POST FALLS
Urban Renewal

Finance & Policy Committee
November 20, 2025 – 9:30 a.m.
Chamber of Commerce – Board 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. FY25 EOY Budget Summary & Audit Update

5. District Fund Balances

6. Proponent/Participant Reimbursement Updates

7. Agency's Sustainability Projection - Discussion

8. Agency Policy Revision Discussion & Proposals
   a. Policy #7 – Reimbursement from Tax Increment
      i. Exception from reimbursement percentage limits in Downtown District for City Center Parking Plan related projects.
      ii. Recovery of Reimbursement Review Costs
      iii. Semi-Annual MPP Participant Reimbursement
   b. Policy #15 – Plan and Administration Fee Establishment
      i. Establishment of a Plan Amendment Fee
      ii. Administrative Fee adjustment
   c. Policy #16 – Allocation of Administrative and Legal Costs
      i. District termination by City and administrative fee receivables

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 - In-House
Profit & Loss Budget vs. Actual
October 2024 through September 2025

	Oct '24 - Sep 25 12-Month Actual	2024-25 Total Budget	2024-25 Balance	% of 12-Month Budget
Expense				
Audit	12,770.00	12,500.00	-270.00	102.16%
Bank Charges	0.00	0.00	0.00	0.0%
Computer Software	1,774.00	1,272.00	-502.00	139.47%
Contract Employees	0.00	0.00	0.00	0.0%
Engineering Services	0.00	9,600.00	9,600.00	0.0%
Marketing & Education Materials	686.49	3,000.00	2,313.51	22.88%
Meetings	290.00	390.00	100.00	74.36%
Office Equipment	239.54	300.00	60.46	79.85%
Website Design, Hosting & Maint	349.95	1,250.00	900.05	28.0%
62140 · Legal Fees	10,850.00	25,000.00	14,150.00	43.4%
62150 · Other Contract Services	77.50	1,000.00	922.50	7.75%
62840 · Computer Repair & Maintenance	0.00	330.00	330.00	0.0%
62890 · Rent	7,990.00	7,990.00	0.00	100.0%
65020 · Postage, Mailing Service	73.00	73.00	0.00	100.0%
65030 · Printing and Copying	191.82	300.00	108.18	63.94%
65040 · Office Supplies	88.41	425.00	336.59	20.8%
65050 · Telephone, Telecommunications	800.40	240.00	-560.40	333.5%
65110 · Advertising & Legal Notices	278.51	900.00	621.49	30.95%
65120 · Insurance	4,644.00	4,375.00	-269.00	106.15%
65150 · Dues & Memberships	850.00	850.00	0.00	100.0%
66000 · Payroll Expenses	80,577.91	79,190.88	-1,387.03	101.75%
Contingency	1,929.50	5,000.00	3,070.50	38.59%
Total Expense	122,531.53	148,985.88	26,454.35	82.24%

Fund Reconciliation: 10/31/2025

QB

First Interstate - Checking	**GF**	$	9,562.32		
LGIP - 1829	**GF**	$	1,374,678.61		
LGIP - 1910	**CIP**	$	3,035,886.41		
Savings - Idaho Central CU	**GF**	$	25.00		
Total				**$**	**4,420,152.34**

FUNDS

General Fund	**GF**	$	1,384,265.93		
Capital Improvement Fund	**CIP**	$	3,035,886.41		
Total				**$**	**4,420,152.34**

C.I. Fund Allocation:

Pleasant View	$	(63,264.90)
Plsnt.View FY26 Admin Fee	$	25,000.00
Downtown	$	4,506.88
MPP-Downtown	$	136,394.99
PF Technology	$	2,933,249.45
	$	3,035,886.41

Post Falls Urban Renewal Agency
Reimbursement Submittal #1 (Supplemental Submittal) Review Notes – Executive Director
October 30, 2025

Project Name:	Prairie Crossing Reimbursement Request #1 (Supplemental submittal)
Submitted by:	Jeffrey Bornholdt (by Kaitlin Malmquist kaitlin@gvdcommercial.com)
Project District:	Post Falls Technology URD
Submittal Method:	.pdf Email Attachment followed by FedEx hardcopy delivery
Document/File Name:	Supplemental Submission GVD 10.16.25.zip (containing 10 items identified as Cover Letter, Exhibits A-1 thru A-4, Exhibits B-1 thru B-3, and Exhibits C-1 thru C-4)
Request letter dated:	October 16, 2025.
Requested amount:	$6,782,218.76
Information provided:	Cover/Request Letter Multiple Indexes of Project Costs organized by Exhibit/Phase Multiple groups of invoiced costs with payment check copies grouped by Exhibit/Phase

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Owner Participation Agreement (OPA):

OPA Date:	February 12, 2019
OPA Recording Date:	February 21, 2019
OPA Instrument #:	2681535000
OPA Engineer's Est.	$3,494,000 (Zone C, 2018 dollars)

Post Falls Technology District – Urban Renewal Plan:

Project Priority:	Priority 1 Project (Appendix A, page 43)
Project Description:	Zone C - "Public infrastructure including curb, roadways, sidewalk, ¾ movement turn lanes, Prairie Ave frontage improvements, traffic signal @ Prairie and Zorros, water, sanitary sewer, underground "dry" utilities, etc." (Appendix A, page 43)

ED Notes:

General Notes:

- Letter/notification of acceptance by City of Post Falls needed.
- Exhibit A-1 (index) and A-2 (invoices & check copies) presented as project soft costs.
- Exhibit A-3 (index) and A-4 (invoices & check copies) presented as project hard costs.
- Exhibit B-1, B-2 and B-3 presented as as-built plans. Missing as-builts for Zorros/Prairie Roundabout requested; provided by proponent at 10/23/25 meeting in PFURA office.
- Exhibits C-1, C-2, C-3 & C-4 are Zorros/Prairie Roundabout costs (hard & soft) submitted as a "partial alternate request". Advised participant at 10/23/25 meeting in PFURA office that separate reimbursement of Zorros/Prairie roundabout will present additional unnecessary challenges to overall reimbursement process and not accelerate reimbursement review/approval process. Participate agreed.
- Exhibit C documentation is included in Exhibits A-1 thru A-4 per J. Bornholdt at 10/23/25 meeting.
- Exhibits A-3 & A-4 contain "scrivener's error" - $805,193.83 should be $80,519.83 resulting in total reimbursement request computation error.
- Soft costs (surveying, staking, testing, etc. – See Simpson and GeoTek Inc invoicing descriptions) submitted as part of hard cost documentation in Exhibits A-3 & A-4.

- Exhibits A-3 & A-4 contain costs not associated with Prairie Shopping Center according to invoice item descriptions.
- Exhibit A-3 identifies multiple Invoices without supporting invoice documentation provided in Exhibit A-4; See Page by Page Review (below) and Hard/Soft Cost worksheet (attached) for details

Page by Page Review (505 pages) of hardcopy documentation received via FedEx:

- Invoice #20220956, Redtail:
  - Includes $7800 *Geotechnical Testing* (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #20220958, Redtail:
  - Includes $17,500 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - Includes $7,200 for *Geotechnical Testing* (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #20220959, Redtail:
  - Includes $5,000 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #20220952, Redtail:
  - $2,500 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - $62,601.60 for *Precast Concrete Structures* (May require cost detail)
- Invoice #20220964, Redtail:
  - $6,250 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - $37,858.00 balance for *Beyond Green Street Water Main 8"* (duplicate charge? - see inv#20220963, paid by check #235664)
  - $2221.14 balance for *Beyond Green Street Hydrant Assemblies* (duplicate charge - see inv#20220963, paid by check #235664)
- Invoice #20220975, Redtail:
  - Includes $6,000 for *Geotechnical Testing* (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #9182024-PR, Ross Point Water District:
  - Includes $1,805.41 for *New Hydrant Meter – Drove off with meter attached to truck* (non-qualifying expense)
- Invoice #2, Redtail Inland & Liberty Concrete
  - Duplicate hardcopy invoice & check copy submitted (A-4 Phase 3, pages 18-19 duplicate of pages 16-17)
- Invoice #2734, Frame & Smetana:
  - Cover page & check copy submitted as hard cost (Exhibit A-4 Phase 3 pages 20-21 but already submitted as soft cost, in Exhibit A-2 Phase 5 pg. 21 pg. 26)
- Invoice #3, Redtail & Liberty Concrete:
  - Duplicate hardcopy invoice submitted (Exhibit A-4 Phase 3 pg. 23 duplicate of pg. 24)
- Invoices #370; 509; 041; 044; 844; 262 & 567, Interstate Concrete:
  - Missing cover sheet, invoices & check copies from digital & hardcopy ($10,553.84; Exhibit A-4 Phase 3 pages 94 thru 104)
- Invoice #'s Multiple Drill Down 10/28/24-2/7/25, Interstate Concrete:
  - $194.35 for location reference *Chickadee Lane*
  - $164.08 for location reference *Kid Island*
- Invoice #20220965, Redtail:
  - $11,500 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - $11,500 for *Geotechnical Engineering* (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #42, Redtail Inland, Eddings Flatwork & Sealing:
  - Missing from Exhibit A-3, Phase 5 list of invoices
  - Duplicate hardcopy cover sheet, invoice & check copy submitted (Exhibit A-4 Phase 5 pgs. 1-3)

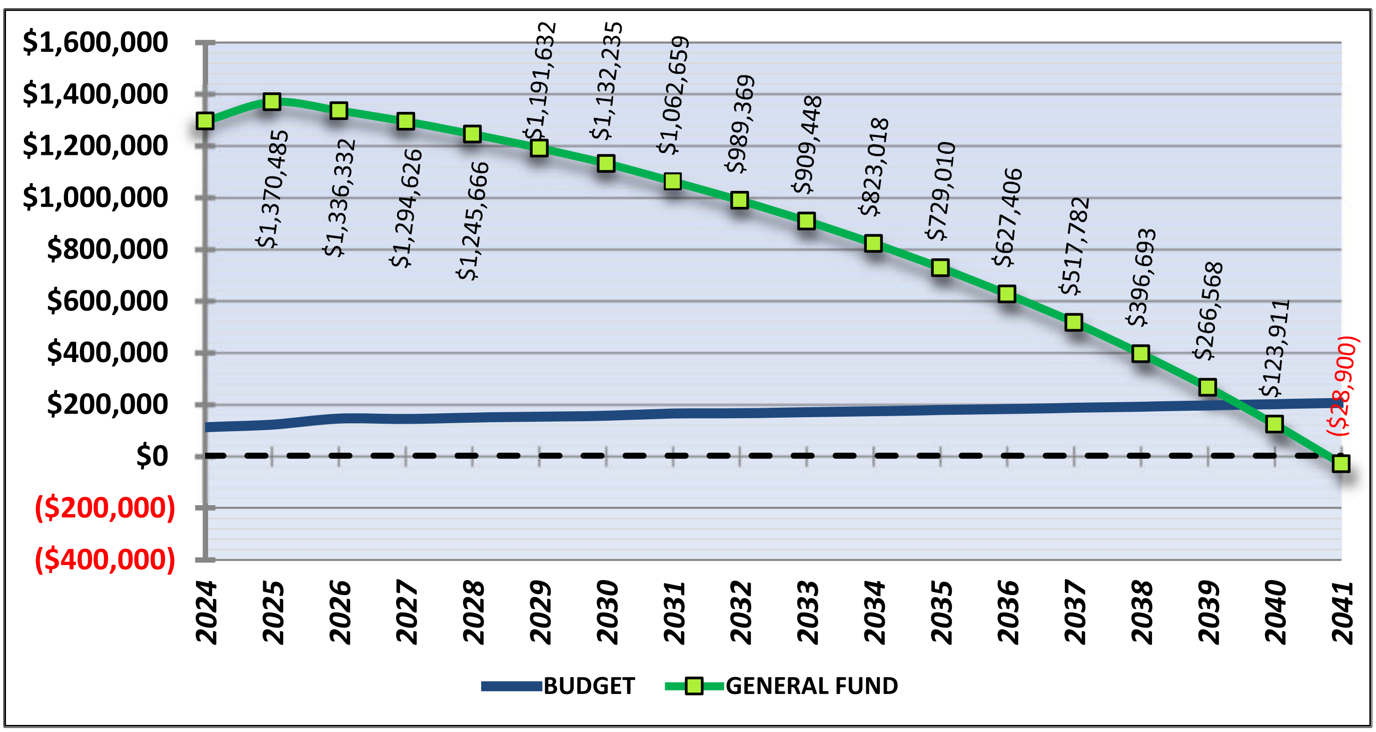
- Invoice #2798273, Western States Equipment:
  - $1613.85 for Jobsite reference *Hayden Projects*
- Invoice #2703957, Western States Equipment:
  - $1613.85 for Jobsite reference *Hayden Projects*
- Invoice #2735440, Western States Equipment:
  - $1613.85 for Jobsite reference *Hayden Projects*
- Invoice #2766332, Western States Equipment:
  - $1613.85 for Jobsite reference *Hayden Projects*
- Invoice #2829302, Western States Equipment:
  - $1613.85 for Jobsite reference *Hayden Projects*
- Invoice #2840873, Western States Equipment:
  - $1742.96 for Jobsite reference *12700 N Greensferry Rd*
- Invoice #2858701, Western States Equipment:
  - $1613.85 for Jobsite reference *Hayden Projects*
- Invoices #2799; 2842;2859;2905, Frame & Smetana
  - $30,477.80 for Staking & Surveying services (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #20240988, Redtail Inland:
  - $6,250 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - $6,000 for *Geotechnical Testing* (Soft Cost – subject to 12% limit of total hard costs)
- Invoice 564, Redtail & Earthscape Land Works:
  - Missing cover sheet, invoices & check copies from digital & hardcopy ($139,975.00; Exhibit A-4 Phase 5 pages 35 thru 37)
- Invoices 3062514-001; 2765027-0005; 3137868-0001; 3062514-0002; <u>2995860-0003</u>; 2765027-0006, Redtail Inland & Equipment Share:
  - (Exhibit A-4 Phase 6 pages 14 thru 19 duplicated on pages 20 thru 25
  - Invoice #<u>2995860-0003</u>, $2,140.84 for Jobsite reference *408 S Millview Lane*
- Invoice #2899853, Western States Equipment:
  - $1,500 for Jobsite reference *Hayden Projects*
- Invoice #127580; 129931; 123676, GeoTek Inc:
  - $821.80 for Special Inspection and Materials Testing (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #147005, GeoTek Inc:
  - $515.00 for Special Inspection and Materials Testing (Soft Cost – subject to 12% limit of total hard costs)
  - Duplicate hardcopy invoice submitted (Exhibit A-4 Phase 7 page 8 duplicate of page 7)
  - Duplicate hardcopy & digital file cover page, invoice, check copy submitted (Exhibit A-4 Phase 7 pages 6 thru 9)
- Invoice 1034; 1035, Slate Creek Construction:
  - Missing cover sheet, invoices & check copy from digital & hardcopy ($46,407.50; Exhibit A-4 Phase 7 pages 10 thru 13)
- Invoice 1037; 1038, Slate Creek Construction:
  - Missing cover sheet, invoices & check copy from digital & hardcopy ($67,050.00; Exhibit A-4 Phase 7 pages 14 thru 17)
- Invoice 1039, Slate Creek Construction:
  - Missing cover sheet, invoice & check copy from digital & hardcopy ($32,283.42; Exhibit A-4 Phase 7 pages 18 thru 20)
- Invoice 1040, Slate Creek Construction:

  - Missing cover sheet, invoices & check copy from digital & hardcopy ($11,882.27; Exhibit A-4 Phase 7 pages 21 thru 23)
- Invoice 139356; 140507, GeoTek:
  - Missing cover sheet, invoices & check copy from digital & hardcopy ($8,319.30; Exhibit A-4 Phase 7 pages 24 thru 29) (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #20220960-ZR; 20220961, Redtail Inland
  - $11,500 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - $11,500 for *Geotechnical Engineering* (Soft Cost – subject to 12% limit of total hard costs)
  - $12,500 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - $12,000 for *Geotechnical Testing* (Soft Cost – subject to 12% limit of total hard costs)
- Invoice #20220981, Redtail Inland
  - $11,500 for *Survey Staking* (Soft Cost – subject to 12% limit of total hard costs)
  - $11,500 for *Geotechnical Engineering* (Soft Cost – subject to 12% limit of total hard costs)

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2038	FY 2039	FY 2040	FY 2041		
Operating Expenses	ACTUAL	ACTUAL	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.	EST.		
Bank Fees																				
Accounting Fees																				
Audit	10,290	12,770	15,000	15,000	17,000	17,000	17,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000		Audit
Legal Advertising	317	279	800	800	800	800	800	800	800	800	800	800	800	800	800	800	800	800		Budget Hearing/Annual Report/Misc
Employee Wages *	67,669	70,754	72,877	75,063	77,315	79,634	82,023	84,484	87,018	89,629	92,318	95,087	97,940	100,878	103,905	107,022	110,232	113,539		Loaded Wages
Health Benefit	7,246	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400	8,400		Empl. Health Expense Benefit
Engineering Services	4,000	0	13,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000		Misc. project engineering services and proponent reviews
Legal Fees *	5,650	10,850	12,500	13,125	13,781	14,470	15,194	15,954	16,751	17,589	18,468	19,392	20,361	21,379	22,448	23,571	24,749	25,987		General legal fees for URA work (Districts, City MOU's)
Other Contract Services	0	78	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300		City (Eng & acct), facilitator & misc. outside (records destruction)
Insurance	3,676	4,644	4,446	4,668	4,902	5,147	5,404	5,674	5,958	6,256	6,569	6,897	7,242	7,604	7,984	8,384	8,803	9,243		ICRMP & State Ins. Fund
Marketing and Education	0	686	300	300	300	300	300	300	300	300	0	0	0	0	0	0	0	0		Brochures for Legislators/Economic Development Report
Dues & Memberships	800	850	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200		Chamber/IAC
Computer Repair & Maintenance	0	0	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330	330		Computer Repair and Systems configuration
Computer Software	1,267	1,774	1,784	1,873	1,967	2,065	2,168	2,277	2,391	2,510	2,636	2,768	2,906	3,051	3,204	3,364	3,532	3,709		QB Updates Payroll (Full QB update every 3 yrs
Office Equipment	1,514	240	0	0	0	0	0	2,500	0		0	0	0	0	0	0	0	0		New Computer
Office Supplies	218	88	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400		Misc. supplies
Postage, Mailing Service	66	73	78	78	78	85	85	85	85	85	90	90	90	90	90	90	90	90		Standard postage costs
Printing and Copying	250	192	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300		Business cards - promotional brochures - meeting collateral-Awards
Rent, Parking, Utilities	7,990	7,990	7,990	7,990	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,900	8,900	8,900	8,900	8,900	8,900	8,900		Yearly Rent due in October
Telephone, Telecommunications	384	800	800	800	850	850	850	850	900	900	900	900	900	900	900	900	900	900		Agency Phone
Meetings	146	290	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250		Committees, Chamber, INP, AIC, Legal Lunch
Website Design, Hosting & Maint	350	400	800	800	800	800	800	800	800	800	800	800	800	800	800	800	800	800		Web Site Domain, Hosting, Updates
Contingency *	300	1,930	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		Contingency
Expenses Total	**112,133**	**123,088**	**146,355**	**144,477**	**150,273**	**153,632**	**157,105**	**165,204**	**166,483**	**170,549**	**174,261**	**178,814**	**183,119**	**187,583**	**192,211**	**197,010**	**201,987**	**207,148**	***3,011,430***	
Admin Fees	61,030	74,425	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		
Interest Income - LGIP1829 (3.5%)	63,493	54,522	47,967	46,772	45,312	43,598	41,707	39,628	37,193	34,628	31,831	28,806	25,515	21,959	18,122	13,884	9,330	4,337		
Interest Income - LGIP1910	82,562	90,371	52,500	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	3,000	3,000				Projected Interest
Income Total	**207,085**	**219,318**	**150,467**	**102,772**	**101,312**	**99,598**	**97,707**	**95,628**	**93,193**	**90,628**	**87,831**	**84,806**	**81,515**	**77,959**	**71,122**	**66,884**	**59,330**	**54,337**	***1,841,492***	
***Pleasant View URD Adjustment**			*(38265.10)*																	
Budget to Fund from Gen. Fund (1829)	$ 94,952	$ 96,230	$ (34,153)	$ (41,706)	$ (48,961)	$ (54,033)	$ (59,398)	$ (69,576)	$ (73,290)	$ (79,921)	$ (86,430)	$ (94,008)	$ (101,604)	$ (109,624)	$ (121,089)	$ (130,126)	$ (142,657)	$ (152,811)	***$ (1,208,203)***	General Fund Transfer
General Fund (1829) Balance @ 9/30	**$ 1,296,289**	**$ 1,370,485**	**$ 1,336,332**	**$ 1,294,626**	**$ 1,245,666**	**$ 1,191,632**	**$ 1,132,235**	**$ 1,062,659**	**$ 989,369**	**$ 909,448**	**$ 823,018**	**$ 729,010**	**$ 627,406**	**$ 517,782**	**$ 396,693**	**$ 266,568**	**$ 123,911**	**$ (28,900)**		

* Pleasant View Adjust to account for Admin Fee transfers beginning 8/2022 and continuing 8/2023 & 8/2024 for total of $75,000 from LGIP-1910 to LGIP-1829. Tax Increment received in Pleasant View as of 9/30/2025 = $36,734.9. Difference of $38,265.10 should transfer back to LGIP-1910 from LGIP-1829.

EOFY	Budget	General Fund
2024	$112,133	$1,296,289
2025	$123,088	$1,370,485
2026	$146,355	$1,336,332
2027	$144,477	$1,294,626
2028	$150,273	$1,245,666
2029	$153,632	$1,191,632
2030	$157,105	$1,132,235
2031	$165,204	$1,062,659
2032	$166,483	$989,369
2033	$170,549	$909,448
2034	$174,261	$823,018
2035	$178,814	$729,010
2036	$183,119	$627,406
2037	$187,583	$517,782
2038	$192,211	$396,693
2039	$197,010	$266,568
2040	$201,987	$123,911
2041	$207,148	($28,900)



POST FALLS URBAN RENEWAL AGENCY

THIRD ADDENDUM TO URA POLICY NUMBER 07

Subject: Amendment of Third Addendum to URA Policy # 07

Effective Date:

Issued by: Finance Committee

Policy: Addendum to Policy #07 regarding Reimbursement from Tax Increment for Urban Renewal Districts created after January 1, 2021

Background: Tax Increment received by the Agency for each of the Urban Renewal Districts is disbursed in February and August of each year for project cost reimbursement pursuant to a Commission-approved Owner Participation Agreement and a Commission-approved Order of Approval. The purpose of Section A of this Addendum is to provide the Agency with flexibility regarding the reimbursement of City and Commission approved public improvements set forth in an approved Urban Renewal Plan for mixed use or residential infill developments located within the Downtown District. The purpose of Section B of this Addendum is to provide the Agency with flexibility regarding the reimbursement of City and Commission approved public improvements set forth in an approved Urban Renewal Plan for the development of projects related to Workforce Housing. This Policy Addendum shall apply to Urban Renewal Districts created after January 1, 2021.

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For Commission approved public improvements constructed within an approved Urban Renewal District located within the City of Post Falls the Commission may approve the following reimbursement amounts for completed, approved and dedicated public improvements:

A. Mixed-Use (commercial, retail and residential) or Residential Development: Up to 100% of Commission approved and/or City-required on and off-site public improvements included in the Urban Renewal Plan for the Downtown District including major streets, sidewalks, major utility lines (sewer, water, waste water, gas, electric, broadband and related), public park areas, street trees and street landscaping, street lighting, on street parking required to service the residential, commercial or retail portions of the development, required traffic controls (including City or Idaho Transportation Department required traffic signals and round-abouts specified in the approved Urban Renewal Plan), major development signage (not specific tenant signage) and improvements designed to provide tenants with pedestrian, bike or related inter-project modes of transportation.

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B. Workforce Housing: Up to 100% of on and off-site public improvements within an approved Urban Renewal District which are required for the construction of a Commission-approved workforce housing development. Workforce Housing is defined as housing which is affordable by families earning between 80 and 120 percent of the Area Median Income for Kootenai County, as established annually by the Department of Housing and Urban Development. Proponents seeking reimbursement for public improvements associated with the development of Workforce Housing must provide evidence that the rental or sale rates of the residential units being developed within an approved Urban Renewal District meet the affordability criteria. For rental units, the Proponent must provide evidence of a regulatory agreement or other contractual agreement designed to retain the affordability of the rental units.

C. Site Remediation: Up to 100% of the direct costs associated with remediation of an environmentally impacted site for development of commercial or industrial properties, if such remediation is set forth in the approved Urban Renewal Plan for the district in which the development will be constructed.

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

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: ____, Chair Date: _________________

Jamè Davis, Chairperson

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POST FALLS URBAN RENEWAL AGENCY

Plan & Administrative Fee Establishment

Subject: Plan and Administrative Fee Establishment

Effective Date: June 18, 2015

Commented [ED1]: To be updated

Issued by: Finance Committee

Purpose: To establish a set Plan Fee, Plan Amendment Fee, Annual Administrative Fee and a Subdivision & Transfer Fee for an Urban Renewal District.

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Policy: Plan and Administrative Fees for URD's

Background: In September 2004, the Commission adopted a policy implementing the principal of "self sufficient funding" by establishing a requirement that each new Renewal District must provide and generate sufficient income, either from tax increment payments or from direct payments by the funding proponent in advance of the receipt of tax increment payments (or both) to pay the costs of the general administrative support services provided annually by the Agency to the District and such City services as may be required to establish and maintain the District. The policy was revised in April 2005 to include costs associated with the establishment of the District, and was revised again in July 2006 to include Subdivision and Transfer Fees.

Commented [ED2]: Update according to policy revisions as needed

POLICY: A. PLAN FEE The Agency has established a fee known as the "Plan Fee" for the creation or modification of each new Urban Renewal District. The Plan Fee is $15,000 and is to be paid by the proponent of a new or modified District to reimburse the Agency for the services provided by the Agency and, through the Agency, by the City in the creation or modification of an Urban Renewal District. This fee may be changed at any time by the Agency to more closely reflect the Agency's actual cost associated with the establishment of a District.

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The Plan Fee enables the Agency to provide "Initial Services" to the proponent as delineated in Agency Policy 1. The Plan Fee is to be paid by the proponent at the initiation of a new Renewal District or the modification of an existing Renewal District, and is reimbursable from Tax Increment funds.

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Proponents of Renewal Districts requiring a **greater** level of Agency services shall, at the discretion of the Agency, be billed for such services on a monthly basis, based on the Agency's direct costs (legal, engineering, architecture, City services and reviews, and similar services) and the additional administrative time required of the staff of the Agency.

Proponents shall reimburse the Agency for its costs and expenses associated with the provision of such additional services within 30 days of receipt of such billing.

B. PLAN AMENDMENT FEE Also in furtherance of the principal of each Renewal District being self-funding, as established by the Agency, a "Plan Amendment Fee" shall be billed in the event that proposed changes to a District result in a plan amendment. The Plan Amendment Fee is $ and is to be paid by the proponent/participant initiating such district plan changes to reimburse the Agency for the services provided by the Agency and, through the Agency, by the City and/or contracted service providers in the revision of the plan. This fee may be changed at any time by the Agency to more closely reflect the Agency's actual costs associated with the revision of a district plan.

The Plan Amendment Fee may is to be paid by the proponent/participant at the conclusion of the Agency's plan amendment process and before the amendment is forwarded to the City for consideration as billed by the Agency. Proponents/participants shall reimburse the Agency for its costs and expenses associated with the provision of services within 30 days of receipt of such billing. Alternatively, Plan Amendment Fees may be treated as a receivable expense by the Agency eligible for payment from Tax Increment Funds.

C. ADMINISTRATIVE FEE Also in furtherance of the principal of each Renewal District being self-funding, as established by the Agency, each Renewal District shall be billed a proportionate "Annual Administrative Fee" representing that District's proportionate share of the annual operating expenses of the Agency in administering each of the existing Urban Renewal Districts or sub-districts. The amount of the administrative fee charged to each district or sub-district shall be established annually by the Agency based on the Executive Director's projection of services required for the administration of each Renewal District as part of the Annual Budget Process.

The Administrative Fee enables the Agency to provide "Initial Services" to the proponent as delineated in Agency Policy 1. Payment of the Agency's Annual Administrative Service fee is eligible for reimbursement from Tax Increment funds. The Commission reserves the right to adjust this fee going forward to ensure that the Agency has sufficient revenues to fully offset its annual operating costs.

The Administrative Fee shall be paid in August from the tax increment funds received by the Agency for each Renewal District. For Renewal Districts that do not have tax increment funds available, the proponent of the District shall be responsible for the payment of the Annual Administrative Fee.

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Administrative fees shall be treated as a cost that is eligible to be reimbursed from tax increment funds received in the future. In the event that the City terminates a District while an Administrative Fee Receivable is still owing to the Agency, the amount of the Receivable shall be deducted from the reimbursement amount paid to the City for pending or future projects performed by the City in any other existing District.

C. SUBDIVISION & TRANSFER FEE. The Agency may assess a Subdivision & Transfer Fee when an existing Urban Renewal District's ownership, in whole or in part changes during the Plan's life. This Subdivision & Transfer fee will be an amount calculated to cover the cost of Agency staff time and legal fees as determined by the Commission, and will be paid by a subsequent proponent, who purchases a portion of the District. The Subdivision & Transfer Fee is meant to reimburse the Agency for services provided by the Agency and, through the Agency, to ensure that all past, present and future parties share in the responsibilities, requirements and benefits proportionate to their infrastructure improvements within the district.

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Prior Policy Reference: This policy is combined with previous Policy #4 dated September 2004, Policy #10 dated April 2005 and Policy #19 dated July 2006 that were in memorandum format.

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

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By:____, Chair

Approved this _______________day of ___________________________, 20_____

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Policy # 16

POST FALLS URBAN RENEWAL AGENCY

Allocation of Administrative and Legal Costs

Subject: Allocation of Tax Increment to reimburse the Agency for Administrative and Extraordinary Legal Costs associated with the planning, review and operation of each of the Commission's approved Urban Renewal Districts or Sub Districts.

Effective Date: July 1, 2020

Issued by: Finance Committee

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Purpose: To amend Policy Number 16, initially approved in 2010 and amended in 2011, 2012 and 2020, to provide for the appropriate allocation of District-specific tax increment funds to reimburse the Agency for its administrative and legal costs associated with the planning, approval and administration of current and future Urban Renewal Districts or sub-Districts, and to continue the Agency's policy of providing for the allocation of tax-increment to reimburse the Agency for extraordinary legal, engineering or administrative expenses associated with a specific Urban Renewal District.

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Background: In the preparation of the annual operating budget, the Agency estimates costs associated with administering existing Districts and sub-Districts, and determines an appropriate administrative fee to cover those expenses. Normal and reasonable administrative and legal costs associated with the administration of the existing Districts and sub-Districts are included in that fee, which is assessed in August to each of the Agency's existing Urban Renewal Districts and sub-Districts.

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The Commission has also established, within Policy 16, a mechanism for allowing the Agency to recover extraordinary or unforeseen administrative or legal expenses which might arise in the course of its administration of an existing District or sub-District. Extraordinary legal expenses are, by their nature, unknown and unanticipated, however examples of those expenses could include:

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- legal expenses associated with the sale or assignment of property within a District or sub-District to one or more parties who agree to assume the Proponent's right to reimbursement or other rights or responsibilities;
- the subdivision of an existing District or sub-District;
- the negotiation of agreements associated with the sharing of costs between multiple Proponents; and,
- disputes requiring legal representation or legal and engineering review costs beyond those typically incurred in the administration of an Urban Renewal District or sub-District.

Policy: The Commission provides for the normal administrative, engineering, review and legal costs associated with the administration of each of its Urban Renewal Districts in the context of adopting its annual budget. These costs are included in the annual Administrative Fee, which the Agency charges to each of its Urban Renewal Districts and sub-Districts. The fee is equalized for all Districts and sub-Districts.

Administrative and legal costs associated with the administration of a specific District, which, in any year, exceed the equalized and budgeted administrative and legal cost component for that District or sub-District, by 15% or more, shall continue to be allocated to that specific District or sub-District responsible for the overage, and recovered from the next available payment of tax increment associated with that District or sub-District.

The recovery of such extraordinary expenses shall have a priority equal to the payment of the Agency's annual administrative fee in determining the allocation of tax increment receipts.

The Proponent of the District where extraordinary expenses are being incurred shall be advised of the Agency's policy regarding recovery of such expenses at the time the Executive Director becomes aware that the annual administrative and legal expenses for the district have exceeded the equalized and budgeted administrative and legal cost component for that District. The Proponent may elect to directly reimburse the Agency for such extraordinary expenses, in lieu of the Agency recovering its extraordinary expenses from the next available payment of tax increment associated with that District.

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

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: ____, Chair

Approved this _________________day of ______________________________, 20______

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Deleted: The annual administrative fee charged to each Urban Renewal District or sub-District has been $16,000 per year for the past eight years. Over that period, the Agency's operating expenses and fees paid to third parties for engineering, consulting and legal fees have increased. The Commission has determined that the annual administrative fee needs to be increased to $25,000 per year for each Urban Renewal District or sub-District to ensure that the Agency has sufficient operating revenue to carry out its administrative and oversight responsabilities. ¶
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The amendment of this policy shall apply to all existing and future Urban Renewal Districts or sub-Districts upon approval by the Commission, however the Commission reserves the right to adjust this fee on an annual basis going forward to ensure that the Agency has sufficient revenues to fully offset its annual operating costs. ¶
¶