



Commission Workshop Agenda
July 7, 2026 - 9:00 am
Chamber of Commerce Conference Room
201 E 4th Avenue, Post Falls ID 83854

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. Agency Policy #2 – Annual Budget Policy **ACTION ITEM**
5. BGI Reimbursement Request **ACTION ITEM**
6. Budget Workshop **ACTION ITEM**
7. Staff Report
8. Commissioner Comments
9. Adjournment

Requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the Executive Director, 201 E. 4th Avenue, Post Falls, Idaho 83854, or 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

Annual Budget Policy

- Subject:** Annual Agency Budget Policy
- Effective Date:** July 16, 2026
- Issued by:** Executive Director and Finance & Policy Committee
- Purpose:** This policy establishes the process for preparing, reviewing, publishing, and adopting the annual budget of the Post Falls Urban Renewal Agency.
- Background:** Idaho Code 50-2006(d) and 50-2903(5) require an urban renewal agency to prepare an annual budget estimating revenues and expenditures for the ensuing fiscal year and to submit that budget to the local governing body.
- Budget Process:** Agency staff shall prepare a proposed budget for the upcoming fiscal year based upon historical financial information, anticipated revenues, planned expenditures, and other relevant fiscal considerations. Revenues shall be classified by source to the extent practicable. The proposed budget, including any recommendations forwarded by the Communications, Property & Personnel Committee, shall be reviewed and discussed by the Finance & Policy Committee. Recommended modifications shall be incorporated into the proposed budget prior to presentation to the full Commission. The proposed budget for the ensuing fiscal year shall include a summary of revenues and expenditures for each of the two (2) preceding fiscal years.
- Workshop:** A Budget Workshop shall be conducted in July, either as a separately scheduled Commission workshop or as part of the regular July Commission meeting. During the Budget Workshop, the proposed operating budget shall be reviewed, discussed and tentatively approved, and any necessary adjustments shall be identified. Following the workshop, staff shall prepare a final proposed budget reflecting the Commission's direction.
- Public Hearing:** Prior to the August Commission meeting, a public notice and the proposed budget shall be submitted to the Agency's official newspaper for publication in accordance with applicable Idaho law. Urban renewal agencies shall comply with the budget hearing and publication requirements applicable to Idaho municipal corporations. Idaho Code Section 50-1002 requires publication of notice of the time and place of the public hearing on the proposed budget twice, with the publications occurring at least seven (7) days apart. At the public hearing, any

interested person may appear and present comments regarding the proposed budget prior to its adoption.

Budget Adoption: Following the public hearing and consideration of any public comments received, the Commission shall adopt the annual budget by Resolution.

Prior Policy reference: Urban Renewal Agency Budget dated September 23, 2004. Revised effective April 19, 2012.

Approved by the Post Falls Urban Renewal Agency Board of Commissioners:

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: _____, Chairman

Approved this _____ day of _____, 20_____

| 2027 PROPOSED OPERATING BUDGET - POST FALLS URBAN RENEWAL | | | |
|--|---------------------|---------------------|---------------------|
| URBAN RENEWAL - GENERAL FUND: | | | |
| | Actual | Approved | Proposed |
| | FY 2025 | Budget | Budget |
| | | FY 2026 | FY 2027 |
| REVENUES: | | | |
| Tax Increment | | | |
| Technology District | \$ 1,247,707 | \$ 1,473,077 | \$ 1,791,740 |
| Downtown District | \$ 918,347 | \$ 928,281 | \$ 1,014,625 |
| Pleasant View District | \$ 24,478 | \$ 9,964 | \$ 32,031 |
| Other Income | \$ - | \$ - | \$ - |
| General Fund Transfer | \$ - | \$ 90,574 | \$ 17,166 |
| Interest Income | \$ 164,399 | \$ 40,750 | \$ 49,000 |
| TOTAL REVENUES: | \$ 2,354,931 | \$ 2,542,646 | \$ 2,904,562 |
| Carryover (Technology) | \$ 2,930,990 | \$ 2,924,752 | \$ 583,542 |
| Carryover (Downtown) | \$ 137,511 | \$ 131,950 | \$ 197,500 |
| Carryover (Pleasant View) | \$ - | \$ - | \$ - |
| TOTAL FUNDS AVAILABLE | \$ 5,423,432 | \$ 5,599,348 | \$ 3,685,604 |
| EXPENDITURES: | | | |
| Proponent Reimbursement | | | |
| Technology District | \$ - | \$ 1,448,077 | \$ 1,725,574 |
| Downtown District | \$ 779,208 | \$ 903,281 | \$ 948,459 |
| Pleasant View District | \$ - | \$ 9,964 | \$ 32,031 |
| Designated Funds Technology District | \$ 2,930,990 | \$ 2,924,752 | \$ 583,542 |
| Designated Funds Downtown District | \$ 137,511 | \$ 131,950 | \$ 197,500 |
| Designated Funds Pleasant View District | \$ - | \$ - | \$ - |
| Debt Repayment | \$ - | \$ - | \$ - |
| Interest Expense | \$ - | \$ - | \$ - |
| Sub-Total Proponent | \$ 3,847,709 | \$ 5,418,024 | \$ 3,487,106 |
| Agency Operating Expenses | | | |
| 1 Audit | \$ 12,770 | \$ 15,000 | \$ 15,500 |
| 2 Legal Advertising | \$ 279 | \$ 900 | \$ 900 |
| 3 Employee Wages | \$ 59,169 | \$ 61,994 | \$ 66,000 |
| 4 FICA | \$ 4,526 | \$ 4,742 | \$ 5,049 |
| 5 SUTA | \$ 129 | \$ 140 | \$ 138 |
| 6 PERSI | \$ 7,092 | \$ 7,415 | \$ 7,894 |
| 7 Health Benefit | \$ 8,400 | \$ 8,400 | \$ 8,400 |
| 8 Engineering Services | \$ - | \$ 13,000 | \$ 17,500 |
| 9 Contract Legal Services | \$ 10,850 | \$ 25,000 | \$ 25,000 |
| 10 Other Contract Services | \$ 78 | \$ 21,000 | \$ 25,000 |
| 11 Insurance | \$ 4,441 | \$ 4,636 | \$ 4,750 |
| 12 Marketing and Education Materials | \$ 686 | \$ 300 | \$ 300 |
| 13 Dues and Memberships | \$ 850 | \$ 900 | \$ 900 |
| 14 Computer Repair and Maintenance | \$ - | \$ 330 | \$ 330 |
| 15 Computer Software | \$ 1,774 | \$ 1,784 | \$ 2,200 |
| 16 Office Equipment | \$ 240 | \$ - | \$ 3,000 |
| 17 Office Supplies | \$ 88 | \$ 425 | \$ 425 |
| 18 Postage & Shipping | \$ 73 | \$ 78 | \$ 82 |
| 19 Printing & Copying | \$ 192 | \$ 300 | \$ 300 |
| 20 Rent - Space & Equipment | \$ 7,990 | \$ 7,990 | \$ 7,990 |
| 21 Telephone and Internet | \$ 800 | \$ 800 | \$ 800 |
| 22 Meetings | \$ 290 | \$ 390 | \$ 390 |
| 23 Website Design, Hosting and Maint. | \$ 400 | \$ 800 | \$ 650 |
| 24 Contingency | \$ 1,930 | \$ 5,000 | \$ 5,000 |
| 25 General Fund Carryover | \$ 30,939 | \$ - | \$ - |
| Sub-Total Agency | \$ 153,986 | \$ 181,324 | \$ 198,498 |
| TOTAL EXPENDITURES | \$ 4,001,695 | \$ 5,599,348 | \$ 3,685,604 |

Annual Budget – Funding of Agency Operating Expenses Proposal
July 7, 2026 Budget Workshop

Concept: Transition annual Administrative Fee from flat amount to a computed percentage of project operating expenses.

Rationale: Creates a direct relationship between projected annual agency expenses and the amount of tax increment necessary to fund the agency’s annual operations.

Method:

- Tax increment revenue for each active urban renewal district is estimated using a computed levy rate and available assessed property valuation information.
- Proposed operating expenses are projected for the upcoming fiscal year using historical financial information, planned expenditures and other relevant fiscal considerations.
- The proposed upcoming fiscal year Administrative Fee is computed using a percentage determined by dividing the total proposed operating costs by the total estimated tax increment revenues.
- Each Urban Renewal District is billed a proportionate annual Administrative Fee for the forthcoming fiscal year which shall be paid in August from the tax increment funds received by the Agency for each Urban Renewal District.

Other URAs Operating Costs as Percentage of Annual Increment Revenues:

- Ignite CdA (Agency) 15%
- Rathdrum (City) 10%
- Pocatello (Agency) 10%
- Idaho Falls (City) 4.8%
- Twin Falls (City) 3.7%
- Kuna (City) 6.0%

PFURA:

- Projected PFURA FY2027 Tax Increment Revenues = \$2,838,396
- Proposed PFURA FY2027 Operating Expense Budget = \$198,498

Resulting in:

- Proposed “Admin Fee” percentage result = 6.99%
- Proposed Admin Fee per active URD = \$66,166/district

PFURA – General Fund:

- Current General Fund (LGIP-1829 Account) to be a “Reserve” account providing liquidity
- Interest on General Fund reserve/investments is buffer for new/underperforming URDs.
- Fund new/underperforming District Admin Fee. (accrued pending future increment)
- Basis for URA project financing or funding optional City/Agency projects