



Agenda: Thursday, August 4, 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 July 21, 2016

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. **Public Hearing Proposed Moscow Urban Renewal Agency Budget for the 2017 Fiscal Year – Bill Belknap**

The proposed FY2017 Moscow Urban Renewal Agency annual budget has been prepared for consideration by the Agency Board. The proposed budget was reviewed and recommended for approval by the Finance Committee on July 19th, 2016, and reviewed and approved to proceed to public hearing by the MURA Board on July 21, 2016. The proposed budget has been noticed for public hearing in accordance with Idaho Code and is before the Board for review and approval.

ACTION: After considering public testimony, adopt FY2017 Budget and the corresponding Budget Resolution 2016-04; or take such other action deemed appropriate.

5. **Agency Website Development Consultant Selection – 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 Digital Solutions. A three Board Member selection committee reviewed the proposals received and recommended the selection of Inland Digital Solutions.

ACTION: Accept the proposal from Inland Digital Solutions and authorize the Executive Director to negotiate a professional services agreement for the Agency website design and development services not to exceed \$4,500.

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

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

McGeehan called the meeting to order at 7:01 a.m.

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

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.*

Bettge moved approval of the consent agenda, seconded by Smith. Motion passed unanimously.

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

No comments.

3. **Announcements**

None.

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.*

Belknap provided a brief review of the Agency history, purpose, membership, district financing, and status of current districts. The MURA Finance Committee reviewed the budget and had no recommended changes. Highlighting budget details, Belknap reported the only Agency debt at this time is the bond payment for the 6th & Jackson property, which will be eliminated upon sale of the property to the Sangria Group when the remediation project is complete within the next 3-6 months. FY17 budget revenue conservatively estimated at \$182,500 from property taxes and \$500,000 for the Sangria property. On the expense side, the three primary funds are General Agency, District expenses and Debt Service.

McGraw asked if funds were available to initiate development of the South Industrial District. Belknap said the Council has budgeted \$45,000 and Belknap said he thought a lot of the initial work could be done in-house at a lower cost. Mayor Lambert was present in the audience and said the City was very supportive of establishing that

new district. Belknap added his expectation was that discussion and timing of this potential district will come out of the strategic planning process. Bettge moved to direct staff to proceed with noticing the public hearing on August 4. Smith seconded the motion which passed unanimously.

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.

Belknap quickly reviewed the process to date that resulted in three RFQ submissions. Drown, Bettge and McGeehan will serve as the review committee.

6. General Agency Updates – Bill Belknap

- Legacy Crossing District
 - Due to vacation schedules the meeting with DEQ has not yet occurred. TerraGraphics is prepared to test the land application soils to confirm the nitrates have dissipated from the soils hauled from the 6th & Jackson site to active farmland.
 - Gem Valley Appraisal has provided a preliminary fair use appraisal of the 6th & Jackson property.
 - Identity on Main project has been approved by Planning & Zoning; developers are proceeding with remediation and demolition of current structures on the site.
- Alturas District
 - GeneShifters hopes to decide on their permanent location by the end of the month. They are considering a couple locations in addition to the temporary location they current hold at Alturas.
- General Agency Business
 - Belknap said he is studying responses to the strategic planning questionnaire and will have it ready to report at the next Agency meeting. He is also coordinating with the City on a joint meeting with the Council at the Agency's August 18 meeting to review survey data and also review the City's goals to see where the two organizations can assist each other. Agency members were requested to plan on two hours for that meeting.

McGeehan declared the meeting adjourned at 7:52 am.

Steve McGeehan, Agency Chair

Date

4 Aug. 2016 FOR THE HEARING RECORD; MURA PROPOSED
FY 2017 BUDGET



Ms. Victoria A. Seever
121 N Lilly St
Moscow, ID 83843
832-0763

I don't hear much
Feedback on the MURA,
although I do relay information I hear here
— but on the other hand, I've heard only
one negative comment from one resident,
who said that the MURA doesn't run
like most Idaho URA's — well, right on:
you do it better, and those in the know,
know it.

I support the proposed FY 2017 MURA
budget. I like what you do, such as,
brownfield cleanup and support for
the downtown restroom with the Design
West condition. I think you are true
to your mission and operate with
integrity. I think the MURA is doing
great things for the city that wouldn't
happen without your efforts. It takes
vision, decision, and effective, careful,
and holistic money and resource
management — Keep on doing it.

Victoria A. Seever

**NOTICE OF PUBLIC HEARING
MOSCOW URBAN RENEWAL AGENCY (MURA)
PROPOSED BUDGET FOR FISCAL YEAR 2016-2017 (FY2017)**

A PUBLIC HEARING, PURSUANT TO IDAHO CODE 50-1002, 50-2001 et seq. and 50-2903 will be held for consideration of the proposed budget for the fiscal year from October 1, 2016 to September 30, 2017. The hearing will be held at Moscow City Hall Council Chambers, 206 East Third Street, Moscow, Idaho, on **August 4, 2016 at 7:00 a.m.** All interested persons are invited to appear and show cause, if any, why such budget should or should not be adopted. Detailed copies of the proposed budget are available at City Hall, 206 E. Third Street, during regular office hours (8:00 a.m. to 5:00 p.m. weekdays). You may also call the MURA Executive Director's office at 208-883-7011, or submit written comments or questions to MURA Executive Director, 221 E. Second Street, Moscow, ID 83843. City Hall is accessible to persons with disabilities. Anyone desiring accommodations for disabilities please call the Agency Clerk's office at 208-883-7035, at least 48 hours prior to the public hearing. The proposed FY2017 budget is shown below as FY2017 proposed revenues and expenditures.

PROPOSED REVENUES:

Account Description	FY2015 Actual	FY 2016 Adopted Budget	FY2017 Proposed Budget
Total Tax Increment Revenue	\$ 586,757	\$ 141,000	\$ 182,500
Total Intergovernmental Income	\$ 4,513	\$ 108,235	\$ -
Total Miscellaneous Income	\$ 4,964	\$ 451,000	\$ 501,000
Total Revenue	\$ 596,234	\$ 700,235	\$ 683,500
Beginning Fund Balance	\$ 1,628,525	\$ 1,280,554	\$ 594,279
Total Resources Available	\$ 2,224,759	\$ 1,980,789	\$ 1,277,779

PROPOSED EXPENDITURES:

Account Description	FY2015 Actuals	FY 2016 Adopted Budget	FY2017 Proposed Budget
Total Expenses	\$ 129,091	\$ 176,000	\$ 126,090
Total Debt Service	\$ 162,324	\$ 417,435	\$ 391,286
Total Other Financing Uses	\$ -	\$ 767,044	\$ -
Total Capital Outlay	\$ 4,513	\$ 194,885	\$ 501,825
Total Expenditures	\$ 295,928	\$ 1,555,364	\$ 1,019,201
Ending Fund Balance	\$ 1,928,831	\$ 425,425	\$ 258,578
Totals	\$ 2,224,759	\$ 1,980,789	\$ 1,277,779

Submission Date: July 20, 2016

Gary Riedner, Interim Treasurer

Publication Dates: July 23 and July 30, 2016

**MOSCOW URBAN RENEWAL AGENCY
RESOLUTION NO. 2016-04**

A RESOLUTION OF THE MOSCOW URBAN RENEWAL AGENCY, AUTHORIZING THE ADOPTION OF AN ANNUAL BUDGET FOR FILING WITH THE LOCAL GOVERNING BODY, FOR INFORMATIONAL PURPOSES, PURSUANT TO IDAHO CODE 50-2006; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Moscow Urban Renewal Agency (Agency) was duly created pursuant to Idaho law by the Moscow City Council via Resolution 95-13; and

WHEREAS, the Agency is required to adopt an annual budget for filing with the local governing body, the City of Moscow; pursuant to Idaho Code 50-2006(3)(d); and

WHEREAS, the Agency is further required to comply with the open meetings law pursuant to Chapter 23, Title 67, Idaho Code, and as such set an annual budget hearing, noticed for August 4th, 2016; and

WHEREAS, the Agency conducted a public hearing and approved budget Resolution 2016-04 on August 4th, 2016.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MOSCOW URBAN RENEWAL AGENCY AS FOLLOWS:

Section 1: There is hereby appropriated out of any monies in the treasury of the Urban Renewal Agency of Latah County, City of Moscow, Idaho, not otherwise appropriated, and out of any revenue which said Urban Renewal Agency may acquire between the first day of October, 2016 and the thirtieth day of September, 2017, in the amount of one million two hundred seventy-seven thousand seven hundred seventy-nine dollars (\$1,277,779) for the purpose of defraying all necessary expenses and liabilities of such agency for the fiscal year beginning the first day of October, 2016 and ending the thirtieth day of September, 2017.

Section 2: The following provides the total revenues, beginning fund balance, total resources, total expenditures, ending fund balance, and total budget for the Moscow Urban Renewal Agency for the fiscal year beginning the first day of October, 2016 and ending the thirtieth day of September, 2017:

Total Revenue	\$ 683,500		Total Expenditures	\$ 1,019,201
Beginning Fund Balance	\$ 594,279		Ending Fund Balance	\$ 258,578
Total Resources	\$ 1,277,779		Total Urban Renewal Budget	\$ 1,277,779

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Moscow Urban Renewal Agency, this 4th day of August, 2016.

Steve McGeehan, Chair

ATTEST:

Gary Riedner, Interim Treasurer

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



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.

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

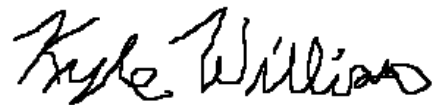
Responsive / mobile optimized design & layout

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 fluid and cursive, with the first name "Kyle" and last name "Williams" clearly distinguishable.

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