

RESOLUTION NO. 23-11

Policy Adoption Resolution

WHEREAS, the City of Post Falls City of Post Falls adopts policies to provide guidelines to ensure effective and efficient city operations; and

WHEREAS, from time to time, city staff review and update policies to ensure that the policies remain effective and

WHEREAS, city staff are proposing the adoption of the following new or amended policies; and

WHEREAS, the City Council finds it to be in the best interest of the city to adopt such policies.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Post Falls that:

Section 1. Policy Adoption.

That the following policies attached hereto as exhibits are adopted:

<u>Description</u>	<u>Exhibit Number</u>
1. Representation on Outside Agencies	1
2. Funding Outside Agencies	2
3. Fund Balance/Rollover	3

Section 2. Repeal of Conflicting Polices.

Policies that conflict with the polices adopted by this Resolution are hereby repealed.

Section 3. Effective Date. This Resolution, passed by a majority of the Post Falls City Council, shall be in full force and effect from and after its passage and approval according to law.

PASSED by the City Council on the 19th day of December, 2023.




CITY OF POST FALLS



Ronald Jacobson, Mayor

ATTEST:



Shannon Howard, City Clerk

Upon a motion made by a council member, seconded by a council member, the following vote was recorded:

AYES: All
NAYES: none
ABSENT: none



City of Post Falls
**City Representation on External
Boards and Commissions Policy**

Version 2023.0

Approved by Post Falls City Council

Date: _____

1) PURPOSE AND SCOPE

From time to time, the city is asked to appoint representatives to serve on external boards, commissions, and other bodies ("Outside Boards" or "Board") to facilitate communication among agencies and to further cooperative efforts to address regional issues. As the city's chief administrative official, the mayor would generally serve on Outside Boards as the city representative or appoint appropriate staff members to technical or advisory roles. However, it is not feasible for the mayor to serve on each Outside Board seeking representation from the city. This policy is intended to clarify how city representatives, both elected and employees, are appointed to serve on such Outside Boards and define the scope of their representation. For the purposes of this policy, the term staff member includes volunteers appointed to represent the city on Outside Boards.

This policy only applies to the city's participation on regional Boards that address regional issues of importance to the city. This policy does not apply to employee participation on boards or committees related to the employee's profession.

2) APPOINTMENT AND REPRESENTATION BY STAFF MEMBERS

- a. **Appointment:** When the city receives a request to appoint a city staff member to represent the city on an Outside Board, the appointment will be made by the City Administrator, who has been appointed by the mayor and city council to serve as the executive in charge of the day to day operations of the city under direction from the mayor. Where applicable, the city administrator may appoint an alternate representative to attend Outside Board meetings where the main delegate cannot attend all the Board's meetings.
- b. **Basis of Appointment:** Staff members will be appointed based on the needs of the city, the needs of the Outside Board, and the subject matter expertise of the staff member.
- c. **Representation of City Interest:** Staff members participating in discussions with Outside Boards will represent the city's position. Personal positions, when given, must be identified and not represented as the position of the city. Staff members representing the city on Outside Boards are expected to review the agenda in advance and be prepared to represent the city's position on all discussion topics. Further, staff members are expected to actively engage in the Board discussion on the city's behalf. If the staff member is unclear about the city's policy or position on a discussion topic, they should inform the Board that the staff member will review the topic with city administration and provide the city's position at a future meeting. While representing the city on the Outside Board, the staff member is required to comply with all city personnel and ethics rules and all other relevant city policies, including this policy.
- d. **Reporting on Meetings:** Following Outside Board meetings, the assigned staff member should report back to their department head or other designated person on any issue of

significance to the city to enable the city to coordinate further action on the issue as necessary.

- e. **Removal or Reassignment of Staff Representative:** Staff member representatives to Outside Boards may be reassigned and replaced by the city administrator with a different staff member at any time based on the city's needs, which is not appealable.
- f. **Compensation:** Staff members will receive no additional compensation for representing the city on Outside Boards due to this policy.
- g. **Volunteers:** Volunteers who accept an appointment to represent the city on Outside Boards must sign an agreement acknowledging receipt of this policy and defining the scope of their representation of the city.

3) **APPOINTMENT AND REPRESENTATION BY CITY COUNCILORS**

- a. **Appointment:** When the city receives a request to appoint an elected official to represent the city on an Outside Board, the mayor will determine if they want to serve on the Board personally or appoint a city councilor to represent the city on their behalf. If the mayor determines that a councilor should be appointed to the Outside Board, that appointment must be confirmed by a majority vote of the city council consistent with the process contained in [I.C. 50-210](#) for the appointment of members of city boards and commissions. Where applicable, the mayor may appoint an alternate to attend Outside Board meetings where the main delegate may not be able to attend all the Board's meetings. If the main delegate to the Outside Board is unable to attend a Board meeting, the main delegate will notify the alternate and City Clerk as soon as possible after the main delegate realizes they will be unable to attend so that arrangements can be made for the alternate to attend the meeting.
- b. **Representation of City Interest:** Councilors appointed to represent the city in the place of the mayor will represent the policy and best interests of the city. When given, personal positions will be identified and not represented as the city's position. Regardless of personal opinion, the appointed councilor will vote consistent with city policy. By accepting the appointment, the city councilor agrees to abide by all applicable state laws, city ordinances, and council-approved policy decisions. These include, but are not limited to, the [Ethics in Government Act](#), the [Open Meetings Law](#), and the state [prohibitions regarding bribery and corruption](#). The appointed councilor is expected to review the agenda in advance to be prepared to represent the city's position on all discussion topics. If the councilor is unclear about the city's policy or position on a discussion topic, the councilor should discuss the matter with the mayor and act consistent with the mayor's direction where a policy or position has been adopted. In policy discussions, where the city council has not adopted a policy position, the appointed council member may have

the matter placed on a city council agenda to allow the full council to adopt a policy position.

- c. **Reporting on Meetings:** Following Outside Board meetings, the assigned councilor should report back to the mayor and city administrator regarding any issue of significance to the city to allow the city to take further action on the issue as necessary.
- d. **Removal or Reassignment of Elected Representative:** Councilors appointed to represent the city in the place of the mayor may be removed in a manner consistent with the method of removing members of city boards or commissions contained in [I.C. 50-210](#).
- e. **Compensation:** Councilors appointed to represent the city in the mayor's place will receive no additional compensation.

4) **LIST OF OUTSIDE BOARDS WITH CITY REPRESENTATIVES.**

The city will keep a list of Outside Boards with city representatives. The current list is attached as an exhibit to this policy. It represents the current roster of representatives approved at the time this policy was adopted. The list may be updated, from time to time, without the need to amend this policy, to maintain the accuracy of the list.

Appendix: List of Outside Boards with City Representatives

<u>Organization</u>	<u>Representative</u>	<u>Position</u>
• North Idaho Centennial Trail Foundation	Dave Fair	Liaison
• North Idaho Centennial Trail Joint Powers Board	Mayor Dave Fair	Board Rep. Alternate
• Kootenai County Metropolitan Planning Organization	Lynn Borders	Board Rep.
• Kootenai County Area Transportation Team	Rob Paulus	Board Rep.
• Idaho Washington Aquifer Collaborative	Alyssa Gersdorf Craig Borrenpohl	Board Rep. Alternate
• Spokane River Stewardship Partners	Alyssa Gersdorf Craig Borrenpohl	Liaison Alternate
• Spokane River Toxics Taskforce	Craig Borrenpohl Alyssa Gersdorf	Liaison Alternate
• Kootenai County Utilities Council	Adam Tate Matt Isch	Board Rep. Alternate
• Panhandle Area Council	Wally Cossairt	Board Rep.
• Inland Northwest Partners	Shelly Enderud	Board Rep.
• CDAEDC	Shelly Enderud	Board Rep.



City of Post Falls
Funding External or Non-Profit
Agencies Policy

Version 2023.0

Approved by Post Falls City Council

Date: _____

1) PURPOSE AND SCOPE

The city is frequently asked to provide funding for external or non-profit agencies. Complying with this type of funding request, however laudable the service provided by the agency, raises potential legal risks for the city. Among other concerns, [Article VIII, Section 4, of the Idaho Constitution](#) places strict limits on the ability of the city to pledge its credit, in any manner, in aid of any private individual or entity or from becoming liable for any liability of such person or entity. This policy is intended to provide a framework to evaluate requests for funding from external agencies, including private and non-profit agencies, to ensure that any funding agreements entered into by the city have an identifiable public purpose that benefits the city, justifying the expenditure of limited public funds.

This policy applies to funding requests, requests for donations in kind, and less than market rate leases of public property. This policy does not apply to external agencies that the city participates in through an approved joint powers agreement, the city's membership in the Association of Idaho Cities, or other similar membership organizations. Further, this policy does not apply to city-funded employee memberships in professional organizations or employees serving on boards for external agencies.

2) APPLICATION AND EVALUATION OF FUNDING REQUESTS

- a. **Application:** To ensure that the city has sufficient information to evaluate the funding request, the request must be submitted in writing using the city's funding application form.
- b. **Review for Public Purpose:** All initial requests for city funding must be evaluated to determine whether there is an identifiable public purpose to the request that also benefits the city. The request must be a cost-effective method of meeting a public need. Generally, the request must:
 - i. Provide a service that complements or enhances a service that the city provides;
 - ii. Provide an identifiable secondary benefit to the city; or
 - iii. Provide a service that the city legally could provide but chooses not to.
- c. **Business Case Review:** Each request will be evaluated to determine whether the agency can deliver the proposed benefit. The evaluation will be based on the agency's history, organization, staffing, and business plan.
- d. **Budget Review:** Generally, each request for funding from an outside agency will be evaluated during the city's budgeting process for potential funding in the city's next annual budget. This allows the city's professional staff and city council an opportunity to

evaluate the continued validity of the request, along with comparing it against other budget items to establish a priority for funding.

- e. **Review for Legal Compliance:** In addition to ensuring that the funding request has a public purpose, each funding request will also be reviewed for compliance with other laws relevant to the request. Examples include reviewing requests from a faith-based organization to ensure that the request, if approved, is consistent with constitutional limitations concerning the separation of church and state, reviewing requests that might involve the [Public Integrity in Elections Act](#), or might otherwise have free speech or discriminatory concerns.
- f. **Written Agreement:** As a condition of approving funding, the external agency must enter into a written agreement with the city that limits the use of the public funds to those uses approved by the city and requires repayment in the event the external agency uses public funding for other than the approved uses. The agreement must also have a definitive term establishing the duration of the funding agreement, conditioned upon annual funding approval by the city and any other terms considered necessary by the city attorney. The term should be no longer than is necessary to meet the identified public purpose on which the funding request is based.
- g. **Reevaluation:** Upon the expiration of the term of the funding agreement, requests to renew the funding agreement must be reevaluated to ensure that the agreement continues to have a public purpose that provides a cost-effective benefit to the city and to ensure that the funding agreement still conforms to applicable city, state, and federal law. Each renewal of the funding agreement must include a definitive term establishing the duration of the renewal period.

3) **LIST OF EXTERNAL AGENCIES FUNDED BY THE CITY.**

The city will keep a list of external agencies receiving funding from the city. The current list is attached as an exhibit to this policy. It represents the current list of funded outside agencies at the time this policy was adopted. To maintain the accuracy of the list, it will be updated, from time to time, without the need to amend this policy.

Appendix: List of External Agencies Funded by the City.

<u>Organization</u>	<u>Term</u>	<u>Purpose</u>
• Specialized Needs Recreation	Annual	Recreation
• Post Falls Chamber	Annual	Tourism Advertising
• KMPO	Annual	Transportation
• Panhandle Area Council	Annual	Grant Admin.
• Inland Northwest Partners	Annual	Business Dev.
• City Link	Annual	Transportation
• Post Falls Food Bank	Long Term Lease	Community Welfare
• CDAEDC	Annual	Business Dev.
• Community Library Network	Long Term Lease	Library
• Post Falls Historical Society	Ongoing License	Community



**City Of Post Falls
External and Non-Profit Funding
Application**

Version 2023.0

CITY OF POST FALLS
408 Spokane St.
Post Falls, ID 83854
Phone 208.773.3511 ♦ Fax 208.773.8362

CHECKLIST

Your completed application should include:

- Original - Application and Forms _____
- One copy - Current list of Board members _____
- One copy - IRS 501 C (3) documentation (*if applicable*) _____
- One copy - Most current IRS Form 990 _____
- One copy - Audit (*if available*) _____
- One copy - Financial Report of past 2 years _____

This should include income and expenses (versus budget), detailed balance sheet as well as **current year and projected budget**. (Also restricted funds / endowments should be referenced and restrictions noted).

Submit completed application to the City Clerk. Applications will be evaluated annually during the city budget process. To be considered for the next annual budget, which takes effect in October annually, the application must be received no later than April 30th.

Send or deliver to:

**City of Post Falls
408 Spokane St.
C/O City Clerk
Post Falls, ID 83854
Phone: 773-3511**

PROGRAM OUTCOMES & GOALS

ORGANIZATION NAME: _____

PROGRAM NAME: _____

AMOUNT REQUESTED FROM CITY OF POST FALLS: _____

IS THIS A ONE-TIME PROGRAM OR AN ONGOING PROGRAM: _____

IF THIS IS AN ON-GOING PROGRAM HOW WILL THE PROGRAM BE FUNDED IN THE FUTURE?: _____

- **STATEMENT OF NEED & MISSION:** Describe the issue, problem, or condition in the City of Post Falls that this program seeks to address or change and explain how the funding from the City of Post Falls will be used to address the issue, problem, or condition.

- **PROGRAM GOALS:** What specific goals do you plan to achieve in the performance of this program? Does the program provide a service that complements or enhances a service provided by the City?

- **PROGRAM SERVICES (Activities and Outputs):** Describe the type of activities provided and the number of products produced (i.e. taught 10 jobs training classes to unemployed single parent mothers, fed 300 families each month, etc.).

- **OUTCOME OBJECTIVES:** How will you measure the success of your program (for example, how the organization will calculate the number of citizens served).

- Identify major changes in program services, finances, volunteer, and staff structure, during the past two years.

- Highlight major accomplishments during the past two years.

- What other funding sources does the organization have for this program?

- Volunteers and Staff

Total FTE Paid Staff: _____

Total FTE Volunteer Staff: _____

- What % of overall agency **program** is provided in the City of Post Falls?

Thank you for submitting your application!



City of Post Falls
Fund Balance, Retained Earnings,
and Year End Fund Balance
Transfer Policy

Version 2023.0

Approved by Post Falls City Council

Date: _____

1) PURPOSE AND SCOPE

It is important for the city to maintain sufficient contingency funds in its undesignated fund balances to ensure current and future fiscal health. Those reasons include, avoiding cash flow interruptions, funding unanticipated emergencies, saving for future capital and project expenditures, reducing the need for short-term borrowing, and maintaining an investment grade bond rating. This policy establishes the minimum fund balances that the city will seek to maintain. Additionally, this policy directs the disposition of unexpended general fund dollars at the end of each fiscal year.

This policy is advisory in nature and provides guidance to city elected officers and staff while developing each year's budget to further the city's goals of remaining providing for the long-term needs of the city and remaining fiscally stable. Annual budgeting decisions will be made by the city council.

2) PLANNED RESERVE FUND BALANCE AMOUNTS

- a. **Funds with operating and personnel costs:** City funds with operating and personnel costs will maintain a reserve balance of fifteen percent (15%) of the fund's appropriated budget.
- b. **Funds with only contract services (Sanitation Fund):** Funds that only have contract services will maintain a reserve balance of ten percent (10%) of the fund's appropriated budget.
- c. **Debt service funds:** Funds created for debt service are not required to maintain a reserve balance provided a Debt Service Guarantee fund exists.
- d. **Capital project funds:** Capital project funds are not required to maintain a reserve fund balance, however individual projects should have a sufficient contingency amount, typically five to ten percent (5-10%) of the total project cost.

3) BUDGETING FOR RESERVE BALANCES AND FUNDING FACILITY, VEHICLE REPLACEMENT, AND OTHER ACCOUNTS

- a. **Annual budget to meet reserve amounts:** Unless directed otherwise by the city council, city administrative staff, including the city's finance director, will prepare the annual budget with the minimum reserve fund balances identified in this policy. If the city is unable to maintain the minimum reserve balances identified in this policy due to emergency or other extenuating circumstances, the city council should use its best efforts to identify and appropriate sufficient funds to each fund so that the minimum reserve fund balance is restored within five (5) years.

- b. Annual budget for vehicle replacement account:** Unless directed otherwise by the city council, city administrative staff, including the city's finance director, will transfer fifty percent (50%) of any unexpended general fund dollars at the end of each fiscal year to the vehicle replacement account to replace existing city vehicles on a priority basis. Additional funding for the vehicle replacement fund will be determined and appropriated during the annual budgeting process.
- c. Annual budget for facility account:** Unless directed otherwise by the city council, city administrative staff, including the city's finance director, will transfer fifty percent (50%) of any unexpended general fund dollars at the end of each fiscal year to the facility account to fund the repair, replacement, and expansion of city facilities needed to provide city services. Additional funding for the facility fund will be determined and appropriated during the annual budgeting process.
- d. Enterprise replacement accounts:** Unless directed otherwise by the city council, city administrative staff, including the city's finance director, will prepare the annual budget with the goal of maintaining sufficient replacement and capital accounts in each enterprise fund to meet capital and replacement needs as indicated in the most recent adopted master plan for that enterprise fund. Unless directed otherwise by the city council, city administrative staff, including the city's finance director, will transfer one hundred percent (100%) of any unexpended enterprise fund dollars at the end of each fiscal year to that enterprise replacement account.
- e. Debt service reserve accounts:** Unless directed otherwise by the city council, city administrative staff, including the city's finance director, will prepare the annual budget for each enterprise fund with outstanding debt to provide a debt service reserve account equal to the full annual debt service amount. Additional funding for debt service will be reserved prior to incurring the debt if necessary.