



Special Meeting Agenda: TUESDAY, June 26, 2018, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

1. **Consent Agenda** - Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.
 - A. Minutes from June 7, 2018
 - B. May 2018 Financials
 - C. May 2018 Payables

ACTION: Approve the consent agenda or take such other action deemed appropriate.

2. **Public Comment for items *not on agenda*:** Three minute limit

3. **Announcements**

4. **Draft FY2019 Capital Improvement Plan and Draft FY2019 Budget – Bill Belknap**

During the Agency's strategic planning process that occurred last year, a 5-year capital improvement plan (CIP) was developed that was intended to set a framework for long-term financial planning related to capital public investments within the Legacy Crossing District. The CIP is updated each year to reflect new and projects that have been identified and to keep the CIP current. Staff has prepared an update to the CIP for the 2018-2022 fiscal years along with the draft FY2019 budget document for the Board's review and direction. The public hearing on the Agency's FY2019 budget has been set for the Agency's upcoming August 2nd meeting.

ACTION: Review draft FY2018 CIP and FY2019 Agency budget and provide staff with direction as deemed appropriate.

5. **Discussion Regarding Agency Alturas Lots – Bill Belknap**

As staff reported previously, the Agency has received recent interest in a potential lot sale within Alturas. In addition, the City recently amended the Zoning Code to broaden the uses allowed within Alturas and remove some ambiguous language that existed previously, and the current private restrictive covenants will be available for potential amendment beginning in January of 2019. In light of these recent activities and events, Staff wishes to seek direction from the Board regarding the lot sale process and the allocation of lot sale proceeds for the Agency-owned lots located within the Alturas Technology Park.

ACTIONS: Conduct discussion and provide staff with direction as deemed appropriate.

6. **Agency Policy Development Discussion – Bill Belknap**

Staff will lead the continuing discussion regarding the development of more formal Agency policies related to administrative matters, financial management and development participation.

ACTIONS: Receive report and provide staff with direction as deemed appropriate.

7. Turnstone Flats Streetscape Improvement Request – Bill Belknap

Over the last year, the City of Moscow and the owners of the Turnstone Flats Building have been working toward a joint project to a current non-compliant ADA access condition existing at the southeast corner of Third and Jackson as well as replacement of deficient sidewalk adjacent to the property. The project has been broken into two phases. Phase I of the project includes replacement of the existing deteriorated sidewalk with new walk, brick pavers, tree wells and decorative light fixtures. Phase II will include the replacement of the existing pedestrian drop and curb bulb construction to address ADA access at the intersection corner. The City and owner of the Turnstone Flats Building desire to construct Phase I this summer to address the significant deteriorated sidewalk conditions. Phase II will be funded by a grant from the Idaho Transportation Department for construction in 2019. The total project cost for Phase I is estimated at \$73,365 and the City and owners have requested the Agency to assist with the installation of the historic decorative lights, decorative brick pavers and tree wells. The requested elements are consistent with the current streetscape themes and anticipated future brick paver installations within downtown. Staff is recommending a project contribution in the amount of \$33,500. The Agency budgeted \$15,000 for streetscape improvements and \$40,000 in placemaking improvements (\$7,000 of which is being utilized to fund the South Main Pedestrian Underpass Study) within the current fiscal year which could be available to fund the requested participation.

ACTIONS: Approve the propose project contribution in the amount of \$33,500; or take other action as deemed appropriate.

8. Northwest River Supply Tax Exemption Request – Bill Belknap

Northwest River Supply (NRS) is proposing a significant renovation and expansion of the prior Tidyman's building located at 1638 S. Blain Street to meet their growing needs and centralize their operations. The project is estimated as a \$13 Million dollar investment, and NRS has requested a property tax exemption from the Latah County Board of Commissioners as authorized under Idaho Code for certain eligible economic development projects to assist and support their expansion project. Under the proposed tax exemption agreement, the County would exempt 75% of the increased property value resulting from the project from property taxes for a period of five years and NRS is obligated to make the \$13 Million dollar investment and create 20 new jobs. After the initial five year exemption period, the exemption would be removed and the full value would become taxable. The Agency received notice of a public meeting of the Latah County Board of County Commissioners that will occur on Wednesday, June 27th at 11:00 AM to discuss the proposed property tax exemption agreement. The proposed project is outside of the Legacy Crossing District boundary and therefore is not anticipated to have a direct impact upon the Agency or increment tax reviews received by the Agency. Staff is seeking direction from the Board regarding whether the Board wishes to provide any comment upon the proposed request to the Latah County Board of County Commissioners.

ACTIONS: Receive report and provide staff with direction as deemed appropriate.

9. South District Update – Bill Belknap

Staff will provide an update on the status of the south Moscow district discussion.

ACTIONS: Accept report and provide staff with direction as deemed appropriate.

10. General Agency Updates – Bill Belknap

- Legacy Crossing District
- Alturas District
- General Agency Business

NOTICE: Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TIDD 883-7019, as soon as possible so that arrangements may be made.



Minutes: Thursday, June 7, 2018, 7:00 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Also in Attendance
Brandy Sullivan, Vice Chair	Steve McGeehan	Bill Belknap, MURA Executive Director
Art Bettge		Anne Peterson, MURA Clerk
Trent Bice		Brittany Gunderson, Treasurer
Steve Drown		
Dave McGraw		
Ron Smith		

Vice Chair Sullivan called the meeting to order at 7:00 a.m.

1. **Consent Agenda** - Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.

A. Minutes from May 17, 2018

Bettge moved approval, seconded by Bice. Motion carried.

2. **Public Comment for items *not on agenda*:** Three minute limit.

3. Announcements

None.

4. Amended and Restated Legacy Crossing Urban Renewal Plan Approval – Bill Belknap

On April 2nd, City Council approved the Legacy Crossing Main Street Expansion eligibility report and requested the Agency to proceed with the amendment of the Legacy Crossing District. The Board reviewed the preliminary plan amendment draft on April 19th and the Finance Committee reviewed the final draft on May 21st at which time they recommended approval of the plan amendment to the Board. The final plan amendment including the associated infrastructure improvement needs and financial feasibility analysis is now before the Board for approval. Once approved, the proposed amended plan would be transmitted to the City Council for the Council's consideration.

Belknap reviewed the main details of the amended plan and briefly outlined infrastructure improvement needs totaling about \$12 million in MURA participation. The feasibility study indicates overall financial feasibility based on reasonable assumptions regarding the growth of base valuations, increment estimates for current projects planned or under construction, future new development increment growth, and consistent levy rates. The Finance Committee previously reviewed the proposed plan amendment and recommended approval by the Board.

McGraw inquired about the district value; Belknap said the existing area is \$45 million and the proposed annexation is \$13 million. Smith asked about infrastructure in the road crossing UI property and Belknap confirmed UI has already provided a roadway easement from College Street to Sixth Street. Belknap said the 2008 study included a much larger area than this proposed annexation and reminded Board members of the statutory limitations on the percentage of both property area and valuation that can be within renewal districts. This annexation would bring Moscow to only half of the ten percent total, and the

potential South Moscow district would bring the total area within urban renewal districts to just seven percent. Drown asked if the boundary being up against the façade of businesses on the east side of Main Street meant the Agency could participate in façade improvements. Belknap said without a public easement to private property, the Agency would be limited to public infrastructure or projects that were demonstrably for the public benefit.

Bettge moved approval of the proposed amended and restated Legacy Crossing Redevelopment Plan and associated Resolution, seconded by Drown. McGraw reiterated his concern with enlarging the district, noting that other cities throughout the state have faced problems after district expansions. He agreed the expansion area needs improvement and the process being used follows all guidelines and statutes. Drown said whether the area should have been included before or not, it was critical to address the entire downtown and this would assist with Town/Gown considerations. Bice appreciated that state statute allowed flexibility to make district amendments. Sullivan said it was an opportunity to take care of infrastructure that should have been addressed before. Brenda von Wandruszka offered from the audience that current sidewalks are a great liability for the property owners so she supported the expansion. Drown suggested this expansion could also provide an opportunity for innovative ways to address stormwater treatment. Bice announced he would abstain from the vote since he owns real estate within the district. The vote carried with four Ayes (Bettge, Drown, Smith, Sullivan), one No (McGraw), and one Abstention (Bice).

5. Sixth and Jackson Property Request for Proposals – Bill Belknap

After Sangria's termination of the Development and Disposition Agreement for the Sixth and Jackson property, the Board directed staff to prepare a Requests for Proposals (RFPs) to solicit private development interest in the remnant parcels that will remain after the development of the Hello Walk. Staff has prepared the RFP noticing the opportunity for developers to submit proposals for either or both parcels. The draft RFP anticipates advertising the request for 60 days beginning on June 9th with proposals due by August 10th. Staff is seeking Board approval to proceed with the RFP.

Drown suggested there might be an opportunity to create a very interesting, meandering Hello Walk between the two parcels, but wondered how a respondent could do that if the parcels are considered separately. Belknap said the RFP could be clarified to invite consideration of such creativity, but added that he'd sketched up the entire parcel many times and found that meandering the walk can be development challenging. Bettge moved approval with the addition of language that allows for a proposal for the entire property. Drown seconded the motion which carried unanimously.

6. Assignment of the Professional Services Agreement with Palouse Commercial Real Estate – Bill Belknap

Palouse Commercial Real Estate recently changed ownership entities when the company was purchased by Justin Rasmussen. The Agency's current professional services agreement is with Palouse Commercial LLC which was the legal ownership entity of the company prior to the recent ownership change. Per Section 11 of the Agreement, the Agency must consent to the assignment of the agreement to another entity. Staff is recommending that the Board approve the assignment of the Professional Services Agreement from Palouse Commercial LLC to Palouse Commercial Real Estate.

Bice moved approval, seconded by Bettge and the motion carried unanimously.

7. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - Belknap announced that legal counsel did not consider the environmental assessment assistance for Garrett Thompson an eligible expense so recommended the Agency not participate. Belknap has communicated this to Thompson.
- Alturas District

- An interested party would like to submit a proposal for the purchase of two lots for an eligible use under the existing CCRs so staff will advertise the RFP this weekend.
- General Agency Business
 - Nothing to report.

The meeting adjourned at 7:55 AM.

Steve McGeehan, Agency Chair

Date

DRAFT



Balance Sheet
May 31, 2018

ASSETS

Cash	12,622
Investments-LGIP	352,192
Investments-Zions Debt Reserve	44,361
Other assets	5,260
Land Held For Resale	531,256
Land	679,420
Total Assets	<u>\$ 1,625,111</u>

LIABILITIES

Series 2010 Bond - due within one year	28,000
Latah County payback agreement - due within one year	3,500
Series 2010 Bond - due after one year	319,000
Latah County payback agreement - due after one year	101,537
Total Liabilities	<u>452,037</u>

FUND BALANCES

Net Assets Invest. Cap Assets	332,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	858,616
Total Fund Balance	<u>1,235,348</u>

Retained Earnings: (62,274)

Total Fund Balance and Retained Earnings: 1,173,074

Total Liabilities, Fund Balance and Retained Earnings: \$ 1,625,111

May-18
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4550	UAVISTA	Avista	5/11/2018	
	April 2018	6th & Jackson Service		48.87
Total for Check Number 4550:				48.87
4551	UROSAUER	Rosauers	5/11/2018	
	10-1508812	Meeting Materials		7.82
Total for Check Number 4551:				7.82
4552	UALTASCI	Alta Science & Engineering	5/16/2018	
	5/15/18	Paradise Creek LOMR Application Flood Study- URA's Portion		1,348.67
Total for Check Number 4552:				1,348.67
4553	UCITYMOS	City of Moscow	5/16/2018	
	April 2018	City Utilities		204.25
	May 2018	City Admin Services		3,978.42
Total for Check Number 4553:				4,182.67
4554	UELAMBUR	Elam & Burke	5/16/2018	
	173478	Disposition of Alturas Lots		340.00
	173479	Legal Fees Legacy Crossing Amendment		1,435.00
Total for Check Number 4554:				1,775.00
4555	URIMROCK	Rim Rock Consulting, Inc.	5/16/2018	
	3431	Legacy Crossing Boundary Expansion Legal Description		675.00
Total for Check Number 4555:				675.00

May-18
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4556	UROSAUER	Rosauers	5/24/2018	
	02-767694	Meeting Materials		6.37
	10-1577257	Meeting Materials		4.92
Total for Check Number 4556:				<u>11.29</u>
4557	USANGRIA	Sangria Legacy LLC	5/24/2018	
	5/18/18	Sangria Downtown LLC Deposit Release		5,000.00
Total for Check Number 4557:				<u>5,000.00</u>
Total bills for May 2018:				<u>\$ 13,049.32</u>

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Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4550	05/11/2018	Moscow Urban Renewal Agency	Avista		48.87
4551	05/11/2018	Moscow Urban Renewal Agency	Rosauers		7.82
4552	05/16/2018	Moscow Urban Renewal Agency	Alta Science & Engineering		1,348.67
4553	05/16/2018	Moscow Urban Renewal Agency	City of Moscow		204.25
4553	05/16/2018	Moscow Urban Renewal Agency	City of Moscow		3,978.42
4554	05/16/2018	Moscow Urban Renewal Agency	Elam & Burke		340.00
4554	05/16/2018	Moscow Urban Renewal Agency	Elam & Burke		1,435.00
4555	05/16/2018	Moscow Urban Renewal Agency	Rim Rock Consulting, Inc.		675.00
4556	05/24/2018	Moscow Urban Renewal Agency	Rosauers		6.37
4556	05/24/2018	Moscow Urban Renewal Agency	Rosauers		4.92
4557	05/24/2018	Moscow Urban Renewal Agency	Sangria Legacy LLC		5,000.00
Report Total:				<u>0.00</u>	<u>13,049.32</u>

Steve McGeehan, Chairperson

Bill Belknap, Executive Director

Accounts payable expenditures as contained herein were made in compliance with the duly adopted budget for the current fiscal year and according to Idaho law.

Brittany Gunderson, Treasurer

General Ledger
Revenue Analysis

May 2018



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollec	% Received
890	Moscow Urban Renewal Agency							
890-000-00-410-00	Property Taxes - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-410-01	Property Taxes - Legacy	\$ 228,980.00	\$ 1,014.45	\$ 132,611.04	\$ 96,368.96	\$ 96,368.96	42.09%	57.91%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-471-00	Investment Earnings	\$ 1,000.00	\$ 530.29	\$ 3,868.16	\$ (2,868.16)	\$ (2,868.16)	-286.82%	386.82%
890-000-00-478-10	Sale of Land - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890-000-00-478-11	Sale of Land - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
890	Moscow Urban Renewal Agency	\$ 229,980.00	\$ 1,544.74	\$ 136,479.20	\$ 93,500.80	\$ 93,500.80	40.66%	59.34%
Revenue Total		\$ 229,980.00	\$ 1,544.74	\$ 136,479.20	\$ 93,500.80	\$ 93,500.80	40.66%	59.34%

General Ledger

Expense vs. Budget

May-18



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Moscow Urban Renewal Agency						
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 47,741.00	\$ 3,978.42	\$ 31,827.36	\$ 15,913.64	\$ 15,913.64	66.67%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ -	\$ 2,350.00	\$ 3,650.00	\$ 3,650.00	39.17%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ 4,800.00	\$ 200.00	\$ 200.00	96.00%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ 57.00	\$ 943.00	\$ 943.00	5.70%
890-880-10-668-10	Liability Insurance-General	\$ 1,650.00	\$ -	\$ 1,507.00	\$ 143.00	\$ 143.00	91.33%
E02	Contractual	\$ 62,391.00	\$ 3,978.42	\$ 40,541.36	\$ 21,849.64	\$ 21,849.64	64.98%
890-880-10-631-10	Postage Expense	\$ 100.00	\$ -	\$ -	\$ 100.00	\$ 100.00	0.00%
890-880-10-631-20	Printing and Binding	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ 400.00	0.00%
890-880-10-644-15	Alturas Marketing/Maintenance	\$ 4,500.00	\$ 340.00	\$ 1,240.00	\$ 3,260.00	\$ 3,260.00	27.56%
890-880-10-647-10	Travel & Meetings-General	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-649-10	Professional Development	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-669-10	Misc. Expense-General	\$ 500.00	\$ 19.11	\$ 97.48	\$ 402.52	\$ 402.52	19.50%
E03	Commodities	\$ 7,500.00	\$ 359.11	\$ 1,337.48	\$ 6,162.52	\$ 6,162.52	17.83%
880	URA - General Agency	\$ 69,891.00	\$ 4,337.53	\$ 41,878.84	\$ 28,012.16	\$ 28,012.16	59.92%

General Ledger

Expense vs. Budget

May-18



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890	Urban Renewal Agency						
890-890-10-642-10	Professional Services-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-642-12	Land Sale Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-644-10	Marketing Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E02	Contractual	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-647-10	Travel & Meetings-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-658-10	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-669-10	Misc. Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E03	Commodities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-770-73	Improvements-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-800-00	Termination Plan	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E20	Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-699-74	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-699-99	Amortization Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E81	Depreciation & Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-900-01	Contingency - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

General Ledger

Expense vs. Budget

May-18



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
E90	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890	Urban Renewal Agency	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
895	URA - Legacy Crossing						
890-895-10-642-10	Professional Services-Legacy	\$ 10,000.00	\$ 3,458.67	\$ 21,892.61	\$ (11,892.61)	\$ (11,892.61)	218.93%
890-895-10-642-12	Land Sale Expense-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-644-10	Marketing Expense-Legacy	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
E02	Contractual	\$ 12,000.00	\$ 3,458.67	\$ 21,892.61	\$ (9,892.61)	\$ (9,892.61)	182.44%
890-895-10-647-10	Travel & Meetings-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-652-10	Heat, Lights & Utilities	\$ 2,000.00	\$ 253.12	\$ 1,700.61	\$ 299.39	\$ 299.39	85.03%
890-895-10-658-10	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-658-51	Development Participation	\$ -	\$ -	\$ 63,753.63	\$ (63,753.63)	\$ (63,753.63)	0.00%
890-895-10-669-10	Misc. Expense-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-675-00	Fiscal Agent Trustee fees	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	\$ -	100.00%
890-895-10-676-17	Ownership Participation Agreements	\$ 21,385.00	\$ -	\$ 59,522.78	\$ (38,137.78)	\$ (38,137.78)	278.34%
E03	Commodities	\$ 30,635.00	\$ 253.12	\$ 128,477.02	\$ (97,842.02)	\$ (97,842.02)	419.38%

General Ledger
Expense vs. Budget

May-18



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
890-895-10-770-35	1% Public Art	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-73	Improvements-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-676-10	Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E05	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-890-00	Transfer To: General Fund	\$ 65,391.00	\$ -	\$ -	\$ 65,391.00	\$ 65,391.00	0.00%
890-895-10-890-01	Transfer To: Capital Fund	\$ 232,310.00	\$ -	\$ -	\$ 232,310.00	\$ 232,310.00	0.00%
E10	Transfers To	\$ 297,701.00	\$ -	\$ -	\$ 297,701.00	\$ 297,701.00	0.00%
890-895-10-900-01	Contingency - Legacy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
E90	Contingency	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
895	URA - Legacy Crossing	\$ 355,336.00	\$ 3,711.79	\$ 150,369.63	\$ 204,966.37	\$ 204,966.37	42.32%

General Ledger

Expense vs. Budget

May-18



Sort Level	Description	Budget	Period Amt	End Bal	Variance	Avail/Uncollect	% Expend/Collect
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-791-01	Bond Interest-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-791-01	Bond Interest - Legacy	\$ -	\$ -	\$ 6,504.54	\$ (6,504.54)	\$ (6,504.54)	0.00%
E05	Debt Service	\$ -	\$ -	\$ 6,504.54	\$ (6,504.54)	\$ (6,504.54)	0.00%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 18,681.00	\$ -	\$ -	\$ 18,681.00	\$ 18,681.00	0.00%
890-899-10-990-01	Ending Fund Balance Alturas	\$ 26,400.00	\$ -	\$ -	\$ 26,400.00	\$ 26,400.00	0.00%
890-899-11-990-00	End Fund Bal Assigned-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-990-01	End Fund Bal Res-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 55,443.00	\$ -	\$ -	\$ 55,443.00	\$ 55,443.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E95	Ending Fund Balance	\$ 100,524.00	\$ -	\$ -	\$ 100,524.00	\$ 100,524.00	0.00%
899	Dept	\$ 100,524.00	\$ -	\$ 6,504.54	\$ 94,019.46	\$ 94,019.46	6.47%
890	Moscow Urban Renewal Agency	\$ 525,751.00	\$ 8,049.32	\$ 198,753.01	\$ 326,997.99	\$ 326,997.99	37.80%

Legacy Crossing District Capital Improvement Plan - Operating Draft											
Community Infrastructure Projects											
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022
Almon and First Street Repaving	Grind and inlay of Almon Street between 3rd Street and A Street and First between Almon and Jackson	\$ 400,000.00	\$ 150,000.00	2021	Planned			\$ -	\$ 150,000.00	\$ -	
District Pavement Improvements	General Roadway/Alley Improvements within District	Varies	Varies	Various	Planned		\$ -	\$ -	\$ 40,000.00	\$ 65,000.00	\$ 65,000.00
	Community Infrastructure Projects Total	\$ 400,000.00	\$ 150,000.00			\$ -	\$ -	\$ -	\$ 190,000.00	\$ 65,000.00	\$ 65,000.00
Streetscape Enhancement Projects											
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022
6th and Jackson Turn Lane Realignment	Right-of-way acquisition, curbing, paving, sidewalks and intersection improvements to shift the east bound right turn lane southward to improve intersection alignment	\$ 320,000.00	\$ 229,758.63	2017	Completed	\$ 172,375.00	\$ 57,383.63				
3rd and Jackson Streetscape	Sidewalk repair 50% OPA upfront payment	\$ 45,048.00	\$ 45,048.00	2017	Completed	\$ -					
3rd Street sidewalk ITD participation	Partnership with City and ITD for sidewalk replacement Nissian Dealer	\$ 5,542.00	\$ 5,542.00	2017	Completed	\$ 5,542.00					
Dawson's Corner Streetscape Repair	Sidewalk repair 50% OPA upfront payment	\$ 19,083.50	\$ 19,083.50	2017	Completed	\$ 19,083.50					
3rd Street Corridor Lighing & Sidewalk Improvements	Sidewalk reconstruction on Third Street between Lieuallen and Jackson Street	\$ 887,000.00	\$ 87,000.00	2020	Committed					\$ 87,000.00	
Turnstone Flats Streetscape Project	ADA Improvements Sidewalk replacement, pavers and lights	\$ 95,000.00	\$ 34,000.00	2018	Planned		\$ 34,000.00				
Sixth Street Corridor Lighting	Decorative lighting fixture installations on Sixth Street Deakin and Jackson Street	\$ 650,000.00	\$ 75,000.00	2021	Planned					\$ 75,000.00	
General Streetscape Improvements	General Streetscape enhancement projects within the District	\$ 500,000.00	\$ 120,000.00	Various	Planned		\$ -	\$ 15,000.00	\$ 30,000.00	\$ 75,000.00	\$ 85,000.00
	Streetscape Enhancement Projects Total	\$ 2,521,673.50	\$ 615,432.13			\$ 197,000.50	\$ 91,383.63	\$ 15,000.00	\$ 30,000.00	\$ 237,000.00	\$ 85,000.00
Community Placemaking Projects											
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022
Lieuallen and Third Beautification Project	Streetscape and landscape enhancements per the 2015 City Beautification Plan	\$ 150,000.00	\$ 25,000.00	2019	Planned						\$ 25,000.00
South Couplet Beautification Project	Streetscape and landscape enhancements per the 2015 City Beautification Plan	\$ 150,000.00	\$ 50,000.00	2018	Planned		\$ -				\$ 50,000.00
Public Art Installation	Public Art installations in various locations	\$ 100,000.00	\$ 45,000.00	Various	Planned		\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	150000
	Community Placemaking Projects Total	\$ 400,000.00	\$ 120,000.00			\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 225,000.00
Special Projects											
Project Name	Project Description	Project Cost	Agency Contribution	Construction Year	Status	2017	2018	2019	2020	2021	2022
Downtown Restroom Project	Financial contribution toward construction of public restroom near Friendship Square	\$ 200,000.00	\$ 27,000.00	2017	Completed	\$ 27,000.00					
Paradise Creek Floodplain Study	Study of floodplain near South Couplet to promote redevelopment in area	\$ 20,200.00	\$ 10,850.00	2018	Completed		\$ 10,850.00				
Styner/White Pedestrian Underpass Project	Financial contribution toward the construction of pedestrian underpass of State Highway 8 at the Styner/White intersection	\$ 500,000.00	\$ 15,000.00	2018	Committed		\$ 15,000.00				
Sixth and Jackson Property Development	Hello Walk construction at Sixth and Jackson Property	\$ 185,000.00	\$ 185,000.00	2018	Committed	\$ -		\$ 185,000.00			
South Main Underpass Study	Study of pedestrian underpass of South Main at Paradise Creek	\$ 14,000.00	\$ 7,000.00	2018	Committed		\$ 7,000.00				
South Main Underpass Construction	Constrution of pedestrian underpass of South Main at Paradise Creek	\$ 650,000.00	\$ 100,000.00	2021	Planned						\$ 125,000.00
First to Lieuallen Pathway Project	Construction of pedestrian/bicycle pathway along First Street alignment between Almon and Lieuallen Street to Crossing at Highway 8	\$ 60,000.00	\$ 95,000.00	2021	Planned				\$ 35,000.00	\$ 60,000.00	
	Special Projects Total	\$ 1,629,200.00	\$ 439,850.00			\$ 27,000.00	\$ 32,850.00	\$ 185,000.00	\$ 35,000.00	\$ 60,000.00	\$ 125,000.00
Annual Investments											
Projected District Investment Portfolio						2017	2018	2019	2020	2021	2022
Community Infrastructure Projects			\$ 255,000.00			\$ -	\$ -	\$ -	\$ 190,000.00	\$ 65,000.00	\$ 65,000.00
Streetscape Enhancement Projects			\$ 606,057.13			\$ 232,673.50	\$ 91,383.63	\$ 15,000.00	\$ 30,000.00	\$ 237,000.00	\$ 85,000.00
Community Placemaking Projects			\$ 45,000.00			\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 225,000.00
Special Projects			\$ 339,850.00			\$ 27,000.00	\$ 32,850.00	\$ 185,000.00	\$ 35,000.00	\$ 60,000.00	\$ 125,000.00
Total			\$ 1,245,907.13			\$ 259,673.50	\$ 124,233.63	\$ 215,000.00	\$ 270,000.00	\$ 377,000.00	\$ 500,000.00



Fiscal Year 2019 Adopted Budget

Fiscal Year Beginning October 1, 2018 Ending September 30, 2019

Commissioners:

Steven McGeehan, Chair
Brandy Sullivan, Vice-Chair
Art Bettge, Secretary

Steve Drown, Commissioner
Dave McGraw, Commissioner
Ron Smith, Commissioner
Trent Bice, Commissioner

Administration:

Bill Belknap, Executive Director
Anne Peterson, Clerk

Brittany Gunderson, Treasurer

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

General Fund						
	General Agency Revenues	2016	2017	2018	2018	2019
Account Number	Account Description	Actual	Actual	Adopted	12 Month	Proposed
890-000-00-471-00	Investment Earnings	3,842	4,116	1,000	4,250	1,500
890-000-00-478-10	Sale of Land-Alturas	0	0	0	0	135,210
890-000-00-479-01	Refunds & Reimbursements	0	0	0	0	0
890-000-00-498-90	Transfer In: Alturas	58,024	0	0	0	0
890-000-00-498-95	Transfer In: Legacy	0	35,000	65,391	60,791	54,873
	Subtotal General Agency Revenues	61,866	39,116	66,391	65,041	191,583
	Total General Agency Revenues	61,866	39,116	66,391	65,041	191,583

Fiscal Year 2019
Moscow Urban Renewal Agency - General Agency Budget
890-000-00-

Line Item	Description	Adopted
471-00 Investment Earnings	Interest earned on investments will be determined by the balances in the Agency's accounts throughout the fiscal year.	1,500
478-10 Sale of Land - Alturas	Revenues from the sale of Alturas lots owned by the Agency.	135,210
479-01 Refunds & Reimbursements	Unforeseen refunds or reimbursements made to/from General Agency.	0
498-90 Transfer In: Alturas	Transfer to General Agency from Alturas to cover General Agency Expenses.	0
498-95 Transfer In: Legacy	Transfer to General Agency from Legacy to cover General Agency Expenses.	54,873

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

Account Number	General Agency Expenses Account Description	2016 Actual	2017 Actual	2018 Adopted	2018 12 Month	2019 Proposed
890-880-10-631-10	Postage Expense	24	0	100	50	100
890-880-10-631-20	Printing and Binding	70	98	400	50	400
890-880-10-642-00	Administrative Services	45,000	46,350	47,741	47,741	49,173
890-880-10-642-10	Professional Services - Executive Director	0	0	0	0	0
890-880-10-642-15	Professional Services - Other	4,925	850	6,000	4,500	6,000
890-880-10-642-20	Professional Services - Auditing	4,600	4,700	5,000	4,800	5,000
890-880-10-642-30	Professional Services - Computer	255	2,457	1,000	850	1,000
890-880-10-644-10	Advertising & Marketing Expense	462	293	1,000	250	1,000
890-880-10-644-15	Alturas Marketing/Maintenance	0	2,974	4,500	3,500	10,000
890-880-10-647-10	Travel & Meetings	839	44	1,000	150	1,000
890-880-10-649-10	Professional Development	0	0	1,000	500	1,000
890-880-10-668-10	Liability Insurance	1,507	1,507	1,650	1,650	1,700
890-880-10-669-10	Miscellaneous Expense	342	329	500	250	500
	Subtotal General Agency Expenses	58,024	59,603	69,891	64,291	76,873
	Total General Agency Expenses	58,024	59,603	69,891	64,291	76,873

Fiscal Year 2019
Moscow Urban Renewal Agency – General Agency Budget
890-880-10-

Line Item	Description	Adopted
631-10 Postage Expense	Postage expenses.	100
631-20 Printing and Binding	Printing and binding expenses.	400
642-00 Administrative Services	The administrative fee is reimbursement to the City of Moscow for executive, administration, finance, legal, engineering, information systems, and community development staff time related to services rendered to the URA.	49,173
642-10 Professional Services - Executive Director	Contract for services with the City of Moscow for the URA Executive Director.	0
642-15 Professional Services - Other	Professional services including legal services fees, dues, and memberships, including \$2,000 for the Redevelopment Association of Idaho.	6,000
642-20 Professional Services - Auditing	Expenses related to the annual financial audit.	5,000
642-30 Professional Services - Computer	An annual shared cost with the City of Moscow for an online software application –WebLOCI and ESRI Business Solutions.	1,000
644-10 Advertising & Marketing Expense	Costs related to general advertising & marketing.	1,000
644-15 Alturas Marketing/Maintenance	Costs related to Marketing and maintaining the Alturas lots held for resale and \$7,000 in land sale expenses related to the sale of lots in Alturas Technology Park	10,000
647-10 Travel & Meetings	Commissioners and/or support staff's traveling and meetings expense related to the Agency's business.	1,000
649-10 Professional Development	Expenses related to potential training costs for Executive Director, commissioners and other support staff as appropriate.	1,000
668-10 Liability Insurance	This represents the annual insurance premium for liability, errors and omissions for public officials. 100% of the insurance will be paid by the General Agency.	1,700
669-10 Miscellaneous Expenses	These fees are for incidental expenses incurred by the Agency that are not captured in other categories.	500

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

Account Number	General Agency Fund Balances Account Description	2016 Actual	2017 Actual	2018 Adopted	2018 12 Month	2019 Proposed
890-000-00-910-00	Beginning Fund Balance Unassigned-General	50,961	44,975	17,681	27,463	31,713
890-899-10-990-00	Ending Fund Balance Unassigned-General	77,875	27,463	18,681	31,713	156,423
890-000-00-910-01	Beginning Fund Balance Assigned - Alturas Portion	0	32,900	30,900	29,926	26,426
890-899-10-990-01	Ending Fund Balance Assigned - Alturas Portion	0	29,926	26,400	26,426	16,426
	Total General Ending Fund Balances	77,875	57,388	45,081	58,138	172,848

Fiscal Year 2019
Moscow Urban Renewal Agency - General Agency Budget
890-

Line Item

Description

Adopted

000-00-910-00 Beginning Fund Balance Unassigned	Beginning Fund Balance is a resource available from income derived from sources other than tax increment generated by the Legacy District revenue allocation area. This resource is eligible for FY2019 for General Agency expenses.	31,713
899-10-990-00 Ending Fund Balance Unassigned	Ending Fund Balance is funds remaining after all projected expenditures are made against all resources available during the FY2019. The ending fund balance is monies derived from sources other than tax increment generated by the Legacy District revenue allocation area.	156,423
000-00-910-01 Beginning Fund Balance Assigned-Alturas Portion	Beginning Fund Balance is funds for maintenance and marketing of the Alturas lots derived from Alturas Technology Park Urban Renewal Agency Termination Plan.	26,426
899-10-990-01 Ending Fund Balance Assigned-Alturas Portion	Ending Fund Balance is funds remaining after marketing Alturas lots for the budgeted fiscal year. The portion of the Alturas Marketing/Maintenance line that is not used during this fiscal year will remain in this Fund Balance at fiscal year-end.	16,426

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

Legacy Crossing Fund

	Legacy Crossing Revenues	2016	2017	2018	2018	2019
Account Number	Account Description	Actual	Actual	Adopted	12 Month	Proposed
890-000-00-410-01	Property Taxes-Legacy	179,552	179,343	228,980	218,000	325,000
890-000-00-431-11	EPA Clean-up Grant - Legacy	145,940	14,724	0	0	0
890-000-00-478-11	Sale of Land-Legacy	0	0	0	0	150,000
	Total Legacy Crossing Revenues	325,492	194,067	228,980	218,000	475,000

Legacy Crossing Expenses

Account Number	Account Description					
890-895-10-642-10	Professional Services	4,447	7,523	10,000	32,500	25,000
890-895-10-642-12	Land Sale Expense	3,850	0	0	0	10,000
890-895-10-644-10	Advertising & Marketing Expense	0	0	2,000	500	1,000
890-895-10-647-10	Travel & Meetings	0	0	1,000	500	1,000
890-895-10-652-10	Heat, Lights & Utilities	2,151	3,061	2,000	2,400	1,800
890-895-10-658-51	Development Participation	0	157,340	0	106,384	215,000
890-895-10-669-10	Miscellaneous Expense	171	179	1,000	250	500
890-895-10-675-00	Fiscal Agent Trustee Fees	1,500	1,500	1,750	1,750	1,800
890-895-10-676-17	Owner Participation Agreements	10,966	27,111	21,385	65,994	86,367
	Subtotal Operational Expenses	23,085	196,714	39,135	210,277	342,467

Legacy Crossing Contingency

Account Number	Account Description					
890-895-10-900-01	Contingency	0	0	15,000	0	15,000
	Subtotal Contingency	0	0	15,000	0	15,000

Fiscal Year 2019
Moscow Urban Renewal Legacy - Legacy Crossing Budget
890

Line Item	Description	Adopted
000-00-410-01 Property Taxes - Legacy	We are estimating an increase of 53% over the FY 2018 tax increment due to new development within the Legacy tax allocation area including the Gritman Medical Office project, Identity on Main, Varsity Diner and Dawson's Corner and other projects	325,000
000-00431-11 EPA Clean-up Grant	Environmental Protection Agency (EPA) Grant for Brownfield Clean-up at 6 th and Jackson lot owned by Legacy Crossing District. This grant was closed out in 2017 and no additional revenues will be received.	0
000-00-478-11 Sale of Land - Legacy	Sale of Legacy Crossing property at 6th and Jackson.	150,000
000-00-498-01 Transfer In: Capital Fund Legacy	Transfers from the Legacy Capital Fund to the Legacy Fund	0
895-10-642-10 Professional Services	Legal fees relating to the preparation of the disposition and development agreement for the property located at 6th & Jackson. Predevelopment soft costs for design, engineering and permits relating to items like "Hello Walk project or other participation costs.	25,000
895-10-642-12 Land Sale Expense	Costs associated with the sale of 6th and Jackson property.	10,000
895-10-644-10 Advertising & Marketing Expense	Advertising & marketing expenses the Agency may incur in relation to Legacy Crossing District.	1,000
895-10-647-10 Travel & Meetings	Executive Director, commissioners and/or support staff's traveling and meetings expense directly related to Legacy Crossing.	1,000
895-10-652-10 Heat, Lights & Utilities	Utilities directly related to the property located at 6 th & Jackson.	1,800
895-10-658-51 Development Participation	Expenses related to public improvement and other development participation within the Legacy Crossing District that is not related to an Owner Participation Agreement	215,000
895-10-669-10 Miscellaneous Expense	Expenses directly related to Legacy Crossing District not specifically covered in other line items.	500
895-10-675-00 Fiscal Agent Trustee Fees	This expense is the annual fees associated with the Bond held by Legacy Crossing.	1,800
895-10-676-17 Owner Participation Agreements	Owner Participation Agreements between the Agency and the owners/developers are based on 50% of increment generated from the remodeled/re-purposed property (50% of the increment will be retained by the Agency). Participants include: Fields Holding Company, Gritman Medical, Dawson's Corner, Larry Swanger, Anderson Group, LLC and Identity on Main.	86,367
895-10-900-01 Contingency	Contingency for Legacy Crossing District to address unanticipated shortfalls in either revenue or unanticipated expenses.	15,000

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

Legacy Crossing Capital Outlay		2016	2017	2018	2018	2019
Account Number	Account Description	Actual	Actual	Adopted	12 Month	Proposed
890-895-10-770-71	Land	0	0	0	0	0
890-895-10-770-73	Improvements	145,940	23,164	0	0	0
890-895-10-770-73	EPA Clean-up	0	0	0	0	0
890-895-10-770-97	Infrastructure Improvements	0	0	0	0	0
	Subtotal Capital Outlay	145,940	23,164	0	0	0
Legacy Crossing Transfers						
Account Number	Account Description					
890-895-10-890-00	Transfer To: General Agency Fund	0	35,000	65,391	60,791	54,873
890-895-10-890-01	Transfer To: Capital Fund	0	0	232,310	0	0
	Subtotal Transfers	0	35,000	297,700	60,791	54,873
Legacy Crossing Debt Service						
Account Number	Account Description					
890-899-12-790-01	Bond Principal-Legacy	25,000	27,000	0	28,000	319,000
890-899-12-791-01	Bond Interest-Legacy	15,632	14,536	0	15,999	14,590
890-895-10-676-15	Latah County Reimbursement Agreement	2,000	3,500	3,500	3,500	3,500
	Subtotal Debt Service	42,632	45,036	3,500	47,499	337,090
	Total Legacy Crossing Expenses	211,657	299,914	355,335	318,567	749,430

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

Legacy Crossing Fund Balances		2016	2017	2018	2018	2019
Account Number	Account Description	Actual	Actual	Adopted	12 Month	Proposed
890-000-00-912-00	Beginning Fund Balance Assigned-Legacy	367,021	480,855	149,746	369,748	269,181
890-000-00-912-01	Beginning Fund Balance Restricted-Legacy	44,312	44,312	0	49,572	49,572
890-899-12-990-00	Ending Fund Balance Assigned-Legacy	480,855	369,748	23,390	269,181	39,063
890-899-12-990-01	Ending Fund Balance Restricted-Legacy	44,312	49,572	0	49,572	5,260
Total Legacy Crossing Ending Fund Balances		525,167	419,320	23,390	318,753	44,323

Fiscal Year 2019
Moscow Urban Renewal Agency - Legacy Crossing Budget
890-

Line Item	Description	Adopted
895-10-770-73 Improvements	This item is for various infrastructure improvement projects within the Legacy Crossing District. These expenditures have been moved to the Legacy Capital Fund beginning in FY2018.	0
895-10-890-00 Transfer To: General Agency	Transfer to General Agency to cover administrative and general expenses.	54,873
958-10-890-01 Transfer To: Capital Fund	The Capital Fund has been eliminated for FY2019 after it was determined that the Agency could not capitalize the funded public improvements. These expenses have been moved to line item 890-895-10-658-51	0
899-12-790-01 Bond Principal - Legacy	The Series 2010A Bonds were issued in the aggregate principal amount of \$510,000, payable on September 1 annually with final maturity on September 1, 2027 or until called on a prior redemption.	319,000
899-12-791-01 Bond Interest - Legacy	The average coupon rate for the 2010A bond series is 4.527%.	14,590
895-10-676-15 Latah County Reimbursement Agreement	In 2012 Latah County Assessor's office discovered a miscalculation in assessments resulting in reduced tax increment revenue. An agreement with Latah County was negotiated to repay the mistaken overage of \$115,000. The proposed repayment schedule is attached as Exhibit D.	3,500
000-00-912-00 Beginning Fund Balance Assigned-Legacy	Beginning Fund Balance is derived from tax increment generated by the Legacy tax allocation area.	269,181
000-00-912-01 Beginning Fund Balance Restricted-Legacy	These funds are restricted to satisfy the required for the Legacy Crossing bond payment reserve (\$44,312) and the Sixth and Jackson environmental remediation escrow account (\$5,260)	49,572
899-12-990-00 Ending Fund Balance Assigned-Legacy	Ending Fund Balance for FY2018 and is a resource available from income derived from tax increment generated by the Legacy tax allocation.	39,063
899-12-990-01 Ending Fund Balance Restricted-Legacy	This resource is restricted for escrow for the environmental remediation of the 6 th and Jackson property.	5,260

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

Sources and Uses Budget Statement	2016 Actual	2017 Actual	2018 Adopted	2018 12 Month	2019 Proposed
Sources					
Revenue	387,408	233,183	295,371	283,041	666,583
Beginning Fund Balance	1,397,575	603,042	198,327	476,708	376,891
Total Sources	1,784,983	836,225	493,697	759,749	1,043,474
Uses					
Expenses	1,181,941	359,517	425,226	382,858	826,303
Ending Fund Balance	603,042	476,708	68,471	376,891	217,171
Total Uses	1,784,983	836,225	493,697	759,749	1,043,474

MOSCOW URBAN RENEWAL AGENCY FY 2019 BUDGET

FISCAL YEAR October 1, 2018 to September 30, 2019

Account Description	PROPOSED REVENUES:				
	2016	2017	2018	2018	2019
	Actual	Actual	Adopted	12 Month	Proposed
Total Tax Increment	\$ 179,552	\$ 179,343	\$ 228,980	\$ 218,000	\$ 325,000
Total Intergovernmental Revenue	\$ 145,940	\$ 14,724	\$ -	\$ -	\$ -
Total Interfund Transfers	\$ 58,024	\$ 35,000	\$ 65,391	\$ 60,791	\$ 54,873
Total Miscellaneous Income	\$ 3,892	\$ 4,116	\$ 1,000	\$ 4,250	\$ 286,710
Total Revenue	\$ 387,408	\$ 233,183	\$ 295,370	\$ 283,041	\$ 666,583
Beginning Fund Balance	\$ 1,397,575	\$ 603,042	\$ 198,327	\$ 476,708	\$ 376,891
Total Resources Available	\$ 1,784,983	\$ 836,225	\$ 493,697	\$ 759,749	\$ 1,043,474

Account Description	PROPOSED EXPENDITURES:				
	2016	2017	2018	2018	2019
	Actual	Actual	Adopted	12 Month	Proposed
Total Expenses	\$ 143,412	\$ 279,481	\$ 126,335	\$ 274,568	\$ 434,340
Total Debt Service	\$ 42,632	\$ 45,036	\$ 3,500	\$ 47,499	\$ 337,090
Total Other Financing Uses	\$ 849,956	\$ -	\$ -	\$ -	\$ -
Total Interfund Transfers	\$ -	\$ 35,000	\$ 65,391	\$ 60,791	\$ 54,873
Total Capital Outlay	\$ 145,940	\$ -	\$ 230,000	\$ -	\$ -
Total Expenditures	\$ 1,181,941	\$ 359,517	\$ 425,226	\$ 382,858	\$ 826,303
Ending Fund Balance	\$ 603,042	\$ 476,708	\$ 68,471	\$ 376,891	\$ 217,171
Total Expenditures	\$ 1,784,983	\$ 836,225	\$ 493,697	\$ 759,749	\$ 1,043,474



**Moscow Urban Renewal Agency
Policy Manual**

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1.0 Introduction

These policies are intended to guide the operations and activities of the Moscow Urban Renewal Agency (hereinafter 'Agency') so that the Agency undertakes its charge and mission in an appropriate, predictable, and consistent manner. These policies are intended to be guidelines and it is understood that a degree of flexibility in their application is required to address specific circumstances as they arise. This collection of policies is also intended to be a living document to be reviewed, evaluated, and revised as the Board deems appropriate to meet the needs of the Agency.

2.0 Administrative Policies

2.1 BY LAWS

The organization and general governance of the Agency are outlined through the adopted bylaws of the Agency. These bylaws articulate the purpose of the Agency, the membership and method of appointment of the Agency's Board of Commissioners and its officers, standing committees and staff, as well as the general conduct of the Agency's meetings. The bylaws of the Agency should be reviewed periodically to ensure that they are current, comprehensive, and serving the needs of the Agency. The bylaws may be adopted, amended or repealed by the majority of the members of the Board.

2.2 BOARD OF COMMISSIONERS

The Moscow Urban Renewal Agency is comprised of seven Commissioners appointed by the Mayor, and confirmed by the City Council, with terms as specified by the Mayor, as authorized by Moscow City Council Resolution 2008-17. Commission vacancies are filled by appointment of the Mayor, with confirmation by the City Council, and filled for the remainder of the unexpired term.

2.3 BOARD OFFICERS

The officers shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Chairperson, Vice-Chairperson and Secretary shall be members of the Commission; the Treasurer office may be filled by Commissioners or by staff appointments made by the Commission. Officer terms shall be for one year. Elections will be held at the Agency's first January meeting, with appointments made at that meeting or the following meeting. The Chairperson shall preside over Agency meetings, and shall execute all Agency deeds, bonds, contracts, accounts payable and other

legal documents as authorized by the Commission. The Chairperson shall have the power to vote on any matter under consideration by the Commission. The Vice Chairperson shall perform all duties in the absence of the Chairperson. Duties of the Secretary and the Treasurer may vary, as directed by the Commission.

2.4 EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of the Chairperson, the Vice Chairperson and the Secretary, whose collective responsibilities shall include but not be limited to, the selection, direction and evaluation of Agency staff and support providers.

2.5 EXECUTIVE DIRECTOR

The Executive Director serves and the administrative Director is responsible for providing staff support and executive leadership to the MURA Board of Commissioners through planning, organizing and directing the administrative, financial, and project development activities of the Moscow Urban Renewal Agency. The Director is responsible for the management and coordination of activities within the districts of the Moscow Urban Renewal Agency including the communication and coordination related to activities of the Agency and those of the Agency's partner entities, private developers, and other stakeholders.

The Executive Director shall have the authority to authorize professional service agreements and task orders, seek legal consultation services, authorize financial payments, and conduct similar administrative tasks where such actions have been authorized and approved by the Board either through direct Board approval, or where specified and authorized through the Agency's adopted annual appropriations budget, and where such expenditures are less than Five Thousand Dollars (\$5,000).

The Executive Director shall coordinate and collaborate with the Agency Treasurer and Agency Clerk to ensure that all financial and administrative activities are completed in a timely and appropriate manner. Direct management of the Executive Director shall be provided by the Agency's Executive Committee. In the instance where the Executive Director is an appointed city employee, the Executive Committee shall work with and through the City Supervisor in the management and preparation of annual performance evaluations of the Executive Director.

2.6 ADMINISTRATIVE AND PROFESSIONAL SERVICES AGREEMENTS

The Agency may engage public or private entities, subject to applicable State procurement requirements, to provide required administrative, clerical, financial, legal, design and engineering, and other administrative services deemed necessary by the Board. In seeking such services the Board shall seek to secure such services from qualified providers in the most cost-effective manner while meeting all legal and administrative obligations of the Agency.

2.7 ADVISORY COMMITTEES

The Agency may engage the assistance of advisory committees to advise and provide recommendations related to the operations and activities of the Agency. Such advisory committees shall be established in accordance with the Agency Bylaws as may be amended time to time and all such advisory committee meetings shall comply with the public notice and meeting requirements contained herein.

Finance Committee: The Finance Committee is a standing committee comprised of two Commissioners and three Community members, whose names shall be forwarded to the Agency by the Chairperson and confirmed by the Agency as a whole. The Community Member terms shall be at the discretion of the Board. The responsibilities of the Finance Committee shall include the review and provision of recommendations to the Agency's Board of Commissioners regarding the following items:

- The Agency's draft annual capital improvement plan and appropriations budget;
- The consideration of the issuance of bonds or other debt instruments;
- The purchase, sale, or lease of any real property owned or to be acquired by the Agency;
- Any proposed owner participation agreement or other financial contribution to private or public development projects that are;
 - i. Not included within the Agency's capital improvement plan; and
 - ii. Not included within the Agency's annual appropriations budget; and
 - iii. Where such initial financial contribution or future repayment commitment by the Agency is in excess of fifty thousand dollars (\$50,000).

2.8 CONFLICTS OF INTERESTS

It is the policy of the Agency that all Board members shall conduct themselves in a manner that will not result in the creation of an actual or perceived conflict of interest. Where an actual or perceived conflict of interest occurs, the Board member shall seek guidance from the Agency's legal counsel to determine whether an actual or perceived conflict exists. If the Agency's legal counsel determines that an actual or perceived conflict of interest exists, the Board member shall publicly disclose the conflict and shall recuse themselves from participating and acting upon the matter. In order to implement this policy, each Board member and all newly appointed Board members shall submit an annual written conflict disclosure letter to the Office of the Mayor of the City of Moscow by January 31st of each year, or within 60 days of appointment for new Board members, documenting compliance with IC § 50-2017.

2.9 PUBLIC MEETINGS

Public access, observation, and participation is a fundamental public right and is necessary to ensure public transparency and understanding of the activities of the Agency. It is the policy of the Agency to comply with all applicable provisions of the Idaho Code Title 74 Transparency and Ethical Government, and more specifically IC § 74-2 related to the Idaho Open Meetings Act. The Agency shall ensure the public meeting and agenda notice is posted in accordance with all applicable requirements and all meeting materials are made available in the offices of the Agency Clerk and posted upon the Agency's website. All Agency meetings shall be held in publicly accessible locations and, with the exception and any legally appropriate and necessary executive session, shall be open to the public to attend and observe the activities of the Agency.

Under the direction of the Chair, Agency meetings will be generally, but not strictly, guided by the customary parliamentary rules, such as Roberts Rules of Order Newly Revised. All meetings of the Agency shall require a quorum constituting no less than four of the Board members to be present, either physically or telephonically, to conduct any business of the agency.

The Agency shall make time available at all meetings to receive public comment on items that are not on the published, or thereafter amended, agenda of the meeting. It shall be at the Agency Chair's discretion to allow public comment at all other times during the course of the meeting. The Chair shall have the discretion to allow public comment or testimony pertaining to specific agenda items in

consideration of the length of the meeting, appropriateness of accepting comment at the specific juncture in consideration of past or potential future opportunities for comment to be received, and the efficiency and order of the conduct of the meeting. In all instances the Chair shall have the ability to limit the time allocated for public comment, either in total or per individual seeking to provide comment.

2.10 RECORD RETENTION

Access to public records related to the activities of the Agency ensures accountability and provides public transparency into the operations of the organization. It is the policy of the Agency to fully comply with the requirements and provisions of the Idaho Public Records Act. It is also the policy of the Agency to provide convenient public access to the Agency's meeting agendas, materials, and minutes, contracts and agreements, annual reports, annual audits, annual budgets, resolutions, strategic plans, Board resolutions, and other documents by posting these records upon the Agency's website in a timely manner to ensure that the public has ready access to records related to the activities of the Agency.

2.11 ANNUAL REPORT

In Accordance with IC § 50-2006 (c), urban renewal agencies within the State of Idaho are to provide an annual report by March 31st of each year to the jurisdiction's governing body which shall include a complete financial statement setting forth its assets, liabilities, income and operating expenses. The agency shall be required to hold a public meeting to report these findings and take comments from the public. The Executive Director shall be responsible for the preparation and presentation of the Annual Report for the Board's approval and transmittal to the City Council.

3.0 DEVELOPMENT PARTICIPATION

The Agency fulfills its mission through the funding of public improvement investments needed to correct and reverse deteriorated or deteriorating areas, incentivize private investment, correct unsanitary or unsafe conditions and strengthen and improve the physical, social, and economic condition of the community. The Agency may implement these public investments through several different public investment programs including the **Streetscape Grant Program**, **General Project Assistance Program**, **Community Partnership Program** or the **Special Projects Program**. Each of these

programs including a general description, eligible expenses, application and approval process, and reimbursement procedures are described below.

3.1 STREETScape GRANT PROGRAM

Program Description: The Streetscape Grant Program is intend to assist smaller-scale projects with the construction of eligible streetscape improvements located within the public right-of-way and which comply with the applicable street standard for the subject street corridor. These funding requests will typically accompany smaller projects such as façade renovation or tenant improvement projects. Funding for the Streetscape Grant Program shall be limited to \$50,000 per project and shall be provided upon a first-come, first-served basis until the allocated program funding has been fully utilized.

Eligible Expenses: Eligible expenses within the Streetscape Grant Program include the following elements in accordance with the adopted streetscape standards:

- Curb, gutter, sidewalks and public storm water facilities
- Public lighting fixtures
- Street trees, tree wells and tree grates
- Benches, planters, trash receptacles, bollards, bike racks, art plinths and installations, and similar public furnishings and fixtures
- Underground public utility mains including water, sanitary sewer, storm water and publicly owned fiber optic systems

Ineligible Expenses: The following expenses shall be not be eligible for reimbursement:

- Engineering and design expenses
- Financing expenses
- Permits, overhead, traffic control
- Any other expenses beyond materials and direct labor

Application Process: Participants seeking financial assistance with qualifying streetscape improvements shall submit a completed program application including a streetscape project design prepared by a properly licensed design professional, detailed projects cost estimate, summary of

project funding sources, project construction schedule, and a detailed list of the specific project elements requested to be funded by the Agency including element description, unit quantities, unit costs, project contingency and total funding assistance requested.

Approval Process: All Streetscape Grant Program requests will be reviewed by Agency Staff to determine eligibility of expenses, compliance with adopted streetscape standards, reasonableness of project costs, and availability of program funding. Following Agency Staff review, the request and any recommendations of Staff will be considered by the Agency Board for consideration for approval or denial. If approved, the Agency and participant will enter into a Streetscape Grant Program reimbursement agreement documenting the agreed upon reimbursement and obligations of both parties.

Reimbursement Process: Once the participant has completed the approved improvements, the participant shall submit a request for reimbursement including detailed documentation to clearly establish that the reimbursable expenses were actually incurred and paid for by the participant including a contractor's final release and waiver of lien to ensure that all expenses have been fully paid. Agency Staff will verify that the constructed improvements have been completed and inspected, and accepted by the agency having jurisdiction over subject public improvements. Upon satisfaction of the foregoing, Agency Staff shall process and issue the reimbursement payment in accordance with the executed reimbursement agreement.

3.2 GENERAL PROJECT ASSISTANCE PROGRAM

Program Description: The General Project Assistance Program is intended to assist larger projects that generally include the development of undeveloped property or significant redevelopment of existing buildings or structures which advances and/or aligns with identified urban renewal district goals and objectives. General Project Assistance is generally funding through the use of Owner Participation Agreements (OPA) where the Agency agrees to reimburse agreed-upon eligible expenses from tax increment revenues received from the participant's development or redevelopment project.

Eligible Expenses: Eligible expenses within the General Project Assistance Program include:

-
- Streetscape within the public right-of-way including curb, gutter, sidewalks, street trees, public lighting fixtures, street tree wells and tree grates, benches, planters, trash receptacles, bollards, bike racks, art plinths and installations, and similar public furnishings and fixtures
 - Public infrastructure located within the public right-of-way including public street or alley repair or construction, intersection improvements, and underground public utility mains including water, sanitary sewer, storm sewer, and publicly owned fiber optic systems.
 - Other public amenities such as public pedestrian pathways and similar facilities deemed to be demonstrably a public benefit.
 - Limited site remediation work as approved on a case-by-case basis and where necessary to mitigate a public health risk or where contamination exists within or presents a risk of entering the public right-of-way, public waters or other similar conditions.

Ineligible Expenses: The following expenses shall be not be eligible for reimbursement:

- Soft costs including engineering and design expenses, environmental assessments of private property, financing expenses, permits, overhead, traffic control and any other expenses beyond materials and labor.

Application Process: Participants seeking General Project Assistance shall submit a completed program application including a summary of the proposed development project, summary of square footage of proposed land uses and site improvements, architectural and civil project designs prepared by a properly licensed design professional, detailed projects cost estimate, summary of project funding sources, project construction schedule, and a detailed list of the specific project items requested to be funded by the Agency including general description, unit quantities, unit costs, project contingency, total funding assistance requested, and an estimate of the anticipated assessed valuation of the project. At the discretion of the Board, the Board may accept conceptual level design drawings when full architectural and civil designs are not available, and provide conditional approval contingent upon the review and approval of the development/redevelopment final construction design documents.

Approval Process: General Project Assistance Program requests will be reviewed by Agency Staff to determine eligibility of expenses, the development/redevelopment project alignment with adopted district goals and objectives, compliance with adopted streetscape, zoning and other applicable

development standards, reasonableness of project costs, and feasibility of the Agency's ability to reimburse the requested expenses in consideration of estimated project valuation. Following Agency Staff review, the request will be considered by the Agency Board for consideration for approval or denial. If approved, the Agency and participant will enter into an OPA documenting the agreed-upon reimbursement and obligations of both parties.

Reimbursement Basis: Reimbursement under the General Project Assistance program are funded through an annual reimbursement of fifty percent (50%) of the tax revenues received by the Agency specifically from and as a result of the subject development/redevelopment project. The Agency Board may approve different terms of reimbursement where the Board finds that:

- The proposed development/redevelopment project presents an exceptional public benefit that warrants a deviation from the standard reimbursement agreement; or
- The proposed public improvements that would be funded by the Agency's financial participation presents an exceptional public benefit that warrants a deviation from the standard reimbursement agreement; or
- The scale of the proposed development/redevelopment project relative to the cost of the proposed public improvements warrants a deviation from the standard reimbursement agreement; or
- The Agency's ability to reimburse the Participant in consideration of the project valuation or duration remaining within the district warrants a deviation from the standard reimbursement agreement.

Reimbursement Process: Once the participant has completed the development/redevelopment project and associated public improvements the participant shall submit a request for reimbursement including detailed documentation to clearly establish that the reimbursable expenses were actually incurred and paid for by the participant including a contractor's final release and waiver of lien to ensure that all expenses have been fully paid. Agency Staff will verify that the constructed improvements have been completed and inspected, and accepted by the agency having jurisdiction over subject public improvements. Upon satisfaction of the foregoing, Agency Staff shall prepare a Limited Promissory Note which reflects the terms and conditions of reimbursement as approved by the Board and document within the project OPA. Upon approval and execution of the Limited

Promissory Note the Agency shall commence with reimbursement payments in accordance with the executed promissory note.

3.3 COMMUNITY PARTNERSHIP PROJECTS

Program Description: Community Partnership Projects include joint projects undertaken with various public agency partners, including but not limited to, the City of Moscow, Idaho Transportation Department and/or other similar public entities. Community Partnership Projects often work to leverage the intergovernmental cooperation to secure state or federal grant funding for needed community public transportation, public utility, public facility and similar community infrastructure projects that achieve mutual goals of both entities.

Eligible Expenses: Eligible expenses within the Community Partnership Program include:

- Streetscape within the public right-of-way including curb, gutter, sidewalks, street trees, public lighting fixtures, street tree wells and tree grates, benches, planters, trash receptacles, bollards, bike racks, art plinths and installations, and similar public furnishings and fixtures
- Public infrastructure located within the public right-of-way including public street or alley repair or construction, intersection improvements, and underground public utility mains including water, sanitary sewer, storm sewer, and publicly owned fiber optic systems.
- Other public amenities such as public pedestrian pathways and similar facilities deemed to be demonstrably a public benefit.
- Public facilities and buildings, subject to the funding limitations of IC § 50-2905A
- Engineering, design, and other studies and reports necessary to support an approved Community Partnership Project

Application Process: Community Partnership Projects may be identified by the Board, the Executive Director, or by request from a partner agency. The Board shall evaluate each request on a case-by-case basis to assess the project alignment with district goals and objectives, community impact, and available Agency funding.

Approval Process: Proposed Community Partnership Projects requests will be reviewed by Agency Staff to determine eligibility of expenses, the project alignment with adopted district goals and objectives, compliance with adopted streetscape, zoning and other applicable development

standards, reasonableness of project costs, and feasibility of the Agency's ability to fund the request. Following Agency Staff review, the request will be considered by the Agency Board for consideration for approval or denial. If approved, the Agency and partner entity will enter into a project agreement documenting the obligations of both parties and timing and method of financial contribution.

3.4 SPECIAL PROJECTS AND INITIATIVES PROGRAM

Under certain circumstances the Agency may undertake special projects that the Board finds to be appropriate and necessary to advance adopted district goals and objectives. Such projects may include activities such as the acquisition and preparation of properties for redevelopment, environmental remediation or demolition of structures and properties deemed to be demonstrably for public benefit, and other similar activities. All Special Projects and Initiatives will be considered on a case-by-case basis to assess the project's alignment with adopted district goals and objectives, support of partner agencies goals and objectives, significance of public benefit achieved, and alignment with adopted Agency policies and procedures.

3.5 DEVELOPMENT PARTICIPATION CONTRACTS AND AGREEMENTS

Development assistance from the Agency is a discretionary incentive and not an entitlement. When assistance is requested from the Agency, the requestor shall understand and agree that the Agency shall require the use of the contracts and agreements that have been developed by the Agency for use in the Agency's development participation programs. Except for limited exceptions, the Agency does not intend to expend staff time and/or financial resources toward the negotiation and amendment of these documents.

The Agency may adopt a schedule of values, as may be amended from time to time, to be utilized in the assessment of the reasonableness of public improvement reimbursement expenses. The application of and any deviation from an adopted schedule of values shall be at the discretion of the Board in consideration of construction cost inflation, specific project construction conditions and other applicable considerations.

4.0 Financial Controls

4.1 GENERAL PRINCIPALS

The Agency recognizes its important responsibility to carefully manage and utilize the public funds the Agency receives for the purposes of the betterment of the social, physical and economic condition of the City of Moscow. The Agency strives to be a responsible steward of these public resources through the development and implementation of accurate financial accounting, application of appropriate financial controls, development and management of annual appropriation budgets, and careful long-term financial planning. To that end, the policies established herein are intended to document the Agency's financial management policies to ensure that the Agency's operations are transparent, understandable, and accountable.

4.2 ANNUAL APPROPRIATIONS BUDGET

4.3 ANNUAL AUDIT PROCESS

4.4 REVENUES

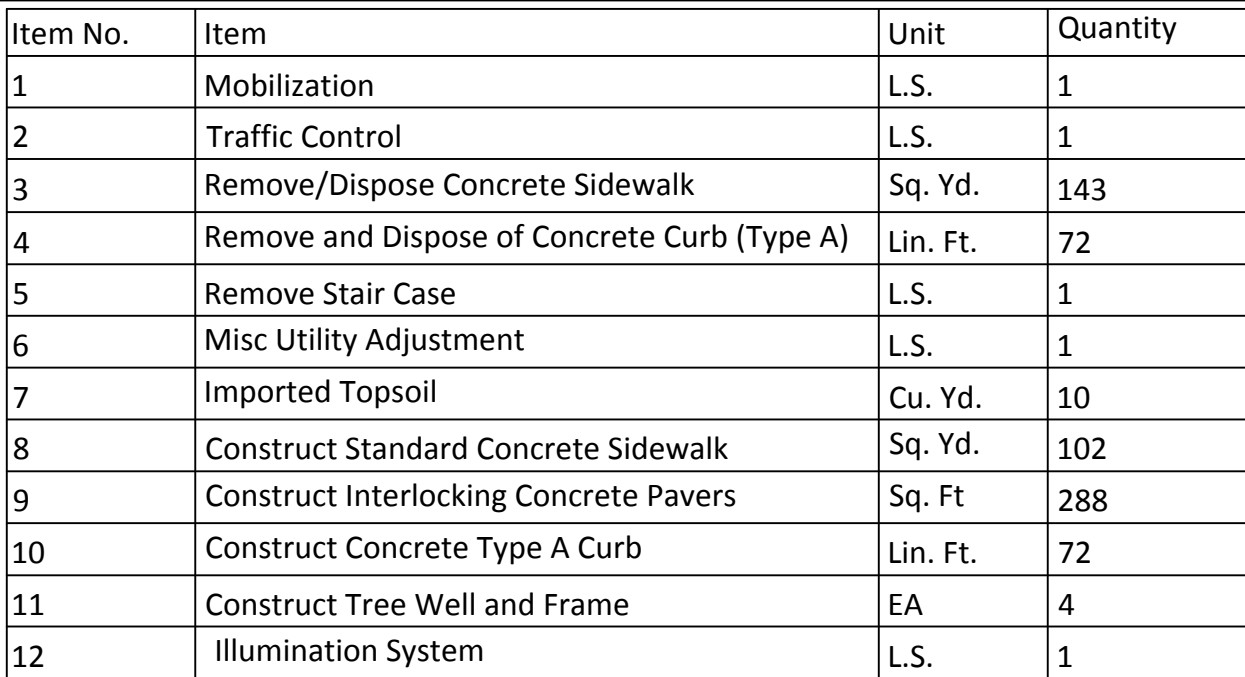
4.5 OPERATING EXPENDITURES

4.6 CAPITAL EXPENDITURES

4.7 FUND BALANCES

4.8 CAPITAL ASSETS

4.9 CASH MANAGEMENT AND PAYABLES



Item No.	Item	Unit	Quantity	Unit Price	Amount
1	Mobilization	L.S.	1	\$4,725.60	\$4,725.60
2	Traffic Control	L.S.	1	\$3,000.00	\$3,000.00
3	Remove/Dispose Concrete Sidewalk	Sq. Yd.	143	\$15.00	\$2,145.00
4	Remove and Dispose of Concrete Curb (Type A)	Lin. Ft.	72	\$7.00	\$504.00
5	Remove Stair Case	L.S.	1	\$500.00	\$500.00
6	Imported Topsoil	Cu. Yd.	10	\$46.50	\$465.00
7	Construct Standard Concrete Sidewalk	Sq. Yd.	102	\$60.00	\$6,120.00
8	Construct Interlocking Concrete Pavers	Sq. Ft.	288	\$17.00	\$4,896.00
9	Construct Concrete Type A Curb	Lin. Ft.	72	\$20.00	\$1,440.00
10	Construct Tree Well and Frame	EA	4	\$750.00	\$3,000.00
11	Illumination System	L.S.	1	\$37,000.00	\$37,000.00
	Total				\$63,795.60
	15 % Contingency				\$9,569.34
	Final Total				\$73,364.94



DRAFT

Subject to change following public meeting.

BOARD OF COUNTY COMMISSIONERS LATAH COUNTY, IDAHO RESOLUTION 2018-05

A RESOLUTION OF LATAH COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF IDAHO, GRANTING NORTHWEST RIVER SUPPLIES INC. A PROPERTY TAX EXEMPTION PURSUANT TO IDAHO CODE § 63-602NN.

WHEREAS, the Board of Commissioners of Latah County, State of Idaho is the duly elected governing body of Latah County, a political subdivision of the State of Idaho, having such powers and duties as are set forth in the Constitution and Statutes of the State of Idaho; and

WHEREAS, Idaho Code § 63-602NN authorizes the Board to exempt changes in the base value attributable directly to certain investments in new and existing plant and building facilities (“Qualified Property”) from property taxes; and

WHEREAS, the Board has considered the application of Northwest River Supplies Inc, (“COMPANY”) for a property tax exemption for investment in Qualified Property related to its commercial plant located on property currently identified as 1638 S. Blaine St., Moscow, Idaho and currently designated by Latah County as parcel number RPM00000176110A (“Project Site”), pursuant to Idaho Code § 63-602NN; and

WHEREAS, the 2018 assessed base value of the land and existing buildings at the Project Site is one million, four hundred, and fifty-five dollars (\$1,455,000); and

WHEREAS, COMPANY has demonstrated by a written plan and application outlining the proposed project that it meets, or will meet, all of the requirements of Idaho Code § 63-602NN, as well as those standards established by Latah County in Latah County Ordinance No. 350 for receiving an exemption; and

WHEREAS, COMPANY proposes to invest approximately thirteen million dollars (\$13,000,000) in the Qualified Property at the Project Site during the project period as detailed in COMPANY’S May 22, 2018 Latah County Application for Property Tax Exemption and attachments (attached hereto and further referenced as “Exhibit A”); and

WHEREAS, the Board finds that significant economic benefits will accrue to Latah County, and to the taxing districts within the County, as a result of the proposed project by COMPANY based on, but not limited to, the following factors: The investment comes from a company that is employee-owned, pays wages substantially over minimum wage, and has significant history in Latah County; a significant portion of the COMPANY’S payroll is in Latah County; the Qualified Property will help mitigate urban blight; the proposed construction utilizes green/environmentally friendly building techniques; the Qualified Property will not cause a

significantly increased use of existing public infrastructure and is occurring in an incorporated city; and the Qualified Property will likely result in an increase in attracting economic growth.

WHEREAS, notwithstanding the exemption granted below, twenty-five (25%) of the increase in base value of the Project Site attributable to Qualified Property will be added to the property tax rolls in Latah County for the years 2019 through 2023; and

WHEREAS, COMPANY has agreed to the terms and conditions set forth below; and

WHEREAS, this Resolution constitutes the Agreement between the Parties per Idaho Code § 63-602NN.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Latah County as follows:

1. Pursuant to Idaho Code § 63-602NN, and subject to the terms and conditions set forth below, the Board hereby agrees to exempt, for a term of five (5) years, seventy-five percent (75%) of the increase in base value of the Project Site attributable to investments by COMPANY in Qualified Property as described in Exhibit A, from January 1, 2019 through December 31, 2023, inclusive.
2. As consideration for the Board granting COMPANY a property tax exemption pursuant to Idaho Code § 63-602NN, COMPANY agrees to abide by the following conditions:
 - a) COMPANY shall make its investments substantially as described in Exhibit A, including at least a \$500,000 statutory minimum investment and the creation of at least twenty (20) new jobs that pay hourly wages consistent with or higher than COMPANY's current hourly wages; while maintaining current staffing levels.
 - b) COMPANY shall annually provide to the Latah County Assessor, on or before March 15 of each year, beginning in 2019 and each year thereafter through 2023, a detailed report showing the viability and progress of the project; including the status of the construction of the Qualified Property, a list of new jobs and hourly rate of pay for each job that has been created during the previous calendar year, and a detailed accounting of the construction costs expended on the Qualified Property in the previous calendar year. COMPANY shall permit the Latah County Assessor to verify the annual report, which may include on-site inspections at the Project Site. COMPANY shall maintain evidence and documentation of all investments in the Qualified Property made during the project period for at least ten (10) years from the date this exemption ends on December 31, 2023.
 - c) COMPANY shall meet all of the requirements of section 2(a) before December 31, 2022. In the event COMPANY fails to meet this requirement, Latah County may unilaterally terminate this Agreement and withdraw the tax exemption.
 - d) If, by the end of this Agreement, COMPANY has failed to meet the "Tax incentive criteria" for exemption pursuant to Idaho Code § 63-602NN, fails to make the amount

of investment substantially as proposed, or has ceased doing business in Latah County, then Latah County may recapture property taxes from COMPANY that, but for this exemption, would have been due and owing by COMPANY for the Qualified Property. If recaptured, property taxes shall be recovered in substantially the same manner as described in Idaho Code § 63-602G(5)(a)-(d), except that Latah County shall have ten (10) years from December 31, 2023 to begin the assessment and collection of the recapture of such property taxes.

- e) COMPANY agrees that the amount of taxes to be recaptured, as set out in Section 2(d) above, may be collected as provided in Idaho Code § 63-1101, unless COMPANY and Board agree to other repayment terms and COMPANY complies with such terms.

PASSED this ____ day of _____, 2018

Thomas C. Lamar, Chair

Richard Walser, Commissioner

ATTEST:

Deputy Clerk

David McGraw, Commissioner

AGREED TO BY COMPANY this ____ day of _____, 2018.

Northwest River Supplies, Inc.

Name:

Position:



**Latah County
BOARD OF COUNTY COMMISSIONERS**

P.O. Box 8068 ♦ 522 South Adams ♦ Moscow, Idaho 83843
(208) 882-8580 ♦ fax (208) 883-2280 ♦ e-mail bocc@latah.id.us

Thomas C. Lamar ♦ David McGraw ♦ Richard Walser

NOTICE OF MEETING

Date: June 21, 2018

To: Moscow Urban Renewal Agency
PO Box 9203
Moscow, ID 83843

Subject: Notice of Meeting re: Granting of Partial Property Tax Exemption for Plant Investment by Northwest River Supplies, Inc. per Idaho Code § 63-602NN.

Dear Moscow Urban Renewal Agency,

Pursuant to Idaho Code § 63-602NN(5), notice is hereby provided that the Board Commissioners of Latah County will hold a public meeting at **11 a.m. P.S.T. on Wednesday, June 27, 2018** to make a decision on whether to adopt the attached agreement between Latah County and Northwest River Supplies, Inc. ("NRS") for a partial property tax exemption as described below.

By way of background, Idaho Code § 63-602NN and Latah County Ordinance No. 350 grants the Board of County Commissioners authority to approve, in whole or in part for up to 5 years, an application for a property tax exemption by a company seeking to invest at least \$500,000 in new or existing plant improvements. The Board must also find that "[t]he plant investment will bring significant economic benefits to the county; and [t]he plant or building facilities will be for nonretail purposes that are either commercial or industrial." Idaho Code § 63-602NN(2)(g)(ii-iii). Any increase in the base value of a property which is partially exempted under this code section, would still constitute an increase in the taxable property base of Latah County.

In summary, the proposed agreement between Latah County and NRS (attached) would exempt, for a term of five (5) years, 75% of the increase in base value of the property attributable directly to the investments made by NRS on its property located at 1638 S. Blaine St., Moscow, Idaho (Latah County parcel # RPM00000176110A). As proposed, NRS would invest approximately \$13 million to build a 100,000 sq. ft. warehouse, office and showroom at the above property. In preliminary meetings with NRS, the Board of Commissioners identified the following factors of economic benefit to Latah County including, but not limited to: The investment comes from a company that is employee-owned, pays wages substantially over minimum wage and has significant history in Latah County; a significant portion of NRS' payroll is in Latah County; the proposed project will help

mitigate urban blight; the proposed project will utilize green/environmentally friendly building techniques; the proposed project will not cause a significantly increased use of existing public infrastructure and is occurring in an incorporated city; and the proposed project will likely result in an increase in attracting economic growth..

This Notice constitutes your invitation to participate in the above-scheduled meeting as an affected taxing district, urban renewal agency or the Idaho Department of Commerce. The public meeting will commence on or after:

11:00 a.m. Pacific Standard Time on Wednesday, June 27, 2018 in Room 2B of the Latah County Courthouse, 522 S. Adams St., Moscow, ID 83843.

If you would like to provide comments, but are unable to attend on the scheduled date and time, you may submit written comments to bocc@latah.id.us no later than **10:00 a.m. PST on June 27, 2018**. Questions about the application and proposed agreement may be directed to the Latah County Prosecutor's Office at 208-883-2246 or by email at pa@latah.id.us.

Sincerely,



Thomas C. Lamar
Chairman, Board of Latah County Commissioners

Encl.



LATAH COUNTY

APPLICATION FOR PROPERTY TAX EXEMPTION 63-602NN – CERTAIN BUSINESS PROPERTY

To be considered for this property tax exemption, a written proposal must accompany this application form. Details and guidelines for this supplemental information are provided on the attached instruction sheet.

OWNER INFORMATION

Parcel Number(s) LRM00000176100A

Legal Owner of Property Northwest River Supplies, Inc.

Property Address 1638 S Blaine St

PROPERTY INFORMATION

Project Period (construction period) Start Date 07/09/2018 Completion Date 07/09/2021

Total Value of New Project Investment (excluding land and existing improvements) \$13,000,000

New Project Investment is for	(check each that applies)	(value)
New Construction	<u>X</u>	<u>\$12,900,000</u>
Remodel of Existing Building(s)	<u>X</u>	<u>\$100,000</u>
New Personal Property	<u> </u>	<u> </u>

REQUESTED PROPERTY TAX EXEMPTION

Beginning year 2019 Number of years 5

% of new value requested to be exempt Yr 1 100% Yr 2 100% Yr 3 100% Yr 4 100% Yr 5 100%

CONTACT INFORMATION

Name Tony Mangini

Address 2009 S Main St., Moscow, ID 83843

Phone # 208-883-0811 email address tony@nrs.com

I certify to the best of my knowledge and belief that the information provided is true and correct.

Signature 

Date 05/27/2018

1. Description of project period- when construction will begin, phases if applicable, and when the construction period will end. Typically, commercial/industrial property value is assessed as of January 1. If/when applicable, an occupancy assessment also occurs for new buildings. Estimating the new value present on January 1, a completion date, and if occupancy of a new building will occur may help you plan for property taxes and what to request for exemption. The County Assessor can assist with this.

NRS plans to begin construction of additional warehouse space, and the superstructure for adjacent offices, in July 2018. Completion of the warehouse is expected by early spring 2019. A second phase of construction to finish the interior of the office space will commence in the future, with timing to be determined based on the economic health of NRS and its industry. We anticipate completion of the offices by 2021 based on current financial projections.

2. Describe nature of new investment property and amount of new investment property value. This should be described and apportioned as applicable in terms of real property new construction, real property expansion/remodel, and personal property. (building diagrams, a diagram of the parcel, or annotated aerial image may be helpful; for personal property a list or spreadsheet of items, nomenclature, number of items, and item value)

NRS will be adding warehouse and office space to the existing building at this location. The attached diagram shows how we plan to apportion the layout between the two purposes. The new construction will add approximately 75,000 square feet of warehouse space and 25,000 square feet of office facilities and retail showroom.

3. Describe the purpose of the property that comprises the new investment. For example, what will be manufactured in the facility, or what commercial/industrial purpose the property will be used for.

NRS has occupied the 1638 S Blaine St. property since 2006. It was originally acquired as additional warehouse space for our operation. Our company has maintained its corporate headquarters at the 2009 S Main property since 1983, using this facility as the primary location for all administration, marketing, sales and order fulfillment functions. Today NRS has grown to the point that our South Main location is no longer adequate for our operations. To address this problem, NRS has hired architect Jim Boudreau to design an office and warehouse expansion plan that will allow NRS to move its corporate headquarters to South Blaine. Our order fulfillment operations will move to the expanded facility as soon as the warehouse is completed, and the rest of our operations will migrate when the offices are finished (expected 2021).

Northwest River Supplies, Inc.
1638 S Blaine St Property Tax Exemption Application
63-603NN – Certain Business Property
May 22, 2018

4. Provide a list of new jobs and hourly wages and/or salaries that will result from this project. Identify jobs as full time or part time, and whether jobs are permanent, temporary, or seasonal. Below are the expected jobs to be created and approximate timeline from 2019 through 2023. NRS does hire some part-time and seasonal employees due to the seasonal nature of our industry, especially for our warehouse jobs. Typically, 85% of our employees are full-time permanent. NRS is focusing on increasing the size of our rescue and large box store accounts that can help to create more year around need for all departments of our business.

It is important to note that NRS is 100% employee-owned. Most of our employees reside in Latah County.

5. Describe any additional economic benefits to Latah County.

Expanding and remodeling the current building on South Blaine will have a positive visual impact on Moscow's east side for the benefit of residents and local businesses. The property is currently only used for inventory storage, in an area of Moscow with several businesses and high visibility. We have received comments from community members that the property looks vacant from the outside, leading to perceptions that this part of town is not doing well economically. Having the NRS corporate headquarters next to the highway with a healthy growing business would benefit the surrounding area by showing the economic health of the Moscow's east side.

Expanding the facility will also bring an economic boost to the east side as NRS moves its workforce from the South Main Street building to South Blaine. The current South Blaine building has 6 – 10 employees working daily. After the expansion, our warehouse fulfillment operation will increase the number of employees at the site to 40 – 45 per day. When the offices are completed, an additional 45 – 50 employees will work at the site, for a total of 85 – 90 employees. The increased staffing at South Blaine will bring an economic benefit to the surrounding area as NRS employees frequent local businesses, which will be more convenient from the new facility.

Finally, the success of NRS in the expanded facility will introduce significant new revenue from outside Latah County for the benefit of the local economy. 85% of NRS sales are national, and 15% international. Our ability to achieve this revenue target depends heavily on our expansion project. If we're successful, Moscow and Latah County will see increased economic activity as NRS and its employees spend and invest in the area.

6. Request a specific year for the property tax exemption to begin. Request a percentage of new investment that will be exempt. Request a number of years (up to five years) that the percentage of new investment value be exempt. (a spreadsheet may be helpful to detail the new investment value, the year(s) of the investment, and the years of the requested exemption) NRS is requesting 100% of new investment value be exempted for 5 years starting 2019. NRS expects to invest \$10,000,000 into the initial construction and an additional \$3,000,000 by 2021 to complete the project and establish our Blaine Street location as our corporate headquarters.

Northwest River Supplies, Inc.

1638 S Blaine St Property Tax Exemption Application

63-603NN – Certain Business Property

May 22, 2018

7. Describe why the 63-602NN exemption, in the amount and for the years requested, is necessary for this new investment project to occur.

NRS will finance this project primarily with debt and accumulated equity. Increasing the size of our facility is important to supporting our future growth, but it will be difficult to complete our project while servicing the debt and taking on additional expenses such as increased property taxes. Keeping NRS strong so that it can succeed into the future not only benefits its employee-owners; it benefits the community members of Latah County.

Northwest River Supplies, Inc.
1638 S Blaine St Property Tax Exemption Application
63-603NN – Certain Business Property
May 22, 2018

Attachments

Attachment A: Overhead view of 1638 South Blaine property showing approximate dimensions of future addition. Prepared by Bill Belknap in March 2017.

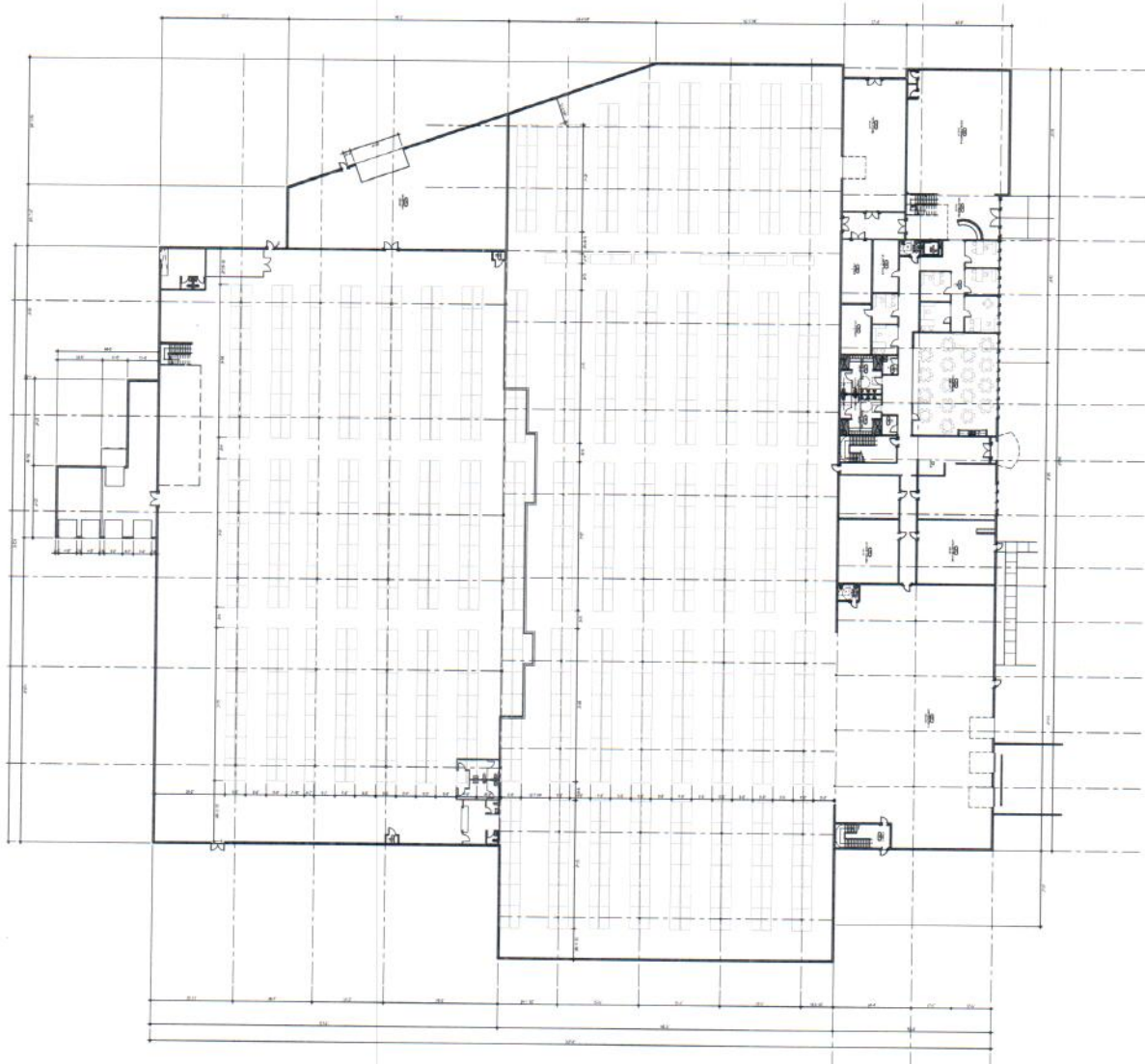
Attachment B: General floor plan for addition. Prepared by Jim Boudreau May 2018.

Attachment C: Main floor office plan for addition. Prepared by Jim Boudreau May 2018.

Attachment D: Warehouse plan for addition. Prepared by Jim Boudreau May 2018.



ATTACHMENT B



1 OVERALL FLOOR PLAN

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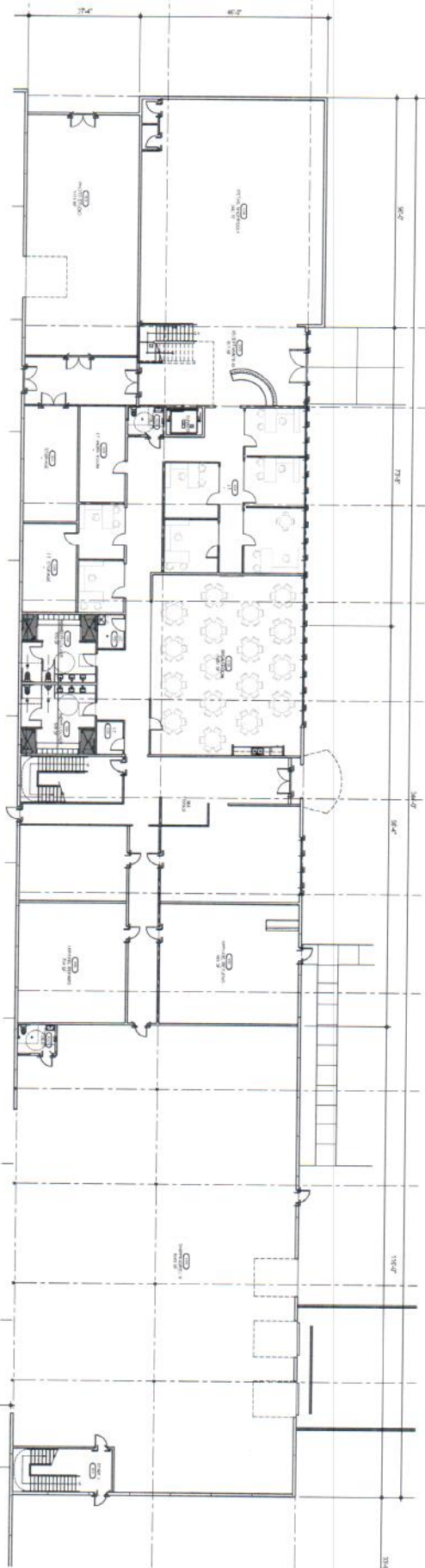
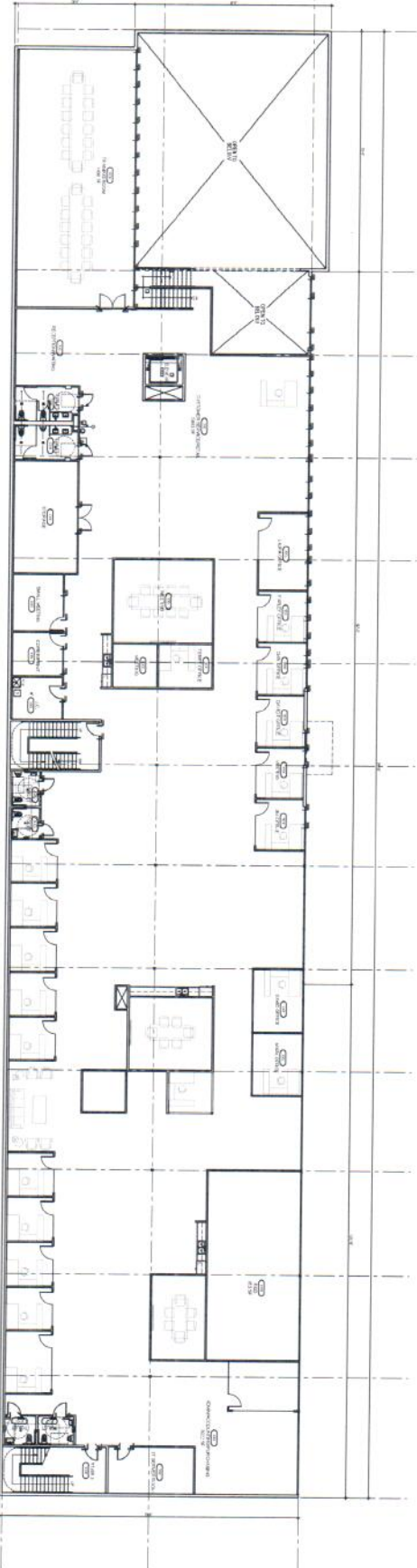
NORTHWEST RIVER SUPPLIES

RESEARCH DESIGN AND METHODS

NRS[illegible]

1. 美国人类遗传学学会
 2. 美国人类遗传学学会
 3. 美国人类遗传学学会

ATTACHMENT C



1 MAIN FLOOR OFFICE PLAN

2 SECOND FLOOR OFFICE PLAN

04/30/18 PRELIMINARY DRAWINGS

NRS	
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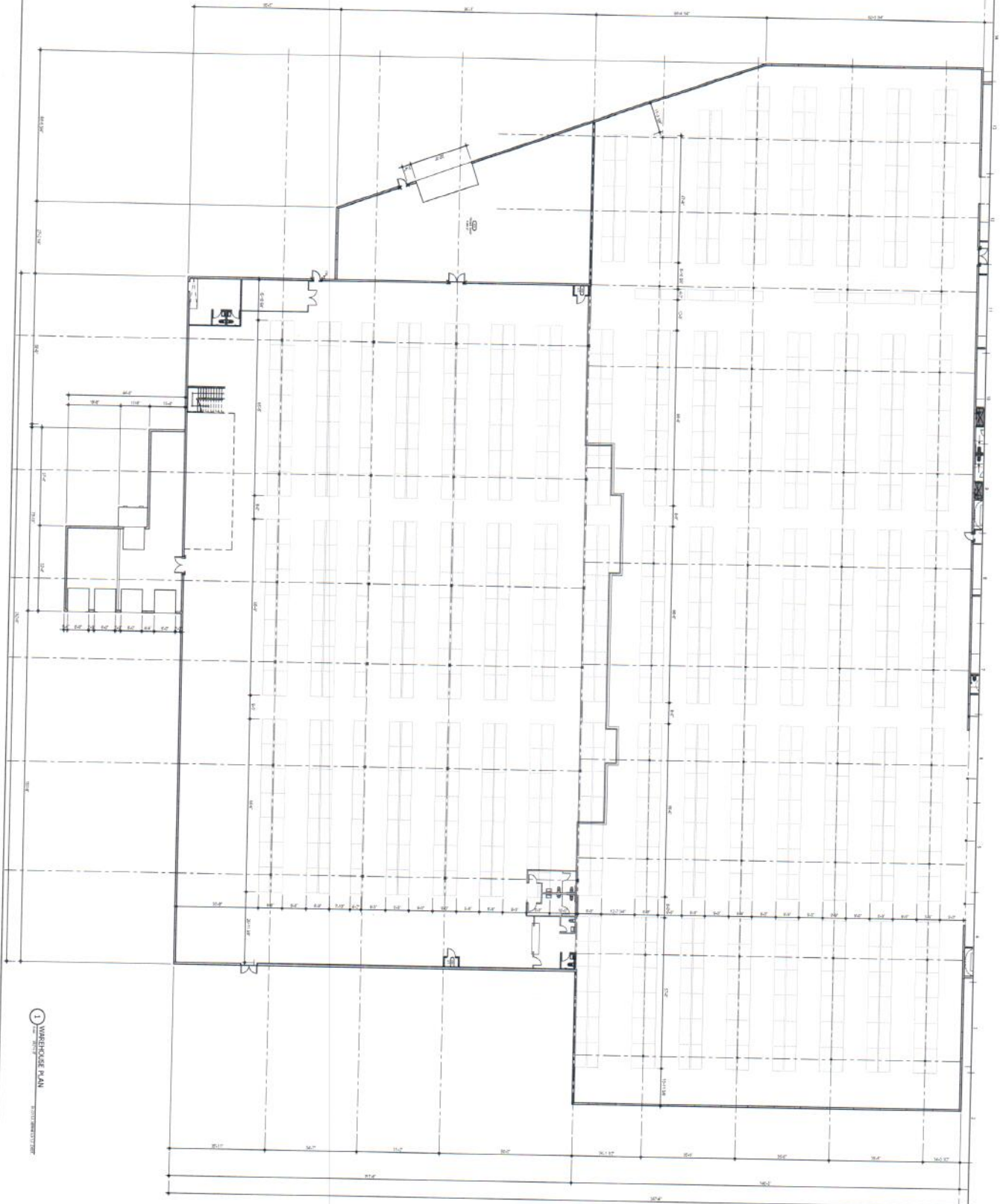
NORTHWEST RIVER SUPPLIES



PROJECT NO.	04/30/18
PROJECT NAME	NORTHWEST RIVER SUPPLIES
PROJECT LOCATION	10000 N. 100th Ave., Suite 100, Greenwood, CO 80622
PROJECT OWNER	Northwest River Supplies
PROJECT MANAGER	John Doe
PROJECT ENGINEER	John Doe
PROJECT ARCHITECT	John Doe
PROJECT CONTRACTOR	John Doe
PROJECT SCHEDULE	04/30/18
PROJECT BUDGET	\$1,000,000
PROJECT STATUS	Completed
PROJECT NOTES	See attached drawings for details.



ATTACHMENT D



1 WAREHOUSE PLAN
04-20-18

04-20-18 PRELIMINARY DRAWINGS

NO.	DESCRIPTION	DATE	BY	CHKD.
1	WAREHOUSE PLAN	04-20-18		
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10				

NORTHWEST RIVER SUPPLIES

3000 N. RIVER
MILLER, SD 57030

NRS

ARCHITECTURAL
DRAWINGS
FOR THE
WAREHOUSE
PROJECT
04-20-18

ALL WORK IS TO BE
DONE IN ACCORDANCE
WITH THE
LATEST EDITIONS OF
THE
NORTH S.D. BUILDING
CODES
UNLESS OTHERWISE
NOTED

DESIGNED BY
NORTHWEST RIVER SUPPLIES
04-20-18