



# City of SANDPOINT

## City Council/Mayor

### Candidate Orientation

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“The City of Sandpoint will be a model of good governance, effective engagement, service efficiency, citizen satisfaction, and community pride.”

# Filing for Election

- ▶ Filing period: August 26 – September 6, 2019, 5:00 p.m.
  - ▶ Petition of Candidacy with 5+ signatures of qualified city electors; or
  - ▶ A non-refundable filing fee of Forty Dollars
- ▶ Petition signatures must be verified by the County Clerk before the petition is submitted to the City Clerk
- ▶ Withdrawal of Candidacy: September 20
- ▶ Declaration of Intent to run as a write-in candidate: October 8
- ▶ Campaign Financial Reporting Rules must be followed

# City Council Roles & Responsibilities

- ▶ Composition – Powers: Six members elected every two years with legislative authority.
- ▶ Meetings: Attend regular meetings the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month at 5:30 p.m.
- ▶ Committees/Commissions: Serve on 1 or more City committees and commissions. Confirm mayoral appointments.
- ▶ Elect Council President
- ▶ Quarterly review of financials
- ▶ Adopt ordinances to protect public health, safety, morals and welfare

# Council Responsibilities Cont.

- ▶ Annex territory into the city by ordinance
- ▶ Adopt a comprehensive plan by resolution, which serves as the city's plan for future growth and development
- ▶ Adopt zoning ordinances to regulate land uses
- ▶ Negotiate with county commissioners an area of city impact for future urbanization and annexation and land use regulations
- ▶ Adopt City policies – personnel, financial, investment, purchasing, and other policies governing city operations
- ▶ Adopting the City budget establishing spending authority for specific funds or departments
- ▶ Approving the City's property tax levy
- ▶ Adopting City fee structure
- ▶ Vacating streets and public rights-of-way
- ▶ Adopting a City strategic plan

# Mayor Responsibilities

- ▶ Presides over City Council meetings and determines the order of business
- ▶ Holds executive authority
- ▶ Votes to break a Council tie
- ▶ Call special meetings of the Council
- ▶ Administers oaths and signs all contracts and conveyances as conferred by the City Council on behalf of the City
- ▶ Signs and holds veto power of ordinances passed by the City Council

# City Administrator Responsibilities

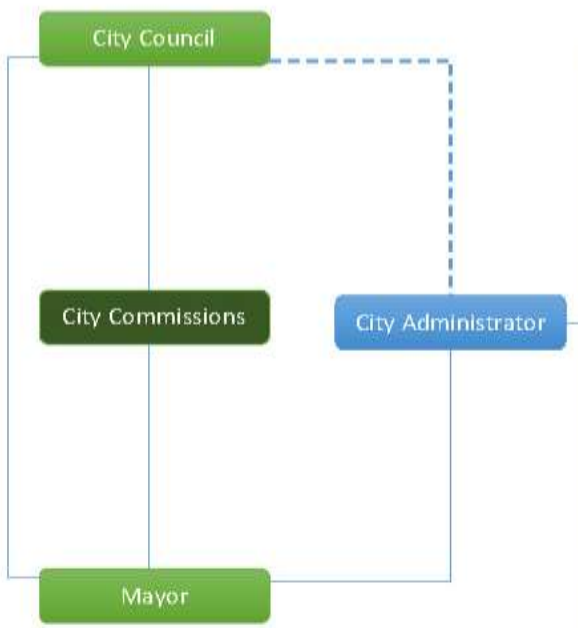
- ▶ Manages day-to-day operations and internal affairs of the City
- ▶ Serves as the City's Chief Information Officer
- ▶ Prepares, presents and oversees the City budget with the Treasurer
- ▶ Develops policies, procedures and processes
- ▶ Develops new programs and enhances and conducts operational analysis and recommendations for organization structure
- ▶ Recommends executive, administrative and legislative actions to the Mayor and Council
- ▶ Liaison between Council, Mayor and Staff

# Committees & Commissions

- ▶ Historic Preservation Commission
- ▶ Parks & Recreation Commission – operating as CAC
- ▶ Arts Commission
- ▶ Pedestrian and Bicycle Advisory Committee – operating as CAC
- ▶ Sustainability Committee – not active
- ▶ Tree Committee
- ▶ Americans With Disabilities Act (ADA) Committee – not active

\* *Ad Hoc Citizen's Advisory Committee - CAC*

Citizens of Sandpoint



### Divisions



### Service Groups





# Compensation and Benefits

- ▶ Mayor – monthly salary \$1,200/\$14,400 annual
- ▶ Council members – salary \$400 monthly/\$4,800 annual
- ▶ Last compensation increase approved July, 2014/ took effect January, 2016
- ▶ Annual benchmarking review
  - ▶ Average PT Mayor Salary - \$1,681.81 (-40.15% Market Ratio)
  - ▶ Average Council Salary - \$726.45 (-55.06%Market Ratio)

# Compensation and Benefits

- ▶ Considered Part-Time Employees
  - ▶ Different Classification – Entitled to Most Employee Benefits
    - ▶ City paid employee medical, dental, life (up to \$12,000 coverage), PERSI contribution
    - ▶ Optional employee/city paid spouse, dependent and family coverage
    - ▶ Optional employee paid vision, life flight coverage

# Distinctive City. Thriving Future

## Strategic Plan 2018 to 2020



### Responsive Government

Sandpoint is a City where government is known for effective citizen engagement, reliable infrastructure, efficient services, resource stewardship, and high citizen satisfaction.



### Resilient Economy

Sandpoint is a City with a diverse mix of businesses and nonprofit organizations that benefit from the quality education, versatile workforce, fair taxes, sensible regulation, and reliable connections to the region and world.



### Sustainable Environment

Sandpoint is a City where development is planned on principles to assure good stewardship of resources and responsible outcomes relative to the built and natural environment.



### Vibrant Culture

Sandpoint is a City where people are inspired to create, experience, and support community heritage, social events, life-long learning, recreational pursuits, and art of all kinds.



### Livable Community

Sandpoint is a City designed to encourage connections among people through a diverse mix of housing walkable / bike-able neighborhoods that are safe and secure, ready access to recreational facilities and public spaces, and robust street and digital infrastructure.



# Priorities for City Operations

- ▶ Meaningfully improve citizen engagement and transparency
- ▶ Maintain an efficient, account and effective City government
  - ▶ Alternative methods of community engagement
  - ▶ Data-informed decision making
  - ▶ Performance management
  - ▶ Policies and procedures
- ▶ Orientation, training and development
- ▶ Critically review community advisory committee structure and recommend improvements

# Financial Policies

- ▶ 2019 General Fund Emergency Reserve – 12% (\$1,141,650)
- ▶ 2019 General Fund Operating/Stabilization Reserve – 28% (\$2,663,850)
- ▶ Construction Reserve
  - ▶ Maintains an adequate cash flow balance for the SURA-funded Downtown Revitalization Project and recognizes the long-term commitment and investment of the City of Sandpoint to complete the project
  - ▶ \$3 million

*\*GFOA recommends local governments maintain reserves  
Equal to 16.7% of annual revenue*

## Reserve Policy Calculations

General Fund FY 2020	
Budget	\$16,221,125
Less Capital/Grants	<u>(6,122,284)</u>
Balance to Calculate Reserve	10,098,841

# City of Sandpoint 2020 Budget Snapshot

Total Revenue: \$39,322,035

Total Expenditures: \$39,322,035

- City Population..... 8,703\*
- City Employees.....90.91
- Active Businesses.....1,235
- Utility Customers.....4,699
- City Square Miles.....4.79



\*Current City population estimates based on building permits and vacancy rates could be 9,564

\* Resort City Status at Risk

# 2020 Highlights:

## Comprehensive Master Plans

- ▶ Parks & Recreation
- ▶ Transportation
- ▶ Pedestrian/Bike Master Plan
- ▶ Inflow & Infiltration Plan
- ▶ Water Master Plan
- ▶ Watershed Management Plan
- ▶ Arts & Culture Master Plan

20-Year Capital Improvement Plan

# Rate Studies

- ▶ Water & Sewer Rates (including NUFF)
- ▶ Impact Fees
- ▶ Planning & Building Fees



# Comprehensive Plan

- ▶ Consultant to be selected for Comprehensive Plan 9/18 Council meeting
- ▶ Comp. Plan sets the rules for the “how” of new development
- ▶ Master Plans set a long view to future wants and needs of the City.

# 2020 Council Orientation & Planning

- ▶ December, 2019 – ICRMP/AIC Training in Coeur d'Alene
- ▶ January, 2020 – Current/New City Council Retreat
  - ▶ Orientation
  - ▶ Review Progress on Strategic Priorities
- ▶ Q2, 2020 – Update City Strategic Plan



**QUESTIONS?**