

**REGULAR MEETING NOTICE/AGENDA OF THE
Northeast Public Development Authority**

**MEETING OF Friday, December 8th, 2023,
10:30 A.M. – Northeast Community Center**

A regular meeting of the Northeast Public Development Authority will be held at **10:30 A.M. on Friday, December 8th, 2023**, at the Northeast Community Center – 4001 North Cook Street.

The meeting will be conducted in a regular format and will be open to the public. Public testimony will be taken, and discussion will be limited to appropriate officials and staff.

Executive Session

At any time during or after the regular agenda, the NEPDA Board may choose to adjourn into Executive Session for the purpose of discussing privileged legal matters. This portion of the meeting would be closed to the public.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA) REGULAR BOARD MEETING AGENDA

Date: December 8th, 2023

Time: 10:30 am to 12:00 pm (Pacific Time)

Location: Northeast Community Center - 4001 N Cook St., South Room (lower level), or virtual via Zoom

Join Zoom Meeting:

<https://zoom.us/j/5453150461?pwd=VWUzRTg2Y3I5dGhRcVNJS2pCeW8yZz09>

Attendees: Northeast Public Development Authority Board of Directors, Staff, Invitees and Guests

Discussion Items:

10:30 am - 10:35 am

Welcome and Introductions

Approval of Minutes:

Approval of meeting minutes from November 13th, 2023

Public Comment

10:35 am - 11:10 am

2024 Work Plan and Budget

Action Item: Resolution No. 2023-005: A RESOLUTION of the Northeast Public Development Authority (the "NEPDA") Board of Directors approving and adopting the NEPDA's 2024 Work Plan and Budget.

11:10 am - 11:30 am

3011 E Wellesley Project

1. Transaction update
2. Project planning
3. Legislative ask

Executive Session to discuss with legal counsel litigation, potential litigation and/or legal risks, per RCW 42.30.110(1)(i)

11:30 am - 11:35 am

Hillyard Business District

1. Organization update
2. Downtown cleanup program

11:35 am - 11:45 am

Treasury Engagement

1. Recap of conversations to date
2. Local Direct Investment program

11:45 am - 12:00 pm

General Matters

1. Financials review
2. Broadband reimbursement
3. Major projects updates

Action Item: Resolution No. 2023-006: A RESOLUTION of the Northeast Public Development Authority (the "NEPDA") Board of Directors approving reimbursement in the amount of \$50,000 to the City of Spokane for the installation of a fiber optic conduit under Wellesley Avenue.

12:00 pm

Other Business, Closing

Next Meeting: January 12th, 2024, 10:30 am - 12:00 pm

DISCLOSURES

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

EXECUTIVE SESSION: An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)).

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

Date: November 13th, 2023

Meeting Time: 10:00 am

Location: Northeast Community Center, South Room, or virtual via Zoom

Attendees

NEPDA Board of Directors

- Chair Michael Cathcart
- Vice-chair Josh Kerns
- Scott Simmons
- Marlene Feist
- Cheryl Stewart

Not in attendance:

- Angel Fiorini

Board Staff

- Jesse Bank, Executive Director
- Megan Clark, Legal Counsel

Guests

- Amanda Beck, City of Spokane

Welcome and Introductions

Chair Cathcart called the meeting to order at 10:00 AM.

Public Comment

No public comments.

Approval of Minutes

1. Chair Cathcart called for a motion approving the minutes of the September 8th NEPDA board meeting. A motion was made by member Simmons and seconded by Vice-chair Kerns. A vote was taken and passed unanimously.

2023 Year in Review

1. ED Bank introduced a review of 2023's Work Plan in order to evaluate the NEPDA's performance against its goals, and to set the stage for discussion of the 2024 Work Plan.
2. ED reviewed the NEPDA's accomplishments from 2023, including the boundary expansion, transfer of the property at 3011 Wellesley, and stabilizing the PDA's revenue distributions, among others.
3. ED then reviewed the 2023 Work Plan and discussed what has been completed, what remains to be completed, and what could have been improved.

2024 Work Plan and Budget

1. ED Bank reminded board members that the purposes of this discussion was to do an initial review of the draft work plan for next year, and to provide comment that will inform a final draft to be brought before the board for adoption in December.
2. ED presented the top four priorities for the NEPDA in 2024, including launching the 3011 Wellesley project, guiding the subarea plan to completion, updating the organization's marketing and recruitment efforts, and managing the large-scale, ongoing projects in the district. ED added a fifth category that encompasses "housekeeping" items including business engagement, revenue planning, staffing, grants management, code enforcement, etc.
3. When asked for comment, member Simmons said he thought the plan decently encapsulated everything the PDA should be thinking about at this juncture, and that the challenge will come in managing everything. He noted strong progress year over year and felt the new plan is poised to continue that progress into 2024. Chair Cathcart asked whether there needed to be additional planning for the next wave of infrastructure projects – Myrtle and Florida in particular. ED responded by stating that he is waiting for the outcome of the public financing strategy component of the subarea plan to dictate a lot of that prioritization and what activities may be needed.
4. ED presented a first draft of the 2024 budget with the proviso that there are several significant items still moving. ED then reviewed individual line items with discussion on each. There was extended discussion with member Simmons on the protocol for estimating new construction sales taxes for both the NEPDA and S3R3. Member Simmons indicated that approaches are still evolving and that more will be shared in due course. This will probably push into 2024.
 - a. ED noted that the forecasted revenue exceeds the \$600k threshold identified in the ILA, and asked board members whether they know if grant funding, which is treated as revenue from an accounting perspective, is counted toward that total. Member Simmons indicated he didn't believe it did, it should only be pledged revenue through the special revenue district.
 - b. He concluded the presentation by noting that he would work over the next month to get more clarity on all revenue numbers and tighten the budget up in general in preparation for final review and adoption at the December meeting.

3011 E Wellesley Property Update

1. ED Bank announced that the Purchase and Sale Agreement (PSA) was signed by the Mayor and is now in effect. PDA has 180 days to complete due diligence and close on the property. ED doesn't feel there is a great deal of additional due diligence to complete, so the PDA should expect to close by Q1 2024. The biggest outstanding item is the Phase 2 Environmental Site Assessment, the sampling work for which has been completed and is funded via the Ecology IPG Grant.
 - a. ED did note that there is a small title risk due to the property being transferred via a Treasurer's Deed. Counsel explained that there is a right of redemption granted to certain persons associated with the foreclosed upon party, and title companies don't typically insure against claims. She did note that the risk is probably minimal but that the PDA should discuss it with the title company to understand more.
 - i. ED noted that he'd spoken with Vista Title and they have a process by which one can obtain coverage in this circumstance, but doesn't have the specifics yet.
 - b. Member Simmons asked about other potential Title risks to the property – loans that may have been secured against it, etc. ED felt that those matters would likely be discovered during the title search/reporting process but noted that he would discuss with title company and ensure those risks are covered.
2. ED participated in a meeting with Jubilant HollisterStier and others discussing workforce development matters, and a primary outcome of that meeting was that childcare coverage in the immediate area is a huge impediment to increased labor force participation. This led to a series of conversations between the NEPDA, the Zone, Councilman Bingle, Senator Billig and others, around converting a portion of the commercial space in the future 3011 Wellesley project to a child care facility that offers non-traditional hours coverage for those working in the service

MINUTES - Regular Meeting

industry or evening/weekend shifts. This would require eliminating the neighborhood retail incubator component of the project to accommodate this new use, but ED feels that a viable business pre-leasing the space is a better move for the project's economics than the existing concept. The group consensus is that such a project would be well-positioned to make a capital request at the legislature in the 2024 session, and per Senator Billig the number is \$2.5m. These funds would be used to essentially pay for the construction of the childcare component of the overall building.

- a. Chair Cathcart noted that while he finds the conversation exciting, he was under the impression that the number was \$5m and does ED think that \$2.5m will be sufficient. ED noted that he'd be happy to ask for more than \$2.5m, but that the number was at the limit of what Sen. Billig thought was feasible during this session. Chair reiterated his question – is it enough? ED said he felt it would be sufficient to cover construction of that component if we keep the facility in the 6,000-7500 square foot range.
 - b. ED noted that this conversation has given rise to the question of whether the PDA and partners can draw enough state and federal funding into this project, it may be able to borrow the balance and complete the project without bringing in a JV partner. This would leave the PDA with full control of the asset and as a beneficiary of its full value at sale. This avenue is different from the JV model originally contemplated, and is still not clearly defined, but it's emerged as a possibility.
 - i. Chair Cathcart asked whether this approach would alter the PDA's thinking around sell vs. hold? ED responded that it certainly could, though full ownership will be worth a lot and those funds could be deployed to make significant investments in the district. Regardless, it will definitely be a topic for discussion as the thinking on the project evolves.
 - c. Vice-chair Kerns asked about reference to "having an operator on board," and whether we'd need to competitively select an operator via RFP process, consistent with our procurement policy. He noted the overall idea sounds great, but wanted to be sure we stay within policy. Member Simmons added he felt it likely that the procurement policy would require an RFP, and from an optics perspective it's probably a good idea. He did note that given the non-traditional hours needed for the facility, the pool of respondents would probably be limited. He added that he has questions around the sustainability of this kind of childcare business model, but he'll save them for another conversation.
 - d. Chair Cathcart called for a motion on Resolution 2023-004. A motion was made by Vice-chair Kerns and was seconded by member Simmons. Before the vote, member Feist asked whether we'd coordinated with the Zone Project and Northeast Community Center on this issue, ED responded that the Zone is the primary convener of this coalition and Jene Ray is intimately involved. A vote was taken and passed unanimously
 - e. [Member Stewart left the meeting at 11:14a]
3. ED discussed a recent trip to Mercer Mass Timber in Spokane Valley, where he and Mercer's Director of Product talked about this project, and whether a new timber product they've developed could be used for its construction. This would create a local demonstration project for Mercer and would draw a lot of additional attention more broadly as a sustainability and local economic development story. The theory being that increased attention on a building in Hillyard results in increased attention on Hillyard in general.
- a. ED had a follow up lunch with this individual and indicated the PDA's interest in pursuing this approach. More conversations will take place in the coming weeks/months.
 - b. Member Simmons asked about the cost differential between traditional stick-framed construction and mass timber. ED said what he's hearing is that there is general cost-parity at this scale. The material costs more, but the time and labor savings on the back end serve to equalize.

Executive Director Update

1. ED Bank reviewed the October 2023 financials
 - a. ED noted some formatting changes to P&L as a part of the ongoing effort to correctly characterize cash flows in financial statements.

MINUTES - Regular Meeting

- b. ED noted revenue is very limited this month, but that Q1/Q2 invoices for sales tax have gone out to City and County for approximately \$100k combined, and the second cycle of property tax distributions is expected in November.
 - c. ED also noted that, per member Simmons' suggestion, ED opened a money market account at Washington Trust and moved the bulk of the PDA's checking account balance over in order to capture favorable interest rates. Member Simmons indicated that ED should have a look at the returns currently thrown off by the SCIP to see if the money market is offering a more favorable rate.
2. ED announced that he, along with the other PDAs and City, have agreed to support the Library in its acquisition of a login to the CoStar platform. The cost to the PDA for this is \$1290/year for one seat housed at the Central Library. CoStar is the preeminent real estate research tool worldwide, containing detailed databases about sites, ownership, transactions and valuations, economic trends, etc. Having this service available will be a huge benefit to the community, as well as the PDA, so ED supports this expense.
3. ED reported good conversations with a service provider able to perform neighborhood cleanup services as has been discussed in previous meetings. This is the same individual used by ESBA and they recommended him highly. ED is going to continue to discuss rates but is holding a comparable figure to ESBA in the 2024 budget proposal.
 - a. Chair Cathcart noted that this would be good for the neighborhood, good for publicity, and good as a means by which to nudge business/property owners toward creating a BID.

Other Business

1. No other business was reported

Notable items, Around the Room, Closing

There were no additional comments. Chair Cathcart adjourned the meeting at 11:28 AM.

NEXT MEETING

December 8th, 2023, 10:30 – 12:00 PM, Northeast Community Center (4001 N. Cook St.) or virtual via Zoom

Northeast Public Development Authority
Profit & Loss
 November 2023

	Nov 23
Ordinary Income/Expense	
Income	
3370000 · Local Grants, Entitlements	
3370100 · State - Dept. of Ecology	7,647.75
3370011 · Sales Tax - City	46,828.21
3370040 · Property Taxes	81,843.65
3370050 · SCIP Interest	1,477.80
	137,797.41
Total 3370000 · Local Grants, Entitlements	137,797.41
Total Income	137,797.41
Expense	
5587010 · Wages	8,461.54
5587020 · Payroll Expenses	
FICA	677.26
PFML	0.00
FUTA	0.00
Life and Disability	64.34
5587020 · Payroll Expenses - Other	341.54
	1,083.14
Total 5587020 · Payroll Expenses	1,083.14
5587040 · Legal & Professional Services	
Accounting Fees	832.50
Advertising & Marketing	398.00
Legal Fees	850.00
	2,080.50
Total 5587040 · Legal & Professional Services	2,080.50
5587044 · Communications	
Website	78.46
Telephone, Telecommunications	50.00
	128.46
Total 5587044 · Communications	128.46
5587046 · Rent & Lease	125.00
5587047 · Other Business Expenses	
Bank Fees	18.34
	18.34
Total 5587047 · Other Business Expenses	18.34
Total Expense	11,896.98
Net Ordinary Income	125,900.43
Other Income/Expense	
Other Income	
3614000 · Interest Earned	118.64
	118.64
Total Other Income	118.64
Net Other Income	118.64
Net Income	126,019.07

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them

Northeast Public Development Authority

Profit & Loss

12/07/23

January through November 2023

Cash Basis

	Jan - Nov 23
Ordinary Income/Expense	
Income	
3370000 · Local Grants, Entitlements	
3370100 · State - Dept. of Ecology	22,493.75
3370011 · Sales Tax - City	85,663.27
3370040 · Property Taxes	243,404.79
3370050 · SCIP Interest	10,740.23
Total 3370000 · Local Grants, Entitlements	362,302.04
Total Income	362,302.04
Expense	
Donation	750.00
5587010 · Wages	90,352.76
5587020 · Payroll Expenses	
FICA	7,010.14
SUTA	110.65
PFML	0.00
FUTA	588.50
Life and Disability	691.06
Health Insurance	321.70
5587020 · Payroll Expenses - Other	683.08
Total 5587020 · Payroll Expenses	9,405.13
5587030 · Office Supplies & Software	
Repairs & Maintenance	198.42
Office Supplies	418.44
5587030 · Office Supplies & Software - Other	9.47
Total 5587030 · Office Supplies & Software	626.33
5587040 · Legal & Professional Services	
Engineering	5,000.00
Accounting Fees	7,277.85
Advertising & Marketing	11,561.31
Legal Fees	16,800.10
Outside Contract Services	27,493.75
Total 5587040 · Legal & Professional Services	68,133.01
5587041 · Travel	
Conference, Convention, Meeting	45.00
Meals & Entertainment	549.38
5587041 · Travel - Other	596.14
Total 5587041 · Travel	1,190.52
5587043 · Insurance	3,180.00
5587044 · Communications	
Website	721.01
Telephone, Telecommunications	600.00
Total 5587044 · Communications	1,321.01
5587046 · Rent & Lease	1,375.00
5587047 · Other Business Expenses	
Tax & Licenses	146.19
Bank Fees	168.59
Dues & Subscriptions	59.95
Total 5587047 · Other Business Expenses	374.73
Total Expense	176,708.49
Net Ordinary Income	185,593.55

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12:04 PM
12/07/23
Cash Basis

Northeast Public Development Authority
Profit & Loss
January through November 2023

	<u>Jan - Nov 23</u>
Other Income/Expense	
Other Income	
3614000 - Interest Earned	170.55
Total Other Income	170.55
Net Other Income	170.55
Net Income	<u><u>185,764.10</u></u>

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Northeast Public Development Authority
Balance Sheet
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1115000 · Money Market 0678	100,158.89
1114000 · Spokane County Investment Pool	590,270.15
1111000 · 1111000 Checking WTB	85,739.86
Total Checking/Savings	776,168.90
Total Current Assets	776,168.90
TOTAL ASSETS	776,168.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	
SUTA	88.05
PFMLA	78.80
24000 · Payroll Liabilities - Other	81.05
Total 24000 · Payroll Liabilities	247.90
Total Other Current Liabilities	247.90
Total Current Liabilities	247.90
Total Liabilities	247.90
Equity	
32000 · Unrestricted Net Assets	590,156.90
Net Income	185,764.10
Total Equity	775,921.00
TOTAL LIABILITIES & EQUITY	776,168.90

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2023-005**

A **RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) Board of Directors approving and adopting the NEPDA’s 2024 Work Plan and Budget.

WHEREAS, the NEPDA was originally established by City of Spokane Ordinance No. C-34813 on December 12, 2011 and reformed by the Interlocal Agreement between the City of Spokane and Spokane County through City of Spokane OPR #2019-0928 and Spokane County Resolution #19-1390 to assist the City of Spokane and Spokane County to facilitate economic development of the Northeast area of the City and County; and

WHEREAS, in accordance with NEPDA policies, the NEPDA Executive Director has prepared a 2024 Work Plan delineating specific and general projects, priorities, tasks, goals and aims of the NEPDA for the 2024 calendar and fiscal year, which is intended to provide the NEPDA Executive Director with Board guidance, and not intended to be an exclusive or exhaustive list of projects or tasks; and

WHEREAS, in accordance with NEPDA policies, the NEPDA Executive Director has prepared a 2024 Budget outlining the NEPDA’s anticipated or expected revenue, expenses, and cash flow for the 2024 calendar and fiscal year; and

WHEREAS, the Executive Director presented a draft 2024 Work Plan and Budget to the Board in an open public meeting, and received feedback from the Board, which was incorporated into the attached Exhibit A; and

WHEREAS, the NEPDA Board finds it desirable for the efficient and effective governance of the NEPDA’s affairs to adopt and approve the 2024 Work Plan and Budget, as set forth in Exhibit A attached hereto and incorporated by this reference, or in substantially the same form as Exhibit A, each of which may be subject to modification or amendment from time to time as determined by the Board or Executive Director, in accordance with NEPDA policies and procedures, and/or applicable law.

BE IT RESOLVED, that pursuant to the authority provided in the NEPDA’s bylaws, policies, and procedures, the Board of Directors hereby adopts and approves the 2024 Work Plan and Budget set forth in Exhibit A, subject to modification or amendment from time to time as determined by the Board or Executive Director, in accordance with NEPDA policies and procedures, and/or applicable law.

BE IT FURTHER RESOLVED, that the Executive Director and officers of the NEPDA are hereby authorized and directed to take all action necessary and proper to effectuate the foregoing.

BE IT FURTHER RESOLVED, any actions of the Executive Director, Board of Directors or staff of the NEPDA prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

ADOPTED by an affirmative majority vote of the Board of the Northeast Public Development Authority on the _____ day of December 2023.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the _____ day of December 2023, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this _____ day of December 2023.

SECRETARY



**2024 NEPDA
Work Plan & Budget**

Task 1: 3011 Wellesley Development

1. **Parties Involved:** ED, Board Members, Counsel, Project Partners
2. **Budget Impact:** Approximately \$350,000, may decrease with legislative funding
3. **Primary Tasks:**
 - a. Assemble project team and coordinate associated agreements
 - b. Complete project design, predevelopment, majority of permitting
 - c. Coordinate funding requests at state and federal levels
4. **Goals:**
 - a. Prepare to commence construction Q2 2025 or earlier
 - b. Secure funding needed to complete project

Task 2: Sub-Area Planning

1. **Parties Involved:** ED, Consultants, Steering Committee
2. **Budget Impact:** \$207,142 (\$172,142 reimbursable)
3. **Primary Tasks:**
 - a. Oversee remainder of subarea planning process, consultant work product
 - b. Present findings to stakeholder groups, City Council
 - c. Develop approach for implementation of priorities and financing recommendations, begin sourcing funding opportunities
4. **Goals:**
 - a. Council adoption of finalized plan
 - b. Prioritize highest impact initiatives for 2025 using plan recommendations

Task 3: Marketing and Recruitment

1. **Parties Involved:** ED, Consultants, Intern (?)
2. **Budget Impact:** \$15,000
3. **Primary Tasks:**
 - a. Finalize website rebuild and launch
 - i. Clearly outline incentives offered – outcomes from 2023 prioritization discussions at board level
 - b. Evaluate consultant work product and efficacy – do we make a change?
 - c. Evaluate proactive approach – social media promotion and business recruitment
 - d. Potential for discrete intern project
4. **Goals:**
 - a. Increase visibility of organization and more clearly communicate purpose and tools available
 - b. Capitalize on momentum in district by increasing awareness of the district and opportunities

Task 4: Existing Project Management

1. **Esmerelda Commerce Park:** Complete Development Agreement and deliver incentive payments to project, ensure smooth permitting process
2. **East Side Infrastructure Work:** Coordinate Freya and Wellesley rebuild efforts with project partners, manage stakeholders, applicable grant administration
3. **Beacon Hill:** Continue coordinating developer and city officials to complete necessary infrastructure, prepare for vertical construction
4. **Jubilant HollisterStier:** Ensure smooth permitting process, that all questions are addressed in a timely fashion, and that all incentives are delivered
5. **Market Street District:** Coordinate with business owners to form district, implement district-wide cleanup and beautification program, replace broken driver feedback sign

Task 5: General Matters

1. **Business Engagement:** Continue to increase visibility of organization and understanding of local business needs.
2. **Revenues:** Continue working with City/County staff to ensure all promised revenue sources are being correctly calculated and disbursed
3. **ILA Update:** Work with City/County staff to update ILA as needed
4. **Treasury:** Evaluate feasibility of entering Local Direct Investment program
5. **NEPDA Staffing:** Work with board members to develop job description, interviews
6. **Grants Management:** Complete all required reporting, invoicing and audit requirements for existing grants, manage new grants pursuit, evaluate utility of bringing on a grants writing/management consultant, possibly shared with City and other PDAs
7. **Code Enforcement:** Begin proactive conversation about resolution of code violations
8. **Board Activation and Membership**

2024 NEPDA Budget

Revenue	
Property Tax	\$246,896.52
Retail Sales Tax - City	\$113,276.51
Retail Sales Tax - County	\$112,000.00
Construction Sales Tax - City	\$289,948.88
Construction Sales Tax - County	\$55,000.00
Leasehold Excise and Utility taxes	\$0.00
SCIP Interest	\$11,115.00
WA Ecology IPG	\$172,142.00
County ARP Award	\$75,000.00
Total Revenue	\$1,075,378.91

Expenses	
Office Expenses	
Office Lease	\$1,500.00
Leasehold Excise Tax	\$192.60
Software and Licenses	\$1,040.00
Office Supplies	\$250.00
Website Hosting	\$4,776.00
Total Office Expenses	\$7,758.60
Human Resources	
Salaries	\$135,000.00
Telephone Reimbursement	\$600.00
Payroll Expenses	\$18,000.00
Health Insurance	\$6,660.00
Total Human Resources	\$160,260.00
Insurance	\$3,200.00

Professional & Personal Services	
Accounting	\$7,500.00
Marketing	\$15,000.00
Legal	\$30,000.00
Planning	\$207,142.00
Architectural	\$350,000.00
Grants Support	\$20,000.00
Bank Fees	\$200.00
Total Personal & Professional Services	\$629,842.00

Incentives & Contributions	
Esmerelda Commerce Park	\$312,500.00
Wellesley Rebuild	\$0.00
Freya Rebuild	\$75,000.00
Total Incentives & Contributions	\$387,500.00

Goodwill & Community Support	
Hillyard Business District/Community Support	\$5,000.00
Library CoStar Program	\$1,290.00
Business District Cleanup Program	\$15,000.00
Driver Feedback Sign Replacement	\$7,500.00
Total Goodwill & Community Support	\$28,790.00

Other Expenses	
Conferences, Conventions, Meetings	\$1,000.00
Parking Fees	\$1,000.00
Meals & Entertainment	\$1,000.00
Total Other Expenses	\$3,000.00

Total Expenses	\$1,217,150.60
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Total Revenues	\$1,075,378.91
Less Total Expenses	\$1,217,150.60
Net Income (Loss)	(\$141,771.69)
Beginning Cash	\$831,168.90
Net Income (Loss)	(\$141,771.69)
Ending Cash	\$689,397.21

- Notes:**
- Budget exceeds \$600k ILA revenue threshold
 - Not receiving identifiable Leasehold Excise or Utility taxes
 - Revenue estimates per City/County Finance, Treasury
 - Construction Sales Tax - City includes Jubilant Line 3, no Line 4
 - All HR expenses include ED at '23 level + six months new employee at \$50k
 - Some office expenses may increase with new employee
 - Increased Legal holdings to accommodate needs of 3011 project
 - Planning expense is largely revenue neutral, real cost is \$35k
 - Architectural fee could change materially, or be reimbursed. TBD
 - Freya rebuild expense is 100% revenue neutral
 - Assumes ECP Bldg 1 completes in 2024
 - Cleanup pgm includes litter pick-up on Market, CoS Trail and snow rem.
 - Driver feedback sign replacement cost is a placeholder
 - Beginning Cash includes 11/23 holdings plus invoiced totals only



**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2023-006**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors approving reimbursement in the amount of \$50,000 to the City of Spokane for the installation of a fiber optic conduit under Wellesley Avenue.

WHEREAS, the NEPDA was originally established by City of Spokane Ordinance No. C-34813 on December 12, 2011 and reformed by the Interlocal Agreement between the City of Spokane and Spokane County through City of Spokane OPR #2019-0928 and Spokane County Resolution #19-1390 to assist the City of Spokane and Spokane County to facilitate economic development of the Northeast area of the City and County;

WHEREAS, the NEPDA’s goals and mission are to facilitate economic development within its boundaries. There are currently infrastructure and development projects ongoing in or near the NEPDA that will provide future opportunities for development, including the North Spokane Corridor (NSC), and Wellesley Avenue interchange;

WHEREAS, by way of Resolution No. 2023-002, the NEPDA expressed its support of a broadband assessment and recommendation by Petrichor Broadband regarding a conduit under Wellesley Avenue in order to further the NEPDA’s fiber and telecommunication infrastructure;

WHEREAS, the City of Spokane contracted to install this conduit in a WSDOT project along the section of Wellesley that is the underpass for the NSC; the section of conduit was found by the City of Spokane by OPR 2023-0473 to provide for future digital connectivity to the Northeast and assist with digital equity and for southern access to the NEPDA;

WHEREAS, the installation of the conduit has since occurred, and the total cost of the installation was approximately \$148,585.00; and

WHEREAS, the NEPDA finds it in the interests of the NEPDA, and appropriate and reasonable to reimburse the City of Spokane in the amount of \$50,000 for a portion of the total cost of the installation.

BE IT RESOLVED, that the NEPDA Board of Directors authorizes reimbursement payment to be made by the NEPDA to the City of Spokane in the amount of \$50,000 for the total cost of the fiber optic conduit installation under Wellesley Avenue;

BE IT FURTHER RESOLVED, that the Executive Director and officers of the NEPDA are hereby authorized and directed to take all action necessary and proper to effectuate the foregoing.

BE IT FURTHER RESOLVED, any actions of the Executive Director, Board of Directors or staff of the NEPDA prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

ADOPTED by an affirmative majority vote of the Board of the Northeast Public Development Authority on the 8th day of December, 2023.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 8th day of December 2023, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this 8th day of December, 2023.

SECRETARY