



**Communication, Property & Personnel  
Committee**

May 14, 2025 – 8:00 a.m.  
Chamber of Commerce – PFURA Office  
201 E 4<sup>th</sup> 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. Committee Duties – Discussion
5. FY 2026 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.**

## **Post Falls Urban Renewal Agency 2025 Committees and Members**

Committees serve the purpose of streamlining processes of the PFURA. While all final decisions are made by the entire commission, the Agency's decisions are supported by the research and recommendations from each Committee. In addition to the 3 committee members listed, there is an additional commissioner designated as an alternate in the event of a conflict of interest or absence of a member during a regularly-scheduled meeting.

### **Finance and Policy Committee** (meets as Chair determines)

Initiate and be the clearing house for all Agency policies, review monthly financial statements and bank statements. Handle investments, financing proposals, allocation of tax increments, cash flow management, prepare annual budget and interface with other taxing districts. Make recommendations to full Commission on any item relating to these responsibilities.

Len Crosby, Chair	12/27
Eric Clemensen, Member	12/27
Christi Fleischman, Member	12/26
Collin Coles, Alternate	12/26

### **District Review Committee** (meets as Chair determines)

Review and evaluate proposed and existing Districts. Consider initiatives in existing Districts by working with potential developers. Work with proponents and be up to date with all projects, including expected time lines. Focus on review and evaluation of all existing Districts. Make recommendations to full Commission on any item relating to these responsibilities.

Christi Fleischman, Chair	12/26
Melissa Hjeltness, Member	12/25
Pat Leffel, Member	12/27
Len Crosby, Alternate	12/27

### **Communication, Property & Personnel Committee** (meets as Chair determines)

Meets quarterly or as needed to prepare external communications, review office requirements and meet annually or as needed regarding personnel matters. Make recommendations to full Commission on any item relating to these responsibilities.

Eric Clemensen, Chair	12/27
Collin Coles, Member	12/26
Pat Leffel, Member	12/27
Jame' Davis (Alternate)	12/25

### **Special Projects Committee**

This Committee is initiated on an as-needed basis by the Chairman of the Agency.



**Communications, Property & Personnel  
Committee**

September 26, 2024 – 9:00 a.m.  
Chamber of Commerce  
201 E 4<sup>th</sup> 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. Public Outreach Materials **ACTION**
5. Office IT Systems & Equipment Update
6. Project Questionnaire Update
7. 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.**

**POST FALLS URBAN RENEWAL  
Communication, Property & Personnel Committee**

**September 26, 2024 – Chamber of Commerce – Conference Room**

CALL TO ORDER, ROLL CALL

Chairman Melissa Hjeltness called the meeting to order at 9:02 a.m. Present in addition to Hjeltness were Commissioner Pat Leffel, Commissioner Christi Fleischman and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Office IT Systems & Equipment Update. Executive Director Johns updated the committee on changes to the IT/Network support provider and internet service provider by the Chamber of Commerce. The changes required a few unanticipated adjustments to the Agency's operations. The Agency's office lease specifies the use the same service provider as the Chamber. IT/Network support will be provided by Northwest Specialty IT Solutions. The provider of internet services will be InterMax Networks. A quote has been received from NW Specialty for the equipment and service necessary to set the Agency up with its own secure network separate from other networks in the building. The Agency's FY25 budgeted operating expenses, approved in August 2024, do not include these unanticipated expenses. Additionally, Johns informed the committee that Canon Solutions recently declared the office's ImageRunner C5030 copier/scanner/printer unserviceable due to age and lack of available parts. The equipment was initially leased and received, as "refurbished", in September 2014. The Canon representative recommended replacement with a 3900 series model which provides all the previously available functionality and is eligible for a service/use contract. This will be considered during the FY2026 budgeting process. The Agency also possesses a Dell C2665dnf multi-function printer/scanner/copier machine, acquired in 2014, used primarily for the printing of color documents.

Public Outreach Materials. Draft versions of a refreshed PFURA logo and tri-fold brochure/handout, contributed by Commissioner Fleischman, were presented to the committee. Committee discussion provided input for further possible variations of the logo. The redesigned tri-fold brochure provides an opportunity to include more information than the prior handout. Professional quality printing is available locally and inexpensively in small batches as needed. The proposed "cover" image is iconic for the community and is free to use according to Fleischman. Johns reported having looked through all of the urban renewal project images on file in the Agency records and could not find anything more suitable for use. Layout of the brochure content was viewed favorably by committee members. Johns will review the details of the content and provide Fleischman with the information necessary to present a complete draft document at the October Commission Meeting. The "cover" of the brochure was designed for dual use as a x-frame banner. Johns proposed the development of an additional handout, or graphic, that depicts the various public infrastructure items commonly funded by urban renewal but rarely seen (water lines, wastewater, stormwater, etc.). Fleischman proposed utilizing the services of a graphic designer who could easily create the desired image based on examples provided. Johns would like to have all the materials available by the end of the calendar year or earlier. He is scheduled to provide a presentation at the Chamber of Commerce's Lunch & Learn in February 2025. If possible, he'd like to conduct a short survey as part of the presentation to garner feedback from the business community. Fleischman voiced that the survey could also be designed to inform the participants about urban renewal. Fleischman and Hjeltness recommended utilizing available technology that allows

participants to use their phones and provide feedback in real-time. Hjeltness will provide Johns with information about a survey tool used regularly at other meetings she attends.

Project Questionnaire Update. Johns provided an overview of layout changes and several revisions to the Agency's existing Project Questionnaire document. He has added a question to identify the applicant's intent to seek project funding through the Minor Projects Program or standard increment tax funding. Committee discussion identified several additional revisions that could provide applicants with more guided/directed response options.

**ADJOURNMENT**

Meeting was adjourned @ 10:11 a.m.

Respectfully submitted,



---

Joseph Johns, Executive Director



---

Melissa Hjeltness, Chairman



**Communication, Property & Personnel  
Committee**

May 7, 2024 – 8:00 a.m.  
Chamber Conference Room  
201 E 4<sup>th</sup> 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.**

**POST FALLS URBAN RENEWAL  
Communication, Property & Personnel Committee**

**May 7, 2024 – Post Falls Chamber Building - Conference Room**

CALL TO ORDER, ROLL CALL

Chairman Melissa Hjeltness called the meeting to order at 8:03 a.m. Present in addition to Hjeltness were Commissioners Christi Fleischman, Pat Leffel and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Community Outreach/Education. Johns provided the committee members with office printed copies of a tri-fold brochure and FAQ sheet the Agency has utilized as informational handouts for many years. The content of each document has been kept current as needed. Chairman Hjeltness asked for clarification of who was the intended audience is. Johns would like to update the materials in anticipation of attending and participating in more local events with opportunities to engage the business community and general public. Commissioner Fleischman addressed the need for community education and suggested a re-write and reformat of the materials to remove blank spaces, utilize an online low/zero cost digital design collective, and to clearly identify the "Agency" to the readers. Fleischman volunteered to review the documents and provide recommendations to make the documents more current. Committee discussion included the consideration of additional materials and methods of providing clear and accurate information about urban renewal in Post Falls. Hjeltness recommended including more pictures of funded projects the community is familiar with to help them identify the value of urban renewal. Commissioner Leffel recommended including information about the success of closed districts. Additional various recommendations were made, including highlighting unused surplus funds rebated to the taxing districts, stories about successes beyond the Greensferry Overpass on the website, and Agency participation in the creation of the Beck Road interchange. Fleischman recommended the Agency consider acquiring an inexpensive "X-frame" banner with stand for use at Chamber functions and events where the Agency is represented. Johns is to provide the current handout information to Fleischman in digital format for her to use generating some new sample material for further consideration by the Committee and Commission.

FY2025 Budget Items. Budgeted and actual operating expenses for fiscal years 2021 to the present were provided for review. Johns also provided an updated list of tangible personal property pertaining to the Agency's office furniture and equipment, including acquisition dates as applicable. A brief review of projected FY25 operating expenses (non-personnel) was made by Johns with members providing suggestions for adjustments. To address the Agency's intent to increase community outreach/education efforts the Marketing and Education budget line was increased from \$0 to \$3,000. Computer Software expenses continue to increase annually due to QuickBooks. Migrating the Agency's bookkeeping to the online version of QuickBooks is required to keep the expense from increasing even more than proposed. Office equipment decreased after updating computer equipment the prior year. Johns would like to replace an aging standing desk converter. A decrease in the Telephone and Internet budget line by cutting the Annual Zoom License was suggested after discussion about returning to the utilization of the free version. The Meetings budget line was increased to facilitate Johns' attendance to more community business events like the Connect4Lunch functions put on by the Chamber of Commerce. Fleischman sought clarification on the Website Design, Hosting and Maintenance budget line from

Johns. Zero "maintenance" costs have been incurred but are included in the budget for potential "in case of" events that would necessitate such costs.

Commissioner Fleischman made a motion to approve the projected FY25 operating expenses (non-personnel) for recommendation to the Finance & Policy Committee, seconded by Hjeltness. All in favor by voice vote. Motion carried.

#### EXECUTIVE SESSION

Commissioner Fleischman made a motion to enter into executive session at 8:57 a.m. pursuant to Idaho Code 74-206(1)(b) to consider evaluation of an employee, staff member or individual agent. And further that no final action or making of any final decision shall be made in the Executive Session, and that the Executive Session shall last no longer than 15 minutes. Hjeltness seconded the motion. Roll Call: Fleischman – Aye; Hjeltness – Aye; Fleischman – Aye. Motion carried.

Executive Session ended at 9:05 a.m.

Recommendation to Finance Committee regarding staff compensation. Commissioner Fleischman made a motion that the Communication, Property & Personnel Committee recommend to the Finance & Policy Committee a three percent (3%) increase to the Executive Directors salary (Employee Wages) as a COLA for FY2025, seconded by Leffel. All in favor by voice vote. Motion carried.

#### ADJOURNMENT

Meeting was adjourned @ 9:06 a.m.

Respectfully submitted,



---

Joseph Johns, Executive Director



---

Melissa Hjeltness, Chairman





**Communication, Property & Personnel  
Committee**

May 30, 2023 – 9:00 a.m.  
Chamber Conference Room  
201 E 4<sup>th</sup> 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. Center Point URD Closure – Press Release **ACTION ITEM**
5. FY 2024 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.**

**POST FALLS URBAN RENEWAL  
Communication, Property & Personnel Committee**

**May 30, 2023 – Post Falls Chamber Building - Conference Room**

CALL TO ORDER, ROLL CALL

Chairman Jamé Davis called the meeting to order at 9:00 a.m. Present in addition to Davis were Commissioners Melissa Hjeltness, Christi Fleischman and Executive Director Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Center Point URD Closure – Press Release. Johns provided an overview of the revision process leading to the version of the document being considered, noting specifically Fleischman's participation. Commissioner Fleischman made a motion to distribute the Press Release to news publications, seconded by Hjeltness. All in favor by voice vote. Motion carried.

FY2024 Budget Items. Budgeted and actual operating expenses for fiscal years 2020 to the present were provided for Commissioner review. Johns also provided a list of tangible personal property pertaining to the Agency's office furniture and equipment, including acquisition dates as applicable. The projected FY24 operating expenses (non-personnel) are based on prior FY budgeted amounts or actual costs. Johns made a recommendation to replace the 2013 desktop computer (a secondary workstation providing remote file access) with the existing 2019 laptop computer (primary workstation) and acquire a new primary workstation laptop. Fleischman voiced her favor of staying up to date, within seven (7) years, with technology. Commissioners asked questions about various operating expenses (Audit, Insurance, Rent, Telephone & Internet, Website Design, Hosting and Maintenance) with Johns answering. Commissioner Fleischman made a motion to approve the projected FY24 operating expenses (non-personnel) for recommendation to the Finance & Policy Committee, seconded by Hjeltness. All in favor by voice vote. Motion carried.

EXECUTIVE SESSION

Commissioner Hjeltness made a motion to enter into executive session pursuant to Idaho Code 74-206(1)(b) to consider evaluation of an employee, staff member or individual agent. Fleischman seconded the motion. Roll Call: Davis – Aye; Hjeltness – Aye; Fleischman – Aye. Motion carried.

Executive Session started at 9:32 a.m. and ended at 10:07 a.m.

ADJOURNMENT

Meeting adjourned @ 10:08 a.m.

Respectfully submitted,



Joseph Johns, Executive Director



Jamé Davis, Chairman



**Communications, Property &  
Personnel Committee**  
August 22, 2022 – 3:30 p.m.  
Chamber of Commerce – Conference Room

1. Call to Order, Commissioner Roll Call

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. Website Update Project **ACTION ITEM**

5. 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.**

**POST FALLS URBAN RENEWAL  
Communications, Property and Personnel Committee**

**August 22, 2022 – Post Falls Chamber Building**

CALL TO ORDER, ROLL CALL

Chairman Jame' Davis called the meeting to order at 3:34 p.m. Present in addition to Davis was Christi Fleischman, Melissa Hjeltness and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

Website Update Project. A question-and-answer session with three (3) candidates for the website update project was conducted. Subsequent discussion by the committee members and Johns resulted in a decision to recommend one of the candidates to the full Commission, at the September 15, 2022 Commission Meeting, for their services to perform the Agency website update.

ADJOURNMENT

Meeting adjourned @ 4:43 pm.

Respectfully submitted,



Joseph Johns, Executive Director



Jame' Davis, Member



**Communications, Property & Personnel Committee**  
May 31, 2022 – 2:00 p.m.  
Chamber of Commerce – Conference Room

1. Call to Order, Commissioner Roll Call
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. Website Project **ACTION ITEM**
5. FY 2023 Budget Items **ACTION ITEM**
  - a. Misc. office needs
  - b. Personnel
6. Press Release on Expo District Closure **ACTION ITEM**
7. 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.**

**POST FALLS URBAN RENEWAL  
Communication, Property & Personnel Committee**

**May 31, 2022 – Post Falls Chamber Building - Conference Room**

CALL TO ORDER, ROLL CALL

Chairman Jame' Davis called the meeting to order at 2:00 p.m. Present in addition to Davis was Christi Fleischman, Melissa Hjeltness and Joseph Johns.

CONFLICT DISCLOSURE

None

CITIZEN COMMENT

None

WEBSITE PROJECT. Johns provided a brief overview of several websites and the latest proposal information for each provider being considered at the present time. Fleischman stated the availability of a provider to perform immediate/as-needed services, as well as continued service is important. Davis recommended having each provider be available to meet with the Committee (in-person or video conference) to give a presentation of their services and to answer questions before a recommendation is made to the Commission. Additionally, committee members directed Johns to acquire referral information from five website client references for each potential provider.

FY 2023 BUDGET ITEMS. Johns gave a review of the fiscal year 2023 proposed operating budget. Several items (Computer Software, Dues & Memberships, Office Supplies, Telecommunications) require either increases or decreases based on actual costs. The committee voiced support for the proposed budget changes as presented.

PRESS RELEASE ON EXPO DISTRICT CLOSURE. A draft press release on the closure of the Expo District was reviewed by the committee. No changes were suggested.

ADJOURNMENT

Meeting adjourned @ 3:07 pm.

Respectfully submitted,



Joseph Johns, Executive Director



Jame' Davis, Member

Post Falls Urban Renewal Agency  
**Schedule of Property/Equipment**

<b><u>Furniture Items:</u></b>	<b><u>Year Acq.</u></b>
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
Standing Desk Converter (26-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

<b><u>Technology/Electronic Items:</u></b>	<b><u>Year Mfg.</u></b>
Western Digital - My Passport Ultra (2TB)	2025
WatchGuard Firebox T25 - Security Appliance (3yrs)	2024
Ubiquiti UniFi UAP-AC-PRO - Wireless access point	2024
Ubiquiti UniFi Swithc US-8-60W - managed switch	2024
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
<del>Western Digital - My Passport Ultra (2TB)</del>	<del>2019</del>
<del>Plugable USB3.0 Docking Station UD-3900</del>	<del>2019</del>
Dell C2665dnf Color MFP (multi-function printer)	2014
<del>Dell Optiplex 7010 Desktop Computer</del>	<del>2013</del>
<del>Dell P2011Ht Monitor</del>	<del>2011</del>
<del>Dell P2011Ht Monitor</del>	<del>2011</del>
Brother PT-1890 Label Printer	N/A

<b><u>Leased (owned) Equipment:</u></b>	
Canon ImageRUNNER Advance DX Color Multi-Function	2014

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

**3-Year Operations Budget and Actual Expense**

Agency Operating Expenses	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026 PROPOSED (0% Personnel)		(3% Wage)	
	Approved Budget	Actual	Approved Budget	Actual	Approved Budget	To Date	Approved Budget	To Date	Proposed Budget	Notes	Proposed Budget	Notes
Audit	\$ 7,475	\$ 7,475	\$ 7,700	\$ 8,750	\$ 8,750	\$ 10,290	\$ 12,500	\$ 12,770	\$ 15,000	Prior year actual + 15%	\$ 15,000	Per engagement letter
Legal Advertising	\$ 900	\$ 604	\$ 900	\$ 498	\$ 900	\$ 316	\$ 900	\$ 66	\$ 900	Budget Hrg, Annual Report, etc.	\$ 900	Budget Hrg, Annual Report, etc.
* Employee Wages	\$ 69,491	\$ 68,642	\$ 54,599	\$ 55,240	\$ 57,330	\$ 57,330	\$ 59,046	\$ 34,444	\$ 59,046	Employer paid employee wages (salaried)	\$ 60,825	Employer paid employee wages (salaried)
FICA	\$ 5,315	\$ 5,251	\$ 4,177	\$ 4,360	\$ 4,386	\$ 4,385	\$ 4,517	\$ 2,635	\$ 4,517	Employer paid SS & Medicare	\$ 4,653	Employer paid SS & Medicare
SUTA	\$ 144	\$ 125	\$ 113	\$ 100	\$ 120	\$ 139	\$ 166	\$ 74	\$ 133	Employer paid Unemployment Taxes	\$ 137	Employer paid Unemployment Taxes
PERSI	\$ 8,297	\$ 7,995	\$ 6,519	\$ 6,984	\$ 6,408	\$ 6,484	\$ 7,062	\$ 4,119	\$ 7,062	Employer paid PERSI @11.94% for FY25	\$ 7,275	Employer paid PERSI @11.94% for FY25
* Health Benefit					\$ 8,400	\$ 7,246	\$ 8,400	\$ 4,870	\$ 8,400	Employer paid Health Insurance & HSA	\$ 8,400	Employer paid Health Insurance & HSA
Engineering Services	\$ 9,600	\$ 3,200	\$ 9,600	\$ 6,400	\$ 9,600	\$ 4,000	\$ 9,600	\$ -	\$ 12,000	Project Engineering Services - 3 submittals @\$3200/each	\$ 12,000	Project Engineering Services - 3 submittals @\$4000/each
Contract Legal Services	\$ 25,000	\$ 13,850	\$ 25,000	\$ 9,975	\$ 25,000	\$ 5,650	\$ 25,000	\$ 7,163	\$ 25,000	General legal fees for URA work	\$ 25,000	General legal fees for URA work
Other Contract Services	\$ 1,100	\$ 55	\$ 1,100	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	City - engineer & accounting, facilitator & Misc outside	\$ 1,000	City - engineer & accounting, facilitator & Misc outside
Insurance	\$ 2,841	\$ 3,257	\$ 3,257	\$ 2,988	\$ 3,713	\$ 4,375	\$ 4,375	\$ 198	\$ 4,375	ICRMP, SIF	\$ 4,375	ICRMP, SIF
* Marketing and Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 309	\$ 300	PR Materials (Brochures, video)	\$ 300	PR Materials (Brochures, video)
* Dues and Memberships	\$ 770	\$ 800	\$ 800	\$ 1,350	\$ 800	\$ 850	\$ 850	\$ 850	\$ 850	PF Chamber, IAC	\$ 850	PF Chamber, IAC
* Computer Repair and Maintenance	\$ 585	\$ 148	\$ 585	\$ 480	\$ 585	\$ -	\$ 330	\$ -	\$ 330	Computer repair & systems configuration	\$ 330	Computer repair & systems configuration
* Computer Software	\$ 275	\$ 573	\$ 623	\$ 779	\$ 829	\$ 1,267	\$ 1,272	\$ 1,753	\$ 1,772	QB ONLINE Annual License, QB ONLINE Payroll	\$ 1,772	QB Desktop & Payroll Annual License, QB Payroll Usage fees
* Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 1,514	\$ 300	\$ 144	\$ -		\$ -	
* Office Supplies	\$ 500	\$ 479	\$ 375	\$ 324	\$ 375	\$ 218	\$ 425	\$ 39	\$ 425	Misc. office supplies	\$ 425	Misc. office supplies
Postage & Shipping	\$ 60	\$ 58	\$ 60	\$ 75	\$ 63	\$ 66	\$ 73	\$ -	\$ 78	Standard postage costs (1-roll stamps)	\$ 78	Standard postage costs (1-roll stamps)
Printing & Copying	\$ 300	\$ 169	\$ 300	\$ 252	\$ 300	\$ 250	\$ 300	\$ 144	\$ 300	Copies, Business Cards, Brochures, meeting materials	\$ 300	Copies, Business Cards, Brochures, meeting materials
* Rent - Space & Equipment	\$ 7,740	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	\$ 7,990	Per *Lease (thru Sept. 30, 2027) *Pending Addendum	\$ 7,990	Per Lease (thru Sept. 30, 2027)
* Telephone and Internet	\$ 180	\$ 331	\$ 850	\$ 767	\$ 320	\$ 384	\$ 240	\$ 800	\$ 240	Phone + Zoom Annual License	\$ 240	Phone (\$200/yr), Internet service (\$600/yr thru FY27)
* Meetings	\$ 240	\$ 51	\$ 240	\$ 325	\$ 240	\$ 145	\$ 390	\$ 190	\$ 390	Monthly meetings: Committees, Chamber, INP, AIC	\$ 390	Monthly meetings: Committees, Chamber, INP, AIC
* Website Design, Hosting and Maint.	\$ 7,200	\$ 159	\$ 1,250	\$ 2,929	\$ 1,250	\$ 350	\$ 1,250	\$ 350	\$ 1,250	Hosting(\$300)+Domain(\$50)+Maintenance(6@150=\$900)	\$ 1,250	Hosting(\$300)+Domain(\$50)+Maintenance(6@150=\$900)
Contingency	\$ 5,000	\$ 3,000	\$ 5,000	\$ -	\$ 5,000	\$ 300	\$ 5,000	\$ 1,930	\$ 5,000	Contingency	\$ 5,000	Contingency
General Fund Carryover	\$ 79,187		\$ 75,048		\$ -		\$ -		\$ -	Carryover resulting from URD Admin. Fees	\$ -	Carryover resulting from URD Admin. Fees
Total	\$ 232,200	\$ 124,212	\$ 206,087	\$ 110,566	\$ 145,259	\$ 113,549	\$ 153,986	\$ 80,838	\$ 156,358		\$ 158,490	
Total Less GF Carryover	\$ 153,013	\$ 124,212	\$ 131,039	\$ 110,566	\$ 145,259	\$ 113,549	\$ 153,986	\$ 80,838	\$ 156,358		\$ 158,490	

\$ 28,801                      \$ 20,473                      \$ 31,710

\* CPP related budget items

Dell laptop (2019) replacement? ~\$1,500
Copier/printer replacement? ~\$600 to \$3,000 ( or \$50/mo lease)



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)