



Meeting Agenda: Thursday, December 21, 2023, 7:30 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843
(A) = Board Action Item

1. **Consent Agenda (A)** - Any item will be removed from the consent agenda at the request of a member of the Board and that item will be considered separately later.
 - A. Minutes from November 16, 2023
 - B. November 2023 Payables
 - C. November 2023 Financials**ACTION:** Approve the consent agenda or take such other action deemed appropriate.
2. **Public Comment**

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.
3. **Update on the Design of the Sixth and Jackson Street Property (A)**

On September 14, 2023 the Agency entered into an Exclusive Negotiation Agreement (ENA) with Moscow Hotel, LLC, represented by Carly Lilly and George Skandalos for development of the property located on the southwest corner of Sixth and Jackson Streets. The development team will provide an update on the planning and design efforts that have occurred since execution of the agreement.

ACTION: Modify the Schedule of Performance included in the agreement or take such other action deemed appropriate.
4. **General Agency Updates – Cody Riddle**

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.



Meeting Minutes: November 16, 2023, 7:30 a.m.

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

Commissioners Present	Commissioners Absent	Staff in Attendance
Nancy Tribble, Secretary	Mark Beauchamp	Cody Riddle, Executive Director
Sandra Kelly	Steve McGeehan	Jennifer Fleischman, Clerk
Maureen Laflin		Renee Tack, Treasurer
Tom Lamar		
Alison Tompkins		

Tribble called the meeting to order at 7:32 a.m.

1. Consent Agenda (A)

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 October 19, 2023

B. October 2023 Payables

C. October 2023 Financials

Laflin moved for approval of the consent agenda as written, seconded by Lamar. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.

None.

3. Update on the Design of the Sixth and Jackson Street Property – Cody Riddle

On September 14, 2023 the Agency entered into an Exclusive Negotiation Agreement (ENA) with Moscow Hotel, LLC, represented by Carly Lilly and George Skandalos for development of the property located on the southwest corner of Sixth and Jackson Streets. The development team will provide an update on the planning and design efforts that have occurred since execution of the agreement.

George Skandalos talked to the Board about some changes they have made to the preliminary designs, one of which is that the building has been moved further to the west which has resulted in some parking changes. The pocket park will be shrunk minutely, to make room for more parking on the east side.

There were also changes to the second-floor offices layout, to create more individual offices and have less support and conference rooms. This has resulted in more leasable units, with less hallways and shared spaces. The Board asked about the possibility of renting out the conference room to outside organizations, but that would depend on logistics for access, as well as how much demand would be needed for the office occupants. The goal is to have a reception area and receptionist on the first floor in a lobby area. There will also be signs to help direct people to get to the office they are looking for. There was a discussion about the type of businesses that could make use of the second-floor office spaces.

There is currently more demand for studio and 1-bedroom apartments instead of 2-bedroom, so the developers have converted some of the 2-bedroom apartments on the upper floors to multiple 1-bedroom and studios. There will still be 2-bedroom apartments available. The restaurant space is situated on the east side of the first floor, which has the hood and exhaust capabilities included. There could be restaurants in the other first floor retail spaces, depending on what type of service is offered and what their food preparations would require. The shelled restaurant area on the first floor could either expand upstairs or to the west, to some of the other retail space.

The developers are contracted with an engineering firm to complete a geotechnical report, which is helping to solidify the budget and construction costs. The pro forma has been completed and has been turned into the bank for review. The developers are still planning to start construction in May or June of 2024. They will submit the updated parking plans to Riddle for review. Start to finish, the construction is anticipated to take about a year and a half, with a possibly completion date in January 2026.

Lamar left at 8:04 AM

4. Strategic Plan Update – Cody Riddle

The Agency's strategic plan was adopted in 2020. It established a vision, set of goals, and action strategies for implementation. This plan is set to expire in 2025 and Legacy Crossing, the lone urban renewal district in Moscow, will sunset in 2032. Staff will provide a brief summary of the existing plan and outline a draft schedule for to update it in the coming year.

Staff provided information regarding the Agency's Strategic Plan, which is set to expire in 2025. The Board will start to work on updates after the beginning of the new year. The Legacy Crossing district will expire in 2032. Riddle requested the Board members familiarize themselves with the current Strategic Plan in preparation for the updates.

5. General Agency Updates – Cody Riddle

- Staff looked into some Idaho Counties Risk Management Program (ICRMP) training options and talked about possible ways for the members to access that.
- The Board plans to meet at least once in December.

Tribble declared the meeting adjourned at 8:10 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
November 30, 2023

	<u>Total Funds</u>
ASSETS	
Cash	25,738
Investments - LGIP	2,662,364
Investments-Zions Debt Reserve	44,536
Other Assets	5,260
Land	679,420
Total Assets	<u><u>\$ 3,417,318</u></u>
LIABILITIES	
Deposits Payable	5,000
Series 2010 Bond - due within one year	37,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	121,000
Latah County payback agreement - due after one year	74,537
Total Liabilities	<u>242,537</u>
FUND BALANCES	
Net Investment in Capital Assets	521,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	2,609,049
Total Fund Balance	<u><u>3,174,781</u></u>
Total Liabilities and Fund Balance	<u><u>\$ 3,417,318</u></u>

November-23
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4910	UAVISTA 1563734669-11152023	Avista Utilities Oct'23 Electric for Legacy Property	11/02/2023	53.97
Total for Check Number 4910:				53.97
4911	UCITYMOS 15911-10312023	City of Moscow Oct'23 Utilities 6th & Jackson	11/02/2023	331.47
Total for Check Number 4911:				331.47
4912	UCITYMOS 2200001931	City of Moscow City Admin Fees Nov'23	11/09/2023	4,750.42
Total for Check Number 4912:				4,750.42
Total bills for November 2023:				\$ 5,135.86

November-23
Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4910	11/02/2023	Moscow Urban Renewal Agency	Avista Utilities		53.97
4911	11/02/2023	Moscow Urban Renewal Agency	City of Moscow		331.47
4912	11/09/2023	Moscow Urban Renewal Agency	City of Moscow		4,750.42
			Report Total:	\$ -	<u>5,135.86</u>

Steve McGeehan, Chairperson

Cody Riddle, 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.

Renee Tack, Treasurer

General Ledger
Expense vs. Budget

November-23



Account	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
	URA General Fund					
890-880-642-00	Administrative Services	\$ 57,005.00	\$ 4,750.42	\$ 9,500.84	\$ 47,504.16	16.67%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,250.00	\$ 3,750.00	25.00%
890-880-642-20	Professional Services-Auditing	\$ 5,871.00	\$ -	\$ -	\$ 5,871.00	0.00%
890-880-642-89	Professional Services	\$ 525.00	\$ -	\$ -	\$ 525.00	0.00%
890-880-644-10	Advertising & Publishing	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-668-10	Liability Insurance-General	\$ 1,950.00	\$ -	\$ 2,172.00	\$ (222.00)	111.38%
	Contractual	\$ 70,851.00	\$ 4,750.42	\$ 12,922.84	\$ 57,928.16	18.24%
890-880-631-10	Postage Expense	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
890-880-631-20	Printing and Binding	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
890-880-647-10	Travel & Meetings-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-649-10	Professional Development	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-669-10	Misc. Expense-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
	Commodities	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%

	URA General Fund - Total	\$	72,851.00	\$	4,750.42	\$	12,922.84	\$	59,928.16	17.74%
	URA Legacy District									
890-895-642-10	Professional Services-Legacy	\$	5,150.00	\$	-	\$	-	\$	5,150.00	0.00%
890-895-642-12	Land Sale Expense-Legacy	\$	2,060.00	\$	-	\$	-	\$	2,060.00	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$	1,030.00	\$	-	\$	-	\$	1,030.00	0.00%
	Contractual	\$	8,240.00	\$	-	\$	-	\$	8,240.00	0.00%
890-895-647-10	Travel & Meetings-Legacy	\$	515.00	\$	-	\$	-	\$	515.00	0.00%
890-895-652-10	Heat, Lights & Utilities	\$	4,635.00	\$	331.47	\$	385.44	\$	4,249.56	8.32%
890-895-658-51	Development Participation	\$	870,000.00	\$	-	\$	-	\$	870,000.00	0.00%
890-895-669-10	Misc. Expense-Legacy	\$	515.00	\$	-	\$	-	\$	515.00	0.00%
890-895-675-00	Fiscal Agent Trustee fees	\$	1,500.00	\$	-	\$	-	\$	1,500.00	0.00%
890-895-676-15	Latah County Reimb. Agreement	\$	5,000.00	\$	-	\$	-	\$	5,000.00	0.00%
890-895-676-17	Owner Participation Agreements	\$	63,490.00	\$	-	\$	-	\$	63,490.00	0.00%
	Commodities	\$	945,655.00	\$	331.47	\$	385.44	\$	945,269.56	0.04%
890-895-890-00	Transfer To: General Fund	\$	72,851.00	\$	-	\$	-	\$	72,851.00	0.00%
	Transfers To	\$	72,851.00	\$	-	\$	-	\$	72,851.00	0.00%
890-895-900-11	Contingency - Legacy	\$	15,000.00	\$	-	\$	-	\$	15,000.00	0.00%
	Contingency	\$	15,000.00	\$	-	\$	-	\$	15,000.00	0.00%

	URA Legacy District - Total	\$	1,041,746.00	\$	331.47	\$	385.44	\$	1,041,360.56	0.04%
890-892-790-01	Bond Principal - Legacy	\$	37,000.00	\$	-	\$	-	\$	37,000.00	0.00%
890-892-791-01	Bond Interest - Legacy	\$	6,936.00	\$	-	\$	-	\$	6,936.00	0.00%
	Debt Service - Total	\$	43,936.00	\$	-	\$	-	\$	43,936.00	0.00%
890-892-900-01	Ending Fund Bal - Assigned	\$	999,103.00	\$	-	\$	-	\$	999,103.00	0.00%
890-892-990-05	Ending Fund Bal - Restricted	\$	49,752.00	\$	-	\$	-	\$	49,752.00	0.00%
890-899-990-00	Ending Fund Bal - Unassigned	\$	190,391.00	\$	-	\$	-	\$	190,391.00	0.00%
	Ending Fund Balance - Total	\$	1,239,246.00	\$	-	\$	-	\$	1,239,246.00	0.00%
TOTAL	Moscow Urban Renewal Agency	\$	2,397,779.00	\$	5,081.89	\$	13,308.28	\$	2,384,470.72	0.56%

General Ledger
Revenue Analysis

November 2023



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
890	Moscow Urban Renewal Agency							
890-000-410-01	Property Taxes - Legacy	\$ 988,278.00	\$ 4,478.45	\$ 4,478.45	\$ 983,799.55	\$ 983,799.55	99.55%	0.45%
890-000-471-00	Investment Earnings	\$ 45,000.00	\$ 12,047.66	\$ 12,051.03	\$ 32,948.97	\$ 32,948.97	73.22%	26.78%
890-000-498-96	Transfer In: Legacy	\$ 72,851.00	\$ -	\$ -	\$ 72,851.00	\$ 72,851.00	100.00%	0.00%
890	Moscow Urban Renewal Agency	\$ 1,106,129.00	\$ 16,526.11	\$ 16,529.48	\$ 1,089,599.52	\$ 1,089,599.52	98.51%	1.49%
Revenue Total		\$ 1,106,129.00	\$ 16,526.11	\$ 16,529.48	\$ 1,089,599.52	\$ 1,089,599.52	98.51%	1.49%