POST FALLS URBAN RENEWAL AGENCY

Plan & Administrative Fee Establishment

Subject: Plan and Administrative Fee Establishment

Effective Date: December 18, 2025

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.

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.

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 $25,000 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.

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.

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 $7,500 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 shall 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.

Administrative fees shall be treated as a cost that is eligible to be reimbursed from tax increment funds received in the future.

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.

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.

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

POST FALLS URBAN RENEWAL AGENCY
An Idaho Urban Renewal Agency

By: Jamie Davis, Chair

Approved this 18 day of December, 2025