

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 07 / 17

Date of meeting 11 / 15 / 17

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Clifton Warren, Treasurer - Selkirks Pend Oreille Transit Authority (SPOT)

Address: 31656 Hwy 200, Box 8 Ponderay, ID

Phone number and email address: 208-263-3774 spot.marion@frontier.com

Authorized by: Jennifer Stapleton

*name of City official*



*City official's signature*

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: request matching funds in the amount of \$78,000

Summary of what is being requested: an increase of \$8,000 from last fiscal year to support additional services to continue shuttle service for events

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city?   **Yes or No**

If yes, in what way? \_\_\_\_\_

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted? **Yes or No**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan:

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

5. Have all the affected departments been informed about this agenda item? **Yes or No**

**This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**



## **AGENDA REPORT**

**DATE:** November 9, 2017

**TO:** MAYOR AND CITY COUNCIL

**FROM:** Jennifer Stapleton, City Administrator

**SUBJECT:** SPOT FY 2018 FUNDING REQUEST

### **DESCRIPTION/BACKGROUND:**

The Selkirks-Pend Oreille Transit Authority (“SPOT”) was created by a Joint Powers Agreement to which the City of Sandpoint is a member. SPOT was created to establish, implement, maintain, fund and operate a public transportation system for the benefit of the members’ commuters, residents and visitors.

The financial operations, including a preliminary annual operating budget, is overseen by the Board of SPOT and the JPA requires that a preliminary budget be submitted to the members of the JPA prior to April 10<sup>th</sup> each year. The SPOT Board determines the pro-rata share of each member and establishes the time period for when the payment is due. Payment is subject to approval of the governing board of each member, which in the case of the City of Sandpoint is the City Council.

SPOT has requested a contribution in the amount of \$78,000 from the City of Sandpoint for Fiscal Year 2018. Last year’s contribution was \$70,000. In addition to presenting this request, SPOT will also provide an annual report of operations and financial affairs as required by the JPA.

**ACTION:** Authorize amount and payment of FY2018 City of Sandpoint allocation to SPOT

**WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes**

**ATTACHMENTS:** SPOT FY2018 funding request



September 25, 2017

Mayor Shelby Rognstad  
1123 Lake Street  
Sandpoint, Idaho 83864

Re: SPOT Invoice for FY 2017-2018

Dear Mr. Mayor,

Attached is an invoice for match funding. This covers the service year from October 1, 2017 to September 30, 2018.

The amount of the invoice is \$78,000.00. This amount keeps funding equity between Sandpoint and Ponderay. Last year, Ponderay contributed \$70,000 plus an additional \$8,000.00. Sandpoint's contribution was \$70,000.00 during the same time period.

The increased amount will help support the additional services to Sandpoint. SPOT plans to continue the shuttle service for the Festival at Sandpoint and add other services such as a shuttle for the POAC Arts and Crafts Fair.

Thank you for your continued support of this valuable community asset.

Respectfully Submitted

Clifton Warren, Treasurer  
Selkirks Pend Oreille Transit Authority



September 7, 2017

Maree Peck  
City Clerk  
City of Sandpoint  
1123 Lake Street  
Sandpoint, ID 83864

RE: SPOT funding for 2017/2018

Dear Maree,

Pursuant to the Memorandum of Understanding with Selkirk Pend Oreille Transit Authority (SPOT), this letter serves to invoice the City of Sandpoint for the grant year 2017/2018 matching funds totaling Seventy-eight Thousand Dollars (\$78,000.00).

Please remit as soon as possible.

Thank you,

Colleen Culwell, CPA