Moscow City Council

Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, August 2, 2021 **7:00 PM** **Council Chambers**
206 E. Third St.

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. The meeting is open to the public but due to the continued presence of COVID-19 cases in our area, we encourage those that have not received the COVID-19 vaccination, to continue to keep 6-foot physical distance from non-household members and wear face coverings when distance is unable to be maintained. We appreciate and encourage public participation. The formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. For regular agenda items the public will usually have the opportunity for comment on that agenda item after the staff presentation. These agenda items do not include the consent agenda and reports. Please limit any remarks to three (3) minutes or less. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Citizens wishing to comment on business on the agenda may also communicate with the City Council through email (council@ci.moscow.id.us). Please note that Moscow City Council meetings are televised, videotaped and/or recorded. The meeting is streamed on YouTube and Spectrum Cable 1301. A link to stream the meeting can be found on the City website (www.ci.moscow.id.us). Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council July 19, 2021 Minutes - Laurie M. Hopkins

B. Personnel Policy Updates - Jen Pfiffner

Updates to the City of Moscow Personnel Policies continue. Discipline, Grievance, Name Clearing Sections include updates to current policies and a new proposed policy. Updates to language throughout are included in the presented drafts. A new proposed Name Clearing Policy is also included for consideration. Policy sections will continue to be presented for review. As policies are approved they will be compiled into an updated document to be implemented at one time. Timeline for completion for all policies to be updated, reviewed and approved is estimated to be completed by September 2021. This was reviewed by Administrative Committee on July 26, 2021, and recommended for approval.

ACTION: Approve the proposed personnel policies.

C. South US95 Sewer Water Extension Bid Award - Bob Buvel

This project consists of the extension of public water and sewer mains south of the S. Fork Palouse River prior to the construction of the Idaho Transportation Dept. U.S. 95 Thorn Creek Project. The goal of the project is to install approximately 1,900 linear feet of sanitary sewer main and 950 linear feet of water main along the U.S. 95 right-of-way prior to construction of the ITD project to ensure utility services are available for expected future development in south Moscow and preventing future disruption to highway traffic and expensive surface restoration in the future once the highway

project is complete.

Bids were opened on Thursday, July 8, 2021. Four bids were received, ranging from $679,671 to $1,285,543. Upon review, the apparent low bid from Western Construction was withdrawn by the bidder due to a mathematical error in their bid. Of the remaining responsive bids received, ML Albright & Sons, Inc was found to be the lowest responsive bid, with a bid total of $1,208,190.40. The full bid tabulation and the non-responsive bid letter sent to Western Construction are attached.

This was reviewed by Public Works/Finance Committee on July 26, 2021 and recommended for approval.

ACTION: Accept the low bid from ML Albright & Sons, Inc., award the contract for the bid amount of $1,208,190.40, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount.

REGULAR AGENDA

2. **Staff Recognition Report - Gary J. Riedner**
3. **Mayors Appointments (ACTION ITEM)**
4. **Public Comment and Mayor's Response Period (limit 15 minutes)**
5. **PUBLIC HEARING: City of Moscow's FY2022 Annual Budget (ACTION ITEM) - Gary J. Riedner**

   Prior to the public hearing, staff will present the proposed City of Moscow FY2022 balanced budget in the amount of $102,415,356, which was considered by the City Council at a workshop held July 12, 2021. Increase in property taxes from FY2021 include the following: a property tax levy of an estimated $5.08 per $1,000 of assessed valuation, reflecting a 3% increase, plus 90% of new construction valuation placed on the tax rolls, which is estimated at $68,869 and 90% of annexations, which is estimated at $4,292. Included for City Council consideration is the FY2022 Annual Appropriation Ordinance, and the L-2 property tax certification in the aggregate amount of $7,537,647.

   PROPOSED ACTIONS: Conduct the public hearing upon the FY2022 City of Moscow Annual Appropriation Ordinance and upon consideration of testimony presented:

   A. Approve the ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

   B. Authorize the Mayor’s execution of the L-2 property tax certification in the aggregate amount of $7,537,647; or take such other action deemed appropriate.

6. **PUBLIC HEARING: Sale of Current Police Station to University of Idaho (ACTION ITEM) - Gary J. Riedner**

   On May 21, 2019, citizens of Moscow approved the City of Moscow's proposal to issue municipal bonds to construct a new police services facility, remodel the current police facility for use as an office building, and make minor improvements to the Paul Mann Building located to the west of City Hall. On June 15, 2020, the City of Moscow purchased the Haddock Building, located at the southeast corner of Washington and Fifth Street, from Gritman Medical Park, LLC, for the price of $875,000. The purchase of the Haddock Building includes off street parking and represents significant savings over the estimated remodel costs of the current police facility. With the purchase of the Haddock Building, City Council expressed interest in selling the existing police facility since it would no longer serve the needs of the City, and was approached by representatives of the University of Idaho.

   Idaho Code Title 50, Municipal Corporations, Chapter 14, Conveyance of Property, allows a city to convey real property to another governmental entity without the requirement of holding an auction if the City Council determines it is in the city’s best interest to convey the property. The University of Idaho, which qualifies as a tax supported governmental unit per the requirements of I.C. 50-1403(4),

has transmitted a letter of intent to the City of Moscow, noting an interest to purchase the property.

On July 6, 2021, the City Council declared its intent to sell the property for the appraised value of $975,000. The City Clerk published a summary of the action and notice of a public hearing to take place August 2, 2021 in the official newspaper of the City (Moscow-Pullman Daily News). Pursuant to Idaho Code 50-1403, after the public hearing has been conducted, the City Council may declare that it is in the best interests of the City to convey the property to the University of Idaho for the appraised price of $975,000.

PROPOSED ACTIONS: After the public hearing has been conducted, declare that it is in the City's best interest to convey the current Moscow Police Station facility located at 118 E Fourth Street to the University of Idaho for the appraised value of $975,000, and authorize such conveyance, or take such other action deemed appropriate.

7. Lot Division at 2209 Shelby Lane (ACTION ITEM) - Aimee Hennrich

The applicant, Wesley Michaels**,** is requesting a lot division located at 2209 Shelby Lane**.** The existing lot is 24,325 sf in size and the applicant is proposing to divide the lot into two lots of approximately12,039 sf and 12,229sf in size. The subject property is currently vacant and is located within the Low Density, Single Family Residential Zoning District (R-1). Within the R-1 Zoning District lots are required to be no less than 9,600 square feet in size and each lot must have a minimum lot width of 80 feet. Flag lots are required to be at least 20 feet wide and no more than 150 feet long for the flag pole portion of the lot. The proposed lots meet all of the minimum standards for lots located within the R-1 Zone. This item was reviewed by the Public Works and Finance Committee on July 26, 2021 and recommended for approval.

PROPOSED ACTIONS: Approve the lot division request with no conditions; or approve the lot division request with conditions; or deny the lot division request; or take such other action deemed appropriate.

REPORTS

City Council

Mayor

Staff

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. 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 TDD 883-7019, as soon as possible so that arrangements may be made.

Moscow City Council

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, July 19, 2021 **7:00 PM** **Council Chambers**
206 E. Third St.

The meeting was called to order at 7:00 p.m.
PRESENT: Mayor Bill Lambert, Art Bettge, Sandra Kelly, Maureen Laflin, Gina Taruscio, Anne Zabala
ABSENT: Brandy Sullivan
STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Tyler Palmer, Jen Pfiffner, Alisa Anderson, Evan Timar, Dana Rand, Francisco Sanchez, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE
Councilmember Zabala led the Pledge of Allegiance.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council July 6, 2021 Minutes - Laurie M. Hopkins

B. Disbursement Report June 2021 - Sarah Banks

Staff presented the June 2021 Accounts Payable Report to Public Works / Finance Committee on July 12, 2021. The Committee received the report and approved the disbursements as presented.

ACTION: Receive the Disbursements Report for the month of June 2021.

C. Third Quarter Financial Report April 1, 2021 to June 30, 2021 for FY2021 - Sarah Banks

The financial report for the third quarter of Fiscal Year 2021 (April 1, 2021 to June 31, 2021) was presented to the Public Works / Finance Committee on July 12, 2021 and recommended for approval.

ACTION: Approve the FY2021 Third Quarter Report.

D. Indian Hills Eighth Stormwater Utility Easement Vacation - Bob Buvel

In 2010 The Indian Hills Trading Company, LLC granted a stormwater utility easement necessary to convey stormwater running off the Indian Hills Eighth Development through what would later become the Indian Hills Ninth development. Improvements installed within Indian Hills Ninth, Phase Two, replaced the conveyance structure within the subject easement rendering the easement unnecessary. This vacation releases the City of Moscow rights associated with said easement.This was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for approval.

ACTION: Approve the Indian Hills Eighth Stormwater Utility Easement Vacation.

E. State/Local Agreement – Construction – 3rd Street Safety Improvements Phase 1 and 2 - Nate Suhr / Alisa Anderson

The City applied for grants in 2017 and 2018 and was awarded both through the Local Highway Technical Assistance Council (LHTAC) under the Local Highway Safety Improvement Program (LHSIP) which is managed by LHTAC on behalf of the Idaho Transportation Department (ITD). The combined projects are located on Third Street (aka Hwy. 8) Lieuallen Street to 150' east of Lilly

DRAFT

(Phase 1) to Jackson Street (aka US Hwy. 95) Phase 2. The project will remove and replace concrete sidewalk, upgrade ADA pedestrian ramps, install curb and gutter while eliminating unused existing driveway, and include installation of LED luminaires to increase night-time visibility.

The City has been awarded $419,986 in federal funds for Phase 1 construction requiring a match of $280,474 with total project costs estimated at $496,423; in addition to a Phase 2 award of $335,410 in federal funds requiring a match of $22,199 with total project costs estimated at $361,688. Phase 1 and 2 combined total federal grant funding is $1,175,878, city match of $302,673, and total construction project costs of $1,478,551. The Moscow Urban Renewal Agency is contributing $107,750 (included in the City match listed above) to the LHSIP projects to assist with funding for the luminaires as part of their goal to improve infrastructure amenities within the Legacy Crossing District. This item was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for approval.

ACTION: Approve the State/Local Agreement(s) (Construction) and corresponding Resolution(s), Project Nos. A020(483) Key 20483 and A021(997) Key No. 21997 3rd Street Safety Improvements Phase 1 and 2.

F. Community Development Block Grant Contract - Park Improvements - Alisa Anderson / Nate Suhr

The City applied for a $225,000 Idaho Community Development Grant (ICDBG) for Public Parks Improvements from the Idaho Department of Commerce (IDOC) on September 21, 2020 and received notice of award for the full amount on November 2, 2020. The request included ADA improvements at both Mountain View Park and Indian Hills Park. The proposed combined projects will create an interconnected system of ADA available parking, pathways, and facilities that will allow full use of both parks for all members of the community. Staff anticipates the completion of both park projects in the late fall of 2021. This was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for approval.

ACTION: Approve the Community Development Block Grant Contract for the Mountain View Park and Indian Hills Park ADA Access Projects.

Bettge moved and Laflin seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Staff Recognition Report - Gary J. Riedner

Palmer described the Public Works and Services Employee of the Year program which is nominated by the employees and recognizes the people behind the scenes. Francisco Sanchez who works in the Conveyance division. He has been an impectable employee, positive attitude, and knows his impact to the city. Sanchez thanked everyone and said it was an honor to work for the public and to be selected knowing there are many colleagues that are worthy of this award. Mayor Lambert said he is a great example of an employee that makes it happen.

3. Mayors Appointments (ACTION ITEM)

Mayor Lambert put forward Olivia Sivula for appointment to the Fair and Affordable Housing Commission (FAHC). Bettge moved and Kelly seconded to approve Olivia Sivula to the FAHC. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

DRAFT

4. Public Comment and Mayor's Response Period (limit 15 minutes)

Lydia McRoberts, Director of Legislative Affairs for ASUI said she is working on voter registration and will be attending more Council meeting. If any student issues come up, she would like to work on them with the City.

5. Confirmation of Appointment of Bill Belknap as City Supervisor as of January 7, 2022 – Gary J. Riedner / Mayor Lambert

Mayor Lambert presented Bill Belknap for appointment as City Supervisor beginning January 7, 2022. He said Belknap has over 20 years of experience in local, county and state government with over 18 years at the City.

Bettge moved and Taruscio seconded to appoint Bill Belknap as City Supervisor as of January 7, 2022. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Belknap thanked the Mayor and Council for the opportunity and is humbled and honored in the trust expressed. It is his distinct pleasure to have worked with Gary for most of the years at the City and is excited for Riedner to move into his new chapter. Belknap said he has big shoes to fill but sometimes duty calls. He thanked his wife and family and looks forward to continue working with his coworkers at the City. He is excited to continue and build upon on the great example of service, excellence and commitment Riedner has demonstrated over the last 27 years as City Supervisor.

6. Amendment to City Code to Address Management Reorganization (ACTION ITEM) – Gary J. Riedner / Mia Bautista

The City, as a municipal corporation of the State of Idaho, has the authority to exercise all powers and perform all functions of local self-government in City affairs that are not in conflict with the general laws or the constitution of the State of Idaho.

On October 7, 2019 the City Council passed Resolution 2019-19 authorizing the implementation of the reorganization management model and directed staff to prepare ordinance revisions to align with said model, which included the creation of new positions, along with the elimination of specific positions. More specifically, the new management model was implemented to aid the City Supervisor in providing effective oversight of the entirety of the City Operations. The reorganization created four operational groups, with the City Supervisor maintaining and continuing to provide overall administration and oversight. The reorganized management model is intended to be a framework which supports the efficient use of increasingly scarce public resources by encouraging teamwork and aligning collaborative interests, thereby creating greater opportunities for the City to move forward into the future. This proposed ordinance revision addresses the changes approved by Council in 2019, and makes additional job description and job position changes that are in line with the reorganization. This was reviewed by the Administrative Committee on July 12, 2021 and recommended for approval.

The Titles and Chapters that are impacted by the new reorganization model and are incorporated in the proposed ordinance are as follows:
Title 1, Chapter 1
Title 2, Chapters 3, 9, 11, 12, 13, and new chapter 14
Title 3, Chapters 11 and 14
Title 4, Chapters 1, 3, 5, and 7
Title 5, Chapters 1, 3, 11, 12, 13, 15, 16 17, and 18
Title 6, Chapters 1 and 2
Title 7, Chapters 9 and 11
Title 10, Chapters 14 and 17

DRAFT

PROPOSED ACTIONS: Review the proposed draft ordinance and approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

Riedner introduced the item as written above and described the four distinct work groups the reorganization creates. Council passed and approved a resolution authorizing staff to move to the new management style in October 2019. The Mayor and City Council is not seeding any authority to staff that isn't already in place by ordinance or law. The City Supervisor and deputy's meet regularly to discuss city-wide operational policy which allows the City Supervisor to take some task issues and move them to deputies which in turn allows the City Supervisor to focus on mayor/council relations and general oversight of operations. There are references throughout the City Code to positions that are no longer in the management organization. Mayor Lambert said succession was a large discussion when talking about the reorganization. The only change to the model since 2019 was the shift of Information Systems to Administration, Finance and Public Safety Group.

Zabala felt the City is already reaping the benefits and can see that in the succession of the City Supervisor position. She was pleasantly surprised the City Council and Commissions were added to the chart. Zabala moved to approve the ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary. Kelly seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert read Ordinance 2021-09:
AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 1, CHAPTER 1, TITLE 2, CHAPTERS 3, 9, 11, 12, AND 13, TITLE 3, CHAPTERS 11 AND 14, TITLE 4, CHAPTERS 1, 3, 5, AND 7, TITLE 5, CHAPTERS 1, 3, 11, 12, 13, 15, 16, 17, AND 18, TITLE 6, CHAPTERS 1 AND 2, TITLE 7, CHAPTERS 9 AND 11, AND TITLE 10, CHAPTERS 14 AND 17; PROVIDING FOR THE ADDITION OF CHAPTER 14 TO TITLE 2; PROVIDING FOR THE REORGANIZED MANAGEMENT MODEL; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

7. Recommendation to Declare Certain Past Due Utility Bills Uncollectable and Reinstate Collection Policies (ACTION ITEM) – Gary J. Riedner

In April, 2020, in response to the COVID-19 pandemic, the City suspended certain past-due utility billing collection practices, including assessing of late fees and water shut-off procedures. These practices were suspended to provide relief to utility billing customers who were suffering financial hardship because of the effects of the pandemic. In the interim since April 2020, the City has implemented new enterprise-wide financial software, and on February 16, 2021 the City Council adopted Resolution 2021-01, which implemented a revised utility billing procedure, which placed the responsibility for payment of utility bills on the owner of the property being served by the utility. This revised utility billing procedure was implemented for the March, 2021 billing cycle.

Staff is requesting authorization to declare past due utility bills for billing periods prior to the March, 2021 billing cycle as uncollectable, as described in the attached memo from the City Supervisor. Declaring such past-due utility bills uncollectable provides relief to some utility customers from the effects of the pandemic. Staff is also requesting authorization to return to the practices of assessing late fees and shut-off procedures to assist in collection of past-due utility bills. This was reviewed by the Public Works/Finance Committee on July 12, 2021 and recommended for approval.

DRAFT

PROPOSED ACTIONS: Authorize declaring past due utility bills for billing periods prior to the March, 2021 billing cycle as uncollectable, as described in the attached memo from the City Supervisor, and to return to the practices of assessing late fees and shut-off procedures to assist in collection of past-due utility bills, or take such other action deemed appropriate.

Riedner introduced the item as written above adding the amount of unpaid, past due utility bills incurred prior to March 2021 billing cycle totals $143,054 and is not in privity of contract with the property owners. If declared uncollectable, it would coincide with the revised utility billing procedure which was implemented for the March, 2021 billing cycle. Residential customers total 61.5% of the total. The sewer utility will have the highest amount of revenue loss at $62,622, 43.8% of the total.

Lambert asked if anyone from the public wanted to comment. No one spoke up.

Riedner said staff has been following council direction and not collecting past dues. Laflin said she is in support. It helped citizens when they needed it. The amount of time it would take City staff to collect money from individuals the City has no information on would be ridiculous. It is prudent on both levels of helping people and being fiscally responsible.

Taruscio would like to know how many residents this helped. Kelly is in favor of this and feels bad those that struggled and yet still made payments. She recognized and thanked those that went out of their way to pay their bill.

Zabala would also like information such as a breakdown of SFH as renters versus owners; young versus old. She appreciates this will be offset by revenues for the current year.

Bettge moved to authorize declaring past due utility bills for billing periods prior to the March, 2021 billing cycle as uncollectable, as described in a memo from the City Supervisor, and to return to the practices of assessing late fees and shut-off procedures to assist in collection of past-due utility bills. Kelly seconded. Zabala added this is the right thing to do and the right time to go back to normal practices. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Moscow Urban Renewal Agency – Bettge said the Agency sold two more lots in Alturas. There was a reduction in price on one lot that has had difficulty in construction due to topography.

Moscow Volunteer Fire Department – Bettge said the Department discussed updates to the Lexipole program, policies and procedures and establishing quantifiable metrics for keeping volunteers in good status.

Palouse Knowledge Corridor – Zabala reported the executive director position is open.

Moscow Pathways Commission – Kelly said the Commission is planning for the annual bike tour.

Transportation Commission – Taruscio reported the Commission discussed shared mobility and geofencing and intra-city transit between Moscow and Pullman;

Mayor

Mayor Lambert said the budget workshop was last week and the public hearing is on August 2, 2021. Rendezvous in the Park takes place July 24 and a Cal Ripken regional tournament begins Thursday with 7 teams from four states. It will be a great time to showcase the playfields and the city.

DRAFT

Staff

No report.

ADJOURN

It was moved, seconded and mutually agreed upon to adjourn at 7:59 p.m.

_____

Bill Lambert, Mayor

ATTEST:

_____

Laurie M. Hopkins, City Clerk

DRAFT

CITY COUNCIL STAFF REPORT

DATE: Monday, August 2, 2021

AGENDA ITEM TITLE

Personnel Policy Updates - Jen Pfiffner

RESPONSIBLE STAFF

Jen Pfiffner, Deputy City Supervisor - Culture, Recreation and Employee Services

REVIEWED BY

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

Updates to the City of Moscow Personnel Policies continue. Discipline, Grievance, Name Clearing Sections include updates to current policies and a new proposed policy. Updates to language throughout are included in the presented drafts. A new proposed Name Clearing Policy is also included for consideration.

Policies Proposed and Approved to Date
Hiring
Compensation & Benefit Structure
Telecommuting
Leave
Time & Attendance
Pay

Currently Under Consideration
Discipline
Grievance
Name Clearing

Policies Updates Under Development for Future Council Review
Conduct
Performance
Work Status
Rules (i.e. cell phones in vehicles, social media, etc.)

Policy sections will continue to be presented for review. All policies are vetted by the Executive Team, Department Heads, Risk Management, Legal, and the Employee Advisory Committee prior to presentation to the City Council. Policies will be implemented as a full document once all sections are completed. Timeline for completion for all policies to be updated, reviewed and approved is estimated to be completed by September 2021.

This was reviewed by Administrative Committee on July 26, 2021, and recommended for approval.

STAFF RECOMMENDATION

Approve the proposed personnel policies.

PROPOSED ACTIONS

ACTION: Approve the proposed personnel policies.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Discipline Grievance Name Clearing

EMPLOYEE DISCIPLINE

The Employee Discipline Policy provides the process and progressive measures to address misalignment between employees' workplace actions and the City's standards of conduct and job performance as documented within the City of Moscow Personnel Policy Manual. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.

The following framework guides the progressive steps to be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, up to and including termination of employment. In addition, nothing contained herein is intended to change the at-will nature of the employment for those employees identified as at-will in the City of Moscow Personnel Policies - Employee Classification Policy. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. The City may take any of the prescribed steps, in any order, when a supervisor deems an action of the employee is serious enough to warrant a certain step.

Step 1: Counseling and Verbal Warning
Step 1 is intended to provide an opportunity for the immediate supervisor to bring attention to the existing performance or conduct issue. The supervisor will discuss the nature of the problem or the violation of City's policies with the employee. The supervisor will clearly describe performance and/or conduct expectations, support the supervisor will provide to assist the employee in improving their performance and/or conduct, and steps the employee must take to resolve the problem. This session is documented in the City of Moscow Counseling and Verbal Warning Form included with this policy and available from Human Resources.

Step 2: Written Warning
A written warning involves more-formal documentation of the performance or conduct issues and consequences. At Step 2, the immediate supervisor and department head or manager will meet with the employee to review the issue, and any prior relevant corrective action plans as appropriate. The immediate supervisor will outline the consequences for the employee's continued failure to meet performance or conduct expectations, as well as the support the supervisor will provide to assist the employee in successfully correcting the conduct issue. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken. This step is documented in the City of Moscow Written Warning Form included in this policy and available from Human Resources.

Step 3: Suspension and Final Written Warning
Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. Suspensions that are recommended as part of the normal sequence of the progressive discipline

policy and procedures are subject to approval from the immediate supervisor, department head or manager, Human Resources - Deputy City Supervisor, and the City Supervisor.

This step requires a memo documenting the specific performance or conduct issue(s), including documentation of all prior verbal and written disciplinary actions taken to address the performance issues. The memo and accompanying documentation shall be sent to Human Resources for review, followed by review and approval by the City Supervisor. Human Resources will provide the employee and supervisor with the written notice of suspension.

Step 4: Recommendation for Termination of Employment

The most serious step in the progressive discipline process is a recommendation to terminate employment. The City of Moscow will generally follow the progressive nature of this policy by first providing counseling, a written warning, issuing a final written warning, or suspending the employee from the workplace, before proceeding to a recommendation to terminate employment. In cases of serious misconduct or any time a supervisor determines it is necessary (including by example, but not limited to, a major breach of policy, safety violation, or violation of law), the City reserves the right to escalate disciplinary actions, up to and including immediate suspension and/or termination, depending on the circumstances of each situation and the nature of the offense.

Recommendations to terminate employment must be approved by the immediate supervisor, department head or manager, Human Resources - Deputy City Supervisor and City Supervisor.

Notices of termination are developed by Human Resources to provide for proper liability review.

Process

1) If an employee is not meeting City standards of conduct or performance, the employee's supervisor should take the following actions:
    i. Meet with the employee to discuss the matter.
    ii. Inform the employee of the nature of the problem, facts which support the concern support or coaching to be provided to the employee and the action the employee is expected to take to correct the issue.
    iii. Complete a Coaching Form that includes the date the discussion is held, supervisor and employee names, issue with date of occurrence, and coaching the supervisor agrees to provide and corrective actions expected.
    iv. Maintain form for future reference if needed.
2) If there is a second occurrence, the supervisor should meet again with the employee to provide further feedback taking the following actions:
    i. Meet with the employee to discuss the matter.
    ii. Inform the employee of the nature of the problem, facts which support the concern support or coaching to be provided to the employee and the action the employee is expected to take to correct the issue.

iii. Issue a memo to the employee to serve as a formal written reprimand to include the following:
- Summary of first occurrence as outlined in the original Coaching Form.
- Summary of second occurrence, including the date the discussion is held, supervisor and employee names, issue with date of occurrence, and coaching the supervisor agrees to provide and corrective actions expected.
- Consequences if corrective action is not followed by employee including more severe disciplinary action, and, if appropriate, termination.

3) If there are additional occurrences:
   i. The supervisor or department head should confer with the City Supervisor and Human Resources Department to take one or more of the following action(s), depending on the situation and severity of the conduct:
   - Issue an additional written reprimand or warning; or
   - Suspend the employee with or without pay for up to five working days; or
   - Suspend the employee with or without pay indefinitely and recommend termination; or
   - Other such action as deemed appropriate.

4) The Human Resources Director under usual circumstances should review and approve a recommendation for termination before any final action is taken. An employee who believes that discipline received is too severe or who disagrees with the reason(s) for the discipline, may utilize the **GRIEVANCE PROCEDURE**. The associated **GRIEVANCE PROCEDURE** is not available to an employee recommended for **TERMINATION**.

DRAFT

COUNSELING & VERBAL WARNING

Date: _____

Employee: _____

Title: _____

Supervisor: _____

Title:

Issue:
Expectations of Employee:
Employee Corrective Action:
City Provided Support:

Form to be reviewed and approved by Human Resources prior to being shared with employee.

DRAFT

WRITTEN WARNING

Date:

Employee:

Title:

Supervisor:

Title:

Deputy City Supervisor

Issue:
Previous instances or discussions regarding the issue:

DRAFT

Expectations of Employee:
Employee Corrective Action:
City Provided Support:
Consequences to Follow:

Form to be reviewed and approved by Human Resources prior to being shared with employee.

DRAFT

EMPLOYEE GRIEVANCE

An employee grievance is any complaint, problem or concern of an employee regarding their workplace, job or coworker relationships. The grievance procedure is not available to an employee in the introductory period, an employee recommended for termination, or to an employee selected for layoff.

Grievance topics may include, but are not limited to:

- Workplace harassment
- Discrimination
- Health and safety
- Supervisor conduct
- Adverse changes in employment conditions

Employees are encouraged to talk to each other to resolve their problems; this includes issues involving direct supervisors. When this isn't possible, employees may file a grievance in the following ways:

- Complete and submit a grievance form directly to their immediate supervisor.
- When the issue involves the supervisor, complete and submit a grievance form directly to Human Resources.
- If the grievance involves Human Resources, complete and submit a grievance form directly to the City Attorney or City Supervisor.

Grievances should be filed within five days of the occurrence of the action, incident, or event that is the subject of the grievance.

The investigation of formal grievances is conducted by Human Resources, unless a conflict exists, and can include, but is not limited to, the following:

- Review of the grievance form.
- Discussion with the employee to ensure the matter is completely understood.
- Investigate the matter or ask for the help of an investigator when needed.
- Where appropriate, organize mediation procedures (e.g. arranging a formal meeting).
- Keep employees informed throughout the process.
- Communicate the formal decision to all employees involved.
- Take actions to ensure compliance with the formal decision.
- Deal with appeals by gathering more information and investigating further.
- Keep accurate records.
- Provide a copy of the grievance to the employee, supervisor, or other party who face allegations within the formal grievance.

DRAFT

This procedure may vary according to the nature of a grievance. For example, if an employee is to have engaged in acts of racial discrimination, the City will begin disciplinary procedures.

In addition, employees are encouraged to consult with their supervisor and/or Human Resources on an informal basis regarding employee complaints or disputes.

A final decision on grievances will not be precedent-setting or binding on future grievances unless they are officially adopted in writing as City policy. When appropriate, the final decision will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in confidence, to the greatest extent possible, while allowing for a thorough investigation of the circumstances involving the grievance. Supervisors and department heads who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who can supply necessary background information or advice.

Time spent by employees in grievance discussions during their normal working hours will be considered hours worked for pay purposes.

Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper use if an employee raises grievances in bad faith, solely for the purposes of delay or harassment, or repeatedly raises meritless grievances (i.e., those which do not result in a change of policy or in discipline). Implementation of the grievance procedure by an employee does not limit the right of the City to proceed with any disciplinary action which would otherwise be proper.

The City may, at its discretion, refuse to proceed with any complaint it determines is not appropriate under this policy.

Process

1) An appropriate grievance for this grievance procedure is defined as a current employee's expressed dissatisfaction concerning any interpretation or application of a policy relating to employee conduct or performance by the City Council, supervisors, or other employees. Examples of matters which may be considered appropriate under this policy include:
    i. A belief that City policies, practices, rules, regulations, or procedures (including discipline) have been applied in a manner detrimental to an individual employee;
    ii. Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
    iii. Alleged discrimination because of race, color, gender, age, religion, national origin, marital status, disability, or sexual orientation; and
    iv. Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, holidays, or salary.

DRAFT

2) An employee should notify the Human Resources Director, in five (5) working days, of any grievance considered appropriate for processing under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances.
3) The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances should be fully processed until the employee is satisfied with the result or the employee fails to file a timely appeal or the employee exhausts the right of appeal. A decision becomes binding on all parties whenever an employee fails to file a timely appeal or when a decision is made in step three.
4) Employees who feel they have an appropriate grievance should proceed as follows:
    i. Step One - Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then it is permissible to proceed directly to Step Two. The supervisor is to investigate the grievance, attempt to resolve it, and notify the employee of a decision within five working days. The supervisor shall prepare a written and dated summary of the grievance and proposed resolution for record-keeping purposes.
    ii. Step Two - Appeal the decision to the department head, if dissatisfied with the supervisor's decision, or initiate the procedure with the department head if Step One has been bypassed. Such an appeal or initial complaint must be made within five working days using a standard written form provided for this purpose. The supervisor's version of the grievance and decision will then be submitted using a standard written form. The department head will, within ten working days from the date the complaint is made, confer with the employee, the supervisor, and any other persons considered appropriate; investigate the issues; and communicate a decision in writing to all parties involved.
    iii. Step Three - Appeal an unsatisfactory department head decision to the City Supervisor. The procedures to be followed in step three are the same as those in Step Two. The City Supervisor will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision within ten working days.

DRAFT

GRIEVANCE FORM

Date:

Employee:

Title:

Supervisor:

Title:

Deputy City Supervisor

☐	I have reviewed the City of Moscow Personnel Policies - Grievance Policy

Action or conduct (with dates) constituting the violation (i.e., what happened)?
Please note the written law, rule, policy and/or procedure violated.
May attach additional pages…

Informal Resolution – what steps have been taken to address this issue prior to submitting a formal grievance?
May attach additional pages…

The resolution or remedy sought:
May attach additional pages…

Employee Signature: _____

Human Resources Date Received: _____

DRAFT

OPPORTUNITY TO BE HEARD
ASSERTIONS OF UNLAWFUL DISCRIMINATION AND RETALIATION AND "NAME-CLEARING HEARING"

All employees are at-will employees. At-will employees may experience adverse consequences such as unlawful discrimination or retaliation based on allegations of dishonesty, immorality or criminal misconduct. A public employee who is demoted with a reduction in pay or terminated from employment based on such allegations has a Constitutional right to a name-clearing hearing when one is requested.

It is unlawful to discriminate or retaliate based on age, sex, race, religion, national origin, or disability when not a bona fide occupational qualification. The City does not condone discrimination on the basis of the foregoing. It is unlawful to retaliate against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an investigation of such charges.

Failure to pursue the opportunity to be heard at a name-clearing hearing procedure constitutes a waiver of this right.

Issues involving job performance or employee attitude, which do not include allegations of discrimination, retaliation, dishonesty, immorality, or criminal misconduct, are not the proper subject of a name-clearing hearing and will not be heard.

After the hearing, the City Supervisor will consider the information submitted and any other pertinent information in the City's records. The City Supervisor will then issue a written decision concerning the employee's allegations and will include the reasons for the City Supervisor's determination.

Process

1) Within fourteen (14) days of his/her termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation, or the basis for entitlement to a name-clearing hearing, stating particularly the basis for the requested hearing. Written allegations that are untimely submitted or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.
2) An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name–clearing hearing, will meet with the City Supervisor. The hearing will not exceed one (1) hour in duration.
3) Minutes of the hearing may be made and maintained as part of the personnel record.
4) The employee's supervisor may provide a brief written statement at least twenty-four (24) hours prior to the hearing in response to the charges. The City Supervisor may require the employee's supervisor to participate in the hearing.
5) The employee will be provided an opportunity to present evidence upon which the claims are based.

DRAFT

6) The City Supervisor may ask questions during this process.
7) The employee may question participants during this process.
8) The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing.

DRAFT

COMMITTEE STAFF REPORT

DATE: Monday, August 2, 2021

RESPONSIBLE STAFF

Bob Buvel

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

South US95 Sewer Water Extension Bid Award - Bob Buvel

DESCRIPTION

This project consists of the extension of public water and sewer mains south of the S. Fork Palouse River prior to the construction of the Idaho Transportation Dept. U.S. 95 Thorn Creek Project. The goal of the project is to install approximately approximately 1,900 linear feet of sanitary sewer main and 950 linear feet of water main along the U.S. 95 right-of-way prior to construction of the ITD project to ensure utility services are available for expected future development in south Moscow and preventing future disruption to highway traffic and expensive surface restoration in the future once the highway project is complete.

Bids were opened on Thursday, July 8, 2021. Four bids were received, ranging from $679,671 to $1,285,543. Upon review, the apparent low bid from Western Construction was withdrawn by the bidder due to a mathematical error in their bid. Of the remaining responsive bids received, ML Albright & Sons, Inc was found to be the lowest responsive bid, with a bid total of $1,208,190.40. The full bid tabulation and the non-responsive bid letter sent to Western Construction are attached.

This was reviewed by Public Works/Finance Committee on July 26, 2021 and recommended for approval.

STAFF RECOMMENDATION

Recommend acceptance of the low bid from ML Albright & Sons, Inc., award the contract for the bid amount of $1,208,190.40, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount.

PROPOSED ACTIONS

ACTION: Accept the low bid from ML Albright & Sons, Inc., award the contract for the bid amount of $1,208,190.40, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount.

FISCAL IMPACT

Funding for the project will be expended from Sewer Capital Projects line item 330-330-60-770-45 Sewer Main Program and Water Capital Projects Line item 320-320-70-770-73 - Improvements- Water Lines. Expenditures of $947,368.60 from Sewer Capital, $260,821.80 from Water Capital plus an additional 10% allocated for possible change orders will fund the contract with ML Albright & Sons, Inc. for the construction of project. There are adequate Sewer and Water Capital Fund Balances to fund the additional cost increase presented in the accepted bid.

PERSONNEL IMPACT

City staff will administer the construction contract and inspection.

ATTACHMENTS

1. South US95 SewerWater Extenstion Bid Tabulation
2. ConstructionAgreement-South US95 Sewer Water Extension_final
3. Western Construction Non-Responsive Bid Letter

South US95 Sewer Water Ext. Bid Tabulation
Bids Opened 07/8/2021

				Engineers Estimate		Bid From: ML Albright & Sons		Bid From: Germer Construction		Bid From: S&L Underground, Inc.		Bid From: Western Construction	
Item No.	**Item Description**	**Qty.**	**Unit**	**Unit Price**	**Amount**	**Price**	**Total**	**Price**	**Total**	**Price**	**Total**	**Price**	**Total**
1	**Removals**												
SP1.1	Remove and Dispose of Bituminous Surface	414	SY	$10.00	$4,140.00	$6.65	$2,753.10	$28.00	$11,592.00	$12.00	$4,968.00	$30.00	$12,420.00
SP1.2	Remove and Reinstall Chain-link Fence	1	LS	$5,000.00	$5,000.00	$1,000.00	$1,000.00	$4,800.00	$4,800.00	$10,000.00	$10,000.00	$1,600.00	$1,600.00
SP1.3	Remove and Dispose of Trees	1	LS	$15,000.00	$15,000.00	$9,800.00	$9,800.00	$12,750.00	$12,750.00	$10,000.00	$10,000.00	$9,000.00	$9,000.00
2	**Water**												
SP2.1a	12-Inch C900 Water Pipe (Class D Backfill)	339	LF	$150.00	$50,850.00	$124.20	$42,103.80	$95.00	$32,205.00	$135.00	$45,765.00	$65.00	$22,035.00
SP2.1b	16-Inch C900 Water Pipe (Class D Backfill)	783	LF	$180.00	$140,940.00	$123.00	$96,309.00	$134.00	$104,922.00	$160.00	$125,280.00	$75.00	$58,725.00
SP2.2	6-Inch Ductile Iron Water Pipe (Class D Backfill)	23	LF	$110.00	$2,530.00	$83.65	$1,923.95	$61.00	$1,403.00	$115.00	$2,645.00	$230.00	$5,290.00
SP2.3a	12-Inch Butterfly Valve	3	EA	$4,000.00	$12,000.00	$2,735.50	$8,206.50	$2,809.00	$8,427.00	$3,500.00	$10,500.00	$4,300.00	$12,900.00
SP2.3b	16-Inch Butterfly Valve	4	EA	$5,000.00	$20,000.00	$4,610.00	$18,440.00	$4,704.00	$18,816.00	$5,300.00	$21,200.00	$6,400.00	$25,600.00
SP2.4	Hydrant with Tee and 6-Inch Gate Valve	2	EA	$10,000.00	$20,000.00	$6,384.00	$12,768.00	$7,800.00	$15,600.00	$10,000.00	$20,000.00	$8,400.00	$16,800.00
SP2.5	Connect to Existing Main	1	EA	$1,000.00	$1,000.00	$3,604.00	$3,604.00	$3,800.00	$3,800.00	$8,000.00	$8,000.00	$10,000.00	$10,000.00
	Sanitary Sewer												
SP3.1	Sanitary Sewer Manhole (4’ Dia. 5’ Depth)	8	EA	$4,000.00	$32,000.00	$7,000.00	$56,000.00	$3,950.00	$31,600.00	$9,500.00	$76,000.00	$8,500.00	$68,000.00
SP3.2	Sanitary Sewer Manhole Add. Depth (4’ Dia. 5’)	117	VF	$100.00	$11,700.00	$120.15	$14,057.55	$585.00	$68,445.00	$400.00	$46,800.00	$1.00	$117.00
SP3.3a	15-Inch PVC Sanitary Sewer (Class D; Depth <12’)	800	LF	$180.00	$144,000.00	$373.75	$299,000.00	$325.00	$260,000.00	$193.00	$154,400.00	$100.00	$80,000.00
SP3.3b	15-Inch PVC Sanitary Sewer (Class C; Depth <12’)	252	LF	$170.00	$42,840.00	$228.20	$57,506.40	$300.00	$75,600.00	$154.00	$38,808.00	$90.00	$22,680.00
SP3.4	12-Inch PVC Sanitary Sewer (Class D; Depth <12’)	460	LF	$160.00	$73,600.00	$395.40	$181,884.00	$315.00	$144,900.00	$182.00	$83,720.00	$100.00	$46,000.00
SP3.5	8-Inch PVC Sanitary Sewer (Class D; Depth <12’)	309	LF	$150.00	$46,350.00	$270.00	$83,430.00	$300.00	$92,700.00	$175.00	$54,075.00	$100.00	$30,900.00
SP3.6	16-Inch C905 Sanitary Sewer (Class C)	122	LF	$200.00	$24,400.00	$468.00	$57,096.00	$150.00	$18,300.00	$210.00	$25,620.00	$100.00	$12,200.00
SP3.7	6-Inch PVC Sanitary Sewer	30	LF	$160.00	$4,800.00	$434.45	$13,033.50	$45.00	$1,350.00	$425.00	$12,750.00	$70.00	$2,100.00
SP3.8a	Sanitary Sewer Pipe Additional Depth Class D	9184	S.F.	$10.00	$91,840.00	$7.65	$70,257.60	$20.00	$183,680.00	$18.00	$165,312.00	$1.00	$9,184.00
SP3.8b	Sanitary Sewer Pipe Additional Depth Class C	1620	S.F.	$5.00	$8,100.00	$5.10	$8,262.00	$16.00	$25,920.00	$10.00	$16,200.00	$1.00	$1,620.00
SP3.9	Sanitary Sewer Stream Crossing	1	LS	$15.00	$15,000.00	$9,600.00	$9,600.00	$28,390.00	$28,390.00	$60,000.00	$60,000.00	$30,000.00	$30,000.00
SP3.10	Sanitary Sewer 16-Inch Gate Valve	1	EA	$15,000.00	$15,000.00	$8,975.00	$8,975.00	$8,400.00	$8,400.00	$12,000.00	$12,000.00	$20,000.00	$20,000.00
	Roadway												
SP4.1	1/2" Superpave HMA Pavement	90	TON	$200.00	$18,000.00	$187.00	$16,830.00	$332.00	$29,880.00	$150.00	$13,500.00	$250.00	$22,500.00
	MISC												
SP5.1	Erosion Control	1	LS	$2,000.00	$2,000.00	$24,400.00	$24,400.00	$18,380.00	$18,380.00	$100,000.00	$100,000.00	$40,000.00	$40,000.00
SP5.2	Traffic Control	1	LS	$10,000.00	$10,000.00	$12,000.00	$12,000.00	$12,560.00	$12,560.00	$38,000.00	$38,000.00	$20,000.00	$20,000.00
SP5.3	Mobilization	1	LS	$63,700.00	$63,700.00	$98,950.00	$98,950.00	$64,000.00	$64,000.00	$130,000.00	$130,000.00	$100,000.00	$100,000.00
				TOTAL	**$874,790.00**	**TOTAL**	**$1,208,190.40**	**TOTAL**	**$1,278,420.00**	**TOTAL**	**$1,285,543.00**	**TOTAL**	**$679,671.00**

CONSTRUCTION AGREEMENT FOR SOUTH US95 SEWER/WATER EXTENSION BETWEEN CITY OF MOSCOW, IDAHO AND M.L. ALBRIGHT & SONS, INC.

THIS CONSTRUCTION AGREEMENT FOR SOUTH US95 SEWER/WATER EXTENSION BETWEEN CITY OF MOSCOW, IDAHO, AND M.L. ALBRIGHT & SONS, INC. (hereinafter "Agreement"), dated this ____ day of _____, 2021, by and between City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter "CITY"), and M.L. Albright & Sons, Inc., 682 Lapwai Road, Lewiston, Idaho, 83501 (hereinafter "CONTRACTOR"):

W I T N E S S E T H :

WHEREAS, pursuant to the invitation of CITY, extended through an "Invitation to Bid" see Attachment 'A', CONTRACTOR submitted a Bid Proposal containing an offer invited by said invitation; and

WHEREAS, CITY has determined that said offer was the lowest responsive Bid Proposal; and

WHEREAS, CITY has accepted CONTRACTOR's Bid Proposal;

NOW THEREFORE, the Parties to this Agreement, in consideration of the mutual covenants and stipulations set out, agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

The Contract Documents which comprise the entire Agreement between CITY and CONTRACTOR concerning the work to be performed, are this Agreement, pages one (1) through six (6), and the following:

1. Drawings, Specifications and Proposal, Attachment 'A' for: South US95 Sewer/Water Extension**,** City of Moscow Project No. 117-019 consisting of 140 pages;
2. Bid Proposal of CONTRACTOR, dated July 8, 2021, see Attachment 'B', consisting of 12 pages;
3. Performance and Payment Bonds and Insurance Certificates;
4. Addenda, if applicable, Attachment 'C', consisting of 5 pages; and
5. Change Orders, which may be delivered or issued after the effective date of this Agreement.

There are no Contract Documents other than those listed in Article 1. This Agreement may only be amended by change order as provided in the General Conditions of Attachment 'A'.

ARTICLE 2.
WORK

CONTRACTOR shall complete the entire work as specified, indicated and required under the Contract Documents, contained herein under Article 1. for CITY project (hereinafter "Project") titled:

"South US95 Sewer/Water Extension"

ARTICLE 3.
CONTRACT TIME/SUBSTANTIAL COMPLETION

The work to be performed pursuant to this Agreement shall be substantially completed on or before November 19, 2021, unless adjustment of the Agreement time is made in accordance with the provisions of the Contract Documents. CONTRACTOR shall begin work in conformance with the Contract Documents.

CONTRACTOR and CITY recognize that time is of the essence and that CITY will suffer financial loss if the Project is not completed within the time specified above, unless approved extensions thereof are permitted in accordance with Article 12 of the General Conditions. The Parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by CITY if the Project is not completed on time. Accordingly, instead of requiring any such proof, CITY and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty), CONTRACTOR shall pay CITY One Half of One Percent (0.5%) of the Contract Sum for each day that expires after the time specified above for Substantial Completion until the Project is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse, or fail to complete the remaining Project within the Time of Completion or by any proper extension thereof granted by CITY, CONTRACTOR shall pay CITY One Half of One Percent (0.5%) of the Contract Sum for each day that expires after the time specified above for completion, until the Project is completed and ready for final payment.

ARTICLE 4.
CONTRACT SUM

CITY shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents in current funds in the amount of One Million Two Hundred Eight Thousand One Hundred Ninety and 40/100 Dollars ($1,208,190.40), as submitted by CONTRACTOR. In no event shall Contract amount exceed CONTRACTOR's bid amount of One Million Two Hundred Eight Thousand One Hundred Ninety and 40/100 Dollars ($1,208,190.40), unless otherwise authorized by CITY by written agreement. Said Contract Sum shall be paid in accordance with the Contract Documents.

ARTICLE 5.
INDEPENDENT CONTRACTOR

The Parties warrant by their signatures that no employer-employee relationship is established between CONTRACTOR and CITY by the terms of this Agreement. It is understood by the Parties hereto that CONTRACTOR is an independent contractor and, as such, neither CONTRACTOR

nor CONTRACTOR's employees, agents, representatives or subcontractors, if any, are employees of CITY for purposes of tax, retirement system, or social security (FICA) withholding.

ARTICLE 6.
SCOPE OF SERVICES

CONTRACTOR shall perform all work required by the Contract Documents. All work shall be completed in accordance with the specifications and plans established for this Project.

ARTICLE 7.
HOLD HARMLESS/INDEMNIFICATION

In addition to other rights granted CITY by the Contract Documents, CONTRACTOR agrees to indemnify, defend, and hold harmless CITY, its officers, agents, employees, and engineers, from and against any and all losses, lawsuits, actions, claims, judgements for damages, or any injuries or damages received or sustained by any person, persons, or property, and losses, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from, or in connection with the acts and/or any performances, activities, errors or omissions by CONTRACTOR, CONTRACTOR's servants, agents, officers, employees, representatives, guests, business invitees or its subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in constructing the work; or because of any claims or amounts recovered from any infringements of patent, trademark or copyright; or from any claims or amounts arising out of or recovered under the Workmen's Compensation Act or any other law, ordinance, order, or decree.

ARTICLE 8.
CONFLICT OF INTEREST

CONTRACTOR covenants that it presently has no interest and will not acquire any interest, direct or indirect, in the Project, which would conflict in any manner or degree with the performance of CONTRACTOR's services hereunder. CONTRACTOR further covenants that, in performing this Agreement, CONTRACTOR will employ no person who has any such interest. Should any conflict of interest arise during the performance of this Agreement, CONTRACTOR shall immediately disclose such conflict to the CITY.

ARTICLE 9.
ENTIRE AGREEMENT, MODIFICATION AND ASSIGNABILITY

This Agreement and the exhibits hereto contain the entire Agreement between the Parties, and no statements, promises, or inducements made by either Party, or agents of either Party are valid or binding unless contained herein. This Agreement may not be enlarged, modified or altered except upon written agreement signed by the Parties hereto. CONTRACTOR may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder, other than as provided within the Contract Documents, without the prior written consent and express authorization of CITY.

ARTICLE 10.
LICENSES AND ADHERENCE TO LAW REQUIRED

CONTRACTOR represents that he possesses the skill and experience necessary and all licenses required to perform the services under this Agreement. CONTRACTOR further agrees to comply with all applicable Federal, State and Local statutes and regulations in the performance of the services hereunder, and are hereby made a part of this Agreement and shall be adhered to at all times. Violation of any of these statutes or regulations by CONTRACTOR shall be deemed material and shall subject CONTRACTOR to termination of this Agreement for cause. No pleas of misunderstanding or ignorance on the part of CONTRACTOR will, in any way, serve to modify the provisions of this requirement. CONTRACTOR and its surety shall indemnify, defend and hold harmless CITY and its employees, agents, engineers and representatives against any claim or liability arising from or based on the violation of any such laws, codes, ordinances, or regulations, whether by CONTRACTOR, CONTRACTOR's employees, or its subcontractors.

Anti-Boycott Against Israel Act. CONTRACTOR certifies it is not currently engaged in, and will not for the duration of the Agreement engage in, a boycott of goods and services from Israel or territories under its control. Failure to comply with I.C. 67-2346 will result in this Agreement being void as against public policy.

ARTICLE 11.
EMPLOYMENT DISCRIMINATION

It is illegal under the U.S. Federal law to discriminate against an employee, either intentionally or through disparate impact, on account of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity. CONTRACTOR shall not discriminate against any employee or applicant for employment. CONTRACTOR's action under this Section shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and other applicants for employment, notices setting forth the provisions of this non-discrimination Section.

ARTICLE 12.
LEGAL FEES

In the event either Party incurs legal expenses to enforce the terms and conditions of this Agreement, the prevailing Party is entitled to recover attorney's fees and other costs and expenses, whether the same are incurred with or without a lawsuit.

ARTICLE 13.
JURISDICTION, VENUE AND NONWAIVER

It is agreed that this Agreement shall be construed under and governed by the laws of the State of Idaho. In the event of litigation concerning it, it is agreed that proper venue shall be the District Court of the Second Judicial District of the State of Idaho, in and for the County of Latah. Failure

of CITY to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

ARTICLE 14.
SPECIAL WARRANTY

CONTRACTOR warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this Agreement. CONTRACTOR declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this Agreement. Any such activity by CONTRACTOR shall make this Agreement null and void. CONTRACTOR further warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONTRACTOR acknowledges that it will be liable for any breach of this warranty.

ARTICLE 15.
COMMUNICATIONS

Such communications as are required by this Agreement shall be satisfied by mailing or by personal delivery to the Parties at the following address:

CONTRACTOR:	CITY:
M.L. Albright & Sons, Inc. Marv Albright 6182 Lapwai Road Moscow, Idaho 83843	City of Moscow Engineering Division 206 East Third Street P O Box 9203 Moscow, Idaho 83843

ARTICLE 16.
NON-APPROPRIATIONS

This Agreement is contingent upon CITY receiving the necessary funding to cover the obligations of CITY. In the event that such funding is not received or appropriated, then, and in that event, CITY's obligations under this Agreement shall cease and each Party shall be released from further performance under this Agreement without any liability to the other Party, and CONTRACTOR shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

ARTICLE 17.
APPROVAL REQUIRED AND SEVERABILITY

This Agreement shall not become effective or binding until approved by CITY. If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will, nevertheless, remain in full force and effect.

ARTICLE 18.
EXECUTION

IN WITNESS WHEREOF, said CONTRACTOR and CITY have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR:

M.L. Albright & Sons, Inc.

_____

By: Marv Albright

CITY:

City of Moscow, Idaho

_____

Bill Lambert, Mayor

ATTEST:

_____

Laurie M. Hopkins, City Clerk

Approved as to Form:

_____

Mia Bautista, City Attorney

ACKNOWLEDGMENT

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2021, before me, a Notary Public in and for said State, appeared Marv Albright, known to me to be the person named above and acknowledged that he/she executed the foregoing document as the duly authorized representative for M.L. Albright & Sons, Inc.

_____
Notary Public for the State of _____
Residing at _____
My commission expires _____

Heart of the Arts

Bill Lambert
Mayor

Brandy Sullivan
Council President

Art Bettge
Council Vice-President

Sandra Kelly
Council Member

Maureen Laflin
Council Member

Gina Taruscio
Council Member

Anne Zabala
Council Member

Gary J. Riedner
City Supervisor

City of Moscow, City Hall
c/o Gary J. Riedner, City Supervisor
206 East 3rd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7000
Fax (208) 883-7018

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019

30% post consumer content

July 12, 2021

Mr. Case Stedham
Western Construction of Lewiston
3900 Industrial Way
Lewiston, ID 83501

Re: **Non-Responsive Bid Letter, South US-95 Sewer/Water Extension Project**

Dear Mr. Stedham:

This letter is to inform you that the bid that your firm submitted for South US-95 Sewer/Water Extension project was deemed non-responsive based on the Idaho statute 54-1904C. Staff reviewed the bid and your Bid Withdrawal Letter submitted electronically on July 9, 2021 and it was determined that the following clerical/mathematical errors were made:

- Bid items SP3.8a and SP3.8b were submitted at a unit price of $1.00 each, but according to the Bid Withdrawal Letter, they were supposed to be submitted at $51.00 and $41.00 respectively, resulting in a large clerical/mathematical error.

We are sending you a copy of your submitted bid which includes a copy of the bid bond. We appreciate your interest in bidding on this project and hope you will continue to submit bids for future projects. Should you have any questions or require further information please contact me at (208) 883-7030 or sbontrager@ci.moscow.id.us.

Sincerely,

Scott Bontrager P.E.
Engineering Manager / City Engineer

Attachments: Copy of Bid Proposal Package with Copy of Bid Bond

CITY COUNCIL STAFF REPORT

DATE: Monday, August 2, 2021

AGENDA ITEM TITLE

PUBLIC HEARING: City of Moscow's FY2022 Annual Budget (ACTION ITEM) - Gary J. Riedner

RESPONSIBLE STAFF	REVIEWED BY
Gary Riedner, City Supervisor	

ADDITIONAL PRESENTER(S)	OTHER RESOURCES
Sarah Banks, Finance Director	Link to the budget summary: https://www.ci.moscow.id.us/386/Budgets-Audits

DESCRIPTION

Prior to the public hearing, staff will present the proposed City of Moscow FY2022 balanced budget in the amount of $102,415,356, which was considered by the City Council at a workshop held July 12, 2021. Increase in property taxes from FY2021 include the following: a property tax levy of an estimated $5.08 per $1,000 of assessed valuation, reflecting a 3% increase, plus 90% of new construction valuation placed on the tax rolls, which is estimated at $68,869 and 90% of annexations, which is estimated at $4,292. Included for City Council consideration is the FY2022 Annual Appropriation Ordinance, and the L-2 property tax certification in the aggregate amount of $7,537,647.

STAFF RECOMMENDATION

Conduct the public hearing upon the FY2022 City of Moscow Annual Appropriation Ordinance and upon consideration of testimony presented:
A. Approve the ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary.
B. Authorize the Mayor's execution of the L-2 property tax certification in the aggregate amount of $7,537,647.

PROPOSED ACTIONS

PROPOSED ACTIONS: Conduct the public hearing upon the FY2022 City of Moscow Annual Appropriation Ordinance and upon consideration of testimony presented:
A. Approve the ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take other such other action deemed appropriate.
B. Authorize the Mayor's execution of the L-2 property tax certification in the aggregate amount of $7,537,647; or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Ordinance 2021- Appropriations Ordinance FY2022_clean
2. 2022 L2 packet

ORDINANCE NO. 2021 – ___

AN ORDINANCE ENTITLED "ANNUAL APPROPRIATION ORDINANCE" APPROPRIATING ONE HUNDRED TWO MILLION FOUR HUNDRED FIFTEEN THOUSAND THREE HUNDRED FIFTY-SIX DOLLARS ($102,415,356) FOR THE PURPOSE OF DEFRAYING ALL NECESSARY EXPENSES AND LIABILITIES OF THE CITY OF MOSCOW, LATAH COUNTY, STATE OF IDAHO, FOR THE 2022 FISCAL YEAR BEGINNING THE FIRST DAY OF OCTOBER, 2021, AND ENDING THE THIRTIETH DAY OF SEPTEMBER, 2022, AND ALLOTTING RESOURCES BY FUND FOR SAID APPROPRIATION FOR THE OBJECTS AND PURPOSES SET FORTH IN THIS ORDINANCE; LEVYING AD VALOREM TAXES IN THE AMOUNT OF SEVEN MILLION SIX HUNDRED THIRTY THOUSAND THIRTY–FIVE DOLLARS ($7,630,035) FOR THE 2022 FISCAL YEAR; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW, IDAHO AS FOLLOWS:

SECTION 1: There is hereby appropriated out of any monies in the treasury of the City of Moscow, Idaho, not otherwise appropriated, and out of any revenue which the City of Moscow may acquire between the 1st day of October, 2021, and the 30th day of September, 2022, the sum of one hundred two million four hundred fifteen thousand three hundred fifty-six dollars ($102,415,356) for the purpose of defraying all necessary expenses and liabilities of such corporation for the fiscal year beginning the 1st day of October, 2021 and ending the 30th day of September, 2022.

SECTION 2: The following sums are hereby appropriated and allocated for the purpose of defraying expenses and liabilities for the following objects and purposes:

	Adopted Budget
General Fund	
General Government	$8,514,117
Public Safety	$10,111,231
Total General Fund	**$18,625,348**
Street Fund	$3,453,593
Transit Center Fund	$30,946
Recreation & Culture Fund	
Parks & Recreation Fund	$3,002,612
Art Fund	$259,953
Community Events	$220,558
Total Recreation & Culture Fund	**$3,483,123**

MSDCP Fund	$157,331
1912 Center Fund	$156,700
Hamilton Trust Fund	$318,443
Enterprise Funds	
Water Fund	$7,198,234
Sewer Fund	$8,887,421
Stormwater Fund	$1,251,924
Sanitation Fund	$6,434,992
Total Enterprise Funds	**$23,772,571**
Fleet Management Fund	$4,283,466
Information Systems Fund	$3,936,689
Capital Construction Funds	
Water Capital Projects Fund	$11,703,861
Sewer Capital Projects Fund	$16,339,858
Stormwater Capital Projects Fund	$74,400
Sanitation Capital Projects Fund	$7,237,293
Capital Projects Fund	$7,733,551
LID Construction Fund	$28,840
Total Capital Construction Funds	**$43,117,803**
Debt Service Funds	
General Obligation	$1,048,000
Special Assessment	$31,343
Total Debt Service Funds	**$1,079,343**
GRAND TOTAL	**$102,415,356**

SECTION 3: That the City of Moscow hereby certifies a tax levy in an amount not to exceed $7,537,647 on the taxable market value of all taxable property within the corporate limits of the City of Moscow, Latah County, Idaho, to provide revenue for the following purposes:

Activity	**Taxable Amount Certified**
General Fund	$6,490,647
General Obligation Bond Fund	$1,047,000
Total	**$7,537,647**

SECTION 4: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions.

SECTION 5: That the City Clerk of the City of Moscow is hereby directed to file a certified copy of this Ordinance with the County Commissioners of Latah County, Idaho, and the Secretary of State in accordance with Idaho Code Sections 50-1003 and 50-1007.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED by the Council and APPROVED by the Mayor this ___ day of _____, 2021.

_____
Bill Lambert, Mayor

CERTIFICATION. I hereby certify that the above is a true copy of an Ordinance passed at a regular meeting of the City Council, City of Moscow, held on _____, 2021.

ATTEST

_____
Laurie M. Hopkins, City Clerk

2021 L-2 Worksheet (must be attached to the L-2 form)				
District Name: Moscow				
Form Type: City				
Allowable Base Budget Calculation Plus Solar:				
Highest Non-Exempt P-Tax Budget + P-Tax Replacement (from the 'Maximum Budget and Forgone Amount Worksheet')			**(1)**	$6,320,266
3% Base Budget Growth (multiply line 1 by 3%)			**(2)**	$189,608
Enter the total amount you received for Solar Farm Tax from the immediate prior year			**(3)**	
New Construction & Annexation allowable budget increases calculation:				
2021 New construction preliminary levy rate (box G from 'Calculator')	**(4)**	0.004339707		
2021 Value of District's New Construction Roll from Each Applicable County Below:				
County Name		**Value**		
Latah County	**(4a)**	$15,869,423		
	(4b)			
	(4c)			
	(4d)			
Total of New Construction (Including Urban Renewal) Roll Value:				
Total new construction roll plus urban renewal (total of lines 4a thru 4d plus box K from 'Calculator')	**(5)**	$15,869,423		
New construction roll allowable budget increase (multiply line 5 by line 4)			**(6)**	$68,869
2021 Value of District's Annexation:				
2021 annexation preliminary levy rate (box H from 'Calculator')	**(7)**	0.004339674		
2021 full taxable value of annexation from property assessed by the county	**(7a)**	$1,098,800		
90% of annexation value	**(7b)**	$988,920		
Annexation allowable budget increase (multiply line 7 by line 7b)			**(8)**	$4,292
Total Non-Exempt Allowable Budget (before P-tax Replacement and P-tax Substitute Funds deductions):				
Add lines 1+2+3+6+8	**(9)**	$6,583,035		
Total capped growth (max 8%) + line 3	**(9a)**	$6,825,887		
Total growth allowed (lesser of lines 9 and 9a)			**(10)**	$6,583,035
Property Tax Replacement:				
Enter yearly amount of the agricultural equipment replacement money	**(11)**	$376		
Enter yearly amount of the personal property replacement money	**(12)**	$89,765		
Information below is reported in indicated columns of the 'Recovered/Recaptured Property Tax and Refund List':				
Enter the Solar Farm Tax reported in column 1	**(13)**			
Enter the recovered Homeowner's Exemption property tax reported in column 2	**(14)**	$2,247		
Enter the total amount reported in column 3	**(15)**			
Enter the total amount reported in column 4	**(16)**			
Total of lines 11 thru 16 (Col. 5 of L-2 must equal this amount)			**(17)**	$92,388
Fire District Annexation (Cities Only):				
Amount used prior to annexation of the city by a fire district			**(18)**	
Forgone Amount Section (please complete this section even if you don't plan on using your forgone amount):				
Enter the total forgone amount reported on the 'Maximum Budget and Forgone Amount Worksheet'	**(19)**	$312,110		
Enter the forgone amount to be recovered in your budget. This amount can't exceed what is reported on the attached resolution			**(20)**	
Tort Fund Less Property Tax Replacement (Schools Only):				
Not Applicable			**(21)**	
Not Applicable			**(22)**	
Maximum Allowable Non-exempt Property Tax, That Can Be Levied (Including Forgone Amount):				
Maximum non-exempt property tax budget including forgone amount (lines 10-17-18+20)			**(23)**	$6,490,647

2021 Dollar Certification of Budget Request to Board of County Commissioners L-2
(the "L-2 Worksheet" and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

District Name: Moscow

Fund Name	Total Approved Budget*	Cash Forward Balance	Other revenue *NOT* shown in Column 5	Property Tax Replacement From Line 17 of the 'L-2 Worksheet'	Balance to be levied Col. 2 minus (Cols. 3+4+5)
1	2	3	4	5	6
General Fund	$18,625,348	$137,019	$11,905,294	$92,388	$6,490,647
GO Bond & Interest	$1,048,000		$1,000		$1,047,000
All Other Funds: Non Tax	$82,742,008	$37,311,555	$45,430,453		
Column Subtotal:	$102,415,356	$37,448,574	$57,336,747	$92,388	$7,537,647
Exempt Funds					
Column Subtotal:					
Column Total:	**$102,415,356**	**$37,448,574**	**$57,336,747**	**$92,388**	**$7,537,647**

I, the undersigned, attest that a public hearing was held and a resolution was adopted to:
RESERVE the current year's forgone in the amount: $_____
RECOVER the existing forgone amount of (line 20 of the 'L-2 Worksheet'): $_____
I have attached the adopted and signed resolution indicating the amount of forgone to be reserved or recovered.
I have attached the Capital Project Worksheet for additional forgone.

Max Reserved Forgone:
Reserved Forgone:
Recoverd Forgone:
Initials:

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.
To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

	Mayor	
Signature of District Representative	**Title**	**Date**

Gary J. Riedner, City Supervisor PO Box 9203 Moscow, ID 83843	griedner@ci.moscow.id.us
Contact Name and Mailing Address	**Email Address**
(208) 883-7006	(208) 883-7018
Phone Number (###) ###-### EXT ###	**Fax Number (###) ###-###**

*Do not include revenue allocated to urban renewal agencies

Voter Approved Fund Tracker Attach to L-2 Form If Applicable				
District Name: Moscow				
Fund Name	**Date of Election (If current year, attach copy of Ballot)**	**1st Calendar Year Levied**	**Term of Initiative**	**Annual Amount Authorized by Voters**
Override Funds Available to All Districts				
2 Yr Override I.C. §63-802				
Permanent Override I.C.§63-802				
Plant Facilities Funds for Library, and Community College districts				
Plant Facilities (Maximum of 10 yrs)				
If voters approved an increase in the annual amount but did not change the term enter the amount of increase here:				

District Bond Initiative (Voter Approved Bonds)							
Date of Election (If current year attach copy of Ballot)	**1st Calendar Year Levied**	**Term of Initiative**	**Amount Authorized by Voters**	**Prior Year P-Tax $**	**Current Year P-Tax $**	**% Change (+/- 20% Explan-ation Required)**	**"YES" = Explanation Required**
5/21/2019	2020	10 years	$9,640,000	$1,046,400	$1,047,000	0.000%	
Current Year's Total Bond Fund (Reported on L-2 Col. 6):					$ 1,047,000		

Explanation (If Required):

Attach to your L-2 form and return to your County Clerk.

CITY COUNCIL STAFF REPORT

DATE: Monday, August 2, 2021

AGENDA ITEM TITLE

PUBLIC HEARING: Sale of Current Police Station to University of Idaho (ACTION ITEM) - Gary J. Riedner

RESPONSIBLE STAFF	REVIEWED BY
Gary Riedner, City Supervisor	This was reviewed by the Public Works/Finance Committee on June 28, 2021 and City Council on July 6, 2021.

ADDITIONAL PRESENTER(S)	OTHER RESOURCES

DESCRIPTION

On May 21, 2019, citizens of Moscow approved the City of Moscow's proposal to issue municipal bonds to construct a new police services facility, remodel the current police facility for use as an office building, and make minor improvements to the Paul Mann Building located to the west of City Hall. On Jun. 15, 2020, the City of Moscow purchased the Haddock Building, located at the southeast corner of Washington and Fifth Street, from Gritman Medical Park, LLC, for the price of $875,00. The purchase of the Haddock Building includes off street parking and represents significant savings over the estimated remodel costs of the current police facility. With the purchase of the Haddock Building, City Council expressed interest in selling the existing police facility since it would no longer serve the needs of the City, and was approached by representatives of the University of Idaho.

Idaho Code Title 50, Municipal Corporations, Chapter 14, Conveyance of Property, allows a city to convey real property to another governmental entity without the requirement of holding an auction if the City Council determines it is in the city's best interest to convey the property. The University of Idaho, which qualifies as a tax supported governmental unit per the requirements of I.C. 50-1403(4), has transmitted a letter of intent to the City of Moscow, noting an interest to purchase the property.

In order to convey City-owned real property, the City must declare its intent to sell or exchange the property, state the value or minimum price for the property, or an explanation of the intended exchange for other than monetary consideration. After meeting these requirements in a public meeting, the City Clerk shall publish a summary of the action in the official newspaper of the City (Moscow-Pullman Daily News), and provide notice of a public hearing to take place no earlier than fourteen (14) days prior the date of the public hearing.

The soon-to-be-vacated Moscow Police Station facility located at 118 E Fourth Street, is approximately 9,000 sq. ft. in size and has an appraised value of $975,000. The appraisal was conducted by Gem Valley Appraisals, Inc. in March, 2021.

On July 6, 2021, the City Council declared its intent to sell the property for the appraised value of $975,000. The City Clerk published a summary of the action and notice of a public hearing to take place August 2, 2021 in the official newspaper of the City (Moscow-Pullman Daily News). Pursuant to Idaho Code 50-1403, after the public hearing has been conducted, the City Council may declare that it is in the best interests of the City to convey the property to the University of Idaho for the appraised price of $975,000.

STAFF RECOMMENDATION

After the public hearing has been conducted, declare that it is in the City's best interest to convey the current Moscow Police Station facility located at 118 E Fourth Street to the University of Idaho for the appraised value of $975,000, and authorize such conveyance.

PROPOSED ACTIONS

PROPOSED ACTIONS: After the public hearing has been conducted, declare that it is in the City's best interest to convey the current Moscow Police Station facility located at 118 E Fourth Street to the University of Idaho for the appraised value of $975,000, and authorize such conveyance, or take such other action deemed appropriate.

FISCAL IMPACT

$975,000

PERSONNEL IMPACT

ATTACHMENTS

1. memo-MayorCouncil Police Station Sale to UI_072921
2. Notice of Public Hearing - sell of 4th St MPD building_clean
3. attPWF_2021-06-28 University of Idaho Letter of Intent to Purchase 0521
4. Moscow Commercial Office Building Appraisal Report 03.12.2021
5. Ordinance 2021- Authorization to Convey Real Property_draft

MEMORANDUM

To: Mayor & City Council

From: Gary J. Riedner, City Supervisor

c: Bill Belknap, Deputy City Supervisor Community Planning and Design; Mia Bautista, City Attorney; Sarah Banks, Finance Director

Date: July 30, 2021

Re: Proposal to Convey Current Police Facility Located at 114 E. 4th Street to the University of Idaho

---

On May 21, 2019, citizens of Moscow approved the City of Moscow's proposal to issue general obligation municipal bonds for the purpose of acquisition, construction, remodeling improvement of a new police station and other public buildings throughout the City. In preparation for the bond election, the City anticipated that the funding would be utilized for the construction of a new police station, remodel of the current 114 E. 4th Street police facility for use as office space for the engineering and community development departments, and some minor repairs and remodel of the Paul Mann Building for the City's Information Systems, Human Resources, and Community Events departments, and will also allow for secure storage of the City's permanent records, which are currently housed in the basement of City Hall, which has been known to flood.

The estimated costs of those projects at the time of the bond election were as follows:

New Police Facility	$7,887,207
Remodel & Renovation of 114 E. 4th Facility	$1,555,458
Repair of Paul Mann Building	$132,043

Following the bond election, the City Council authorized the design and construction of a new police facility, located at 155 Southview Ave. Due to significant cost increases in the construction industry, the cost of construction, including the purchase of real property upon which to locate the facility, has exceeded the estimate by $1,025,823, leaving only $661,678 to complete the renovations to the 114 E. 4th Street facility, and repairs to the Paul Mann Building.

During the spring of 2020, the City Council learned that the Haddock Building, an office building located at the southeast corner of Washington and Fifth streets, was being offered for sale by its owner, Gritman Medical Park, LLC, for the price of $875,000. Staff investigated the potential of purchasing the Haddock Building for use as an office building to serve as office space for the engineering and community development departments, the purpose for which the 114 E. 4th Street facility had been intended.

The first question was whether the use of funds from the 2019 general obligation bond issue could be used for the purchase of the Haddock Building, as it was to serve the same function as the to-be renovated 114 E. 4th Street facility.

The language which was included on the ballot from that bond election reads as follows:

Shall the City of Moscow, Idaho, be authorized to issue and sell general obligation bonds in the principal amount of up to $9,640,000 for the purposes of acquisition, construction, remodeling,

improvement or otherwise, of a new police station and other public buildings throughout the City, together with all necessary appurtenant facilities and equipment, including all necessary land therefor; the bonds to be due in installments as fixed by the Mayor and Council of the City, the last installment to be due and payable not more than ten (10) years from the date of issue of such bonds, as provided in Ordinance No. 2019-01 adopted by the Council of the City on February 19, 2019?

In either the renovation of the 114 E. 4th Street facility, or the purchase and renovation of the Haddock Building, the proceeds of the bond would be used "for the purposes of acquisition, construction, remodeling, improvement or otherwise, of a new police station and other public buildings throughout the City, together with all necessary appurtenant facilities and equipment, including all necessary land therefor", as authorized by the voters. The proceeds of the bond are being used to construct a new police station and to provide office space for city operations, all as represented to and approved by the voters.

Secondly, was there an advantage to purchase and renovate the Haddock Building over the renovation of the 114 E. 4th Street facility?

- The Haddock Building was built in 1985, while the 114 E. 4th Street facility was constructed in 1936 and has been remodeled extensively over the years;
- The Haddock Building has 15 off-street parking spaces, while the 114 E. 4th Street facility has no off-street parking spaces;
- The 114 E. 4th Street facility is located by a one-way arterial (Washington Street) and a dead-end street (4th Street), while the Haddock Building is located with access onto a one-way arterial (Washington Street) and a two-way street (5th Street);
- The 2019 estimated renovation cost of the City-owned 114 E. 4th Street facility was $1,555,458, while the purchase price of the Haddock Building ($848,450) and estimated renovation cost ($644,220) together amount to $1,492,670, which is a slight savings;
- If City Council wished, it could sell the 114 E. 4th Street facility, realizing the funds from the sale.

On June 15, 2020, the City Council approved the purchase agreement for the Haddock building for $875,00 subject to completion of a property inspection. The City completed an assessment of the Haddock Building and determined that the building roof and mechanical equipment were in need of replacement, and negotiated a reduction of the purchase price to $848,450, and subsequently closed on the property in September of 2020. With the purchase of the Haddock Building, City Council expressed interest in selling the existing police facility since it would no longer serve the needs of the City, and was approached by representatives of the University of Idaho in that regard.

The soon-to-be-vacated 114 E. 4th Street facility, is approximately 9,000 sq. ft. in size and has an appraised value of $975,000. The appraisal was conducted by Gem Valley Appraisals, Inc. in March, 2021.

Idaho Code Title 50, Municipal Corporations, Chapter 14, Conveyance of Property, allows a city to convey real property to another governmental entity without the requirement of holding an auction if the City Council determines it is in the city's best interest to convey the property. The University of Idaho, which qualifies as a tax supported governmental unit per the requirements of

I.C. 50-1403(4), has transmitted a letter of intent to the City of Moscow, noting an interest to purchase the property.

In order to convey City-owned real property, the City must declare its intent to sell or exchange the property, state the value or minimum price for the property, or an explanation of the intended exchange for other than monetary consideration. After meeting these requirements in a public meeting, the City Clerk shall publish a summary of the action in the official newspaper of the City (Moscow-Pullman Daily News), and provide notice of a public hearing to take place no earlier than fourteen (14) days prior the date of the public hearing.

On July 6, 2021, the City Council declared its intent to sell the property for the appraised value of $975,000. The City Clerk published a summary of the action and notice of a public hearing to take place August 2, 2021 in the official newspaper of the City (Moscow-Pullman Daily News). Pursuant to Idaho Code 50-1403, after the public hearing has been conducted, the City Council may declare that it is in the best interests of the City to convey the property to the University of Idaho for the appraised price of $975,000.

The following table illustrates the original estimates, current estimates and variance of the projects.

Facility Cost Estimates	**Original Estimate During Bond Election**	**Current Actual**	**Variance**
Police Services Facility	$7,887,207	$ 8,913,030	$ (1,025,823.05)
Fourth Street Renovation	$1,500,458	$ 1,492,670	$ 7,788.38
Mann Building Renovation	$132,043	$ 203,000	$ (70,957.04)
TOTAL CITY FACILITIES PROJECT COST	**$9,519,708**	**$ 10,608,700**	**$ (1,088,991.71)**
Police Station Sale Proceeds		**$ (975,000)**	
total Net Project Costs		**$ 9,633,700**	
Bond Proceeds		**$ 9,554,000**	
Variance		**$ (79,700)**	

NOTICE OF PUBLIC HEARING
AND
SUMMARY OF CITY COUNCIL ACTION
DECLARING INTENT TO SELL REAL PROPERTY

City of Moscow
Conveyance of 118 East 4th St Property

On July 6, 2021, during a duly noticed public meeting, the City Council declared its intent to convey the Moscow Police Station facility located at 118 E 4th Street to the University of Idaho for the appraised value of $975,000 and directed a public hearing to be scheduled for August 2, 2021. Idaho Code Title 50, Municipal Corporations, Chapter 14, Conveyance of Property, allows a city to convey real property to another tax supported governmental unit without the requirement of holding an auction if the City Council determines it is in the city's best interest to convey the property. The Board of Regents of the University of Idaho, which qualifies as a tax supported governmental unit per the requirements of I.C. 50-1403(4), has transmitted a letter of intent to the City of Moscow, noting an interest in purchasing the property.

A public hearing, at which you may be present and speak, will be conducted before the Mayor and City Council of the City of Moscow at which time the following Ordinance will be considered:

> AN ORDINANCE AUTHORIZING THE CONVEYANCE OF REAL PROPERTY OWNED BY THE CITY OF MOSCOW, IDAHO, LOCATED AT 118 EAST 4TH STREET, MOSCOW, LATAH COUNTY, IDAHO, TO THE UNIVERSITY OF IDAHO, A TAX SUPPORTED GOVERNMENTAL UNIT, IN ACCORDANCE WITH THE PROVISIONS OF THE LAWS OF THE STATE OF IDAHO.

HEARING DATE: Monday, August 2, 2021

HEARING LOCATION: Moscow City Hall Council Chambers
206 East Third Street, Second Floor
Moscow, Idaho 83843

MEETING TIME: 7:00 p.m.

The complete file will be available for review at the City Clerk's office located in Moscow City Hall, 206 East Third Street, Third Floor Reception, Moscow, Idaho, 83843. Verbal and written comments will be accepted up to and at the hearing.

Note: Meeting start time is not necessarily indicative of the start time for review of the matter advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine start time for review of items advertised in this notice, which could occur later in the meeting.

_____
Laurie M. Hopkins, City Clerk
PUBLISH: July 17, 24 and 31, 2021

University of Idaho

DIVISION OF FINANCE AND ADMINISTRATION
Office of the Vice President for Finance and Administration
875 Perimeter Drive MS 3168
Moscow, ID 83844-3168
208-885-6174
208-885-5504 [FAX]

May 21, 2021

Letter of Intent to Purchase

RE: 118 E 4th St, Moscow ID 83843

This letter will serve as a non-binding Letter of Intent which sets the basic terms and conditions under which the City of Moscow, the owner as prospective SELLER, would consider entering into a purchase and sale agreement with the BOARD OF REGENTS OF THE UNIVERSITY OF IDAHO, as prospective BUYER, for the above referenced location.

BUYER is willing to proceed with negotiation of a purchase and sale agreement based on the following business terms and conditions. The parties agree that BUYER'S purchase and sale agreement template shall be utilized and modified as agreed upon by the parties.

Seller: City of Moscow
221 E 2nd St
Moscow ID 83843

Buyer: Board of Regents of the University of Idaho
Vice President for Finance and Administration
875 Perimeter Dr MS 3168
Moscow ID 83844-3168

Site: 118 E 4th St, Moscow ID 83843 (Assessor's Parcel #RPM0001003005AA)

Price: $975,000

Financing: Cash at closing.

Contingencies: Contingencies established in purchase and sale agreement shall be limited to reasonable buyer due diligence and subject to established policies for approval by Board of Regents.

Closing: Subject to contingencies of purchase and sale agreement but estimated to be no later than September 30, 2021.

This letter is not intended to be contractual in nature. It is only an expression of the basis on which the SELLER and BUYER would consider entering into a purchase agreement. Neither party shall be obligated unless and until a formal written purchase agreement is duly executed by authorized representatives of both parties and delivered to each party. This letter of intent shall expire upon execution of a purchase and sale agreement by parties or September 30, 2021 whichever comes first.

Agreed and Accepted:

SELLER:

City of Moscow

Date Signed: 6-24-21

BUYER:

Board of Regents of the University of Idaho
Brian Foisy, Vice President, for Finance & Admin

Date Signed: 5/27/21

A REAL ESTATE APPRAISAL COMPANY

Appraisal Report

Moscow Police Department Building

114 E. 4th Street
Moscow, ID 83843

Effective Date of Value: March 05, 2021

Report Date: March 12, 2021

GVA File No: 2021-038

Prepared for:

City of Moscow
Attn: Bill J. Belknap
Deputy City Supervisor, Community Planning and Design, City of Moscow Executive Director, Moscow Urban Renewal Agency
221 E. Second Street
Moscow, ID 83843

Prepared by:

Gem Valley Appraisal Services, Inc.
Sarah E. Miles, MAI
828 S. Washington Street, Ste. D
Moscow, ID 83843

828 S. Washington, Suite D *208-882-7200*
Moscow, ID 83843 *www.gemvalleyappraisal.com*

City of Moscow March 12, 2021
Attn: Bill J. Belknap
Deputy City Supervisor, Community Planning and Design,
City of Moscow Executive Director, Moscow Urban Renewal Agency
221 E. Second Street
Moscow, ID 83843

RE: Appraisal report of a single-tenant 9,308-sqft commercial office building currently occupied by the Moscow Police Department located at 114 E. 4th Street, Moscow, Latah County, Idaho.

Dear Client:

In accordance with your letter of engagement dated January 15, 2021, I have analyzed the real property referenced above to estimate the current market value–as defined by the Appraisal Foundation – of the "as-is" Fee Simple Estate, as of March 5,2021, the last date on which the subject property was personally inspected as set forth herein.

The subject property is a class C masonry construction single-tenant office building that was estimated to be built in 1936. The gross building area is 9,308-sqft on a 9,375-sqft or 0.22 +/- acre site area. Please refer to the site and improvement sections of this report of this report for a more detailed description.

This appraisal analysis is prepared in accordance with the Uniform Standards of Professional Appraisal Practice as set forth by the Appraisal Foundation, compliant with the Financial Institutions Reform, Recovery and Enforcement Act. I understand that you, City of Moscow, in care of Bill Belknap, Deputy City Supervisor, as my client, intend to use of this appraisal for internal decision-making purposes. The intended user of this report is to be the City of Moscow. No others may rely on the information and opinions expressed in this report.

The date of the report is March 12, 2021. This is a complete appraisal analysis in which all applicable valuation analyses have been developed. The results are described in the following appraisal report and exhibits addendum. The report presents a complete discussion of the data, reasoning, and analysis that were used in the appraisal process to develop our opinion of value, which is sufficient to meet your needs. Your intended use warrants this disclosure of the data, reasoning, and analysis used to develop the opinion of value.

On March 5, 2021, the subject property was personally inspected by Sarah E. Miles, MAI. I have investigated the market for this type of property as well as other pertinent facts affecting value. Based on my examination and study of the property and the competing market, and subject to limiting conditions contained in the body of this report, I have formed the following conclusion of the above referenced property:

Market Value:

"As Is" Fee Simple Interest

Effective Date of Value: March 5, 2021

Conclusion of Value: $975,000

The opinion of value stated above, as well as every other element of this appraisal, are qualified in their entirety by the Contingent and Limiting Conditions set forth in this appraisal report and which is an integral part of the appraisal. Reference the Purpose, Function, Scope of this report for any hypothetical conditions or extraordinary assumptions.

Respectfully submitted,

Sarah E. Miles, MAI
WA Certified General Appraiser, CGA-1101701
ID Certified General Appraiser, CGA-1436
Licenses expire: ID: 8/9/2021 & WA: 8/9/2021

Table of Contents:

Letter of Transmittal: 1
Table of Contents: 4
Purpose, Function, Scope of the Appraisal: 5
Sarah E. Miles Certification of Value: 8
Regional Location Map: 10
Market Area, City, & Neighborhood Description: 12
Property Description: 22
Subject Photographs – Taken March 5, 2021: 27
Improvements Description: 37
Highest and Best Use: 40
Valuation Methodology: 44
Sales Comparison Approach to Value: 45
Income Approach to Value: 62
Addenda: 82
Assumptions and Limiting Conditions: 83
Company Information: 85
Definitions: 86
Appraiser's Qualifications: 88
Letter of Engagement: 91

Purpose, Function, Scope of the Appraisal:

Client:

City of Moscow
Attn: Bill J. Belknap
Deputy City Supervisor, Community Planning and Design,
City of Moscow Executive Director, Moscow Urban Renewal Agency
221 E. Second Street
Moscow, ID 83843

Indented Users:

The intended user of this report is to be the City of Moscow, in care of Bill Belknap, Deputy City Supervisor. No other person(s) is authorized to use this report.

Appraiser(s):

Sarah E. Miles, MAI

Intended Use:

The intended use of this appraisal is to determine the current 'as is' market value estimate of the subject property for internal decision-making purposes. No other intended use is authorized without the prior written consent of the client and appraiser.

Report Type:

Appraisal Report

Purpose of Analysis:

The type and extent of this analysis is to develop an opinion of the current 'as is' market value of the subject property. This analysis includes the Sales Comparison and Income Approaches to value.

Effective Date of the Appraisal:

March 5, 2021

Date of the Report:

March 12, 2021

Property Interest Appraised:

Fee Simple Estate.

Property Characteristics:

Existing building/improvements.

Scope of Research & Analysis:

- ✓ Inspected subject site area.
- ✓ Inspected exterior and interior of existing improvements.
- ✓ Subject is a tax-exempt property. No assessed values, property taxes, or property information is available with Latah County.
- ✓ Researched comparable data provided by CoStar, local MLS system, and other sources.
- ✓ Gathered and analyzed data necessary to develop the Income Approach.
- ✓ Gather and analyzed data to develop the Sales Comparison Approach.
- ✓ The Cost Approach to value was considered but not applied.
- ✓ Please reference the Valuation Methodology section of this report for further explanation of the approaches to value used in this report.

Special Appraisal Problem:

None

Extraordinary Assumptions and Hypothetical Conditions:

The value conclusions are subject to the following extraordinary assumptions that may affect the assignment results. an extraordinary assumption is uncertain information accepted as fact. If the following assumption is found to be false as of the effective date of the appraisal, this may have an impact on value, and we reserve the right to modify our value conclusion.

1. None invoked.

The value conclusions are based on the following hypothetical conditions that may affect the assignment results. A hypothetical condition is a condition contrary to known fact on the effective date of the appraisal but is supposed for the purpose of analysis.

1. None invoked.

Current Owners:

City of Moscow

Lease:

To my knowledge the subject property is unencumbered by any leases.

Parcel Number(s):

The subject is currently owned by the City of Moscow and is tax-exempt. The parcel number assigned to the subject property by Latah County is RPM0001003005AA.

Legal Description:

Lots Five (5) and Six (6) in Block Three (3) of the Original Town of Moscow as shown by the recorded plat thereof EXCEPTING THEREFROM Commencing at the northwest corner of said Lot Six (6), thence East along the North line of said lot, 62.5 feet; thence South 10 feet; thence West 62.5 feet, thence North 10 feet to the place of beginning.

Sales History:

A title commitment was not provided by the client. The conveyances of record history for the subject property is listed below:

Instrument: Warranty Deed #241441 (Book 163/Page 185)

Instrument Date: May 15, 1968

Grantor: W. L. Korter

Grantee: City of Moscow

Pending Transactions:

To my knowledge there are no pending transactions associated with the subject property.

Listing Details:

To my knowledge there are no active listings associated with the subject property.

Furniture, Fixtures, & Equipment (FF&E):

FF&E is categorized as business trade fixtures and personal property, exclusive of inventory. No FF&E was included in this estimation of value.

Exposure/Marketing Time:

Based on current supply and demand, as well as the unemployment rate for the Moscow area, the anticipated exposure and marketing time to commence a sale of the property is estimated to be 6 months or less, reasoning discussed further in the report.

Market Value:

Market Value applied herein can be found listed in the definition section.

Definitions:

All definitions are listed in the Addenda section of this report.

Sarah E. Miles Certification of Value:

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct and no important facts have been withheld.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and my personal, unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved.
- I have not performed a previous appraisal of the subject property; an appraisal review involving the subject property; nor an appraisal consulting assignment involving the subject property within the three years prior to this assignment; nor any other services related to the subject property.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- The Appraisal Assignment was not based on a requested minimum valuation, specific valuation, or the approval of a loan.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have researched each of the comparable sales relied upon in making said appraisal that is the subject of this report. The subject and the comparable sales relied upon in making said appraisal were as represented in said appraisal.
- On March 5, 2021, I personally inspected the subject of this report. I relied on aerial imagery for visual representation for the comparable sales contained herein. I did not personally inspect each comparable sale.
- No one provided significant real property appraisal assistance to the person signing this certification.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- That my opinion of the property rights in the subject property, are set forth as follows and are based upon my independent appraisal and the exercise of my professional judgment.
- As of the date of this report, Sarah E. Miles, MAI has completed the Standards and Ethics Education Requirement of the Appraisal Institute for Designated Membership.

Based on my examination and study of the subject property and the competing market, and subject to limiting conditions contained in the body of this report, I have formed the following conclusion as the current market value of the above referenced property:

Market Value:

"As Is" Fee Simple Estate

Effective Date of Value: March 5, 2021

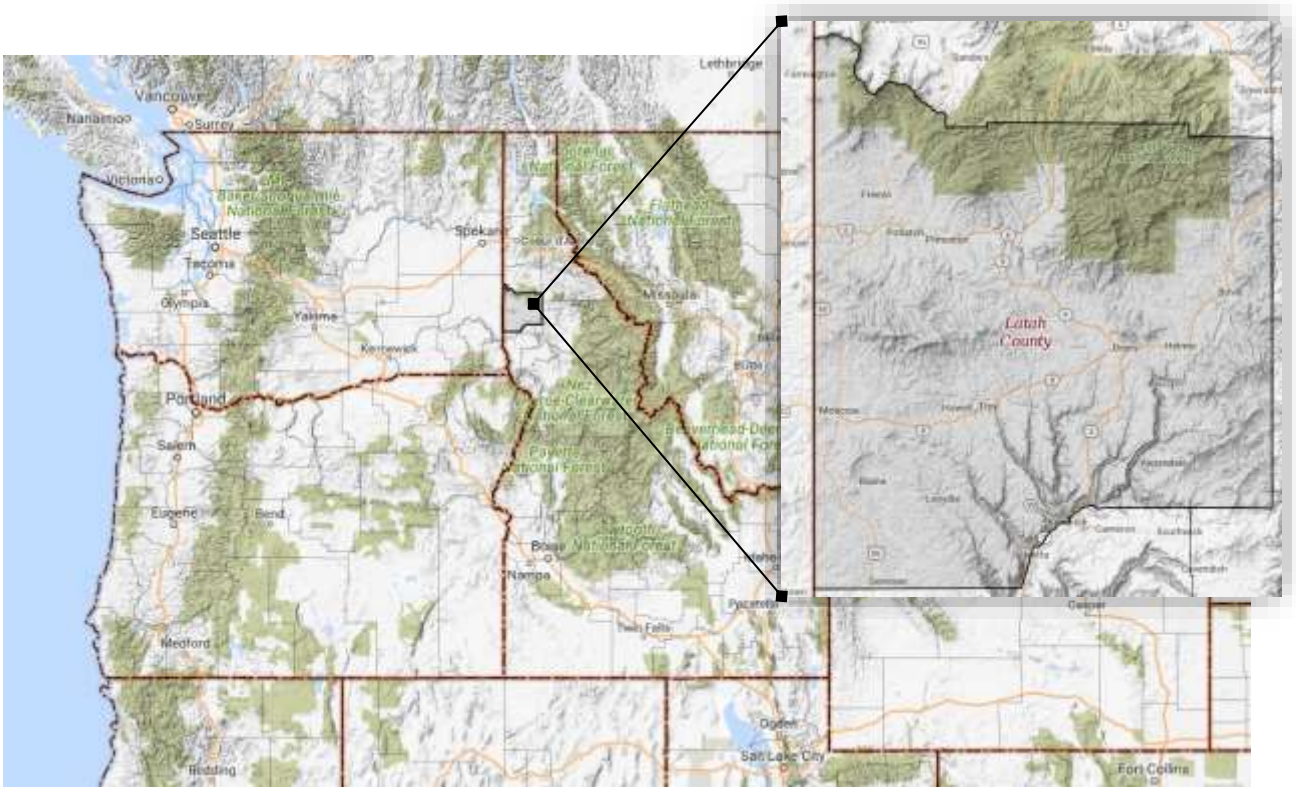
Conclusion of Value: $975,000

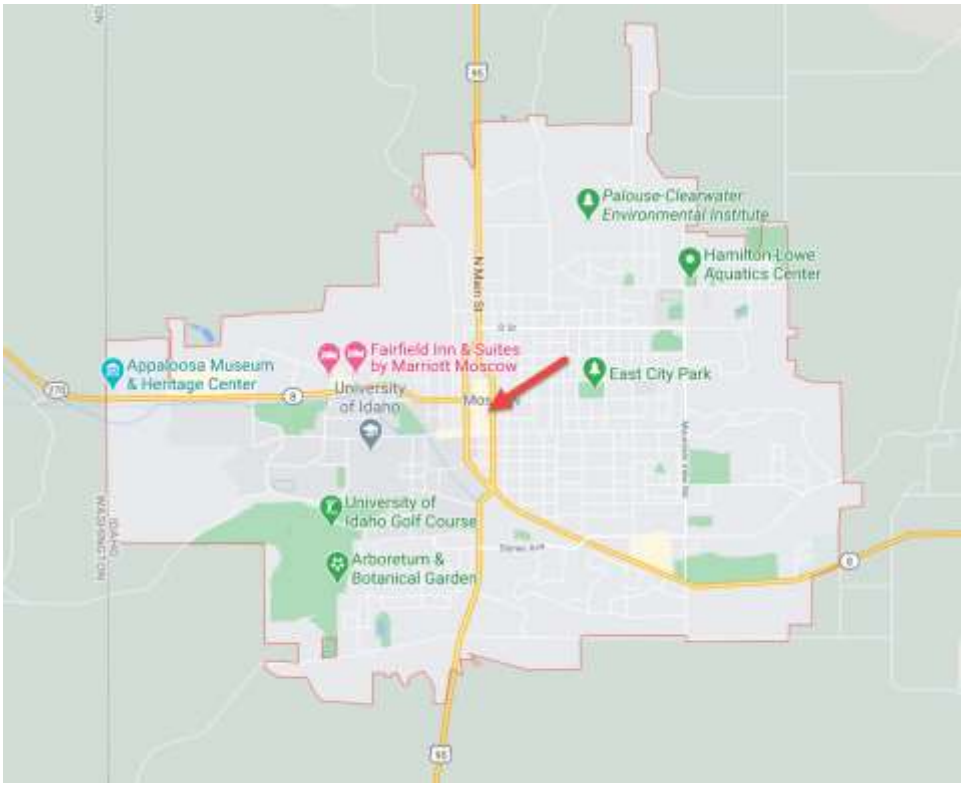
The opinion of value stated above, as well as every other element of this appraisal, are qualified in their entirety by the Contingent and Limiting Conditions set forth in this appraisal report and which is an integral part of the appraisal. Reference the Purpose, Function, Scope of this report for any hypothetical conditions or extraordinary assumptions.

Respectfully submitted,

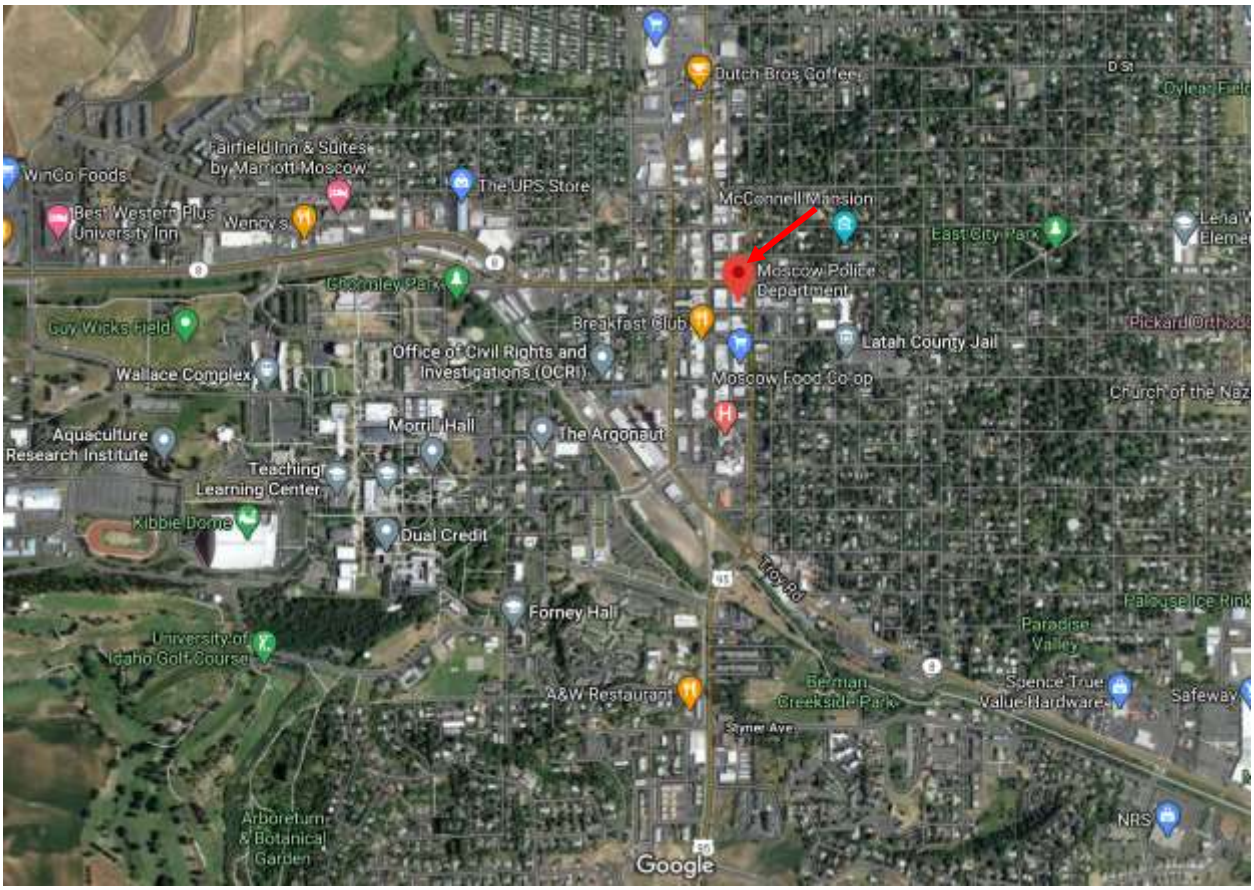
Sarah E. Miles, MAI
WA Certified General Appraiser, CGA-1101701
ID Certified General Appraiser, CGA-1436
Licenses expire: ID: 8/9/2021 & WA: 8/9/2021
Signature Date: *March 12, 2021*

Regional Location Map:





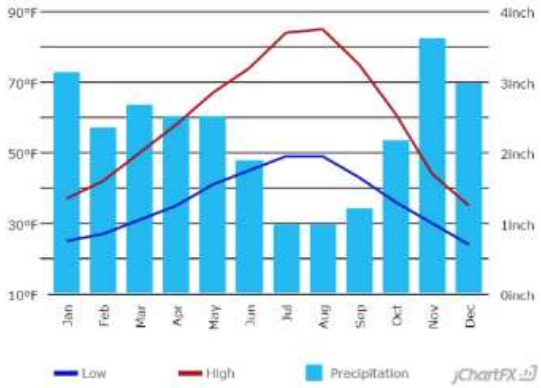
Immediate Neighborhood:



Market Area, City, & Neighborhood Description:

A property is a fixed and integral part of its region and its neighborhood, and as such cannot be treated as an entity separate from its environment. Thus, the value of real property is not intrinsic, but is influenced by surrounding forces and shares its future with the region and specific neighborhood in which it is located. The major population center associated with this parcel is Moscow, Idaho, the county seat for Latah County. Latah County is located in north central Idaho. The secondary major population center is Pullman, Washington only six miles to the West. Moscow is home to the University of Idaho and Pullman is home to Washington State University, both have major impact on the economics of this region.

Land Form & Climate – West Latah County consists of rolling hills predominantly used for dry crop wheat and legume production. East Latah County is the Clearwater National Forest and is a major timber-producing area. The 4-season climate is moderate, with normally cold winters and low-humidity in the summer. Moscow gets 24 inches of rain per year; the US average is 37. Snowfall is 50 inches. The average US city gets 25 inches of snow per year. The number of days with any measurable precipitation is 117. On average, there are 169 sunny days per year. The July high is around 83 degrees. The January low is 23.



Boundaries and Access – Access to Moscow is primarily provided by US-95 and SH-8. US-95 is a north-south U.S. Highway near the western border of the state of Idaho, stretching from Oregon to British Columbia. SR8 runs from the state line to the west, at the edge of Moscow, all the way out to Elk River, Idaho, in Clearwater County, about fifty miles away.

The following is a general summary of Moscow's real estate development structure:

Commercial Districts:

Downtown (CBD) - Owner-occupied small retail stores, restaurants, and entertainment venues fill Moscow's downtown, as well as major banks and small professional offices. Many buildings include apartment units on upper floors. Gritman Medical Center anchors the south end of downtown.

95 North - Retail stores including Rosauers Grocery Store with Sonic Drive-in, Walgreens, Moscow Building Supply, and Meineke Mufflers make up most of this commercial district, though some offices exist and Rodeo Drive inline retail center. Vacant commercial development land to the north of Moscow Building Supply.

95 South - University Housing Developments, Service Centers for farm and auto service, Agriculture grain storage and Early Bird Building Supply.

East SR 8 (Troy Highway) - Strip malls and eating establishments fill the north side of SR8 here. Eastside Marketplace, a neighborhood mall; two bank branches, and Spence Hardware and Farm Supply store. Alturas Technology Park and a housing development fills the rest of the area south of Eastside Marketplace.

West SR 8 (Pullman Road) - Strip malls and car-accessed establishments fill the north side of SR8 here. Palouse mall, a few big box stores, hotels, gas stations, and some medical offices fill the rest of the area. The University of Idaho is located on the south side of SR8 here.

Residential Districts:

NW - The Northwest quarter of Moscow is one of the most significant multi-family areas in Moscow. Though some single-family dwellings exist, typically those further from SR8, this is a major residential center, primarily for student due to the location of the University directly across SR8.

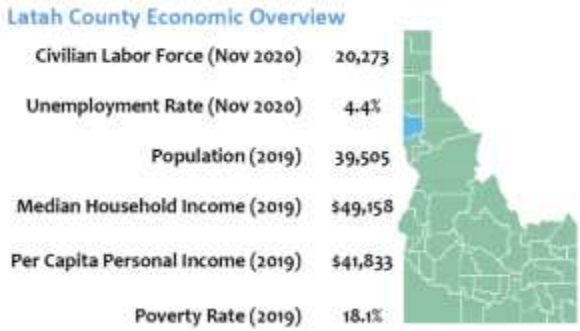
SW - University housing takes up both the Northern side and Southeast corner of the University land. South of the university are apartment complexes and single-family residences. Most of the apartment complexes are along US-95.

NE - The heart of Moscow's single-family residential district is the NE quarter of Moscow. Land-use is predominately single-family with strong development in 1980's, 1990's, and early 200's in Moser Estates and Rolling Hills, with newer developments in Southgate and Camden Court.

SE - A large apartment complex was constructed along US-95, geared toward the student population of the University of Idaho. There is a second large apartment complex at the corner of Highway 95 and Highway 8. Between

95 and SR8 along Styner Ave is another Multi-Family area.

Economic Development - According to the latest December 2020 Work Force Trends that is provided by the Idaho Department of Labor, the county's per capita income in 2019 was $41,833, 2019 median household income was $49,158, and the November 2020 civilian labor force was 20,273.



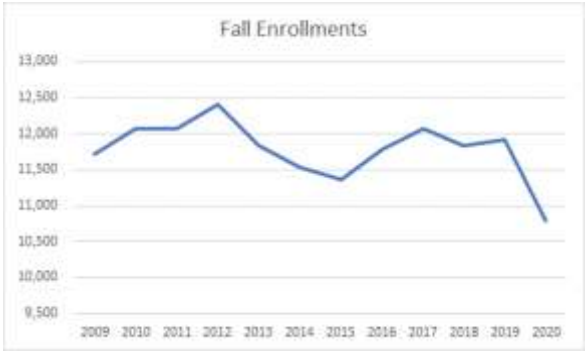
The chart below lists the 2019 top employers in Latah County and are all located in the Moscow area.

Employer	Ownership	Range
University Of Idaho	State Gov	1,000+
Gritman Medical Center	Private	500 - 999
Moscow School Dist #281	Local Gov	250 - 499
City Of Moscow	Local Gov	100 - 249
Payroll Tax #08740	Private	100 - 249
Bennett Lumber Products	Private	100 - 249
Latah County	Local Gov	100 - 249
Evangelical Lutheran	Private	100 - 249
Disability Action Center- Northwest	Private	100 - 249
Northwest River Supplies Inc	Private	100 - 249

NOTE: Only employers that have given the Department permission to release employment range data are listed. Source: Idaho Department of Labor

UI Overview – As one of the largest employers in the county and Moscow, educational services, accounted for 31% of all Moscow employed people in the 2019 Industry Employment and Wages produced by the Idaho Department of Labor – most employed by University of Idaho, a land-grant institution in Moscow and is classified by the prestigious Carnegie Foundation as high research activity. University of Idaho students are a big part of Moscow's overall population and economic activity.

The coronavirus pandemic reduced enrollment at the University of Idaho and Washington State University this fall. About 9,050 students enrolled on the Moscow campus this fall, about 3% lower than the 9,328 enrolled in fall 2019. Fewer recent Idaho high school graduates enrolled for fall semester. The number of first-year, first-time students from Idaho fell by 61, or 5.7%. Student retention held at 77%. International student enrollment fell 29% from 652 in 2019 to 464 in



2020. Offsetting some of the other losses, new graduate student enrollment rose 4%.

Government Services – Latah County is governed by an elected Board of County Commissioners. The City of Moscow serves as the county seat. The city of Moscow has an elected mayor, an elected five-member council, and an appointed administrative officer – the city supervisor.

Zoning – There is a strong emphasis on farmland preservation in Latah County, which limits new construction outside of existing population centers. Latah County Planning and Zoning regulates the Latah County Comprehensive Land Use. Between 75% and 80% of land in Latah County is privately owned. The predominant land use is timber and dry crop agriculture in Agriculture/Forest Zone.

Taxes – The State of Idaho imposes a state income tax. The combined state and local excise tax rate as of March 2021, was 6% according to the Tax Foundation website. Property taxes support local government's operating funds and a significant portion of K-12 education with mill-levy over-rides.

Regional Economics – The Palouse relies on agriculture and higher education for its economic base. Latah County dominates the Wheat and Lentil of Idaho. The City of Moscow, excluding the agriculture sector, is the primary trade, cultural, and population center for the County. The college towns of Moscow and Pullman, Washington forma dominant economic unit referred to as the "University Cities" because they each contain their state's respective Land-Grand University.

Industry & Trade – With the assistance of economic development organizations such as the Palouse Knowledge Corridor (PKC), the Clearwater Economic Development Council, Moscow Chamber of Commerce, Palouse Economic Development Council, and Latah Economic Development Council – the regional community has made strides in facilitating the expansion of existing business and the recruitment of new industry. Growth of research firms has been particularly significant, fueled by the growth of EMSI and local college graduates.

Employment Trends – Per the most recent information provided by the Idaho Department of Labor and Indicators Northwest, Latah County was ranked 11th – from most to least – among the 44 counties in Idaho. The University of Idaho provides a fourth of the county's jobs. Enrollment at the University is a major driver of retail, tourism, construction, and service jobs in the Moscow area. Its relatively slow enrollment growth has slowed economic growth in the county over the last dozen years or so.

North central Idaho's manufacturing sector showed even more resilience in the pandemic than the state's manufacturing sector. While U.S. manufacturing jobs in September fell 5% between February and September, Idaho

manufacturing jobs grew 0.5%. Idaho was one of only three states with manufacturing growth. The region's manufacturing employment grew an estimated 4.5% between February and September, as manufacturers added more than 200 jobs. Record high prices for lumber in the past few months buoyed sawmill jobs. The region's largest manufacturer, Clearwater Paper in Lewiston, benefited from strong demand for toilet paper and other paper products. The national ammunition shortage and a surge in gun purchases raised employment at Vista Outdoors ammunition plant in Lewiston and some gun and gun parts manufacturers in the region. Aluminum jet boat builders in Lewiston and Orofino also have expanded as the coronavirus increased interest in outdoor recreation.

No industrial sector has experienced more devastation from coronavirus than the leisure and hospitality sector, which includes restaurants, bars, lodging and amusement and recreation. North central Idaho's leisure and hospitality jobs fell 8.3%, from 4,800 in September 2019 to 4,400 in September 2020. While many leisure and hospitality businesses have restored the employment, they lost last spring, others are still struggling. Among the businesses suffering the most were those that host conventions and other meetings, rely more on business travelers and serve a high proportion of travelers who come here as commercial airplane passengers. Moscow, where tourism primarily revolves around events and conferences at the University of Idaho and Washington State University, has especially been hard hit. The coronavirus-caused shutdown of all cruises to Clarkston has hurt many Lewiston businesses that catered to the high-end customers those brought. On the other hand, many lodging operations, golf courses and businesses serving hikers, campers, whitewater enthusiasts, anglers and hunters saw a surge in demand this summer and fall, as Americans escaped to the great outdoors.

The pandemic caused changes in business activity in November. As coronavirus cases surged, Idaho moved back to Stage 2 on Nov. 13. Under the Stage 2 restrictions, all Idaho businesses can continue to operate while following precautions. Bar and restaurant patrons must be seated to be served, masks are required in long-term care facilities and all indoor and outdoor gatherings are limited to a maximum of 10 people. Washington State also imposed restrictions effective Nov. 17. Retailers are limited to 25 percent occupancy. Bars and fitness centers faced bans on having customers inside. At the same time, consumers once again began stockpiling toilet paper, disinfectant wipes and other items. The increased purchasing resulted in some local stores hiring additional staff to meet increased demand. Some stores reinstated quotas on high-demand products. In addition, the advent of winter also makes it more difficult for restaurants to provide outdoor options that allow them to accommodate more customers while keeping them socially distant. *Source: Idaho Department of Labor.*

Population Trends – Latah County's population rose 6% from 37,244 in 2010 to 39,505 in 2019, while the U.S. population grew 7% Idaho's grew 15%. Because of the students at the University of Idaho, 26% of the county's population is 20 to 29 years old while 14% of the U.S. population is.

Moscow, the county seat, had a population of 25,702 in 2019. The populations of other cities were 965 in Genesee,

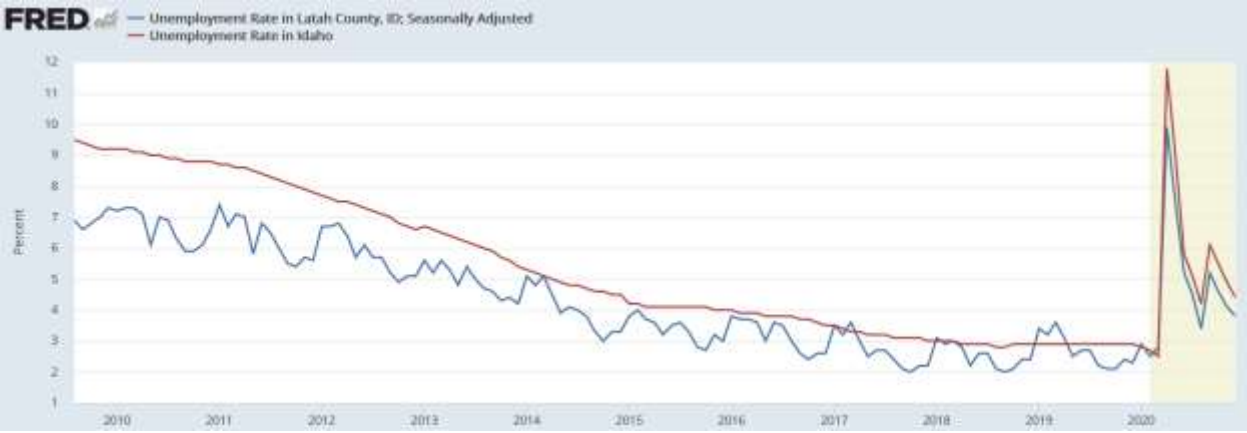
895 in Troy, 814 in Potlatch, 601 in Juliaetta, 516 in Deary, 305 in Kendrick, 258 in Bovill and 188 in Onaway.

Analysis of Moscow and Latah County's Current Economic Conditions

Current statistics that are being focused on as relevant economic indicators include unemployment, retail spending, and changes in housing values/stock. The local economy, particularly in Moscow, is considered healthier than the national indicators.

Unemployment – People are counted as unemployed if they are at least 16 years old, are without a job and available for work, and have recently made specific efforts to find employment. The unemployment rate is the number of unemployed as a percent of the entire labor force. The County's unemployment rate has historically been exceptionally low because of the stability of university employment, the abundance of full-time students not in the job market, an agricultural base that does not require a large labor force, and few migrant workers. Seasonal variations in unemployment typically result from significant layoffs caused by the annual summer slow-down in business due to summer break for the universities. The coronavirus and subsequent stay at home orders for Latah County has hit the labor force especially hard this year.

Latah County, ID's monthly unemployment rate was 3.8% in December 2020, down from 4.4% in November 2020. Idaho as a whole was 4.4% during this same time. Local employment is most significantly tied to University of Idaho.



Current Retail Spending – In the past few years there were a few business closures in the area, Vern Eide Ford of Moscow, Office Depot, Hastings, Macy's Department Store, Smokey Mountain Pizzeria, Firehouse Grill & Pub, Quad Cities Nissan, and Jack-n-the box restaurant. Walmart remodeled and reopened their store after closing it for over a year with original intent of going dark after opening an 180,000-sf store in Pullman. Moscow has a highly active core anchored by Moscow Food Co-op and St. Andrews College.

Current Land Use and Commercial Trends:

An analysis of the overall commercial real estate marketplace indicates that this market is healthy with regards to Moscow's commercial areas. As shown in the table on the following pages new commercial construction permits appear to fluctuate with business deciding to renovate older well-established buildings. Moscow is a university town with good employment stability, and typically economic and/or real estate downturns have less of an effect compared to regional or national markets. The overall current Moscow commercial market vacancy rate is estimated between 5% to 8% with multiple refurbished spaces in Moscow's CBD recently occupied.

The Moscow area has experienced moderate and mostly stable growth in the past few years. Based on the following, commercial growth remains relatively active. The current anticipated commercial construction project at the corner of 6th and Jackson in the Moscow Urban Renewal District has been delayed due to the coronavirus pandemic. Construction of the three-story, 29,000 Sq Ft building, a two-story 2,300 Sq Ft structure, a 25-space parking lot, a rooftop with a sky bridge and an extension of the University of Idaho's Hello Walk is now expected to begin early next year.

- Petco that took over a portion of the old Office Depot in the Palouse Mall.
- Renovation of older grain terminal into a three-tenant strip mall at the corner of US-95 and SH-8.
- Former Time Warner Building was renovated into the new Potlatch Federal Credit Union on Pullman Rd.
- Commercial building renovated into the Rants & Raves Brewery located at 310 N. Jackson St.
- Renovated Anchor Building located at 106 N. Main Street houses the new Lodgepole Restaurant and Humble Burger.
- Marshalls open in the former Hastings.
- Ulta Beauty Supply opened in the former Joanne's.
- Joanne's opened in their new location in the Palouse Mall.
- Hunga Dunga Brewing Company in the renovated former Stookey's Seed Property.
- $6 Million Gritman Medical Office building located on South Main Street.
- Mixed-Use Property located at 402 6th Street. Two tenant street retail with residential above.
- Vandal Diner restaurant located at the corner of west 3rd street and south Jackson street.
- Sonic Restaurant located in the northeast corner of the Rosauers parking lot.
- Red Bento opened a second location in the in the Palouse Mall. They will occupy the former space of Super China Buffet.
- Moscow Hotel and Garden Lounge building was purchased in 2018 and a portion of the interior ground floor was in the works to be renovated to make room for the new Sangria Grille, however the former US Bank building next door was purchased in 2019 with the plans to relocated Sangria Grille from the Palouse Mall Parking Lot to the main floor of this building. The second level of the former US Bank building will be

converted to commercial office spaces. The Moscow Hotel and Garden Lounge building will still be occupied by the Garden Lounge and apartments on the above floors.

- The former Jack in the Box restaurant located at 710 W. Pullman Road was demolished in January of 2019 and MOD Pizza was constructed.
- City council approved a parkland exchange between the Indian Hills Trading Company and the City of Moscow. The city has acquired a 4.09-acre hillside and the city is designing a new edible forest-harvest park that will be known as the Harvest Park.
- Construction has begun on the 2.31-acre parcel located on the SE corner of the intersection of South Main Street and Southview Avenue. This site will be the new location of the Moscow police station. This facility will include a two-story, 16,500-sf building with a 2,700-sf outbuilding that would be used as storage.
- The former Tidyman's grocery store (45,000 +/- SF) was remodeled and completely refurbished and is now the 150,000 Sq. Ft. Northwest River Supply warehouse/corporate offices, and showroom.
- 2,900-sf Washington Trust Bank branch located at 222 Troy Road.
- New Idaho Federal Credit Union building will be between 5,000 – 5,500 square feet and will be located in the former Nissan dealership that is located at 525 W. Third Street.
- New headquarters for Emsi, a four-story 70,000 Sq. Ft. building on 3.7-acres. This building will house more than 500 employees.
- The city of Moscow annexed 154-acres purchased by Schweitzer Engineering Laboratories (SEL) property immediately south of the city line in November. It is not yet known what SEL will do with this property, but company officials reported that it will be put to use withing the next five years.
- The former Emsi building at 409 S. Jackson is being marketed by Keimle-Hagood for sale or lease, offering 21,600 square feet of modern office space. The space can be demised to 16,600 SF and 5,000 SF sections.
- The former Salvation Army building at 315 S. Jackson has been converted to modern office space for Populi, Inc., a software company providing web-based solutions for higher education college management.
- The former NRS warehouse was purchased for the new location of the Palouse Ice Rink
- The City of Moscow has purchased the 7,500 SF Haddock Building at Washington Street and 5th Street being remodeled as the new Moscow City Office Building for employees currently in the Mann Building with occupancy planned for July 2021.

Land Use and Homogeneity:

Land Use Regulations within the delineated boundaries of the subject neighborhood is a mixture of single family residential, multi-family residential, University of Idaho Campus, and central business.

Residential/Multi-Family Trends:

Single-family residential development has been on the increase as the housing market continues to recover. In 2019, 33 new single-family homes were permitted for construction which is slightly lower than in 2018 which was at 37 permitted and even with the year 2017.

It is anticipated that single-family residential construction levels will continue to increase as demand has been strong with new subdivisions (such as Rolling Hills 8th Addition, Indian Hills 6th Addition and Southgate 3rd Addition) that have been completed to provide further opportunities for new single-family housing in Moscow.

The greatest area of multi-family growth in the past three years has been along Farm Road, White Avenue, Joseph Street, and Indian Hills Drive which includes a variety of low-income apartments, high density moderate housing, and upper-end development on the hillsides that have better views. High density moderately priced (+/- $200K) developments tend to be in the flat-lands, evidenced by the Tiempo Development. The overall current Moscow vacancy rate for multi-family properties is estimated at 5%.

There are also several larger multi-family developments in the area that have been completed or are near completion.

- Silver Creek Apartments: 18 units situated in 3 buildings and 24 unit situated in 4 buildings, all along White Avenue.
- Kestrel Development has a 120-unit apartment complex that was completed in multiple phases located on the 2300 block of E. Whitman Avenue.
- Indian Hills Apartments: Phase I and Phase II have been completed that includes 60 units situated in 4 three-story buildings.
- Apartments located a 210 Farm Road and includes a total of 48 units contained in a three-story apartment complex. These include 12 one-bedroom units and 36 two-bedroom units.
- CA Ventures, a major student housing developer based in Chicago has completed construction of the "Identity on Main" development. There is a 72-unit main apartment building with leasing office and common areas for exercising and studying. Adjacent to that is a 3,000-sf commercial space building that houses the new Pizza Hut. There is also three, four-story townhome buildings that hold 20 units each.

Current Investment Property Financing

75% to 80% loan-to-value ratios	Monthly payments
6.5% to 7.00% nominal annual interest rates	5-year average rate adjustment
5-year and 30-year amortization terms	1.35 to 1.5 debt coverage ratio

Moscow Building Permit Trend Tables

New Commercial Building Permits			New SFR Building Permits			New Multi-Family Building Permits		
Year	**#**	**Value**	**Year**	**#**	**Value**	**Year**	**#**	**Value**
2014	12	$7,913,164	**2014**	21	$4,941,673	**2014**	66 Units	$6,687,120
2015	3	$6,985,000	**2015**	32	$7,323,383	**2015**	44 Units	$4,409,987
2016	4	$1,296,376	**2016**	31	$7,597,757	**2016**	31 Units	$3,899,606
2017	9	$11,247,552	**2017**	33	$8,426,009	**2017**	117 Units	$15,302,686
2018	3	$634,068	**2018**	37	$9,247,287	**2018**	96 Units	$10,608,899
2019	5	$2,750,046	**2019**	33	$9,480,320	**2019**	26 Units	$4,368,756
2020	7	$17,910,676	**2020**	41	$11,803,731	**2020**	14 Units	$1,886,080

Source: www.moscow.id.us; as of December 2020, the most current up to date information.

According to the monthly construction permits listed on the City of Moscow website, in the year 2020, the total new construction building permits issued in the City of Moscow were approximately 11% for commercial structures, 23% were for multi-family dwellings and the remaining 66% were single family dwellings.

Conclusion:

The economic activity of Moscow is intertwined with the neighboring city of Pullman, Washington. These two cities are the commercial hub for the agricultural/timber areas of the Palouse region. Both Moscow and Pullman are home to the only land-grant universities located in the states of Idaho and Washington. Demographics and Social influences in Moscow are tied to the University of Idaho. I have studied current data, including pending sales, active listings, the most recent sales, and surveys with local market participants.

Property Description:

Location:

The subject property is located on the northwest corner of E. 4th Street and S. Washington Street in the central business corridor of downtown Moscow. Approximately 220 feet south of the lighted intersection of S. Washington Street and E. 3rd Street and is currently occupied by the Moscow Police Department. The physical address of the subject property is 114 E. 4th Street, Moscow, Latah County, Idaho 83843.

Size/Shape:

The improved site area is one city tax parcel consisting of 9,375 +/- sf or 0.22-acres and is predominantly rectangular in shape, as shown in the aerial map above.

Access & Visibility:

The subject is well located in the downtown Moscow central business corridor area. The improvements have public access from E. 4th Street and S. Washington Street and the public alleyway that runs north to south from E. 4th Street to E. 3rd Street along the subject's westerly lot line. There is 125-feet of road frontage to E. 4th Street and 80-feet of road frontage to S. Washington Street.

Topography/Soils:

The subject's site area is level at street grade. Per USDA NRCS, the soil type that is predominantly present is Latahco silt loam, 0 to 3% slopes.

Elevation:

According to the NRSC web soil survey results the elevation range for the site area is between 2,310 to 2,880 feet. The estimated center point elevation of site improvements is 2,583-feet.

Site Improvements:

The subject is currently improved with a 9,308-sf concrete block frame commercial office building that is currently occupied by the Moscow Police Department. Additional site improvements include concrete curb and wide sidewalks, Mercury vapor street lighting, and city owned trees, and planter boxes.

Utilities: Typical utilities for a commercial office/retail facility.

Service	Provider	Adequacy
Water	City of Moscow	Available
Sewer	City of Moscow	Available
Electricity	Avista	Available
Propane Gas	Avista	Available
Telephone	Spectrum & Others	Available
Internet	Multiple	Available
Waste-Refuse	Latah Sanitation	Available

Surrounding Properties:

North: Moscow's commercial business district, Keeney Brothers Music Center, Peck's Shoe Clinic, and E. 3rd Street.

South: Moscow's commercial business district, E. 4th Street, Opportunities Unlimited, Hodge & Associates, Northwest Wado-ryu Karate, and The Yarn Underground.

East: Moscow's commercial business district, S. Washington Street, and office/retail facilities.

West: Moscow's commercial business district, public alleyway, State Farm office building, and Champions Bar.

Liens and Easements of Record:

A title commitment was not provided by the client. The last conveyances of record was Warranty Deed #241441 recorded on May 15, 1968. Common easements of record include electrical, gas, sanitary, water, and public utilities and do not have a negative impact on value. There were no indications of any adverse easements or encroachments.

Environmental Concerns or Hazards:

An environmental assessment was not provided. There were no known hazards or concerns noted at the time of inspection. Appraisers do not perform technical environmental inspections and the services of a professional engineer for this purpose are recommended. This statement is restricted to the Assumptions and Limiting Conditions section of this report.

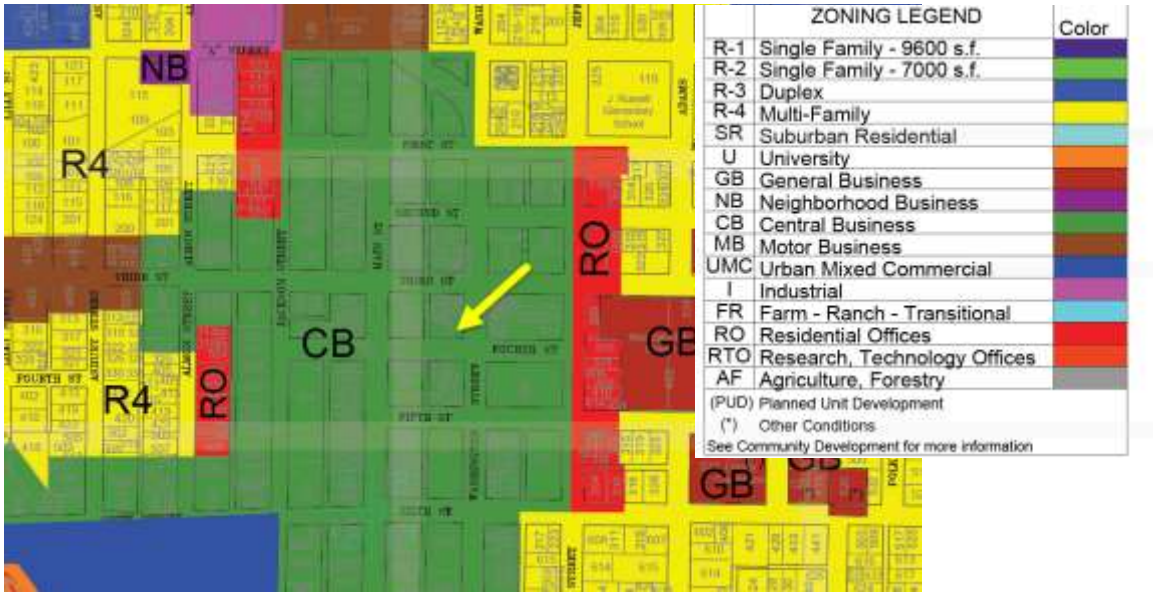
Zoning:

The subject is zoned CB: Central Business. The intent of this district is to provide a location for groups of compatible commercial uses having the common characteristic of not involving more than incidental and minimal assembly, fabrication or storage of commodities; for example, establishments dispensing retail commodities, and those

providing professional and personal services to the individual. Eating/drinking establishments and professional, financial business, and medical offices are permitted a use. The subject appears to be legally conforming.

- ✓ Minimum lot area: None
- ✓ Minimum yard requirements: None
- ✓ Maximum Height of Structures: Sixty-five feet
- ✓ Parking Requirement: Off-street parking is not required within the CB Zoning District.

We are not experts in the interpretation of zoning ordinances. An appropriately qualified land use attorney should be engaged if a determination of compliance with zoning is required. The full central business can be found at https://www.ci.moscow.id.us/469/Zoning-Code



Assessed Value and Taxes:

The subject is currently owned by the City of Moscow and is tax-exempt. The assigned county tax parcel number is RPM0001003005AA.

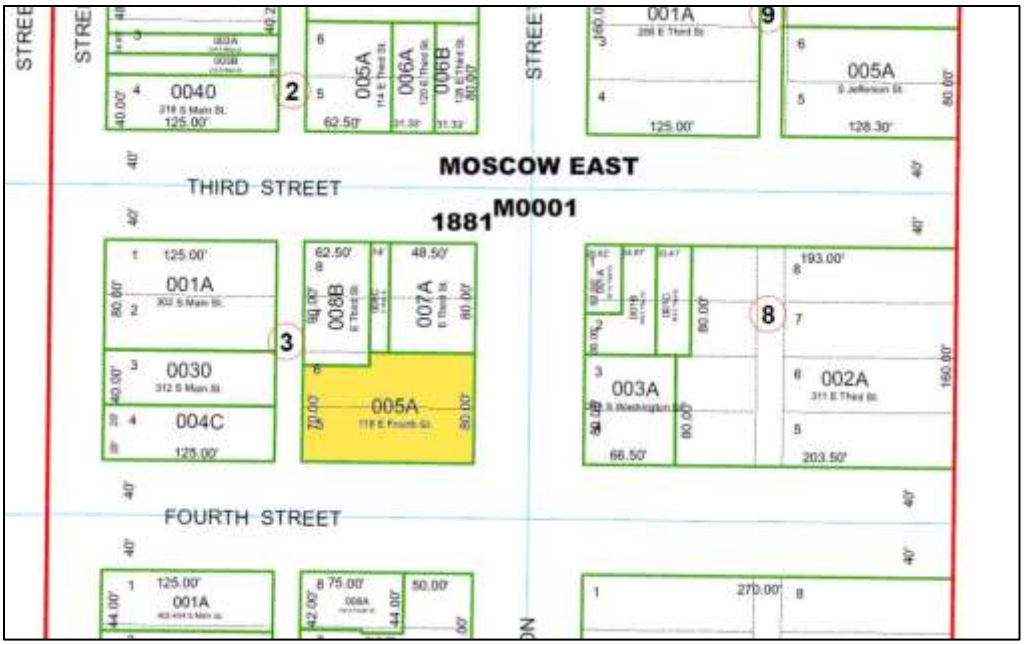
Parking:

Off-street parking is not required within the CB Zoning District. There are no off-street parking spaces located to the subject property. There are nine street parking spaces located on E. 4th Street, designated for the Moscow Police Department use. Once the Moscow Police Department vacates the subject property these designated street parking spaces will revert back to public use.

Legal Description:

Lots Five (5) and Six (6) in Block Three (3) of the Original Town of Moscow as shown by the recorded plat thereof EXCEPTING THEREFROM Commencing at the northwest corner of said Lot Six (6), thence East along the North line of said lot, 62.5 feet; thence South 10 feet; thence West 62.5 feet, thence North 10 feet to the place of beginning.

Plat Map:

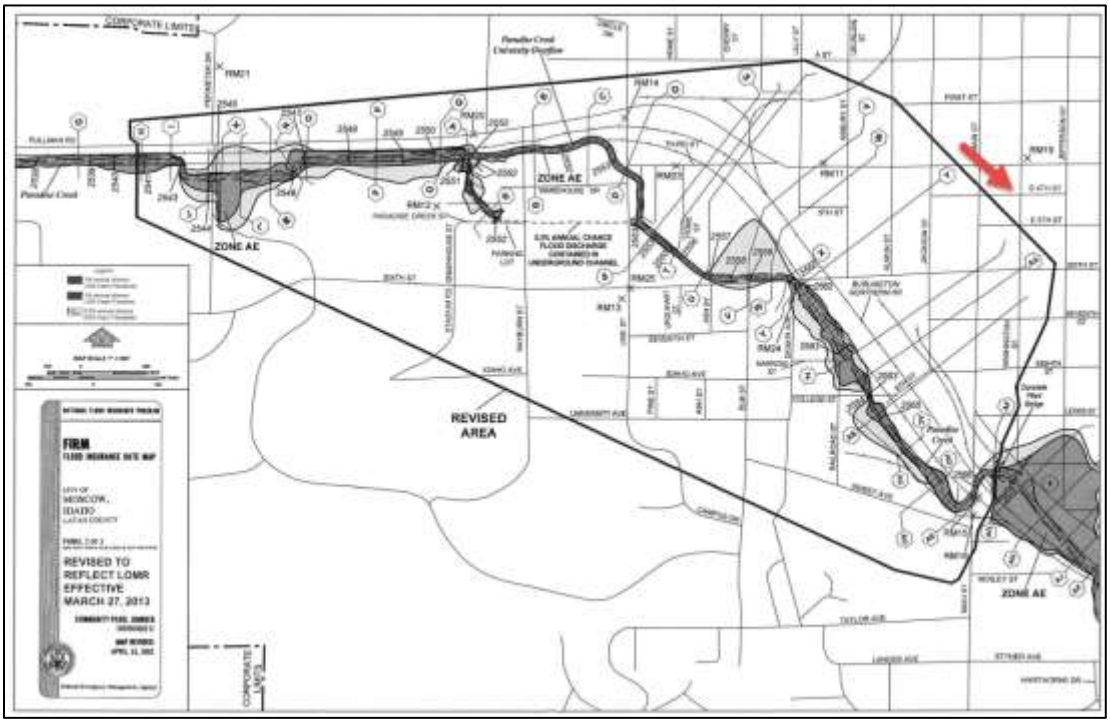


Aerial Plat Map:

Topography:

Flood Zone:

According to the FEMA Flood Map Service Center map number 1600900002D, effective on 04/15/2002 the subject property is not located within a flood hazard area. For insurance purposes, a surveyor should be contacted to verify the exact zone by a flood evaluation certificate, as well as its impact on insurance.



Subject Photographs – Taken March 5, 2021:

Front View – Southeast Corner

E. 4th Street Looking West

East Side Along S. Washington Street

S. Washington Street Looking South

Rear View – Northeast Corner

West Side/Front View – Southwest Corner

West View – Public Alleyway

Representative Interior Photo

Representative Interior Photo

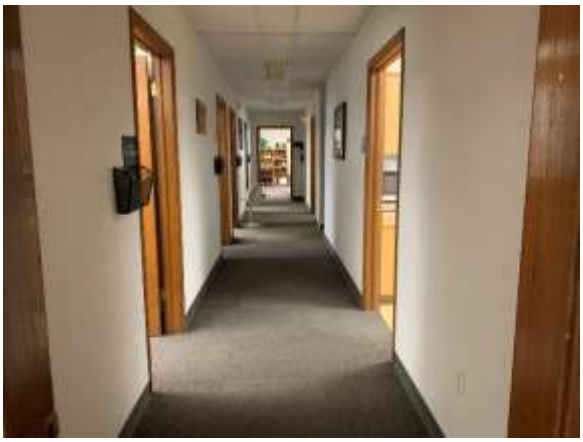
Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo



Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

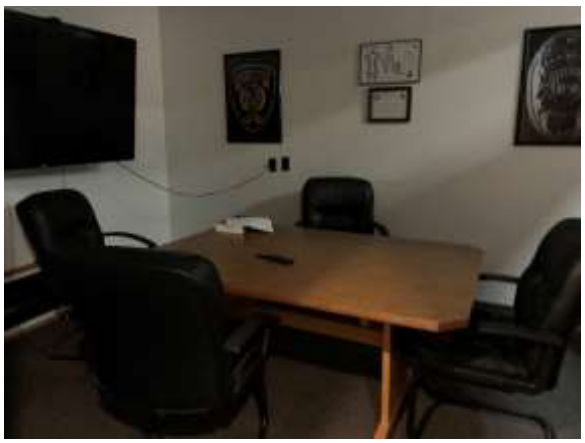
Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo



Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Representative Interior Photo

Improvements Description:

As of the effective date of value the subject of this analysis consists of an average quality Class C masonry construction (CMU) single tenant commercial office building that is located at 114 E. 4th Street, Moscow, ID. This structure has a gross building area of 9,308-sf and was estimated to be built in 1936. Subject is currently occupied by the Moscow Police Department until that time that their new two-story, 16,500-sf building is complete. The anticipated use of the subject property is office space for the City of Moscow.

Property Type:

Single tenant average quality Class C masonry construction commercial office building.

Gross Building Area:

9,308-sqft gross building area that is equal to net rentable area.

Year Built:

This is a tax-exempt property. According to the original floor plans provided the subjects estimated year built is 1936.

Improvement Age:

Actual Age: 85 Years

Effective Age: 26 Years

Age Life: 65 - 75 Years

Remaining Economic Age Life: 39 - 49 Years

Number of floors:

One floor.

Land-to-Building Ratio:

9,308-SF total building footprint represents 99% of the 0.22-acre usable site coverage. Land to building ratio is 1.01:1.

Exterior Construction Detail:

Construction/Frame: Class C masonry construction (CMU) with wood frame interior construction in average overall condition.

Foundation: Concrete slab on grade foundation.

Exterior: Crushed rock type stucco finish over concrete.

Roof: Flat built-up roofing system with Elastomer rolled coating that was updated in July of 2015.

Gutters and Downspouts: Roof scupper drainage system.

Windows: Fixed pane Aluminum casement windows.

Doors: Fixed pane Aluminum casement storefront with security glass.

Elevator: None.

Additional Items: Three entry vestibules.

Interior Construction Detail:

At the time of inspection, the interior of this commercial building was heavily delineated. Reference the following sketch for building floor plan layout.

- **Floor:** Combination of carpet and commercial vinyl in average overall condition.
- **Walls:** Painted and textured drywall in average overall condition.
- **Trim:** Mixture of painted wood and rubber base trim in average overall condition.
- **Ceiling:** Acoustic ceiling tiles in average overall condition.
- **Restrooms:**
    - Two full restrooms with commercial Linoleum flooring in average overall condition and painted sheetrock surround that each contain one sink and one toilet.
    - Two restrooms with vinyl flooring in average overall condition and ceramic tile surround. One restrooms contains one sink and one toilet, and another restroom contains one sink, one toilet, and urinal.
    - Restroom with shower contains two sinks, two urinals, shower stall, and toilet. Commercial vinyl flooring in average overall condition and painted sheetrock surround.
- Breakroom: Vinyl flooring in average condition, built-in cabinetry, Formica counter tops, double sink, and refrigerator.

Mechanical Systems:

HVAC: Two larger roof mounted HVAC systems that were replaced in October 2013 with one older roof mounted HVAC system.

Electrical: Typical electrical system for high security office use.

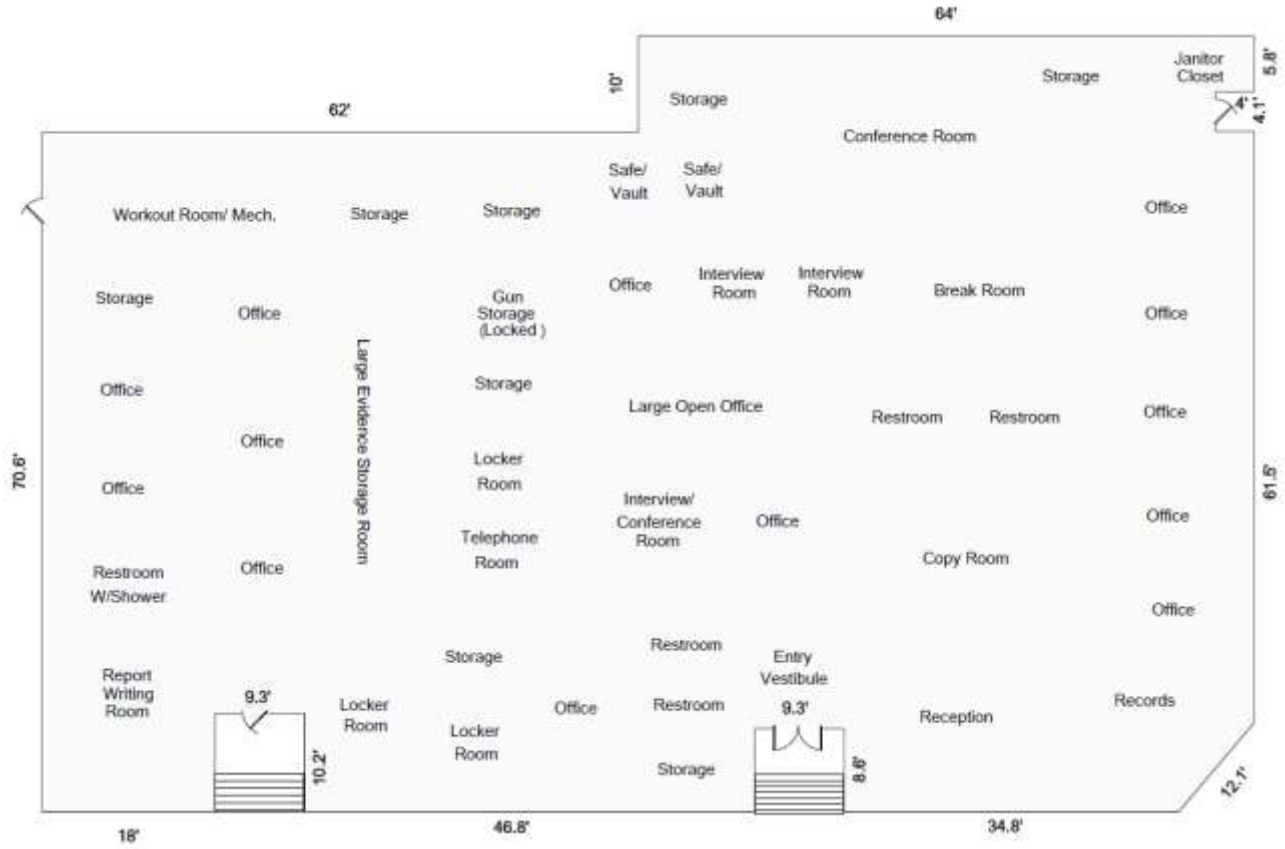
Sprinklers: None noted.

Security: Full building security system.

Utilities: Improvements are connected to all public utilities.

Additional: Commercial backup generator, new within the previous five years.

Floor Plan:


64'
62'
10'
5.8'
4.1'
4'
Storage
Storage
Janitor Closet
Conference Room
Safe/ Vault
Safe/ Vault
Workout Room/ Mech.
Storage
Storage
Office
Storage
Office
Gun Storage (Locked)
Office
Interview Room
Interview Room
Break Room
Office
Office
Large Evidence Storage Room
Storage
Large Open Office
Restroom
Restroom
Office
Office
Locker Room
70.6'
61.5'
Office
Interview/ Conference Room
Office
Office
Telephone Room
Copy Room
Restroom W/Shower
Office
Office
Restroom
Entry Vestibule
Storage
Report Writing Room
9.3'
Locker Room
Office
Restroom
9.3'
Reception
Records
Locker Room
10.2'
Storage
8.6'
12.1'
18'
46.8'
34.8'

Highest and Best Use:

Highest and Best use may be defined as, *"The reasonably probable use of property that results in the highest value."* (Appraisal Institute, 2020)

The analysis of highest and best use can be thought of as the logical end of a spectrum of market analysis procedures, running from the study of a property's market area, through more detailed marketability studies into the financial analysis of alternatives to determine the most profitable use, and finally to the reconciliation and formal conclusion of highest and best use, the timing of that use, and the most probable buyer. All these forms of analysis are interrelated processes that measure the economic potential of alternative uses of real estate. (Appraisal Institute, 2020)

Purpose

Creates the foundation for identifying the sub-market, including comparable sales I will use to establish value. Determines what, if any, of the whole and/or part(s) of site and/or proposed improvements that is super adequate and/or inadequate and consider them accordingly.

HIGHEST AND BEST USE ANALYSIS OF THE VACANT SITE

Vacant Site Features

Access	The site has public access from East Fourth Street, South Washington Street, and a public alleyway running along the westerly lot line.
Zoning	The building parcel is zoned CBD – Central Business District.
Size	9,375 SF
Public Road Frontage	Roughly 128 +/- feet along East Fourth Street and 84 +/- feet along South Washington Street.
Depth	Measuring from East Fourth Street, site depth varies; refer to the Property Description section of this report.
Easement	A title policy was not provided in connection with this assignment. No easements or exceptions are noted outright in the most recent deed of record.
Net Useable Area (SF)	Equal to total site area.
Shape	Predominantly Rectangular
Topography	Level at street grade; the subject is not located in a flood zone.
Utilities	All utilities are in place, provided by Avista Utilities and the City of Moscow.

1) Legally permissible: In order to consider highest and best use of the property, I have first determined which uses are legally permissible. These include:

- Private restrictions
- Zoning
- Building codes
- Historic district controls
- Environmental regulations
- Long-term leases

Private restrictions and deed restrictions relate to the covenants under which properties are acquired. These restrictions may prohibit certain uses or specify building setbacks, heights, and types of materials. If deed restrictions conflict with zoning laws or building codes, the most restrictive guidelines usually prevail. Utility easements are a private restriction, however, are consistent with use and do not adversely affect the site use.

The subject is zoned CB – Central Business District. The intent of the CB zoning is to provide a location for groups of compatible commercial uses having the common characteristic of not involving more than incidental and minimal assembly, fabrication or storage of commodities; for example, establishments dispensing retail commodities, and those providing professional and personal services to the individual. The CB zoning district is the most intensive commercial zoning district. To promote pedestrian use, unbroken, street level, commercial frontage is encouraged in this zoning district. The subject's current use as a retail/restaurant facility or office is permitted outright. There are no minimum lot requirements, yard requirements or open space requirements. The maximum height of any structure cannot exceed 65'.

2) Physically possible: The size, shape, topography, soil structure and accessibility affect the uses that are practical for the site. The subject is level, 100% usable, and consists of 9,375 SF and is predominantly rectangular in shape. The site is not located in a flood zone. The site square footage has the utility and size to accommodate the existing structure. Site size and shape are the predominant limitations to physically possible developments.

3) Financially feasible: In considering financial feasibility, I have considered which uses are likely to produce an income or return on investment that will satisfy operating expenses, financial obligations, and capital amortization. On-site parking is highly limited in downtown Moscow and is not considered an essential factor in the highest and best use but is a valuable commodity. The subject does not have off-street parking as currently developed. Use as either restaurant, service, office or retail are considered maximally productive alternatives for the site 'as though' vacant. Considering the subject's Moscow CBD location and proximity to the University of Idaho campus, commercial office, retail or restaurant/retail are all financially feasible uses.

4) Maximally productive: The use that produces the highest residual land value consistent with the rate of return warranted by the market for that use. (Appraisal Institute, The Appraisal of Real Estate, fourteenth Edition.)

Based on the location of the site in an area of conforming uses, adequate access, the logical and financially feasible highest and best use 'as though vacant' would be as a commercial development site, office, retail or restaurant/retail oriented based on the high exposure and high volume of pedestrian traffic. Sixth Street, Main Street and Third Street are predominantly retail oriented, with more office use existing along Washington and Jackson Streets. The immediate neighborhood is predominantly retail and office oriented.

HIGHEST AND BEST USE AS IMPROVED

Features	Improvements
Square Footage	9,308 SF of net rentable square footage equal to gross building area.
Design	One story, single tenant office facility, heavily demised with several offices, storage, conference rooms, break rooms, five restrooms, locker rooms, report writing, reception, records room, etcetera, with specialized tenant improvements relative to the existing use as the Moscow Police Department Office Building.
Height	Estimated at 16' to sill plate.
Site Coverage	Overall, there is a 99% site coverage ratio; 1:1 land to building ratio.
Current Use	City of Moscow Police Department office building.
Construction	The original construction is overall Average Class C, with average interior condition and no known needed repairs of structural deficiencies. Plumbing, mechanical, and electrical systems have been upgraded over the years. The roof membrane was replaced in 2015; two of the HVAC units were installed in October of 2013. The generator is new within the past five years.
Existing Use	Single tenant office building, heavily demised for current use.
Layout	Heavily demised for current use; please refer to the Improvement Description section of this report for a current schematic.
Off Street Parking	Not typical to downtown Moscow properties, the subject property does not include any off-street parking.

1) Legally permissible: The utilization of the existing improvements is consistent with uses in the area and are in conformance with the existing private restrictions and zoning ordinances, therefore legally permissible. Historic district controls, and environmental regulations are not applicable. No zoning changes are anticipated.

2) Physically Possible: The physical considerations of the site for the use of commercial development have been explored in highest and best use of the site "as though vacant" and in the site description of this report. The appraiser has reported that the access, exposure, truncating properties, topography and availability of utilities lend to the physical suitability of the site as a commercial development site. The site is suitable and well qualified for the existing site improvements.

3) Financially Feasible: The market rents in the area indicate potential additional income value to expand or convert the existing office property to an alternative use. Financially feasible alternative uses are determined by feasibility analyses, which is outside the scope of this assignment. The trend for redevelopment of downtown Moscow properties – in some cases down to the building shell – has been occurring over the past several years.

4) Maximally productive: In analyzing alternative uses under "physically possible" above, consideration to other uses was based on identifying uses that would produce a higher benefit to the existing property, which includes 9,308 SF of gross SF of building area, of which 100% is utilized as a single-tenant office building for the City of Moscow Police Department. The subject has two storefront entries and was previously a two-tenant facility. Maximally productive use is most likely as a two-tenant facility, considering a general lack of local demand for a 9,308 SF single tenant office building. The highest and best use conclusion is continued use in a commercial retail or office capacity, and potentially demising the space. The existing tenant improvements are highly delineated for specialized use by the current occupant and are second-plus generation. Alternative uses would most likely require updating and reconfiguration of the existing space.

Valuation Methodology:

Real property appraisal is the systematic acquisition, classification, analysis and presentation of data toward the goal of arriving at a reliable estimate of value of a subject property. To this point, I have presented a summary report of important facts and conclusions, a state of assumptions and underlying conditions, and relevant definitions such as the effective date of value estimate, the property rights being appraised, and the type of value sought. I have presented a discussion of strengths and weaknesses of the property. There are three commonly accepted approaches used in valuing real estate, defined as follows:

Cost Approach—One of the three traditional appraisal approaches to estimating value. In this approach, value is based on adding the contributing value of any improvements (after deduction for accrued depreciation) to the value of the land as if it were vacant based on its highest and best use. If the interest appraised is other than fee simple, additional adjustments may be necessary for non-realty interest and/or the impact of existing leases or contracts. Based on the age of the improvements, the cost approach is not considered applicable.

Sales Comparison Approach—One of the three traditional appraisal approaches to estimating value. Value is estimated by comparing similar properties that have sold recently to the subject property. Formerly referred to as the "market approach". The sales comparison approach is fully developed herein to arrive at an 'as is' market value.

Income Approach—One of the three traditional appraisal approaches to estimating value. In this approach, value is based on the present value of future benefits of property ownership. In direct capitalization, a single year's income is converted to a value indication using a capitalization rate. In yield capitalization, future cash flows are estimated and discounted to a present value using an appropriate discount rate. The income approach is fully developed herein using direct capitalization to arrive at the value conclusion 'as is.'

Sales Comparison Approach to Value:

Introduction

The sales comparison approach is the process in which a market value estimate is derived by analyzing the market for similar properties and comparing these properties to the subject property.

The appraisal principles that apply to the sales comparison approach are:

- Anticipation
- Change
- Supply and demand
- Substitution
- Balance
- Externalities

Procedure

The market has been researched to obtain information on the most recent sales transactions that are similar to the subject as defined by highest and best use of the property and meet the definition of "Arm's length Transactions," defined in the introduction. Information is verified by confirming that the data is factually correct.

Acceptable methods are used to analyze and adjust data to make the sales similar to the subject. Matched paired sales provides a basis for quantitative adjustments by comparing one sale to another and isolating the differences of value contribution for market condition, time, rights conveyed, conditions of sale as well as physical characteristics. The contribution is then applied to adjust the sales property unit of comparison to make it similar to the subject.

Selection of relevant units of comparison, price per SF of gross rentable area, is determined by evaluating the consistency and market acceptance of relevant per-unit indications. Using these elements of comparison derived from the comparable sales, adjustments are made appropriately. Adjusted values are reconciled to establish a value indication or range of value. Gross rentable area includes all usable area by the tenant.

Method and Analysis

General characteristics were analyzed by available units of comparison after analyzing and extrapolating quantitative adjustments, shown in dollar or percentage amounts. Where quantitative adjustments cannot be extracted, qualitative adjustments are applied at (+) and/or (-) comparison. Offsetting values are the same as "equal to" or (=).

Qualitative analysis recognizes the inefficiencies of real estate markets and the difficulty in expressing adjustments with mathematical precision. The appraiser, therefore, has explained the logic applied in arriving at the adjustment.

Sales Considered

Sales collected and analyzed for consideration are on the following pages. Sales of this type are somewhat limited because of the size of market area. The sales comparison approach is considered a "rule of thumb" indication of value and was given some weight in the final concluded value.

All sales have been summarized, adjusted, and are presented in spreadsheet format following the sales summary sheets and location map. These sales are analyzed and adjusted to conclude a final estimate of value on a price/SF of net rentable square footage.

Comparable Sale 1

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 458

Property Type Commercial

Property Type & Address

Property Name	Haddock Building	**Primary Land**	CBD
Address	504 S. Washington St.	**City**	Moscow, ID
County	Latah	**Zip**	83843

Transaction Summary

Sale Price	$875,000.00	**Sale Date**	9/24/2020
$ Condition Adj	$0.00	**Adj $ Price**	$875,000.00
Adjusted $/Acr	$0	**$/SF Building**	$117.47
Instrument No.	WD 608924	**DOM**	0
Seller	Gritman Medical Park LLC	**Buyer**	City of Moscow

Site

Site Dimensions	125 x 80
Site Area in Acres	0.23
Site Area in Square Feet	10,000.00
Land Use Zone	Central Business District
Siting	Corner
Site View	Commercial

Physical Overview

Site Improvements in	Small non-conforming parking lot, peripheral landscaping, sidewalks
Utilities Available	All Available; City Services
Topography	Level at Street Grade
Access	Public - 5th Street and Washington Street

Building Information

Year Built	1995	**Construction Quality**	Above Average Class C
Floors	2		
GBA (SF)	7,449.00		
Common & Public Area SF	0		
SF/% Retail	0%	**SF/% Office**	100%
SF/% WH	0%	**SF/% Apt**	0%

Income/Expense Information

Cap Rate	6.05%	**PGI**	$88,676
EGIM	10.66	**EGI**	$82,025.00
		NOI	$52,994.00
Expenses	$29,031.00		
% Expenses	35.00%		

Legal/Transaction Detail

Tax Parcel ID	RPM0001006001AA
Assessed Land Value	$160,800.00
Assessed Imprv. Value	$635,000
Real Estate Taxes	$13,125.52
Financing	Cash
At Market Transaction?	Yes
Property Rights	Fee Simple
Confirmed By	Ruby Miles Stroschein, MAI
Confirmed With	Buyer, Seller, Deed, Files
Date Inspected	5/15/2015

Additional Comments

Previously purchased by Gritman Medocal Center in 2015. Gritman was interested in a separate unrelated vacant parcel of land that was owned by the same seller (Christ Church). Seller agreed to sell Gritman the land if they would also purchase this office building with a rent-back agreement at $10/SF NN. Gritman ultimately sold the property to the City of Moscow. The building is being remodeled for future use as a city employee office building. Sales price is $117.47/SF. Purchase price from 03/312015 was $750,000, 2.84% annualized increase over a 5.5 year time period.

Comparable Sale 2

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 456

Property Type Commercial

Property Type & Address

Property Name	Former Salvation Army	**Primary Land**	Commercial
Address	315 S. Jackson St.	**City**	Moscow, ID
County	Latah	**Zip**	83843

Transaction Summary

Sale Price	$750,000.00	**Sale Date**	3/31/2020
$ Condition Adj	$0.00	**Adj $ Price**	$750,000.00
Adjusted $/Acr		**$/SF Building**	$75.00
Instrument No.	WD 604799	**DOM**	291
Seller	The Salvation Army, a California Corp	**Buyer**	315 S. Jackson, LLC

Site

Site Dimensions	Irr x Irr
Site Area in Acres	0.43
Site Area in Square Feet	18,880.00
Land Use Zone	Central Business District
Siting	Interior
Site View	Commercial

Physical Overview

Site Improvements in	Paved Parking Lot
Utilities Available	All available; City Services
Topography	Level at Street Grade
Access	S. Jackson Street - Public

Building Information

Year Built	1959	**Construction Quality**	Class C
Floors	1		
GBA (SF)	10,000.00		
Common & Public Area SF	0		
SF/% Retail	100%	**SF/% Office**	0%
SF/% WH	0%	**SF/% Apt**	0%

Income/Expense Information

Cap Rate	7.15%	**PGI**	$86,241
EGIM	9.15	**EGI**	$86,241.00
		NOI	$53,589.00
Expenses	$28,340.00		
% Expenses	34.59%		

Legal/Transaction Detail

Tax Parcel ID	RPM0540002004AA & RPM0540002041AA
Assessed Land Value	$219,880.00
Assessed Imprv. Value	$607,200
Real Estate Taxes	13641.42
Financing	Cash Equivelancy
At Market Transaction?	Yes
Property Rights	Fee Simple
Confirmed By	Sarah E Miles, MAI
Confirmed With	CH, Broker, CoStar
Date Inspected	3/4/2021

Additional Comments

Building was in shell condition at the time of sale. Purchased and fully remodeled as Class A office space. OAR reconstructed using market income and expense terms commensurate with a tenant paying for tenant improvements to rehabilitate shell space. Asking price was $850,000.

Comparable Sale 3

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 455	**Property Type** Commercial

Property Type & Address

Property Name	The Hope Center	**Primary Land**	Commercial
Address	1212 W. Pullman Road	**City**	Moscow, ID
County	Latah	**Zip**	83843

Transaction Summary

Sale Price	$820,000.00	**Sale Date**	2/12/2021
$ Condition Adj	$0.00	**Adj $ Price**	$820,000.00
Adjusted $/Acr	$0	**$/SF Building**	$100.99
Instrument No.	612484	**DOM**	0
Seller	Connelly Family Limited Partnership	**Buyer**	Hope Center Moscow, Inc.

Site

Site Dimensions	Irr x Irr
Site Area in Acres	1.28
Site Area in Square Feet	55,738.00
Land Use Zone	Motor Business
Siting	Interior
Site View	Commercial; U of I Ball Fields

Physical Overview

Site Improvements in	Paved Parking
Utilities Available	All Available, City Services
Topography	Level at Street Grade
Access	Public - W. Pullman Rd.

Building Information

Year Built	1968	**Construction Quality**	Avg. Class C
Floors	1		
GBA (SF)	8,120.00		
Common & Public Area SF	0		
SF/% Retail	100%	**SF/% Office**	0%
SF/% WH	0%	**SF/% Apt**	0%

Income/Expense Information

Cap Rate	5.46%	**PGI**	$69,292
EGIM	12.2	**EGI**	$67,213.00
		NOI	$44,739.00
Expenses	$22,474.00		
% Expenses	33.44%		

Legal/Transaction Detail

Tax Parcel ID	ROM00000075855A & RPM00000075900I
Assessed Land Value	$224,400.00
Assessed Imprv. Value	$402,578
Real Estate Taxes	10341.06
Financing	Cash Equivalency
At Market Transaction?	Yes
Property Rights	Fee Simple
Confirmed By	Sarah Miles, MAI
Confirmed With	Rob Cassetto, Dave Sutherla
Date Inspected	3/4/2021

Additional Comments

The original building constructed in 1968 contained 8,120 SF. In 2019, the tenant at the time (The Hope Center, who purchased the building) constructed an additional 6,240 SF of building area. The Hope Center owned this portion of the building, although it sat on landlord owned land. The County stated that the Hope Center owned this portion of the building, which was tax exempt, and thus the tenant was not required to pay real estate taxes on that portion of the building. While the building was actually 14,360 SF at the time of sale, the above analysis is of the 8,120 SF building and 55,738 SF of site area purchased by the tenant. Land value assessment does not reflect both parcels (only 27,413 SF); assessments/taxes are prior to tax exempt status.

Comparable Sale 4

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 446

Property Type Commercial

Property Type & Address

Property Name	Park Place Plaza	**Primary Land**	Commercial
Address	1150 Alturas, Suites 10	**City**	Moscow
County	Latah	**Zip**	83843

Transaction Summary

Sale Price	$257,300.00	**Sale Date**	4/7/2020
$ Condition Adj	$0.00	**Adj $ Price**	
Adjusted $/Acr		**$/SF Building**	$119.95
Instrument No.	608944	**DOM**	7
Seller	Pioneer Exchange Accommodation Titleholder, LLC	**Buyer**	Rodney and Jenny Story

Site

Site Dimensions	Irr x Irr
Site Area in Acres	0.96
Site Area in Square Feet	41,720.00
Land Use Zone	Research, Technology, Offic
Siting	Corner
Site View	Commercial

Physical Overview

Site Improvements in	Paved parking, lighting, sidewalks, curbs, & gutters
Utilities Available	All available, City Services
Topography	Level at street grade
Access	Public - Alturas Drive

Building Information

Year Built	2002	**Construction Quality**	
Floors	1		
GBA (SF)	2,145.00		
Common & Public Area SF	0		
SF/% Retail		**SF/% Office**	100%
SF/% WH		**SF/% Apt**	

Income/Expense Information

Cap Rate	7.12%	**PGI**	$29,678
EGIM	9.13	**EGI**	$28,194.00
		NOI	$18,326.00
Expenses	$9,868.00		
% Expenses	35.00%		

Legal/Transaction Detail

Tax Parcel ID	See Below
Assessed Land Value	$44,800.00
Assessed Imprv. Value	$203,500
Real Estate Taxes	$4,095.18
Financing	Conventional
At Market Transaction?	Yes
Property Rights	Fee Simple
Confirmed By	Sarah E. Miles, MAI
Confirmed With	CH, Deed, MLS, Inspected
Date Inspected	1/5/2021

Additional Comments

This sale is for units 102, 103, and 105. The buyer already owned units 101, 104, and 108. Unit 102 parcel number is RPM96450000102A, unit 103 parcel number is RPM96450000103A, and unit 105 parcel number is RPM96450000105A. Alturas park office condominiums, limited market exposure, history of use restrictions. These condominiums do not have the heavy use restrictions that highly limited available demand in Phase II. Average quality, average overall condition. Combined suites consist of 2,145 SF. Shared paved parking. PGI stated above includes $12.00/SF base rent plus $2.00/SF CAMS. Expenses are based on a 35% overall expense ratio plus a 5% vacancy allowance.

Comparable Sale 5

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 344

Property Type Commercial

Property Type & Address

Property Name	Neely's Travel Service	**Primary Land**	Commercial
Address	524 S. Main St.	**City**	Moscow
County	Latah	**Zip**	83843

Transaction Summary

Sale Price	$360,000.00	**Sale Date**	1/31/2017
$ Condition Adj	$0.00	**Adj $ Price**	$360,000.00
Adjusted $/Acr		**$/SF Building**	$129.49
Instrument No.	583670	**DOM**	0
Seller	Gregory & Bradley Neely	**Buyer**	Mullin, Daniel & Linda

Site

Site Dimensions	55.18 x 59
Site Area in Acres	0.075
Site Area in Square Feet	3,258.00
Land Use Zone	CB Central Business
Siting	Corner
Site View	Commercial CBD

Physical Overview

Site Improvements in	Street Lighting, concrete sidewalks, curbing, street parking only
Utilities Available	All available; city services
Topography	Level at street grade
Access	Public - Alley & Main St.

Building Information

Year Built	1958	**Construction Quality**	Avg. Class C
Floors	1		
GBA (SF)	2,780.00		
Common & Public Area SF	146		
SF/% Retail	19%	**SF/% Office**	76%
SF/% WH	0%	**SF/% Apt**	0%

Income/Expense Information

Cap Rate	6.45%	**PGI**	$33,890
EGIM	15.5	**EGI**	$32,196.00
		NOI	$23,214.00
Expenses	$8,982.00		
% Expenses	27.90%		

Legal/Transaction Detail

Tax Parcel ID	RPM00010050006AA
Assessed Land Value	$75,000.00
Assessed Imprv. Value	$160,000
Real Estate Taxes	4463.9
Financing	Conventional
At Market Transaction?	Yes
Property Rights	Fee Simple
Confirmed By	Sarah Miles, MAI
Confirmed With	Appraisal, Deed, Inspection
Date Inspected	11/18/2016

Additional Comments

2,780 SF one story commercial building in downtown Moscow on a 3,258 SF lot. The building was constructed in 1945, 1958, and 1968. At the time of sale, the large suite (2,118 SF) was utilized as a travel service office; the small suite (516 SF) is a donut shop. The office space has dated TI. Unit A was built in 1945. Unit B was then added in 1958 and then unit C was added in 1968. At the time of inspection Neely's Travel Agency occupied unit's A & C. Upon the purchase of the subject, the travel agency will be leaving. Buyers plan on using this space as an office/architectural firm. Unit B was occupied by Buy the Dozen Donut Shop. Built-up flat roofing system that was not viewed. According to the owner the roof tar paper was replaced

Comparable Sale 6

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 374

Property Type Commercial

Property Type & Address

Property Name	Moscow Water Department	**Primary Land**	Commercial
Address	201 N. Main Street	**City**	Moscow
County	Latah	**Zip**	83843

Transaction Summary

Sale Price	$422,214.00	**Sale Date**	7/31/2018
$ Condition Adj	$0.00	**Adj $ Price**	$422,214.00
Adjusted $/Acr	$0	**$/SF Building**	$111.67
Instrument No.	593683 W18	**DOM**	0
Seller	Magyar Investments Inc.	**Buyer**	City of Moscow

Site

Site Dimensions	80' x 125'
Site Area in Acres	0.23
Site Area in Square Feet	10,000.00
Land Use Zone	MB Motor Business
Siting	Corner Lot
Site View	Moscow's North CBD

Physical Overview

Site Improvements in	Paved parking, landscaping, sidewalks, lighting, curbs, gutters
Utilities Available	All available, city services
Topography	Level at Street Grade
Access	West A Street

Building Information

Year Built	1963	**Construction Quality**	Avg. Class C
Floors	2		
GBA (SF)	3,781.00		
Common & Public Area SF	0		
SF/% Retail	0%	**SF/% Office**	100%
SF/% WH	0%	**SF/% Apt**	0%

Income/Expense Information

Cap Rate	7.99%	**PGI**	$51,440
EGIM	12.52	**EGI**	$48,868.00
		NOI	$33,717.00
Expenses	$15,151.00		
% Expenses	31.00%		

Legal/Transaction Detail

Tax Parcel ID	RPM054000B021AA
Assessed Land Value	$160,800.00
Assessed Imprv. Value	$135,890
Real Estate Taxes	4816.68
Financing	Cash
At Market Transaction?	Yes
Property Rights	Fee Simple
Confirmed By	Sarah Miles, MAI
Confirmed With	Deed, Assessor, City, Files
Date Inspected	8/14/2018

Additional Comments

The subject improvements consist of an atypically designed class C CMU commercial office building located at 201 N. Main Street, Moscow, ID. This commercial building consists of 3,781 sf of gross building area which is comprised of five offices, reception area, vault, two restrooms, storage areas, mechanical room, and conference room on main floor with five offices on second floor. The subject is currently occupied the City of Moscow's Water Department. The tenant was the buyer. Actual lease data at the time of sale shown above.

Comparable Sale 7

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 399

Property Type Commercial

Property Type & Address

Property Name	Chris'Appliances	**Primary Land**	Commercial
Address	337 N. Main St.	**City**	Moscow
County	Latah	**Zip**	83843

Transaction Summary

Sale Price	$375,000.00	**Sale Date**	9/29/2018
$ Condition Adj	$0.00	**Adj $ Price**	$375,000.00
Adjusted $/Acr	$0	**$/SF Building**	$98.06
Instrument No.		**DOM**	46
Seller	Kappler, Cgeorge & Karen	**Buyer**	Forzera LLC

Site

Site Dimensions	40 x 125
Site Area in Acres	0.1136
Site Area in Square Feet	4,950.00
Land Use Zone	Commercial
Siting	Corner Lot
Site View	Commercial - Rosaurs

Physical Overview

Site Improvements in	Paved Parking (minimal), sidewalks, gutter
Utilities Available	All available, city services
Topography	Level at street grade
Access	East D Street

Building Information

Year Built	1995	**Construction Quality**	Avg. D/Pole
Floors	0		
GBA (SF)	3,824.00		
Common & Public Area SF	0		
SF/% Retail	30%	**SF/% Office**	0%
SF/% WH	70%	**SF/% Apt**	0%

Income/Expense Information

Cap Rate	4.93%	**PGI**	$29,240
EGIM	13.5	**EGI**	$27,778.00
		NOI	$18,505.00
Expenses	$9,273.00		
% Expenses	33.38%		

Legal/Transaction Detail

Tax Parcel ID	RPM054000A001BA
Assessed Land Value	$90,000.00
Assessed Imprv. Value	$125,000
Real Estate Taxes	3690.94
Financing	Cash Equivelancy
At Market Transaction?	Yes
Property Rights	Fee Simple
Confirmed By	Sarah Miles, MAI
Confirmed With	Broker, MLS 98701413, CH
Date Inspected	11/26/2018

Additional Comments

3,824 SF of GBA pole building with 2,924 SF on the main level and 30 x 30 SF above the office. Built in 1995. OAR is developed using market constructed data. 4,950 SF lot; the building faces Rosaurs Grocery Store.

Comparable Sale 8

GVA
A REAL ESTATE APPRAISAL COMPANY

Record Number 457	**Property Type** Commercial

Property Type & Address

Property Name	S. Grand Ave. Multi-Tenant Bldg	**Primary Land**	Commercial
Address	1220-1234 S. Grand Av	**City**	Pullmlan, WA
County	Whitman	**Zip**	99163

Transaction Summary

Sale Price	$1,500,000.00	**Sale Date**	11/25/2020
$ Condition Adj	$0.00	**Adj $ Price**	$1,500,000.00
Adjusted $/Acr		**$/SF Building**	$103.24
Instrument No.	762687	**DOM**	375
Seller	Wysup Properties LLC	**Buyer**	Real Life Ministries LLC

Site

Site Dimensions	Irr x Irr
Site Area in Acres	1.12
Site Area in Square Feet	48,787.00
Land Use Zone	Commercial
Siting	Interior
Site View	S. Grand Commercial Corridor

Physical Overview

Site Improvements in	Large Paved Parking Lot
Utilities Available	All Available, City Services
Topography	Moderate Slope ASG, then Level
Access	S. Grand Ave. - Public

Building Information

Year Built	1981	**Construction Quality**	Avg. Class C
Floors	1		
GBA (SF)	14,529.00		
Common & Public Area SF	0%		
SF/% Retail	0%	**SF/% Office**	20%
SF/% WH	80%	**SF/% Apt**	0%

Income/Expense Information

Cap Rate	6.10%	**PGI**	$125,098
EGIM	12.62	**EGI**	$118,843.00
		NOI	$91,532.00
Expenses	$27,311.00		
% Expenses	22.98%		

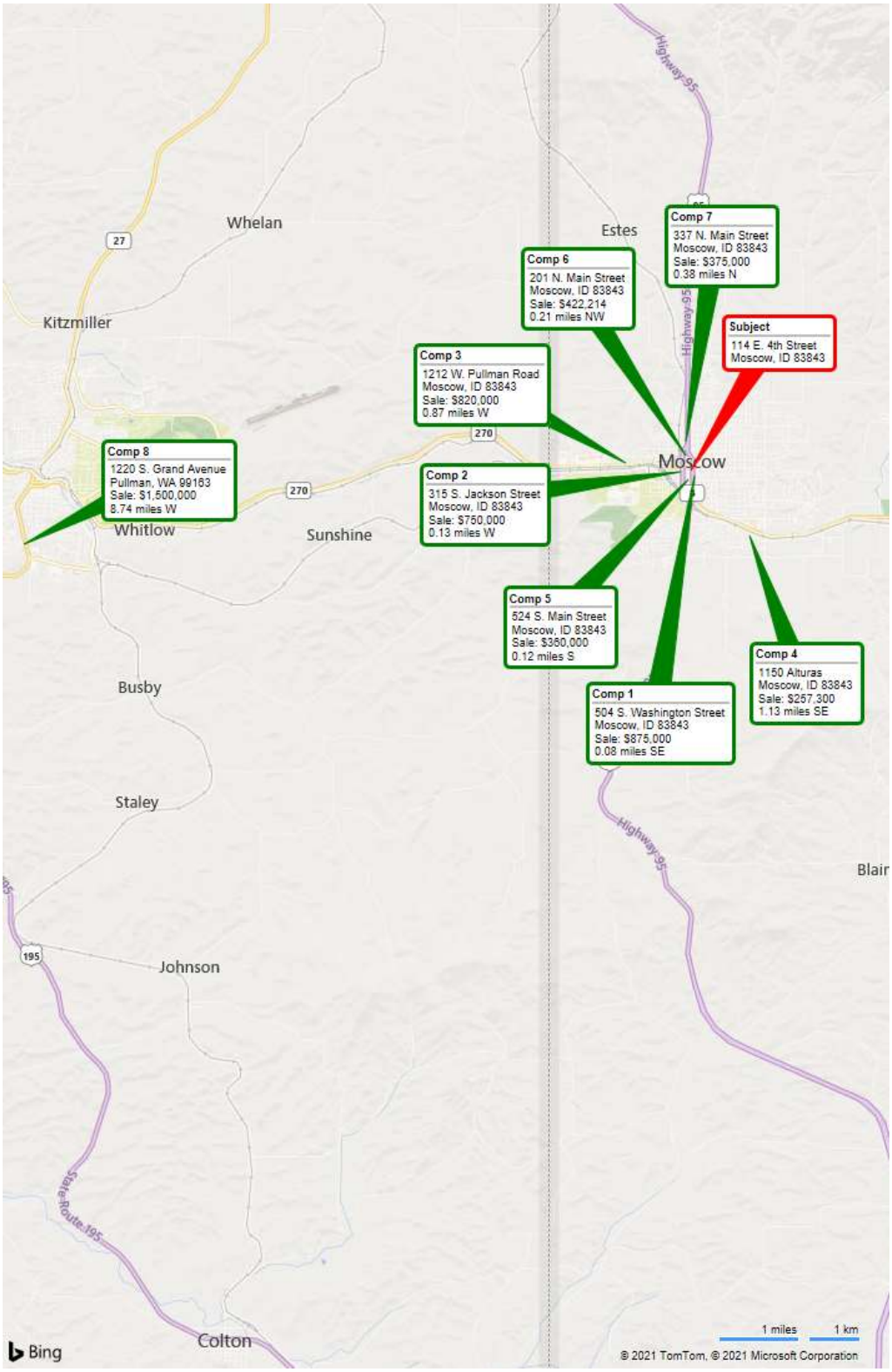
Legal/Transaction Detail

Tax Parcel ID	814800000000007, 0008, 0009
Assessed Land Value	$501,000.00
Assessed Imprv. Value	$1,692,936
Real Estate Taxes	$4905.00
Financing	Cash Equivelancy
At Market Transaction?	Yes
Property Rights	Leased Fee & Fee Simple
Confirmed By	Sarah Miles, MAI
Confirmed With	CoStar, Agent, CH
Date Inspected	3/5/2021

Additional Comments

Estimated at 20% office, 80% shell at the time of sale. "Shell" space allocated as warehouse in building breakdown. Extensive frontage to Grand Avenue, extensive parking. Currently delineated into four spaces. Asking price was $2,750,000. OAR reconstructed using market income and expense terms commensurate with a tenant paying for tenant improvements to rehabilitate shell space component. 2021 assessment and tax information above is per Whitman County Taxsifter. Currently partially exempt; prior taxes were $4,905.14 in 2019 per agent. Stewart Title's lease is $2,125/month on 1,416 SF or $18.00/SF/Yr. This tenant pays all own utilities (MG). Reimbursments calculated on 90% of building.

Improved Sales Location Map:



Improved Sales Analysis

The following is a discussion of accepted qualitative and market derived quantitative adjustments, and an explanation of the adjustment process.

Property Rights - The transaction price of a sale is always based on the real property interest conveyed. In this instance, an adjustment for this attribute was not considered necessary. Within this market, the investor's perspective is typically one of the following:

- Investment for return only: most typical to neighborhood shopping centers and other multi-tenant facilities. The investor is strictly interested in the net rental returns and future return on investment.
- Owner/user: more typical to single tenant type facilities. Our firm has confirmed several local area sales where the "investor" purchased a facility for use or was leasing the facility and purchased the property from the landlord. In essence, the investment was in lieu of future rental payments (return on investment), and most typically an expectation of positive reversionary value (return of investment).

Due to owner-user influence for the sales used herein, an adjustment for ramp up/vacancy is not considered necessary.

Conditions of Sale - Adjustments made for conditions of sale usually reflect atypical motivations of the buyer and seller at the time of conveyance. A sale may be transacted at a below market price if the seller needs cash in a hurry. A financial, business, or family relationship between the parties may also affect the price of property. When non-market conditions of sale are detected in a transaction, the sale must be thoroughly researched before an adjustment is made. Based upon the research performed, it is believed that all of the comparable sales involved regular arms-length transactions without the presence of duress or adverse market influence. A conditions of sale adjustment is not applicable.

Financing Terms - Prices paid in acquiring property may differ significantly due to the financing involved, if any. Cash or cash equivalencies are the basis of value, whereas extended, above market interest rate and/or leverage investor term sales generally represent the higher portion of a sales price range. None of the sales required adjustments for financing terms.

Market Conditions/Time - Market conditions may change between the time of sale of a comparable property and the date of the appraisal of the subject property. Changed market conditions often result from various causes, such as inflation, changing demand, and changing supply. Time itself is not the cause for the adjustment. The comparable sales occurred between 2017 – 2021. With stable to increasing rents and decreasing capitalization

rates over this time period, as published by the quarterly PwC reports, the changing factor (implied) is increasing sales prices. Where somewhat limited local match-paired data is available to derive a local market time trend, I have concluded a rate of 2.84%/year as a combination of inflation data and predominantly from the match paired sale time adjustment derived from comparable sale 1 (further explained on the comparable sale data sheet). While market conditions have certainly improved for all property types in recent years, the change in volume of transactions is more apparent in the commercial and multi-family markets. Price appreciation is apparent in the single-family residential market.

Summary of Comparable Sales & Adjustments

The comparable sales are analyzed with respect to location, building size, finish, condition, and with some respect to land to building ratios. Typically, an adjustment is not warranted for excess site area that does not support the function of the improvements. Land to building ratio adjustments were not derived from the marketplace for the sales used herein. For the most part, a location adjustment was not derived for the sales used herein, with most sales being located on Moscow's primary arterials. Comparable sale 4 is located in the Alturas Business Park. While this property's location is not in the area of the Park with greater use restrictions, this is considered a secondary location with an upward adjustment of 5% applied based on commensurate rental rate differences. Comparable sale 8 is located on South Grand Avenue in Pullman; however, a location adjustment was not derived for this sale. With two exceptions, all properties have mostly similar construction quality, with no adjustments deemed applicable for this physical characteristic. Comparable sale 1 is superior in construction quality; this property was adjusted downward by -10% using Marshall and Swift data for superior construction quality. Comparable sale 7 is inferior in construction quality and adjusted upward by 10% using similar methodology.

Differences in condition are adjusted for by 1% for each year difference in effective age; this is a market derived value with supporting data contained in our work files. The only other adjustment applied herein is for finish on sales 24. While the subject's tenant improvements (TI) are second-plus generation and will likely require a fairly significant remodel for an alternative use, comparable sale 2's shell condition at the time of sale requires an upward adjustment for finish applied at +15%. The Alturas Park office sale (comparable 4) has superior TI condition not adequately reflected in the effective age adjustment, applied at -10%. Overall, net percent adjustments are within acceptable parameters for the local market, where single tenant sales volume is comparatively limited.

Inverse Size: typically, larger buildings sell for less per SF compared to smaller buildings, which is a reflection of diminishing marginal return. Because this adjustment tends to be fairly significant, the comparable sales were intentionally chosen to portray a variety of building sizes, and adequately bracket the subject's NRSF. The diminishing marginal return relationship is not linear; i.e., the sales price per SF will not eventually approach $0/SF. The inverse size relationship is analyzed following the sales grid.

Analysis Grid

The above direct comparable improved sales have been analyzed and compared with the subject property. We have considered adjustments in the areas of:

- Property Rights Sold
- Financing
- Conditions of Sale
- Economic Trends (time)
- Location
- Physical Characteristics

Below is a sales comparison grid displaying the subject property, the comparable sales and the adjustments applied.

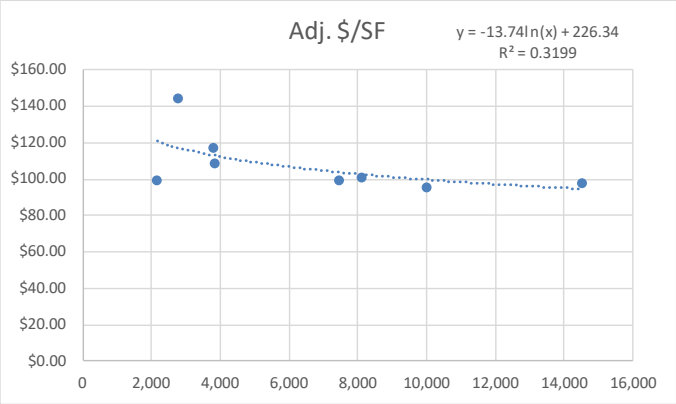
Comparable Sales Adjustment Grid

SALES COMPARISON IMPROVED					
Comp No.	**Subject**	**1**	**2**	**3**	**4**
Property Name	Moscow Police Department	Haddock Building	Former Salvation Army Building	The Hope Center	Office Condominiums at Alturas Park
Address	114 4th Street	504 S. Washington Street	315 S. Jackson Street	1212 W. Pullman Road	1150 Alturas Drive, Moscow, ID (101, 104 & 108)
City	Moscow	Moscow	Moscow	Moscow	Moscow
State	ID	ID	ID	ID	ID
County	Latah	Latah	Latah	Latah	Latah
Analysis Date	3/5/2021	9/24/2020	3/31/2020	2/12/2021	4/7/2020
Sale Price	NA	$875,000	$750,000	$820,000	$257,300
Size GBA	9,308	7,449	10,000	8,120	2,145
Finished/Analysis NRSF	9,308	7,449	10,000	8,120	2,145
Land Area (SF)	9,375	10,000	18,880	55,738	Condominium - Shared
Land Area (Acre)	0.22	0.23	0.43	1.28	Shared 0.96 Acre
Land to Bldg Ratio	1.01	1.34	1.89	6.86	Sufficient for Use
SP/SF (NRSF)	NA	$117.47	$75.00	$100.99	$119.95
Property Rights	Fee Simple	Fee Simple	Fee Simple	Fee Simple	Fee Simple
Financing	Equated to Cash Equivelancy	Cash Equivelancy	Cash Equivelancy	Cash Equivelancy	Cash Equivelancy
Conditions of Sale	Arms Length	Arms Length	Arms Length	Arms Length	Arms Length
Year Built	Est. 1936	1995	1959	1968	2002
Age ATOS	85	25	61	53	18
Effective Age	26	20	35	26	12
% Office	100%	100%	0%	0%	100%
% Retail	0%	0%	100%	100%	0%
% Storage/Warehouse	0%	0%	0%	0%	0%
% Apartment	0%	0%	0%	0%	0%
Quantitative Adjustments					
Property Rights		0.00%	0.00%	0.00%	0.00%
Financing Terms		0.00%	0.00%	0.00%	0.00%
Conditions of Sale		0.00%	0.00%	0.00%	0.00%
Months Elapsed		5	11	1	11
Market Conditions/Time		1.27%	2.64%	0.18%	2.59%
Adj Price/NRSF		$118.96	$76.98	$101.17	$123.06
Location/Exposure/Neighborhood Comp:		0.00%	0.00%	0.00%	5.00%
Qualitative Analysis		Not Derived	Not Derived	Not Derived	Inferior
Effective Age		-6.00%	9.00%	0.00%	-14.00%
Qualitative Analysis		Superior	Inferior	Similar	Superior
Construction/Functionality		-10.00%	0.00%	0.00%	0.00%
Qualitative Analysis		Superior	Not Derived	Not Derived	Not Derived
Adjustment for Finish		0.00%	15.00%	0.00%	-10.00%
Qualitative Analysis		Second Gen. TI	Shell Condition At Time of Sale	Second Gen. TI	Superior TI Condition
Net Percent Adjustment		-16.00%	24.00%	0.00%	-19.00%
Total Adjusted Price/NRSF		**$99.92**	**$95.46**	**$101.17**	**$99.68**

SALES COMPARISON IMPROVED				
Comp No.	**5**	**6**	**7**	**8**
Property Name	Neely's Travel Building	Moscow Water Department	Chris' Appliances	Former Wysup Bldg.; Multi-Tenant Space
Address	524 S. Main Street	201 N. Main Street	337 N. Main Street	1220-1234 S. Grand Ave.
City	Moscow	Moscow	Moscow	Pullman
State	ID	ID	ID	WA
County	Latah	Latah	Latah	Whitman
Analysis Date	1/31/2017	7/31/2018	9/28/2018	11/25/2020
Sale Price	$360,000	$422,214	$375,000	$1,500,000
Size GBA	2,780	3,781	3,824	14,529
Finished/Analysis NRSF	2,780	3,781	3,824	14,529
Land Area (SF)	3,258	10,000	4,950	48,787
Land Area (Acre)	0.07	0.23	0.11	1.12
Land to Bldg Ratio	1.17	2.64	1.29	3.36
SP/SF (NRSF)	$129.50	$111.67	$98.06	$103.24
Property Rights	Fee Simple	Fee Simple	Fee Simple	FS & LF
Financing	Cash Equivelancy	Cash Equivelancy	Cash Equivelancy	Cash Equivelancy
Conditions of Sale	Arms Length	Arms Length	Arms Length	Arms Length
Year Built	1958	1963	1995	1981
Age ATOS	59	55	23	39
Effective Age	26	24	20	20
% Office	76%	100%	0%	0%
% Retail	19%	0%	30%	20%
% Storage/Warehouse	0%	0%	70%	80%
% Apartment	0%	0%	0%	0%
Quantitative Adjustments				
Property Rights	0.00%	0.00%	0.00%	0.00%
Financing Terms	0.00%	0.00%	0.00%	0.00%
Conditions of Sale	0.00%	0.00%	0.00%	0.00%
Months Elapsed	49	31	29	3
Market Conditions/Time	11.64%	7.38%	6.92%	0.79%
Adj Price/NRSF	$144.56	$119.90	$104.85	$104.06
Location/Exposure/Neighborhood Comp:	0.00%	0.00%	0.00%	0.00%
Qualitative Analysis	Not Derived	Not Derived	Not Derived	Not Derived
Effective Age	0.00%	-2.00%	-6.00%	-6.00%
Qualitative Analysis	Similar	Similar Overall	Superior	Superior
Construction/Functionality	0.00%	0.00%	10.00%	0.00%
Qualitative Analysis	Not Derived	Not Derived	Inferior	Not Derived
Adjustment for Finish	0.00%	0.00%	0.00%	0.00%
Qualitative Analysis	Average/Fair Office; Accounted for in Eff. Age	Dated Office	Ptl. Shop Space; Not Derived for Subject 2nd Gen. TI	Ptl. Warehouse Space; Not Derived for Subject 2nd Gen. TI
Net Percent Adjustment	0.00%	-2.00%	4.00%	-6.00%
Total Adjusted Price/NRSF	**$144.56**	**$117.51**	**$109.04**	**$97.81**

Inverse Size Analysis

Based on the p-value and t-statistic, the inverse size relationship is not statistically significant at a 95% confidence interval based on the data used herein. The R-squared value is interpreted as 32% of the variation in adjusted $/NRSF is attributable to differences in total net rentable square footage. Although the relationship is not statistically significant, a trend does appear to exist between the size of the building and adjusted price/SF.



SUMMARY OUTPUT

Regression Statistics	
Multiple R	0.565619294
R Square	0.319925186
Adjusted R Square	0.206579383
Standard Error	14.560762
Observations	8

ANOVA

	df	*SS*	*MS*	*F*	*Significance F*
Regression	1	598.4270214	598.4270214	2.822558742	0.14394902
Residual	6	1272.09474	212.0157899		
Total	7	1870.521761			

	Coefficients	*Standard Error*	*t Stat*	*P-value*	*Lower 95%*	*Upper 95%*	*Lower 95.0%*	*Upper 95.0%*
Intercept	226.3379041	70.53950214	3.208668863	0.018397863	53.73396034	398.9418479	53.73396034	398.9418479
LN (NRSF)	-13.74343856	8.180388147	-1.680047244	0.14394902	-33.76012726	6.273250142	-33.76012726	6.273250142

Active Listings

The subject property is located in the heart of downtown Moscow in the CBD and within good proximity of the University of Idaho campus in an area that is fully built up with very low commercial vacancies. Active Moscow commercial listings – excluding properties with businesses included in the sale listing – include the following:

- ✓ 123/125 E. Third Street: $817,000 asking price, building constructed in 1897 and is an older Class C building with two tenant spaces. This building consists of 3,502 SF and has been on the market for 8 days. The asking price of $233.30/SF is not consistent with closed sale data.
- ✓ 230 W. E Street: $1,090,000 asking price, building constructed in 2014 and is a newer Class S steel building used as a motor sports business. This building consists of 10,765 SF and has been on the market for 231 days. The asking price of $101.25/SF is consistent with closed sale data.

- ✓ 317 W. 6th Street (University Pointe) – $2,800,000 asking price, Class A building constructed in 2003 and is a multi-tenant retail and office facility. The building consists of 25,025 SF and has been on the market for 961 days. The asking price of $111.89/SF is consistent with closed sale data.

Final Value Indication, Sales Approach

Excluding the higher outlier, the sales approach indicates a range of value between $95.46/SF to $117.51/SF. The high indication of $144.56/SF is from the former Neely's Travel building, which was purchased for redevelopment as an architectural building that has yet to come to fruition.

Considering the subject's location, size, HVAC and roofing upgrades, lack of on-site parking, and existing tenant improvements, I have concluded the value of the subject property from the sales approach placing 50% weight on the median indicator and 50% weight on the mid-point indicator.

Statistic:	Value/NRSF:
Low:	$95.46
High:	$144.56
Median:	$100.55
Average:	$108.14
Model Indication:	Not Statistically Significant
Concluded:	$104.35
Overall:	$971,246
ROUNDED TO:	**$970,000**

The market value indication of the subject property from the sales approach to value, analysis of the subject's fee simple estate, is **$970,000**, rounded, as of 03/05/2021.

Income Approach to Value:

The Income Capitalization Approach is based on the principle that the value of a property is indicated by the net return to the property, or what is also known as the present worth of future benefits. This approach analyzes both the property's capacity to produce an income stream and the risk associated with it. This approach focuses on the principles of anticipation and change in their association with supply and demand. The future benefits of income producing properties is the net income before debt service and depreciation.

The income stream is derived from long-term lease agreements of typically three to five years with renewal options experienced in this market. The occupancy is based on 12 monthly income streams to accumulate an annual income that is analyzed on the basis of NOI (net operating income) before taxes and debt service.

A history of income and expenses has been collected on comparable lease properties to conclude a reliable basis for expenses. In converting the income stream to a value, two common methods are most commonly recognized. These are:

1. Direct Capitalization: net operating income is divided by an overall rate market capitalization rate; and
2. Discounted Cash Flow: traditional DCF uses anticipated future net income streams and a reversionary value are discounted to an opinion of net present value at a chosen yield rate (internal rate of return, or hurdle rate).

The subject's net income will be derived from comparable commercial property market rental income, less all operating expenses, including reserves. Within this analysis, the projected net income has been capitalized through the direct capitalization method and by applying an analysis of published (PwC) rates, rates derived from comparable sales, among other rate indications. The steps involved in capitalizing the subject's net operating income are as follows:

1. Develop the subject's Potential Gross Income (PGI) through analysis of the subject's actual historic income and an analysis of competitive current market income rates.
2. Estimate and deduct vacancy and collection losses to develop the Effective Gross Income (EGI).
   Develop and subtract operating expenses to derive the Net Operating Income (NOI).
   Develop the appropriate capitalization rate (R_o).
   Divide the net operating income by the capitalization rate for an estimate of value through the income approach.

With three to five-year lease agreements that often renew for additional three to five-year periods, the office market typically operates on a longer-term basis. While this decreases risk in a dynamic market, it allows the market to permeate through sporadic market adjustments that occur when rents are based on short-term leases.

Sources of information for the reconstructed income and expense statement include market rent levels for the subject using comparisons to comparable rental properties in the immediate rental market. The following rental comparables and table summarizes rental figures from the properties considered to be competing for the occupancy type as the subject.

Existing Lease Summary

The subject property is not encumbered by an existing lease.

Determination of Market Rent

The following leases were researched and analyzed to determine an 'at market' lease rate to apply to the subject property in developing the income approach to value.

Lease Comparable 1

News-Review Publishing Co., Inc., Gritman Federal Building, E. 5th St., Moscow ID

Location Data

Location:	220 E. 5th St., Moscow, ID 83843 (Suites 314 & 320)
County:	Latah
APN:	RPM0001006007A; 7001A
Market Type:	Medium

Property Data

Type:	Multi-Tenant Office
OER (% of EGI):	20% - 35% typical to NNN leases
Market Vacancy:	5% - 8% Overall
Space Analyzed:	2,251 SF
# Units:	20+ total; suites 314 & 320 this analysis
Year Built:	1972 – 1973
No. of Stories:	3
Condition:	Average
Amenities:	Paved Parking

Lease Data

Confidential:	No	2017 Contract Rate:	$10.66/SF/YR
Confirmed By:	Ruby Stroschein, MAI	Rate:	Annual
Conformed With:	Gritman Medical Center	Date of Lease:	06/01/2019
Lessor Name:	Gritman Medical Center	Term of Lease:	Ending 05/31/2022
Lessee Name:	News-Review Publishing Co., Inc.	Renewal Options:	Two terms of three years each
		Lease Options:	Renewals Typical
Lease Type:	FS (full service)		

Property Remarks:

Gritman Federal Building located on East 5th Street. Overall building vacancy is 30% - plus, partially indicative of deferred maintenance and/or second-plus generation tenant improvements. This analysis is of one of the larger third floor office suites occupied by News-Review Publishing Co., Inc. 12 off-street parking spaces dedicated to this tenant. Rent is $2,000/month.

Lease Comparable 2

Latah Soil & Water, Gritman Federal Building, E. 5th St., Moscow ID

Location Data

Location:	220 E. 5th St., Moscow, ID 83843 (Suites 208 & 208A)
County:	Latah
APN:	RPM0001006007A; 7001A
Market Type:	Medium

Property Data

Type:	Multi-Tenant Office
OER (% of EGI):	20% - 35% typical to NNN leases
Market Vacancy:	5% - 8% Overall
Space Analyzed:	2,070 SF
# Units:	20+ total; suites 208 & 208A this analysis
Year Built:	1972 – 1973
No. of Stories:	3
Condition:	Average
Amenities:	Paved Parking

Lease Data

Confidential:	No	2017 Contract Rate:	$12.75/SF/YR
Confirmed By:	Ruby Stroschein, MAI	Rate:	Annual
Conformed With:	Gritman Medical Center	Date of Lease:	11/01/2019 – 10/31/2020
Lessor Name:	Gritman Medical Center	Term of Lease:	Currently renewing month to
Lessee Name:	Latah Soil and Water.	Renewal Options:	month on same terms
	FS (full service)	Lease Options:	Typical
Lease Type:			

Property Remarks:

Gritman Federal Building located on East 5th Street. Overall building vacancy is 30% - plus, partially indicative of deferred maintenance and/or second-plus generation tenant improvements. This analysis is of one of the larger second floor office suites occupied by Latah Soil and Water. 10 off-street parking spaces dedicated to this tenant. Expired annual lease is currently renewing month-to-month on same terms. Rent is $2,200/month.

Lease Comparable 3

Palouse Juice & Panhandle Cone and Coffee, Downtown Moscow ID

Location Data

Location:	509 & 511 S. Main St., Moscow, ID 83843
County:	Latah
APN:	RPM10400010010A
Market Type:	Medium

Property Data

Type:	Commercial-Retail Equivalent
OER (% of EGI):	20% - 35% typical to NNN leases
Market Vacancy:	5% - 8% Overall
Space Analyzed:	PJ: 1,607 SF; Panhandle: 1,600 SF
# Units:	2
Year Built:	1947
No. of Stories:	1
Condition:	Very Good
Amenities:	Paved Parking

Lease Data

		2019 Contract Rate:	PJ: $14.08/SF/YR; Panhandle: $13.00/SF/YR
Confidential:	No		
Confirmed By:	Sarah E. Miles, MAI	Rate:	Annual (Avg. = $13.54/SF)
Conformed With:	Lease/Landlord/Broker	Date of Lease:	PJ: 5 YR beginning 07/2017
Lessor Name:	Rheingans, Philip & Heather	Term of Lease:	Panhandle: 3 YR beg. 10/2018 PJ: 5 Years
Lessee Name:	Palouse Juice, LLC & Panhandle Cone & Coffee	Renewal Options:	None
		Lease Options:	NA
Lease Type:	NNN		

Property Remarks:

Suite 509 fully updated. Tenant paid for all TI finishes; landlord provided new electrical panel, primer plaster wall, frame and sheet rock demising wall to the ceiling, create an ADA restroom, run fabric HVAC ducting through space and black out the ceiling. Base rent years 1-2 is $1,725; after the second year, 3% annual increase will be added. Basement is included in base rent. 2017: $1,725. 2018: $1,725. 2019: $1,776.75. 2020: $1,830.05. **2021: $1,884.95.** Current rate = $14.08/SF. Expense pass thru: $1.98/SF.

Suite 511: Asking rent is $12.96/SF NNN; good office finish. Leased at $13.00/SF NNN starting November 2018 for three years ending November 2021. No escalations noted. Suite was slightly smaller than 1,600 SF; marketed and leased under presumption of 1,600 SF suite.

Lease Comparable 4

Renaissance Mall Suite, W. Pullman Rd., Moscow ID

Location Data

Location:	660-672 W. Pullman Rd., Moscow, ID 83843
County:	Latah
APN:	RPM00000078215A; 78205A
Market Type:	Medium

Property Data

Type:	Commercial-Retail Equivalent
OER (% of EGI):	20% - 35% typical to NNN leases
Market Vacancy:	5% - 8% Overall
Space Analyzed:	1,500 SF
# Units:	1 – analyzed; strip retail center
Year Built:	1994
No. of Stories:	1
Condition:	Above Average
Amenities:	Paved Parking

Lease Data

Confidential:	No	2017 Contract Rate:	$9.60/SF/YR
Confirmed By:	Sarah E. Miles, MAI	Rate:	Annual
Conformed With:	Broker Justin Rasmussen	Date of Lease:	05/17/2019
Lessor Name:	Moston Partners LLC	Term of Lease:	5 Yrs. Ending 05/2024
Lessee Name:	Palouse Juice, LLC & RebsFabStash	Renewal Options:	None Specified
Lease Type:	NNN	Lease Options:	Renewals Typical

Property Remarks:

18,000 SF strip retail building known as the Renaissance Mall on West Pullman Road. Asking rent was $14.00/SF NNN. Contracted rent is $9.60/NNN with $5.00/SF in CAMs (pass through expense to the tenant). Term is starting 05/17/19 running through 05/16/2024. Concessions of two months free rent. No escalations noted. Site has 54 free surface spaces. Suite 670.

Lease Comparable 5

Suite 102, University Pointe, Downtown Moscow, ID

Location Data

Location:	Suite 102, 317 W. 6th St. Moscow, ID 83843
County:	Latah
APN:	RPM00000180045A
Market Type:	Medium

Property Data

Type:	Commercial-Office Equivalent
OER (% of EGI):	20% - 35% typical to NNN leases
Market Vacancy:	5% - 8% Overall
Space Analyzed:	Net Rented Area = Suite 102: 2,041 SF
# Units:	1 analyzed
Year Built:	2003
No. of Stories:	2
Condition:	Very Good
Amenities:	Paved Parking, Common Area

Lease Data

Confidential:	No	2018 Contract Rate:	$12.00/SF NNN, $16.96/SF FS
Confirmed By:	Sarah E. Miles, MAI	Rate-Mo. or Annual:	Annual
Conformed With:	CoStar, Wayne Browning	Date of Lease:	October 2018
Lessor Name:	(agent for building) Cobb Irrevocable Trust; Cobb, Lawrence	Term of Lease:	Five Years Expiring Oct. 2023
		Lease Renewal:	None Noted
		Lease Options:	Renewals are typical
Lessee Name:	H&R Block		
Lease Type:	Adj. to NNN (see comments)		

Property Remarks:

Building contains multi-tenant restaurant/retail/office on the lower level with professional office suites on the second level in the University Pointe building on Moscow's West Sixth Street, located between Moscow's CBD and the University of Idaho campus. There are 62 parking spaces for a ratio of 2.48 spaces per 1,000 SF of building. Building size is 25,025 SF. Zoning is Motor business. Land area is 1.28 Acres. GBA is 25,025 SF. There are a total of 18 Suites, with anchor tenants being Domino's Pizza, H&R Block, Shook-Leavitt Insurance, and others. Populi, major 2nd-story tenant is moving to newly remodeled main level space on South Jackson. The base Gross Lease Rate is $12.00/SF. Added to the base lease rate is $4.96/SF in CAMS, to arrive at a Full-Service gross lease of $16.96/SF. According to the property manager, Wayne Browning, all units in the building are leased based on these terms. Tenants pay a gross lease rate of $16.96/SF, 4.96/SF allocated to CAMS. Two 2nd Story professional office space, 971 SF and 5,275 SF are being vacated. One main-floor suite on the back side, 1,366 SF is currently vacant. The building has been for sale for over two years for $2.9 million, or $116/SF.

Lease Comparable 6

Storm Cellar, Downtown Moscow ID

Location Data

Location:	504 S. Main St., Moscow, ID 83843
County:	Latah
APN:	RPM00010050010AA
Market Type:	Medium

Property Data

Type:	Commercial-Retail or Office Equivalent
OER (% of EGI):	20% - 35% typical to NNN leases
Market Vacancy:	5% - 8% Overall
GBA	4,814
# Units:	1
Year Built:	1968
No. of Stories:	1
Condition:	Average
Amenities:	Paved Parking, Courtyards, Common Restrooms 2 tenants

Lease Data

Confidential:	No	2018 Contract Rate:	$7.48/SF; $11.69 Adj. to Market
Confirmed By:	Sarah E. Miles, MAI	Rate Mo. or Annual:	Annual
Conformed With:	Leases/Landlord	Date of Lease:	2 Years
Lessor Name:	Rheingans, Philip & Heather	Term of Lease:	Exp. 05/30/2019
		Renewal Options:	None
Lessee Name:	Storm Cellar	Lease Options:	None
Lease Type:	NNN		

Property Remarks:

The subject property is currently leased by Auston and Laura Storm, DBA The Storm Cellar. The following is a summary of the current lease: Landlord: Rheingans. Tenant: Auston and Laura Storm, DBA The Storm Cellar. Lease date: 09/07/2018. Term: June 1, 2017 – 05/30/2019. Net Leasable Area: 4,814 SF based on exterior measurements taken on-site. Rent: $3,000/month; $7.48/SF/YR. Expense terms: NNN. Escalations: None. Tenant and owner are friends, with a lower than market rental rate contracted. Adjustment for non-arm's length arrangement is $4.21/SF, confirmed, 2018-106.

Lease Comparable 7

Eastside Marketplace 3,400 SF Lease – 1420 S. Blaine Street, Moscow, ID

Location Data

Location:	1420 S. Blaine Street, Suites 19 & 20, Moscow, ID
County:	Latah
APN:	RPM00000177370A
Market Type:	Medium

Property Data

Type:	Eastside Marketplace – Retail, some Office
OER (% of EGI):	NNN 20% – 35% Typical
Market Vacancy:	5% - 8% Overall
GBA (SF):	164,381 Overall, 3,400 SF suite this analysis
Number of Units:	31 +/- Overall, 1 suite this analysis
Year Built:	1979
No. of Stories:	1
Condition:	Average

Amenities: Paved Parking

Lease Data

Confidential Lease:	No	Initial Year Contract Rate:	$10.94/SF NNN
Confirmed By:	Sarah E Miles, MAI	Rate Annually:	Annually/SF
Confirmed With:	CoStar; Justin Rasmussen	Date of Lease:	Starting Dec. 2018
Lessor Name:	Real Life Ministries - Moscow	Term of Lease:	5 Years Ending Dec. 2023
Lessee Name:	Karma Indian Cuisine	Lease Renewal Options	Options to renew
Lease Type:	NNN	Lease Options:	Not specified

Property Remarks & Lease Comments:

The existing improvements consist of five single story buildings (one large neighborhood retail center and four satellite buildings), which are known as the Eastside Market Place located at 1420 S. Blaine Street, Moscow, ID. The total site area is approximately 656,014 SF or 15.06 +/- acres. The five buildings that are situated on the subject property were built in 1977, 1978, 1979, 1999, and 1998 with actual ages ranging from 15 to 36 years. Based on the condition of each building the weighted average year built is 1979. Karma Indian Cuisine occupies a second-generation restaurant space totaling roughly 3,400 SF. Asking rent was $12.00/NNN. Contracted rent is level at $10.94/NNN. Concessions included 5 months free rent.

Comparable Lease 8

Lodgepole Restaurant, Humble Burger, & Carlton Construction Office, Downtown Moscow ID

Location Data

Location:	102, 104, and 106 N. Main St., Moscow, ID 83843
County:	Latah
APN:	RPM0330001007AA
Market Type:	Medium

Property Data

Type:	Commercial-Retail Equivalent
OER (% of EGI):	20% - 30% typical to NNN leases
Market Vacancy:	5% - Downtown Moscow
GBA	• 4,041 SF; see below
# Units:	3; NRSF = 3,836
Year Built:	1925; rem. 2014/2016
No. of Stories:	1
Condition:	Very Good
Amenities:	Paved Parking, Courtyards, Common Restrooms 2 tenants

Lease Data

Confidential:	No	2018 Contract Rate:	$12.96/SF/YR Weighted Avg.
Confirmed By:	Sarah E. Miles, MAI	Rate Mo. or Annual:	Annual
Conformed With:	Leases/Landlord	Date of Lease:	2-3 Years; see below
Lessor Name:	Rheingans, Philip & Heather	Term of Lease:	See Below
		Renewal Options:	See Below
Lessee Name:	See below	Lease Options:	See Below
Lease Type:	NNN		

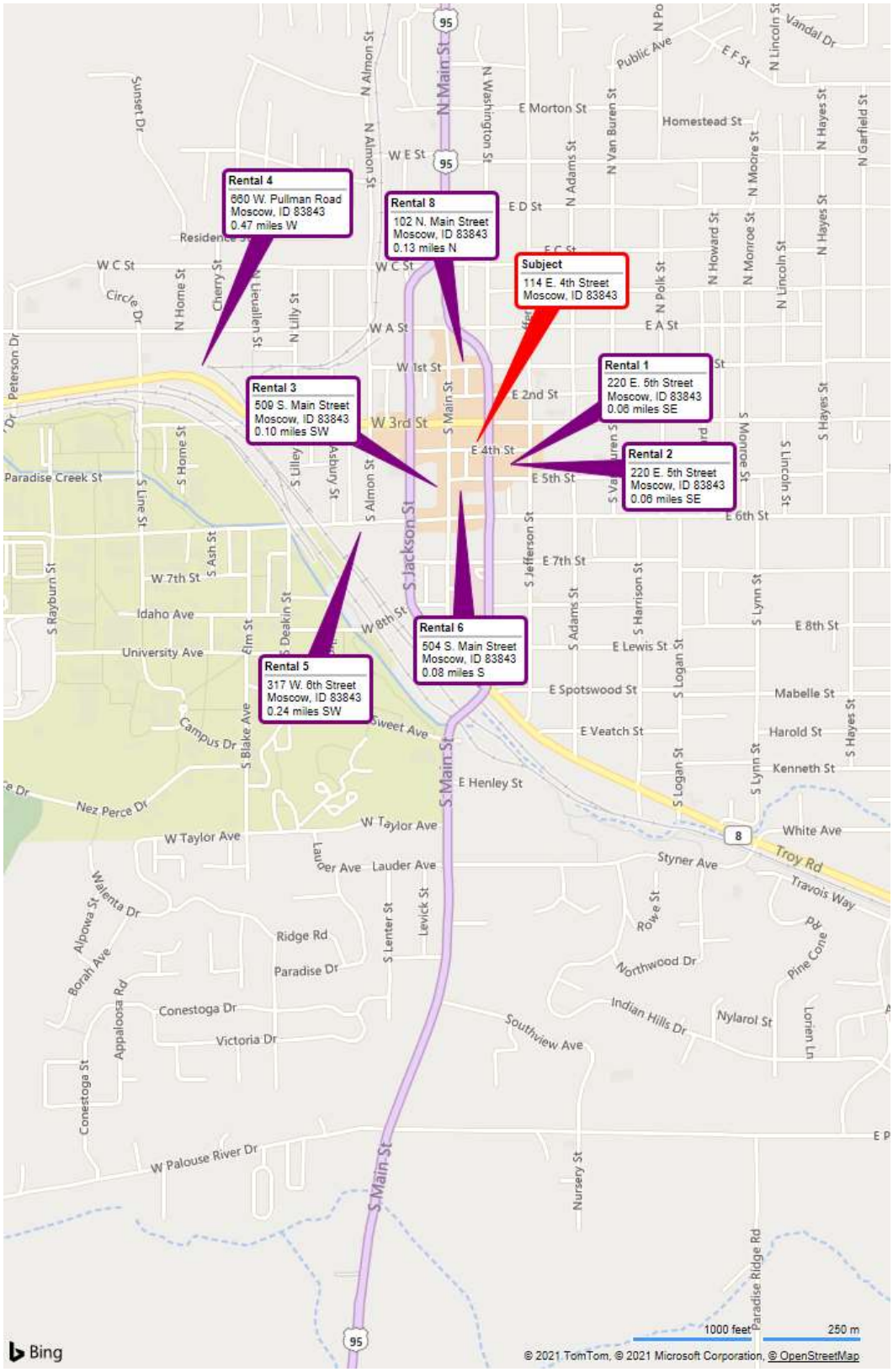
Property Remarks:

Lodgepole Restaurant: Year built – Est. 1925, Complete Remodel 2014. Unit Size – 2,150 SF plus 2,000 SF Outdoor Patio. 2015 Base Mo. Rent - $2,300.00/mo., NNN. Lessor – The Anchor LLC, an Idaho Corp.; Lessee – Barham Hospitality Group Incorporate DBA Lodgepole. Lease Term – 3 Years after the commencement Date. Commenced 04/01/2015 (original term), current term commenced 04/01/2018. Escalations – Annual CPI increase, computed based on the prior year's CPI, at each renewal period (level during terms, increased at one years' CPI at renewal). Cannot be less than 3% or more than 5%. Options – Three (3) Three-Year Options. Current Rent - $2,369/month or **$13.22/SF/YR.**

Humble Burger: remodeled 2014. Unit size – 1,270 SF plus 900 SF outdoor patio. Lessee – Humble Burger, Nate Wolff. Lease term – 3 years commencing 04/01/2015. Options – two (2) Three-Year Options. Current Rent - $1,275/month or **$12.05/SF/YR**. Escalations – Annual CPI increase, computed based on the prior year's CPI, at each renewal period (level during terms, increased at one years' CPI at renewal).

Carlton Construction (Tim Mortimore, Tenant): remodeled 2016. Unit size – 416 SF. Lease Term – 2 years beginning 05/01/2016. Renewal – one period of 2 years (current term). No escalations noted. $500/month, **$14.42/SF/YR.** Common restrooms shared by Carlton Construction and Humble Burger.

Comparable Lease Location Map:



Comparable Analysis

It will be necessary to address these factors through relative comparison (qualitative adjustments) to determine whether the subject's ***adjusted*** rent should be higher or lower than that of the comparable. When a comparable is considered superior to the subject, a lower rent is indicated, and when inferior, a higher rent is suggested.

Based on the preceding, we have prepared the following adjustment grid which summarizes each of the required adjustments to the comparables. Note that superior characteristics require downward adjustments whereas, inferior characteristics require upward adjustments.

SUMMARY OF RENTAL COMPS WITH ADJUSTMENTS

Comp No.	Subject	1	2	3	4	5	6	7	8
Property Name	Moscow Police Department	Office Space, Gritman Federal Building	Office Space, Gritman Federal Building	Palouse Juice & Panhandle Cone & Coffee	Suite at Renaissance Mall	Suite at University Pointe	The Storm Cellar	Eastside Markstplace Suite	Lodgepole Restaurant, Hunble Burger, Carlton Constructon
Address	114 East 4th Street	220 E. 5th Street, Suites 314 & 320	220 E. 5th Street, Suites 208 & 208A	509/511 S. Main Street	670 W. Pullman Road	317 W. 6th Street, Suite 102	504 S Main St.	1420 S. Blaine St., Suites 19 & 20	102, 104, & 106 N. Main St.
City & State	Moscow, ID	Moscow, ID	Moscow, ID	Moscow, ID	Moscow, ID	Moscow, ID	Moscow, ID	Moscow, ID	Moscow, ID
Size GBA (or space analyzed)	9,308	2,251	2,070	1,607 SF & 1,600 SF	1,500	2,041	4,814	3,400	4,041
NRSF	9,308	2,251	2,070	1,607	1,500	2,041	4,814	3,400	3,836
Year Built	Est. 1936	1972-1973	1972-1973	1947	1994	2003	1968	1979	1925
Type of Lease	Adj. to NNN	FS	FS	NNN	NNN	NNN	NNN	NNN	NNN
Analysis Base Lease Rate	Subject Not Leased	$10.66	$12.75	$13.54	$9.60	$12.00	$11.69	$10.94	$12.96
Effective Age of Suite Finish	20	20	20	4	12	6	18	16	4
Lease Term	Subject Not Leased	3 Years	Month to Month off of Original Lease	3 - 5 Years	5 Years	5 Years	2 Years	5 Years	2-3 Years
Quantitative Adjustments									
Expense Structure	Adj. to NNN	-21.11%	-17.65%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lease Offering Vs. Closed	Adj. to Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Non Real Estate Items	No FFE Included in Lease Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Market Conditions/Time	Not Derived	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Adj. Lease Rate/NRSF	Subject Not Leased	$8.41	$10.50	$13.54	$9.60	$12.00	$11.69	$10.94	$12.96
Location	East 4th Street	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Qualitative Analysis	Downtown Moscow	3rd Story Federal Bldg.	2nd Story Federal Bldg.	Downtown Moscow	Renaissance Mall	Downtown Moscow	Downtown Moscow	Eastside Marketplace	Downtown Moscow
Physical	1% Per Yr. Diff	0%	0%	-16%	-8%	-14%	-2%	-4%	-16%
Qualitative Analysis		Similar	Similar	Superior	Superior	Superior	Similar	Superior	Superior
Finish or TI	Single Tenant Office Building	0%	0%	0%	0%	0%	0%	0%	-10%
Qualitative Analysis	Avg. Office	Office	Office	Restaurant Retail	Office	Office	Fair Open Retail	2nd Gen. Restaurant Retail	Restaurant Retail, Higher End
Total Adjusted $/SF of NRSF	Subject Not Leased	**$8.41**	**$10.50**	**$11.37**	**$8.83**	**$10.32**	**$11.46**	**$10.50**	**$9.59**

Adjustments are made to the rental rates of the comparables to compensate for differences between physical characteristics of each lease comparable (location, condition, suite finish, etcetera) and the subject. A general discussion of the adjustments considered is provided below and in the following pages.

Expense Structure – based on location, use, and building age/condition, it is anticipated that the lease structure for the subject property would be triple net (NNN) in this market considering typical tenancy. As such, all leases contracted under full service (FS), gross or modified gross (MG) lease arrangements are adjusted to reflect a market lease rate equivalent to NNN expense terms. However, the market is somewhat mixed between NNN and MG lease structures. Six of the eight lease arrangements operated NNN (triple net); the MG lease comparable was adjusted to reflect the tenant paying real estate taxes, insurance, in-unit utilities and W/S/G. This is the expense structure adjustment on the grid for MG and FS lease arrangements – the respective cost expressed as a percent of the comparable lease rate. The calculation is based on each respective property's actual real estate expense, plus a market allowance for property insurance. Please refer to the lease datasheets for discussion of the adjustment to arrive at an NNN or MG equivalent rental rate. Please note that expense structure is relative to the rental rate. If the tenant is expected to participate in more of the building expenses or reimburse the landlord, they would expect to pay a proportionately lower rent.

Market Conditions/Time – Not derived based on market data.

Physical - Physical characteristics typically used in comparison are location, size, age, and building condition. A finish or quality adjustment was not derived based on the rental comparable properties used herein, outside of that captured by the effective age of the suite finishes. The one exception is for the Lodgepole lease (comparable rental 8), with higher end restaurant retail finish adjusted at -10%. Average office and average retail are predominantly interchangeable in this market, with no adjustment indicated based on lease rates. Each lease was adjusted on a similar basis for condition as is typically included in a local sales approach analysis, which is 1% per year difference in the effective age of the suite finish (as opposed to building overall, which is applied in the sales approach). A location adjustment was not derived based on the existing use of the subject property and comparable lease properties utilized herein.

The only other physical adjustment necessary is for the inverse price relationship, where the more additional footage rented, generally the less paid per square foot. The relationship is not linear – i.e., the price/SF is not going to approach zero as the building continues to get larger. The data was modeled, and an inverse size relationship is not statistically significant based on the leases analyzed herein.

Comparable	Adj. Rent/SF
1	$8.41
2	$10.50
3	$11.37
4	$8.83
5	$10.32
6	$11.46
7	$10.50
8	$9.59
Median:	$10.41
Average:	$10.12
Low:	$8.41
High:	$11.46
Existing Lease Rate:	Subject Not Leased
Concluded Market:	**$10.12**

Concluded Market Rental Rate

For second generation-plus existing office space, the market lease rate indicators range from $8.41/SF to $11.46/SF, with a mid-point of 10.12/SF. The data is consistent, with the concluded market lease rate for the subject at $10.12/SF. This concluded lease rate captures the subject's building size and existing finishes.

Relative to the concluded market lease rate, expense terms are applied NNN with the tenant paying all expenses with the exception of building capital expenditures. The lease comparable properties were adjusted to reflect NNN lease terms. Durations are typically 3 – 5 years, with more current leases contract closer to three years.

Direct Capitalization Technique

Direct capitalization is a method used to convert an estimate of a single year's income expectancy, or an annual average of several years' income expectancies, into an indication of value in one step. Typically, the value indication is derived by dividing the income estimate by an appropriate rate. This capitalization rate is known as an overall rate.

Vacancy & Collection Loss

The next step in the Income Approach is to estimate the loss in income due to vacancy and collection losses. In concluding to a vacancy and collection loss factor for the subject, consideration has been given to immediate and citywide markets. The following national and Boise retail market statistics are published by Cushman & Wakefield for the fourth quarter of 2020, Boise being the closest market to Moscow.

Economic indications for office properties remain unsure following the Covid-19 pandemic. The macroeconomic office rate versus overall vacancy is trending at $20/SF NNN and 8% vacancy, generally trending first generation office space.

An analysis of the overall commercial real estate marketplace – specifically with respect to Moscow's smaller and larger buildings – indicates that this market is fairly healthy. Moscow is a university town with good employment stability, and typically economic and/or real estate downturns have less of an effect compared to regional or national markets. There are not significant or noticeable vacancies in Moscow, with the only historic general exception being at the Eastside Marketplace. Moscow's CBD is vibrant and healthy, with good proximity to the University of Idaho campus. The newest strip retail facility in Moscow leased up relatively quickly (anchored by Inland Cellular and located on W. Pullman Road), and the local market was not oversupplied with this type of real estate as compared

to many other communities in the Inland Northwest. At the Palouse Empire Mall, Marshal's, Petco, and Staples filled the big box vacancies left by Office Depot and Hastings. The primary big box vacancy at the mall is the former Macy's. Otherwise, there are no large buildings vacant in Moscow at this time, and there are no notable vacancies or areas of vacancies in the marketplace. Considering the subject's existing tenant improvements, as well as general lack of demand for larger existing office space without dedicated parking, a 10% vacancy allowance is applied herein. While properties like the subject tend to be contracted on longer term leases, once vacated at a larger relative 9,308 SF single tenant office space, it typically takes a longer marketing period to secure a lease considering existing tenant improvements.

Expense Analysis

There are three categories of expenses, which are to be considered in the operation of a typical income property: fixed, operating, and reserves for replacement. In order to determine the reasonableness of the subject's historical, as well as, projected operating expenses, assuming a stabilized occupancy, we have held discussions with local real estate brokers and property managers and have made comparisons with other retail centers.

Fixed expenses include real estate taxes and insurance. They are so designated because they do not fluctuate with occupancy. Furthermore, nonpayment of taxes could result in loss of the property, and nonpayment of insurance does not meet the test of prudence in the preservation of wealth.

In addition to the fixed expenses, there are other costs incurred in the operation of the property. These operating expenses are considered necessary for the preservation of the asset's income-producing potential. Operating expenses for a typical income property include management, utilities, janitorial, building maintenance, supplies, legal and accounting, and additional items including advertising.

The third expense category is reserves for replacement. It is a fact that short-lived building components will require periodic replacement over the economic life of the subject property. The prudent investor would set aside a portion of the project income each year so that adequate funds are available for such capital replacement. The required reserves for replacement should be typical of similar properties for the remainder of the economic life of the improvements. This appraisal is subject to some property improvements as described in the Improvements Description section. The additional allocation of 5% of base EGI is for future annual reserve requirements.

Variable Expenses

Variable expenses are necessary to maintain the production of income from the operation of a property and generally include utilities, common area maintenance, administration, repair, miscellaneous cost and management.

Net Operating Income

Net operating income is effective gross income less all applicable operating expenses.

Other Non-Reimbursable Costs

Other expense items borne by the landlord which are related to leasing of the property are the costs of finishing space to suit the needs of the tenant, the cost of commissions paid to leasing agents and reserves (discussed following).

Leasing Commissions

A leasing commission expense was not included in this analysis, where it is not typical in the local market. When a broker's commission is included, recent conversations with local brokers indicate a 1.5% commission rate on the annual base rents. Leasing commissions are often considered 'below the line' expenses and are not included herein.

Capitalization Rate

The following is the current data reported by PwC Investor Survey (third quarter 2020 being the most available to the Appraisal Institute members.) Office and retail capitalization rates have experienced declines in cap rates for several years – primarily driven by the low cost of debt for all property types. The effect of the Covid-19 pandemic is yet to be fully understood on office property vacancy rates, lease rates, as well as capitalization rates. The current macroeconimic indication for office capitalization rates are up 4 basis points to 5.59% from the prior quarter with a current range of 3.75% - 7.50%. The discount rate is indicated at 7.38% with a residual cap rate at 5.88%. The PwC Survey generally represents 'best prioperties'.

Economic Indicators | PwC Real Estate Investor Survey, Q3 2020

	Regional Mall		CBD Office		Warehouse		Apartment	
	Q3 2020	Q2 2020	Q3 2020	Q2 2020	Q3 2020	Q2 2020	Q3 2020	Q2 2020
Discount Rate (IRR)[a]								
Range (%)	5.75 – 15.00	5.75 – 15.00	5.50 – 12.00	5.50 – 12.00	5.25 – 7.50	5.25 – 7.50	5.00 – 10.00	5.00 – 10.50
Average (%)	7.75	7.75	7.38	7.16	6.13	6.14	6.83	6.89
Change (bps)		0		+22		–1		–6
Overall Cap Rate (OAR)[a]								
Range (%)	4.50 – 15.00	4.50 – 15.00	3.75 – 7.50	3.75 – 7.50	3.40 – 7.00	3.40 – 7.00	3.50 – 8.00	3.50 – 8.00
Average (%)	6.93	6.95	5.59	5.55	4.84	4.84	5.22	5.19
Change (bps)		–2		+4		0		+3
Residual Cap Rate								
Range (%)	4.20 – 15.00	4.50 – 15.00	5.00 – 7.50	5.00 – 7.50	4.50 – 7.00	4.50 – 7.00	4.00 – 8.00	4.00 – 8.50
Average (%)	7.25	7.68	5.88	5.91	5.48	5.49	5.61	5.64
Change (bps)		–43		–3		–1		–3

[a]Rate on unleveraged, all-cash transactions. Definitions: bps — basis points. Discount Rate (IRR) — internal rate of return in an all-cash transaction, based on annual year-end compounding. Overall Cap Rate (OAR) — initial rate of return in an all-cash transaction. Residual Cap Rate — overall capitalization rate used in calculation of residual price; typically applied to the NOI in the year following the forecast. Survey involves institutional-grade properties. Source: PwC Real Estate Investor Survey; personal survey conducted by PwC during July 2020. For subscription information, please email us-pwcsurvey@pwc.com.

Capitalization Rate Conclusion

There are eight OAR indications from the comparable sales, as detailed in my workfile, some of which were extracted using market terms. The range (excluding the low outlier) is from 5.46 to 7.99%, with a median of 6.45% and a midpoint of 6.62%. The best reflective property to conclude the subject's capitalization rate is from comparable sale 2 at 7.15%. This is the capitalization rate applied herein given any likely alternative user would require redevelopment of the interior space.

Capitalization Rate Indications	
Comparable 1	6.05%
Comparable 2	7.15%
Comparable 3	5.46%
Comparable 4	7.12%
Comparable 5	6.45%
Comparable 6	7.99%
Comparable 7	4.93%
Comparable 8	6.10%
Minimum (Excl. Low Outlier):	5.46%
Maximum:	7.99%
Median (Excl. Outlier):	*6.45%*
Mid-Point (Excl. Outlier):	*6.62%*
Concluded:	*7.15%*

Property Expenses

Market expenses are summarized as follows:

- The subject is currently tax exempt. An analysis of the comparable sales indicates an 'at market' tax expense at $1.45/SF. This is the rate applied herein.
- Market insurance rates range from $0.30 - $0.40 per SF of finished office space. Applying a rate of $0.30/SF to the finished square footage equates to a rate of $2,792/year for real estate only.
- The subject property is a larger single-tenant commercial building with no common areas. Management expenses typically range from 5% to 6% of EGI depending on the tenancy type and typical lease durations. A management expense rate of 5% was applied in this analysis.
- Professional services are typically for legal costs and tax preparation. An allocation of $1,000 was included in this analysis.
- Repairs and maintenance are estimated at $0.30/SF/year, applied to the gross building area.
- Utilities, Water, Sewer, Garbage: the concluded market lease rate is commensurate to an NNN expense arrangement, where these items are considered the tenant's direct expense.
- Miscellaneous expenses are equal to 1.5% of EGI. This includes the cost of utilities during vacancies.

- Replacement reserves are equal to 5% of EGI and are commensurate to intensity of use, age of the building, and the finish level/TI and anticipation of replacement items in the longer term.

Reiteration of Reimbursements

Reimbursed expenses commensurate with NNN lease terms are taxes, insurance, and 50% of the repairs and maintenance. This amount is shown in the Recoveries & CAM line item. While many NNN leases explicitly state that maintenance is the responsibility of the tenant, it is often deferred back to the landlord upon lease expiration. The final expense ratio is 30.33%. I felt it unnecessary to include a small allocation for water/sewer and electricity/heat during vacancies as this could be considered a portion of miscellaneous expenses. The expense ratio is consistent with properties with improvements of similar age.

Income Approach Conclusion

DIRECT CAPITALIZATION SUMMARY			
Analysis Date:	Mar-21		
NRSF	9,308		
Income Breakdown		**Annual Income**	**% Of PGI**
Rental Income	$10.12/SF	$ 94,197	84.19%
Percentage Rent		$ -	0.00%
Recoveries & CAM		$ 17,685	15.81%
Parking Income		$ -	0.00%
Other Income		$ -	0.00%
Potential Gross Income (PGI)		**$ 111,882**	**100.00%**
Vacancy and Collection Loss	**-10.0%**	**$ (11,188)**	
Effective Gross Income (EGI)		**$ 100,694**	**90.00%**
Expense Breakdown		**Annual Expense**	**Per NRSF**
Real Estate Taxes	13.40%	$ 13,497	$ 1.45
Property Insurance	$0.30/SF	$ 2,792	$ 0.30
Management	5.00%	$ 4,474	$ 0.48
Professional Services	Lump Sum	$ 1,000	$ 0.11
Repairs & Maintenance	$0.30/SF	$ 2,792	$ 0.30
Replacement Reserves	5% of Base EGI	$ 4,474	$ 0.48
Miscellaneous	1.5% of EGI	$ 1,510	$ 0.16
Stabilization Expenses			
Total Expenses		$ 30,541	$ 3.28
Expense Ratio (Expenses/EGI)		**30.33%**	
Net Operating Income (NOI)		**$ 70,153**	$ 7.54
Capitalization Rate		**7.15%**	
Value		**$ 981,167**	
Less Cost to Cure		**$ -**	
Overall:		**$ 981,167**	**$ 105.41**

Based on the preceding analysis, the indicated market value of the subject property from the income approach, fee simple estate, is **$980,000** as of 03/05/2021.

Reconciliation and Value Conclusion:

In this section of the report, the appraisers bring together all of the data gathered during the appraisal, culminating with their opinion of the most probable value. It is in this section; they summarize their thoughts about the property to reconcile the value indicators into a final conclusion. Your attention is directed to the following which summarizes the value estimates presented throughout this report.

Market Value Indicators, Fee Simple Estate:

The current market value indications of the subject as of 03/05/2021 are as follows:

➢ Cost approach	Not Developed
➢ Sales comparison approach:	$970,000 – 50% Weight
➢ Income approach:	$980,000 – 50% Weight
➢ RECONCILED:	**$975,000**

Placing equal weight on the results of the sales and income approaches, the final concluded market value of the subject property is $975,000 as of 03/05/2021.

Addenda:

Assumptions and Limiting Conditions

Definitions

Company Information

Appraiser(s) Qualifications

Letter of Engagement

Assumptions and Limiting Conditions:

This appraisal report has been made with the following general assumptions:

- The appraisers assume no responsibility for matters of a legal nature affecting the property appraised or the title thereto, nor do the appraisers render any opinion as to the title, which is assumed to be good and marketable unless otherwise stated.

- The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.

- The property is appraised as though under responsible ownership and competent property management.

- The information furnished by others is believed to be reliable, but no warranty is given for its accuracy

- All engineering studies are assumed to be correct. The plot plans and illustrative material in this report are included only to help the reader visualize the property

- It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for obtaining the engineering studies that may be required to discover them.

- It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless noncompliance is stated, defined, and considered in the appraisal report.

- It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless nonconformity has been stated, defined, and considered in the appraisal report.

- It is assumed that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.

- It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless noted in the report.

- Unless otherwise stated in this report, the existence of hazardous material, including but not limited to, asbestos, polychlorinated biphenyls, petroleum leakage or agricultural chemicals which may or may not be present on the property, were not called to the attention of, nor were they observed by the appraisers. The appraisers have no knowledge of the existence of such materials on or in the property. The appraisers, however, are not qualified to detect such substances. The presence of substances as listed above, or substances such as asbestos, urea-formaldehyde foam insulation, chemical or toxic waste, or other potentially hazardous materials may affect the value of the property. The value estimate is predicted on the assumption that there is no such material on or in the property, or on or in adjoining properties that would cause a loss in value to the property being appraised. No responsibility is assumed for any such conditions or for any expertise or engineering knowledge required discovering them. The client is urged to retain an expert in this field, if desired. During the course of the property inspection, there was no evidence of problems.

- The Americans with Disabilities Act (ADA) became effective January 26, 1992. The appraiser has not made a specific compliance survey or analysis of the property to determine whether or not it is in conformity with the various detailed requirements of ADA. It is possible that a compliance survey of the property and a detailed analysis of the requirements of the ADA would reveal that the property is not in compliance with one or more of the requirements of the act. If so, this fact could have a negative impact upon the value of the property. Since the appraiser has no direct evidence relating to this issue, possible non-compliance with the requirements of ADA was not considered in estimating the value of the property.

This appraisal report has been made with the following general limiting conditions:

- Any allocation of the total value estimated in this report between the land and the improvements applies only under the stated program of utilization. The separate values allocated to the land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
- Possession of this report, or a copy thereof, does not carry with it the right of publication.
- The appraiser, by reason of this appraisal, is not required to give further consultation or testimony or to be in attendance in court with reference to the property in questions unless arrangements have been previously made.
- Neither all nor any part of the contents of this report shall be disseminated to the public through advertising, public relations, news, sales or other media without the prior written consent and appraisal of the appraiser.
- The forecasts, projections, or operating estimates contained herein are based on current market conditions, anticipated short-term supply and demand factors, and a continued stable economy. These forecasts are, therefore, subject to change with future conditions.
- The report is prepared for the sole use and benefit of the named client. Neither this report, nor any of the information contained herein shall be used or relied upon for any purpose by any person or entity other than the named client. The appraiser is not responsible for the unauthorized use of this report.

Company Information:

Company Information

Company Name:	Gem Valley Appraisal Services, Inc.	
Tax Id Number:	81-4674818	
Mailing/Physical Address:	828 S. Washington, Suite D Moscow, Idaho 83843	
Name of Contact Person:	Ruby M. Stroschein, MAI Sarah Miles, MAI Tammy Stamper	- CGA Appraiser - CGA Appraiser - Office Manager
Office Phone:	208-882-7200	
Cell Phones:	208-596-0979 208-301-4784	- R. Stroschein - Sarah Miles
Business Email:	ruby@gemvalleyappraisal.com sarah@gemvalleyappraisal.com tammy@gemvalleyappraisal.com	

Definitions:

Gross Building Area (GBA) is the total floor area of a building, excluding unenclosed areas, measured from the exterior of the walls of the above-grade area. This includes mezzanines and basements if and when typically included in the market area of the type of property involved.

1. Gross leasable area plus all common area.
2. For residential space, the total area of all floor levels measured from the exterior of the walls and including the superstructure and substructure basement; typically, does not include garage space.

Gross Leasable Area (GLA) is the amount of area leased and occupied by tenants; relates to determination of common area expenses for vacant space in a shopping center. If stipulated in the lease, landlords may calculate a tenant's pro rata share for expense reimbursement based on the percentage of GOLA.

Gross or Full-Service Lease is a lease in which the landlord receives stipulated rent and is obligated to pay all of the property's operating and fixed expenses

Modified Gross Lease is a lease in which the landlord receives stipulated rent and is obligated to pay all of the property's operating and fixed expenses; also called full-service lease.

Net Lease/Triple Net Lease an alternative term for a type of net lease. In some markets, a net net net lease is defined as a lease in which the tenant assumes all expenses (fixed and variable) of operating a property except that the landlord is responsible for structural maintenance, building reserves, and management; also called NNN Lease, triple net lease.

Rentable Area for office buildings, the tenant's pro rata portion of the entire office floor, excluding elements of the building that penetrate through the floor to the areas below. The rentable area of a floor is computed by measuring to the inside finished surface of the dominant portion of the permanent building walls, excluding any major vertical penetrations of the floor. Alternatively, the amount of space on which the rent is based; calculated according to local practice.

Usable Area 1) For office buildings, the actual occupiable area of a floor or an office space; computed by measuring from the finished surface of the office side of corridor and other permanent walls, to the center of partitions that separate the office from adjoining usable areas, and to the inside finished surface of the dominant portion of the permanent outer building walls. Sometimes called *net building area* or *net floor area*. 2) The area that is actually used by the tenants measured from the inside of the exterior walls to the inside of walls separating the space from hallways and common areas.

Extraordinary Assumption: an assumption, directly related to a specific assignment, as of the effective date of the assignment results, which, if found to be false, could alter the appraiser's opinions or conclusions.

Hypothetical Condition: a condition, directly related to a specific assignment, which is contrary to what is known by the appraiser to exist on the effective date of the assignment results but is used for the purpose of analysis.

Fee Simple Estate is the absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.

Leased Fee Estate is an ownership interest held by the lessor, which includes the right to receive the contract rent specified in the lease plus the reversionary right when the lease expires.

Leasehold Interest is the interest held by the lessee (tenant or renter) through a lease transferring specified rights, including the right of use and occupancy, for a stated term under certain conditions.

Market Value: The most probable price which a property should bring in a competitive and open market under all condition's requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price Is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated.
2. Both parties are well informed or well advised and acting in what they consider their best interests.
3. A reasonable time is allowed for exposure in the open market.
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.1

1 Board of Governors of the Federal Reserve System (FRS), 12 CFR Part 225; Federal Deposit Insurance Corporation (FDIC), 12 CFR Part 323; National Credit Union Administration (NCUA), 12 CFR Part 722; Office of the Comptroller of the Currency (OCC), 12 CFR 34.42(f); Office of Thrift Supervision (OTS), 12 CFR 564.2(f); and the Resolution Trust Corporation (RTC), 12 CFR Part 1608. Washington, D.C.: Federal Register, Vol 55, No. 251, pages 53610-53618; Monday, December 31, 1990.

Market Rent is the most probable rent that a property should bring in a competitive and open market reflecting the conditions and restrictions of specific lease agreement, including the rental adjustment and revaluation, permitted uses, use restrictions, expense obligations, term, concessions, renewal and purchase options and tenant improvements.

Highest and Best Use In appraising real property: 1) The reasonably probable use of property that results in the highest value. The four criteria that the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity. 2) The use of an asset that maximizes its potential and that is possible, legally permissible, and financially feasible. Th highest and best use may be for continuation of an asset's exiting use or for some alternative use. This is determined by the use that a market participant would have in mind for the asset when formulating the price that it would be willing to bid. 3) The highest and most profitable use for which the property is adaptable and needed or likely to be needed in the reasonably near future. (Uniform Appraisal Standards for Federal Land Acquisitions).

Improvements Buildings or other relatively permanent structures or infrastructure (e.g., sewer lines, water lines, roads) located on, or attached to, land.

Exposure Time 1) The time a property remains on the market. 2) The estimated length of time that the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal. Comment: Exposure time is a retrospective opinion based on an analysis of past events assuming a competitive and open market.

Marketing Time A type of value that is the major focus of most real property appraisal assignments. Both economic and legal definitions of market value haven developed and refined. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. In the Uniform Standards of Professional Appraisal Practice as follows: A type of value, stated as an opinion, that presumes the transfer of a property (i.e., a right of ownership or a bundle of such rights), as of a certain date, under specific conditions set forth in the definition of the term identified by the appraiser as applicable in an appraisal.

USPAP, 2020-21 Edition and the Dictionary of Real Estate Appraisal, Sixth Edition.

Appraiser's Qualifications:

SARAH E. MILES, MAI

STATE CERTIFIED GENERAL APPRAISER, IDAHO & WASHINGTON

sarah@gemvalleyappraisal.com

Specialized Real Estate Appraisal Education

- Completion of the Fundamentals of Apartment Appraising by Appraisal Institute, July 2020
- Understanding and Appraising Residential REOs, July 2020
- Completion of the Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book) Course, June 2019
- Completion of the Uniform Standards of Professional Appraisal Practice course as required by the Departments of Licensure for Idaho & Washington every 24 months
- Completion of the Business Practice & Ethics course on a five-year cycle as required by the Appraisal Institute
- Online Residential Site Valuation and Cost Approach, July 2018, continuing education
- Eminent Domain and Condemnation, July 2018, continuing education
- Advanced Income Capitalization, Lafayette, CA, November 2015: continuing education
- Thinking Outside the Form, August 2015: continuing education
- Forecasting Revenue, August 2015: continuing education
- Residential Market Analysis and Highest & Best Use, August 2014: continuing education
- The Discounted Cash Flow Model: Concepts, Issues and Applications, July 2013: continuing education
- Feasibility, Market Value, Investment Timing: Option Value, August 2012: continuing education
- Comparative Analysis, August 2012: continuing education
- Data Verification Methods, August 2012: continuing education
- Analyzing Tenant Credit Risk & Commercial Lease Analysis, Post Falls, Idaho, August 2011: continuing education
- Appraising Convenience Stores, August 2011: continuing education
- Real Estate Finance Statistics and Valuation Modeling, July 2010: continuing education
- Analyzing Distressed Real Estate, June 2009: continuing education
- Rates & Ratios: Making Sense of GIMs, OARs, and DCF, June 2009: continuing education
- General Demonstration Report Workshop, Appraisal Institute, Boston, MA 2008: workshop attendance & continuing education
- Report Writing and Valuation Analysis, Appraisal Institute, Boise, ID 2007: successful completion of course and exam
- Appraisal Institute's Advanced Sales Comparison and Cost Approach Examination, Clarkston, WA, 2007: successfully challenged the course
- Highest and Best Use and Market Analysis, Appraisal Institute, Seattle, WA, 2006: successful completion of course and exam
- Advanced Income Capitalization, Appraisal Institute, Spokane, WA, 2005: successful completion of course and exam
- Advanced Applications, Appraisal Institute, Pleasanton, CA, 2003: successful completion of course and exam
- Appraisal Principles, Appraisal Institute, Atlanta, GA, 2003: successful completion of course and exam
- USPAP & Ethics, American Society of Appraisers, Idaho Falls, ID, 2003: successful completion of course and exam
- Graduate level Econometrics, University of Idaho, Moscow, ID, 2002: 'A' final grade
- Real Estate Finance, Idaho State University, Pocatello, ID, 2001: 'A' final grade

College Education: Idaho State University *Pocatello, Idaho*
Graduated in 2001 with a Bachelors of Business Administration Degree
Major: Business Finance
Minor: Economics
GPA: 3.79, graduated with high honors

Graduate Courses Completed: University of Idaho *Moscow, Idaho*
Master's Research & Thesis, Econometrics, Environmental & Natural Resource Economics, Fundamentals of Research, Security Analysis, Agricultural Trade & Development, Mathematical Economics

Employment
2002 – Present, 1995 – 1998 *Moscow, Idaho*
Gem Valley Appraisal Services, Inc.
- Business Owner
- MAI Designated, Appraisal Institute
- Certified General Appraiser, Idaho, and Washington
- Over eighteen years of commercial, agricultural, special use, small income, and single family residential real estate appraisal experience
- Real estate consulting and statistical modeling
- Appraiser expert witness in real property tax appeals, deposition, and litigation
- Federal land acquisitions

2001 – 2003 *Moscow, Idaho*
University of Idaho
- Researcher and Data Analyst for the Idaho Transportation Department Proximity Damages Study
- Collect data on residential properties in the state of Idaho for statistical analysis
- Conclude diminution of value to properties due to state highway projects using multiple regression

2001 (Academic Fall Semester) *Idaho Falls, Idaho*
Farm Credit Services
- Paid Academic Internship
- Analyzed and interpreted earnings statements and balance sheets for various agriculture entities
- Worked specifically with special credits to derive solutions in strained credit situations
- Performed field visits with customers to obtain financial information and conduct collateral inspections

Other Experience
March 2012: Co-Instructor, Multiple Regression Analysis for The Idaho Association of Assessment Personnel. Moscow, ID.

October 2011: Presenter, Multiple Regression Use in Farm Appraising. Washington ASFMRA Fall Conference. Pullman, WA.

Professional Publications

"Valuation of Indirect Losses Due to Proximity Damages on Residential Property in Idaho." Research report submitted to Idaho Transportation Department, co-authored with Ruby Stroschein, MAI and Dr. James Nelson, University of Idaho. Report is currently being used as a template by WCRER in WashDOT proximity damage research grant. In addition, I instructed three state-wide regression courses on use of the model in practice.

Other

- Experienced in the development of statistical models using real estate data
- Former City Council Member, City of Kendrick, Idaho (six years ending 2020)
- Experienced with all major appraisal software packages, word processors, spreadsheets, and statistical software
- Completion of Private Pilot Certificate: 75 hours in a single-engine airplane

Division of Occupational and Professional Licenses
Department of Self Governing Agencies
The person named has met the requirements for licensure and is entitled under the laws and rules of the State of Idaho to operate as a(n)

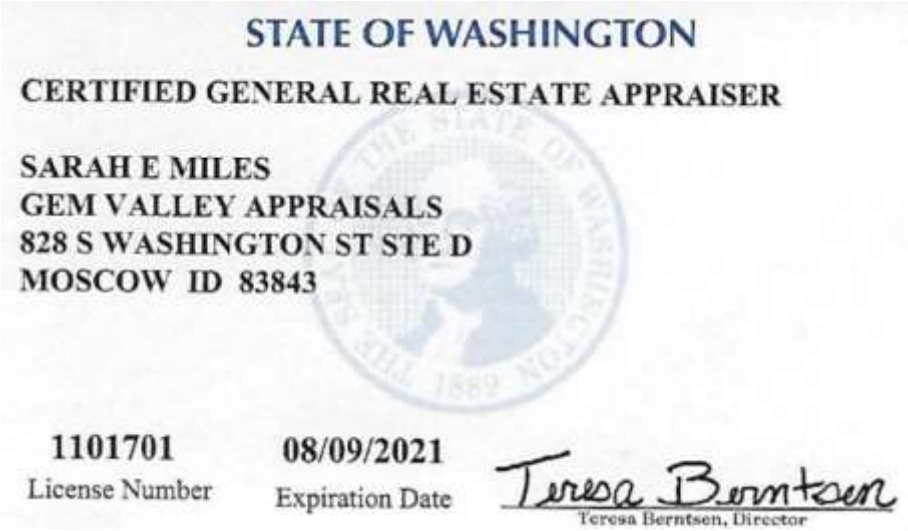
CERTIFIED GENERAL APPRAISER

SARAH ELIZABETH MILES
828 S WASHINGTON ST STE D
MOSCOW ID 83843

Susan E. Buxton
Division Admin

CGA-1436
Number

08/09/2021
Expires



STATE OF WASHINGTON

CERTIFIED GENERAL REAL ESTATE APPRAISER

SARAH E MILES
GEM VALLEY APPRAISALS
828 S WASHINGTON ST STE D
MOSCOW ID 83843

1101701
License Number

08/09/2021
Expiration Date

Teresa Berntsen
Teresa Berntsen, Director

Letter of Engagement:

Gem Valley Appraisal Services, Inc.
828 S. Washington Street, Suite D
Moscow, ID 83843

GVA
A REAL ESTATE APPRAISAL COMPANY

City of Moscow
Attn: Bill J. Belknap
Deputy City Supervisor, Community Planning and Design, City of Moscow
Executive Director, Moscow Urban Renewal Agency
221 E. Second Street
Moscow, ID 83843
208.883.7011

January 15, 2021

RE: Current market value appraisal report of the commercial office building located at 114 4th Street, Moscow, ID 83843. Further identified as parcel number RPM0001003005AA.

Dear Client,

In accordance with your request, Gem Valley Appraisal will determine a current market value on the above referenced property utilizing all applicable approaches to value and analysis. The reporting format utilized will be summary narrative including all pertinent data and supporting documentation.

The real property interest to be appraised will have a date of value at the time of inspection (unless otherwise specified) in *Fee Simple Interest* under open market conditions. The purpose of this appraisal is to conclude an "as-is" market value for internal decision-making purposes of the above-named client. No other use and purpose is authorized for this report. The user of this report is to be the City of Moscow, in care of Bill Belknap, Deputy City Supervisor. No other person(s) is authorized to use this report.

Said appraisal, where applicable, shall meet requirements set forth Section 49 Code of Federal Regulation (CFR) Part 24.103(d)(1). The analysis and report shall be completed in accordance with the 2020-21 Uniform Standards of Professional Appraisal Practice (USPAP) edition except where jurisdictional exceptions apply. Gem Valley Appraisal is required by USPAP to state that we have not appraised the subject property within the last three years. The reported analyses, opinions, and conclusions are limited only by the reported assumptions, limiting conditions, and legal instructions, and they are my personal, unbiased professional analyses, opinions, and conclusions.

I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved.

828 South Washington, Suite D
Moscow, ID 83843
VOICE: 208-882-7200 ~ FAX: 208-883-9788
tammy@gemvalleyappraisal.com

The fee for this appraisal will be $4,000 and will be completed no later than March 12, 2021, provided we receive the information necessary to complete the report in a timely fashion. One digital copy and one color hardcopy will be delivered to the clients at that time. Any additional copies must be requested upon return of signed letter of engagement with the understanding additional original color copies of the report are $15/copy.

The appraisal fee can be paid by Visa or MasterCard at our Moscow office with the understanding that a 2.75% charge will be added to the appraisal fee, or alternatively paid by credit card over the phone with a 3.5% additional fee.

I will sign the appraisal report as the primary appraiser and shall personally inspect the subject and comparable properties used in the report. All additional persons assisting in the collection of data and/or analysis of the appraisal shall be identified in the report.

Both the turn time and fee are subject to change should pertinent information arise after this agreement is made that significantly increase the complexity of the assignment.

Thank you for the opportunity to be of service to you.

Sarah E. Miles, MAI
Gem Valley Appraisal Services

Bill Belknap Digitally signed by Bill Belknap Date: 2021.01.15 15:38:13-08'00'

City of Moscow
C/O Bill Belknap, Deputy City Supervisor

828 South Washington, Suite D
Moscow, ID 83843
VOICE: 208-882-7200 ~ FAX: 208-883-9788
tammy@gemvalleyappraisal.com

Fee Schedule – 2021

Any additional scope of work, including appraisal analysis, consulting, deposition preparation, testimony, or court/trial (including travel) will be assessed at a charge of $250/hour.

DEFINITIONS

Market Value is defined as:

The most probable price which a property should bring in a competitive and open market under all condition's requisite to a fair sale, the buyer and seller each acting prudently, knowledgeably and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. buyer and seller area typically motivated.
2. both parties are well informed and well advised and acting in what they consider their own best interest.
3. a reasonable time is allowed for exposure in the open market.
4. payment is made in terms of case in US dollars or in terms of financial arrangements comparable thereto; and
5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

HIGHEST AND BEST USE may be defined as :

"The reasonably probably and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum productivity. Alternatively, the probably use of land or improved property – specific with respect to the user and timing of the use – that is adequately supported and results in the highest present value. P. 306."

IMPROVEMENTS: Buildings or other relatively permanent structures or infrastructure (e.g., sewer lines, water lines, roads) located on, or attached to, land.

FEE SIMPLE ESTATE: is the absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.

LEASED FEE ESTATE: is an ownership interest held by the lessor, which includes the right to receive the contract rent specified in the lease plus the reversionary right when the lease expires.

LEASEHOLD ESTATE: is the interest held by the lessee (tenant or renter) through a lease transferring specified rights, including the right of use and occupancy, for a stated term under certain conditions.

USPAP, 2020-21 Edition; Dictionary of Real Estate Appraisal, Sixth Edition; and The Appraisal of Real Estate, Fifteenth Edition.

828 South Washington, Suite D
Moscow, ID 83843
VOICE: 208-882-7200 ~ FAX: 208-883-9788
tammy@gemvalleyappraisal.com

ORDINANCE NO. 2021-

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF REAL PROPERTY OWNED BY THE CITY OF MOSCOW, IDAHO, LOCATED AT 118 EAST 4TH STREET, MOSCOW, LATAH COUNTY, IDAHO, TO THE UNIVERSITY OF IDAHO, A TAX SUPPORTED GOVERNMENTAL UNIT, IN ACCORDANCE WITH THE PROVISIONS OF THE LAWS OF THE STATE OF IDAHO.

WHEREAS, cities of the state of Idaho have general authority to manage real property, including the right to sell, exchange or convey property owned by the city, in ways which the judgment of the city council deems to be in the public interest (I.C. 50-1401); and

WHEREAS, whenever the city council proposes to convey, exchange or offer for sale any real property, it must first declare its intent to sell along with the value it intends to receive as a result of the conveyance or exchange in a public meeting of the council (I.C. 50-1402); and

WHEREAS, when it is determined by city council to be in the city's best interest that a transfer or conveyance of its real property be made to a tax supported governmental unit, said transfer may be made with or without consideration and does not need to follow the public auction process (I.C. 50-1403); and

WHEREAS, the University of Idaho is a land grant university that receives an annual appropriation from the state and meets the definition of tax supported governmental unit (I.C. 50-1403(4), Idaho Constitution, Article IX, Section 10, I.C. 33-101); and

WHEREAS, on May 21, 2021, the Board of Regents of the University of Idaho, through the Vice President for Finance and Administration, submitted a letter of intent to purchase the city's real property located at 118 East 4th Street, Moscow, Idaho for the appraised value of $975,000; and

WHEREAS, on July 6, 2021, the City Council declared its intent to convey the Moscow Police Station facility located at 118 East 4th Street to the University of Idaho for the appraised value of $975,000 pursuant to Idaho Code 50-1402; and

WHEREAS, the summary of the City Council's July 6, 2021 declaration was published in the official newspaper of the City and notice was provided of the public hearing regarding the conveyance of the 118 East 4th Street property 14 days prior to the date of the hearing; and

WHEREAS, the City Council held the public hearing regarding the conveyance of 118 East 4th Street real property on August 2, 2021.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW, IDAHO, AS FOLLOWS:

SECTION 1: The City of Moscow, Latah County, Idaho, is hereby authorized to sell real property located at 118 East 4th Street, Moscow, Idaho 83843, currently known as the City of Moscow

Police Station, and finds it is in the city's best interest to convey said property to the University of Idaho for the appraised value of Nine Hundred Seventy-Five Thousand Dollars ($975,000).

SECTION 2: This Ordinance shall be in full force and effect from and after the date of its passage, approval and first publication thereof.

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2021.

_____
Bill Lambert, Mayor

CERTIFICATION. I hereby certify that the above is a true copy of an Ordinance passed at a regular meeting of the City Council, City of Moscow, held on the _____ day of _____, 2021.

ATTEST:

_____
Laurie M. Hopkins, City Clerk

DRAFT

COMMITTEE STAFF REPORT

DATE: Monday, August 2, 2021

RESPONSIBLE STAFF

Aimee Hennrich

ADDITIONAL PRESENTER(S) OTHER RESOURCES

AGENDA ITEM TITLE

Lot Division at 2209 Shelby Lane (ACTION ITEM) - Aimee Hennrich

DESCRIPTION

The applicant, Wesley Michaels**,** is requesting a lot division located at 2209 Shelby Lane**.** The existing lot is 24,325 sf in size and the applicant is proposing to divide the lot into two lots of approximately12,039 sf and 12,229 sf in size. The subject property is currently vacant and is located within the Low Density, Single Family Residential Zoning District (R-1). Within the R-1 Zoning District lots are required to be no less than 9,600 square feet in size and each lot must have a minimum lot width of 80 feet. Flag lots are required to be at least 20 feet wide and no more than 150 feet long for the flag pole portion of the lot**.** The proposed lots meet all of the minimum standards for lots located within the R-1 Zone. This item was reviewed by the Public Works and Finance Committee on July 26, 2021 and recommended for approval.

STAFF RECOMMENDATION

Approve the lot division request with no conditions.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the lot division request with no conditions; or approve the lot division request with conditions; or deny the lot division request; or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application Materials.1
2. NPM LUP2021-0025 - 2209 Shelby Ln LD - PWF 7-26-21

LUP2021-0025

Wesley Michaels
PO Box 10
Troy, ID 83871

5/4/2021

City of Moscow
Mayor & City Council
Community Development & Engineering Department
Paul Mann Building
221 East Second St.
Moscow, ID 83843

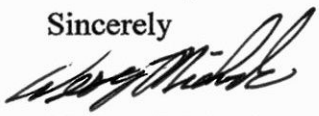
Dear Mayor & City Council

The intent of this letter is a request for a lot division on what is commonly known as 2209 Shelby St., Parcel ID RPM0985002016AA, legal description Southgate 1st ADD Blk 2 Lot 16 Less TAX #8144 here in Moscow. My intent is to divide the lot making it into two approximately equal lots in size. The lot is 24325 sq ft and fronts both Shelby St. and Holiday St. With the lot division, one lot would have it's access off of Holiday St and the other lot off of Shelby St. The lot is zoned R-1, but is not bound by any CC& R's so upon the lot division the square footage of the lots would meet the requirements of the R-1 zoning, and since each lot would have it's access off of different streets it meets the City of Moscow's requirements for a lot division.

Please see the attached dimension and scale site plan.

Thank you for your time and consideration.

Sincerely



Wesley Michaels
Po Box 10
Troy, ID 83871

Recieved 06-22-2021

LUP2021-0025

491042

Amendment to Covenants, Conditions and Restrictions, Southgate Addition To the City of Moscow Latah County, State of Idaho

This amendment is made as of 9/23/04 to the declaration of covenants, conditions and restrictions dated 8/30/04, recorded in Latah county, Idaho under recorder's number 490227. This amendment pertains to the following described real property lying and situated in the City of Moscow, Latah County, Idaho, to witness: Lot 16, Block 2, Southgate Addition.

Lot 16, Block 2, Southgate Addition to be exempt from the declaration.

All other provisions of the Declaration remain in full force and effect.

Declarant:

MAS 9/24/04

Mike Salisbury

Recieved 06-22-2021

LUP2021-0025

491042

NO. AT THE REQUEST OF:
Bennett & Assoc.
DATE & HOUR:
9.30.04 10:58
SUSAN PETERSEN
LATAH COUNTY RECORDER
FEE $ 6.- BY S Magnuson
M/ 204 S Main
Moscow ID 83843

STATE OF IDAHO)
)
COUNTY OF LATAH)

On this 29 day of September 2004 before me, the undersigned notary public in and for the State, personally appeared Michael A. Salisbury
Know or identified to me to be whose name is subscribed in the foregoing instrument, and acknowledged to me the same.

IN WITNESS WHEREOF, I have set my hand and notarial seal on this date.

Susan R. Wilson
Notary Public for Idaho

SUSAN R. WILSON NOTARY PUBLIC STATE OF IDAHO

Residing at Troy, ID
My commission expires: 4-23-09

Recieved 06-22-2021

490227

LUP2021-0025

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

SOUTHGATE ADDITION

TO THE CITY OF MOSCOW, LATAH COUNTY, STATE OF IDAHO

THIS DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS (hereinafter "Declaration") is made this 20 day of August, 2004, by JEMCA (hereinafter referred to as "Declarant"), with reference to the following facts:

A. Declarant is the owner of the following described real property lying and situate in the City of Moscow, Latah County, Idaho, to wit:

Block 1, Lots 1-9; Block 2, Lots 1-17; Block 3, Lots 1-15

(hereinafter collectively referred to as the "Property")

B. Declarant has subdivided the Property into forty (40) lots with access roads and sewer, water and other utility systems to service the Property.

C. The purpose of this Declaration is to impose upon the Property mutually beneficial restrictions under a general plan of operation for the benefit of all of said Lots and the owners thereof. Declarant's intent is not to interfere unnecessarily with any owner's reasonable use and enjoyment of his/her lot but to impose architectural, use and other restrictions on the Property to improve and maintain property values by ensuring an attractive and desirable residential development.

D. "Lot", as that term is used in this Declaration, shall mean and refer to any plat of land shown upon the then effective subdivision map or maps affecting the Property.

ARTICLE I
DECLARATION

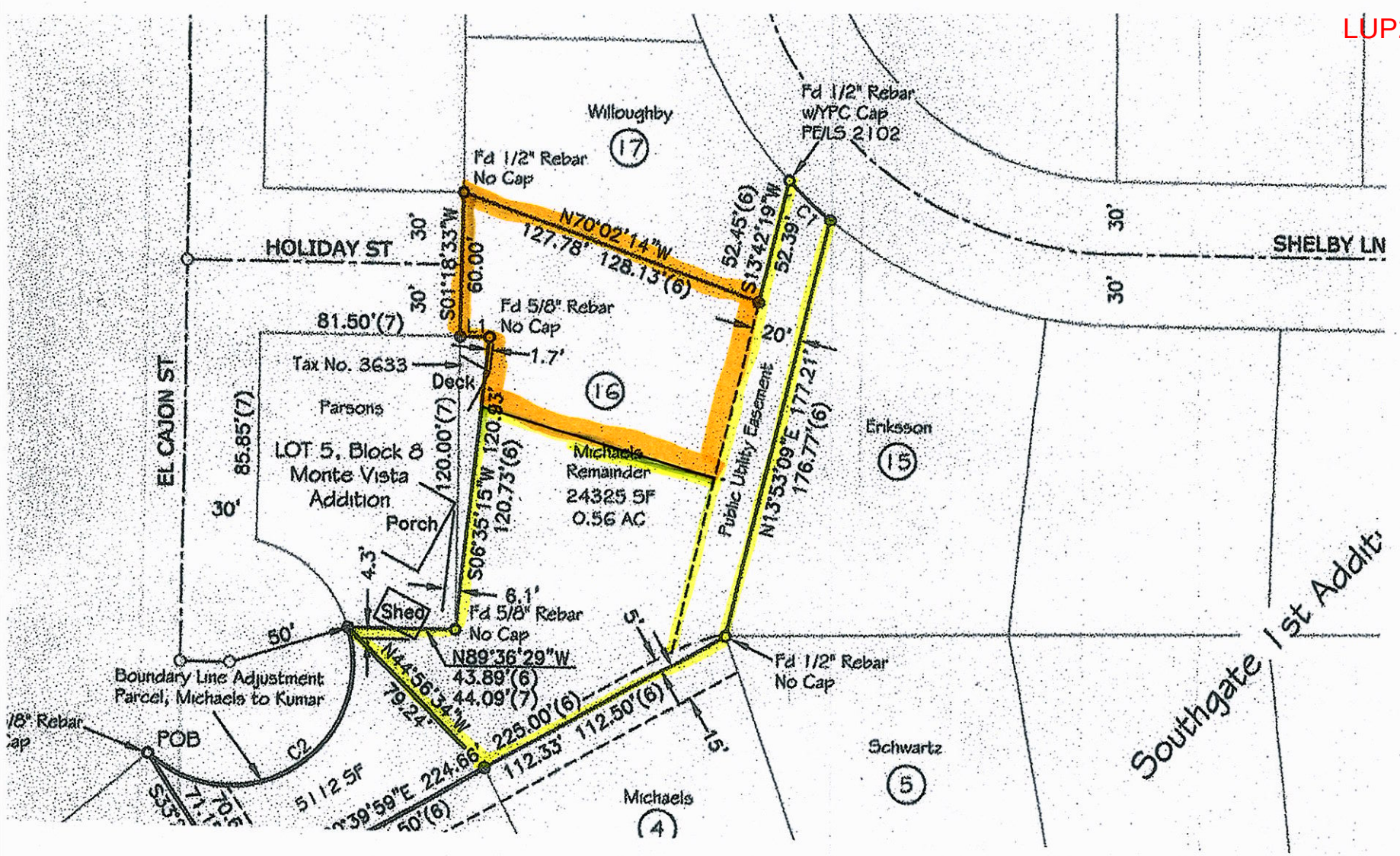
1. Declaration. Declarant hereby declares that the Property shall be held, conveyed, mortgaged, encumbered, leased, rented, used, occupied, sold and improved, subject to the following declarations, limitations, covenants, conditions and restrictions, all of which are for the purpose of enhancing and protecting the value, desirability and attractiveness of the Property and every part thereof. All of the limitations, covenants, conditions and restrictions shall constitute covenants and encumbrances which shall run with the land and shall be perpetually binding upon Declarant and its successors-in-interest and assigns and all parties having or acquiring any right, title or interest in or to any part of the Property.

ARTICLE 2
COVENANTS, CONDITIONS AND RESTRICTIONS

2. Covenants, Conditions and Restrictions. The following covenants, conditions and restrictions shall apply to the Property:

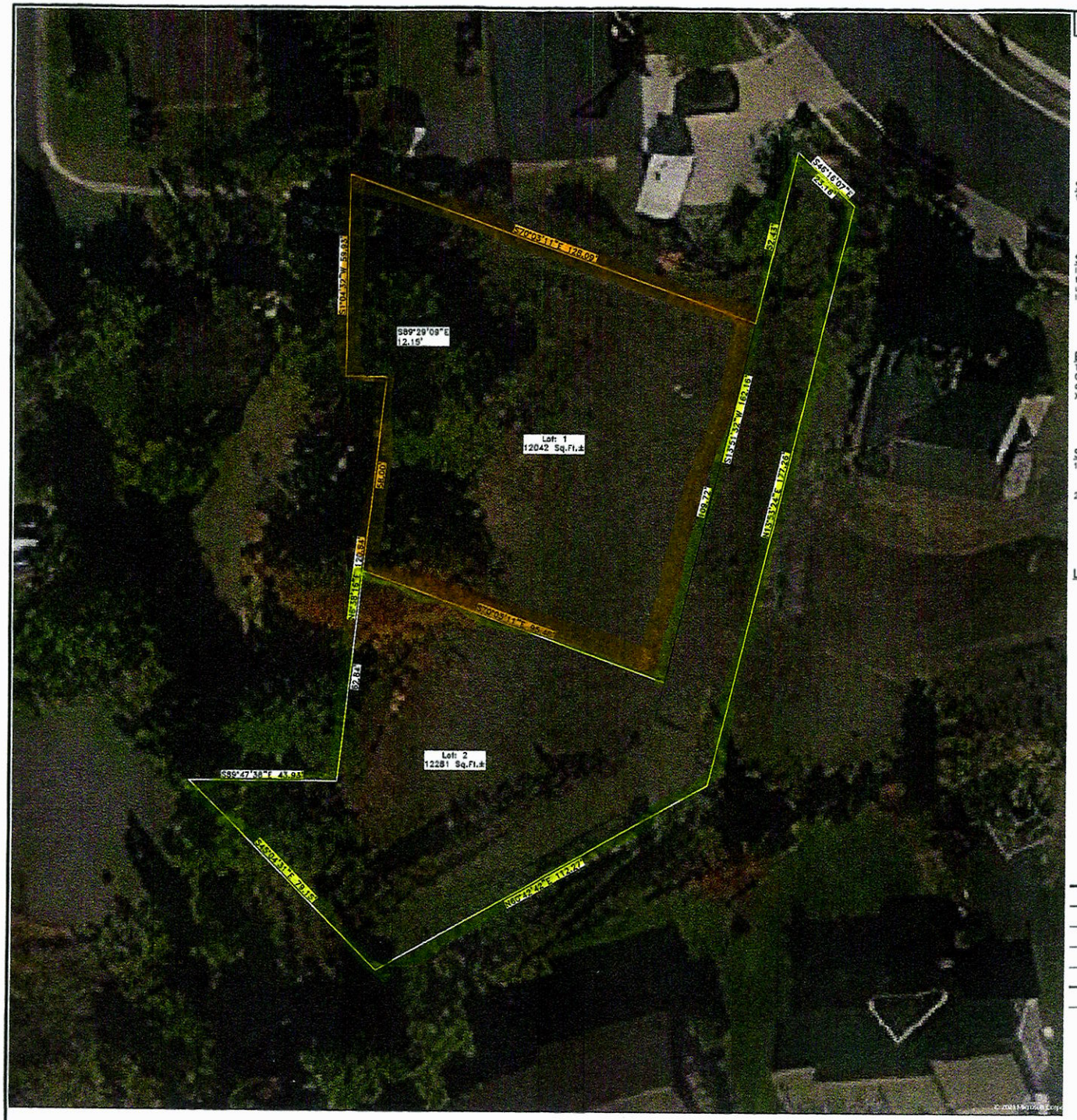
Recieved 06-22-2021

LUP2021-0025



Recieved 06-22-2021

LUP2021-0025



Section 16, T39N, R5W, BM

Survey References:
1. a

Surveyor's Certificate
I, Michael E. Dahlin, PLS #17534, State of Idaho, do hereby certify that the survey represented by this map was performed by me or under my supervision in accordance with the laws of the State of Idaho and at the request of Rick Taylor in August 2020.

Basis of Bearings
The Basis of Bearings for this survey is identical to the Idaho Coordinate System, West Zone, NAD 83 as shown between the found X corner of X and the found X corner of X, said bearing being X°XX'XX"X.

Surveyor Narrative
1. The purpose of this survey was to locate, monument and map the boundaries of SUBJECT PARCEL, per DEED, Instrument #XXXXXX, and to achieve some other objective, as shown hereon.
2. The X line of X was located to establish the Basis of Bearings and primary boundary control. The Parcel described in DEED was rotated to project basis and located accordingly.

Legend

⊕	Set Monument
⊕	Found Monument as Described
●	Set 5/8" Diameter Rebar w/Aluminum Cap Stamped "PLS 17534"
◎	Found Iron Pipe
○	Found 5/8" Diameter Rebar
•	Calculated Position
×	Scribe in Concrete
⊛	Found Centerline Monument
⊙	Found Right-of-Way Monument
⊛	Found Stone
(1)	Block Number
1	Lot Number
(100')	Record Data – See Survey References
———	Boundary Line
———	Lot Line
-x-x-x-x-	Fence Line
— · — · —	Section/Section Subdivision Line
— – —	Centerline
— — —	Right-of-Way
— — —	Easement

SCALE: 1"=20'

NO. _____ AT THE REQUEST OF:

DATE & HOUR: _____

_____ M.

HENRIANNE WESTBERG
LATAH COUNTY RECORDER

FEE $ _____ BY _____

Hodge & Associates, Inc.
P.O. Box 8729
Moscow, Idaho 83843
(208) 882-2588

RIM ROCK CONSULTING, INC.
Land Planning
Surveying
Mining

PRELIMINARY
NOT FOR RECORDING
PROFESSIONAL LAND SURVEYOR
17534
STATE OF IDAHO
MICHAEL E. DAHLIN

Record of Survey for:
Wayne Browning
Latah County, Idaho

Drafted by:	JSH
Checked by:	SW/MED
File Name:	4467 ROS.dwg
Tab:	Layout
Plot Style	OCE.ctb
Project:	4467-06-21
Date:	8/1/21

1 of 1

Recieved 06-22-2021

06/17/2021

Legal Description by Hodge & Associates
For Wayne Browning
Parcel 1

A parcel of land, located in Lot 16, Block 2, of the Southgate First Addition to the City of Moscow, Instrument #490155, Latah County Records, Section 16, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho described as follows:

Beginning at the southwest corner of Lot 17, Block 2 of said Southgate First Addition;
Thence along the south line of said Lot 17, S70°02'41"E, 127.78 feet to the southeast corner of said Lot 17 and a point on west line of a public utility easement shown in said Southgate First Addition;
Thence along the west line thereof, S13°51'31"W, 109.72 feet;
Thence leaving said west line, N70°05'07"W, 95.50 feet to the east line of Lot 5, Block 8, of the Monte Vista Addition to the City of Moscow, Instrument #253967, Latah County Records;
Thence along the east line thereof, N06°35'30"E, 58.00 feet to the northeast corner of said Lot 5;
Thence along the north line of said Lot 5, S89°56'04"W, 12.00 feet to west line of said Lot 16;
Thence along the west line thereof, N01°18'48"E, 60.00 feet to the **Point of Beginning.**

Parcel contains 12,039 square feet, more or less.

Recieved 06-22-2021

06/17/2021

Legal Description by Hodge & Associates
For Wayne Browning
Parcel 2

A parcel of land, located in Lot 16, Block 2, of the Southgate First Addition to the City of Moscow, Instrument #490155, Latah County Records, Section 16, Township 39 North, Range 5 West, Boise Meridian, Latah County, Idaho described as follows:

Commencing at the southwest corner of Lot 17, Block 2 of said Southgate First Addition;
Thence along the south line of said Lot 17, S70°02'41"E, 127.78 feet to the southeast corner of said Lot 17, a point on west line of a public utility easement shown in said Southgate First Addition, and the **Point of Beginning:**

Thence along the west line thereof, N13°51'31"E, 52.37 feet to the south right-of-way line of Shelby Lane;
Thence along said south right-of-way line, 23.27 feet along a non-tangent curve to the left, said curve having a Delta = 7°24'27", Radius = 180.00 feet, Chord = 23.26 feet and a
Chord Bearing = S46°12'06"E to the northwest corner of Lot 15, Block 2 of said Southgate First Addition;
Thence leaving said south right-of-way line, along the west line of said Lot 15, S13°53'24"W, 177.21 feet to the southwest corner of said Lot 15;
Thence along the north line of Lot 4, Block 2 of said Southgate First Addition, S60°40'14"W, 112.33 feet to the northwest corner of said Lot 4;
Thence along the east line of a parcel of land described in Warranty Deed, Instrument #612961, Latah County Records, N44°56'19"W, 79.24 feet to the south line of Lot 5, Block 8, of the Monte Vista Addition to the City of Moscow, Instrument #253967, Latah County Records;
Thence along the south line thereof, S89°36'14"E, 43.89 feet to the southeast corner of said Lot 5;
Thence along the east line of said Lot 5, N06°35'30"E, 62.93 feet;
Thence leaving said east line, S70°05'07"E, 95.50 feet to a point on the west line of a public utility easement shown in said Southgate First Addition;
Thence along the west line thereof, N13°51'31"E, 109.72 feet to the **Point of Beginning.**

Parcel contains 12,299 square feet, more or less.

F:\4467- Holiday Street\4467-Word\4467 Lot 2.docx

NOTICE OF PUBLIC MEETING

Proposed Lot Division at 2209 Shelby Lane in the City of Moscow, Idaho
Permit Application LUP2021-0025

A public meeting before the Public Works/Finance Committee of the City Council will be conducted during which the following proposal will be considered:

> A lot division to divide one 24,325 sf parcel into two parcels of approximately 12,042 sf and 12,283 sf. The property is currently addressed as 2209 Shelby Lane in the City of Moscow, as shown on the vicinity map below.

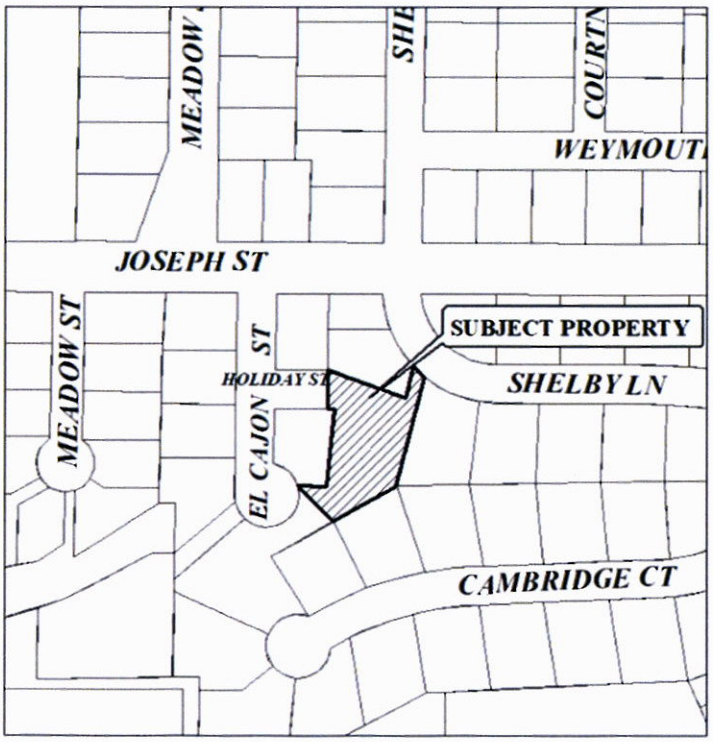
MEETING DATE: Monday, July 26th, 2021

LOCATION OF MEETING: Council Chambers, Second Floor, Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 3:00 p.m.

Note: Meeting start time is not necessarily indicative of discussion start time for the application advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur late in the meeting.

The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Planning & Design Department located in the Paul Mann Building, 221 East Second Street, Moscow, Idaho. You may also call 883-7035 to get a meeting agenda, further information on the application, the public hearing process and/or to request a meeting with City Staff. https://www.ci.moscow.id.us/593/Public-Hearing-Notices



Laurie Hopkins, Moscow City Clerk

Jennifer Fleischman, Deputy City Clerk

Published: July 10, 2021