



**CITY COUNCIL
MEETING AGENDA**

**February 19, 2025
5:00 PM**

Location: 2nd Floor Conference Room, 408 N. Spokane Street, Post Falls, ID 83854

WORKSHOP – 5:00 pm 2nd Floor Conference Room

- a. Department Head Recruitment
- b. Mayor and Council Salary Review
- c. Long Range Financial Planning
- d. FY 2026 Budget Priorities

Questions concerning items appearing on this agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 408 N. Spokane Street or call 208-773-3511.

Mayor Ronald G. Jacobson

Councilors: Samantha Steigleder, Aaron Plew, Joe Malloy, Nathan Ziegler, Randy Westlund, Ryan Davis

Mission
Building Community.

**CITY OF POST FALLS
AGENDA REPORT**
WORKSHOP – 5:00 pm 2nd Floor Conference Room
MEETING DATE: 2/19/2025

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Shelly Enderud, City Administrator
SUBJECT: Department Head Recruitment

ITEM AND RECOMMENDED ACTION:

Staff will present information about the proposed process for recruiting a new Parks and Recreation Director.

DISCUSSION:

Dave Fair has announced that he will be retiring at the end of this year. This workshop item will present the proposed process for recruiting a new parks and recreation director.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. DH Transition Plan for Parks & Recreation Director 2025
2. City of Post Falls Recruitment Services Proposal

1. Pre-Retirement Phase (6 -12 months prior to retirement)

A. Set Goal(s) of Process and Identify Key Stakeholders and their roles and responsibilities in process:

- Achieve buy-in from specific key stakeholders to hire parks & rec. director that encompasses the necessary leadership skills to oversee the various divisions in the department and instill the city's strategic values in those divisions while working collaboratively with other departments, mayor, council and citizens.
- Determine use of internal resources (H/R and admin) or external recruitment for each position.

B. Identify Key Stakeholders and their roles and responsibilities in process:

- Mayor & Council:
 - o Mayor makes appointment at council meeting. Admin to keep mayor updated regularly during process and ensure he supports the process itself.
 - o Council confirms or denies appointment.
- City Administration:
 - o Oversee process and communication to key stakeholders.
- Department Heads:
 - o Provide input on job description, criteria, and potentially sit as an interview panel and provide input on final candidate selection.
- Parks & Rec. Commission Members:
 - o After council workshop, provide presentation to commission from admin on retirement and recruitment at commission meeting.
- Department Employees:
 - o Communication to this body and H/R receives input from this group on process.
 - o Consider using consultant to evaluate needs/desires of staff for new director.
- Partnering Agencies:
 - o Notifications to agencies determined. For example, national or state associations, Centennial Trail Joint Powers, etc.
- Citizens:
 - o Issue press release to the normal channels about recruitment and ultimate hiring of individual.

C. Announce Retirement – 1st Quarter of 2025

- **Tasks Prior to Announcements:**

- o H/R to obtain a written retirement notices from director with specific retirement date for their file. **DONE – Retirement date: Dec. 31, 2025**
- o H/R to obtain quotes and a basic scope of services from regional municipal recruitment firms. **DONE**
- o Admin will provide information to the mayor and council for consideration.
- o Provide an outline of the recruitment plan to the mayor for review. **DONE**
- o Provide an outline of the recruitment plant to the director for review. **DONE**

- **Internal Communication:**

- o March 2025 – Council workshop announcing retirement and reviewing recruitment process, timelines milestones for transition.
- o March 2025 City Council Workshop Main Highlights:
 - Review current city code structure requiring appointment of DH positions.
 - Review current practice using contract agreement for DH positions.
 - Application process overview
 - Discuss the use of an outside recruitment firm (pros and cons) to see if there is support for the use outside firm or perform these tasks internally.
 - Estimated cost is \$17,500 + expenses (trade journals, direct mailings, final interview packets, background checks, and travel expenses).
 - If an external recruitment firm is engaged, tasks in this document that are assigned to H/R and the recruitment firm may be interchanged as necessary.
 - H/R and admin will review and narrow down the potential candidates to interview to approximately three to five final candidates. This may require an initial interview round by H/R and admin.
 - Tours of the city will be provided to each candidate prior to interviews.
 - Each candidate will interview with the admin/HR Panel.
 - Mayor, city administrator, deputy city administrator, H/R director, subject matter expert & potential interagency expert.
 - Each candidate will interview with a department head panel that may consist of the following:
 - Required: legal director and H/R manager.

- Public works director, finance director, IT director, and/or community development director.
- At the end of these interviews, the mayor, in consultation with the administrators, will determine if there is a successful candidate. If a successful candidate is selected, H/R and/or the recruitment firm will negotiate with the candidate to reach an agreement to be brought to executive session with council for discussion. If an agreement cannot be negotiated, a secondary candidate will be considered. If no secondary candidate exists, admin will work with H/R and/or the recruitment firm to determine next steps, including going through an additional recruitment process.
- o Express appreciation for the department head's contributions to the city and public service.
- o Include transition information in monthly newsletter.
- **External Communication:**
 - o Notify relevant external stakeholders, including other city departments, elected officials, community organizations, and key contractors/vendors.
 - o Reassure stakeholders that the transition will not disrupt public services and provide a point of contact during the transition.
 - o Press release issued on recruitment process and sent and posted through normal channels, including social media and website.

D. Selection of Successor – 2nd Quarter of 2025

- **Simultaneous Internal and External Recruitment:**
 - o If external recruitment firm, is used, begin engagement process with firm.
 - o Determine recruitment timeline and when we need to engage in process (set key steps in process on calendar).
 - o Recruitment Process:
 - Hold an open meeting for any employees who want to attend to hear about the process and ask questions. External recruitment firm will assist with this meeting.
 - Internal candidates will need to fill out full application and resume.
 - Interviews will be held for internal candidates.
 - Determine where to advertise for position. Parks & Rec. National Associations, Idaho and Washington Parks & Rec. Associations, etc. External recruitment firm will assist with this determination.
 - External recruitment firm will also develop and mail out flyers to recruit applicants for position.

- Advertise for 4 weeks.
- o Set up interview panels as described in workshop discussion above:
 - H/R and admin will review applications using established criteria to select qualified applicants to interview.
 - Criteria will include:
 - o Leadership, administrative, and community engagement skills of potential candidates.
 - o Alignment of the candidate's vision with the city's strategic goals and priorities.
 - o Years of service.
 - o Specific certifications or education.
 - o Budget experience over similar size departments.
 - o Etc.
 - Develop a list of interview questions based on goals, values, job description, and criteria used.
 - Determine roles and responsibilities for all panels.
 - Determine how input will be received from panel members.
 - Determine what occurs if there is not a consensus on offer of hire.
 - Virtual interviews will be permitted for the first round of interviews if needed by admin but not for the final interviews before the admin and department head panels. The city will reimburse flight, hotel, and rental car expenses up to \$1,500.
 - Set up tours for interview candidates that run simultaneously with interview panels. Designate tour guide.
 - The admin and DH panels will not be open to the public.
 - Perform full background check, including fingerprinting for FBI background prior to council interviews. No financial background check is required.
- o Council Executive Session:
 - Idaho Code Section 74-206(1)(a). Once a successful candidate has been chosen and a tentative agreement has been reached, the mayor will bring the candidate's information to executive session with council for presentation and discussion. Legal, H/R and admin will be available for questions.
 - At the same meeting or the following meeting, a contract will be brought to council for approval. Appointment will take effect upon retirement date of current director. The contract language will include this stipulation and if the current department head leaves earlier than the agreed upon retirement date, the mayor will move forward with requesting confirmation of appointment from the council.

E. Knowledge Transfer Plan

- **Documentation of Critical Information:**
 - o The retiring department head should document key processes, city-specific regulations, project timelines, community partnerships, and critical ongoing initiatives to ensure smooth transition of these critical items.
 - o Discuss ongoing city projects, policy developments, and public concerns with the successor to maintain alignment with community expectations.
 - o Budget process for FY 26 should include knowledge transfer to an individual(s) within the P&R Department.
 - o Update P&R director job description.
- **Mentorship and Training:**
 - o Set up mentorship sessions between the retiring head and the identified successor or interim leaders to transfer organizational knowledge.
 - o Include guidance on navigating city politics, public expectations, and stakeholder relationships.
- **Delegation:**
 - o Gradually shift responsibilities to the successor or interim leader. Have them lead key meetings, oversee budgets, and manage staff to ease into the role.

2. Transition Phase – 4th Quarter of 2025 (Oct 1st target beginning date for this process)

A. Official Leadership Handoff

- **Internal Announcement:**
 - o Officially announce the new department head or interim leader to the department and city staff.
 - o Provide a clear timeline for when the leadership transition will take place.
- **Public Announcement:**
 - o Issue a public statement or press release from the city government about the retirement and introduction of the new department head.
 - o Emphasize continuity in leadership and services to the community.
 - o Publish news item on website.

B. Formal Handover of Responsibilities

- **Handover Key Responsibilities:**

- o Formally pass responsibilities to the new department head, including signing authorities, budget approvals, project leadership, and decision-making powers.
- o Ensure the new department head understands and has access to city budgets, plans, contracts, and staffing reports.
- **Staff Meeting:**
 - o Hold a department-wide meeting where the retiring department head addresses the staff, introduces the new leader, and outlines the transition plan.
 - o Ensure the department is aligned with the incoming leadership.
- **Council Meeting:**
 - o Appointment would be on the agenda under Appointments.
 - o Any contract updates, if required, would be on the agenda under Consent Calendar.
 - o Oath of Office would occur at the same meeting.

C. Successor Onboarding

- **Onboarding Process:**
 - o If the successor is external, provide a detailed onboarding plan that includes city-specific operations, public policies, and department culture.
 - o Set up tour of facilities and preschedule meetings.
 - o Set up necessary training programs.
- **Relationship Building:**
 - o Facilitate introductions between the new department head and key internal/external stakeholders such as city council members, other department heads, partnering agencies and community leaders.
- **Media and Public Appearances:**
 - o Arrange for the new department head to be introduced to the public at community meetings or through local media, allowing them to build trust with the public early on.

3. Post-Retirement Phase – 1st Quarter of 2026

A. Consultative Role

- **Offer Consultation:**
 - o If the retiring department head is willing and the incoming department head is not on-board to allow for job shadowing, a limited consulting arrangement where the

retiring department head is available to advise the new department head on complex or ongoing matters may be arranged.

- o This can be particularly helpful during critical projects or emergency situations in the early stages of the new leadership.

B. Monitor Transition Progress

- **Evaluate Transition:**

- o Work with HR, city leadership, and the new department head to evaluate the transition's effectiveness. Ensure any issues or concerns that arise are addressed promptly.
- o Solicit feedback from staff and key stakeholders about the transition process prior to expiration of probationary period.

C. Public Acknowledgment

- **Retirement Celebration:**

- o Organize a public retirement celebration or event to recognize the department head's service to the city and the community.
- o Highlight major achievements and contributions made by the retiring department head during their tenure.

- **Long-Term Recognition:**

- o Consider a lasting form of recognition, such as dedicating a city project, award, or public space in their honor.

4. Continuity and Strategic Planning

- Ensure that the new department head is integrated into city-wide strategic planning efforts, such as budget reviews, city council initiatives, and community programs.
- Provide support to the new leader as they develop or update the department's strategic priorities, ensuring alignment with the city's broader goals.

5. Lessons Learned and Feedback

- Conduct a review of the entire transition process, capturing lessons learned and gathering feedback from staff, the successor, and key stakeholders.
- Use this information to inform future transitions and leadership changes in other city departments.

Proposal for Recruitment Services



Leadership is Key to the Sustainability of Any Organization

Character, integrity, and the commitment of a leader inspires those in the workplace to go the extra mile and can greatly influence the team's success in achieving its objectives.

Finding great leaders is what we do!



Executive Recruitment

Interim Staffing. Application Software. Job Board.

STATEMENT OF QUALIFICATIONS

ABOUT PROTHMAN

Founded in 2002, Prothman specializes in providing executive recruitment services to cities, counties, districts, and other governmental agencies throughout the western half of the United States. Driven by our passion for local government, we do what we do because we love helping organizations thrive! Having served organizations both large and small, near and far, our entire team believes that no job is too big or too small, we are happy and excited to help.

OUR EXPERTISE

Firsthand Knowledge of Local Government: Our lead consultants have dedicated their lives to local government and joined Prothman upon retiring from their distinguished careers. Our 22+ years of recruiting experience, combined with each of our consultants' 30+ years of local government experience, provides our clients with a solid and effective team that can handle any senior level or highly specialized position recruitment.

Recruitment Knowledge and Experience: The Prothman Company and team members have conducted over 1,100 recruitments and interim placements. We have read and screened over 18,000 resumes, and we have personally interviewed over 9,000 semifinalist candidates. We know how to read between the lines, filter the fluff, and drill down to the qualities and experiences required to be a good manager.

OUTREACH EXPERTS

Our Ability to Connect to Potential Candidates is Unmatched! Our thorough approach to each recruitment ensures that we are casting the widest net possible to find the right candidate that will fit your needs. Our outreach program includes personal contacts and networking, individual direct mail job announcement campaigns, individual email job announcement campaigns, extensive utilization of social media, thorough advertising placements, and other creative strategies specific to the position.

OUR PROVEN PROCESS

Clients and candidates continually tell us that we have the best process and client service in the industry. The tenure of our placements is among the best in the industry because we understand that "fit" is the most important part of the process; not just fit within the organization, but fit within the community, as well.

CONTACT INFORMATION

CEO: Sonja Prothman
sonja@prothman.com, 206.368.0050
www.prothman.com
www.prothman-jobboard.com
Submittal Date: January 9, 2025

COMMITMENT TO PROVIDE SERVICE

Prothman commits to performing all services represented in this proposal.

STATEMENT OF QUALIFICATIONS - PROJECT TEAM

Gary Buchanan - Senior Consultant

Gary brings 31 years of successful Human Resources leadership experience to the Prothman Team. He recently served five years as the Director of Human Resources for the City of Tacoma, WA, population 212,869, until his retirement. Gary also served 14 years at the Port of Seattle as the Human Resources Director. The Port of Seattle encompasses both the Seattle Seaport and Seattle-Tacoma International Airport. Prior to that, he served nine years as the Senior Human Resources Leader (Northwest Region) for Milgard Windows. Additionally, Gary served 30 years in the Naval Reserve. His Naval career included three command assignments, and he was deployed twice in support of Operation Iraqi Freedom. In 2019, he retired as a Captain, earning the Legion of Merit Medal and the Meritorious Service Medal. Gary received his Bachelor of Science degree from Westminster College, Salt Lake City, UT, and his Naval Science degree from the University of Utah.

Sonja Prothman - Owner / CEO

Sonja directs the day-to-day operations of the Prothman Company and has over 20 years of experience in local government and recruiting. Sonja is a former councilmember for the City of Normandy Park, Washington, and brings to Prothman the “elected official” side of government – a vital perspective for understanding our clients’ needs. Sonja also brings private sector expertise, having worked with the Boeing Company where she was on the start-up team for the first 777 composite empennage. A Seattle native, Sonja earned a bachelor’s degree in communications from the University of Washington.

Barry Gaskins - Project Support

Barry has been a key member of the Prothman team for 19 years and is responsible for office and candidate management. His attention to detail and understanding of timeliness to the customer and candidates is remarkable. Barry works with the lead consultant with scheduling interviews, arranging candidate travel, managing candidate application packets, and assembly of candidate information. Barry came to us from the Bill & Melinda Gates Foundation where he served as a Program Assistant for four years in the US Library Program. Barry earned his bachelor’s degree from California State University.

Jared Eckhardt - Project Support

Jared has been a key member of the Prothman team for nine years and is responsible for profile development and candidate outreach. Jared works one-on-one with the client for position profile development and works with Sonja and the lead consultant on each client’s outreach strategies. Jared also functions as recruitment support as a secondary lead consultant on recruitments and special projects. Jared graduated from the University of Washington, earning his BA in Communications.

Madison Lindquist - Project Support

Madison has been a member of the Prothman team for nearly 14 years and is responsible for Prothman's social media, direct mail outreach, website development and Online Application Service support. Madison works one-on-one with the client to ensure optimal outreach in all available social networking resources and works with clients who choose to use the Online Application Service. Madison also functions as recruitment support. Madison graduated from the University of Washington, earning her BA in Communications.

EXECUTIVE SUMMARY

Prothman has been in the business of finding highly qualified candidates for placement in local government organizations of various sizes with varying political ideologies for 23 years. We understand politics, Board and Council dynamics, and community passion, and we are experts in facilitating. We have designed our recruitment process so that all stakeholders are included, listened to, and treated with respect. Our company takes pride in and stakes its reputation on finding qualified candidates who are the right “fit” for our clients.

Some of our Executive Management Recruitments – In progress and recently completed:

City Administrator – City of Chewelah, WA; Planning & Community Development Director – City of Prosser, WA; Parks & Recreation Director – City of Oregon City, OR; Executive Director – Port of Pasco, WA; City Manager – City of Dillingham, AK; Executive Director – Fidalgo Pool & Fitness Center, WA; Director of Utilities – City of Rio Rancho, NM; Public Works Director – City of The Dalles, OR; Executive Director – Vashon Park District, WA; HR Director – City of Spokane, WA; Public Works Director – City and Borough of Sitka, AK; Civil Engineer – Cowlitz County, WA; Civil Engineer – Renner Associates, SD; Operations Supervisor – Grant Transit Authority, WA; Community Development Director – Jefferson County, OR; Procurement Manager – Salem Area Mass Transit District, OR; Fire Chief – Spokane County Fire District 9, WA; Fire Chief – City of La Grande, OR; Fire Chief – Boulder Rural Fire Rescue, CO.

1. Full Recruitment with 1-Year Guarantee

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research (*Soliciting Input*)

We will travel to Post Falls or meet via Zoom/Teams and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications and personality you desire in your next employee. We will:

- ◆ Meet with the City Administrator
- ◆ Meet with Executive Leadership Team
- ◆ Meet with Staff, as directed
- ◆ Meet with other Stakeholders, as directed
- ◆ Review all documents related to the position

Position Profile Development (*Identifying the Ideal Candidate*)

We will work with you and develop a profile of your ideal candidate. Once the Position Profile is approved by you, it will serve as the foundation for our determination of a candidate's “fit” within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience
 - Ideal personality traits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy (*Locating Qualified Candidates*)

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit.* We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ♦ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county management professionals who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach and Networking** via thousands of city/county management personal emails.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

Conduct Preliminary Screening

Candidate Screening (*Narrowing the Field*)

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental question responses. After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 3) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 4 to 12 candidates. During the interviews, we ask technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.

Candidate Presentation (*Choosing the Finalists*)

We will prepare and send to you candidate packets which include each candidate's application materials and the results of the personal interviews and publication search.

We will meet via Zoom/Teams or travel to Post Falls and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

We will discuss the planning and design of the final interview process during this meeting.

Planning and Design for Final Interviews

Final Interview Process *(Selecting the Right Candidate)*

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ◆ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
 - **Deciding on Panel Participants**
 - **Deciding on an Evening Reception**
 - **Deciding on Candidate Travel Expenses**
- ◆ **Background Checks**

Background checks include the following:

 - **References**
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
- ◆ **Candidate Travel Coordination**

After you have identified the travel expenses you wish to cover, we work with the candidates to organize the most cost-effective travel arrangements.
- ◆ **Final Interview Packets**

The Final Interview Packets include the candidates' application materials and sample interview questions and are the tool that keeps the final interview process organized.
- ◆ **Final Interviews with Candidates**

We will travel to the City of Post Falls and facilitate the interviews. The interview process usually begins with a morning briefing where the schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.
- ◆ **Candidate Evaluation Session:** After the interviews are complete, we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or interview sessions if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Availability & Timeline

One of our first tasks will be to coordinate and commit to a schedule. Then, we protect your dates on a master schedule to assure we never miss a commitment. We provide you with our cell phone numbers so that you have direct access to your lead consultant and support staff, and we will communicate and update you as often as you desire.

Our recruitments take approximately 10-14 weeks to complete, depending on the scope and direction from the client. You can expect approximately: 1-2 weeks for stakeholder interviews and profile development and approval, 5-6 weeks for recruitment, 2 weeks for screening and interviewing, and 3 weeks for work session and coordinating final interviews.

FEE & EXPENSES FOR FULL RECRUITMENT

Professional Fee

The fee for conducting a full recruitment with a one-year guarantee is \$17,500. The fee covers all Prothman staff time required to conduct the recruitment. This includes all correspondence with the client, including on-site meetings, writing and placing the recruitment ads, development of the candidate profile, creating and processing direct mail letters, creating and coordinating the email campaign, reviewing resumes, coordinating and conducting semifinalist interviews, coordinating and attending finalist interviews, coordinating candidate travel, coordinating background checks and conducting professional references on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

The professional fee is billed in three equal installments throughout the recruitment, one at the beginning, at the halfway point, and upon completion of the final interviews.

Expenses

- Trade journal, LinkedIn, and associated website advertising (approx. \$800 - \$2,100)
- Direct mail announcements (\$1,900)
- Final Interview Packets and Shipping (approx. \$150 - \$500)
- Background checks performed by Sterling (approx. \$185 per candidate)
- Consultant travel for Gary Buchanan: No Charge
- Consultant travel: Mileage at IRS rate, travel time at \$50 per hour, lodging if needed (approx. \$650 - \$950 per trip)

Warranty

Repeat the Recruitment

If you follow the major elements of our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost to you would be for the expenses.

Guarantee

Replacement Recruitment

Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct one replacement search with no additional professional fee, the only cost to you would be for the expenses.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Equal Opportunity

We can assure you that we recognize the importance and wisdom of a diversity rich candidate pool and for every recruitment we conduct, we have made it our mission to reach out to and attract the most qualified and diverse candidate pool as possible for our clients. If we are chosen to be your executive recruiting partner, we will do so with the common goal of finding the agency a diverse and qualified pool of candidates. *All qualified applicants are considered in accordance with applicable laws prohibiting discrimination on the basis of race, religion, color, gender, age, national origin, sexual orientation, physical or mental disability, marital status or veteran status or any other legally protected status.*

2. Sourcing & Screening Only

Project Review

The first step will be to:

- ◆ Review the scope of work and project schedule

Information Gathering and Research *(Soliciting Input)*

We will meet via Zoom/Teams or travel to Post Falls and spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications and personality you desire in your next employee. We will:

- ◆ Meet with the City Administrator
- ◆ Meet with Executive Leadership Team
- ◆ Meet with Staff, as directed
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- ◆ Review all documents related to the position

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- ◆ **Information on how to apply**

Identify, Target, and Recruit Viable Candidates

Outreach and Advertising Strategy *(Locating Qualified Candidates)*

We recognize that often the best candidates are not actively looking for a new position - *this is the person we want to reach and recruit.* We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals, and related websites.
- ◆ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county professionals who are not actively searching for a new position.
- ◆ **Focused Candidate Outreach** via thousands of personal emails sent directly to city/county professionals.
- ◆ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

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Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 3 key steps:

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Candidate Presentation *(Choosing the Finalists)*

We will prepare and send to you candidate packets (electronically) which include each candidate's application materials and the results of the personal interviews and publication search. **We will meet via Zoom/Teams or travel to Post Falls** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 3 to 6 candidates to invite to the final interviews.

The City of Post Falls handles the final interviews from this point.

Fee & Expenses

The fee for each Sourcing & Screening Recruitment is \$11,500. The professional fee covers all Prothman staff time required to conduct the recruitment, which includes creating the position profile, posting the position on the website, creating and placing advertisements, creating the direct mail announcement and processing the mailing, creating and processing the email announcements, coordinating the social media campaign, screening application materials, coordinating and conducting first round interviews, preparing interview summaries, and attending work session to review candidates.

The expenses cover the cost of the advertisement and direct mail campaign. The client will be responsible for reimbursing Prothman for the expenses for each recruitment. We will work with you on the advertising budget. We do not mark up the expenses and expense items include:

- Trade journal, LinkedIn, and associated website advertising (approx. \$800 - \$2,100)
- Direct mail announcements (\$1,900)
- Consultant travel for Gary Buchanan: No Charge

Warranty

If a candidate is not chosen from the first pool of applicants, we will repeat the process once with no additional fee, the only cost to you would be the cost for the advertising and direct mail.

3. Sourcing & Outreach Only

Position Profile Development

Working with you, we will create a position profile. This document will be posted on our website. Profiles include the following:

- ♦ **A description of the ideal candidate's qualifications**
- ♦ **Organization & community specific information**
- ♦ **Compensation package details & information on how to apply**

Advertising & Outreach Strategy

Our staff will handle all advertising and outreach on your behalf. We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ♦ **Targeted Direct Mail Recruitment Brochures** sent directly to hundreds of city/county professionals who are not actively searching for a new position.
- ♦ **Focused Candidate Outreach** via thousands of personal emails sent to city/county professionals.
- ♦ **Posting the Position Profile on Prothman's Facebook and LinkedIn pages, and on the Prothman website**, which receives over five thousand visits per week from potential candidates.

Application Collection

We will post your position on the Prothman website on our "Open Recruitments" page. When candidates click on "Apply Online", they will automatically be forwarded to your NEOGOV online application process, thus you will have full control of all applications as they come in.

The City of Post Falls handles all screening and interviews from this point.

Fee & Expenses

The fee for each Sourcing & Outreach Recruitment is \$5,500. The professional fee covers all Prothman staff time required to conduct the recruitment, which includes creating the position profile, posting the position on the website, creating and placing advertisements, creating the direct mail announcement and processing the mailing, creating and processing the email announcements, and coordinating the social media campaign.

The expenses cover the cost of the advertisement and direct mail campaign. The client will be responsible for reimbursing Prothman for the cost of advertising and direct mail for each recruitment. We will work with you on the advertising budget. We do not mark up the expenses and expense items include:

- Trade journal, LinkedIn Boost, and website advertising (approx. \$800 - \$2,100)
- Direct mail announcements (\$1,900)

Warranty

If a candidate is not chosen from the first pool of applicants, we will repeat the process as many times as necessary with no additional fee, the only cost to you would be the cost for the advertising and direct mail, if requested.

CITY OF POST FALLS
AGENDA REPORT
WORKSHOP – 5:00 pm 2nd Floor Conference Room
MEETING DATE: 2/19/2025

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Warren Wilson, Deputy City Administrator

SUBJECT: Mayor and Council Salary Review

ITEM AND RECOMMENDED ACTION:

Staff will present information about mayor and council salaries for consideration.

DISCUSSION:

Salaries for the mayor and council can only be adjusted in election years. This workshop item is intended to allow council to consider whether to raise these salaries during the budget process. Attached is information about salaries in other cities.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. FY25 Mayor & Council

AGENCY	POPULATION	POSITION	MINIMUM
Part Time			
CDA	56,894	Mayor	\$ 39,552.00
Hayden	16,422	Mayor	\$ 15,840.00
Liberty Lake	13,188	Mayor	\$ 32,100.00
Moscow	26,387	Mayor	\$ 28,763.52
Rathdrum	11,580	Mayor	\$ 20,004.00
Full Time			
Eagle	32,319	Mayor	\$ 92,795.00
Rexburg	39,975	Mayor	\$ 94,243.00
Idaho Falls	68,001	Mayor	\$ 102,200.28
Lewiston	34,836	Mayor	\$ 84,000.00
Nampa	114,268	Mayor	\$ 110,510.40
Pocatello	58,064	Mayor	\$ 97,784.71
Average PT - PF is about 17% higher			\$ 27,251.90
POST FALLS (44,798)			\$ 32,082.07

PF pays up to **\$28,680.48** yearly for medical, dental, VEBA and life insurance

CDA offers nothing beyond what other employees receive

Moscow does not offer benefits to Mayor & Council

Twin Falls does not offer benefits to Mayor & Council

Rathdrum does not offer benefits to Mayor & Council

Lewiston offers mayor same benefits as other employees. Council doesn't receive any health benefits, only PERSI

Eagle offers mayor same benefits as other employees. Council pays 100% of their health premiums

Idaho Falls offers nothing beyond what the other employees receive

Rexburg offers nothing beyond what the other employees receive

Pocatello offers nothing beyond what the other employees receive

Hayden covers 100% for Mayor & Council and 50% for their dependents

Liberty Lake Mayor & Council are not eligible for benefits

Twin Falls mayor is a council position - they have a council manager type of government salary not included in the average

AGENCY	POPULATION	POSITION	MINIMUM
Nampa	114,268	Council	\$ 10,930.40
Idaho Falls	68,001	Council	\$ 15,330.12
Pocatello	58,064	Council	\$ 14,940.92
CDA	56,894	Council	\$ 15,450.00
Twin Falls	54,943	Council	\$ 13,920.00
Rexburg	39,975	Council	\$ 10,980.00
Lewiston	34,836	Council	\$ 8,400.00
Eagle	32,319	Council	\$ 16,225.00
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POST FALLS (44,798)			\$ 12,339.00

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Liberty Lake Mayor & Council are not eligible for benefits

Twin Falls mayor is a council position - they have a council manager type of government salary not included in the average

Hayden `	Next Week
CDA	April - negotiations for police & lake city
Twin Falls	Not yet
Spokane Valley	new cba - no raises for the next 3 years
Pocatello	Fire 1.5%; GE 1 step & possible table adjustment; Police - negotiations
Moscow	possible 3% merit/3% COLA
LL	Later in the year - usually a COLA based on the CPI
Rathdrum	COLA 3.5%/merit 2.5% possibly
Lewiston	CPI average for Jan, Feb, March for COLA max of 2.5%

**CITY OF POST FALLS
AGENDA REPORT**
WORKSHOP – 5:00 pm 2nd Floor Conference Room
MEETING DATE: 2/19/2025

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Shelly Enderud, City Administrator
SUBJECT: Long Range Financial Planning

ITEM AND RECOMMENDED ACTION:

Staff will present information about a proposal to create a long range financial plan for the city.

DISCUSSION:

This workshop item will discuss a proposal to develop a long range financial planning model for the city.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

ATTACHMENTS:

1. 01.29.25 FCS Post Falls Long Range Financial Plan Contract_

CONTRACT AGREEMENT

BETWEEN

FCS, a Bowman company

Redmond Town Center
7525 – 166th Ave. NE, Suite D-215
Redmond, Washington 98052

AND

City of Post Falls

408 North Spokane St
Post Falls, ID 83854

PROJECT: Long-Range Financial Plan and Analysis

THIS AGREEMENT combines all understandings between the Parties regarding professional services for the Project named above and supersedes all prior proposals, quotations, solicitations, negotiations, representations, agreements, or understandings, whether written or oral.

The performance of the professional services herein described and authorized by **the City of Post Falls** as well as payment for such services, shall be in accordance with the terms and conditions presented in this Agreement and the following Sections and Exhibits which are attached and incorporated by reference which, taken together, shall constitute the whole Agreement.

- Section I - Relationship of the Parties**
- Section II - Contract Provisions**
- Exhibit A - Scope of Work and Task Plan**
- Exhibit B - Fee Schedule**

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this _____ day of _____, 20_____.

APPROVED:

FCS, a Bowman company

APPROVED:

City of Post Falls

Angie Sanchez Virnoche
Vice President and Principal

Date: _____

Date: _____

ATTEST:

SECTION I: RELATIONSHIP OF THE PARTIES

The **City of Post Falls** ("Client"), desires to enter into an agreement for a Long-Range Financial Plan ("Project"). In furtherance of the Project, the Client hereby contracts with **FCS, a Bowman company** ("FCS") to perform the professional services described in Exhibit A of this Agreement. All services shall be performed under the joint supervision of the Client's Representative, **Shelly Enderud, City Administrator**, or a designee or designees identified in writing to FCS by the Client's Representative.

This Agreement shall inure to the benefit of and be binding upon successors, assigns, and legal representatives of each of the Parties hereto. Any assignment or transfer of an interest in this Agreement by either Party without the written consent of the other shall be void.

SECTION II: CONTRACT PROVISIONS

1. Scope of Work: FCS shall perform the service for the Client which as defined in Exhibit A of this Agreement.

2. Contract Term: The Scope of Work for the conduct of the study as set forth above is anticipated to be completed by FCS within the time frame specified below:

Notice to Proceed: On or before February 15, 2025

Contract Term: Work on initial scope shall be completed by February 15, 2026

FCS agrees to perform the work described in the Scope of Work according to the contract schedule. Any delays shall be agreed upon by FCS and Client prior to the due date. Changes in the schedule caused by Client delays may require additional compensation and a change order.

If FCS is delayed in the performance of services by conditions which are beyond their control, or by a change in the scope of work, the schedule showing time of performance may be revised. Any revision thereto shall be submitted in writing to the Client for review and approval by the Client Representative. If FCS's services are temporarily suspended by the Client in the interest of the Project and with written notice to FCS, and the suspensions last longer than 90 consecutive days, FCS shall be compensated for any additional labor and direct expenses incurred due to the interruption and resumption of services.

3. Payment: FCS will be paid by the Client under the following terms:

Fixed Fee: FCS will be paid at hourly rates based on the rates attached hereto as Exhibit B. Total compensation to the Consultant will not exceed **\$37,655** without a change order approved in writing by both parties. Direct expenses will be charged as identified in Exhibit B. Payment will be made in monthly installments based on an invoice for services rendered in hours or percentage of completion and direct expenses incurred during the previous month. Upon completion of the Project, any remaining fee will be billed to Client.

Should any unforeseen project delays, not caused by FCS, and/or any requested amendments to the original scope of work, cause this contract to extend more than 90 days past the original contracted schedule date, any work and/or amendments to the work shall be billed at the standard billing rates in effect for the period of time the work is being performed. If said

change in billing rates will cause the project to exceed the amount stated in the preceding paragraph, a change order will be prepared and signed by both parties.

FCS will invoice Client monthly, and payment shall be made within 30 days of receipt of invoice.

4. Supplemental Agreements: Supplemental Agreements may be entered into upon mutual written agreement that would increase or decrease the scope of and associated costs and payment.

5. Work to be Accomplished: All work accomplished will be performed under the direction of the Client Representative or his/her Designee.

6. Termination: This contract may be terminated by the Client by giving FCS written notice of such termination no fewer than fifteen (15) days in advance of the effective date of said termination. FCS shall be entitled to terminate this agreement only in the case of a material breach by the Client, and upon failure of the Client to remedy said breach within fifteen (15) days of said notice. In the event that the contract is terminated before completion, FCS shall be paid for the services to date on the basis set forth in Paragraph 3, plus 10% of the total compensation earned to time of termination to compensate for FCS's rescheduling adjustments, reassignment of personnel, and related costs incurred due to termination. The Client shall notify FCS of termination or abandonment in writing.

7. Indemnity: FCS shall comply with all Federal Government, State and local laws and ordinances applicable to the work to be done under this Agreement.

FCS hereby agrees to hold the Client harmless from and shall process and defend at its own expense, specific claims, demands or suits at law or equity, arising from FCS's negligent performance of the provisions of this Agreement; provided that if the Client and FCS are concurrently negligent, FCS shall be required to indemnify and defend only in proportion to negligence of FCS. These indemnity provisions shall not require FCS to defend or indemnify the Client against any action based solely on the alleged negligence of the Client.

If the Client makes changes to FCS work product without authorization of FCS, the indemnity provisions shall not require FCS to defend or indemnify the Client against any action that arises from the unauthorized changes to FCS work product.

8. All Work Produced is Joint Property of FCS and the Client: The materials, computer programs, reports, calculations, analyses, etc., generated by FCS under this contract including the final report shall be the joint property of the Client and FCS. FCS may retain copies thereof for work paper documentation and their own use unless specifically restricted in writing by the Client as to use.

Computer models use generally available software, such as Microsoft Excel (TM), and FCS does not intend or imply any warranty for those programs.

9. Intended Use and Users of the Work Product: The work products provided under this Agreement are intended for the use of the Clients for the purposes described in the Scope of Services at Exhibit A. No other users or uses are intended or implied. FCS is not a Municipal Advisor as defined by the US Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). Clients will not represent the work products provided

under this Agreement as Municipal Advice within the legal definitions represented by the SEC and the MSRB.

The information used in developing the forecast assumptions will be derived from published information and other sources FCS considers appropriate. However, FCS cannot assume responsibility for the accuracy of such material. Moreover, forecasts are subject to many uncertainties as to the future; therefore, FCS cannot represent that the projected financial statements will be representative of the results that actually occur. FCS will endeavor to include appropriate comments drawing the readers' attention to these matters.

10. Integrated Agreement: This agreement together with attachments or addenda represents the entire and integrated agreement between the Client and FCS and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended by written instrument signed by both the Client and FCS.

11. Independent Contractor: The parties intend that an independent Contractor/Client relationship will be created by this agreement. No agent, employee, or representative of FCS shall be deemed to be an agent, employee, or representative of the Client for any purpose. FCS shall be solely responsible for all acts of its agents, employees, representatives, and subcontractors during the performance of this contract.

12. Equal Opportunity: FCS is committed to the principles of providing equal employment opportunities for all employees. The performance and diversity of our employees will help us meet the challenges of the present and the future in serving our clients. This policy statement is a reaffirmation of our long-standing commitment to provide equal opportunity on the basis of individual merit and personal qualifications to employees and applicants for employment without regard to race, color, religious creed, sex, sexual orientation or preference, gender identity, genetic characteristics or information of employee or family, age, national origin, ancestry, marital status, citizenship, the presence of sensory, mental, or physical disability, pregnancy/childbirth or related condition, medical condition, membership in the military service, veteran's status, political ideology or any other basis protected by applicable federal, state, or local laws.

13. Notices: Notices to the Client shall be sent to the following address:

City of Post Falls
Attention: Shelly Enderud, City Administrator
408 North Spokane St
Post Falls, ID 83854

Notices to FCS shall be sent to the following address:

FCS, a Bowman company
Attention: Angie Sanchez Virnoche, Vice President and Principal
Redmond Town Center
7525 – 166th Ave. NE, Suite D-215
Redmond, Washington 98052

EXHIBIT A: SCOPE OF WORK AND TASK PLAN**Task 1: Project Initiation & Plan Foundation**

FCS will conduct a virtual kickoff meeting with the City's project manager and the appropriate City staff for introductions and to determine objectives, timelines, methodologies, and project milestones. FCS will submit a data request to the City that will request all relevant information for the project including operating and capital budgets, financial reports, policy and planning documents and all other materials that may be required to produce the financial forecast and fiscal analysis.

Task 2: Budget Assessment

This task will assess current and historical budget information, including extensive analysis on the City's general revenues and expenditures to assess the current conditions and identify any structural imbalances that exist in the current or short-term budget outlook. Key measures will be the budget to actual information for the past few budget years, looking at where the city is over/under-budgeting revenues and expenditures.

Task 2a (requested by the City):

As part of Task 2, FCS will also conduct a budgetary analysis of both street maintenance and fleet allocation, calculating annual expenditure figures to build into the budget forecast and long-range plan. This will include an annual figure for streets maintenance as well as annual charge outs by department and fund for fleet based on usage numbers provided by the City.

Task 3: Budget Forecast and Long-Range Plan

FCS has a municipal budget forecasting model that will be updated with the City's financial structure, revenue and expenditure accounts, and historical budget information. From this model update, a 10-year long-range financial forecast will be prepared. Three scenarios will be presented to the City with variable assumptions.

Task 4: Discussions with City Staff on Preliminary Findings

This task will include two (2) virtual meetings with the city and developing a high-level technical memorandum on the preliminary forecast and forecast scenarios. The memorandum will include findings such as:

- Current financial condition of the City and identifying current areas of concern with revenues/expenditures.
- 10-year forecast including three scenarios that include variable revenue and expenditure assumption changes as agreed to by the City.

Task 5: Draft Report and Presentation of Findings

This stage of the project will include a project report that includes the fiscal analysis in the technical memorandum including recommendations for changes to revenues and expenditures and identifying revenue options for the City. This stage will include up to two (2) virtual meetings with City staff to finalize the report.

Task 6: Updates

FCS will provide at least one (1) virtual follow-up meeting to update City staff and council as needed after the findings and report are presented.

EXHIBIT B: FCS, A BOWMAN COMPANY. FEE SCHEDULE

<u>Long Range Financial Plan</u>	<u>Total</u>	<u>Fee</u>
<u>Estimated Level of Effort by Task</u>	<u>Hours</u>	<u>Estimate</u>
Task 1: Project Initiation & Plan Foundation	15	\$2,555
Task 2: Budget Assessment	33	\$6,765
Task 3: Budget Forecast and Long-Range Plan	53	\$11,265
Task 4: City Staff Discussions on Prelim. Findings	14	\$3,040
Task 5: Draft Report and Presentation of Findings	31	\$7,005
Task 6: Updates	10	\$2,025
Project Total	156	\$32,655
Optional Contingency		\$5,000

LABOR RATES

<u>Name</u>	<u>Title</u>	<u>Billing Rate</u>
Angie Sanchez Virnoche	Principal	\$310.00
Robert Hamud	Project Manager	\$230.00
Luke Nelson	Senior Analyst	\$185.00
Administrative Support Staff		\$110.00

DIRECT EXPENSES

Direct Expenses will not be charged for ordinary project-related expenses. For any client-requested extraordinary expenses, specific terms will be established prior to expenditure and billing.

**CITY OF POST FALLS
AGENDA REPORT**
WORKSHOP – 5:00 pm 2nd Floor Conference Room
MEETING DATE: 2/19/2025

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: Warren Wilson, Deputy City Administrator
SUBJECT: FY 2026 Budget Priorities

ITEM AND RECOMMENDED ACTION:

Staff will present and discuss priorities to guide budget preparation for fiscal year 2026.

DISCUSSION:

This workshop item will allow the city council to discuss and identify priorities to guide staff in preparing the draft budget for fiscal year 2026.

ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:

N/A

APPROVED OR DIRECTION GIVEN:

N/A

FISCAL IMPACT OR OTHER SOURCE OF FUNDING:

N/A

BUDGET CODE:

N/A

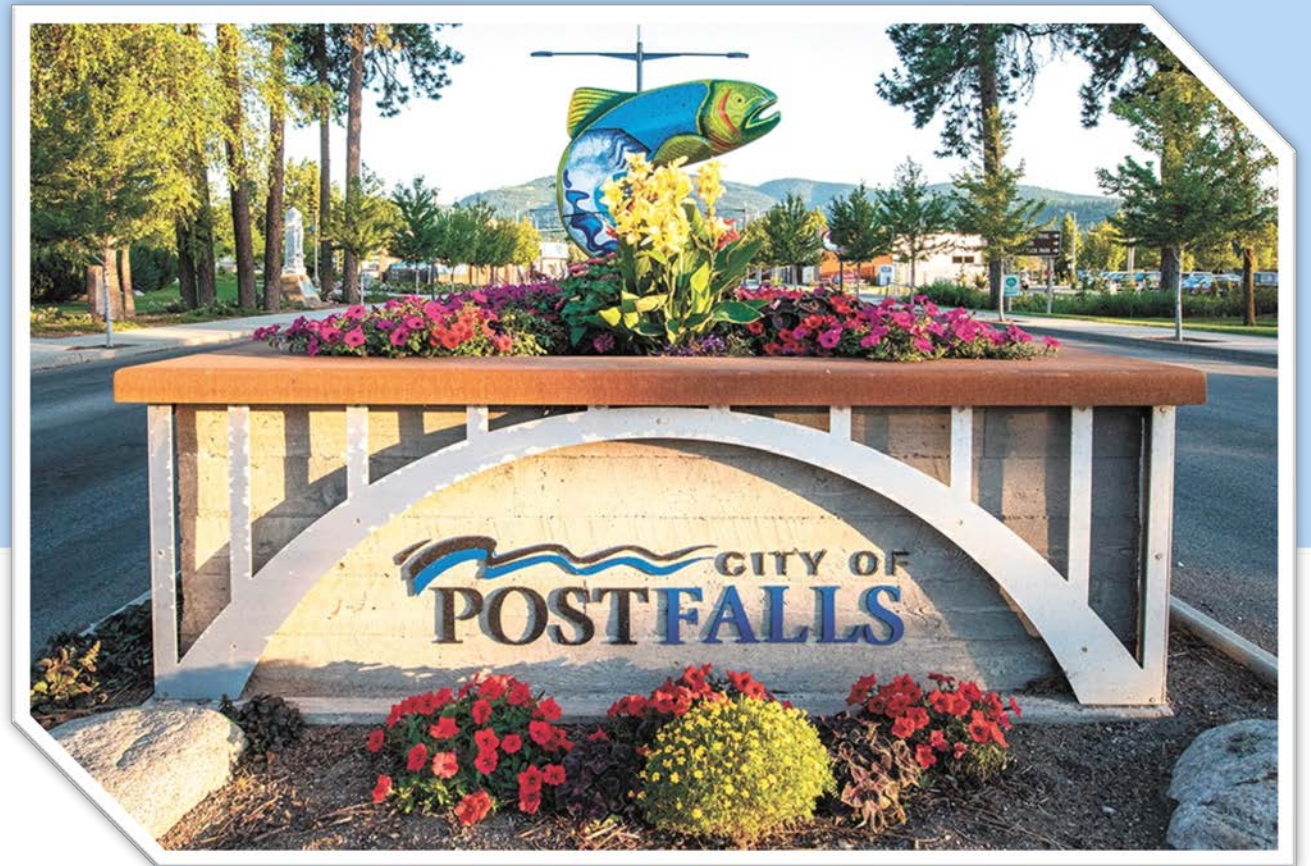
ATTACHMENTS:

1. 2025.02.19 2026 Budget Workshop Presentation

2026 Budget Priority Workshop

Warren Wilson
Shelly Enderud

February 19, 2025



Introduction

Roadmap:

- Department Head Recruitment Process – *Shelly*
- Mayor and Council Salary Review – *Warren*
- Long Range Financial Planning Project – *Shelly*
- Budget Priorities Discussion – *Warren*
- Review Next Steps - *Warren*

Department Head Recruitment

- Dave Fair Retiring December 31, 2025
- Plan: Concurrent Internal/External Recruitment
- Recommending Use of Recruitment Firm (Prothman)
- Goal: Enter Contract with New Director in October

Department Head Recruitment

Planned Recruitment Process:

- Consultant Advertise Position Regionally/Nationally
- Admin/Consultant Selects Finalists for Interview
- Two Interview Panels:
 - Admin Panel Including Mayor & External Parks Expert
 - Department Head Panel

Department Head Recruitment

Planned Recruitment Process Cont:

- Executive Session to Discuss Successful Candidate Prior to Appointment
- Appointment & Confirmation
- Onboarding

Department Head Recruitment

Costs:

- Consultant Fee: \$17,500 + Costs
 - Consultant Has Rep. in Spokane to Limit Travel Costs
- Travel Costs for Finalists
- Negotiated Costs in Contract – If Any

Department Head Recruitment

Preliminary Discussion:

- Keep as Appointed Position?
 - Not Required By Statute – Can Change
 - Would Require Changes to City Code & Personnel Policies
 - May Provide Flexibility in Hiring/Termination
 - Would Not Require Confirmation
 - Would Create a Separate Class of Department Head
 - May Be Less Protection for Employee/Make Recruitment Harder
- Keep or Change?

Department Head Recruitment

Next Steps:

- Contract with Recruiter
- Meetings with Staff and Parks and Recreation Commission
- Begin Recruitment in Second Quarter

Mayor & Council Salary

I.C. 50-203:

- Each election year council sets salaries for mayor & council.
- Salary ordinance must be adopted 75 days before election.
 - August 19th Council meeting.
- Salaries take effect next January 1st – after the election.

Mayor Salary

AGENCY	POPULATION	POSITION	MINIMUM
Part Time			
CDA	56,894	Mayor	\$ 39,552.00
Hayden	16,422	Mayor	\$ 15,840.00
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Pocatello	58,064	Mayor	\$ 97,784.71
		Average PT - PF is about 17% higher	\$ 27,251.90
		POST FALLS (44,798)	\$ 32,082.07

Mayor Benefits

- Post Falls provides medical, dental, VEBA.
- CDA, Lewiston, Eagle, Idaho Falls, Rexburg, Pocatello, Hayden similar.
- Moscow, Rathdrum, Twin Falls*, Liberty Lake do not provide benefits.

* Twin Falls has a Council/Manager Government.

- Mayor is member of Council.
- City Manager is Chief Executive.

Council Salary

AGENCY	POPULATION	POSITION	MINIMUM
Nampa	114,268	Council	\$10,930.66
Idaho Falls	68,001	Council	\$15,330.12
Pocatello	58,064	Council	\$14,940.92
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- Moscow, Rathdrum, Lewiston, Eagle, Twin Falls, Liberty Lake do not provide benefits.

* Hayden covers 50% for dependents.

Mayor & Council Salary

- Don't need decision today.
- Will revisit during budget workshops.
- Adopt Ordinance by August 19th Council meeting.

What is Long Range Financial Planning?

- Budget Road Map using Financial Forecasting and Financial Strategizing that Identifies:
 - Future Challenges and Opportunities.
 - Causes of Fiscal Imbalances.
 - Strategies to Secure Financial Sustainability.
 - Includes Potential Funding Recommendations.
 - Includes Best Practices for Operations and Capital Budgets.
 - Provides for Optimal Resource Allocation Over Long Term.
 - Includes Deferred Maintenance Recommendations.

Why Is Long Range Financial Planning Being Implemented by Cities?

- Community's Expectations are Increasing.
- There is No Desire to Cut Services.
- Infrastructure is Aging and Requires Investment.
- Costs are Rising Higher than Revenues.
- Access to New Revenue Sources is Limited.
- Increased Regulatory Requirements.
- Long Range Planning and Investment Reduces Costs Overall.

Why Is Long Range Financial Planning Important?

- To Deliver Efficient and Effective Services that Facilitate Economic Opportunity and Enhance Quality of Life.
- Designed for Informed Decision Making - Technical Analysis of Current, Historic, and Future Projected Data.
- Assist the City to be Less Reactive and More Strategic in its Financial Planning.
 - More Resilient and Sustainable While Providing a High Level of Customer Service.
- Ensure the Fiscal Strength of the City and Achieve Results that the Community Values.

Why Is Long Range Financial Planning Important?

- Provides Structural Balance –
 - Prioritizes resources in time of surplus and time of deficiency.
 - Maintain consistency in times of volatility.
 - Plan for consistent funding of capital purchases & maintenance.
 - On-Going Expenditures and One-Time Expenditures.
 - New Capital and Replacement Capital.
- Ensure Resources and Expenditures Support Desired Service Levels.
- New Budget Requests to Consider Fully Encumbered Costs to City.

Who Benefits From Long Range Financial Planning?

- Citizens – Effective Financial Stewardship Enhances Quality of Life for a Community.
- Council – Provides Guidance for Council Decisions, thereby Providing Consistency and Quality Control.
- Businesses – Investment in a Community Enhances Business Attraction and Retention.
- Department Heads and Staff – Provides Guidance with Service Level Delivery and Reassurance for Long Term Sustainability and Consistency (Workforce Attraction).

FCS Group Proposal – Long Range Financial Planning

- Deliverables:
 - General Fund 10-Year Budget.
 - Provide Three (3) Scenarios for Council to Consider.
 - Includes Street and Fleet Replacement/Deferred Maintenance.
 - Other Replacement and Deferred Maintenance – Staff Driven.
- Proposal Cost \$37,655.
- Companion Proposal:
 - Cost Allocation Plan Proposal - \$53,000.

FY '26 Budget Priorities

- Asked Council for List of Priorities
- Department Heads Asked for Additional Priorities
- Each Department Head Asked to Rank Submitted Priorities
- Priorities Combined and Reworded to Group Similar Goals
- Tonight: Council Will Re-Rank Priorities
- **Goal: Create a List of 5 Focus Areas for Budget Discussions**

FY '26 Budget Priorities

But First . . .

Ice Breaker Activity

FY '26 Budget Priorities

Submitted Priorities:

- Focus On Retaining & Recruit Critical Staff (Randy, Joe, Nathan).
- Focus on Law Enforcement Funding (Incl. Code Enf. & Speeding) (Nathan, Randy, Samantha).
- Maintain Level of Service in Streets, Parks, Water, Wastewater (Samantha).
- Invest in Maintenance/Upgrades Now For Long Term Savings (Randy, Joe). Increase Street Maintenance (Randy, Nathan).

FY '26 Budget Priorities

Submitted Priorities:

- Increase Funding For Asset Replacement Funds (Randy).
- Improve Public Relations/Customer Experience (Randy).
- No Budget Increase (Samantha).
- Focus on Automation/Efficiency to Limit Staff Growth (Joe).
- Improve Parks System (Randy).
- Strengthen Data Security (Mike).

FY '26 Budget Priorities

Submitted Priorities:

- Retain Staff Members (Bob, Dave, John).
- Succession Planning/Grow Talent/Train Staff (Bob, Dave, John)
- Code Enforcement/Patrol Focus (Greg).
- Maintain Service Levels/Fund Inflation Costs (John).
- Implement Planned Capital Projects/Master & Facilities Plans (John).

FY '26 Budget Priorities

Submitted Priorities:

- Procure Systems to Improve Safety and/or Efficiency (John).
- Fund Replacement/Capital Accounts (John and Dave).
- Expand Community Events (Dave).
- Improve Customer Service/Experience (Dave).
- ADA Improvements (Dave).
- Parking Enforcement (Warren).

FY '26 Budget Priorities

Department Ranked Priorities:

1. Retain Staff Members & Recruit Critical Staff.
2. Maintain Service Levels/Fund Inflation.
3. Invest in Maint./Upgrades Now For Future Savings.
4. Strengthen Data Security
5. Focus on Law Enforcement Funding.

FY '26 Budget Priorities

Department Ranked Priorities:

6. Fund Asset Replacement/Capital Accounts.
7. Improve P.R./Customer Experience & Service.
8. Staff Training to Grow Talent/Succession Planning.
9. Fund Automation/Systems for Efficiency.
10. Improve Parks System.

FY '26 Budget Priorities

Department Ranked Priorities:

11. Implement Planned Capital Projects & Plans.
12. ADA Improvements.
13. Expand Community Events.
14. No Budget Increase.

FY '26 Budget Priorities

Council Re-Ranking Activity:

- Questions/Additions/Clarifications?
- Re-Rank Priorities on Provided Form

Next Steps

- Compile Council Priorities into Ranked List Reflecting Full Council Priorities
 - Will Distribute to Council
- Budget Requests Ongoing
- Council: Submit Specific Fund Requests by 4/31/25
 - Include Approx. Amount of Funding for Request
- Review Draft Budget at Workshop on 5/15/25

Questions?

