



**Communication, Property & Personnel
Committee**

May 7, 2024 – 8:00 a.m.
Chamber Conference Room
201 E 4th Avenue, Post Falls, ID

1. Call to Order, Commissioner Roll Call
2. Conflict Disclosure
3. Citizen Comments
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. Community Outreach/Education
5. FY 2025 Budget Items **ACTION ITEM**
6. Executive Session – Idaho Code 74-206(1)(b) to consider evaluation of an employee, staff member or individual agent. **ACTION ITEM**
7. Recommendation to Finance Committee regarding staff compensation. **ACTION ITEM**
8. 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 call (208) 777-8151.

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.

FAQ

Below are many of the frequently asked questions about urban renewal.

What is Tax Increment Financing?

► TIF is a unique mechanism that enables the URA Commission to use the net new tax revenues generated by projects within a designated UR area to help finance future public improvements. Tax increment financing is a new source of tax revenue, not an additional tax, that would not be available but for new investment.

How does TIF work?

► At the time an urban renewal district is formed, the County Assessor establishes the current value for each property in that district. This value is referred to as the “base” value. All property taxes on the “base value” continue to flow to the taxing districts within the urban renewal district. Over time, the assessed value of the properties in the urban renewal district will generally increase, that increase in value is referred to as “incremental value”. The property taxes generated by the incremental value above the base value go to the urban renewal agency to be reinvested in the specific urban renewal district.

What are the benefits of Urban renewal and tax increment financing?

- Job creation from the initial project as well as potential for “spinoff” developments
- Underutilized and deteriorated or deteriorating property is returned to productive use
- Infrastructure upgrades enhance capacity for surrounding area and community at large
- Improvements to local transportation systems benefit the community at large
- Increasing local tax base may mean property owners enjoy lower levy rates in the future
- Successful projects generate increased sales and income taxes for the state

What is an urban renewal district?

- Urban renewal districts define the boundaries in which the Agency’s efforts are carried out. There are 3 URDs in Post Falls and each has a comprehensive plan and timeline approved by the City.

What is the process for establishing an urban renewal district?

- Developer approaches the PFURA with their project and request for urban renewal assistance
- Verify the presence and location of blighting conditions
- Prepare an Urban Renewal Plan
- Perform a feasibility study
- P & Z Commission determines that the Plan is consistent with the City’s Comprehensive Plan
- City Council holds a Public Hearing, upon approval an Ordinance is passed

Does being in an urban renewal district affect my property values?

- More often than not, being in an urban renewal area will affect property values in a positive way. Property values usually increase due to development in the urban renewal area.

Does being located within an urban renewal district (URD) cause me to pay more taxes than someone outside a URD?

- No, being in a URD does not change your tax amount, only the way your taxes are distributed.

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- Providing infrastructure
- Attracting jobs and
- Enhancing citizen safety and health



Urban Renewal In Idaho

Urban Renewal and tax increment financing are the most significant tools available for attracting businesses and economic development, promoting job creation, and encouraging development of blighted and underutilized areas.

About the Agency

- Created in 1991
- 3 Active urban renewal districts (2024)
- 7 Closed urban renewal districts
- Governed by Idaho Code 50-20 Urban Renewal Law and 50-29 Local Development Act
- Board consists of 7 Commissioners (volunteer) who are appointed by the Mayor and serve 4 year terms
- Monthly televised meetings on the third Thursday of each month
- Office located in the Chamber Bldg.
- Comprehensive information available via www.pfura.com including:

- Our Districts Meetings
- Financial Info Documents
- The Commission How TIF Works



Our Active Districts

District	Yearly Increment (2023)	Closure Year	Base Value	Increment Value (2023)	Acres
Post Falls Technology	859,000	2038	35,484,408	165,442,499	831
Downtown	610,000	2041	226,655,548	117,467,709	548
Pleasant View	11,500	2041	4,068,315	2,232,663	600

How does Urban Renewal work?

When a revenue allocation area or Urban Renewal District is formed, a Plan is adopted with specific goals and life (not to exceed 20 years).

The property value at the time the district is created is the **"base value"**. As development occurs in the URD and the property value rises; the amount of that increase is called the **"increment value"**.

The developer/proponent installs public infrastructure and pays for it up front. Once the infrastructure is accepted by the City and the costs are approved by Commission, the developer is reimbursed as tax increment is available. As new businesses arrive or existing businesses expand the property tax base grows and the increment value increases. Tax increment is collected by the County and remitted to the Agency. Semi-annual reimbursements are made to the developer/proponent. If the proponent fails to bring in new businesses, they risk not being fully paid for the infrastructure they install.

Funds received by the Agency for a specific URD must be spent in that district. Funds cannot be used in other areas. The Agency does not receive property tax funds generated by voter approved levies, such as supplemental school levies and voter approved bonds. Tax increment can only be expended for the benefit of the public. The Agency cannot grant tax money to private interest for development.



To learn more about us please visit our website @ www.pfura.com or contact 208-777-8151 Joseph Johns, Executive Director

Greensferry Overpass

Before

After



Agency Operating Expenses	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025	
	Approved Budget	Actual	Approved Budget	Actual	Approved Budget	Actual	Approved Budget	To Date	Proposed Budget	Notes
Audit	\$ 7,250	\$ 7,250	\$ 7,475	\$ 7,475	\$ 7,700	\$ 8,750	\$ 8,750	\$ 10,290	\$ 11,800	Prior year actual + 15%
Legal Advertising	\$ 830	\$ 726	\$ 900	\$ 604	\$ 900	\$ 498	\$ 900	\$ 58	\$ 900	Budget Hrg. Annual Report, etc.
* Employee Wages	\$ 52,561	\$ 50,346	\$ 69,491	\$ 68,642	\$ 54,599	\$ 55,240	\$ 57,330	\$ 33,433	\$ 57,330	Employer paid employee wages (salaried)
FICA	\$ 4,021	\$ 3,913	\$ 5,315	\$ 5,251	\$ 4,177	\$ 4,360	\$ 4,386	\$ 2,558	\$ 4,386	Employer paid SS & Medicare
SUTA	\$ 134	\$ 92	\$ 144	\$ 125	\$ 113	\$ 100	\$ 120	\$ 62	\$ 161	Employer paid Unemployment Taxes
PERSI	\$ 6,276	\$ 6,107	\$ 8,297	\$ 7,995	\$ 6,519	\$ 6,984	\$ 6,408	\$ 3,739	\$ 6,845	Employer paid PERSI @11.94% for FY25
* Health Benefit							\$ 8,400	\$ 3,363	\$ 8,400	Employer paid Health Insurance & HSA
Engineering Services	\$ 7,800	\$ 5,200	\$ 9,600	\$ 3,200	\$ 9,600	\$ 6,400	\$ 9,600	\$ 4,000	\$ 9,600	Project Engineering Services - 3 submittals @\$3200/each
Contract Legal Services	\$ 25,000	\$ 10,025	\$ 25,000	\$ 13,850	\$ 25,000	\$ 9,975	\$ 25,000	\$ 3,975	\$ 25,000	General legal fees for URA work
Other Contract Services	\$ 600	\$ -	\$ 1,100	\$ 55	\$ 1,100	\$ -	\$ 1,000	\$ -	\$ 1,000	City - engineer & accounting, facilitator & Misc outside
Insurance	\$ 2,623	\$ 2,411	\$ 2,841	\$ 3,257	\$ 3,257	\$ 2,988	\$ 3,713	\$ 183	\$ 4,172	ICRMP, SIF
* Marketing and Education	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Brochures, Video
* Dues and Memberships	\$ 770	\$ 770	\$ 770	\$ 800	\$ 800	\$ 1,350	\$ 800	\$ 300	\$ 800	PF Chamber, IAC
* Computer Repair and Maintenance	\$ 330	\$ 326	\$ 585	\$ 148	\$ 585	\$ 480	\$ 585	\$ -	\$ 330	Computer repair & systems configuration
* Computer Software	\$ 600	\$ 420	\$ 275	\$ 573	\$ 623	\$ 779	\$ 829	\$ 739	\$ 972	QB ONLINE Annual License, QB ONLINE Payroll
* Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 1,514	\$ 300	
* Office Supplies	\$ 375	\$ 151	\$ 500	\$ 479	\$ 375	\$ 324	\$ 375	\$ 152	\$ 425	Misc. office supplies
Postage & Shipping	\$ 60	\$ 5	\$ 60	\$ 58	\$ 60	\$ 75	\$ 63	\$ 66	\$ 73	Standard postage costs (1-roll stamps)
Printing & Copying	\$ 300	\$ 330	\$ 300	\$ 169	\$ 300	\$ 252	\$ 300	\$ 142	\$ 300	Copies, Business Cards, Brochures, meeting materials
* Rent - Space & Equipment	\$ 7,740	\$ 7,740	\$ 7,740	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	Per *Lease (thru Sept. 30, 2027) *Pending Addendum
* Telephone and Internet	\$ 180	\$ 165	\$ 180	\$ 331	\$ 850	\$ 767	\$ 320	\$ 347	\$ 340	Phone + Zoom Annual License
* Meetings	\$ 240	\$ -	\$ 240	\$ 51	\$ 240	\$ 325	\$ 240	\$ 120	\$ 390	Monthly meetings: Committees, Chamber, INP, AIC
* Website Design, Hosting and Maint.	\$ 420	\$ 158	\$ 7,200	\$ 159	\$ 1,250	\$ 2,929	\$ 1,250	\$ 350	\$ 1,250	Hosting(\$300)+Domain(\$50)+Maintenance(6@150=\$900)
Contingency	\$ 5,000	\$ -	\$ 5,000	\$ 3,000	\$ 5,000	\$ -	\$ 5,000	\$ 300	\$ 5,000	Contingency
General Fund Carryover	\$ 65,890	\$ -	\$ 79,187		\$ 75,048		\$ -		\$ -	Carryover resulting from URD Admin. Fees
Total	\$ 193,000	\$ 96,136	\$ 232,200	\$ 124,212	\$ 206,087	\$ 110,566	\$ 145,259	\$ 73,681	\$ 147,764	
Total Less GF Carryover	\$ 127,110	\$ 96,136	\$ 153,013	\$ 124,212	\$ 131,039	\$ 110,566	\$ 145,259	\$ 73,681	\$ 147,764	

\$ 30,974 \$ 28,801 \$ 20,473

* CPP related budget items

Post Falls Urban Renewal Agency
Schedule of Property/Equipment

<u>Furniture Items:</u>	<u>Year Acq.</u>
4-Drawer Lateral Filing Cabinet (metal)	N/A
2-Drawer Lateral Filing Cabinet (wood)	N/A
Executive Desk w/ return (6 drawers, wood)	N/A
2-Drawer Filing Cabinet (wood)	N/A
Credenza w/ upper shelving unit (wood)	N/A
Assistants Workstation (2 units, composite)	N/A
*Assistants Desk w/ 2-Drawer Filing Cabinet (wood)	N/A
*Credenza w/ upper shelving unit (wood)	N/A
Standing Desk Converter (36-inch)	N/A
Round Meeting Table	N/A
4 fabric covered chairs w/ arms	N/A
2 synthetic covered chairs w/arms	N/A
Fabric Desk chair (mesh backed)	N/A
Fabric Desk chair - ergonomic (mesh backed)	2022
Fabric task chair (mesh backed)	N/A
Metal Shelving Unit (4 shelf)	N/A
Metal Storage Cabinet (secured)	N/A
Plastic Storage Cabinet	N/A
Small folding worktable	N/A

<u>Technology/Electronic Items:</u>	<u>Year Mfg.</u>
Dell Optiplex SFF Plus 7010 Desktop Computer	2023
Dell 32 4K UHD Monitor - SE3223Q	2023
Plugable Thunderbolt3 Docking Station TBT3-UDZ	2023
Samsung Galaxy Note 20	2022
Dell SE2722H Monitor	2022
Dell SE2722H Monitor	2022
Western Digital - My Passport Ultra (2TB)	2022
APC Back-UPS 650 (battery back-up)	2020
Dell Precision 5530 Laptop Computer	2019
Western Digital - My Passport Ultra (2TB)	2019
Plugable USB3.0 Docking Station UD-3900	2019
Dell C2665dnf Color MFP (multi-function printer)	2014
<i>Dell Optiplex 7010 Desktop Computer</i>	<i>2013</i>
<i>Dell P2011Ht Monitor</i>	<i>2011</i>
<i>Dell P2011Ht Monitor</i>	<i>2011</i>
Brother PT-1890 Label Printer	N/A

<u>Leased Equipment:</u>	
Canon ImageRUNNER Advance DX Color Mult-Function	2014

**Note: Physically located in Grow Ignited office space.*

Executive Director responsibilities will include:

Manage and maintain positive professional relationships with proponents in all urban renewal districts. Be a catalyst for creating demonstration projects in these districts.

Serve as the primary information source for proponents of URA Districts and for those seeking information on Agency programs and activities.

Coordinate all Agency and committee meetings including preparation of an agenda, information packets, financial data and minutes as appropriate, posting all necessary information to the Agency website.

Attend all Agency, committee and other meetings as deemed necessary to represent the Agency or fulfill the requirements of the position.

Provide information, analysis and recommendations for Commission members regarding issues that are brought before the Agency.

Serve as the Agency contact for taxing district representatives, Idaho Transportation Department, legal counsel, the public, developers, the City, the County Assessor's office, and media representatives.

Oversee and administer Agency consultants and Agency interaction with accountants, auditors and legal counsel.

Interact with developers, consultants and others utilizing and assisting in the Agency's programs.

Oversee the URA's operating budget with specific attention to general fund income and expenses, expense controls, and the issuance of checks for monthly payables approved by the Agency Board of Commissioners. Manage all expenses within the constraints of the fiscal year operating budget.

Monitor receipt and allocation of tax increment payments. Direct interaction with County Assessor's and County Treasurer's offices. Track allocation of tax increment with special focus on meeting debt service requirements, maintenance of reserves, payment of funds to proponents to reimburse for capital expenditures and payment of Agency administrative fees and extraordinary expenses allocated to any District.

Draft Agency goals & objectives and Agency policies (as needed) for Commissioner review/endorsement.

Work with the Finance Committee and accountant in continued documentation, application and improvement of Agency financial policies, reports & procedures. Oversee the Agency's annual audit and work efficiently and cooperatively with the audit team.

Monitor personal work results and supervise the work of consultants and contractors and employees.

Collaborate with the City Administrator, and various City department heads as needed. Further coordinate and co-facilitate with the City Administrator, meetings between the City and Agency.

Cash Management - Make necessary fund transfer detail and track accordingly, provide complete bank reconciliation of all Agency accounts including, track all interest earnings and tax increment receipts.

Accounts Payable – track all vendor payables and ensure timely invoice payments.

Payroll - Enter all time sheet data leading to timely and accurate payroll and tax payments and necessary reports, including yearly State Insurance Fund and Workman's Comp.

Month-end Reports – provide all necessary financial reports for Finance Committee review and Commission approval.

Annual Budget – Prepare budget worksheets, set budget hearing date and submit legal ad as required by Idaho Code.

Yearly Audit - compile information and assist auditors. Write the MD&A for the audit report.

Mandatory Reporting – Must meet all requirements the State Tax Commission Registry (URD's) and the Legislative Audits Division (Budget, Audit, Financial information)