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**CITY COUNCIL  
MEETING AGENDA**

**September 27, 2023  
9:00 AM**

**Location: City Council Chambers, 408 N. Spokane Street, Post Falls, ID 83854**

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**REGULAR MEETING – 9:00 am City Council Chambers**

**CALL TO ORDER BY MAYOR JACOBSON**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF CITY COUNCIL MEMBERS**

Kerri Thoreson, Josh Walker, Joe Malloy, Nathan Ziegler, Lynn Borders, Kenny Shove

**CEREMONIES, ANNOUNCEMENTS, APPOINTMENTS, PRESENTATION:  
ACTION ITEM**

**AMENDMENTS TO THE AGENDA**

Final action cannot be taken on an item added to the agenda after the start of the meeting unless an emergency is declared that requires action at the meeting. The declaration and justification must be approved by motion of the Council.

**DECLARATION OF CONFLICT, EX-PARTE CONTACTS AND SITE VISITS**

The Mayor and members of the City Council have a duty to serve honestly and in the public interest. Where the Mayor or a member of the City Council have a conflict of interest, they may need to disclose the conflict and in certain circumstances, including land use decisions, they cannot participate in the decision-making process. Similarly, ex-parte contacts and site visits in most land use decisions must also be disclosed.

**1. CONSENT CALENDAR**

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it be discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

**ACTION ITEMS:**

**2. PUBLIC HEARINGS**

There are generally two types of public hearings. In a legislative hearing, such as adopting an ordinance amending the zoning code or Comprehensive Plan amendments, the Mayor and City Council may consider any input provided by the public. In quasi-judicial hearings, such as subdivisions, special use permits and zone change requests, the Mayor and City Council must follow procedures similar to those used in court to ensure the fairness of the hearing. Additionally, the Mayor and City Council can only consider testimony that relates to the adopted approval criteria for each matter. Residents or visitors wishing to testify upon an item before the Council must sign up in advance and provide enough information to allow the Clerk to properly record their testimony in the official record of the City.

Council. Hearing procedures call for submission of information from City staff, then presentation by the applicant (15 min.), followed by public testimony (4 min. each) and finally the applicant's rebuttal testimony (8 min.). Testimony should be addressed to the City Council, only address the relevant approval criteria (in quasi-judicial matters) and not be unduly repetitious.

**ACTION ITEMS:**

- a. FY 2024 Budget Hearing

**3. UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS**

This section of the agenda is to continue consideration of items that have been previously discussed by the City Council and to formally adopt ordinances and resolutions that were previously approved by the Council. Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements.

**ACTION ITEMS:**

- a. Ordinance - Superseding FY2024 Budget

**4. NEW BUSINESS**

This portion of the agenda is for City Council consideration of items that have not been previously discussed by the Council. Ordinances and Resolutions are generally added to a subsequent agenda for adoption under Unfinished Business, however, the Council may consider adoption of an ordinance or resolution under New Business if timely approval is necessary.

**ACTION ITEMS:**

**5. CITIZEN ISSUES**

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. Persons wishing to speak will have 5 minutes. Comments related to pending public hearings, including decisions that may be appealed to the City Council, are out of order and should be held for the public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Comments regarding performance by city employees are inappropriate at this time and should be directed to the Mayor, either by subsequent appointment or after tonight's meeting, if time permits. In order to ensure adequate public notice, Idaho Law provides that any item, other than emergencies, requiring Council action must be placed on the agenda of an upcoming Council meeting. As such, the City Council can't take action on items raised during citizens issues at the same meeting but may request additional information or that the item be placed on a future agenda.

**6. ADMINISTRATIVE / STAFF REPORTS**

This portion of the agenda is for City staff members to provide reports and updates to the Mayor and City Council regarding City business as well as responses to public comments. These items are for information only and no final action will be taken.

**7. MAYOR AND COUNCIL COMMENTS**

This section of the agenda is provided to allow the Mayor and City Councilors to make announcements and general comments relevant to City business and to request that items be added to future agendas for discussion. No final action or in-depth discussion of issues will occur.

**8. EXECUTIVE SESSION**

Certain City-related matters may need to be discussed confidentially subject to applicable legal requirements; the Council may enter executive session to discuss such matters. The motion to enter into executive session must reference the specific statutory section that authorizes the executive session. No final decision or action may be taken in executive session.

## **ACTION ITEMS:**

## **RETURN TO REGULAR SESSION**

## **ADJOURNMENT**

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 Spokane Street or call 208-773-3511. City Council and City commission meetings are broadcast live on Post Falls City Cable on cable channel 1300 (formerly 97.103) as well as the City's YouTube Channel (<https://www.youtube.com/c/CityofPostFallsIdaho>).

Mayor Ronald G. Jacobson

Councilors: Kerri Thoreson, Josh Walker, Joe Malloy, Nathan Ziegler, Lynn Borders, Kenny Shove

### **Mission**

The City of Post Falls mission is to provide leadership, support common community values, promote citizen involvement and provide services which ensure a superior quality of life.

### **Vision**

Post Falls, Idaho is a vibrant city with a balance of community and economic vitality that is distinguished by its engaged citizens, diverse businesses, progressive leaders, responsible management of fiscal and environmental resources, superior service, and a full range of opportunities for education and healthy lifestyles.

"Where opportunities flow and community is a way of life"

**CITY OF POST FALLS  
AGENDA REPORT  
PUBLIC HEARINGS  
MEETING DATE: 9/27/2023**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** Jason Faulkner, Finance Director  
**SUBJECT:** FY 2024 Budget Hearing

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**ITEM AND RECOMMENDED ACTION:**

Approved, as presented

**DISCUSSION:**

The county provided incorrect annexation amounts to the city, so both the foregone and budget hearings needed to be renoticed properly to capture the additional funds to foregone.

**ITEM / PROJECT PREVIOUSLY REVIEWED BY COUNCIL ON:**

September 5th, 2023

**APPROVED OR DIRECTION GIVEN:**

Approve, as presented.

**FISCAL IMPACT OR OTHER SOURCE OF FUNDING:**

N/A

**BUDGET CODE:**

N/A

**ATTACHMENTS:**

1. 2023.09.15 Superseding Budget Ordinance 2024

**ORDINANCE NO. [Category]**

AN ORDINANCE SUPERSEDING ORDINANCE NO. 1493 AS THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF POST FALLS, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023; APPROPRIATING THE SUM OF \$148,455,167 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY FOR THE FISCAL YEAR; AUTHORIZING A LEVY OF A SUFFICIENT TAX UPON THE TAXABLE PROPERTY WITHIN THE CITY FOR THE APPROPRIATED BUDGET; AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH APPROPRIATIONS ARE MADE.

**WHEREAS**, On September 5, 2023, The City Council of the City of Post Falls adopted Ordinance No. 1493 to establish the annual appropriations for the City for the fiscal year beginning October 1, 2023; and

**WHEREAS**, the Kootenai County Assessor made an error regarding the value of annexations during the fiscal year beginning October 1, 2023, that increased the revenues available to the City for appropriation for fiscal year 2024 by approximately \$19,099; and

**WHEREAS**, the City desires to reserve those foregone tax increases that were increased in error in the City's foregone tax balance; and

**WHEREAS**, I.C. 63-802(f) requires that, to reserve foregone tax increases, the City must adopt a resolution to reserve those increases at the annual budget hearing for the City; and

**WHEREAS**, to comply with I.C. 63-802(f), the City Council of Post Falls held a properly noticed hearing on the amended reserved forgone tax increase on September 26, 2023, and a second properly noticed budget public hearing on September 27, 2023, prior to adopting this superseding annual appropriation ordinance, so that the City Council could adopt a resolution reserving the amended foregone tax increases as required by law.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Post Falls as follows:

**SECTION 1.** That the sum of **\$148,455,167** is hereby appropriated to defray the necessary expenses and liabilities of the City of Post Falls, Kootenai County, Idaho for the fiscal year beginning October 1, 2023. Appropriations are made at the fund level, with additional detail shown for illustrative purposes only.

**SECTION 2.** That the objects and purposes for which such appropriations are made and the amount of each object and purpose is as follows:

PROPOSED EXPENDITURES/EXPENSES

| GENERAL FUND:                             | <u>TOTAL</u>            |
|-------------------------------------------|-------------------------|
| • ADMINISTRATION                          |                         |
| • FINANCE                                 |                         |
| • CITY CLERK                              |                         |
| • HUMAN RESOURCES                         |                         |
| • LEGAL SERVICES                          |                         |
| • COMMUNITY DEVELOPMENT                   |                         |
| • SAFETY                                  |                         |
| • PUBLIC WORKS                            |                         |
| • GIS                                     |                         |
| • PARKS & RECREATION                      |                         |
| • CAPITAL IMPROVEMENTS/CONTRACTS          |                         |
| • PERSONNEL                               |                         |
| • PERSONNEL POOL                          |                         |
| • ANNEXATION FEE ACCOUNT                  |                         |
| <br>TOTAL GENERAL FUND EXPENDITURES ..... | <br><b>\$52,617,479</b> |

SPECIAL REVENUE FUNDS:

- COMPREHENSIVE LIABILITY INSURANCE
- 911 SUPPORT
- DRUG SEIZURE
- SPECIAL EVENTS
- CEMETERY CAPITAL IMPROVEMENT

TOTAL SPECIAL REVENUE FUND EXPENDITURES ..... **\$3,717,395**

CAPITAL PROJECTS FUNDS:

- FACILITY RESERVE ACCOUNT
- CAPITAL IMPROVEMENTS

TOTAL CAPITAL PROJECTS FUND EXPENDITURES..... **\$19,115,000**

DEBT SERVICE FUNDS:

- LID DEBT SERVICE

TOTAL DEBT SERVICE FUND EXPENDITURES..... -

ENTERPRISE FUNDS:

- SEWER
- SANITATION
- WATER

TOTAL ENTERPRISE FUND EXPENSES..... **\$73,005,293**

TOTAL ALL FUND EXPENDITURES/EXPENSES..... **\$148,455,167**

**SECTION 3.** That a general tax be levied on all taxable property within the City of Post Falls to yield **\$15,302.447**, as allowed by law, for the general purposes of the City for the fiscal year beginning October 1, 2023.

**SECTION 4.** All ordinances, and parts of ordinances, in conflict with this ordinance are hereby repealed to the extent of such conflict.

**SECTION 5.** This ordinance will be effective upon its passage and publication in full, according to law.

*Passed under suspension of rules upon which a roll call vote was taken and duly enacted an Ordinance of the City of Post Falls at a special session of the City Council on September 27, 2023.*

APPROVED, ADOPTED, and SIGNED this                      day of September, 2023.

\_\_\_\_\_  
Ronald G. Jacobson, Mayor

ATTEST:

\_\_\_\_\_  
Shannon Howard, City Clerk

**CITY OF POST FALLS**  
**AGENDA REPORT**  
UNFINISHED BUSINESS/RETURNING ORDINANCES AND RESOLUTIONS  
**MEETING DATE: 9/27/2023**

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** Jason Faulkner, Finance Director  
**SUBJECT:** Ordinance - Superseding FY2024 Budget

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**ITEM AND RECOMMENDED ACTION:**

N/A

**DISCUSSION:**

N/A

**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. 2023.09.15 Superseding Budget Ordinance 2024 (1)

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Ronald G. Jacobson, Mayor

ATTEST:

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Shannon Howard, City Clerk