



University District Public Development Authority (UDPDA)

Board of Directors' Meeting Agenda

Wednesday, April 3, 2024, 3:00 – 3:30 PM

In-Person at SRTC, 421 W Riverside, Paulsen Center, Fifth Floor, Riverside Room, and
Zoom by request

3:00 Welcome, Call to Order, Administrative Actions – Dugger

- **Proposed MOTION** – Consent Agenda
 - Draft March 6 UDPDA board meeting minutes
 - UDPDA financials as of Feb 29, 2024, including voucher certifications
- First 2024 Treasurer's Report – *Murphy*
- Public Records Request and Policy to approve at May meeting – *Sinisterra*
- Bylaws changes regarding number of directors – *Sinisterra*

3:15 Development Updates – Sinisterra

- 400-Block
- Riverside Avenue
- District Conceptual Plan

3:30 Public Comment and Adjourn – Next UDPDA Meeting May 1, 2024

2024 UD Board Meetings (3:00 UDPDA start)

- May 1 – hosted by GSI
- September 4 (annual meeting) – hosted by WSU at new Medicine Bldg
- October 2 – hosted by Avista
- December 4 – at Spokane Art School (Holiday Party and Impact Award presentation, no business meeting, DCP poster exhibit)



University District Public Development Authority (UDPDA) Minutes - DRAFT Wednesday, March 6, 2024, from 3:02 – 3:28 PM, In-Person, Catalyst Bldg and Via Zoom

Board Members Present: Teresa Dugger (chair), Steve MacDonald, Chuck Murphy (Treasurer), Katy Sheehan, Juliet Sinisterra, County Commissioner Amber Waldref, Council President Betsy Wilkerson

Board Members Absent: none

Call to Order, Welcome, and Administrative Actions

Dugger called the meeting to order, welcomed CP Betsy Wilkerson to her first meeting, thanked EWU for hosting, and asked for a **MOTION to approve the UDPDA financials as of January 31, 2024, and the February 7, 2024, UDPDA board meeting minutes** (Wilkerson) and seconded (Waldref) and passed unanimously.

UD Development Updates

Sinisterra provided the following development updates:

- 400-Block Development
 - Per a ROFO with Avista Development which expires at the end of 2024, the UDPDA has agreed to either purchase 411 E Sprague and 12 N Grant for \$1.8 million or pay the difference to Avista if the property is sold to a third party.
 - Valbridge appraisal for 411 E Sprague and 12 N Grant was \$810K; all seven parcels were \$1.8 million (no cell tower) and \$1,735,000 (with Verizon cell tower). Avista is not willing to incur appraisal costs until closer to EO 2024.
 - The subcommittee met and advised Steven Wood to negotiate with Avista for all seven parcels at a fair market price. UD to incur the cost to relocate the cell tower (\$750K) at a future date, possibly on a City-owned property.
 - Per Sinisterra, although the Spokane Public Schools bond measure did not pass, they remain interested in opportunities for the property.
 - Sinisterra met with Michael Sharapata (JLL) who may have an interested private buyer.
 - Sinisterra to reconvene subcommittee to discuss alternatives going forward.
 - Discussions ensued regarding parking needs. Pre-COVID studies indicated 400+ stalls needed. Today, demand may be less (witness WSU parking surplus) but demand will increase with new buildings (eventual Lot C build-out, WSU Team Health Education Bldg).
- 201 W Main Avenue Mixed-Use Development RFP
 - Issued RFP on March 4; proposals due April 8.
 - Collins Woerman's 2023 Feasibility Study was updated and included as a link in the RFP.
 - Key RFP scope components:



- Developing and managing workforce/student housing (80-90% AMI) with a potential focus on micro-unit housing;
- Developing commercial use on two levels including a possible coworking, event, and retail space (managed by the UDDA); and
- Developing shared parking and support spaces for both housing and commercial use.
- Greene Economics Ecological Asset and Performance Standards Study Deliverables
 - Final Report and slide deck published on UD website.
 - Received final measurement tool and baseline measurements.
 - Bringing on two university interns (Whitworth and EWU) to support baseline measurement details.
 - Will work to establish a bi-annual measurement approach with universities.
- District Conceptual Plan RFQ
 - Released on January 8, seven outstanding proposals were received, and Mithun was selected.
 - Sinisterra shared a timeline that includes board presentations and a possible May 9 community co-creation forum with the Mithun team.
- Grants Management Planning Matrix
 - KH Consulting is helping identify key grants.
 - Sinisterra shared a chart showing grant applications submitted, underway, and anticipated.

Dugger asked for public comment and hearing none, reminded the group of the April 3, 2024, meeting at SRTC and adjourned the meeting at 3:28 PM.

Juliet Sinisterra, Secretary

Date




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University District Public Development Authority (UDPDA) Voucher Certification – January 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/, 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
1/17	ACH	Avista utility bill for 201 W Main Ave	776.46
1/18	ACH	City utilities for 201 W Main Ave	294.67
1/24	Online xfer	University District Development Assoc per contract	20,577.00
1/9	1248	Spokane FARP	35.00
1/22	1249	Spokane Public Library - CoStar	1,290.00
1/19	1250	Century Pacific LLLP – per contract	337.50
1/17	1251	GoJoe Patrol – 201 W Main	484.22
1/16	1252	Pro Mechanical Services Inc. – 201 W Main HVAC	3,220.00
1/17	1253	Kiemle Hagood – 201 W Main	250.00
1/19	1254	Rooted Landscaping – 201 W Main	681.25
1/22	1255	Pro Mechanical Services Inc. – 201 W Main HVAC	3,075.67
1/29	1256	Seve7n Design – U Village flyer	1,620.00
1/24	1257	Flynn BEC LP – 201 W Main roof repair	805.51
1/31	1258	Traveler’s Insurance – 2024 public official bond	158.00
1/29	1259	Bouten Construction – 201 W Main TI	5,912.00
1/30	1260	Valbridge Property Advisors – 201 W Main appraisal	3,500.00
1/30	1261	Witherspoon, Brajcich, McPhee – 201 W Main surplus	420.00


Juliet Sinisterra, CEO, UDDA

2.8.24
Date

UD Public Development Authority
Balance Sheet
 As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
10128 · NUM Checking UDPDA	363,484.44
10129 · NUM MM UDPDA	1,007,475.93
Total Checking/Savings	1,370,960.37
Total Current Assets	1,370,960.37
Fixed Assets	
12005 · Fixed Asset	515,930.00
Total Fixed Assets	515,930.00
Other Assets	
12006 · Other Asset	1,168,000.00
Total Other Assets	1,168,000.00
TOTAL ASSETS	3,054,890.37
LIABILITIES & EQUITY	
Equity	
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	-10,851.57
Total Equity	3,054,890.37
TOTAL LIABILITIES & EQUITY	3,054,890.37

NOTES:

- Account 12006 Other Asset includes \$588K Boxcar proceeds and \$580K Sprague underage funds held by City.
- In addition to board approved budgeted contract obligations, the UDPDA has a \$1,909,854 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 February 2024

	Feb 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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	0.00	0.00	0.00	0.0%
Total 3370000 · LOCAL GRANTS ENTITLMNT OTHER	50,000.00	50,000.00	0.00	100.0%
Total 3300000 · INTERGOV REVENUES	50,000.00	50,000.00	0.00	100.0%
3600000 · MISC REVENUES				
3610000 · INTEREST, OTHER EARNINGS				
3611000 · Investment Earnings	1,191.28	333.33	857.95	357.4%
Total 3610000 · INTEREST, OTHER EARNINGS	1,191.28	333.33	857.95	357.4%
3620000 · RENTS AND LEASES				
3620000 · RENTS AND LEASES	2,645.80	2,500.00	145.80	105.8%
Total 3600000 · MISC REVENUES	3,837.08	2,833.33	1,003.75	135.4%
Total 3000000 · REVENUES	53,837.08	52,833.33	1,003.75	101.9%
Total Income	53,837.08	52,833.33	1,003.75	101.9%
Expense				
5000000 · EXPENDITURES				
5580000 · CMTY PLANNING ECON DEV				
5586000 · Planning				
5586040 · Planning Services	1,237.50	0.00	1,237.50	100.0%
Total 5586000 · Planning	1,237.50	0.00	1,237.50	100.0%
5587000 · Economic Development				
5587040 · Econ Dev Services	23,025.90	20,577.00	2,448.90	111.9%
Total 5587000 · Economic Development	23,025.90	20,577.00	2,448.90	111.9%
Total 5580000 · CMTY PLANNING ECON DEV	24,263.40	20,577.00	3,686.40	117.9%
5590000 · PROPERTY DEVELOPMENT				
5593000 · Prop Dev Depr Amor Xfer Out				
5593040 · Prop Dev Services	5,358.11	2,083.00	3,275.11	257.2%
Total 5593000 · Prop Dev Depr Amor Xfer Out	5,358.11	2,083.00	3,275.11	257.2%
Total 5590000 · PROPERTY DEVELOPMENT	5,358.11	2,083.00	3,275.11	257.2%
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR				
5900000 · DBT EXP, CAP OUTLAYS, OTHR DECR	0.00	0.00	0.00	0.0%
Total 5000000 · EXPENDITURES	29,621.51	22,660.00	6,961.51	130.7%
Total Expense	29,621.51	22,660.00	6,961.51	130.7%
Net Ordinary Income	24,215.57	30,173.33	-5,957.76	80.3%
Net Income	24,215.57	30,173.33	-5,957.76	80.3%



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**University District Public Development Authority (UDPDA)
Voucher Certification – February 2024 Close**

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Date	Voucher Warrant #	Description	Amount
2/21	ACH	Avista utility bill for 201 W Main Ave	837.24
2/20	ACH	City utilities for 201 W Main Ave	306.86
2/2	ACH	Harland Clarke	141.90
2/26	Online xfer	University District Development Assoc per contract	20,577.00
2/6	1262	Flynn BEC LP – 201 W Main roof repair	805.51
2/13	1263	GoJoe Patrol – 201 W Main	515.22
2/12	1264	Kiemle Hagood – 201 W Main	250.00
2/16	1265	Allied Fire and Security – 201 W Main	174.79
2/16	1266	Century Pacific LLLP	1,237.50
2/29	1267	KH Consulting	540.00
2/21	1268	Rooted Landscaping – 201 W Main	844.75
2/20	1269	Witherspoon, Brajcich, McPhee	1,767.00
2/20	1270	Tiny's Service and Maintenance – 201 W Main	1,623.74

Juliet Sinisterra, CEO, UDDA

Date



University District 2024 Treasurer's Report - DRAFT

To: UDDA and UDPDA Boards
 Fr: Chuck Murphy, Treasurer
 Date: March 20, 2024

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

UDDA

- **Ending checking balance** as of 2/29/24 \$118,130.65; vs as of 12/31/23 \$70,570.88
- **Ending money market balance** as of 2/29/24 \$163,556.99; vs as of 12/31/23 \$163,157.11
- **Net Income** ended **(\$15,765.22)** unfavorable to budget.
- **Total income** ended \$1,100 favorable to budget.
- **Total expenses** ended **(\$16,965.10)** unfavorable budget due primarily to recording account 60203 Management & Org Services for 1099 contract payables.
- YTD income totaled \$149,254 while YTD expenses totaled \$80,135.96 with the inclusion of interest income, the net income totals \$69,517.92.
- YTD total assets are \$335,614.55, liabilities total \$35,507.10, and equity \$300,107.45.
- The financial results for just two months of activity can sometimes be difficult to predict for the remainder of the year. There is nothing to our knowledge that appears to impact overall budget assumptions at this time.

UDDA 2024 Contract Status

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	\$3,000	Investment fund development
Lawrence Cebula (2023+)	\$10,000	\$5,000	UD Historical Research/Docmtn
Kora Todd	\$15,000	\$10,975	1099 wayfinding; parking strat
Sarah Severson	\$9,000	\$8,100	1099 U Incubation Village coord
Seve7n Design	\$2,460	\$1,860	1099 Graphic design
Toby Harzlich (2023+)	\$9,600	\$4,800	1099 CEO coaching

UDPDA

- **Ending checking balance** as of 2/29/24 \$363,484.44; vs as of 12/31/23 \$676,689.04
- **Ending money market balance** as of 2/29/24 \$1,007,475.93; vs as of 12/31/23 \$705,122.90
- **Net Income (cash basis) ended (\$10,851.57)** which is **(\$18,286.27)** unfavorable to budget. This is due primarily to 201 W Main repairs and seasonal maintenance.
- **Total income** ended \$6,525.25 favorable budget due to interest earnings.
- **Total expenses** ended **(\$24,811.52)** unfavorable budget due primarily to 201 W Main repairs and seasonal maintenance.
- YTD income totaled \$62,191.95 while YTD expenses totaled \$73,043.52
- YTD total assets are \$3,054,890.37 which includes Boxcar proceeds and Sprague underage as well as the 201 W Main property.
- As a result of lower-than-forecasted Sales Tax and Property Tax distributions from the City (see below), forecasted annual revenue is expected to decrease by **(\$131,742)**.
- **The city finalized the 2023 Sales Tax rate and updated the 2024 Sales Tax projection. The 2023 growth rate came in lower than forecasted. As such, the city will reduce 2024 quarterly payments to account for that variance.**
 - 2023 Sales Tax Projected/Paid: \$745,632
 - 2023 Sales Tax Finalized: \$678,747
 - 2023 Sales Tax Variance (the UDPDA owes the city): **(\$66,885)**
 - Although the city increased the 2024 projected Sales Tax amount from \$745,632 to \$756,646; it will subtract the 2023 variance of \$66,885 = \$689,761
 - This results in \$172,440.25 per quarter vs the 2024 proforma Sales Tax budget amount of \$186,408 per quarter.
- **The city also updated the 2024 Property Tax projection:**
 - 2024 UDPDA proforma budget: \$278,852
 - 2024 updated estimate: \$202,981
 - Variance: **(\$75,871)**

201 W Main Property Update

- YTD 201 W Main income, cash basis, totaled \$9,840.73 while YTD expenses totaled \$21,312.89, resulting in a YTD net loss of **(\$11,472.16)**.
- As a result of increased operating costs associated with the 201 West Main property, annual expenses are now forecasted to exceed budgeted levels by an estimated \$30,000.

- Taking into consideration the revisions mentioned above to Sales and Property Tax revenue projections (\$131,742) and the additional estimated 201 W Main expenses (\$30K), based on current information, Net Ordinary Income for the full year is updated to (\$427,552) vs the budgeted (\$256,810). That said, once we refinance the Sprague General Obligation Bond with the City, this will reduce our annual operating deficit.

UDPDA Contract Status

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	\$22,989	400-Block Development
KH Consulting	\$15,000	\$14,460	Grant research and writing
Greene Economics (2023+)	\$75,000	\$25,000	Eco Asset Study
Collins Woerman	\$8,000	\$8,000	201 W Main Feasibility Study update
Collins Woerman	\$2,000	\$2,000	400-Block graphics
Seve7n Design	\$12,000	\$10,380	U Incubation Village flyer, district banner, U Vision marketing piece
Ardurra (2023+)	\$24,890	\$3,032	Grant writing



University District Public Development Authority Public Records Policy

Effective Date: May 1, 2024

Authority and Purpose

It is the policy of the University District Public Development Authority (UDPDA) to release records in compliance with the Public Records Act (“Act”), Chapter 42.56 RCW, and any other applicable provisions of federal or state law. Records will be released to provide full access to information concerning the conduct of UDPDA while being mindful of individuals’ privacy rights, the desirability of the efficient administration of government, protecting public records from damage or disorganization, and preventing excessive interference with other essential functions of UDPDA (RCW 52.56.100).

The purpose of this policy is to establish the procedures that the UDPDA will follow to respond to requests made for records under the Act. This policy provides information to persons wishing to request access to public records of UDPDA and establishes processes for both requestors and UDPDA staff.

Agency Information, Contact Information, Public Records Officer

UDPDA is a quasi-municipal organization established via [RCW 35.21.730-.757](#) and [City of Spokane Ordinance C34933](#) to undertake, assist with, and otherwise facilitate benefit projects within UDPDA boundaries.

UDPDA is located at 120 N Pine St, Ste 252, Spokane, WA 99202, and maintains the hours of 8:00 AM – 5:00 PM Monday through Friday except for observed holidays. Information is also available at the website www.spokaneudistrict.org. The public records officer can be reached at 120 N Pine St, Ste 252, Spokane, WA 99202, (509) 255-8038, info@spokaneudistrict.org. The public records officer or a designee will oversee compliance with the Act and will aid requestors.

Public records are available for inspection and copying by appointment between 9:00 AM – 3:00 PM Monday through Friday except for observed holidays. Records must be inspected at the UDPDA office. UDPDA will maintain its records in a reasonably organized manner consistent with available resources. The public records officer or a designee may take any steps deemed necessary to protect and preserve records from damage, alteration, or disorganization.

A requestor shall not alter, disorganize, damage, take, or remove records from the UDPDA office. In the event of such unauthorized action, UDPDA reserves the right to recover from all persons responsible, all costs of record recovery, including direct costs as well as all claims for consequential loss or damage, in addition to prosecution under the law.

Making a Request for Public Records

Any person wishing to inspect or copy public records of UDPDA can utilize the [Public Records Request Form available on the UDPDA website](#). A requestor may also mail the request and or physically bring

the request to the address previously mentioned. However, since UDPDA's office is in a secure building and since the UDPDA maintains a small staff, please contact the public records officer to ensure that the office is open and can accommodate.

A question or request for information is not a request for a record. UDPDA will have no responsibility to respond to or process any public records request not made using the online [Public Records Request Form](#) on the UDPDA website.

If the requestor wishes to have copies of the records made instead of simply inspecting them (for which there is no fee), he or she should so indicate and make arrangements to pay for copies of the records via check or exact cash to the listed charges as stated in RCW 42.56.120 and are as follows:

- Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
- Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;
- Five cents per each of four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery;
- Ten cents per gigabyte for the transmission of public records in an electronic format; and
- The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.

UDPDA will not be responsible for processing requests that do not otherwise conform with the requirements of this Section.

Procedure

UDPDA is charged by statute with adopting rules that provide for how it will "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed most efficiently.

Within five (5) business days of receipt of the request, the public records officer will do one or more of the following:

- Make the records available for inspection or copying in whole or in part; or
- If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; or
- Provide a reasonable estimate of when records will be available; if not furnished in whole; or
- If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer may revise the estimate of when the records will be available; or
- Deny the request, in whole or part.

If UDPDA does not respond in writing within five (5) business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.

If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the public records officer may, before providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given to make it possible for those other **affected persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure.** The notice to the affected persons will include a copy of the request.

Some records are exempt from disclosure, in whole or in part. If a court determines that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of why the record, or a portion of the record, is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted. If no part of the record is determined by a court to be exempt, the record will be released as is.

Consistent with other demands, UDPDA shall promptly provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the agency to copy.

The requestor must claim or review the assembled records within thirty (30) days of notification to him/her that the records are available for inspection or copying. UDPDA will notify the requestor in writing of this requirement and inform the requestor that he/she should contact UDPDA to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty (30) day period or make other arrangements, UDPDA may close the request and re-file the assembled records.

When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.

After the inspection is complete, the public records officer shall make the requested copies available or arrange for copying if necessary. Additionally, when the inspection of the requested records is complete and all requested copies are provided, the public records officer will indicate that the UDPDA has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that the request is closed. Additionally, if the requestor does not respond within thirty days to a request for clarification, the public records officer will close the request and indicate to the requestor that the request is closed.

If, after UDPDA has informed the requestor that it has provided all available records, UDPDA becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis

Exemptions

The Public Records Act provides that several types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any “other statute” exempts or prohibits disclosure. Requestors should be aware of those exemptions, outside the Public Records Act, that restrict the availability of some documents held by UDPDA for inspection and copying. There may be other statutes that restrict or limit the disclosure to the public. These exemptions are listed, reviewed, and approved separately.

UDPDA is prohibited by statute from disclosing lists of individuals for commercial purposes.

If a public record contains personal information that identifies an individual or organization other than the subject of the requested public record, the UDPDA may notify that individual or organization to allow the party to seek relief pursuant to RCW 42.56.540. Such relief may include a court injunction prohibiting the release of the record because such an examination would not be in the public interest and would substantially and irreparably damage any person or vital governmental function. UDPDA may take the above into account when providing an estimate for when the records will be available. Nothing in this policy is intended to create any right to such notice.

Personal information in files maintained for UDPDA employees, to the extent that disclosure would violate their right to privacy, including but not limited to addresses, phone numbers, Social Security numbers, voluntary deductions, marriage status, number of dependents, and any garnishment deductions.

Review of Denials of Public Records

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

The public records officer shall promptly provide the petition and any other relevant information to the Director of UDPDA. That person will immediately consider the petition and either affirm or reverse the denial within two (2) business days following UDPDA’s receipt of the petition, or within such other time as UDPDA and the requestor mutually agree to.

A person may obtain a court review of the denial of a public records request pursuant to RCW 42.56.550 two (2) business days after the initial denial regardless of any internal administrative appeal.

The staff of UDPDA maintains the right to execute small, unremarkable changes to this policy. In the case of an omission or error within this public records policy, the [City of Spokane policy](#) takes precedence.