



**Finance & Policy Committee**

May 30, 2025 – 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. Financial Statement Review
5. FY 2026 Budget Review – Schedule Budget Workshop **ACTION ITEM**
6. Audit Services RFP **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.

### 5.15.25 Preliminary 2025 Taxable Incr Value (Pre-BOE Roll)

#### Est. Levy Rate

PF Technology URD		Open: 2018		Close 2038			
	Status	Base Value	Change in Increment	Net Taxable Value	*Levy Rate	Annual Est. Increment	Revenue
2019		35,484,408		5,737,225	0.010144244	\$	58,199.81
2020	Final		11,650,871	17,388,096	0.009339020	\$	162,387.78
2021	Final		6,981,106	24,369,202	0.008384882	\$	204,332.88
2022	Final		67,452,020	91,821,222	0.005113000	\$	469,481.91
2023	Final		72,205,756	164,026,978	0.005078541	\$	833,017.73
2024	Final	41,241,329	50,954,568	214,981,546	0.005487572	\$	1,179,726.71
2025	Prelim.	41,211,627	70,191,073	285,172,619	0.005220000	\$	1,488,601.07

Downtown URD		Open: 2021		Close 2041			
	Status	Base Value	Change in Increment	Net Taxable Value	*Levy Rate	Annual Est. Increment	Revenue
2022		226,655,548		101,499,377	0.005113000	\$	518,966.31
2023	Final		16,054,515	117,553,892	0.005078541	\$	597,002.26
2024	Final	223,718,900	41,032,348	158,586,240	0.005487572	\$	870,253.41
2025	Prelim.	225,342,674	20,484,743	179,070,983	0.005220000	\$	934,750.53

Pleasant View URD		Open: 2021		Close 2041			
	Status	Base Value	Change in Increment	Net Taxable Value	*Levy Rate	Annual Est. Increment	Revenue
2022		4,068,315		468,584	0.005113000	\$	2,395.87
2023	Final		1,811,651	2,280,235	0.004837243	\$	11,030.05
2024	Final	4,242,336	2,486,849	4,767,084	0.004533402	\$	21,611.11
2025	Prelim.	4,396,821	(623,380)	4,143,704	0.004230000	\$	17,527.87

\*NOTE: URD Levy Rate calculated from published TCA Levy Rate less rates for SD#273 BOND, SD#273 SUPP, KCFR BOND, KCFR JUDGMENT, NIC JUDGMENT, KCEMS JUDGMENT

Fund Reconciliation (F&P Committee):

5/29/2025

**QB**

First Interstate - Checking	<b>GF</b>	\$	9,525.86	
LGIP - 1829	<b>GF</b>	\$	1,301,047.64	
LGIP - 1910	<b>CIP</b>	\$	2,521,114.11	
Savings - Idaho Central CU	<b>GF</b>	\$	25.00	
<b>Total</b>				<b>\$ 3,831,712.61</b>

**FUNDS**

General Fund	<b>GF</b>	\$	1,310,598.50	
Capital Improvement Fund	<b>CIP</b>	\$	2,521,114.11	
<b>Total</b>				<b>\$ 3,831,712.61</b>

C.I. Fund Allocation:

Pleasant View	\$	(50,162.27)
Downtown	\$	125,321.91
PF Technology	\$	2,445,954.47
	\$	2,521,114.11

Post Falls Urban Renewal Agency

Increment Received District Obligation Balance (Finance Policy Committee)

	<u>Pleasant View</u>	<u>Downtown</u>	<u>PF Tech Dist.</u>		<u>Total</u>	
<i>Termination Date</i>	<i>2041</i>	<i>2041</i>	<i>2038</i>			
Sep-24	-	1,036.90	-		1,036.90	
Oct-24	-	24,152.24	734.64		24,886.88	
Nov-24	-	2,632.73	186.32		2,819.05	
*Dec-24	-	9,752.23	9,958.71		19,710.94	1,462.83
Jan-25	5,354.31	331,566.58	644,594.12		981,515.01	49,734.99
Reimbursement Feb-25	7,173.10	166,878.47	32,661.26		206,712.83	25,031.77
Mar-25	-	6,224.99	6,491.14		12,716.13	933.75
Apr-25	-	4,834.69	4,194.27		9,028.96	725.20
May-25	-	38,032.64	23,981.94		62,014.58	5,704.90
Jun-25					-	-
Jul-25					-	-
Aug-25					-	-
Sep-25					-	-
Total YTD	<b>12,527.41</b>	<b>585,111.47</b>	<b>722,802.40</b>		<b>1,320,441.28</b>	83,593.44
Approved Obligation	-	6,035,511.02	-		6,035,511.02	
Obligation Balance @ 5/30/25	-	4,527,030.17	-		4,527,030.17	
Carry over @ 5/30/25	(50,162.27)	125,321.91	2,445,954.47		2,521,114.11	

\*NOTE: 1st Month Downtown URD MPP (15%)

# **PFURA - Interest Revenue (LGIP, First Interstate accounts)**

Period	Gen. Fund <u>LGIP1829</u>	Checking <u>FIB</u>	C.I. Fund <u>LGIP1910</u>	<u>Total</u>	Rates	
					<u>LGIP</u>	<u>FIB(APY)</u>
May 24	5,256	1	6,330	11,587	5.1773%	0.05%
Jun 24	5,143	1	6,354	11,498	5.2115%	0.05%
Jul 24	5,298	2	6,958	12,258	5.1776%	0.08%
Aug 24	5,507	9	7,982	13,498	5.1938%	0.10%
Sep 24	5,467	1	7,067	12,535	5.1599%	0.05%
Oct 24	5,459	1	7,129	12,589	5.0044%	0.05%
Nov 24	4,140	1	6,761	10,902	4.8589%	0.05%
Dec 24	5,144	1	6,824	11,969	4.7084%	0.05%
Jan 25	4,951	28	7,068	12,047	4.5253%	0.24%
Feb 25	4,440	11	9,269	13,720	4.4805%	0.10%
Mar 25	4,826	13	9,157	13,996	4.3970%	0.10%
Apr 25	4,676	1	8,881	13,558	4.3912%	0.05%
Total	\$ 60,307	\$ 70	\$ 89,780	\$ 150,157		

12-MOS Avg	\$	5,026	\$	6	\$	7,482	\$	12,513	4.8572%
6-MOS Avg	\$	4,696	\$	9	\$	7,993	\$	12,699	4.5602%

# PFURA - 24 Month Cash Flow Projection

## Finance & Policy Committee Meeting - May 30, 2025

FY 2025/2026													
	June '25	Jul '25	Aug '25	Sep '25	Oct '25	Nov '25	Dec '25	Jan '26	Feb '26	Mar '26	Apr '26	May '26	
Cash @ Beginning of Period	\$ 1,301,073	\$ 1,302,073	\$ 1,303,073	\$ 1,376,473	\$ 1,369,073	\$ 1,369,823	\$ 1,363,073	\$ 1,363,823	\$ 1,356,623	\$ 1,350,423	\$ 1,344,323	\$ 1,413,323	
<b>Income</b>													
Interest													
LGIP-1829 (GF)	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,250	\$ 4,250	\$ 4,250	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	
LGIP-1910 (Cap. Imp.)	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,500	\$ 1,000	\$ 1,000	\$ 1,000	
Admin Fee (GF 1829)													
PF Tech District			\$ 25,000								\$ 25,000		
Downtown District			\$ 25,000								\$ 25,000		
Pleasant View District			\$ 25,000								\$ 25,000		
<b>Income Total</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ 87,000</b>	<b>\$ 12,000</b>	<b>\$ 11,750</b>	<b>\$ 11,750</b>	<b>\$ 11,750</b>	<b>\$ 11,500</b>	<b>\$ 7,500</b>	<b>\$ 5,000</b>	<b>\$ 80,000</b>	<b>\$ 5,000</b>	
<b>Expenses</b>													
Operations													
Contract Services	\$ 2,000	\$ 2,000	\$ 2,000	\$ 6,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	
Legal Advertising	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 100	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	
General Administrative Expenses	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	
Contingency	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	
<b>Expense Total</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 13,600</b>	<b>\$ 19,400</b>	<b>\$ 11,000</b>	<b>\$ 18,500</b>	<b>\$ 11,000</b>	<b>\$ 18,700</b>	<b>\$ 13,700</b>	<b>\$ 11,100</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	
NET CASH FLOW FOR PERIOD	\$ 1,000	\$ 1,000	\$ 73,400	\$ (7,400)	\$ 750	\$ (6,750)	\$ 750	\$ (7,200)	\$ (6,200)	\$ (6,100)	\$ 69,000	\$ (6,000)	
<b>CASH BALANCE</b>	<b>\$ 1,302,073</b>	<b>\$ 1,303,073</b>	<b>\$ 1,376,473</b>	<b>\$ 1,369,073</b>	<b>\$ 1,369,823</b>	<b>\$ 1,363,073</b>	<b>\$ 1,363,823</b>	<b>\$ 1,356,623</b>	<b>\$ 1,350,423</b>	<b>\$ 1,344,323</b>	<b>\$ 1,413,323</b>	<b>\$ 1,407,323</b>	

FY 2026/2027													
	Jun '26	Jul '26	Aug '26	Sep '26	Oct '26	Nov '26	Dec '26	Jan '27	Feb '27	Mar '27	Apr '27	May '27	
Cash @ Beginning of Period	\$ 1,407,323	\$ 1,397,323	\$ 1,391,323	\$ 1,457,723	\$ 1,448,023	\$ 1,441,773	\$ 1,429,723	\$ 1,423,473	\$ 1,410,723	\$ 1,401,773	\$ 1,392,723	\$ 1,386,473	
<b>Income</b>													
Interest													
LGIP-1829 (GF)	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,000	\$ 3,000	
LGIP-1910 (Cap. Imp.)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000	
Admin Fee (GF 1829)													
PF Tech District			\$ 25,000										
Downtown District			\$ 25,000										
Pleasant View District			\$ 25,000										
<b>Income Total</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 80,000</b>	<b>\$ 5,500</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,500</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	
<b>Expenses</b>													
Operations													
Contract Services	\$ 6,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,000	\$ 5,200	\$ 2,000	\$ 2,000	
Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,800	\$ -	\$ 5,800	\$ -	\$ -	\$ -	\$ -	
Legal Advertising	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ 100	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ 3,493	
General Administrative Expenses	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	
Contingency	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	
<b>Expense Total</b>	<b>\$ 15,000</b>	<b>\$ 11,000</b>	<b>\$ 13,600</b>	<b>\$ 15,200</b>	<b>\$ 11,250</b>	<b>\$ 17,050</b>	<b>\$ 11,250</b>	<b>\$ 17,750</b>	<b>\$ 13,950</b>	<b>\$ 14,550</b>	<b>\$ 11,250</b>	<b>\$ 14,743</b>	
NET CASH FLOW FOR PERIOD	\$ (10,000)	\$ (6,000)	\$ 66,400	\$ (9,700)	\$ (6,250)	\$ (12,050)	\$ (6,250)	\$ (12,750)	\$ (8,950)	\$ (9,050)	\$ (6,250)	\$ (9,743)	
<b>CASH BALANCE</b>	<b>\$ 1,397,323</b>	<b>\$ 1,391,323</b>	<b>\$ 1,457,723</b>	<b>\$ 1,448,023</b>	<b>\$ 1,441,773</b>	<b>\$ 1,429,723</b>	<b>\$ 1,423,473</b>	<b>\$ 1,410,723</b>	<b>\$ 1,401,773</b>	<b>\$ 1,392,723</b>	<b>\$ 1,386,473</b>	<b>\$ 1,376,730</b>	

## Post Falls Urban Renewal Agency

### FY2026 Budget Process

- |                 |  |
|-----------------|--|
| May 14, 2025    | Communications, Property & Personnel Committee – meet to discuss property and personnel matters related to the FY2026 budget. Recommendations to be presented to the Finance & Policy Committee.   |
| May 30, 2025    | Finance & Policy Committee – meet to discuss and review the proposed budget. Any recommended changes in the budget from the Finance Committee discussion will be rolled up into the budget by staff and incorporated into the Budget Workshop discussion. Determine FY26 Budget Workshop meeting date (July 8, 2024) |
| July 8(?), 2025 | Commission Workshop – <b>FY 2026 Budget Workshop</b> – Len (?) will lead the Budget Workshop and present the FY 2026 Budget. <b>Tentative approval of the proposed budget for publication is required.</b>   |
| August 7 & 14   | Legal advertisement published for the PFURA FY2026 Budget Hearing to be held 8/21/24   |
| August 21, 2025 | Commission Meeting<br><b>Budget Hearing</b> – Present the FY 2026 Budget<br><b>Resolution</b> approving the FY 2026 Budget   |

### 3-Year Operations Budget and Actual Expense

Agency Operating Expenses	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026	
	Approved Budget	Actual	Approved Budget	Actual	Approved Budget	To Date	Approved Budget	To Date	Proposed Budget	Notes
Audit	\$ 7,475	\$ 7,475	\$ 7,700	\$ 8,750	\$ 8,750	\$ 10,290	\$ 12,500	\$ 12,770	\$ 15,000	Per engagement letter
Legal Advertising	\$ 900	\$ 604	\$ 900	\$ 498	\$ 900	\$ 316	\$ 900	\$ 66	\$ 900	Budget Hrg. Annual Report, etc.
Employee Wages	\$ 69,491	\$ 68,642	\$ 54,599	\$ 55,240	\$ 57,330	\$ 57,330	\$ 59,046	\$ 34,444	\$ 61,994	Employer paid employee wages (salaried)
FICA	\$ 5,315	\$ 5,251	\$ 4,177	\$ 4,360	\$ 4,386	\$ 4,385	\$ 4,517	\$ 2,635	\$ 4,742	Employer paid SS & Medicare
SUTA	\$ 144	\$ 125	\$ 113	\$ 100	\$ 120	\$ 139	\$ 166	\$ 74	\$ 140	Employer paid Unemployment Taxes
PERSI	\$ 8,297	\$ 7,995	\$ 6,519	\$ 6,984	\$ 6,408	\$ 6,484	\$ 7,062	\$ 4,119	\$ 7,415	Employer paid PERSI @11.96% for FY26
Health Benefit					\$ 8,400	\$ 7,246	\$ 8,400	\$ 4,870	\$ 8,400	Employer paid Health Benefit
Engineering Services	\$ 9,600	\$ 3,200	\$ 9,600	\$ 6,400	\$ 9,600	\$ 4,000	\$ 9,600	\$ -	\$ 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
Other Contract Services	\$ 1,100	\$ 55	\$ 1,100	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	City - engineer & accounting, facilitator & Misc outside
Insurance	\$ 2,841	\$ 3,257	\$ 3,257	\$ 2,988	\$ 3,713	\$ 4,375	\$ 4,375	\$ 198	\$ 4,690	ICRMP, SIF
Marketing and Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 309	\$ 300	PR Materials
Dues and Memberships	\$ 770	\$ 800	\$ 800	\$ 1,350	\$ 800	\$ 850	\$ 850	\$ 850	\$ 850	PF Chamber, IAC
Computer Repair and Maintenance	\$ 585	\$ 148	\$ 585	\$ 480	\$ 585	\$ -	\$ 330	\$ -	\$ 330	Computer repair & systems/network configuration
Computer Software	\$ 275	\$ 573	\$ 623	\$ 779	\$ 829	\$ 1,267	\$ 1,272	\$ 1,753	\$ 1,772	QB Desktop Annual License, QB Desktop Payroll
Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 1,514	\$ 300	\$ 144		
Office Supplies	\$ 500	\$ 479	\$ 375	\$ 324	\$ 375	\$ 218	\$ 425	\$ 39	\$ 425	Misc. office supplies
Postage & Shipping	\$ 60	\$ 58	\$ 60	\$ 75	\$ 63	\$ 66	\$ 73	\$ -	\$ 78	Standard postage costs (1-roll stamps)
Printing & Copying	\$ 300	\$ 169	\$ 300	\$ 252	\$ 300	\$ 250	\$ 300	\$ 144	\$ 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
Telephone and Internet	\$ 180	\$ 331	\$ 850	\$ 767	\$ 320	\$ 384	\$ 240	\$ 800	\$ 800	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
Website Design, Hosting and Maint.	\$ 7,200	\$ 159	\$ 1,250	\$ 2,929	\$ 1,250	\$ 350	\$ 1,250	\$ 350	\$ 800	Hosting(\$300)+Domain(\$50)+Maintenance(3@150=\$450)
Contingency	\$ 5,000	\$ 3,000	\$ 5,000	\$ -	\$ 5,000	\$ 300	\$ 5,000	\$ 1,930	\$ 5,000	Contingency
General Fund Carryover	\$ 79,187		\$ 75,048		\$ -		\$ -		\$ -	Carryover resulting from UR Admin. Fees
Total	\$ 232,200	\$ 124,212	\$ 206,087	\$ 110,566	\$ 145,259	\$ 113,549	\$ 153,986	\$ 80,838	\$ 160,316	
Total Less GF Carryover	\$ 153,013	\$ 124,212	\$ 131,039	\$ 110,566	\$ 145,259	\$ 113,549	\$ 153,986	\$ 80,838	\$ 160,316	

\$ 28,801

\$ 20,473

\$ 31,710



Items in **RED** indicate items of interest

**2026 PROPOSED OPERATING BUDGET - POST FALLS URBAN RENEWAL AGENCY Exhibit "A"**

	Actual FY 2024	Approved Budget FY 2025	Proposed Budget FY 2026	
<b>REVENUES:</b>				
Tax Increment				
Post Falls Technology District	\$ 888,228	\$ 1,128,562	\$ 1,488,601	
Downtown District	\$ 639,154	\$ 750,361	\$ 934,751	
Pleasant View District	\$ 11,030	\$ 12,400	\$ 21,630	
Other Income	\$ 75,000	\$ -	\$ -	
Transfer from General Fund	\$ -	\$ 34,386	\$ 69,566	Transfer out of General Fund to cover budgeted Oper. Expenses
Interest Income	\$ 146,802	\$ 69,600	\$ 40,750	
<b>TOTAL REVENUES:</b>	<b>\$ 1,760,214</b>	<b>\$ 1,995,309</b>	<b>\$ 2,555,298</b>	
Carryover (Post Falls Technology)	\$ 860,489	\$ 1,746,768	\$ 2,877,879	
Carryover (Downtown)	\$ -	\$ -	\$ -	
Carryover (Pleasant View)	\$ -	\$ -	\$ -	
<b>TOTAL FUNDS</b>	<b>\$ 2,620,703</b>	<b>\$ 3,742,077</b>	<b>\$ 5,433,177</b>	
<b>EXPENDITURES:</b>				
Proponent Reimbursement				
Post Falls Technology District	\$ -	\$ 2,850,330	\$ 4,341,480	
Downtown District	\$ 1,048,691	\$ 725,361	\$ 909,751	
Pleasant View District	\$ -	\$ 12,400	\$ 21,630	
Debt Repayment	\$ -	\$ -	\$ -	
Interest Expense	\$ -	\$ -	\$ -	
<b>Sub-Total Proponent</b>	<b>\$ 1,048,691</b>	<b>\$ 3,588,091</b>	<b>\$ 5,272,861</b>	
<b>Agency Operating Expenses</b>				
Audit	\$ 10,290	\$ 12,500	\$ 15,000	Year end Agency Audit/W-2 reporting, per engagement letter
Legal Advertising	\$ 316	\$ 900	\$ 900	Budget Hearing/Annual Report/Misc
Employee Wages	\$ 57,401	\$ 59,046	\$ 61,994	ED - Includes 5% increase per CPP Committee recommendation
FICA	\$ 4,390	\$ 4,517	\$ 4,742	Employer paid SS & Medicare
SUTA	\$ 139	\$ 166	\$ 140	Employer paid Unemployment Tax
PERSI	\$ 6,538	\$ 7,062	\$ 7,415	Employer paid PERSI contribution
Health Benefit	\$ 7,246	\$ 8,400	\$ 8,400	Employer paid health benefit
Engineering Services	\$ 4,000	\$ 9,600	\$ 12,000	Misc. project engineering services and proponent reviews (Tech Park/Downtown)
Contract Legal Services	\$ 5,650	\$ 25,000	\$ 25,000	General legal fees for URA work
Other Contract Services	\$ 845	\$ 1,000	\$ 1,000	City - engineer & accounting, facilitator & misc. outside (records destruction)
Insurance	\$ 3,676	\$ 4,375	\$ 4,690	ICRMP (\$4500) & State Ins. Fund (\$190)
Marketing and Education	\$ -	\$ 3,000	\$ 300	Brochures, PR and education materials
Dues and Memberships	\$ 800	\$ 850	\$ 850	Chamber@\$300; AIC@\$550
Computer Repair and Maintenance	\$ -	\$ 330	\$ 330	Computer Repair and Systems configuration
Computer Software	\$ 1,267	\$ 1,272	\$ 1,772	QB Desktop Annual License, QB Desktop Payroll + 6/mos Payroll usage
Office Equipment	\$ 1,514	\$ 300	\$ -	Office equipment, computer hardware
Office Supplies	\$ 218	\$ 425	\$ 425	Misc. supplies
Postage & Shipping	\$ 66	\$ 73	\$ 78	Standard postage costs
Printing & Copying	\$ 250	\$ 300	\$ 300	Copies / Business cards - meeting collateral-Awards
Rent - Space & Equipment	\$ 7,990	\$ 7,990	\$ 7,990	Yearly Rent due in October
Telephone and Internet	\$ 384	\$ 240	\$ 800	Agency/Office Phone (\$200), Internet Service (\$600)
Meetings	\$ 145	\$ 390	\$ 390	Monthly Meetings: (Committees, Chamber, INP, AIC)
Website Design, Hosting and Maint.	\$ 350	\$ 1,250	\$ 800	Web Hosting@\$270/yr; Domain Registration @\$49.95/yr; Maintenance 3Hrs@150/hr
Contingency	\$ 300	\$ 5,000	\$ 5,000	Contingency for unanticipated expenses
General Fund Carryover	\$ -	\$ -	\$ -	
<b>Sub-Total Agency</b>	<b>\$ 113,775</b>	<b>\$ 153,986</b>	<b>\$ 160,316</b>	
<b>Total Expenditures</b>	<b>\$ 1,162,466</b>	<b>\$ 3,742,077</b>	<b>\$ 5,433,177</b>	



## **Request for Proposals (RFP) for Audit Services**

**Closing Deadline: MM DD, 2025, Time  
Due: 3:30 p.m.**

Mailing & Hand Delivery Address:  
Post Falls Urban Renewal Agency  
Attn: Joseph Johns, Executive Director  
201 E 4th Ave  
Post Falls, ID 83854

### **SCHEDULE**

REQUEST FOR PROPOSAL ISSUED .....	MM DD, 202_
LAST DATE FOR SOLICITATION CLARIFICATIONS .....	MM DD, 202_
PROPOSALS DEADLINE .....	MM DD, 202_
INTERVIEWS (TENTATIVE) .....	MM DD, 202_
NOTICE OF INTENT TO AWARD .....	MM DD, 202_
LAST DATE TO PROTEST AWARD .....	MM DD, 202_
CONTRACT SIGNED .....	MM DD, 202_

### **SECTION 1**

#### **INTRODUCTION**

The Post Falls Urban Renewal Agency is accepting proposals from qualified firms of certified public accountants to provide financial consulting and audit services to the Agency beginning with the fiscal year ending September 30, 2026, with the option of continuing consulting and auditing services for the two (2) subsequent fiscal years.

## OVERVIEW OF HERMISTON

Hermiston is a progressive, growth-oriented urban/retail/medical center for an area based economically on agriculture, food processing, transportation, utilities and other light industry. In 2023, Hermiston continued to grow as the largest city in Eastern Oregon, with a population of 19,973.

Hermiston is located in the northwest corner of Umatilla County in northeast Oregon and is centrally located between the major cities of the Pacific Northwest. Located just 185 miles east of Portland; 176 miles southwest of Spokane, Washington; 249 miles southeast of Seattle, Washington and 251 miles northwest of Boise, Idaho, Hermiston is a transportation hub accessed by Interstate Highways I-84, east to west, and I-82, north and south, and numerous feeder highways. Hermiston lies one truck day from seven western states and two Canadian provinces. In addition, the City operates a local municipal airport for light commercial and private use and there are Regional Airports offering full commercial services 30 minutes away at Pendleton, Oregon and Pasco, Washington.

The City is a full-service municipality that operates under a council/manager form of government. The elected City Council consists of the Mayor and eight Councilors. The Council sets policies for the city government, enacts ordinances and hires, directs and evaluates the city manager. The city manager is the City's chief executive officer, responsible for overall management and administration.

Municipal services are provided by City employees and headed by the city manager. The City operates a police department, a municipal court, water, sewer, electricity and stormwater utilities, street operations, planning, building, library, parks and recreation, community center, and senior services. The City also provides information technology services to regional agencies on a contract basis. The City has one component unit, the Hermiston Urban Renewal Agency (Agency)

The City utilizes Caselle accounting software for accounting, utility invoicing and financial reporting. The City prepares its financial statements using a modified accrual basis of accounting. Under this basis of accounting, the City recognizes assets, liabilities, net position/fund equity, revenues and expenditures when they result from cash transactions with a provision for capital assets and depreciation, recognition of long- term debts, and utility deposits.

The most recent audited annual financial statement and budget documents are available upon request or can be found on the city's website (<https://www.hermiston.or.us/finance/page/budgetfinancial-reports>).

The City of Hermiston anticipates that it will continue to submit its Annual Comprehensive Financial Reports (ACFR) to GFOA for the Certificate of Achievement for Excellence in Financial Reporting. The format of the audit reports must allow the City to meet the requirements of that program. This will also require that the Auditor ensure that the audit report and financial statements are completed in time for this submission.

## **SECTION 2**

### **SCOPE OF SERVICES BEING REQUESTED**

The primary services being requested are listed in one of two categories below. As applicable, the services being requested are for the Post Falls Urban Renewal Agency.

#### Specific Services.

1. A thorough examination in accordance with generally accepted auditing standards of the financial information and supplemental schedules for all Agency funds.
2. Year-end fund account combinations, government wide, and governmental fund and proprietary fund financial statements.
3. Drafting of the ACFR in accordance with all applicable GASB and/or FASB pronouncements.
4. ~~An examination, if applicable, in accordance with the laws of Oregon and the Single Audit Act Amendments of 1996 and OMB Circular A-133.~~
5. Assistance with and review of Management Discussion and Analysis (MD&A) and incorporating the MD&A in reports.
6. Consulting services throughout the term of the contract on financial related issues including, but not limited to budgeting, internal controls, best practices, pronouncement interpretations, and guidance on compliance issues.
7. A pre-audit meeting between the auditing firm, the Executive Director and the Commission Treasurer will be conducted prior to the audit each year. During this meeting, items to be discussed include: audit schedule, working paper standards and requirements, and deadlines. A list shall be presented by the auditor at this time indicating the information required from the Agency.
8. An exit conference may be required of the auditing firm on completion of all fieldwork as to inform the Executive Director and Commission Treasurer of pertinent findings.
9. Formal report presentation by the auditing firm is required before a regular session of the Post Falls Urban Renewal Agency Commission no later than the 3<sup>rd</sup> Thursday of February.
10. A letter expressing an opinion on the financial statements. Written notice to the Agency in advance if the opinion is other than unqualified along with justification of the opinion.
11. The firm will issue a written letter of recommendation to Post Falls Urban Renewal Commission after completion of the audit, covering the firm's review of the adequacy of internal accounting controls and other audit investigations. The firm shall assist staff in advice and counsel in implementing those recommendations as required.
12. ~~The auditing firm shall submit an electronic version of the reports to the State Division of Audits and to the City no later than December 31<sup>st</sup> of each year.~~

## General Services.

1. All funds and accounts of the Agency are to be covered by the audit examination.
2. The audit examination shall be made in accordance with generally accepted governmental procedures as prescribed in the AICPA Industry Audit Guide – Audits of State and Local Governmental Units and in GAAFR.
3. Report any unusual conditions encountered during the course of the audit.
4. Examine other reports or perform other services as required.

### **INFORMATION TO BE PROVIDED BY AGENCY**

Agency staff will complete and balance all accounts at year-end, and will furnish, at a minimum, the following information and work-papers in conjunction with the audit engagement:

1. Staff will prepare the final closing of the books. The Agency will provide the auditors with ~~a trial balance by fund~~ and all accounting detail necessary to perform the audit.
2. Staff will prepare all work papers requested by the Auditor prior to the start of interim and/or final fieldwork.
3. Staff will generate the necessary confirmation letters based on templates provided by the auditors.
4. Staff will be available during the audit to assist in providing information, documentation and explanations as needed as well as access to the financial system to view records and print reports.
5. The Agency will provide the auditor with reasonable workspace including access to the internet and necessary office equipment to complete the scope of required audit procedures.
6. The Executive Director will provide the auditor with a signed Representation Letter at the conclusion of the audit.

### **GENERAL PROVISIONS**

1. The intent of the Post Falls Urban Renewal Agency is to negotiate a three (3) year contract with the second - third year contingent upon successful completion of the first year as determined by the Agency. The contract would cover fiscal years ending September 30, 2026, 2027, 2028.
2. If the contract is satisfactorily carried through for three (3) years, the engagement may be renewed for another three (3) years at the option of the Agency.
3. Either party may cancel the written contract by giving notice, in writing, to the other party at least ninety (90) days prior to October 1 of each year.
4. Ownership of the financial statements and audit reports shall belong to the Post Falls Urban Renewal Agency, and it is expressly understood that publication of the audit report

(in whole or in part) or reference to such audit report shall be at the sole discretion of the Post Falls Urban Renewal Agency.

5. Services of the auditing firm that extend beyond the normal work anticipated are contingent upon Contractor's prior written notification to the Agency's Executive Director, and written Agency approval. Fees for such additional services will be negotiated in advance.
6. Performance under any resulting audit contract may commence as soon after contract execution as is agreeable to both parties. Contract terms shall include that, for the fiscal year ending September 30, 2026, the field audit work shall be completed no later than November 30, 2026. A draft of the financial and audit reports for the fiscal year 2025-2026 shall be submitted to the Agency no later than December 15, in order for Agency staff to review and use those reports in preparation of the final report MD&A. The final Annual Financial Statements and Audit Report for the fiscal year ending September 30, 2026, shall be completed by January 15, 2027. The financial audit services for the fiscal year ending September 30, 2026, will conclude with a final report presentation by the auditor at a regular session of the Post Falls Urban Renewal Commission on or before the third Thursday of February, 2027. A similar timeline for each subsequent audited fiscal year will be established by the Executive Director and the auditing firm.

### **INFORMATION TO BE PROVIDED BY PROPOSERS**

To be considered by the Agency, please provide the following information in the exact order listed:

1. Describe how your firm will approach the audit, including the manner in which you intend to use computer-assisted auditing procedures, statistical sampling techniques, specialized governmental audit programs, and technical review of the reports prior to issuance. Three or fewer example audit(s) may be provided and will not count against page limitations but are not required.
2. Describe the communication process used by the firm to discuss issues with the management and council.
3. Identify the local office partners, manager and key staff members who would be assigned to the audit. Describe their roles and provide a brief description of their professional experience.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Explain how you would propose to use agency personnel, if at all, to assist you during the audit, and indicate the approximate time requirement.
6. Describe your firm's personnel development program and your continuing professional educational requirements. Identify specialized programs in the area of municipal accounting and auditing.
7. Describe your firm's capability and experience in providing financial-related consulting services to local government units and identify your local office consultants who would provide such services.

8. Submit an example of constructive suggestions your firm has provided to other local government units for improving internal accounting controls and administrative procedures.
9. Identify your firm's current municipal auditing engagements and indicate the number of years your firm has provided services to them. Provide the names and contact information for other similarly sized clients of the partner and/or manager that will be assigned to our organization.
10. Estimate the hours associated with providing the required services including, but not limited to examination of the financial records, preparation of all the financial statements and supplemental information and creation of the Agency's Annual Financial Statements and Audit Report. ~~Estimate of the hours associated with a typical examination in accordance with the Single Audit Act.~~ Also estimate the percentage of this work that will be performed on-site.
11. Describe the method you would use in charging for any technical assistance on accounting and/or reporting questions, other special requests, reports or broadening of the scope – i.e., how such a request would be handled, rates, etc.
12. Submit two samples of recent management reports that you have issued regarding an audit, preferably of an Idaho government agency, which has similar services and is comparable with the Post Falls Urban Renewal Agency.
13. Provide details and outcome of any complaints against your firm or staff members or any disciplinary action imposed on your firm or staff members by the Idaho State Board of Accountancy or Idaho Secretary of State, Audits Division. ???
14. Comment on your firm's participation in peer review programs. Include a copy of the audit firm's latest peer review report and letter of comments.
15. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external consultant and auditor is in the Agency's best interest. Include any other information that you believe will assist the Agency in making its selection.
16. Provide the following fees:
  - a) Estimate of the maximum fee for providing above-described services to the Post Falls Urban Renewal Agency and maximum hours the fee would include.
  - b) Billing rates for all applicable classifications of professional personnel for financial related consulting or additional billable services.
  - c) State whether your fees include travel and out-of-pocket expenses, or whether such costs are billed separately.
  - d) Projection of a maximum annual percentage of increase that can be expected in subsequent fiscal years. Include method used each year to adjust fees.

## **SUBMISSION REQUIREMENTS AND PROVISIONS**

1. Three (3) copies of sealed proposals are required. One should be marked "Original."

2. Proposals shall not exceed 10 pages (excluding the title page, letter of transmittal, and required attachments) and shall include:

- a) A cover sheet indicating an interest in providing consulting and auditing services to the Post Falls Urban Renewal Agency, and providing the following:
  - i) Full legal name of proposing business entity
  - ii) Structure or type of business entity
  - iii) Name(s) of the person(s) authorized to represent the Proposer in any negotiations
  - iv) Name(s) of the person(s) authorized to sign any contract that may result in a binding contract with the Agency
  - v) Contact person's name, mailing or street addresses, phone, and email address
  - vi) Statement that no redactions are requested, if applicable
  - vii) Idaho **Board of Accountancy** license number as municipal auditor
  - viii) Statement as to Proposer's standing with the Idaho **Board of Accountancy**
  - ix) Signature of Proposer representative, authorized to bind Proposer
- b) Firm Qualifications and Experience: Provide a brief overview of the firm's experience performing municipal audits. Include the results of the audit firm's most recent external peer review, any findings discovered as part of that review and actions taken to correct those findings. The audit firm must also disclose information on the circumstances and status of any disciplinary action taken or pending against the audit firm during the past three (3) years with state regulatory bodies or professional organizations, as well as any pending or settled litigation within the past three (3) years.
- c) Outline Project Team:
  - i) Experience and Qualifications of Key Personnel: Identify all key personnel who will be assigned to work on this project including names, CPA license numbers. Include a summary of their background and experience in auditing similar organizations as well as their roles and assigned responsibilities under the proposal.
  - ii) Identify one senior project manager who will be responsible for the day-to-day management of personnel and serve as the primary contact for Agency's Executive Director.
  - iii) Describe the role and responsibility of personnel that will be assigned to this project, including the percent of time that each individual will spend on the project in relation to their overall work hours.
  - iv) Describe your firm's policy and practices related to rotating audit staff.
- d) References: Provide contact information for three (3) of the firm's current municipal auditing clients in Idaho. Contact information should include the name



of the public agency, name and title of contact person, telephone number, and email address.

- e) A signed attestation form, which is enclosed with this solicitation document, providing written assurances of the proposer's ability to meet the Agency's required criteria for selection.
  - f) Differentiators. Describe what makes your firm different from other firms providing the same service and describe how that will translate to the level of services received.
3. Proposals must be **received** no later than **3:30 p.m.** on **MM DD, 202\_**. Proposals received after this deadline will not be considered.
  4. Proposals must be in a sealed envelope marked "Audit Services Proposal" and mailed or hand delivered to:

Post Falls Urban Renewal Agency  
Attn: Joseph Johns,  
Executive Director  
201 E 4<sup>th</sup> Ave  
Post Falls, ID 83854

5. If any person contemplating submitting a proposal for the contract has a question concerning any provision of the proposal documents, the question should be submitted to the Agency's Executive Director. The person submitting the request will be responsible for its prompt delivery. Oral interpretations or statements cannot modify the provisions of the proposal documents. Any interpretation of the proposal documents will be made only by a written addendum, duly issued and a copy of the addendum will be mailed or delivered to each person receiving a set of proposal documents from the Agency. Receipt of an addendum must be acknowledged by signing and returning a copy of the addendum with the proposal.
6. After the scheduled closing time for the receipt of proposals and before acceptance of a proposal, no proposer will be permitted to withdraw the proposal unless said acceptance is delayed for a period exceeding thirty (30) days. Any proposals received after the scheduled closing time shall be returned to the proposers. Withdrawal of a proposal shall not disqualify the proposer from submitting another proposal provided the time for receipt of proposals has not expired. Any request for withdrawal of a proposal shall be executed and signed by an authorized agent of the proposer.
7. Any exceptions to the specifications of this RFP must be clearly identified in writing in the proposal and referenced in the cover sheet.
8. Any proposer who believes any of the proposed specifications may limit competition among potential proposers must submit written comments or objections on the proposed specifications to the Post Falls Urban Renewal Agency, Attn: Joseph Johns, Executive Director, 201 E 4<sup>th</sup> Ave, Post Falls, ID 83854. The comments must specify why the

proposed specification limits competition and must be received no later than five (5) calendar days before closing.

### **EVALUATION CRITERIA**

Evaluation consideration will include the following:

<b>Evaluation Criteria</b>	<b>Scoring</b>
Firm's municipal audit expertise and experience and qualifications of key personnel	30%
Audit approach and schedule	20%
References	20%
Fees for service	20%
Differentiators	10%

### **AWARD / REJECTION**

Award of the contract in the form attached will be made to the proposer whose proposal is, in the opinion of the Post Falls Urban Renewal Commission and Executive Director, in the best interest of the Agency, price and other factors considered. The Agency reserves the right to reject all proposals or to reject any proposal not in accordance with this solicitation. Submittal of a proposal indicates proposer's intent to be bound to the form contract attached. The Agency reserves the right to make changes and complete this contract in its sole discretion.

When an item that is proposed is not the same as the item specified in the RFP documents, the Agency shall determine whether or not the proposed item shall be considered as an approved equal. If the item is not determined to be an approved equal, that proposal item shall be rejected. This determination shall be made prior to contract award.

An Finance & Policy Committee will be responsible for initially reviewing the competing proposals, based upon the criteria set forth in this Request for Proposals. Selection may be made directly from the proposals submitted, or the Agency may conduct interviews with potential finalists. The committee will select the proposer determined to meet the best interest of the Agency, and the committee's recommendation will be forwarded to Commission. The Post Falls Urban Renewal Commission shall make the final contract award determination.

Attachments:

Attachment A – Fee Proposal

Attachment B - Authorized Signatures and Attestation

Attachment C - Personal Service Agreement for Auditing Services

## ATTACHMENT A FEE PROPOSAL

In accordance with the Request for Proposals for Professional Auditing Services, the firm referenced below submits the following hourly fee quotation and hours proposed for all positions to be assigned to the audit:

Fee for Fiscal Year End September 30, 2026:

<i>Key Personnel</i>	<i>Audit Hours</i>	<i>Hourly Rate</i>	<i>Total</i>
<b>Engagement Partner</b>			
<b>Engagement Manager</b>			
<b>Engagement Senior</b>			
<b>Engagement Staff</b>			
<b>Clerical/Support Staff</b>			
<b>Other</b>			

In accordance with the Request for Proposals for Professional Auditing Services the firm referenced below submits the following cost proposal for the term of the contract:

Fee proposal for Fiscal Years Ending September 30:

	<i>2026</i>	<i>2027</i>	<i>2028</i>
<b>Financial Statement Audit</b>			
<b>Single Audit (if required)</b>			
<b>Cost of Supplies and Materials</b>			
<b>Additional Fees (if applicable*)</b>			
<b>Total</b>			

\*Technical assistance, as needed, is expected from the audit firm throughout the fiscal year that may include inquiries regarding accounting, reporting and internal control issues. If fees related to this technical assistance are not included in the firm's financial statement audit fee, please include them here.

Attachment A: Fee Proposal (continued)

I hereby certify that the undersigned is authorized to represent the firm stated below, and empowered to submit this bid, and if selected, authorized to sign a contract for the services identified in the RFP.

Firm Name:	
Signature:	
Printed Name:	
Title:	
Date:	
Email Address:	

## ATTACHMENT B AUTHORIZED SIGNATURES AND ATTESTATION

I/we, the undersigned, an authorized representative of

\_\_\_\_\_

\_\_\_\_\_, whose address is: \_\_\_\_\_

have read and thoroughly understand the specifications, instructions and all other conditions of the Request for Proposal issued by the Post Falls Urban Renewal Agency Audit Services for fiscal years ended September 30, 2026, 2027 and 2028.

Acting on behalf of my/our firm, which is listed above, I/we do attest that the services offered by my/our firm meet the Post Falls Urban Renewal Agency specifications in every respect, (check one) \_\_\_\_\_ without exceptions or \_\_\_\_ with exceptions (provide detailed explanation on a separate sheet).

The proposal in its entirety shall be valid for 90 days from the proposal due date.

The proposal has been created independently and without collusion designed to limit independent bidding or competition.

I/we therefore offer and make this proposal to furnish to the Post Falls Urban Renewal Agency the audit and consulting services detailed in my/our proposal at the prices indicated.

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_