



Commission Workshop
October 9, 2018 – 8:00 a.m.
Post Falls City Hall
Basement Conference Room

1. Call to Order, Commissioner Roll Call and Pledge of Allegiance
2. Conflict Disclosure
3. Citizen Comment
This section of the agenda is reserved for citizens wishing to address the Commission regarding an Agency related issue. Comments related to future public hearings should be held for that public hearing. Persons wishing to speak will have 5 minutes.
4. Review September Financial Statements
5. Intergovernmental Agreement between Kootenai County, City of Post Falls and the Post Falls Urban Renewal Agency **ACTION ITEM**
6. Welch Comer Task Order – J.R. Watson & Assoc. (Expo) **ACTION ITEM**
7. Staff Report
8. Commissioner Comments
9. Adjournment

Requests for accommodation of special needs to participate in the meeting should be addressed to the office of the Executive Director, 201 E. 4th Avenue, Post Falls, Idaho 83854, or by calling (208) 777-8151 at least 48 hours prior to the meeting.

Mission Statement: To encourage sound economic and community improvement that enhances the overall quality of life in Post Falls by: providing and improving infrastructure, attracting jobs, and enhancing citizen safety and health.

Bank Activity Report

September 2018

Cash Section

Checking: Comm.1st

Beginning Balance		\$	122,027.14
Deposits	\$	14,200.10	
Withdrawals	\$	(125,176.82)	
Ending Balance		\$	11,050.42
Deposits in Transit			
Outstanding Checks	\$	(3,467.83)	
Account Balance		\$	7,582.59

Money Market: Comm.1st

Beginning Balance		\$	45,082.92
Deposits	\$	5.56	
Withdrawals	\$	-	
Ending Balance		\$	45,088.48
Deposits in Transit	\$	-	
Outstanding Checks			
Account Balance		\$	45,088.48

Idaho Central CU - Savings

Beginning Balance		\$	25.00
Interest			
Ending Balance		\$	25.00

Investment Section

LGIP General Fund 1829

Beginning Balance		\$	551,976.40
Contributions	\$	7,714.47	
Withdrawals	\$	(8,653.89)	
Ending Balance		\$	551,036.98
Outstanding Transfer			
Account Balance		\$	551,036.98

LGIP Capital Improvements 1910

Beginning Balance		\$	2,062,206.93
Contributions	\$	11,466.87	
Withdrawals	\$	(6,796.61)	
Ending Balance		\$	2,066,877.19

Certificate of Deposits

	Interest Rate	Amount	Maturity Date
Spokane Teachers Credit Union	1.65%	\$ 248,191.93	3/29/2019
Idaho Central Credit Union	1.75%	\$ 248,966.18	10/28/2018
Washington Trust Bank (CD - Loan Reserve)	0.15%	\$ 250,000.00	11/2/2018
Washington Trust Bank (CDARS - Loan Reserve)	0.10%	\$ 346,517.44	11/2/2018

Total Funds All Accounts:

\$ 3,764,285.79

September

	Interest
State Pool - LGIP 1910	\$ 5,921.01
CD - Spokane Teachers Credit Union	\$ 336.13
CD - Idaho Central Credit Union	\$ -
CD- Potlatch Federal Credit Union	\$ -
CD - Washington Trust Bank	\$ -
CDARS - Washington Trust Bank	\$ -
Total	<u>\$ 6,257.14</u>

Post Falls Urban Renewal Agency - In-House

10/03/18

Balance Sheet

Accrual Basis

As of September 30, 2018

	Sep 30, 18
ASSETS	
Current Assets	
Checking/Savings	
WTB - Loan Reserve - CD	250,000.00
CD Idaho Central CU	248,966.18
Savings - Idaho Central CU	25.00
Community 1st Bank - MMA	45,088.48
Community 1st Bank - Checking	7,582.59
WTB - Loan Reserve - CDARS	346,517.44
CD Spokane Teachers Cr Union	248,191.93
LGIP1829-General Fund	551,036.98
LGIP1910-Capital Improvements	2,066,877.19
Total Checking/Savings	3,764,285.79
Other Current Assets	
Prepaid Insurance	1,942.06
Accounts Receivable - Taxes	257,542.65
Interest Receivable	3,940.00
Total Other Current Assets	263,424.71
Total Current Assets	4,027,710.50
TOTAL ASSETS	4,027,710.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Washington Trust Bank-Overpass	1,750,000.00
Accrued Vacation Payable	3,666.86
Deferred Increment Revenue	234,575.29
Payroll Liabilities	1,706.59
Total Other Current Liabilities	1,989,948.74
Total Current Liabilities	1,989,948.74
Long Term Liabilities	
Proponent Reimbursement Balance	
Washintgon Trust Bank-Overpass	2,478,519.06
Total Proponent Reimbursement Balance	2,478,519.06
Total Long Term Liabilities	2,478,519.06
Total Liabilities	4,468,467.80
Equity	
Restricted Fund Balance	756,312.75
Nonspendable Fund Balance	1,942.06
Allowance for Long Term Debt	-4,228,519.06
Fund Balance - Special Revenue	2,352,878.00
Fund Balance - General Fund	502,030.51
Net Income	174,598.44
Total Equity	-440,757.30
TOTAL LIABILITIES & EQUITY	4,027,710.50

Post Falls Urban Renewal Agency - In-House

10/03/18

Profit & Loss

Accrual Basis

September 2018

	Sep 18	Oct '17 - Sep 18
Ordinary Income/Expense		
Income		
Interest	7,180.91	54,026.63
Center Point District	3,477.84	849,062.83
City Center	0.00	519,357.30
East Post Falls District	2,068.02	2,999,475.67
Expo	0.00	314,431.13
West Seltice II	0.00	259,933.05
Miscellaneous Income	0.00	112,000.00
Program Income	0.00	15,000.00
Total Income	12,726.77	5,123,286.61
Gross Profit	12,726.77	5,123,286.61
Expense		
Computer Software	0.00	376.19
Meetings	0.00	231.70
Audit	0.00	6,750.00
Advertising & Legal Notices	0.00	303.17
District Payments	0.00	4,850,460.94
Engineering Services	0.00	5,800.00
Legal Fees	1,275.00	13,450.00
Insurance	2,078.00	2,224.00
Dues & Memberships	0.00	670.00
Office Equipment	0.00	117.08
Office Supplies	0.00	285.99
Postage, Mailing Service	0.00	142.50
Printing and Copying	13.85	116.11
Rent	0.00	7,740.00
Telephone, Telecommunications	0.00	963.75
Mileage Reimburse	0.00	33.90
Website Design, Hosting & Maint	0.00	300.00
Payroll Expenses	5,002.21	58,722.84
Total Expense	8,369.06	4,948,688.17
Net Ordinary Income	4,357.71	174,598.44
Net Income	4,357.71	174,598.44

Fund Reconciliation:

9/30/2018

QB

WTB - Loan Reserve - CD	\$	250,000.00
CD Idaho Central CU	\$	248,966.18
Savings - Idaho Central CU	\$	25.00
Community 1st - MMA	\$	45,088.48
Community 1st - Checking	\$	7,582.59
WTB - Loan Reserve - CDARS	\$	346,517.44
STCU - CD	\$	248,191.93
LGIP - 1829	\$	551,036.98
LGIP - 1910	\$	2,066,877.19

Total**\$ 3,764,285.79****FUNDS**

General Fund	\$	609,990.19
Capital Improvement Fund	\$	2,557,778.16
WTB - Loan Reserve (EPF)	\$	596,517.44

Total**\$ 3,764,285.79**

C.I. Fund Allocation:

CP-The Pointe	\$	3,477.84
CP-Pointe Apartments	\$	36,613.76
Expo	\$	540,931.84
W. Seltice II	\$	-
EPF-Tullamore	\$	0.00
EPF-Tullamore Commons II	\$	-
EPF-S/Ctr	\$	1,976,754.72
City Center	\$	-
	\$	<u>2,557,778.16</u>

Post Falls Urban Renewal Agency
Increment Received District Obligation Balance

Termination Date	Center Point	Pointe	City Center	East Post Falls		Commons II	Expo	West Seltice II	Total
	The Pointe	Apartments		South/Central	North-Tullamore				
	2022	2022	2018	2022	2022	2022	2021	2020	
Sep-17	-	-	291.97	115.57	-	-	-	-	407.54
Oct-17	-	-	1,964.01	16,674.30	267.11	-	-	-	18,905.42
Nov-17	-	-	2,118.85	7,259.22	15,650.89	-	49,870.97	2,177.02	77,076.95
Dec-17	17,348.23	-	98,226.03	359,360.57	12,641.12	-	8,151.02	1,309.63	497,036.60
Jan-18	363,544.72	11,883.01	212,948.70	669,785.79	305,736.30	13,595.65	156,083.51	95,096.09	1,828,673.77
Reimbursements	Feb-18	-	13,871.04	139,482.14	10,652.24	-	4,403.15	-	168,408.57
	Mar-18	-	1,495.50	19,954.71	9,922.60	-	6,973.43	2,546.90	40,893.14
	Apr-18	1,889.87	17,331.67	32,411.06	45,034.51	-	-	36,340.52	142,544.03
	May-18	-	3,594.50	17,423.79	2,712.76	-	125.27	-	23,856.32
	Jun-18	1,908.82	-	11,544.09	114,606.46	-	3,814.57	-	138,416.78
	Jul-18	297,142.51	29,214.67	141,183.52	906,064.71	286,261.90	13,595.65	84,788.49	1,880,714.34
	Aug-18	105,321.49	-	-	14,645.99	-	-	220.72	120,188.20
	Sep-18	3,477.84	-	-	2,068.02	-	-	-	5,545.86
Total YTD	790,633.48	58,429.35	519,649.27	2,312,475.78	659,924.16	27,191.30	314,431.13	259,933.05	4,942,667.52
Approved Obligation	7,067,314.40		1,200,000.00	13,000,000.00	6,498,959.82	325,000.00	2,351,242.08	1,990,008.28	32,432,524.58
Obligation Balance @ 9/30/18	1,614,414.19		-	4,228,519.06	3,615,455.27	218,621.80	-	571,546.88	10,248,557.20
Carry over @ 9/30/18	3,477.84	36,613.76	-	1,976,754.72	-	-	540,931.84	-	2,557,778.16

**Post Falls Urban Renewal Agency - In-House
 Profit & Loss Budget vs. Actual
 October 2017 through September 2018**

Expense	2017-18 Total			
	12 Month Actual	Budget	\$ Over Budget	% of Budget
Computer Software	376.19	440.00	-63.81	85.5%
Meetings	231.70	240.00	-8.30	96.54%
Audit	6,750.00	6,750.00	0.00	100.0%
Advertising & Legal Notices	303.17	960.00	-656.83	31.58%
Engineering Services	5,800.00	4,500.00	1,300.00	128.89%
Legal Fees	13,450.00	25,000.00	-11,550.00	53.8%
Other Contract Services	0.00	600.00	-600.00	0.0%
Insurance	2,224.00	2,267.00	-43.00	98.1%
Marketing & Promotion	0.00	1,000.00	-1,000.00	0.0%
Dues & Memberships	670.00	670.00	0.00	100.0%
Computer Repair & Maintenance	0.00	600.00	-600.00	0.0%
Office Equipment	117.08	475.00	-357.92	24.65%
Office Supplies	285.99	375.00	-89.01	76.26%
Postage, Mailing Service	142.50	210.00	-67.50	67.86%
Printing and Copying	116.11	300.00	-183.89	38.7%
Rent	7,740.00	7,740.00	0.00	100.0%
Telephone, Telecommunications	963.75	1,164.00	-200.25	82.8%
Website Design, Hosting & Maint	300.00	300.00	0.00	100.0%
Mileage Reimburse	33.90	0.00	33.90	100.0%
Total Payroll Expenses	58,722.84	53,907.00	4,815.84	108.93%
Contingency	0.00	5,000.00	-5,000.00	0.0%
Total Expense	98,227.23	112,498.00	-14,270.77	87.32%

**POST FALLS TECHNOLOGY DISTRICT INTERGOVERNMENTAL AGREEMENT
BETWEEN KOOTENAI COUNTY, THE CITY OF POST FALLS AND THE POST
FALLS URBAN RENEWAL AGENCY**

THIS AGREEMENT is entered into by and between the Kootenai County, hereinafter "COUNTY", the City of Post Falls, hereinafter "CITY", and the Post Falls Urban Renewal Agency, hereinafter "AGENCY", and shall be effective on October 16, 2018 after all parties have affixed their signatures to this Agreement.

WHEREAS, Idaho Code Section 50-2018(18) states that an urban renewal agency cannot exercise jurisdiction over any area outside the city limits without the approval of the other city or county declaring the need for an urban renewal plan for the proposed area; and

WHEREAS, Kootenai County, by Resolution 2018-66, found a need to include two properties within the Post Falls Technology District that, at the time of the Resolution, were outside the municipal limits of Post Falls; and

WHEREAS, since the COUNTY adopted Resolution 2018-66, one of the properties has been annexed into the City of Post Falls and the other property owner has requested annexation pending the public hearings required by law before the Post Falls Planning and Zoning Commission and the Post Falls City Council; and

WHEREAS, the Agency has adopted the Post Falls Technology District Urban Renewal Plan (the "PLAN"), attached as **Exhibit 1**, which by this reference is incorporated herein, to guide and govern implantation of the Post Falls Technology District, and

WHEREAS, the Parties find it necessary to adopt this Agreement to confirm the duties, roles, and responsibilities of the County, City and Agency for that portion of the Post Falls Technology District lying outside the municipal boundaries of the City of Post Falls (hereinafter the "PROPERTY") until such time that the Property is annexed into the City of Post Falls. The PROPERTY is depicted on the attached **Exhibit 2**, which by this reference is incorporated herein.

NOW THEREFORE, it is agreed as follows:

1. Except as otherwise provided herein, the COUNTY will retain full legal authority and control over the PROPERTY until such time as it is annexed into the City of Post Falls. This includes authority for land use regulation, taxation, law enforcement and all other governmental functions normally exercised by the County for property in the unincorporated portions of Kootenai County. The property taxes resulting from any increases in equalized assessed valuation in excess of the equalized assessed valuation as shown on the base assessment roll will be allocated to the AGENCY for urban renewal projects consistent with the PLAN.
2. The CITY agrees to consider annexation of the PROPERTY at its earliest opportunity in full compliance with statutory requirements for land use decisions. Additionally, the CITY

agrees to fully perform its over site role for the AGENCY as outlined in Title 50, Chapters 20 and 29, Idaho Code.

3. The AGENCY agrees to manage the application of the Post Falls Technology District to the PROPERTY consistent with the requirements of Title 50, Chapters 20 and 29 Idaho Code and agrees to only expend tax revenues allocated to the AGENCY from the PROPERTY in conformity with the PLAN.

IN WITNESS WHEREOF, the parties hereto have affixed the signature of their duly authorized official.

Marc Eberlein, Chairman

Date

ATTEST:

Jim Brannon, County Clerk

Ronald G. Jacobson, Mayor

Date

ATTEST:

Shannon Howard, City Clerk

Jerry Baltzell, Chairman

Date

ATTEST:

Len Crosby, Treasurer

PID# 51N05W-24-0900, 51N05W-24-0300, 51N05W-24--1300,
51N05W-24-2100 & 51N05W-24-8500 annexed
Ordinance NO.1344 Recorded 07/18/2018 Doc# 2652871000

PID# 51N05W-24-5330
Annexation applied for 08/08/2018
ANNX-0008-2018

Spokane International Railroad

Highway 41

Prairie Avenue







-  Current City Boundary
-  Tax Parcel Boundaries
-  Area Recently Annexed (Ord # 1344)
-  Area Yet To Be Annexed



Exhibit 2 "The Property"
Post Falls Technology Tax Allocation District