterra*
- 2025 board meeting calendar
- Recognize outgoing member Dugger – *Sheehan*

### 3:10 2025 Proposed Work Plan and Budget – *Sinisterra*

- Review and discuss
- **Proposed MOTION** – Approve 2025 Work Plan and Budget contingent on grant funding (if awarded EPA grant, amended budget to be presented to board in early 2025)

### 3:25 Development Updates – *Sinisterra*

- 400-Block purchase - review timeline going forward

### 3:30 Mithun 400-Block Development and Architectural Design Concept - (*Craig, Eric, and Alex*)

### 4:00 Nature-Based Infrastructure Overview – *Sinisterra*

### 4:10 Mithun District Conceptual Plan Presentation – (*Erin and Sandra*)

### 4:50 Public Comment and Adjourn – *Sheehan*

#### Reminder:

- **December 4 holiday party** (no business meeting) at Spokane Art School - Impact Award presentation, Mithun DCP poster exhibit



## University District Public Development Authority (UDPDA) Annual Meeting Minutes - DRAFT

Wednesday, September 4, 2024, from 3:09 – 3:33 PM, WSU Health Science Spokane, SAC Building and Via Zoom

**Board Members Present:** Steve MacDonald, Chuck Murphy, Katy Sheehan (served as chair), Juliet Sinisterra, County Commissioner Amber Waldref, Council President Betsy Wilkerson (Zoom)

**Board Member Absent:** Teresa Dugger

### Call to Order, Welcome, and Administrative Actions

- Vice-chair Sheehan served as chair and called the meeting to order, thanked WSU for hosting, and asked for a **MOTION to approve the UDPDA draft May 1, 2024, meeting minutes and the UDPDA financials as of July 31, 2024**, (Murphy), seconded (MacDonald), and passed unanimously.
- Sheehan noted that all **2025 UDPDA meetings will be held at the Catalyst Building**.
- Sinisterra shared that the three regional PDAs are working with the City and County to create SOPs to assemble, validate, and utilize building permit data to calculate **construction sales tax distributions** for each PDA going forward as well as a catch-up payment since 2020.
- Sinisterra presented a **grants status chart** noting grants applied for, received, and pending.
- Relating to the CERB grant for \$75K for a U-Village business feasibility study, the UDPDA board approved applying for this grant in the 2024 budget. CERB application materials (submitted on July 29) required a board resolution confirming application approval. As such, Sheehan asked for a **MOTION to ratify past board actions and approve the resolution submitted in the CERB application in July** (Murphy), seconded (MacDonald), and passed unanimously.

### UD Nominating Committee Update and Board Vote on 2025 UDPDA Positions

Sheehan reviewed the Nominating Committee's recommendations and asked for the following motions: **MOTION to approve the renewal of Sheehan's term by a unanimous vote of the City and County members** (Waldref) and seconded (Wilkerson) and passed unanimously. Sheehan asked for a **MOTION to approve two UDDA representatives to the board contingent upon UDDA approval:** Greg Repetti and Chuck Murphy (Wilkerson) and seconded (MacDonald) and passed unanimously with Murphy abstaining. Lastly, Sheehan asked for **MOTION to approve 2025 officers contingent upon UDDA approval:** Chair-Sheehan, Vice Chair/Secretary-Repetti, and Treasurer-Murphy (Wilkerson) and seconded (MacDonald) and passed unanimously with Murphy abstaining.

### Development Updates

- **District Conceptual Plan (DCP)** – Sinisterra shared the overall project timeline and noted that the Mithun team will be in Spokane on September 6 for a morning conversation with House of Charities residents and staff and an evening Open House at the Community Building during First Friday. Final presentation to the UDPDA board on October 2.
- Mithun was selected for the **400-Block Architectural Services** Phase One (pre-design) scope which includes a site feasibility and initial financial analysis (\$45K) to include a world-class climbing gym, childcare facilities, Spokane Sports office, Whitworth MBA classroom, modified Evergreen Bioscience wet lab and



incubation space, and parking. Mithun will present initial concepts to the Development Committee on September 10 and to the board on October 2. UDDA applied for a Commerce CBO grant. If successful, tees up the possibility of a future construction loan. New market tax credits up to 20% may also apply to the project.

- Per the 2024 budget which includes a \$22,500 match for a proposed Iron Bridge **kayak put-in** north of No-Li Brewhouse, the UDPDA has entered into MOA with Spokane River Forum (SRF) to launch site analysis work. SRF will oversee and manage all project activities and hire a vendor for 30% design, including a topographical survey and ESA for future permitting.

Sheehan asked for public comment and hearing none, reminded the group of the October 2 meeting and adjourned the session at 3:33 PM.

A handwritten signature in black ink, appearing to read 'Juliet Sinisterra'.

Juliet Sinisterra, Secretary

Date September 7, 2024



**UNIVERSITY  
DISTRICT**

## University District Public Development Authority (UDPDA) Voucher Certification – July 2024 Close

Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here [https://www.sao.wa.gov/bars\\_cash/accounting/expenditures/voucher-certification-and-approval/](https://www.sao.wa.gov/bars_cash/accounting/expenditures/voucher-certification-and-approval/), I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim. **The following voucher/warrants/electronic payments were approved for payment and cleared the UDPDA bank account:**

Date	Voucher Warrant #	Description	Amount
7/16	ACH	Avista utility bill for 201 W Main Ave	334.09
7/18	ACH	City utilities for 201 W Main Ave	327.22
7/26	Xfer	University District Development Assoc per contract	20,577.00
7/1	1309	KH Consulting – per contract	400.00
7/12	1312	Seve7n Design – per contract	2,640.00
7/2	1313	Witherspoon Brajcich McPhee	492.50
7/3	1314	Urbanova – per contract	1,487.50
7/16	1315	Kiemle Hagood – 201 W Main	250.00
7/4/16	1316	Rooted Landscaping – 201 W Main	249.75
4/16	1317	Philadelphia Insurance Companies	444.00
7/16	1318	GoJoe Patrol – 201 W Main	548.60
7/24	1319	Mithun – per contract	17,034.74
7/29	1321	City of Spokane – permit for signage	250.00
7/30	1322	Allied Fire and Security – 201 W Main	243.47
7/26	1323	Tinys Service and Maintenance – 201 W Main	654.00
7/26	1324	Pro Mechanical Services – 201 W Main	283.40
7/26	1325	Witherspoon Brajcich McPhee	975.00
7/25	1326	UDDA reimb for subscription	485.00

  
Juliet Sinisterra, CEO, UDPDA

8.6.24  
Date

## UD Public Development Authority

## Balance Sheet

As of August 31, 2024

09/05/24

Cash Basis

	<u>Aug 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10128 · NUM Checking UDPDA	262,368.14
10129 · NUM MM UDPDA	1,015,067.08
<b>Total Checking/Savings</b>	<u>1,277,435.22</u>
<b>Total Current Assets</b>	1,277,435.22
<b>Fixed Assets</b>	
12005 · Fixed Asset	515,930.00
<b>Total Fixed Assets</b>	515,930.00
<b>Other Assets</b>	
12006 · Other Asset	1,168,000.00
<b>Total Other Assets</b>	<u>1,168,000.00</u>
<b>TOTAL ASSETS</b>	<b><u>2,961,365.22</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
32000 · Retained Earnings	1,381,811.94
32001 · 201 W Main	515,930.00
32002 · Boxcar Proceeds	588,000.00
32003 · Sprague Underage	580,000.00
Net Income	<u>-104,376.72</u>
<b>Total Equity</b>	<u>2,961,365.22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,961,365.22</u></b>

## NOTES:

Account 12006 Other Assets includes \$588K Boxcar proceeds and \$580K Sprague underage funds held by the City.

In addition to the 2024 board-approved budgeted contractual obligations, as of the end of May, the UDPDA has a \$1,760,671 balance due on the General Obligation Bond owed to the City for Sprague Avenue improvements.

The UDPDA anticipates refinancing the Bond this year.

## UD Public Development Authority Profit & Loss Budget vs. Actual January through August 2024

	Jan - Aug 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3000000 · REVENUES				
3300000 · INTERGOV REVENUES				
3370000 · LOCAL GRANTS ENTITLMNT OTHER				
3370001 · Local Grants Entitlements	50,000.00	50,000.00	0.00	100.0%
3371000 · Property Tax	0.00	0.00	0.00	0.0%
3372000 · Sales Tax	344,880.76	372,816.00	-27,935.24	92.5%
<b>Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER</b>	<b>394,880.76</b>	<b>422,816.00</b>	<b>-27,935.24</b>	<b>93.4%</b>
<b>Total 3300000 · INTERGOV REVENUES</b>	<b>394,880.76</b>	<b>422,816.00</b>	<b>-27,935.24</b>	<b>93.4%</b>
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS				
3611000 · Investment Earnings	9,944.18	2,666.68	7,277.50	372.9%
<b>Total 3610000 · INTEREST, OTHER EARNINGS</b>	<b>9,944.18</b>	<b>2,666.68</b>	<b>7,277.50</b>	<b>372.9%</b>
3620000 · RENTS AND LEASES	25,591.44	20,000.00	5,591.44	128.0%
<b>Total 3600000 · MISC REVENUES</b>	<b>35,535.62</b>	<b>22,666.68</b>	<b>12,868.94</b>	<b>156.8%</b>
<b>Total 3000000 · REVENUES</b>	<b>430,416.38</b>	<b>445,482.68</b>	<b>-15,066.30</b>	<b>96.6%</b>
<b>Total Income</b>	<b>430,416.38</b>	<b>445,482.68</b>	<b>-15,066.30</b>	<b>96.6%</b>
<b>Expense</b>				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning				
5586040 · Planning Services	124,861.54	48,000.00	76,861.54	260.1%
<b>Total 5586000 · Planning</b>	<b>124,861.54</b>	<b>48,000.00</b>	<b>76,861.54</b>	<b>260.1%</b>
5587000 · Economic Development				
5587040 · Econ Dev Services	204,209.37	184,972.00	19,237.37	110.4%
<b>Total 5587000 · Economic Development</b>	<b>204,209.37</b>	<b>184,972.00</b>	<b>19,237.37</b>	<b>110.4%</b>
<b>Total 5580000 · CMTY PLANNING ECON DEV</b>	<b>329,070.91</b>	<b>232,972.00</b>	<b>96,098.91</b>	<b>141.2%</b>
5590000 · PROPERTY DEVELOPMENT				
5593000 · Prop Dev Depr Amor Xfer Out				
5593040 · Prop Dev Services	50,539.19	16,668.00	33,871.19	303.2%
<b>Total 5593000 · Prop Dev Depr Amor Xfer Out</b>	<b>50,539.19</b>	<b>16,668.00</b>	<b>33,871.19</b>	<b>303.2%</b>
<b>Total 5590000 · PROPERTY DEVELOPMENT</b>	<b>50,539.19</b>	<b>16,668.00</b>	<b>33,871.19</b>	<b>303.2%</b>
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR				
5910000 · REDEMPTION OF DEBT	137,912.35	137,912.35	0.00	100.0%
5920000 · INTEREST OTHR DBT SVC COST	11,270.65	11,270.65	0.00	100.0%
5940000 · CAPITAL EXPEND/EXPENSES				
5945800 · Cap Exp CmtyPlan/EconDev	6,000.00	35,000.00	-29,000.00	17.1%
<b>Total 5940000 · CAPITAL EXPEND/EXPENSES</b>	<b>6,000.00</b>	<b>35,000.00</b>	<b>-29,000.00</b>	<b>17.1%</b>
<b>Total 5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR</b>	<b>155,183.00</b>	<b>184,183.00</b>	<b>-29,000.00</b>	<b>84.3%</b>
<b>Total 5000000 · EXPENDITURES</b>	<b>534,793.10</b>	<b>433,823.00</b>	<b>100,970.10</b>	<b>123.3%</b>
<b>Total Expense</b>	<b>534,793.10</b>	<b>433,823.00</b>	<b>100,970.10</b>	<b>123.3%</b>
<b>Net Ordinary Income</b>	<b>-104,376.72</b>	<b>11,659.68</b>	<b>-116,036.40</b>	<b>-895.2%</b>
<b>Net Income</b>	<b>-104,376.72</b>	<b>11,659.68</b>	<b>-116,036.40</b>	<b>-895.2%</b>



UNIVERSITY DISTRICT

### University District Public Development Authority (UDPDA) Voucher Certification – August 2024 Close

Per the Office of the Washington State Auditor and the BARS Voucher Certification and Approval Process set forth here [https://www.sao.wa.gov/bars\\_cash/accounting/expenditures/voucher-certification-and-approval/](https://www.sao.wa.gov/bars_cash/accounting/expenditures/voucher-certification-and-approval/), I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the (city/county/district), and that I am authorized to authenticate and certify to said claim. **The following voucher/warrants/electronic payments were approved for payment and cleared the UDPDA bank account:**

Date	Voucher Warrant #	Description	Amount
8/16	ACH	Avista utility bill for 201 W Main Ave	482.81
8/19	ACH	City utilities for 201 W Main Ave	371.02
8/26	Xfer	University District Development Assoc per contract	20,577.00
8/7	1327	Hannover Insurance – Business owners with umbrella	3,512.22
8/14	1328	Allied Fire and Security – 201 W Main	174.79
8/12	1329	Kiemle Hagood – 201 W Main	250.00
8/12	1330	Rooted Commercial Landcare – 201 W Main	372.92
8/16	1331	Tiny's Maintenance – 201 W Main	763.00
8/27	1333	Mithun – per contract	18,252.11
8/29	1334	Allied Fire and Security – 201 W Main	63.22
8/30	1335	Witherspoon Brajcich McPhee	812.50

  
\_\_\_\_\_  
Juliet Sinisterra, CEO, UDDA

  
\_\_\_\_\_  
Date



# University District 2024 Second Treasurer’s Report - DRAFT

To: UDDA and UDPDA Boards  
 Fr: Chuck Murphy, Treasurer  
 Date: October 2, 2024

In 2024, the UDDA/UDPDA Treasurer will provide two reports to the board in April and October. Herewith is the October report that covers March-August 2024.

## UDDA

- **Ending checking balance** as of 8/31/24 \$113,662.70; vs as of 2/29/24 \$118,130.65
- **Ending money market balance** as of 8/31/24 \$164,789.39; vs as of 2/29/24 \$163,556.99
- **Net YTD income** ended **(\$5,337.07)** unfavorable to YTD budget.
- **Total YTD income** ended **(\$22,500)** unfavorable to budget due to writing off contributions from Providence, GeoEngineers, and STA (\$25,500 total).
- **Total YTD expenses** ended \$16,730.65 favorable budget due primarily to account 60203 Management & Org Services and 1099 contract payables.
- YTD income totaled \$272,116 while YTD expenses totaled \$237,639.79 with the inclusion of interest income, the net income totals \$36,108.49.
- YTD total assets are \$275,279.62, liabilities total \$11,660.49, and equity \$263,619.13.
- **Grant Status** update
  - Applied for Commerce Community Based Organization \$200K grant for pre-design and capital planning for 400-Block;
  - Waiting to hear about Spokane Culture Corridor: Our Town Grant \$100K with partners DSP, Spokane Arts, and Visit Spokane
  - Received Commerce Childcare Grant \$65K (\$5K to capital planning) with partners Community Minded Enterprises and Spokane Workforce Council

## UDDA 2024 Contract Status as of August 31, 2024

Customer/Vendor	Not to Exceed Contract Amount	Remaining Balance	Alignment
UDPDA Admin Svcs	+ \$20,577/ mo	ongoing	Admin and ops support
Urbanova	+\$500/mo	ongoing	UD office sublease
WSU Real Estate	\$1,331	ongoing	Office rental
Michael Shuman (2023+)	\$10,000	0	Investment fund development
Lawrence Cebula (2023+)	\$10,000	\$5,000	UD Historical Research/Docmtn
Kora Todd	\$15,000	0	1099 wayfinding; parking strat

Sarah Severson	\$9,000	\$7,335	1099 U Incubation Village coord
Seve7n Design	\$2,460	\$1,410	1099 Graphic design
Toby Harzlich (2023+)	\$9,600	\$2,400	1099 CEO coaching

## UDPDA

- **Ending checking balance** as of 8/31/24 \$268,368.14; vs as of 2/29/24 \$363,484.44
- **Ending money market balance** as of 8/31/24 \$1,015,067.08; vs as of 2/29/24 \$705,122.90
- **YTD Net income (cash basis) ended (\$104,376.72)** which is **(\$116,036.40)** unfavorable to budget. This is due primarily to revised estimated sales and property tax for 2024 and 201 W Main repairs and seasonal maintenance.
- **YTD income ended (\$15,066.30)** unfavorable budget due to revised sales and property tax estimates. Note, however, that rental income and interest earnings have surpassed budget expectations.
- **YTD expenses ended (\$100,970.10)** unfavorable budget due primarily to earlier than anticipated contractor payments and 201 W Main repairs and seasonal maintenance.
- YTD income totaled \$430,416.39 while YTD expenses totaled \$534,793.10.
- YTD total assets are \$2,961,365.22.
- Staff is waiting to hear from the City regarding refinancing the General Obligation Bond to avoid balloon payment in 2026.
- The three regional PDAs are working with the City and County on Standard Operating Procedures (SOP) to calculate Construction Sales Tax going forward (as well as a catch-up payment since the interlocal agreements were signed in 2020). The SOP will establish a formal process for assembling, validating, and utilizing building permit data to calculate and pay construction sales tax to the PDAs on a quarterly amortized basis.
- **Grant Status** update
  - U Incubation Village \$75K CERB grant submitted in July and Juliet presents to CERB board September 19.

## 201 W Main Property Update

- YTD 201 W Main income, cash basis, totaled \$25,591.44 while YTD expenses totaled \$50,539.19, resulting in a YTD net loss of **(\$24,947.75)**.
- As a result of increased operating costs associated with the 201 West Main property, 2024 expenses are now forecasted to exceed budgeted levels by an estimated \$30,000.



### UDPDA Contract Status as of August 31, 2024

Customer/Vendor	Contract Amount	Remaining Balance	Alignment
Manzanita House	\$2,625	ongoing	201 W Main Ave two-year lease
Reef/Republic Parking	+\$1K/mo est	ongoing	Negligible revenues (under \$100/mo)
UDDA Admin Services	\$20,577/mo	ongoing	Admin and ops support
Kiemle & Hagood	\$250/mo	ongoing	201 W Main property management
Century Pacific (2022+)	\$85,000	\$19,388.75	400-Block Development
KH Consulting	\$15,000	\$6,580.00	Grant research and writing
Greene Economics (2023+)	\$75,000	0	Eco Asset Study
Collins Woerman	\$8,000	0	201 W Main Feasibility Study update
Collins Woerman	\$2,000	0	400-Block graphics
Seve7n Design	\$12,000	\$5,640.00	U Incubation Village flyer, district banner, U Vision marketing piece
Ardurra (2023+)	\$24,890	0	Grant writing
Mithun	\$200,000	\$115,313.46	District Conceptual Plan
Haley Aldrich	\$60,000	\$60,000.00	Grant writing
Urbanova	\$10,000	\$2,675.00	Data warehouse/digital dashboard



**NEWS RELEASE**  
**For Immediate Release**

**Contact:** Juliet Sinisterra, CEO, University District; Tel: (509) 255-8093, [info@spokaneudistrict.org](mailto:info@spokaneudistrict.org)

**UNIVERSITY DISTRICT RECEIVES COMMUNITY ECONOMIC REVITALIZATION BOARD GRANT TO STUDY U INCUBATION VILLAGE**

SPOKANE, Wash., September 25, 2024—The University District Public Development Authority (UDPDA) was awarded a \$75,000 Community Economic Revitalization Board (CERB) Grant to conduct a feasibility planning study to develop a U Incubation Village regional destination center. The grant scope will engage a new generation of business owners and promote a resilient regional food ecosystem.

The proposed concept for the U Incubation Village calls for a dynamic, multi-use neighborhood hub that reconnects the district with adjacent neighborhoods, creates jobs, celebrates place-based agricultural businesses, and supports local BIPOC makers and entrepreneurs.

Much like the Portland Mercado, a U Incubation Village folk market (to be operated by AHANA, Spokane's Multi-Ethnic Business Association) would consist of a community-driven outdoor market offering affordable retail space and business incubation services to diverse start-up businesses. Additionally, the U Incubation Village would launch programs such as a food processing plant, a relocated regional food hub and malting facility, a green jobs maker space village and reskilling center, a food waste upcycling plant, and a composting facility all in a historically distressed census tract.

“We are thrilled to be in a position to study the long-range feasibility of a multi-cultural market and agri-business center for the UD,” says Juliet Sinisterra, CEO. “Building an urban destination that celebrates our regional farmers, incubates local businesses, and creates living wage jobs is a priority for the district.”

The purpose of the grant is to develop a clear picture of the existing food ecosystem and needs around a regional food processing center; to determine market feasibility to support a folk market and business incubation center; to build relationships and trust with rural farmers, local BIPOC, and immigrant communities; and to outline a path forward to launch the project.

“The U Incubation Village concept ties in beautifully with Spokane County’s Comprehensive Economic Development Strategy (CEDS) goals by investing in downtown development and driving equitable economic development by targeting investments and resources in communities and populations that need them most,” says Gary Ballew, VP of Economic Development, Greater Spokane Inc. “We look forward to the results of this study and every opportunity to enhance economic diversification, equitable growth, multi-ethnic businesses, sustainable agriculture practices, and innovation in our community.”

###

**About the University District (UD):** The University District is a place where business and education grow together to create a collaborative, healthy, and prosperous region. The University District uses its unique connectivity to create shared community wellness, equity, environmental health, and vibrancy by developing the infrastructure and programming that enable a globally recognized hub of education, innovation, research, and health care. Find out more at [www.spokaneudistrict.org](http://www.spokaneudistrict.org).

**About AHANA:** Learn more about [AHANA here](#).

**About CERB Grants:** Read more about the CERB grant awards in their [September 2024 Newsletter](#).

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

UD Meetings and Holidays	
Jan 01	New Year's Day
Jan 20	M L King Day
Jan 21	EAC
Feb 5	UDPDA/UDDA Board
Feb 17	Presidents' Day
Feb 18	EAC
March 5	UDPDA/UDDA Board
March 18	EAC
April 2	UDPDA/UDDA Board
April 15	EAC
May 7	UDPDA/UDDA Board
May 20	EAC
May 26	Memorial Day
June 4	Board Retreat
Jun 19	Juneteenth
Jul 04	Independence Day
Aug 19	EAC
Sept 01	Labor Day
Sept 3	UDPDA/UDDA Annual Mtg
Sept 16	EAC
Oct 15	UDPDA/UDDA Board
Nov 11	Veterans Day
Nov 27-28	Thanksgiving
Dec 3	Holiday Party
Dec 25	Christmas
	Board at Catalyst Rm 309
	EAC via Zoom

### University District - 2025 Work Plan Tracking

STRATEGIC PLAN		COMMUNITY DEVELOPMENT	BUDGETED	START	END	STATUS	UPDATE
1	3.1.2	400-Block: Review feasibility and pre-design study and pursue financing for purchase if approved. Money budgeted for negotiation support.	\$25,000	Q1 2025	Q2 2025		
2	3.1.1	Conduct feasibility study for U Incubation Village project. \$75,000 funded via CERB.	\$150,000	Q1 2025	Q3 2025		
3	1.1.2; 1.2.2	Per U Vision 2044, conduct <b>code audit</b> of City Code within the UDRA; conduct <b>developer feedback</b> processes such as focus groups and best practices around development incentives nationwide.	\$40,000	Q1 2025	Q4 2025		
4	Overarching	Host community partner lunches around UD Housing Development; District Energy Strategies, and Life Sciences Marketing	\$0	Q1 2025	Q4 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		
6	3.1.3	Support Community-Minded Enterprises around implementation of Commerce UD Childcare study.	\$0	Q1 2025	Q3 2025		
7	3.4	Match to South Sub-area businesses toward feasibility of <b>BID formation</b> .	\$10,000	Q1 2025	Q4 2025		

### ECONOMIC & ASSET DEVELOPMENT

			BUDGETED	START	END	STATUS	UPDATE
1	Overarching	<b>Grant writer</b> 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		
2	Overarching	Database and business platform completion for demographic, environmental, and energy/water use data for District.	\$10,000	Q1 2025	Q3 2025		
3	Overarching	Support the City Economic Development Team around developing support strategies in partnership with the County around the City-County <b>PDA Interlocal Agreement</b> .	\$0	Q1 2025	Q4 2025		

### University District - 2025 Work Plan Tracking

#### PROPERTY & INFRASTRUCTURE DEVELOPMENT

			BUDGETED	START	END	STATUS	UPDATE
1	3.1.2	400-Block: Legal support for land acquisition if approved by Board.	\$20,000	Q1 2025	Q2 2025		
2	1.1.4	Sherman Street Complete Street Design for TIB grant application prep.	\$75,000	Q1 2025	Q3 2025		
3	1.4	Riverside and Sprague Parking Pilot in partnership with City	\$10,000	Q3 2025	Q4 2025		
4	3.4	Banner implementation along MLK Way.	\$10,000	Q2 2025	Q4 2025		
5		Evaluate selling 201 West Main property.	\$0	Q2 2025	Q4 2025		
6	3.2.2	Iron Bridge Kayak Put In (Phase II) match for design and implementation of <b>kayak put-in north of NoLi</b> in partnership with Spokane River Forum, Trout Unlimited, State Parks, and the Centennial Trail.	\$22,500	Q3 2025	2026		
7	1.1.1	Support City Staff in <b>Pacific Ave design</b> as a complete street. Provide UDPDA committed construction dollars to this effort.	\$85,000	Q3 2025	Q3 2025		

#### MARKETING & COMMUNICATIONS

1	3.1.1	Develop District marketing materials around U Vision District Conceptual Plan and related initiatives.	\$10,000	Q1 2025	Q4 2025		
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Notes: Orange: Focus Area; Blue: Dependent on Others

UDPSA 2024		2024	UDPSA 2025	
2024 Budget		YE Totals (est)	Budget A	Budget B
<b>REVENUE</b>	<b>\$1,108,484</b>	<b>\$1,063,612</b>	<b>\$1,476,375</b>	<b>\$1,476,375</b>
County	\$50,000	\$50,000	\$50,000	\$50,000
City Estimated Property Tax	\$278,852	\$278,852	\$205,011	\$205,011
City Estimated Sales Tax	\$745,632	\$689,760	\$681,545	\$681,545
			\$79,437	\$79,437
			\$350,000	\$350,000
Interest	\$4,000	\$12,000	\$75,000	\$75,000
201 W Main Lease (Manzanita House and Parking Estimate)	\$30,000	\$33,000	\$12,000	\$12,000
			\$32,700	\$32,700
			-\$9,318	-\$9,318
<b>EXPENSE</b>	<b>\$1,378,294</b>	<b>\$1,054,294</b>	<b>\$1,254,479</b>	<b>\$1,238,464</b>
<b>Community Planning</b>	<b>\$288,000</b>	<b>\$263,000</b>	<b>\$130,000</b>	<b>\$140,000</b>
District Econ Dev Incentive Study & Dev Focus Groups	\$40,000	\$0	\$40,000	\$40,000
400 Block Feasibility Study + Steven Wood	\$40,000	\$55,000	\$15,000	\$15,000
201 West Main Feasibility Study (revised) - Q3	\$8,000	\$8,000	\$75,000	\$75,000
U Vision District Concept Design Master Plan	\$200,000	\$200,000	\$0	\$10,000
			\$0	\$10,000
<b>Economic Development</b>	<b>\$330,824</b>	<b>\$355,324</b>	<b>\$494,686</b>	<b>\$393,671</b>
<b>UDDA Service Contract</b>	<b>\$246,924</b>	<b>\$246,924</b>	<b>\$384,786</b>	<b>\$328,771</b>
Legal/Ops: non-400 block legal, insur incl cyber and crime, public official bond, audit, etc.	\$19,000	\$17,500	\$15,000	\$15,000
Graphic Design - Banner Design; Initiative Flyers (4)	\$11,700	\$11,700	\$10,000	\$10,000
Economic Reports/Databases - CoStar; Adv Spokane; Econ Reports	\$4,700	\$4,200	\$4,200	\$4,200
Grant Writing - CERB, EPA, Commerce CBO; EPA grant prep OSU	\$45,000	\$65,000	\$65,000	\$30,000
Data Management - Grant Support and UD Eco Asset Tool Dev	\$3,500	\$10,000	\$10,000	\$0
			\$5,700	\$5,700
<b>Capital Expenditures including A&amp;E Design/Property Development</b>	<b>\$437,500</b>	<b>\$114,000</b>	<b>\$257,500</b>	<b>\$332,500</b>
201 West Main Operating Costs	\$25,000	\$64,000	\$35,000	\$35,000
Riverside/Grant Complete Street Design (20%)	\$250,000	\$0	\$75,000	\$75,000
South Sub-Area Alley Lighting	\$20,000	\$8,500	\$0	\$50,000
EWU Wayfinding	\$15,000	\$19,000	\$10,000	\$10,000
Pacific Avenue A&E (City Design Support)	\$85,000	\$0	\$85,000	\$85,000
NoLi Kayak Put In Design (match)	\$22,500	\$22,500	\$22,500	\$22,500
Spokane Culture Corridor Design (match if funded)	\$20,000	\$0	\$10,000	\$10,000
			\$0	\$25,000
			\$20,000	\$20,000
<b>Sprague Avenue Debt Servicing and Interest</b>	<b>\$321,970</b>	<b>\$321,970</b>	<b>\$372,293</b>	<b>\$372,293</b>
<b>Net Income</b>	<b>-\$269,810</b>	<b>-\$9,318</b>	<b>Net Income (to Money Market)</b>	<b>\$221,896</b>
				<b>\$237,911</b>