Dear Citizens,

The City of Post Falls Financial Services Department is proud to present the “popular” form of the City’s Comprehensive Annual Financial Report, the Popular Annual Financial Report (or PAFR).

The City’s award-winning PAFR is a user friendly report of our City’s financial operations in 2017. The audited financial report of City financials is the City’s CAFR. The average citizen may find it difficult to interpret the vast amount of data in the CAFR. The PAFR is designed to make the City’s finances easier to understand and to communicate with our citizens where City dollars come from and how they are spent.

Much of the information in the PAFR comes from the City’s FY 2017 CAFR. Under State law, the CAFR is prepared annually by City staff in accordance with Generally Accepted Accounting Principles, or GAAP. The City’s financial statements are then audited by an independent third-party professional accounting firm (Anderson Bros. CPA’s, P.A.). This step provides a level of assurance to the Mayor, the City Council, the financial community, and citizens-at-large that these financial statements are free of material misstatement. Based on the audit, Anderson Bros. CPA’s, P.A. concluded, in an unmodified opinion (meaning without reservation of any kind), that the City of Post Falls’ financial statements for the fiscal year ended September 30, 2017 are fairly presented and in conformity with GAAP. This opinion, its accompanying financial statements, and its Management Letter, containing a concise statement of areas where financial management practices could be improved, are presented in depth by officials Anderson Bros. CPA’s, P.A. to the City’s Finance Department. Subsequently, the audit report is then presented to the Mayor and City Council as part of a regular Council Work Session agenda item.

The PAFR is not intended to supplant the CAFR. It is intended as a supplement for an Executive-Summary-level briefing on City services and the overall financial condition of the City. For a complete review of the City’s financial status for the recently concluded fiscal year, the FY 2017 CAFR and FY2017 budget documents can be found on the City’s website at http://www.postfallsidaho.org/departments/finance-support-services/budget-book-cafr-pafr/, or copies may be obtained from the Finance and Support Services Department. We will be pleased to respond to any questions on this publication, the CAFR, and current budget documents.

Jason Faulkner
Finance and Support Services Department
Finance Director / Treasurer
Dear Citizens,

The City Council and I are pleased to present the 2017 Popular Annual Financial Report (PAFR) for the City of Post Falls to our citizens.

This report is an easy to read annual report of our City’s financial operations in 2017 and provides a summary of the City’s revenue, spending and financial condition.

The PAFR is designed to take information from the Comprehensive Annual Financial Report (CAFR) and display the highlights in a simplified format. Doing so increases the transparency of the City’s finances and operations.

The PAFR gives a snapshot of our City’s financial health, not only to residents, but also to others outside our community who may be considering relocating their home or business.

Continuing to provide open communication, accountability and transparency in presenting the City’s financial reports is a priority for the City Council.

Ronald G. Jacobson, Mayor
MAYOR AND CITY COUNCIL

ELECTED OFFICIALS

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE</th>
<th>OCCUPATION</th>
<th>TERM</th>
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</thead>
<tbody>
<tr>
<td>Ronald G. Jacobson</td>
<td>Mayor</td>
<td>Senior VP – bankcda</td>
<td>2017</td>
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<tr>
<td>Linda Wilhelm</td>
<td>Council President - Seat 6</td>
<td>Realtor – Coldwell Banker</td>
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<tr>
<td>Kerri Thoreson</td>
<td>Councilor - Seat 1</td>
<td>Self Employed</td>
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</tr>
<tr>
<td>Alan Wolfe</td>
<td>Councilor - Seat 2</td>
<td></td>
<td>2017</td>
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<tr>
<td>Joe Malloy</td>
<td>Councilor - Seat 3</td>
<td>Project Coordinator - Outotec Energy Products</td>
<td>2019</td>
</tr>
<tr>
<td>Betty Ann Henderson</td>
<td>Councilor - Seat 4</td>
<td>Retired</td>
<td>2017</td>
</tr>
<tr>
<td>Lynn Borders</td>
<td>Councilor - Seat 5</td>
<td>Retired</td>
<td>2019</td>
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</table>

APPOINTED OFFICIALS

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelly Enderud</td>
<td>City Administrator</td>
</tr>
<tr>
<td>Jason Faulkner</td>
<td>Director of Finance</td>
</tr>
<tr>
<td>Scot Haug</td>
<td>Chief of Police</td>
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<tr>
<td>David Fair</td>
<td>Parks &amp; Recreation Director</td>
</tr>
<tr>
<td>Russ Connole</td>
<td>Public Services Director</td>
</tr>
<tr>
<td>Teresa Benner</td>
<td>Human Resources Director</td>
</tr>
<tr>
<td>Shannon Howard</td>
<td>City Clerk</td>
</tr>
</tbody>
</table>

2017 CITY ORGANIZATIONAL CHART

Elected and Appointed Officials
ADMINISTRATION
The City Administration has responsible for the administrative direction for all departments of the City, providing budgetary and policy advice to the Mayor and City Council, and implementing City Council goals, budgets, policies and strategic plan. The Administrative Department implements City Council policy direction, direct cost-effective and customer service oriented city services, and ensures compliance with local, state, and federal requirements. Maintains professional and effective relations with external agencies and the citizens.

Administration Divisions:
City Clerk’s Department
I.T. Services Department
The Public Information Office / City Cable

FINANCE & SUPPORT SERVICES DEPARTMENT
Incorporates all accounting services for the City, prepares the Annual Budget, a financial report for City auditors, the Comprehensive Annual Financial Report (CAFR) and Annual Financial Highlights (PAFR). Other functions include: Payroll; Billing and Collections for local improvement districts, utility customers, and miscellaneous services; Accounts Payables; and full-service accounting function.

Finance Divisions:
The Utilities Department

HUMAN RESOURCES DEPARTMENT
The Human Resources Department provides services with respect to employment, employee relations, policy and systems development, compensation and benefits administration, safety, and organizational development training issues. Assures the City complies with its policies and the law.

PARKS AND RECREATION DEPARTMENT
The Post Falls Parks, Recreation & Cemetery Department strives to provide the community with high quality, affordable programs and activities for people of all ages and abilities. The department provides recreational services, facilities and parks to our customers and the citizens of Post Falls.

Parks and Recreation Divisions:
Recreation Division
Parks Division
Cemetery Division
Urban Forestry Division

PUBLIC SERVICES DEPARTMENT
Comprised of two divisions, Public Works Division and the Community Development Division. The Public Works Division incorporates services to ensure safe maintained travel ways, operation of the City’s water and water reclamation facilities, protection of the environment, and maintenance of city facilities. The Community Development Division incorporates services for planning growth and development, and engineering infrastructure to ensure a well planned and livable community.

Public Works Division:
Facility Maintenance
Fleet Services
The Street Department
Utilities Division
Water Department
Storm Water Department
Water Reclamation Department
Community Development Division:
Building Department
Engineering Department
Planning Department

POST FALLS POLICE DEPARTMENT
The Police Department is committed to provide a safe, secure environment for the Community and our employees. The Department is dedicated to the prevention of crime, the protection of life and property, the maintenance of law and order, the enforcement of laws and ordinances, and upholding the constitutional rights of all those within our jurisdiction. The department has three divisions and 14 programs.

Police Divisions:
Patrol
Investigations
Communications

Legal Services Department
Prosecuting Attorney
The Legal Services Department provides legal representation to the mayor, city council and city staff concerning all legal matters affecting the City. The department also prosecutes misdemeanor criminal cases occurring within the City as well as those occurring in Rathdrum.
Post Falls is located four miles east of the Washington-Idaho border along Interstate 90 in Kootenai County and is bounded by Coeur d’Alene, Idaho to the east, the State of Washington to the west, the Spokane River to the south and the Rathdrum prairie to the north. Post Falls is 20 miles east of Spokane, Washington and approximately 100 miles south of the Canadian border.

### Population

Post Falls has grown from 7,350 residents in 1990 to an estimated 35,200 at the end of 2017. This influx of new residents has resulted in a strong construction industry. Post Falls grew at a more modest annual growth rate of approximately 2.4% between 2010 through 2015. 2015 brought signs of change as Post Falls grew at a higher 3.76% growth rate. In 2016, new dwelling units increased 673 units which equated to a growth rate of 5.56%. This energy remained strong in 2017 with an additional 355 single family homes and 238 multifamily units permitted resulting in a growth rate of approximately 4.47%. 2018 may be the year Post Falls sets a record in total number of units added to Post Falls, due to the number of inquiries in creating multi-family in close proximity to commercial corridors within Post Falls. The commercial area along Seltice Way between Spokane Street and Highway 41 is the only area within Post Falls that has some degree of multi-family in close proximity to a commercial corridor and may be why this area has realized more commercial development than other areas similar levels of traffic flow. Therefore, Post Falls may see land that has been sitting vacant for some time be commercially developed in 2018 and 2019. Post Falls may grow to over 37,000 in 2018.

Post Falls, Idaho is an inviting place to live, work and play. Its proximity to numerous lakes, rivers and mountains offers a quality of life that is highly desirable. Just minutes to the east is Coeur d’Alene, ID, with a reputation as a world travel destination due to the five-star Coeur d’Alene Resort and golf course with a floating green. To the west is the largest city in the region, Spokane, WA with a population of approximately 250,000. Post Falls’ unique location between these two diverse cities offers Post Falls’ residents varied opportunities in their lifestyle, recreation and business opportunities. The I-90 corridor, connecting Spokane and Post Falls/Coeur d’Alene, continues to be a hub of business growth. This is reflected in an increasing number of retail, health care and manufacturing businesses locating in the City.

Traditionally, Kootenai County’s economy was timber-based. But, it has become more diverse with an increase in manufacturing, health care, retail, and tourism. Jobs Plus, Inc., this area’s economic development organization has recruited small to medium sized firms to the county. With the assistance of Jobs Plus, Inc. and the Urban Renewal Agency (URA) to help build infrastructure, Post Falls can assist in relocating or establishing new businesses within the community. Post Falls has an expedited permitting process to assist business development.

URA plays a key role in developing and creating jobs. URA and Community Development Block Grant funds helped pay for the necessary infrastructure in the West Post Falls Urban Renewal District, attracting Sysco, Cabela’s and a second Wal-Mart and will assist with developing The Pointe at the Post Falls retail area. The joint efforts by Jobs Plus, Inc., URA, Panhandle Area Council and the City have brought a number of other businesses to Post Falls, including Center Partners, Buck Knives, the two Wal-Mart stores, ALK-Abello Source Materials, Ground Force Manufacturing and UnderGround Force, Ednetics, C&S Glass, Love’s Travel Center, Carl’s Jr., Burger King, Subway, the State of Idaho Department of Labor. In addition, the infrastructure was completed within the City Center on the first phase of the Post Falls Landing project which has been designed to accommodate a mix of uses including commercial, office and residential when developed. A Community Development Block Grant for $500,000 helped fund public infrastructure to support the new business venture of Ground Force Worldwide, known as UnderGround Force Manufacturing. In exchange for the funding, the company created more than 50 manufacturing jobs.

In 2017, a significant number of rooftops once again were added to the City of Post Falls. 2017 was very similar 2016. There were 355 single family housing unit (HU) permits issued and an additional 238 multifamily housing HU created. Kootenai County Department of Motor Vehicles expanded their operations within the Post Falls City Center to not only do vehicle licensing, but driver’s licenses as well. Popeye’s Chicken opened on Highway 41. Kootenai Medical, Buck Knives, Summit Ministries, Goodwill Industries, and Riverstone Dental completed remodels. Riverstone Dental is a new dental facility within the strip mall just on Mullan Avenue. Papa Murphy’s relocated to this same strip mall. Orgill completed tenant improvements and attained a Certificate of Occupancy for full operations at their facility. Tedder Industries (East Portion), Quad Park Commercial, Coachman Auto Body, Perfection Traffic Control, Post Falls Secure Storage, Ross Point Mini Storage, Trucks and Toys, and a Remodel at Walmart are highlights of projects that commenced in 2017. Bel Cielo Apartments, Phases of Fieldstone Apartments, Pointe Apartments, River City Villa Apartments, and River City Apartments are examples of multifamily projects that commenced in 2016 and were completed in 2017. In 2018, continued residential and commercial/industrial development is expected to remain strong. There are a number of proposed multifamily projects that are speculated to commence in 2018. It will be exciting to see what all develops in 2018.
### MISCELLANEOUS STATISTICS

<table>
<thead>
<tr>
<th>Category</th>
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<tr>
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<td>Miles of Streets</td>
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<td>Wastewater Customers</td>
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<tr>
<td>Public School Enrollment</td>
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</table>

### Did you know?

Post Falls has 463 acres of park land  
286 acres of open space  
12.25 miles of asphalt trails  
12,000 urban trees  
13 children’s playgrounds  
3.5 miles of river frontage  
21,000 square feet of beach area  
Whitewater access  
112 climbing routes  
5.29 miles of hiking trails

The City’s Recreation Division had over 8,400 participants that spent over 189,000 hours engaged in activities that enhanced their healthy lifestyles. Offered over 148 programs, from sports leagues to special interest classes and outdoor recreation trips.

The Parks & Recreation Department hosted many community-wide events such as the Adult Triathlon, Shoes & Microbrews 5k Fun Run, Post Falls Festival, Movies in the Park, Family Fishing Derby, Winterfest/Tree Lighting Celebration and sports tournaments.
Ongoing efforts on behalf of the City and the Post Falls Urban Renewal Agency continue to provide for growth and business attraction with the City Center area. The Greensferry Overpass was substantially completed in 2015, which adds an additional connection from the north side of Post Falls to the south side of Post Falls. This connection assists the commercial properties in the area, and provides connectivity for emergency services. Spokane Street improvements south of I-90 were substantially completed in 2016.

The City and Agency continue to work on transportation improvements within other areas of the community, including completing the Spencer Street connection to Seltice Way a providing multi-use trail along the east side of Highway 41 that received grant funding through the Community Choices for Idaho program, and matching funds from the URA.

Staff continued in 2017 with economic development efforts supporting business recruitment, development of an economic development program for Post Falls, expand marketing materials, improve the effectiveness of the economic development webpage, evaluate vacant and underdeveloped land, and evaluate possible incentives to encourage infill development. Staff will also be working with city officials to evaluate existing master plans and the City’s vision related to growth and desired development patterns. The City hired a consultant to update the City’s Comprehensive Plan and Zoning Code. The PUD section of Title 18: Zoning Code was updated to clarify and improve the procedural process, assist development, and more accurately depict developed areas.

The goal of effective and timely maintenance and repair of facilities and equipment is one of our highest priorities. We continue to work towards better treatment of all pollutants and provide the best service to our community. Equally important is the effort to assure that the infrastructure constructed by developers, builders and private contractors is constructed to the highest possible standard while complying with recognized standards and specifications.

The Street Maintenance Division has a program of bi-weekly sweeping citywide through the summer months to help with dust control. This program has worked well to reduce dust from the traffic on our City streets. The City has placed greater emphasis on crack sealing, seal coating and maintenance overlay of streets to preserve current paved surfaces. A program has been initiated to pave or replace badly deteriorated chip sealed streets with new pavement in residential districts. Over the last two years, over $1,000,000 was invested in this area to improve traveling service.

The Water Utility Division operates a water system to serve the City consisting of 9 wells and 5 reservoirs, with a pumping capacity of 14 million gallons a day with reservoir capacity of 6.5 million gallons. The Water Utility Division is currently finalizing an update to the system Master Plan to understand necessary capital improvement and maintenance needs over the next 20 years in general and 5 years in detail.

The Water Reclamation Facility has a capacity of 4.1 million gallons a day. The City now maintains 33 lift stations to serve the community. The bio-solids from the plant are hauled off site by Barr Tech and composted at their state of the art facilities. The Water Reclamation Division previously purchased 628 acres of farmland for future land application for reclaimed water. An additional 245 acres of forested property was purchased for this purpose in 2016 followed by 167 acres of forested property purchased in partnership with the Parks Department in 2017. In 2014, the City was issued a 5-year NPDES permit with some of the most stringent phosphorus removal requirements in the nation. Construction was substantially completed in late 2016 on the first of several phased upgrades toward future compliance with that permit. The permit contains a ten-year compliance schedule. A pilot test was completed to determine the appropriate technology for the next treatment plant upgrade. The next step in the compliance schedule is to design the necessary upgrades. A State Revolving Fund loan to fund the project was secured in late 2017.

The Parks and Recreation Department is responsible for the operations of the City’s Parks, Recreation, Cemetery, and Urban Forestry divisions and assigned general city facilities. Over the last few years the department has made improvements in the following areas: state of the art irrigation systems, ADA compliance, up-graded picnic shelters, modern restroom facilities, trails and pathways, maintenance equipment, trash collection, security cameras, energy efficient lighting, wildlife management, and new playground equipment. The department continues to emphasize good customer service and maximization of resources as it tries to keep up with public demand for services. The department is faced with a continued need to coordinate its operations with a greater number of service partners and volunteers than in previous years. The increased number of special projects and community events is another area that has had an impact upon the staff and budget for the department.
The Popular Annual Financial Report (PAFR), sometimes called the Annual Report to Citizens, is a summary of the financial activities of the City’s governmental funds and is drawn from information found in the CAFR. Unlike the CAFR, the PAFR is unaudited and presented on a non-GAAP basis.

The City of Post Falls received the Award for Outstanding Achievement in Popular Annual Financial Reporting from the GFOA for the 2015 PAFR. The City has received this award annually since 2008. The award is a prestigious national award that recognizes conformance with the highest standards for preparation of state and local government popular reports. In order to receive this award, a government unit must publish a report, with contents that conform to standards of creativity, presentation, understandability, and reader appeal.
The following charts are derived from the City’s Governmental Activities statements included in the CAFR. This report provides a detailed account of the revenues (sources of income) and expenses (the use of money) for City operations. It reflects changes in net assets that occurred during the fiscal year.

The City’s direct charges to users of governmental services made up $6,223,519 or 23 percent of total governmental revenue. These charges are for park rentals, recreation classes, building permits and other fees related to public safety and administration. Public safety includes police, domestic violence assistance, animal control and dispatch services and accounts for $6,808,217 in expenditures, or 32.8 percent of the total. Highway and public works accounts for $4,562,035 in expenditures, or 21.9 percent of the total. Culture and recreation accounts for $2,308,641 in expenditures, or 11.1 percent of the total. General government accounts for $7,036,780 in expenditures, or 33.9 percent of the total.

The majority of the City of Post Falls’ governmental activities’ revenue is received from property tax (38 percent) with other taxes following at (15.7 percent). When all taxes are added together, they make up 53.7 percent of the budget.

When revenues are compared to expenses, it shows that none of the City of Post Falls’ programs are self-supporting. They all require tax support to continue at their current level of service.

Grants and contributions are primarily received by public safety and public works. These grants normally have matching requirements by the City, but allow programs and projects that may not happen without those additional funds. The City currently runs a domestic violence program that is significantly funded through federal grants each year.

For the most part, increases in expenses closely paralleled inflation and growth in the demand for services. No significant transactions occurred outside of the Major funds for FY 17. No significant losses or revenues were received during the year and building permit revenue has increased during FY 17.
In the case of the City of Post Falls, assets and deferred outflows, exceeded liabilities and deferred inflows by $214,420,778 at the close of the most recent fiscal year. By far the largest portion of the City of Post Falls’ net position (66.6 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, other improvements, infrastructure, and construction in progress); less any related debt used to acquire those assets that are still outstanding.

The City of Post Falls uses these assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City of Post Falls’ net investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City of Post Falls’ net position (16.9 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position ($36,261,322) may be used to meet the government’s ongoing obligations to citizens and creditors. At the end of the current fiscal year, the City of Post Falls is able to report positive balances in all three categories of net position and fund balance, both for the government as a whole, as well as for its separate governmental and business-type activities.
The City of Post Falls, like all other governmental entities in Idaho, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The general fund is the chief operating fund of the City of Post Falls.

Fund balance is the difference between fund assets and fund liabilities in a governmental fund. Unassigned fund balance is the portion of total fund balance available for appropriation that is not constrained for any particular purpose at year end.

At the end of the current fiscal year, the City of Post Falls reported a combined ending fund balance of $29,403,615, an increase of $2,235,919 in comparison with the prior year. The current fund balance contains $9,127,103 of restricted dollars, $3,773,386 of committed dollars, $2,379,285 of assigned dollars and the balance of $14,123,841 is unassigned, which is available for spending at the government’s discretion.

The general fund is the chief operating fund of the City of Post Falls. At the end of the current fiscal year, unassigned fund balance of the general fund was $13,731,148 with a total fund balance of $19,883,819. As a measure of the general fund’s liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 69.1 percent of total general fund expenditures, while total fund balance represents 100.00 percent of that same amount.

**General Fund Expenditures by Function**

- Principal: 0%
- Interest: 0%
- Capital outlay: 14%
- Culture and recreation: 10%
- Highways and public works: 15%
- Public safety: 31%
- General government: 30%
The City of Post Falls’ investment in capital assets for its governmental and business-type activities as of September 30, 2017 amounts to $164,297,202 (net of accumulated depreciation). This investment in capital assets includes land, buildings, machinery, equipment, other improvements, and infrastructure. The total increase in the City of Post Falls’ investment in capital assets for the fiscal year was 4.23 percent (a 6.65 percent increase for governmental activities and a 2.48 percent increase for business-type activities).

Major capital asset events during the current fiscal year included the following:

- Donated capital assets from developers as they develop commercial areas and subdivisions.
- Upgrades to the cemetery owned by the City.
- Focused on capital street projects during the course of the fiscal year.
- Various Reclaimed Water projects, including a plant upgrade, upgrades to various lift stations, and finalizing phase one of construction on the wastewater reclamation plant upgrade in an effort to keep up with growth.
One of the major sources of the City of Post Falls’ business-type activities’ revenue is received from charges for services (75.6 percent). Currently, the City of Post Falls’ business-type activities do not use property taxes for any type of funding.

The second major source of revenue is capital construction (23.1 percent). These contributions are received by water and reclaimed water only. The sanitation for the City of Post Falls is contracted out, and the City has no capital investment in that program.

When revenues are compared to expenses, it shows that all of the City of Post Falls’ programs are self-supporting. In reclaimed water this includes capital contributions from developers.

Again, for the most part, increases in expenses closely paralleled inflation and growth in the demand for services. The City had been growing at a very rapid pace and it has slowed considerably over the last several years. The only major transaction during the year was the completion of the Water Reclamation Treatment Plant Upgrade in Reclaimed Water. The City is the only reclaimed water provider within the City limits and is one of three providers of water within the City limits. All sanitation services are provided through the City.
Falls Park in early summer

City of Post Falls Finance and Support Services

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