



Agenda: Thursday, July 21, 2016, 7:00 a.m.

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

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

- A. Minutes from June 16th, 2016
- B. June 2016 Payables
- C. June 2016 Financials

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

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

3. **Announcements**

4. **FY2017 Draft Budget Review – Bill Belknap**

Staff has prepared the draft proposed FY2017 MURA budget for consideration by the Board. The draft budget is scheduled to be reviewed by Finance Committee on July 19th and their recommendations will be presented to the Board at the July 21st meeting.

ACTION: Consider draft FY2017 MURA Budget and if the draft budget is acceptable, direct staff to present the proposed budget at the public hearing scheduled for August 4th, 2016.

5. **Agency Website Development Request for Qualifications Update – Bill Belknap**

At the Board's May 19th meeting, the Board directed staff to proceed with the advertisement of a request for qualifications for website development services for the update to the Agency's website. Three responses were received from Wovax, First Step Internet, and Inland Cellular. The statements of qualifications will be reviewed by the review committee in the next two weeks and the committee's recommendation will be presented to the Board at the August 4th meeting.

ACTION: Receive the report.

6. **General Agency Updates – Bill Belknap**

- Legacy Crossing District
- Alturas District
- General Agency Business

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



Minutes: Thursday June 16, 2016, 7:00 a.m.

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

McGeehan called the meeting to order at 7:02 a.m.

Commissioners Present	Commissioners Absent	Also in Attendance
Steve McGeehan, Chair	Steve Drown	Bill Belknap, MURA Executive Director
Art Bettge	Ron Smith	Anne Peterson, MURA Clerk
Dave McGraw		
Brandy Sullivan		
John Weber		

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

A. Minutes from May 19, 2016

B. May 2016 Payables

C. May 2016 Financials

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

Bettge moved approval, seconded by McGraw. Motion passed unanimously.

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

No comments.

3. **Announcements**

None.

4. **Appointments**

McGeehan recommended Jon Kimberling's reappointment to the Finance Committee and Brian Foisy as a new appointee, with expiration dates of July 31, 2019. Weber moved acceptance of both nominees, seconded by Bettge and the motion passed unanimously.

5. **Sangria Downtown LLC Project Update – George Skandalos**

Representatives of Sangria Downtown LLC will provide an update on the status of their development plans for the 6th and Jackson property project.

ACTION: *Accept report and provide direction as deemed appropriate.*

Skandalos reported that they are scheduled to review contractor bids next week with their accountant and it will then be forwarded to the bank for financing. Montana CDC reports they still have funding available with more coming in December. The final plan is three floors (ground floor restaurant and retail; two floors residential) plus basement root cellar and bathrooms.

6. Sangria Downtown LLC Exclusive Negotiation Agreement Schedule of Performance Review

On February 26, 2015, the Board selected Sangria Downtown LLC as the successful respondent to a request for proposals for development of the MURA's 6th and Jackson property. On January 21st of this year, the Board approved an amendment to the schedule of performance which established dates by which certain actions would need to be completed. While Sangria Downtown LLC has made significant progress over the last several months, delays in finalizing the project scope and obtaining project bids in conjunction with delays in the environmental remediation process has resulted in the project falling behind the previously amended schedule of performance. Staff has prepared a revised proposed project schedule of performance for the Board's review and consideration.

ACTION: *Approve the proposed revised schedule of performance; or take other action as deemed appropriate.*

Belknap explained that due to the extended environmental remediation process and project design delays, the previously approved Amended Schedule of Performance dates need to be adjusted by about four months. Weber moved to approve the schedule revision, seconded by Sullivan. Motion passed with four ayes and one nay (McGraw).

7. 6th and Jackson Environmental Remediation Project Update – Bill Belknap

Staff will provide any update on the status of the environmental remediation work on the 6th and Jackson property.

ACTION: *Accept report and provide direction as deemed appropriate.*

TerraGraphics is working on the close-out report for delivery to DEQ next week which is the final step toward receipt of the Certificate of Completion and Covenant Not to Sue. As part of the wrap-up, TerraGraphics has submitted an invoice for \$7,400 over the contracted amount for weather-related issues that required unexpected work and materials. Payment of the \$7,400 will leave a balance of \$40,728.87 in remediation grant funding. McGraw was surprised that TerraGraphics didn't include a contingency in their bid and wanted it on the record that he was uncomfortable with them requesting more at this point. Belknap stated that the Agency did budget contingency funds for the project for situations like this, but those are not including within the contracted budget. Sullivan and Weber agreed the alternative would have been to halt the project, and Bettge said it was mostly DEQ issues that caused the delay which created the weather-related issues and therefore the extra charges. Bettge moved approval of the expenditure, seconded by Sullivan. Motion passed with four ayes and one nay (McGraw). McGeehan thanked everyone for their comments and agreed that it was important to closely consider expenditure of all funds, grant or otherwise, as good stewards of taxpayer funds.

8. FY2016 Financial Statement Audit Services Letter of Engagement – Bill Belknap

For the last several years the Agency has engaged Presnell Gage, PLLC for to perform an audit of the MURA's financial statements. Presnell Gage is offering to provide the same services for the Agency's fiscal year ending September 30, 2016. The proposed fee is \$4,700, which is a modest 2% fee increase over past fees paid for these services. Staff has been pleased with the services provided by Presnell Gage and recommends that the Board to continue with their firm for the upcoming audit.

ACTION: *Approve the proposed letter of engagement for the audit of the MURA financial statements for the fiscal year ending September 30, 2016; or take other action as deemed appropriate.*

Bettge said Presnell Gage has always done a good job in the past and moved approval. Weber seconded the motion which passed unanimously without further discussion.

9. Proposed Cancellation of July 7th Meeting– Bill Belknap

The next upcoming regularly scheduled meeting will fall upon July 7th during the week of the July 4th Holiday. Due to potential commissioner and staff absences, Staff is recommending that the MURA cancel the July 7th meeting, with the next regularly scheduled meeting to occur on July 21, 2016.

ACTION: Cancel the July 7th meeting; or provide other direction as deemed appropriate.

Board was in agreement with cancelling the July 7 meeting. The next meeting will be July 21st, 2016.

10. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - Land use hearing for the Identity on Main project will be next week.
- Alturas District
 - GeneShifters has planted the leased test plot and there have been inquiries about their ongoing interest in locating at Alturas. McGeehan thanked Bettge for making the contact between GeneShifters and the Agency.
- General Agency Business
 - Belknap thanked Board members for their input on the draft strategic planning questionnaire. It was distributed this morning to the list of partner agencies and other key people, and results should be available to the Board within a month. The Agency's second meeting in August is tentatively set as a joint meeting with the Board and City Council to discuss priorities for Legacy Crossing and the potential for other districts.
 - McGeehan asked if there was an update on the Downtown Restrooms project. Belknap said the Parks & Recreation Department is researching cost information requested by Council. Bettge said the topic will come before Council within a month.

McGeehan declared the meeting adjourned at 7:45 am.

Steve McGeehan, Agency Chair

Date



Balance Sheet
June 30, 2016

	<u>Total Funds</u>
ASSETS	
Cash	9,688
Investments-LGIP	500,913
Investments-Zions Debt Reserve	44,312
Taxes Receivable	(1,624)
Accounts Receivable	4,513
Land Held For Resale	531,256
Land	509,402
Infrastructure Assets	1,186,207
Accumulated Depreciation	<u>(753,478)</u>
Total Assets	<u><u>2,031,189</u></u>
LIABILITIES	
Accounts Payable	
Deposits Payable	5,000
Series 2010 Bond - due within one year	25,000
Latah County payback agreement - due within one year	2,000
Series 2010 Bond - due after one year	374,000
Latah County payback agreement - due after one year	<u>108,537</u>
Total Liabilities	<u><u>514,537</u></u>
FUND BALANCES	
Net Assets Invest. Cap Assets	587,443
Restricted Fund Balance	44,312
Unrestricted Fund Balance	<u>1,729,670</u>
Total Fund Balance	<u><u>2,361,425</u></u>
Retained Earnings:	<u><u>844,773</u></u>
Total Fund Balance and Retained Earnings:	<u><u>1,516,652</u></u>
Total Liabilities, Fund Balance and Retained Earnings:	<u><u>\$2,031,189</u></u>

Checks by Date - Detail By Check Date

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June 2016

				Check Amount
4398	UCITYMOS	City of Moscow	6/9/2016	
	June 2016	Administrative Services for June 2016		3,750.00
	May 2016	City Utility Billing for 05/01/2016 - 05/31/2016		179.25
Total for Check Number 4398:				3,929.25
4399	UFIRSTST	First Step Internet	6/9/2016	
	46443	Restore backup of URA website		75.00
Total for Check Number 4399:				75.00
4400	UROSAUER	Rosauers	6/9/2016	
	10-523978	May Meeting Materials		8.26
Total for Check Number 4400:				8.26
Total for 6/9/2016:				4,012.51
4401	UELAMBUR	Elam & Burke	6/20/2016	
	162892	Legal Fees for May 2016		18.50
Total for Check Number 4401:				18.50
4402	UGERMER	Germer Construction, Inc.	6/20/2016	
	09-00-1246	6th & Jackson retainage		2,147.71
Total for Check Number 4402:				2,147.71
4403	UROSAUER	Rosauers	6/20/2016	
	10-565343	Meeting Materials		9.37
Total for Check Number 4403:				9.37
Total for 6/20/2016:				2,175.58
4404	UVISAADM	Cardmember Service	6/29/2016	
	May 2016	Purchases Survey Monkey on City Credit Card		26.00
Total for Check Number 4404:				26.00
4405	Uterragr	Terra Graphics	6/29/2016	
	04750	6th & Jackson remediation construction		34,639.59
Total for Check Number 4405:				34,639.59
Total for 6/29/2016:				34,665.59
Total Bills for June 2016				40,853.68

Checks for Approval

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JUNE 2016



Check	Check Date	Account Name	Vendor	Void	Amount
4398	06/09/2016	Administrative Services	City of Moscow		3,750.00
4398	06/09/2016	Heat, Lights & Utilities	City of Moscow		179.25
4399	06/09/2016	Professional Services-Computer	First Step Internet		75.00
4400	06/09/2016	Misc. Expense-General	Rosauers		8.26
4401	06/20/2016	Professional Services-Legacy	Elam & Burke		18.50
4402	06/20/2016	Improvements-Legacy	Germer Construction, Inc.		2,147.71
4403	06/20/2016	Misc. Expense-General	Rosauers		9.37
4404	06/29/2016	Professional Services-Computer	Cardmember Service		26.00
4405	06/29/2016	Improvements-Legacy	Terra Graphics		34,639.59
				Report Total:	<u>40,853.68</u>

Steve McGeehan, Chairperson

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

Bill Belknap, Executive Director

Gary J Riedner, Treasurer

General Ledger

Exp to Bud

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 Period 09 - 09
 Fiscal Year 2016

June 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890	Moscow Urban Renewal Agency						
880	URA - General Agency						
890-880-10-642-00	Administrative Services	\$ 45,000.00	\$ 3,750.00	\$ 33,750.00	\$ 11,250.00	\$ 11,250.00	75.00%
890-880-10-642-10	Professional Services-Exec Dir	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-880-10-642-15	Professional Services-Other	\$ 6,000.00	\$ -	\$ 2,750.00	\$ 3,250.00	\$ 3,250.00	45.83%
890-880-10-642-20	Professional Services-Auditing	\$ 5,000.00	\$ -	\$ 4,600.00	\$ 400.00	\$ 400.00	92.00%
890-880-10-642-30	Professional Services-Computer	\$ 1,000.00	\$ 101.00	\$ 120.95	\$ 879.05	\$ 879.05	12.10%
890-880-10-644-10	Marketing Expense-General	\$ 1,000.00	\$ -	\$ 300.00	\$ 700.00	\$ 700.00	30.00%
890-880-10-668-10	Liability Insurance-General	\$ 1,650.00	\$ -	\$ 1,507.00	\$ 143.00	\$ 143.00	91.33%
E02	Contractual	\$ 59,650.00	\$ 3,851.00	\$ 43,027.95	\$ 16,622.05	\$ 16,622.05	72.13%
890-880-10-631-10	Postage Expense	\$ 100.00	\$ -	\$ 24.00	\$ 76.00	\$ 76.00	24.00%
890-880-10-631-20	Printing and Binding	\$ 400.00	\$ -	\$ 39.80	\$ 360.20	\$ 360.20	9.95%
890-880-10-647-10	Travel & Meetings-General	\$ 1,000.00	\$ -	\$ 839.22	\$ 160.78	\$ 160.78	83.92%
890-880-10-649-10	Professional Development	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-880-10-669-10	Misc. Expense-General	\$ 500.00	\$ 17.63	\$ 284.11	\$ 215.89	\$ 215.89	56.82%
E03	Commodities	\$ 3,000.00	\$ 17.63	\$ 1,187.13	\$ 1,812.87	\$ 1,812.87	39.57%
880	URA - General Agency	\$ 62,650.00	\$ 3,868.63	\$ 44,215.08	\$ 18,434.92	\$ 18,434.92	70.57%
890	Urban Renewal Agency						
890-890-10-642-10	Professional Services-Alturas	\$ 10,000.00	\$ -	\$ 74.00	\$ 9,926.00	\$ 9,926.00	0.74%
890-890-10-642-12	Land Sale Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-644-10	Marketing Expense-Alturas	\$ 4,000.00	\$ -	\$ 107.92	\$ 3,892.08	\$ 3,892.08	2.70%
E02	Contractual	\$ 14,000.00	\$ -	\$ 181.92	\$ 13,818.08	\$ 13,818.08	1.30%
890-890-10-647-10	Travel & Meetings-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-658-10	Repairs & Maintenance	\$ 5,000.00	\$ -	\$ 2,151.00	\$ 2,849.00	\$ 2,849.00	43.02%
890-890-10-669-10	Misc. Expense-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E03	Commodities	\$ 5,000.00	\$ -	\$ 2,151.00	\$ 2,849.00	\$ 2,849.00	43.02%

General Ledger Exp to Bud

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Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
890-890-10-770-73	Improvements-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-800-00	Termination Plan	\$ 767,044.00	\$ -	\$ 849,956.00	\$ (82,912.00)	\$ (82,912.00)	110.81%
E20	Other Financing Uses	\$ 767,044.00	\$ -	\$ 849,956.00	\$ (82,912.00)	\$ (82,912.00)	110.81%
890-890-10-699-74	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-699-99	Amortization Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E81	Depreciation & Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-890-10-900-01	Contingency - Alturas	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
E90	Contingency	\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00	0.00%
890	Urban Renewal Agency	\$ 826,044.00	\$ -	\$ 852,288.92	\$ (26,244.92)	\$ (26,244.92)	103.18%
895	URA - Legacy Crossing						
890-895-10-642-10	Professional Services-Legacy	\$ 10,000.00	\$ 18.50	\$ 2,666.30	\$ 7,333.70	\$ 7,333.70	26.66%
890-895-10-642-12	Land Sale Expense-Legacy	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
890-895-10-644-10	Marketing Expense-Legacy	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%
E02	Contractual	\$ 22,000.00	\$ 18.50	\$ 2,666.30	\$ 19,333.70	\$ 19,333.70	12.12%
890-895-10-647-10	Travel & Meetings-Legacy	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
890-895-10-652-10	Heat, Lights & Utilities	\$ 2,000.00	\$ 179.25	\$ 1,434.00	\$ 566.00	\$ 566.00	71.70%
890-895-10-658-10	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-669-10	Misc. Expense-Legacy	\$ 1,000.00	\$ -	\$ (0.45)	\$ 1,000.45	\$ 1,000.45	-0.05%
890-895-10-675-00	Fiscal Agent Trustee fees	\$ 1,750.00	\$ -	\$ -	\$ 1,750.00	\$ 1,750.00	0.00%
890-895-10-676-15	Latah County Reimb. Agreement	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	100.00%
890-895-10-676-17	Jackson St Owner Part. Agr.	\$ 9,000.00	\$ -	\$ 10,925.66	\$ (1,925.66)	\$ (1,925.66)	121.40%
890-895-10-676-20	Agreement Cost	\$ 600.00	\$ -	\$ 40.47	\$ 559.53	\$ 559.53	6.75%

General Ledger

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June 2016



Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
E03	Commodities	\$ 17,350.00	\$ 179.25	\$ 14,399.68	\$ 2,950.32	\$ 2,950.32	83.00%
890-895-10-770-35	1% Public Art	\$ 1,210.00	\$ -	\$ -	\$ 1,210.00	\$ 1,210.00	0.00%
890-895-10-770-71	Land-Legacy	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-770-73	Improvements-Legacy	\$ 193,675.00	\$ 36,787.30	\$ 116,680.22	\$ 76,994.78	\$ 76,994.78	60.25%
890-895-10-770-97	Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E04	Capital Outlay	\$ 194,885.00	\$ 36,787.30	\$ 116,680.22	\$ 78,204.78	\$ 78,204.78	59.87%
890-895-10-676-10	Bond Issuance Cost	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
E05	Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-895-10-900-01	Contingency - Legacy	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
E90	Contingency	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00	0.00%
895	URA - Legacy Crossing	\$ 249,235.00	\$ 36,985.05	\$ 133,746.20	\$ 115,488.80	\$ 115,488.80	53.66%
899	Dept						
890-899-11-790-01	Bond Principal - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-791-01	Bond Interest-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-12-790-01	Bond Principal - Legacy	\$ 399,000.00	\$ -	\$ 7,869.15	\$ 391,130.85	\$ 391,130.85	1.97%
890-899-12-791-01	Bond Interest - Legacy	\$ 18,435.00	\$ -	\$ -	\$ 18,435.00	\$ 18,435.00	0.00%
E05	Debt Service	\$ 417,435.00	\$ -	\$ 7,869.15	\$ 409,565.85	\$ 409,565.85	1.89%
890-899-10-990-00	Ending Fund Bal Unassigned	\$ 49,705.00	\$ -	\$ -	\$ 49,705.00	\$ 49,705.00	0.00%
890-899-11-990-00	End Fund Bal Assigned-Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
890-899-11-990-01	End Fund Bal Res-Alturas	\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	\$ 45,000.00	0.00%
890-899-12-990-00	End Fund Bal Assigned-Legacy	\$ 261,405.00	\$ -	\$ -	\$ 261,405.00	\$ 261,405.00	0.00%
890-899-12-990-01	End Fund Bal Res-Legacy	\$ 69,315.00	\$ -	\$ -	\$ 69,315.00	\$ 69,315.00	0.00%
E95	Ending Fund Balance	\$ 425,425.00	\$ -	\$ -	\$ 425,425.00	\$ 425,425.00	0.00%

General Ledger Exp to Bud

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Account Number	Description	Budget	Period Amount	End Bal	Variance	Avail/Uncollect	% Collected
899	Dept	\$ 842,860.00	\$ -	\$ 7,869.15	\$ 834,990.85	\$ 834,990.85	0.93%
890	Moscow Urban Renewal Agency	\$ 1,980,789.00	\$ 40,853.68	\$ 1,038,119.35	\$ 942,669.65	\$ 942,669.65	52.41%

General Ledger Revenue Analysis

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Fiscal Year 2016

June 2016



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Bal	% Received		
890	Moscow Urban Renewal Agency							
890-000-00-410-00	Property Taxes - Alturas	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%
890-000-00-410-01	Property Taxes - Legacy	\$ 141,000.00	\$ 6,562.04	\$ 116,184.97	\$ 24,815.03	\$ 24,815.03	18%	82%
890-000-00-431-11	EPA Clean-up Grant - Legacy	\$ 108,235.00	\$ -	\$ 74,210.57	\$ 34,024.43	\$ 34,024.43	31%	69%
890-000-00-471-00	Investment Earnings	\$ 1,000.00	\$ 212.64	\$ 2,900.78	\$ (1,900.78)	\$ (1,900.78)	-190%	290%
890-000-00-478-10	Sale of Land - Alturas	\$ -	\$ 50.00	\$ 50.00	\$ (50.00)	\$ (50.00)	0%	0%
890-000-00-478-11	Sale of Land - Legacy	\$ 450,000.00	\$ -	\$ -	\$ 450,000.00	\$ 450,000.00	100%	0%
890	Moscow Urban Renewal Agency	\$ 700,235.00	\$ 6,824.68	\$ 193,346.32	\$ 506,888.68	\$ 506,888.68	72%	28%
Revenue Total		\$ 700,235.00	\$ 6,824.68	\$ 193,346.32	\$ 506,888.68	\$ 506,888.68	72%	28%



REQUEST FOR QUALIFICATIONS

WEBSITE DESIGN AND DEVELOPMENT SERVICES

Moscow Urban Renewal Agency
221 East Second Street
Moscow, ID 83843

RELEASE DATE: June 2, 2016
PROPOSAL DUE DATE: June 16, 2016

PROJECT CONTACT:
Bill Belknap, Executive Director
206 E. Third Street
PO Box 9203
Moscow, ID 83843
Phone: (208) 883-7011
bbelknap@ci.moscow.id.us

I. SECTION I. STATEMENT OF QUALIFICATIONS FORMAT SPECIFICATIONS

All responders will follow format specifications listed below or be determined as “non-responsive” relative to Moscow Urban Renewal Agency (“Agency”) review obligations.

A. Font

No less than 12 point.

B. Length

Response length shall not exceed five (5) pages inclusive of all contents, graphics, photos, bibliographies, appendices and any other supporting documentation. A single page includes text and/or graphics appearing on a single side of paper. Responses exceeding the maximum number of designated pages shall be disqualified from Agency review.

C. Margins

All responders will provide minimum one-inch (1”) top and bottom margins along with minimum one-and one-half (1-1/2”) left and one-inch (1”) right side margins.

D. Proposal format

All proposals shall be submitted in PDF digital format by email to apeterson@ci.moscow.id.us.

E. Submittals due

Submittals are due at the time and place as specified in Section Four. Responders failing to meet requirements of this Request for qualifications risk being defined as “non-responsive” by the Agency. The Agency has no obligation for reviewing “non-responsive” proposals.

II. PROJECT BACKGROUND

The Moscow Urban Renewal Agency (MURA) is seeking professional website design and development services to redesign and develop MURA’s web presence and to increase the site’s graphic appeal, functionality, navigation, ease of maintenance, and to improve the site’s function as a portal for public access to the Agency’s public records.

III. PROJECT SCOPE OF WORK AND REQUESTED SERVICES

In general, the work includes all labor, graphic design, graphic content and other resources necessary to develop and deliver a website of professional appearance and function in accordance with industry standards. It is desired that the new website will be developed using the WordPress or similar open web authoring platform to allow for ease of content migration, and future site maintenance and updating of by MURA staff. All new website format and content shall be mobile optimized to allow for ease of navigation and content delivery via mobile devices.

It is anticipated that the project will include the development of three (3) page templates and associated navigation elements to include a home page, and two (2) sub-page templates. Desired site functions include site content search function, distribution and notification list signup, organized and efficient electronic document access (typical record types include contracts and agreements, resolutions, meeting agendas, meeting minutes, special studies and reports, urban renewal district plans and similar

records), search engine optimization, and site usage tracking tools.

Final project deliverables will include the creation of the home page, all identified sub-pages and associated navigation, including all graphic and photographic content. MURA will be responsible for content migration. The selected respondent will also provide user training regarding site maintenance and content migration and provide a site warranty for a period of 6 (six) months for any unanticipated software issued within the website within that time period.

Sample Agency Websites

For the purposes of familiarizing the Respondent with common elements and components of other urban renewal agencies, the websites listed below are provided as a sample of the desired site content and functionality.

<http://www.ignitecda.org/>

<http://www.ccdcboise.com/>

<http://www.meridiandevelopmentcorp.com/>

IV. PROPOSAL AND PROJECT DATES

Proposal Due Date:	June 16, 2016
Estimated Respondent Selection Date:	June 23, 2016
Estimated Start Date:	July 11, 2016
Estimated Project Completion Date:	September 30, 2016

V. PROPOSAL REQUIREMENTS

Respondents shall submit a digital PDF copy of their proposal to the Agency no later than the date specified herein. Said proposals shall include the information listed below. Any proposals submitted without the following information shall be deemed non-responsive and shall not be considered for award.

- Respondent's relevant technical qualifications and experience working on similar projects
- Respondent's proposed approach to the project including identification of project team members and their respective qualifications and experience
- Respondent's proposed website platform and authoring software
- Respondent's available resources to complete job in a competent and timely manner in accordance with the project schedule contained herein
- Respondent's estimated cost to complete the Project following the cost proposal outline below
- Three references from similar projects

Cost Estimation

Respondents shall provide an estimate of cost of providing the services as described with this request for qualifications. All costs provided shall not be utilized as the sole basis of selection and shall not be considered as binding upon the respondent. Once the successful respondent is selected, the Agency

and successful respondent shall negotiate the specific scope of work and associated fee which shall be the basis of the professional services agreement.

VI. RESPONDENT SELECTION CRITERIA

All proposals shall be evaluated and scored upon the following criteria:

1. Respondent's relevant technical qualifications and experience, including the proposed project manager's experience and qualifications (20 Points)
2. Respondent's experience in similar projects including reference contact information (20 Points)
3. Respondent's proposed installation methods, including proposed material and installation standards and specifications (10 Points)
4. Respondent's available resources to complete job in a competent and timely manner within the specified time frame (20 Points)
5. Respondent's estimated cost to complete the Project (30 Points)

The Agency may conduct investigations as it deems necessary to assist in the evaluation of any proposal to establish the responsibility, qualifications, and financial ability of the Respondent to supply materials and/or services to the Agency's satisfaction within the prescribed time. The Agency reserves the right to reject any and all proposals, to waive any and all informalities, and the right to disregard all nonconforming, non-responsive, or conditional proposals. The Agency may elect to conduct interviews if deemed necessary.

The selected responder will achieve the maximum score approaching 100 points. The Agency reserves the right to reject all proposals without cause or reason.

VII. RESPONDER NOTIFICATION

Following notification, the successful respondent will negotiate a project fee with the Agency in accordance and enter into a professional services agreement with the Agency. The Agency reserves the right to terminate contract discussions if it believes the selected respondent is unable to meet Agency expectations for project cost or performance. The Agency will then select an alternate respondent for subsequent negotiation.

VIII. RFQ TERMS AND CONDITIONS

A. CODES AND STANDARDS

All local, municipal and state laws, rules and regulations governing or relating to any portion of this work are hereby incorporated into and made a part of these specifications. This project is federally funded and the selected contractor shall comply with all conditions of, and all laws applicable to, and all policies, practices and procedures of the Agency applicable to, any federal, state or local grant received by the Agency or contractor at any time with respect to this contract or with respect to the provision, performance or completion of the work.

B. THE OWNER

Whenever the term "Owner" or "Agency" or "MURA" is used in the documents, it refers to the Moscow Urban Renewal Agency.

C. THE OWNER'S CORRESPONDENT

When required to correspond with the Owner, all such correspondence shall be addressed to Bill Belknap, Executive Director, PO Box 9203, Moscow, Idaho 83843, or via email to bbelknap@ci.moscow.id.us.

D. THE CONTRACTOR/VENDOR

Whenever the term "Contractor" or "Vendor" is used in the documents, it refers to the Contractor or the Contractor's agents as submitted on the Project Proposal.

E. ACCEPTANCE/REJECTION

Agency reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals, to waive informalities, and to contract in the best interests of the Agency.

F. ADDENDUMS

Should Agency consider it necessary to revise any part of this Request, an amendment will be made available to all interested parties registered with the Agency. All official clarifications or interpretations of the proposal documents will be by written addenda. Clarification given in any other form will be informal and unofficial.

G. PROPOSAL CHANGES OR WITHDRAWAL

All changes and erasures must be made before the proposal due-by date and time as indicated above, and initialed.

H. PROPOSAL COMPLETION

All proposals must include the necessary information as specified herein and be signed by an authorized representative of the Respondent. Failure to include the requisite information shall cause said proposal to be deemed non-respondent and void.

I. PREPARATION COSTS

Costs incurred by Bidders in preparation of their proposal, including travel and personal expenses, may not be charged as an expense of performing the contract. The Agency shall not pay for costs incurred for proposal or contract preparation as a result of termination of this RFQ or termination of the contract resulting from this RFQ.

J. PROPOSALS DISCLOSURE

All proposals and other material submitted become the property of the Agency. The Agency reserves the right to use any ideas presented in response to the RFQ. Public records are open to reasonable inspection by the public.

K. PROPOSER'S CERTIFICATION

By signature on their proposal, Proposers certify that they have read this Request for Proposal, are authorized to bind the Proposer, and agree to furnish the requested supplies, equipment or services in accordance with this RFQ.

L. REQUIRED REVIEW

Respondents shall carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defect and questionable or objectionable material must be made in writing and received by the Agency Clerk at least five (5) days prior to the deadline for receipt of

proposals. This will allow for issuance of any necessary amendments/addendums. It will also help prevent the opening of a defective solicitation and exposure of vendor proposals upon which award could not be made. Protests based upon any omission, error, or the content of the solicitation will be disallowed if not made in writing at least five (5) days prior to the deadline for receipt of proposals.



Statement for Qualifications



Moscow Urban Renewal Agency

www.moscowura.com

Bill Belknap

Executive Director

208 883 7011

206 E. Third Street

Moscow, ID 83843

bbelknap@ci.moscow.id.us

June 16, 2016

Proposal Revision 1

Technical Qualifications and Experience

First Step Internet is pleased to offer this website development proposal to the Moscow Urban Renewal Agency (MURA). First Step Internet (FSI) has a long and successful history working with the large and small projects providing a professional and compelling online presence for many businesses locally and across the world. We have extensive experience developing user friendly, fully managed, database driven websites in any coding language including Wordpress. We believe First Step Internet is the ideal partner for you with this project. First Step Internet has been developing database applications since 1989 and providing Internet service, web hosting and web development since 1994. Our combined knowledge of web development and Internet service provides the MURA with a partner that can address all your requirements.

First Step Internet has a full-time staff of 35 that are responsible for billing, customer service, technical support, system administration and website development. All First Step Internet staff will be available to the Moscow URA via toll-free phone, email and web chat to answer questions and provide assistance. The technical support staff will be available Monday through Saturday, 8:00 am to 7:00 pm, and Sunday 11:00 am to 5:00 pm. The sales and marketing staff are available via toll-free phone and email Monday through Friday, 8:00 am to 5:00 pm. All times are shown in Pacific Time Zone.

Alisa Savoy, Senior Software Engineer

Alisa has a BA in Computer Science and 15 years industry experience. Her expertise lies in web, internet and multimedia application development. She is skilled in C++, VBScript, ASP, .NET, JavaScript, PHP, HTML, XHTML, Perl, CGI, and database design. Her most recent projects include the Northwest Management Inc, the Alden Shop ecommerce project, Buy Local Moscow, K-2 Editing, Everyday Icons, and a members-only Extranet for the Litigation Section of the State Bar of Texas.

Dustin Thomas, Senior Software Engineer

Dustin will serve as a developer for this project. He has a BS in Biochemistry and Molecular Biology, and a MS in Computer Science from the University of Idaho. He has 17 years of industry experience designing database-driven websites for First Step Internet. He is primarily responsible for application design and development using a variety of industry standard databases and programming languages. His most recent projects include work on the LuDels Uniforms, the American College of Real Estate Lawyers' SharePoint Server, the integration of Intermountain MLS services, and the USGS-sponsored Great Basin Bird Observatory project.

Confidential and Proprietary First Step Internet LLC.

**First Step Internet
P.O. Box 9587
Moscow ID 83843**

**208-882-8869 ext 435
208-883-3733 fax
bmoore@fsr.com
<http://www.fsr.com>**

Joe Savoy, Senior Web Developer/ Designer

Joe will serve as project lead for this project. He is the overall interface designer for this project. He will be responsible for the look and feel of the site. Joe has a BFA from Washington State University and more than 15 years of industry design experience. His skills range from graphic illustration, photo illustration, 3D illustration & animation, print collateral design, textile design, digital video & audio production/ authoring, and responsive web design. While at First Step Internet, Joe has worked on the Look & Feel, Navigation, and programming www.K2Editing.com, www.Everydayicons.com, www.TexasTaxSection.org, www.thenmiway.com, www.PattysMexicanKitchen.com, and www.MoscowAleHouse.com.

References

- **David Hassler**, chair, website committee, Real Estate, Probate & Trust Law Section of the State Bar of Texas – <http://www.REPTL.org> – dhas@scotthulse.com
- **Charles Gordon**, chair, website committee, Oil, Gas & Energy Resources Section of the State Bar of Texas – <http://www.oilgas.org> - cgordon@prdg.com
- **Tracy Nuckols**, Texas State Bar - Manager, Sections Department – tnuckols@texasbar.com
- **Mark Corrao** , Owner, Northwest Management Inc. - mcorrao@nmi2.com

Website Development

Website development will begin after FSI is awarded the project, signed approval of this proposal, all website content, layout, graphics and non-refundable deposit from Moscow URA (MURA). Without detailed and accurate descriptions of all content, layout and graphics from MURA, development will be delayed. It may be necessary to gather additional information about the website from MURA during development. To avoid delays MURA should provide all requested information as quickly as possible. Any changes and/or additions to this website development specification requested by MURA after development begins will increase the duration of development and may increase development cost. First Step Internet agrees to MURA's proposed completion deadline of September 30, 2016, but projects the site will be completed by September 15th. First Step Internet guarantees the website warranty 6 months after the site goes live.

Proposed Time Table

- **July 11th** – Kickoff Phone Call – Begin Development and look & feel design
- **August 1st** – Look & Feel Completion and Review – <http://moscowura.dev5.fsr.com>
- **August 15th** – Content Implementation
- **September 1st** – Website Wordpress Content Management Training
- **September 15th** – Take Website Live

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<http://www.fsr.com>**

Website Elements

FSI will continue to host the website domain name <http://www.MoscowURA.com>. FSI will work with MURA to design 3 page templates, 2 subpage templates, and implement a new website Look & Feel in Wordpress (buttons, banners, navigation elements, etc.) The new MURA website design will strive to portray a friendly, welcoming environment using bright colors and compelling graphics. Navigation, graphics, and general website Look & Feel will be designed to encourage your target audience to navigate further into the website. Final Navigation elements, graphics as well as general website Look & Feel will be approved by the client before integration into the website. The website's content will be editable and manageable via the Wordpress Content Management System (WCMS), by MURA staff members without requiring any advanced knowledge of programming language or tools. The WCMS area is secured and available only to authorized MURA staff members via username and password.

Wordpress Content Management System (WCMS)

Wordpress Content Management System (WCMS) indicates that website content is stored in a central database in a format that can easily be modified using a web browser. FSI will provide MURA with a desired username and password during the development of the website. All database changes are displayed automatically on the website and do not require advanced knowledge of HTML.

FSI will provide MA with a database driven website with highly scalable management tools which will allow MA to add, edit or delete page from the website quickly and conveniently.

Website organization, data and content will include all existing MURA website content as well as the following new features:

Look and Feel – FSI will work closely with MURA to develop a new look feel that is mobile responsive in design, easily navigated, and easy to maintain. FSI will design 3 templates for this website, 1 a friendly homepage and 2 subpages that incorporates easy to use navigation on each template. FSI will incorporate a site wide content search, distribution and notification list setup using MailChimp, organized document archive, Google Analytics for SEO and comprehensive site usage and tracking tools.

Other pages and design elements include:

- **Slideshow Gallery**
- **Mission Statement**
- **Boards & Staff**
- **Reports & Financials**
- **Meetings & Events**

Confidential and Proprietary First Step Internet LLC.

- **Contact us**
- **District & Projects**
- **General Information**
- **Partners in the Vision**
- **Quality of Life**
- **Documents**
- **EPA Cleanup Grant**

Site Wide Search – First Step Internet will integrate a site wide search for the MURA website. Users will have the ability to enter search criteria which will produce a report from the search to be displayed within the MURA website.

Project Development

Description		Required Fee
x	Website Look and Feel Design WCMS, Programming & Database Architecture, Content integration	\$1,800

Ongoing fees

Description		Required Fee
x	Domain Hosting	\$300 recurring yearly cost or \$30/month

General First Step Internet Fees

Description	Fee
Senior Architecture and Consultation	\$300.00 / hour
Architecture and Systems Design	\$125.00 / hour
Technical Staff	\$ 75.00 / hour
Graphic Design & HTML Documentation	\$ 75.00 / hour

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<http://www.fsr.com>

Terms and Conditions

After proposal acceptance, First Step and MURA will negotiate a website development contract based on the website features, functions and fees presented in this proposal. Specifications of the final deliverables are determined when MURA returns the approved final website specifications. MURA will be billed monthly or yearly for services specified above. Requests for development work not included in the final website specifications will be billed according to General First Step Internet Fees. Invoices will be sent to the MURA contact listed at the beginning of this proposal unless otherwise noted.

Security for Management

Each database driven website First Step develops requires a login and password for the secure backend management system. Please create a login that is 2-16 characters long and a password that is 2-8 characters long write legibly on the space provided below. Please do not include any special characters in the password (i.e. @\$% etc.)

Login _____

Password _____

Agreement

Please initial beside each box to show which options you desire and provide your desired user ID and password. Sign and return this proposal to First Step via the address or fax number indicated at the bottom of the page. First Step will begin development after a signed contract and a 40% (\$720.00) deposit is received. Please include your deposit with this signature page; you will not be invoiced separately for the 40% deposit.

I, _____, agree to the above proposal and terms.

By: _____
(signature)

Bill Belknap
Executive Director
Moscow Urban Renewal Agency

Date: _____

By: _____
(signature)

Joe Savoy
Sales Representative
First Step Internet

Date: _____

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<http://www.fsr.com>

WEBSITE



DEVELOPMENT

Proposal Number: 000016-11
Prepared for: Moscow Urban Renewal Agency
Prepared by: Inland Digital Solutions

WHY INLAND DIGITAL SOLUTIONS

“Never confuse motion with action.”

-Benjamin Franklin

BACKGROUND

Inland Cellular was founded in 1990 out of a need for a regional wireless service provider. Through our relationships with local businesses cultivated over many years we recognized the need to offer a cutting edge digital marketing solution. Since its creation, Inland Digital has grown to provide its services to many of the area's well-established businesses and organizations

EXPERIENCE

The staff at Inland Digital has a wide range of experience & years of experience. From developing large-scale content websites reaching into the millions of page views, to massive e-commerce websites handling hundreds of thousands of dollars in monthly sales, to the brochure-style website for the typical small business, we have handled a wide range of projects designed for an even wider-ranging audience. We are also masters of online marketing, delivering strong ROI in the paid search arena.

PHILOSOPHY

Our philosophy is to provide an easy-to-maintain, effective and results-driven Internet presence for you and your company while integrating cutting-edge technology and adhering to strict web design standards with an emphasis on “mobile first” design practices.

The website will be constructed to the very highest standard and will reflect The Moscow Urban Renewal Agencies established identity while following design best practices and strict website standardization techniques.

MAIN DELIVERABLES:

- ▶ The design of the website will respond to the screen size of the device accessing it. This will ensure an optimal viewing experience across a large array of devices and screen resolutions. Whether a viewer is on a mobile phone, tablet, desktop or any other device, the site will respond appropriately to deliver the best experience & highest conversion rate.
- ▶ Site will be completed no later than September 30th, 2016 assuming all signoffs & approvals from MURA are given in a timely manner.
- ▶ All of the work will be completed by Inland Digital Solutions. A handful of yet-to-be-determined open source frameworks and code libraries may be used to reduce time and cost.
- ▶ Website will include the desired functionality expressed in the RFP including the home page, 3 page templates and 2 subpage templates along with site content search, distribution list signup, electronic document access, proper SEO & site analytics.
- ▶ A site warranty of 6 months will be provided
- ▶ To keep the staff effort needed to update & maintain the new site minimal, we will use WordPress, an open source content management system, which will allow designated staff to easily add content such as news items, events, photos, videos and other media with a minimum of technical knowledge, within a tightly defined design framework.

TEAM MEMBERS

This project will be managed by a team of professional who have over 25 years of combined project management, digital marketing, & web solutions experience.

KYLE WILLIAMS

Digital Solutions Director
kyle@inlandcellular.com
208-791-0282

By clearly & decisively coordinating workflow & deadlines, Kyle makes sure that your project arrives on time & within budget. He has 7 years of project management experience that he can draw from to ensure a quality product.

BS Business – University of Idaho

JEFF PURCELL

Digital Solutions Developer
jeffp@inlandcellular.com
208-413-4204

Eat, sleep, & dream code. That's what this Jeff lives for. How he makes the internet work looks like hieroglyphics to us but every project he takes on truly shines. Jeff has a bachelors' degree in Web Design & 17 years of experience building & maintaining websites.

BAS Web Development – LCSC

ALEX BOSSHARDT

Digital Solutions
Account Manager
alex@inlandcellular.com
208-798-0245

Not one to leave our clients' needs unmet, Alex is the liaison between our development team & our clients after the site has gone live. Alex has been taking care of our clients ongoing needs for over 3 years now.

AAS Business Management - LCSC

DETAILED ONE TIME FEE ESTIMATE

DELIVERABLES & SERVICES

Development of 3 page templates including home page & 2 subpage

Site content search functionality

Distribution & notification list signup

Electronic document locker

Search engine optimization (Google, Bing & Yahoo)

Installation of Google Analytics for site usage tracking & analytics

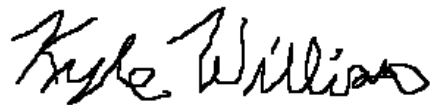
Responsive / mobile optimized design & layout

All graphic & photographic content placed

HTML5 / CSS3 / W3C standards compliant

6-month site warranty

ESTIMATED COST: \$4350

A handwritten signature in black ink that reads "Kyle Williams". The signature is written in a cursive, flowing style.

KYLE WILLIAMS – 6/14/16

This figure is an estimate, not a quote and is based on the information provided, and may be inappropriate if any additional information is forthcoming, or specifications change.

A sample of the websites we have completed in the last 12 months as project examples for your review:

www.rockymountainreloading.com

www.a1mobilewelder.com

www.blpi.com

www.bluemtelectric.com

www.bravaslewiston.com

www.cookscarco.com

www.golflgcc.com

www.landtitlelewiston.com

www.lcvalleyconcrete.com

www.modelhomelewiston.com

www.nwengraving.com

www.snakedancerexcursions.com

www.supremepowersports.com

Please contact the following individuals for a reference regarding our work:

ROB SANDERS – LEWISTON GOLF & COUNTRY CLUB:

ROBSANDERS@PGA.COM OR 208-746-2801

HALLI HEMINGWAY – BENNET LUMBER:

HALLI@BLPI.COM OR 208-875-1121

MAGEN FAIRLEY – BRAVAS LEWISTON:

SIMPLEEATSCATERING@GMAIL.COM OR 509-552-1418

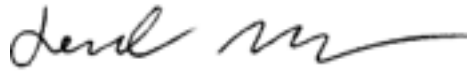
WOVax

<https://wovax.com>

Proposal:

MOSCOW URBAN RENEWAL AGENCY (MURA) WEBSITE DESIGN AND DEVELOPMENT SERVICES

Prepared By:



Lendl Meyer
VP, Operations

lendl@wovax.com

(208) 310-2726

Prepared For:

Bill Belknap - Executive Director
Moscow Urban Renewal Agency

Dated: 6/16/2016

Overview

Wovax is pleased to provide a proposal for website design and development services for the Moscow Urban Renewal Agency (MURA).

Our proposal is based on the REQUEST FOR QUALIFICATIONS (*Request for Qualifications Website Design 2016.pdf*) document received from Anne Peterson on June 2nd, 2016, hereafter referred to as the “Request for Qualifications” or “RFQ”.

Introduction

Wovax (<https://wovax.com/>) was founded with the vision of bringing online business to a mobile generation.

We specialize in responsively designed website and mobile app products that:

- Increase website traffic from search engines through our products’ uniquely search engine optimized architecture.
- Retain visitors through strong user experience as well as through mobile apps that website visitors download to their mobile devices.
- Are easy to use and maintain, and are kept up-to-date with the latest technology.
- Are backed by a commitment to the best ongoing technical support and customer support: by real people, with real interactions.

Wovax services an ever-growing number of individuals and corporations across the United States and Canada, across a wide variety of industries.

Technical Qualifications & Experience

Since its initiation in late 2012, Wovax has specialized in WordPress website design and development services, as these form the foundation for powering Wovax’s mobile app products.



<https://wovax.com>

The development team leaders at Wovax have been working in website design and development for over 11 years each.

Wovax currently provides WordPress website design and development services to over 120 clients across the US and Canada, and has been growing by an average of 9 new clients per month in 2016.

Proposed Project Approach

Wovax proposes the use of its standard project process, which involves: (1) detailed scoping, (2) design - including client review and revisions, (3) development - including client review and revisions, (4) deployment / launch, (5) post-deployment / maintenance. This project approach follows industry best practices, and has been meticulously refined from learnings across industries and over 120 successfully executed projects.

Wovax would utilize its existing team for this project, which includes a lead designer (with over 11 years of experience), multiple WordPress developers, and multiple WordPress technicians. The project manager selected for this project has been working on website projects for over 11 years, and has over 8 years of project management experience, including experience with managing multiple, multi-million dollar, multi-national projects.

Proposed Website Platform

Wovax works exclusively with WordPress as a website platform, and would utilize it for this project.

Resourcing / Availability

As noted in the project approach section above, Wovax's team has multiple experienced staff members for key project positions, and has no concerns with achieving the deadline, provided that MURA promptly responds to



<https://wovax.com>

communication from Wovax on the project. Wovax's typical timeline for projects of this scale is about two (2) months from project kick-off to the website launch.

Estimated Cost

The estimated cost (in \$USD) for this project is:

Line Items	Option 1: Website Only	Option 2: Website + Mobile Apps
Project Build	\$ 20,000	\$ 21,000
Warranty Period (6 months)	\$ 500 / month (\$3,000 total)	\$ 600 / month (\$3,600 total)
Post-Warranty Period Ongoing Updates, Hosting, and Support	\$ 49 / month	\$ 79 / month

References

RALSTON GROUP PROPERTIES (Boise, ID)

<http://ralstongroupproperties.com/>

- *Project Scope:* (1) conversion of the client's previous, non-mobile-ready website into a responsive, mobile-optimized WordPress website and (2) developing corresponding mobile apps for Apple and Android
- *Project Contact:* Alicia Ralston, Owner / Broker | phone: 208-850-7638 | e-mail: alicia@ralstongrp.com

CROSS VINE REALTY (Conroe, TX)

<http://www.crossvinerealty.com/>

- *Project Scope:* (1) conversion of the client's previous, non-mobile-ready website into a responsive, mobile-optimized WordPress website and (2) developing corresponding mobile apps for Apple and Android
- *Project Contact:* Eric Thomson, Owner / Broker | phone: 713-256-3768 | e-mail: erichthomson@crossvinerealty.com



<https://wovax.com>

OAKESDALE SCHOOL DISTRICT (Oakesdale, WA)

<http://gonighthawks.net/>

- *Project Scope:* (1) conversion of client's previous, non-mobile-ready website into a responsive, mobile-optimized WordPress website to client's design requests, (2) developing corresponding mobile apps for Apple and Android, and (3) producing a brief aerial video of the district to feature on the website
- *Project Contact:* Dr. Jake Dingman, Superintendent / PK-12 Principal | phone: 509-285-5296 | e-mail: jdingman@gonighthawks.net

MOSCOW URBAN RENEWAL AGENCY FY 2017 BUDGET

FISCAL YEAR October 1, 2016 to September 30, 2017

URA Revenue		2013	2014	2015	2016	2016	2017
Account Number	Account Description	Actual	Actual	Actual	Approved Budget	12 Month Estimate	Proposed
890-000-00-410-00	Property Taxes-Alturas	394,093	393,705	407,516	0	0	0
890-000-00-410-01	Property Taxes-Legacy	97,548	116,809	179,241	141,000	182,500	182,500
	Total Taxes	491,641	510,514	586,757	141,000	182,500	182,500
890-000-00-431-11	EPA Clean-up Grant - Legacy	0	3,560	4,513	108,235	104,937	0
890-000-00-434-11	IDC Business Opportunity Fund Grant - Legacy	0	0	0	0	0	0
	Total Intergovernmental Income	0	3,560	4,513	108,235	104,937	0
890-000-00-471-00	Investment Earnings	-848	3,744	4,964	1,000	3,500	1,000
890-000-00-478-10	Sale of Land-Alturas	0	0	0	0	0	0
890-000-00-478-11	Sale of Land-Legacy	0	0	0	450,000	500,000	500,000
890-000-00-479-01	Refunds & Reimbursements	0	0	0	0	0	0
	Total Miscellaneous Income	-848	3,744	4,964	451,000	503,500	501,000
	Total URA Revenue	490,793	517,818	596,234	700,235	790,937	683,500

Fiscal Year 2017
Moscow Urban Renewal Agency Budget Revenues
890-000-00-

Line Item	Description	Adopted
410-00 Property Taxes - Alturas	The Alturas Technology Park Urban Renewal District Revenue Allocation Area was closed in 2015 and no additional tax revenues will be received by the Agency from the District.	0
410-01 Property Taxes - Legacy	The estimate of tax increment from the Legacy Crossing District has stabilized since 2013 after a dramatic decrease due to a Latah County tax increment calculation error discovered in FY 2012. Estimated increase of 2% over the actual FY 2014 tax increment due to property improvements within the Legacy Crossing tax allocation area.	182,500
431-11 EPA Clean-up Grant	Environmental Protection Agency (EPA) Grant for Brownfield Clean-up at 6 th and Jackson lot owned by the Agency within the Legacy Crossing District. The total grant award was \$200,000. The project was completed and the grant was closed out in FY2016.	0
471-00 Investment Earnings	Interest earned on investments will be determined by the amount of dollars receipted through land sales and balances in the Agency's accounts throughout the fiscal year.	1,000
478-10 Sale of Land – Alturas	Sale of 2 lots (block 2 lot 4 and block 1 lot 3).	0
478-11 Sale of Land – Legacy	Sale of the Agency's property located at 6th and Jackson within the Legacy Crossing District.	500,000

MOSCOW URBAN RENEWAL AGENCY FY 2017 BUDGET

FISCAL YEAR October 1, 2016 to September 30, 2017

General Agency Expenses		2013	2014	2015	2016	2016	2017
Account Number	Account Description	Actual	Actual	Actual	Approved Budget	12 Month Estimate	Proposed
890-880-10-631-10	Postage Expense	0	0	0	100	100	100
890-880-10-631-20	Printing and Binding	0	60	102	400	400	400
890-880-10-642-00	Administrative Services	30,000	30,000	30,000	45,000	45,000	46,350
890-880-10-642-10	Professional Services - Executive Director	48,230	49,920	51,420	0	0	0
890-880-10-642-15	Professional Services - Other	11,464	2,449	2,808	6,000	4,500	6,000
890-880-10-642-20	Professional Services - Auditing	4,300	4,400	4,500	5,000	5,000	5,000
890-880-10-642-30	Professional Services - Computer	1,123	0	20	1,000	200	1,000
890-880-10-644-10	Advertising & Marketing Expense	489	583	557	1,000	600	1,000
890-880-10-647-10	Travel & Meetings	114	677	282	1,000	900	1,000
890-880-10-649-10	Professional Development	0	0	0	1,000	200	1,000
890-880-10-668-10	Liability Insurance	1,538	1,492	1,492	1,650	1,650	1,650
890-880-10-669-10	Miscellaneous Expense	0	1,014	182	500	300	500
Subtotal General Agency Expenses		97,258	90,595	91,364	62,650	58,850	64,000
Total General Agency Expenses		97,258	90,595	91,364	62,650	58,850	64,000

Fiscal Year 2017
Moscow Urban Renewal Agency Budget Expenses-General Agency
890-880-10-

Line Item	Description	Adopted
631-10 Postage Expense	Postage expenses.	100
631-20 Printing and Binding	Printing and binding expenses.	400
642-00 Administrative Services	The administrative fee is reimbursement to the City of Moscow for executive, administration, finance, legal, engineering, information systems, and community development staff time related to services rendered to the URA. Adjustment is 3% increase for FY2017.	46,350
642-10 Professional Services - Executive Director	Contract for services with the City of Moscow for the URA Executive Director. This service has been integrated in 642-00.	0
642-15 Professional Services – Other	Professional services including legal services fees, dues, and memberships, including \$2,000 for membership dues and legislative services to the Redevelopment Association of Idaho.	6,000
642-20 Professional Services – Auditing	Expenses related to the annual financial audit.	5,000
642-30 Professional Services – Computer	Annual shared cost with the City of Moscow for an online software application –WebLOCi and ESRI Business Solutions.	1,000
644-10 Advertising & Marketing Expense	Costs related to general advertising & marketing.	1,000
647-10 Travel & Meetings	Commissioners and/or support staff's travel and meeting expense related to the Agency's business.	1,000

Fiscal Year 2017
Moscow Urban Renewal Agency Budget Expenses-General Agency
890-880-10-

Line Item

Description

Adopted

649-10 Professional Development	Training costs for Executive Director, Commissioners and other support staff as appropriate.	1,000
668-10 Liability Insurance	Annual insurance premium to ICRMP for liability, errors and omissions for public officials. 100% of the insurance is paid by the General Agency.	1,650
669-10 Miscellaneous Expenses	Incidental expenses incurred by the Agency that are not captured in other categories.	500

MOSCOW URBAN RENEWAL AGENCY FY 2017 BUDGET

FISCAL YEAR October 1, 2016 to September 30, 2017

Alturas Expenses		2013	2014	2015	2016	2016	2017
Account Number	Account Description	Actual	Actual	Actual	Approved Budget	12 Month Estimate	Proposed
890-890-10-642-10	Professional Services	0	2,764	5,038	10,000	0	0
890-890-10-642-12	Land Sale Expense	0	0	0	0	0	0
890-890-10-644-10	Advertising & Marketing Expense	768	807	711	4,000	500	4,000
890-890-10-647-10	Travel & Meetings	0	0	0	0	0	0
890-890-10-658-10	Repairs & Maintenance & CC&Rs	981	994	14,969	5,000	4,500	5,000
890-890-10-669-10	Miscellaneous Expense	0	0	0	0	0	0
890-890-10-800-00	Termination Plan	0	0		767,044	849,956	0
	Subtotal Alturas Expenses	1,750	4,565	20,718	786,044	854,956	9,000
890-890-10-770-73	Improvements	69,410	0	0	0	0	0
	Alturas Capital Outlay	69,410	0	0	0	0	0
890-890-10-900-01	Contingency	0	0	0	40,000	0	0
	Contingency	0	0	0	40,000	0	0
	Total Alturas Expenses	71,160	4,565	20,718	826,044	854,956	9,000

Fiscal Year 2017
Moscow Urban Renewal Agency Budget Expenses- Alturas District
890-890-10-

Line Item	Description	Adopted
642-10 Professional Services	Professional services including legal, engineering support, appraisal & valuation and expenses associated with the development of the Alturas District Close-Out Plan. The District Close-out was completed in 2015.	0
642-12 Land Sale Expense	This cost represents expenses relating to land sales.	0
644-10 Advertising & Marketing Expense	Advertising & marketing expenses the Agency may incur in relation to lot sales, publications, and hearing notices.	4,000
647-10 Travel & Meetings	Commissioner and support staff travel and meeting expense directly related to Alturas Technology Park.	0
658-10 Repairs & Maintenance	Costs associated with necessary repairs and maintenance for Alturas Technology Park.	5,000
669-10 Miscellaneous Expense	Expenses directly related to Alturas Technology Park not specifically covered in other line items.	0
770-73 Improvements	Funds to be used at the commissioner's discretion to make public improvements within the Agency's project area in accordance with the plan.	0
800-00 RAA Termination Plan	Tax increment funds to be disbursed to the taxing entities at the closure of the Alturas Revenue Allocation Area.	0
900-01 Contingency	Contingency for Alturas for unanticipated shortfalls in either revenue or unanticipated expenses.	0

MOSCOW URBAN RENEWAL AGENCY FY 2017 BUDGET

FISCAL YEAR October 1, 2016 to September 30, 2017

Legacy Crossing Expenses		2013	2014	2015	2016	2016	2017
Account Number	Account Description	Actual	Actual	Actual	Approved Budget	12 Month Estimate	Proposed
890-895-10-642-10	Professional Services	5,922	2,466	7,867	10,000	7,500	10,000
890-895-10-642-12	Land Sale Expense	0	0	0	10,000	10,000	10,000
890-895-10-644-10	Advertising & Marketing Expense	221	0	198	2,000	500	2,000
890-895-10-647-10	Travel & Meetings	0	3,906	0	1,000	250	1,000
890-895-10-652-10	Heat, Lights & Utilities	1,567	1,801	2,022	2,000	2,000	2,000
890-895-10-669-10	Miscellaneous Expense	0	410	0	1,000	500	1,000
890-895-10-675-00	Fiscal Agent Trustee Fees	1,500	1,500	1,500	1,750	1,750	1,750
890-895-10-676-15	Latah County Reimbursement Agreement	0	0	4,000	2,000	2,000	2,000
890-895-10-676-17	Jackson Street Owner Participation Agreement	0	0	5,423	9,000	10,926	8,300
890-895-10-676-20	Anderson Group LLC Agreement Cost	2,000	0	0	600	40	40
Subtotal Legacy Crossing Expenses		11,211	10,083	21,010	39,350	35,466	38,090
890-895-10-770-35	1% Public Art	0	0	0	1,210	1,825	1,825
890-895-10-770-71	Land	0	0	0	0	0	0
890-895-10-770-73	Improvements	0	0	0	80,640	25,000	500,000
890-895-10-770-73	EPA Clean-up	0	0	4,513	113,035	119,137	0
890-895-10-770-97	Infrastructure Improvements	0	0	0	0	0	0
Legacy Capital Outlay		0	0	4,513	194,885	145,962	501,825
890-895-10-900-01	Contingency	0	0	0	15,000	82,568	15,000
Contingency		0	0	0	15,000	82,568	15,000
Total Legacy Crossing Expenses		11,211	10,083	25,523	249,235	263,997	554,915

Fiscal Year 2017
Moscow Urban Renewal Agency Budget Expenses- Legacy Crossing District
890-895-10-

Line Item	Description	Adopted
642-10 Professional Services	Legal fees relating to the preparation of the disposition and development agreement for the Agency's property located at 6th & Jackson. Predevelopment costs for design, engineering and permits relating to items like "Hello Walk" project or other participation costs.	10,000
642-12 Land Sale Expense	Costs associated with the sale of 6th and Jackson property.	10,000
644-10 Advertising & Marketing Expense	Advertising & marketing expenses the Agency may incur in relation to Legacy Crossing District.	2,000
647-10 Travel & Meetings	Commissioner and support staff travel and meeting expense directly related to Legacy Crossing.	1,000
652-10 Heat, Lights & Utilities	Utility expenses directly related to the Agency's property located at 6 th & Jackson.	2,000
669-10 Miscellaneous Expense	Expenses directly related to Legacy Crossing District not specifically covered in other line items.	1,000
675-00 Fiscal Agent Trustee Fees	Annual fees incurred associated with the Bond held by Legacy Crossing.	1,750
676-15 Agreement Cost – Latah County Tax Increment	In 2012 Latah County Assessor's office discovered a miscalculation in assessments resulting an overpayment to the Agency of increment revenue. An agreement with Latah County was negotiated to repay the mistaken overage of \$115,000. The proposed repayment schedule is attached as Exhibit D.	2,000
676-17 Agreement Cost – 409 S. Jackson, LLC	Owner Participation Agreement between the Agency and the 409 S. Jackson, LLC related to of the News-Review Building located on Jackson Street. The reimbursement of \$8,300 is based on 50% of increment generated from the remodeled/re-purposed property (50% of the increment will be retained by the Agency).	8,300
676-20 Agreement Cost – Anderson Group	Owner Participation Agreement between the Anderson Group, LLC and the Agency. Reimbursement of \$600 is based on 50% of increment generated from the Anderson Group, LLC property (50% of the increment will be retained by the Agency). The Agency's total obligation will not exceed \$110,884.69 over the lifetime of the district.	40
770-35 1% Public Art	Allocation of 1% of Legacy Crossing District annual increment revenues to public arts projects.	1,825

Fiscal Year 2017
Moscow Urban Renewal Agency Budget Expenses- Legacy Crossing District
890-895-10-

Line Item	Description	Adopted
770-71 Land	This item is for land acquisition within the Legacy Crossing District.	0
770-73 Improvements	This item is for various infrastructure improvement projects within the Legacy Crossing District. The Agency has committed \$20,000 toward the downtown restroom project and it is anticipated that the Agency will participate in the frontage and Hello Walk improvements on the 6 th and Jackson property.	500,000
770-73 EPA Clean-up	Environmental Protection Agency (EPA) Grant for Brownfield Clean-up at 6 th and Jackson lot owned by Legacy Crossing District. No expenses are anticipated to be incurred in FY2017.	0
900-01 Contingency	Contingency for Legacy Crossing District to address unanticipated shortfalls in either revenue or unanticipated expenses.	15,000

MOSCOW URBAN RENEWAL AGENCY FY 2017 BUDGET

FISCAL YEAR October 1, 2016 to September 30, 2017

URA Debt Service		2013	2014	2015	2016	2016	2017
Account Number	Account Description	Actual	Actual	Actual	Approved Budget	12 Month Estimate	Proposed
890-899-11-790-01	Bond Principal-Alturas	80,642	95,965	109,644	0	0	0
890-899-11-790-01	Bond Principal-Alturas Prepayment	0	0	0	0	0	0
890-899-11-791-01	Bond Interest-Alturas	13,597	9,766	5,193	0	0	0
890-899-11-790-06	Thompson Loan Principal-Alturas	0	0	0	0	0	0
890-899-11-791-06	Thompson Loan Interest-Alturas	0	0	0	0	0	0
890-899-12-790-01	Bond Principal-Legacy	22,000	23,000	24,000	399,000	399,000	374,000
890-899-12-791-01	Bond Interest-Legacy	21,305	20,445	19,486	18,435	18,431	17,286
Total URA Debt Service		137,544	149,176	158,323	417,435	417,431	391,286

Fiscal Year 2016
Moscow Urban Renewal Agency Debt Service
890-899-

Line Item	Description	Adopted
11-790-01 Bond Principal - Alturas	This Bond was paid in full FY 2015.	0
11-791-01 Bond Interest - Alturas	This Bond was paid in full FY 2015.	0
12-790-01 Bond Principal - Legacy	The Series 2010A Bonds were issued in the aggregate principal amount of \$510,000, payable on September 1 annually with final maturity on September 1, 2027 or until called on a prior redemption. For fiscal year beginning October 1, 2016 the balance is \$374,000. The scheduled payment will be \$44,286 of which principal is \$27,000 and interest of \$17,286. In the event the lot is sold, the Agency must pay off the loan outstanding in accordance with the bond covenants. If the lot does not sell, the regularly scheduled payment stipulated above will be paid per the debt service schedule.	374,000
12-791-01 Bond Interest - Legacy	The average coupon rate for the 2010A bond series is 4.527%.	17,286

MOSCOW URBAN RENEWAL AGENCY FY 2017 BUDGET

FISCAL YEAR October 1, 2016 to September 30, 2017

Summary Moscow Urban Renewal Agency		2013	2014	2015	2016 Approved Budget	2016 12 Month Estimate	2017 Proposed
		Actual	Actual	Actual			
Total URA Revenues		<u>490,793</u>	<u>517,818</u>	<u>596,234</u>	<u>700,235</u>	<u>790,937</u>	<u>683,500</u>
Total General Expenses		97,258	90,595	91,364	62,650	58,850	64,000
Total Alturas Expenses		71,160	4,565	20,718	826,044	854,956	9,000
Total Legacy Expenses		11,211	10,083	25,523	249,235	263,997	554,915
Total Alturas Debt Service		94,239	105,731	114,837	0	0	0
Total Legacy Debt Service		43,305	43,445	43,486	417,435	417,431	391,286
Total URA Expenditures		317,173	254,419	295,927	1,555,364	1,595,234	1,019,201
Net Change in Fund Balance		173,621	263,399	300,307	-855,129	-804,296	-335,701
890-000-00-910-00	Beginning Fund Balance Unassigned-General	44,419	45,699	46,705	50,961	51,961	55,461
890-000-00-911-00	Beginning Fund Balance Assigned-Alturas	336,180	456,125	639,513	902,369	935,281	0
890-000-00-911-01	Beginning Fund Balance Restricted-Alturas	94,253	105,745	115,171	0	0	50,900
890-000-00-912-00	Beginning Fund Balance Assigned-Legacy	119,085	158,989	226,568	260,165	367,021	418,603
890-000-00-912-01	Beginning Fund Balance Restricted-Legacy	66,312	67,312	69,312	69,315	44,312	69,315
Total URA Beginning Fund Balance		660,249	833,870	1,097,269	1,282,810	1,398,575	594,279
890-899-10-990-00	Ending Fund Balance Unassigned-General	45,699	46,705	50,961	51,961	55,461	56,461
890-899-11-990-00	Ending Fund Balance Assigned-Alturas	456,125	639,513	935,281	0	0	0
890-899-11-990-01	Ending Fund Balance Restricted-Alturas	105,745	115,171	0	45,000	50,900	41,900
890-899-12-990-00	Ending Fund Balance Assigned-Legacy	158,989	226,568	367,021	261,405	418,603	160,217
890-899-12-990-01	Ending Fund Balance Restricted-Legacy	67,312	69,312	44,312	69,315	69,315	0
Total URA Ending Fund Balance		833,870	1,097,269	1,397,575	427,681	594,279	258,578

Fiscal Year 2017
Moscow Urban Renewal Agency – Ending Fund Balance
890-899-

Line Item	Description	Adopted
10-990-00 Unassigned - General	Ending Fund Balance for FY2017 are funds remaining after all projected expenditures are made against all resources available during the FY2018. The ending fund balance is comprised of monies derived from other sources other than tax increment by either Alturas or Legacy tax allocation areas.	56,461
11-990-00 Assigned - Alturas	Ending Fund Balance for FY2017 is comprised of funds remaining after all projected expenditures are made against all resources generated by Alturas Tax increment allocation.	0
11-990-01 Restricted - Alturas	Ending Fund Balance for FY2017 is comprised of funds remaining after all projected debt service expenditures. The designated ending fund balance for Alturas District is set aside for future Alturas marketing and maintenance expenses related to the 6 lots the Agency currently owns within Alturas in accordance with the Alturas closeout plan.	41,900
12-990-00 Assigned - Legacy	Ending Fund Balance for FY2017 represents income derived from tax increment generated within the Legacy Crossing tax allocation area.	160,217
12-990-01 Restricted - Legacy	Ending Fund Balance for FY2017 represents funds remaining after all projected debt service expenditures are made against Legacy tax resources made available during the FY2017.	0

MOSCOW URBAN RENEWAL AGENCY FY 2017 BUDGET

FISCAL YEAR October 1, 2016 to September 30, 2017

Sources and Uses Budget Statement

Sources						
Revenue	490,793	517,818	596,234	700,235	790,937	683,500
Beginning Fund Balance	660,249	833,870	1,097,269	1,282,810	1,398,575	594,279
Total Sources	1,151,042	1,351,688	1,693,503	1,983,045	2,189,512	1,277,779
Uses						
Expenses	317,173	254,419	295,927	1,555,364	1,595,234	1,019,201
Ending Fund Balance	833,870	1,097,269	1,397,575	427,681	594,279	258,578
Total Uses	1,151,043	1,351,688	1,693,502	1,983,045	2,189,512	1,277,779
	(\$0)	\$0	\$1	\$0	\$0	\$0